



Tutorial 23 current ISO Documented Management Center



Reviewing your current ISO DMC (document management center)*

“Primary goal of your ISO DMC is avoiding NC’s, bycatch is control over cost and risk.

Based on your latest awareness assessment, ISO year plan & planning, available standard ISO procedures and latest external ISO reports”.

In this tutorial, we will zoom in on your current ISO documents and help you to integrate this system into the tdkmoms documented information center.

- One or more ISO certified document management system required.



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Before starting*.

- Learn about Harmonized Structure.
- Visit : [tdkmoms/understanding ISO what's in it for me](https://tdkmoms.nl/understanding-ISO-what-s-in-it-for-me/)".
- Print your latest awareness assessment (if any).
- Print your current ISO plan & planning (if any).
- Print your current ISO procedure index (if any).
- Print your latest ISO certification report(s).
- Arrange a meeting with your responsible HS manager.

* this may take some time so please schedule this in your agenda.is



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Arrange a meeting with your responsible HS manager.

- Discuss outcome and OFI's for your current ISO DMC (if any).
- Create or improve your ISO DMC, using the tdkmoms ISO DIC method.
- Decide if external support is required,
- Discuss changes with relevant stakeholders.



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Create your renewed ISO Documented Management Center (ISO DMC).*

- Create used ISO document register (using a relational database).
- Create Information Instruction Description of the used ISO documents.
- Introduce and formalize the renewed ISO documents & records.
- Arrange archiving.

additional items.

- Understanding ISO documents & ISO records.
- Difference mandatory ISO documented information and your additional ISO documented information

*the tdkmoms ISO DIC method, based on ISO HS 7.2, 7.3, 7.4 & 7.5 using google drive & mysql .



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Create used ISO document register (using a relational database)*.

- Install phpadmin (using XAMMP).
- Create Iso_dmc database.
- Create Iso_dmc_register.
- Create Iso_documents.

- Insert Iso_dmc_register document & Iso_documents document in Iso_documents (?!).
- Add Iso_documents records into Iso_dmc_register.
- Create overall Iso_dmc_register view.

*contact for support or example(s).



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Create Information Instruction Description IID) of the used ISO documents*.

- Learn about the use of the IID principle*.
- Insert Iso_zero_document_template IID in Iso_documents (phpadmin).
- Add Iso_documents records into Iso_dmc_register.
- Create for all the records in Iso_documents a IID and store them in a IID folder in your ISO DMC.

*contact for support or example(s).

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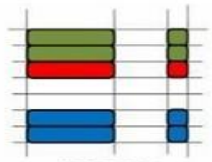


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Introduce and formalize the renewed ISO documents & records*.

- All Iso published document are under your control (read or view only) and part of the running ISO procedures.
- All Iso published documents used by Iso_representatives (Auditors) are recorded in current running Iso documents register.

 <p>INDEX</p>	<p>ISO1000.000 Date: 01-01-2000 Review date: 01-01-2050 non controlled printed version</p>
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Arrange archiving.

- All Iso published document will return to ISO DMC and archived.
- All Iso archived documents used by Iso_representatives (Auditors) are recorded in archive Iso documents register.



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Understanding ISO documents & ISO records*.

- ISO documents may be considered as steering documents before the ISO event (agenda, checklist, instructions).
- ISO records will demonstrate and prove mandatory ISO related actions after the ISO event (minutes, reports, to do list, factsheets).
- Assign type of document in the IID

*contact for support or example(s).



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Difference mandatory ISO documents and your used ISO documents

- **Mandatory documents based on requirements of the ISO standard**
- **Additional ISO documents determined by you to prove effectiveness of your ISO management system.**
- **Assign type of document in the IID.**

*contact for support or example(s).

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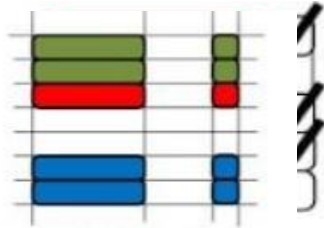
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Tutorial 23 current ISO Documented Management Center Managing ISO DMC (follow up and control)



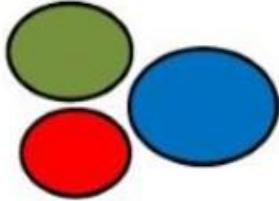
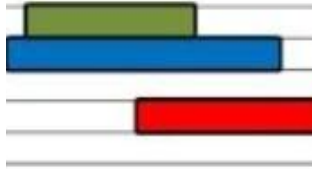
Steps

- Install an ISO DMC team.
- Manage changes in of ISO DMC.
- Review expiring dates.
- Assign & plan actions (output).

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- **Communication.**
 - periodically with your relevant stakeholders about the review and follow up.
 - traceability identification used ISO documents .
- **Plan and execute individual review.**
 - based on ISO DMC register.
 - based on a trained and competence of your HS manager.



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Follow up & records ISO DMC



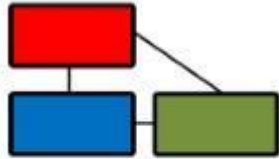
- **Follow up IP team.**
 - check results and usability actions.
 - plan & check follow-up activities.
 - inform management team about progress.

- **Records.**
 - ISO documentation center.
 - management review.
 - ISO DMC team agenda, report & follow up.
 - competence ISO DMC team members.
 - records from third parties..

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PROCEDURES /
INSTRUCTIONS

Create ISO DMC procedure.

- Chooses standard procedure template.
- Describe activity steps and used documents.
- Save procedure in ISO procedures in tdkmoms folder.
- Connect the procedure to your log file (index).



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Add monitoring ISO DMC in your ISO plan & planning.



PLANNING



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Finally Remember:

- Focus only on your ISO DMC, do not be responsible for other company documents.
- ISO DMC *“Say what you do, do what you say and prove you did it “*
- ISO DMC stays the same for many years, take your time to install the right documented management center.