

Quality Assurance Part 1 WBT



This course is designed to give an overview of the various programs to use for administrating and monitoring Quality Assurance activities.

This course is the precondition for Quality Assurance Part 2 (classroom training).

Course Objectives

Upon completion of this course, you will be able to:

- ✓ Prepare an audit with basic data
- ✓ Create questions and relations between questions - organisations - chapters
- ✓ Create audits, plan them, perform them and do the follow-up work
- ✓ Report back findings to the system
- ✓ Keep an overview of the status of findings
- ✓ Manage suggested corrective actions and work with users
- ✓ Close an audit and modify a closed audit
- ✓ Generate reports on the performance of audits

Course Topics

Overview

- Quality Audit module
- AMOS Terminology
- Steps and programs
- Flow

Prepare an audit

- Introduction
- Audit Configuration
- How to configure an audit
- QA Question Admin
- How to create new questions
- How to modify a question

Create an audit

- Introduction
- Quality Audit Tool
- How to create an audit
- How to inform concerned users
- Performance of the audit

Report an audit

- Introduction
- Electronic Audit
- View/Edit Findings
- How to report an audit and enter findings

Suggest corrective actions

- Introduction
- Suggest QA Actions
- How to suggest corrective actions

Close an audit

- Introduction
- How to close an audit
- How to inform users
- How to modify a closed audit

Who should attend	Staff managing quality assurance activities in AMOS
Prerequisite	AMOS Basics WBT
Skill	Intermediate
Type	E-learning
Certification	To obtain the certificate, you must complete the course and pass the test with a minimum score of 80%. Quality Assurance – Part 1 is the mandatory prerequisite for Quality Assurance Part 2 (classroom training).
Duration	4 hours
Software Simulations	16
Price and Registration	Contact the AMOS Training Department at AMOS_Training@swiss-as.com .