



**Course Code:** DOCDAT

**Course Name:** Document and Data Control

**Course Description:** Managing Document and Data Control as part of the Quality Management System

**Course Summary (This course covers the following Document and Data Control content)**

**Development**

- + Key Definitions For Document and Data Control
- + What is Data and Documentation?
- + Food Safety Program Requirements
- + Training Matrix and Training Records
- + Signage
- + Document and Data Control Development
- + About Document and Data Control
- + Storage of Testing Records and Reports
- + Development
- + External Documentation

**Documentation**

- + Documentation

**Implementation**

- + Need Help with Documentation and Data Control?
- + Implementation

**Monitoring**

- + Monitor

**Corrective Action and Preventative Action**

- + Corrective Action

**Verification**

- + Verify

**Validation**

- + Validate

**Skills and Knowledge**

- + Skills and Knowledge

## Recommended Prior Knowledge or Experience

- + No prior knowledge or experience of **Document and Data Control** is required for Training Participants.
- + This Training Activity is recommended for Senior Management, Middle Management and Operational Personnel.

## Learning Outcomes

- + Training participants will gain a basic understanding of the application and management of **Document and Data Control** within food safety and quality systems.
- + Basic knowledge competency for **Document and Data Control** can be verified through successful completion of the available assessment activity for this course.
- + Basic skill competency for **Document and Data Control** can be verified through the completion of the competency checklist available through your haccp.com Training Matrix.

## Online Training Environment

### Recommended Device Standards

- + CPU - Dual Core or higher
- + Monitor - 11 Inch or larger
- + RAM - 512 MB
- + Operating System - Windows XP or Higher / MacOS
- + Resolution - 1366\*768
- + Internet Speed - 2 Mbps

### Recommended Browsers

- + Chrome - Chrome 64 or Higher
- + Firefox - Firefox 58 or Higher
- + Internet Explorer - IE11
- + Microsoft Edge - Any Version


### Recommended Software


- + Microsoft - Microsoft Office / Open Office
- + PDF Viewer - Adobe Reader / Updated Chrome Browser
- + Flash Player - Adobe Flash Player
- + Zip File - Any Compression tool like WinZip / WinRar


## Learning Material Formats


- + The Learning Materials for this haccp.com Training Activity can be selected from any of the formats provided, including:


 Website Content (Text Based)

 MP4 (Audio Visual)

 MP4 and Text (Audio Visual and Text)

 PDF (Text Based)

 MP3 (Audio)

 Slideshow (Visual)

## Cost

- + Unlimited access from **\$9.90 USD** Per Training Participant per Year!

## Required Time

- + **Learning Materials:** 0 Minutes
- + **Online Assessment Activity:** 90 Minutes (Whilst no formal time limit is prescribed for completion of haccp.com Assessment Activities, we recommend Assessments are completed within a 90-minute timeframe)

## Certificate of Completion

+ A Certificate of Completion will be available upon successful completion of the Assessment Activity (Pass mark is 75%).

## Post Training Competency Verification

+ A Competency Checklist will be downloadable upon successful completion of the Assessment Activity.