

# Effective Document Control and Record Management



## About us

### Who we are

The Centre for Continuing and Professional Education (CPE) was established in 1999 to provide continuing professional education and lifelong learning opportunities for University's staff, students, alumni and the public. As part of TAR UMT's commitment to continuing education and lifelong learning, CPE is entrusted with designing, developing and delivering various activities, workshops and programmes to meet the diverse learning needs of multiple parties.

## About This Training

A good records management system is an essential need for a well-run Organisation. Records are indispensable for daily operations and activities. Records are needed for identification and evidence of accurate and reliable activities are carried out. The inability to find a necessary document, the misplacement of orders, or the misfiling of important documents will lead to wasting time and money and customer dissatisfaction. This course teaches the participants the techniques of document control and develops the requirements to help managers and other staff improves the control of critical documents across the organisation. The participants will be introduced to data quality control, quality assurance and audit procedures. It will also highlight the risks facing regulated industries and guide on mitigating them through effective document control.



### Date and Time

27 March 2023  
 Monday  
 9 AM to 5 PM



### Training Venue

TAR UMT  
 Jalan Genting Kelang, Setapak  
 53300 Kuala Lumpur



### Trainer

Mr Ramalu Appalasamy

# COURSE CONTENTS

INTRODUCTION TO DOCUMENTS  
AND RECORDS

TERMS AND DEFINITIONS

ISO 9001:2015 REQUIREMENTS  
FOR DOCUMENTS & RECORD  
CONTROLS

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UPDATING DOCUMENT  
CHANGES AND REVISIONS

DIFFERENCE BETWEEN  
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ESTABLISH EFFECTIVE  
DOCUMENT AND APPROVAL

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AND REVISION

DOCUMENTS AVAILABLE AT  
POINT OF USE

DOCUMENTS ARE IDENTIFIABLE  
AND LEGIBLE

CONTROL OF EXTERNAL  
DOCUMENTS

CONTROL OF OBSOLETE  
DOCUMENTS

CONTROL OF FORMS

FORMATTING DOCUMENTS

MAINTAINING EFFECTIVENESS  
OF THE DOCUMENTATION  
SYSTEM

CONTINUAL IMPROVEMENTS OF  
THE DOCUMENTATION SYSTEM

LEADERSHIP IN MANAGING THE  
DOCUMENTATION SYSTEM

## Introduce our Trainer

### Ramalu Appalasyamy

Mr Ramalu is currently the advisor and trainer for organisations of various industries in implementing ISO Management Systems, namely ISO 9001, ISO 45001, ISO 14001, and ISO 22000 FSMS, including Integrated Management Systems, Total Quality Management Systems, Strategic Management and Business Excellence Programs. His practical industry experience spanned 20 years in senior management positions in the manufacturing sector. Mr Ramalu has been providing consulting, training, and auditing services to more than 60 companies as he has ten years of auditing experience being a certified auditor in ISO 9001, ISO 14001, ISO 45001, ISO 22000 and HACCP.



Click/Scan  
for enquiry



## Contact Us



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<https://www.tarc.edu.my/cpe/>

# Effective Document Control and Record Management

Venue: TAR UMT, Jalan Genting Kelang, Setapak, 53300 Kuala Lumpur

Date: 27 Mar 2023 (9.00 am - 5.00 pm)

## REGISTRATION FORM



CENTRE FOR CONTINUING & PROFESSIONAL EDUCATION

**Fees:**  Public  
RM 424.00 per participant  
(inclusive of 6% Service Tax)

TAR UMT Student/Alumni  
RM 339.20 per participant  
(inclusive of 6% Service Tax)

### The Manager

TARC Education Foundation (1033820M)

Tunku Abdul Rahman University of Management and Technology (TAR UMT)

TEL: 03-4145 0170

Email: training@tarc.edu.my

Dear Madam / Sir,

Please register the following participant(s) for the above programme: (To be completed in BLOCK LETTERS)

1

Name :

Email:

IC No. :

Mobile No. :

Nationality :

Designation :

2

Name :

Email:

IC No. :

Mobile No. :

Nationality :

Designation :

(If space is insufficient, please attach a separate list)

### Disclaimer

Registration is on a first-come-first-served basis. All cancellations must be made in writing. Cancellation made 14 days or more in advance of the workshop date will receive full refund. Cancellations made thereafter will be subjected to a cancellation fee of 50% of the workshop fee. All fees are payable in the event of non-attendance of any registered participant(s) or the overall attendance falls below 75% of total workshop hours. Replacement(s) can be accepted at no additional cost if notified 24 hours prior to the commencement of the workshop. The Tunku Abdul Rahman University of Management and Technology reserves the right to change the speaker, reschedule or cancel the workshop and all efforts will be taken to inform participants of the changes.

We hereby confirmed that (please tick accordingly):

We will be claiming under **HRD Corp Claimable Course** and full payment would be made to Tunku Abdul Rahman University of Management and Technology in the event that no disbursement from HRD Corp under any circumstances.

We will **NOT BE CLAIMING** from HRD Corp. Payment will be made to account payee TAR UMT by cheque or bank transfer to Public Bank Account No. 3 1 8 1 5 6 4 1 1 3. Kindly submit your payment remittance to training@tarc.edu.my together with this registration form.

## Submitted by

Name :

Email :

Company Name:

Company Address :

Designation :

Telephone No. :

Company Registration No. :

Company Stamp & Signature :

Department:

Mobile No. :

Date :