



DAS Vietnam Certification

ANNOUNCEMENT ON TRAINING PLAN FOR
CHANGING THE APPLICATION OF QUALITY MANAGEMENT SYSTEM
UPON ISO 9001:2008 STANDARD FOR CLIENTS OF DAS-UK IN VIETNAM

Respectfully addressed to: All clients,

On behalf of DAS-United Kingdom Certification Body in Vietnam, we respect and highly appreciate your management board care of maintaining the application and improvement for your QMS.

Dear all clients,

International Organization of Standardization officially announced ISO 9001:2008 standard replacing for ISO 9001:2000 standard on 15th November 2008. This is the latest version on Quality management system being used in 175 countries and territories all over the world. Results of this fourth review for the original version issued in 1987 support the Quality management system of enterprises in enhancing control to improve their product quality and client satisfaction competence.

According to our announcement on application changing requirements into ISO 9001:2008 standard in January 2009 and to ensure the applicability due to practical conditions at enterprises as well as your internal auditor competence, we continuously organize basic training courses for DAS' clients as following:

I. CONTENTS OF TRAINING COURSES TO ASSIST CUSTOMERS IN CHANGING TO ISO 9001:2008

NO.	CONTENTS	PURPOSES	TIME
1	To train on general awareness and application of QMS changing to ISO 9001:2008.	<ul style="list-style-type: none">- To supply basic knowledge in the background of international integration on quality.- To have a thorough grasp of basic contents of ISO 9001:2008 requirements.- To supply essential knowledge of changes of ISO 9001:2008 requirements comparing with the old version ISO 9001:2000.- Attendees are able to set up an ISO 9001:2008 application changing plan for their own companies.	01 day
2	To train internal auditors for QMS upon ISO 9001:2008	<ul style="list-style-type: none">- To conduct advanced training on internal audit skills upon ISO 9001:2008- To do a final test	01 day

The certificates will be awarded to attendees who are fully present within 02 above training courses and pass the final exam.

II. ATTENDEE SUGGESTIONS



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In order to ensure the quality of each training course and enable the applicability into the practical conditions of each company, we wish that top management will choose executives or staff taking part in the courses who meet following requirements:

- Each company should allow at least 02 members to take part in general awareness and application training course of QMS changing to ISO 9001:2008 so that they have enough conditions to discuss on how to make an ISO 9001:2008 application changing plan basing on their practical conditions.
- Attendees allowed to follow the courses should be ones who takes/took part in applying QMS upon ISO 9001:2000 in the company. Besides, there should be at least 01 attendee who is the member of ISO management board or ISO secretary to enable the application and implementation of the system effectively.
- Each company should allow at least 01 experienced internal auditor to follow the courses.
- All attendees of each company should be fully present in 02 training courses (within 02 days), otherwise there should be at least 01 attendee at internal audit training course upon ISO 9001:2008.

III. TRAINING SITE AND TIME

Training courses 01 and 02 are organized monthly.

Site: Training center – DAS VIETNAM CERTIFICATION LTD.

6th Floor, 34JSC Office Building, No. 164, Khat Duy Tien Street, Thanh Xuan District, Ha Noi.

IV. TRAINING FEES

DAS Vietnam will support 30% of the total fees for all its traditional customers as following:

VND 1,000,000 – VND 300,000 (30%) = VND 700,000/ an attendee/ a course

For each company having at least 03 attendees, the fees will be reduced to:

VND 600,000/ an attendee/ a course

The Payment will be made by cash or bank transfer in Vietnam Dong before the course starts.

The above fees include training materials, tea breaks, lunch and certificate issue for whom to be fully present during 02 above training courses and pass the final exam but not including transportation fees. VAT for training activities is 0%.

V. ATTENDANCE REGISTER (see attached file)

Please send DAS the attendance register 10 days before the first training course is conducted.

Please feel free to contract to **Ms Van – Marketing Department – Training centre**

Tel: 04.35539135 or 04.37763177 (Ext: 123) – Fax: 04.37763777

VI. TABLE OF ATTENDEE NUMBER FOR REFERANCE ACCORDING TO IAF REGULATIONS

Due to the operation scale, enterprises should decide the participant number for these training courses according to IAF regulations for on site audit mandays to ensure the maintenance of QMS application and prevent risks that can break the system. Please see the following reference table:



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Total of employees in the enterprise (persons)	Minimum participant number for 02 training courses (persons)
1 – 30	2
31-125	3
125 – 275	4
276 – 425	5

ATTENDANCE REGISTER FOR ISO 9001:2008 TRAINING COURSES

Respectfully addressed to: TRAINING CENTRE – DAS VIETNAM CERTIFICATION LTD.

Company's name:

We confirm that the following members will take part in:

- 1. Training course 01: Training on general awareness and application of QMS changing to ISO 9001:2008 on 23rd July 2009 as following:**

No.	Name	Job position	Tel/ Mobilephone
1.			
2.			
3.			
.....			

- 2. Training course 02: Training internal auditors for QMS upon ISO 9001:2008 on 24th July 2009 as following:**

No.	Name	Job position	Tel/ Mobile phone
1			
2			
5			
.....			

Hanoi, (date).....

REPRESENTED BY

(sign, stamp)