



## **Waypoint Global Suite Corrective Action Virtual Classroom**

### **Course Mission:**

The mission of Waypoint Global's Corrective Action virtual classroom training course is to provide a comprehensive understanding of the Waypoint Global Suite Corrective Action software. Participants will generate nonconformances, work through the CAR and PAR processes, generate reports, and view history.

### **Prerequisites:**

You should have the following skills and/or knowledge: Knowledge of the corrective and preventive action processes, keyboard skills and basic Microsoft Windows® experience.

### **Audience:**

This course is designed for Management representatives and personnel responsible for, or involved in, the Corrective Action process.

### **Format:**

Virtual classroom training via GoToMeeting

### **Topics Covered:**

- Generate nonconformances (internal, supplier, and customer)
- Workflows for corrective and preventive action requests (standard and Fast Track)
- Documenting containment actions and root cause analysis
- Determining recommended actions and recording actions taken
- Completing and closing corrective action requests
- Generating preventive action requests
- Completing and closing preventive action requests
- Generating reports
- Viewing History
- Using Corrective Action Binders

### **Course Length:**

Two classes  
2.5 hours each

### **Cost:**

\$375 USD per person

### **Contact**

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