

Change Control

Overview

Whenever we make a change, there are risks associated with making that change, which could be significant or not. When we suggest a change, it is important to ensure that we do not adversely affect the quality of the manufactured product or the compliance status of our company. This 2 day course explores change Management and Change control in terms of it's purpose and effectiveness, whilst allowing delegates the opportunity to define an ideal process that they can then discuss back in their work environment.

With a greater emphasis on the effectiveness of your change control process and continuous improvement, this course explores how to set Key Performance indicators and align them with your organisation's objectives.

Key Subject Areas

- Managing Change within an organisation
- Purpose of Change Control
- Change Control and other Quality Systems
- Change Control process
- Risk and Change Management
- Measuring Effectiveness of Change Management

Duration

2 Days

Course Format

The course is designed to provide a substantial mix of tutor presentation with student interactivity, allowing delegates the opportunity to learn and explore Change Management in a safe environment. There is an emphasis on reviewing current practice within their own organisation and identifying opportunities for improvement.

Delegates will receive comprehensive notes and a copy of the presentation.

Course Overview

- Introductions
- The role and importance of change control
- Change Management strands within the organisation
- Change Control Process - what is the ideal process?
- Integrated Change control - relationship with other Quality systems (QRM, deviation and CAPA)
- Change Control - A risk based approach
- Temporary and permanent change
- Effective Change management - identification - communication - Risk Assessment - managing risks - implementing the change - closing the actions - signing off
- What can happen if we get it wrong?
- Documenting change
- Key Performance Indicators - Aligning with Objectives, Development and Communication