

[ ADMINISTRATIVE SERIES ]

## SOP DEVELOPMENT & DOCUMENT CONTROL SYSTEM

### COURSE OVERVIEW

Standard Operating Procedures are written documents that describe, in great detail, the routine procedures to be followed for a specific operation, analysis, or action. Consistent use of an approved Standard Operating Procedure ensures conformance with organizational practices, reduced work effort, reduction in error occurrences, and improved data comparability, credibility, and defensibility. Standard Operating Procedures also serve as resources for training and for ready reference and documentation of proper procedures.

### COURSE OBJECTIVES

At the end of the course participants shall be able to:

- To understand the importance of established SOP's
- State clearly what SOP are, why they are written and for whom
- To identify ways to successfully implement new SOP's
- Use a clear, simple, logical neutral style to ensure the clarity of the SOP
- To Implement effective document controls, considering the ISO system clauses requirements

### COURSE OUTLINE

Module 1: Introduction to SOP

Module 2: Getting Started

Module 3: Writing Effective SOP

Module 4 Implementing Effective Document Control System

Module 5 Effective Record Management

### TARGET AUDIENCE

The course is aimed at anyone in procedure writing and editing, management team, quality, engineering, operations, logistic, administration, office staffs, supervisors and related functions who need to write SOPs and anyone who has to work with the written procedures and document control system.

### COMFORI SDN BHD

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