

<b>Module Title:</b> Quality Systems Documentation
<b>Module Code:</b> QM0204
<b>Maximum Number of Students:</b> 20
<b>Total ECTS Credits</b> 2
<b>Notional Learning Hours</b> (a) Contact Time - 10 h (b) Private Study - 40 h  <b>Format of Teaching:</b> Lectures 8 h Laboratories or Practicals 2 h Other 0 h  <b>Teaching Strategy:</b> Formal lectures in 60/90 min timetable
<b>Convener:</b>  Montse Llauradó
<b>University / Department:</b>  University of Barcelona, Department of Analytical Chemistry
<b>Language of Tuition:</b> English
<b>Module Description - The Purpose or Aims:</b> To present the different categories of documents, their structure and the relationship between them.
<b>Specific Learning Outcomes for this module: (contributing to general learning outcomes GLO 1 – GLO 10)</b> At the end of the module the learner is expected to be able to: SLO 1. To know the different categories of documents in a Quality System SLO 2. To know the structure and contents of different documents SLO 3. To know the documentation management
<b>Summary of Course Content:</b> This module explores the fundamental aspects of the quality system documentation, focusing on the different types of documents, their structure and contents, and how to manage the documentation. Topics that will be discussed include: Type of the documentation <ul style="list-style-type: none"> <li>• Quality Manual</li> <li>• Procedures</li> <li>• Work/Job Instruction</li> <li>• Records/Documentation</li> </ul> Structure of each type of documentation. Contents and responsibilities. Documentation Management.
<b>Transferable Skills Taught:</b> Knowledge related with the documentation of a quality system. Ability to communicate with specific terms related to quality systems in laboratories. Ability to work in small groups and to elaborate documentation related to quality system.
<b>Assessment Methods:</b> 1. Written examination (70 %). Evaluation of SLO1 – SLO3 2. Work assignment (30 %). Evaluation of SLO1- SLO3.

**Assessment Criteria:**Threshold:

SLO1: Basic knowledge on quality system documents type.

SLO2: Basic knowledge on structure and contents of different documents.

SLO3: Basic knowledge about documentation management.

SLO 1: To know the different categories of documents in a Quality System.

SLO 2: To know the structure and contents of different documents.

SLO 3: To know the documentation management.

Good:

SLO1 and SLO2: Ability to describe the contents of different types of documentation.

SLO3: Ability to describe the control documentation in a quality system.

Excellent:

SLO1-SLO3: Ability to integrate a deep knowledge on all the issues covered in the module to solve a case study.

**Resource Implications of Proposal and Proposed Solutions:**

Lecture notes will be available for students.

Recommended reading:

E. Prichard, V. Barwick. Quality Assurance in Analytical Chemistry. Wiley 2007.

E. Prichard. Quality in the Analytical Chemistry Laboratory. ACOL Series. John Wiley & sons, 1995.

B. W. Wenclawiak, M. Koch, E. Hadjicostas (Eds.). Quality Assurance in Analytical Chemistry. Springer 2003.

**Pre-Requisites:**

No pre-requisites are required.