

COURSE GUIDE

<u>Subject name</u>	Documentation of quality and work safety systems
<u>Course of study</u>	Quality and Production Management
<u>The form of study</u>	Full-time
<u>Level of qualification</u>	First
<u>Year</u>	III
<u>Semester</u>	V
<u>The implementing entity</u>	Department of Production Engineering and Safety
<u>The person responsible for preparing</u>	dr inż. Manuela Ingaldi
<u>Profile</u>	General academic
<u>ECTS points</u>	3

TYPE OF TEACHING – NUMBER OF HOURS PER SEMESTER

LECTURE	CLASS	LABORATORY	PROJECT	SEMINAR
15	15	-	-	-

COURSE AIMS

- C1. Knowledge about the quality management system documentation.
- C2. Knowledge about the health and safety management system documentation.

ENTRY REQUIREMENTS FOR KNOWLEDGE, SKILLS AND OTHER COMPETENCES

1. Knowledge about quality management, production and service management.
2. Knowledge about the health and safety.

LEARNING OUTCOMES

- EU1. Student knows the individual documents of different systems.
- EU2. Student knows the requirements of appropriate standards for documentation systems.
- EU3. Student creates selected elements of the system documentation.
- EU4. Student has the ability to use literature sources to broaden his knowledge.

COURSE CONTENT

Type of teaching – LECTURE	Number of hours
W1. System ISO 9001:2015.	3
W2. Documentation of System ISO 9001.	2
W3. Quality policy and objectives.	1
W4. Quality manual.	1
W5. Procedures and work instructions, Records and forms.	1
W6. Control of documents and records.	1
W7. HACCP and its documentation.	3
W8. Health and safety management system and its documentation.	3
Type of teaching – CLASS	Number of hours
C1. Introduction to the subject. Overview of requirements and rules of the subject. .	1
C2. Use of a flowchart for process presentation.	2
C3. Creation of quality policy and its assessment.	1
C4. Creation of process map.	2
C5. Creation of procedure for chosen process.	2
C6. Creation of health and safety policy.	1
C7. Risk assessment.	2
C8. Critical control points	3

C9. Summarizing test.	1
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TEACHING TOOLS

1. Audio Visual Equipment.
2. Blackboard chalk + board.

WAYS OF ASSESSMENT (F – FORMATIVE, P – SUMMATIVE)

- F1. Student's observation during classes.
P1. Evaluation of exercises.
P2. Test.

STUDENT WORKLOAD

Form of activity		Average number of hours for realization of the activity		
		[h]	ECTS	ECTS
Contact hours with the teacher	Lecture	15	0.6	1.08
Preparation for test		12	0.48	
Contact hours with the teacher	Class	15	0.6	1.08
Preparations for classes		12	0.48	
Getting acquainted with the indicated literature		13	0.52	0.52
Consultation		8	0.32	0.32
TOTAL NUMBER OF HOURS / ECTS POINTS FOR THE COURSE		75	3	

BASIC AND SUPPLEMENTARY RESOURCE MATERIALS

Basic resources

1. Standard ISO 9001.
2. Standard ISO 45001.
3. Abuhav I. ISO 9001:2015: a Complete Guide to Quality Management Systems. Boca Raton, CRC Press/Taylor&Francis Group, 2017.

Supplementary resources

1. Pacana A., Ingaldi M., Czajkowska A. Projektowanie i wdrażanie sformalizowanych systemów zarządzania. Politechnika Rzeszowska, Rzeszów 2017.
2. Czajkowska A., Pacana A., Ingaldi M. Współczesne systemy zarządzania w organizacjach. Oficyna Wydawnicza Stowarzyszenia Menedżerów Jakości i Produkcji. Kielce-Częstochowa 2018.

TEACHERS (NAME, SURNAME, E-MAIL ADDRESS)

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MATRIX OF LEARNING OUTCOMES REALISATION

Learning outcome	Reference of given outcome to outcomes defined for whole program (PRK)	Course aims	Course content	Teaching tools	Ways of assessment
EU1	K_W01, K_W02, K_W04, K_W08, K_U05, K_U07, K_U09, K_U10, K_K02	C1, C2	W1-W8	1, 2	F1, P2
EU2	K_W01, K_W02, K_W04, K_W08, K_U05, K_U07, K_U09, K_U10, K_K02	C1, C2	W1-W8	1, 2	F1, P2
EU3	K_W01, K_W02, K_W04, K_W08, K_U05, K_U07, K_U09, K_U10,	C1, C2	C2-C8	1, 2	F1, P1

	K K02				
EU4	K_W01, K_W02, K_W04, K_W08, K_U05, K_U07, K_U09, K_U10, K K02	C1, C2	C2-C8	1, 2	F1, P1, P2

FORM OF ASSESSMENT - DETAILS

	grade 2	grade 3	grade 4	grade 5
EU1	Student does not know the individual documents of different systems.	Student knows fragmentarily the individual documents of different systems.	Student knows the individual documents of different systems.	Student knows the individual documents of different systems, can distinguish them and assess their usefulness in different systems.
EU2	Student does not know the requirements of appropriate standards for documentation systems.	Student knows only some requirements of appropriate standards for documentation systems.	Student knows the requirements of appropriate standards for documentation systems.	Student knows the requirements of appropriate standards for documentation systems and can relate them to industrial realities.
EU3	Student does not create selected elements of the system documentation.	Student creates only a few elements of the system documentation, often only their basics.	Student creates selected elements of the system documentation.	Student creates selected elements of the system documentation and underline its usefulness.
EU4	Student does not have the ability to use literature sources to broaden his knowledge.	Student has the ability to literature sources use indicated by the teacher.	Student alone looks for additional literature sources in order to broaden his knowledge.	Student deepens his knowledge by searching for additional literature sources, is able to compare information contained in them, can draw conclusions from them.

ADDITIONAL USEFUL INFORMATION ABOUT THE COURSE

1. Information where presentation of classes, instruction, subjects of seminars can be found, etc. - presented to students during first classes, if required by the formula classes are sent electronically to the e-mail addresses of individual dean groups.
2. Information about the place of classes - Information can be found on the website of the Faculty of Management.
3. Information about the timing of classes (day of the week / time) - Information can be found on the website of the Faculty of Management.
4. Information about the consultation (time + place) - Information can be found on the website of the Faculty of Management.