



PECB ISO 30301 INTRODUCTION

INTRODUCTION TO THE IMPLEMENTATION OF A MANAGEMENT SYSTEM FOR RECORDS BASED ON ISO 30301

SUMMARY

This one-day training course enables the participants to be familiar with the basic concepts of the implementation and management of a Management System for Records (MSR) as specified in ISO 30301. Participants will learn the basic concepts of records management and best practices.

WHO SHOULD ATTEND?

- ▶ Members of a quality, information security, environmental, or energy management team
- ▶ Professionals wanting to gain preliminary knowledge of the main processes of a Management System for Records (MSR)
- ▶ Staff involved in the implementation of the ISO 30301 standard
- ▶ Staff involved in operations related to the management of records
- ▶ Auditors

LEARNING OBJECTIVES

- ▶ Introduction to the ISO 30301 standard and its requirements
- ▶ Introduction to management systems and the process approach
- ▶ General requirements: presentation of the clauses 4 to 10 of ISO 30301
- ▶ Implementation phases of the ISO 30301 standard
- ▶ Conducting an ISO 30301 audit

PREREQUISITES

None

COURSE AGENDA

DURATION: 1 DAY

- ▶ Course objectives and structure
- ▶ Standard and regulatory framework
- ▶ Fundamental principles of records management
- ▶ Management System for Records (MSR)
- ▶ Preparing for the certification audit
- ▶ Closing the training

EXAMINATION AND CERTIFICATION

None

GENERAL INFORMATION

- ▶ A student manual containing over 100 pages of information and practical examples will be distributed to participants
- ▶ Participation certificate of 7 CPD (Continuing Professional Development) will be issued to participants

For additional information, please contact us at info@pecb.com or visit www.pecb.com