



COURSE DESCRIPTION CARD - SYLLABUS

Course name

Designing and auditing quality management systems

Course

Field of study

Management engineering

Area of study (specialization)

ZZPP

Level of study

Second-cycle studies

Form of study

part-time

Year/Semester

2/3

Profile of study

general academic

Course offered in

polish

Requirements

compulsory

Number of hours

Lecture

10

Tutorials

10

Laboratory classes

Projects/seminars

10

Other (e.g. online)

Number of credit points

2

Lecturers

Responsible for the course/lecturer:

dr hab. inż. Małgorzata Jasiulewicz-Kaczmarek

Wydział Inżynierii Zarządzania

Instytut Inżynierii Bezpieczeństwa i Jakości

Zakład Zarządzania Ryzykiem i Jakością

e-mail: malgorzata.jasiulewicz-
kaczmarek@put.poznan.pl

tel. 61 665 33 65

Responsible for the course/lecturer:

dr hab. inż. Agnieszka Misztal

Wydział Inżynierii Zarządzania

Instytut Inżynierii Bezpieczeństwa i Jakości

Zakład Zarządzania Ryzykiem i Jakością

email: agnieszka.misztal@put.poznan.pl

tel. 61 665 34 37



Prerequisites

Basic knowledge of enterprise management, quality management and project management

Course objective

Understanding the basic principles of designing quality management systems. Ability to formulate design assumptions, identify input data for designing, indicate possible variants of implementing the requirements of standards in real conditions in enterprises. Ability to prepare and implement audits of the quality management system

Course-related learning outcomes

Knowledge

P7S_WG_01 knows the requirements of quality management standards

P7S_WG_04 knows the conditions of designing quality management systems

P7S_WG_06 knows the stages and phases of designing quality management systems

P7S_WG_09, P7S_WK_01: knows the principles and methods of implementing audit activities

Skills

P7S_UW_04, P7S_UW_08 can interpret the requirements of quality management standards

P7S_UW_04, P7S_UW_06: justify the need to use documented information, its form and carrier for the requirements of specific product / service provision processes

identifies information necessary to analyze the effectiveness of processes

P7S_UW_07, P7S_UW_09: can analyze data and information obtained from implemented processes

P7S_UW_07, P7S_UW_09 can carry out internal audits and prepare post-audit documentation;

Social competences

P7S_KK_02: recognizes the cause-and-effect relationship between events / inconsistencies and can rank and prioritize them.

P7S_KK_01 sees the need to work in a team and is able to define tasks related to the implementation of the project.

P7S_KR_01 respects the principle of professional ethics

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Formative assessment:

a) exercises: assessment of current progress of task implementation

b) lectures: answers to questions about the content of previous lectures,



c) project: assessment of the current progress of the project task

Summative rating:

a) exercises: presentation of reports on exercises performed (arithmetic average of partial grades);

b) lectures: Tests consist of 20-30 questions (test), scored on a two-point scale of 0, 1. Passing threshold: 50% of points. Assessment issues on the basis of which questions are prepared are based on the content provided to students during lectures, and additional materials indicated by the teacher.

c) project: a project task presented to the teacher and its presentation

Programme content

Requirements for quality management standards, examples of interpretation of requirements. Stages of designing quality management systems, methods supporting the implementation of project activities. Basics of auditing management systems. Types of audits, audit principles, audit objectives, system, process and product audit. Stages and audit process of the internal quality management system (initiating the audit, determining the feasibility of the audit, preparing audit activities, reviewing documents, preparing the audit plan, preparing working documents). Conducting internal audits (opening meeting, communication during the audit, guides and observers, collecting and verifying information). Identifying discrepancies and documenting audit results (developing audit findings, preparing audit conclusions, conducting a closing meeting, preparing and disseminating an audit report, completing the audit)

Teaching methods

- 1) Lecture: multimedia presentation, illustrated with examples on the board, discussion.
2. Exercises: multimedia presentation illustrated with examples given on a blackboard and performance of tasks given by the teacher - practical exercises.
- 3) Project: multimedia presentation illustrated with examples given on the board and discussion of the concept of possible solutions to the design task

Bibliography

Basic

Jasiulewicz-Kaczmarek M., Misztal A. Projektowanie i integracja systemów zarządzania projakościowego, Wydawnictwo PP 2014

Hamrol A., Zarządzanie i inżynieria jakości, PWN Warszawa 2017

Pacana A., Stadnicka D., Nowoczesne systemy zarządzania jakością zgodne z normą ISO 9001:2015, Wydawnictwo Politechniki Rzeszowskiej 2017

PN-EN ISO 9000:2015 System zarządzania jakością - Podstawy i terminologia



PN-EN ISO 9001:2015 Systemy zarządzania jakością - Wymagania

PN-EN ISO 19011:2018

Additional

Bugdoł M., System Zarządzania Jakością Według Normy ISO 9001:2015, Wydawnictwo OnePress 2018

Red A Stabryła, Analiza i projektowanie systemów zarządzania przedsiębiorstwem 2009

https://www.academia.edu/29010360/Analiza_i_projektowanie_system%C3%B3w_zarz%C4%85dzania_przedsi%C4%99biorstwem_red._A._Stabry%C5%82a

Journals:

„Problemy jakości”

Breakdown of average student's workload

	Hours	ECTS
Total workload	60	2,0
Classes requiring direct contact with the teacher	30	1,0
Student's own work (literature studies, preparation for laboratory classes/tutorials, preparation for tests/exam, project preparation) ¹	30	1,0

¹ delete or add other activities as appropriate