

# *Requirements of AS 9120 B*



## *Trainer's Guide*

# Requirements of AS 9120 B

## Materials

This course is designed to train employees on the requirements of AS 9120 B. The course covers the structure, emphasis, and requirements of the standard.

The course is approximately two hours long; the length may be changed by covering less detail, or by adding the suggested group exercises.

To begin preparing for the training session:

- Print the Notes pages of the Power Point presentation. (Open the PowerPoint presentation, select “Print”, and select “Notes Pages”).
- Print a copy of the Student Manual. You will then be able to prepare for the presentation using this guide and reviewing the speaker notes and student manual.

The content of the student manual matches the information in the PowerPoint slides. Let students know this at the beginning of the presentation to make it easier for them to take notes. The speaker notes provide additional detail.

You will need one copy of the standard for the trainer, and you may want copies for each student to refer to for details. Standards are available electronically from <http://as9120store.com/buy-standards/>

**Additional Information:** <http://www.as9120store.com>

## 5.2 Quality Policy

5.2.1 Top management must establish, review and maintain a quality policy that:

- Is appropriate to the purpose and context of the organization and supports its strategic direction,
- Provides a framework for setting quality objectives,
- Includes a commitment to satisfy applicable requirements,
- Includes a commitment to continually improve the QMS.

5.2.2 Quality policy needs to be communicated and understood within the company.

Top management establishes, reviews and maintains the quality policy that:

Is appropriate to the purpose and context of the organization and supports its strategic direction,

Provides a framework for setting quality objectives,

Includes a commitment to satisfy applicable requirements,

Includes a commitment to continual improvement of the QMS.

## 8.5 Production and Service Provision

### 8.5.2 Identification and traceability

To ensure conformity of products and services, your company must identify process outputs.

- You must maintain the identification of the configuration of the products and services in order to identify any differences between the actual configuration and the required configuration.

The status of process outputs with respect to monitoring and measurement requirements throughout production needs to be identified.

- When acceptance media are used such as stamps, electronic signatures, passwords, controls for the media need to be established.

When traceability is a requirement, you must control the unique identification of the process outputs, and retain any documented information necessary to maintain traceability.

Where needed to ensure conformity of products and services, your company must use suitable means to identify process outputs.

You must maintain the identification of the configuration of the products and services in order to identify any differences between the actual configuration and the required configuration.

You must identify the status of process outputs with respect to monitoring and measurement requirements throughout production and service provision.

Where traceability is a requirement, you must control the unique identification of the process outputs, and retain any documented information necessary to maintain traceability.