WB30 Advanced revision

- **Getting an overview of an FMEA**
- **Finding and revising content efficiently**
- **Best Practice methods to prepare and follow up on FMEA meetings**
- **Documenting updates in your FMEA (e.g. complaints)**

You always want to have a good overview of your FMEA? As an FMEA responsible you want to keep its content up-to-date in the most efficient, transparent and time-saving manner?
Then this online seminar is just the right training opportunity for you!

Get to know expert tools with a Live online-seminar:
Learn comfortably from any location how to use the tools and expert editors of the IQ software for your diverse tasks around the FMEA update. Save travel costs and time by attending our seminar online. All you need is an internet-enabled computer with a browser and a headset (VoIP) or a telephone (audio).

💡 ALL PARTICIPANTS WILL RECEIVE A TEMPORARY TRAINING LICENSE FOR THE IQ SOFTWARE FOR THE SEMINAR.

Quality promise: Not just an online lecture
As with our face-to-face seminars, this online seminar will not only provide you with knowledge, but will also give you time to practice and answer your questions individually.

Live, no recording!
The entire online-seminar will be conducted by an experienced APIS trainer *Live*.

Seminar concept "Blended Learning"

Each part of the training starts with a compact *online lecture* in which contexts/concepts are introduced and their application in IQ software is demonstrated. This is always followed by an *self-study exercise unit*. With the help of detailed exercise material you consolidate what you have learned before. Questions that arise during this process are recorded in the virtual classroom. These questions will be adequately answered by the trainer in the subsequent *question and answer session*.

💡 THE SEMINAR IS ACCOMPANIED BY A TRAINING DOCUMENT, WHICH IS PROVIDED TO YOU IN ADVANCE AS A PDF.

Details of Seminar

Target group	The seminar is aimed at FMEA supervisors who are responsible for moderating and updating FMEA documents.
Prior knowledge	Knowledge of methodology and experience in FMEA according to VDA and AIAG as well as knowledge of operating the APIS IQ-Software. Such knowledge is imparted e.g. in the seminar Two-in-One (WB03).
Seminar duration	2 mornings: 8:30 a.m. to 12:30 p.m.
Services	Experienced APIS trainer; Good supervision ratio due to limited number of participants; Temporary IQ training licence; participant documents
Seminar fee	Please refer to the list of seminar fees and dates.

Content and schedule	2 morning sessions each from *8:30 a.m.* to *12:30 p.m. (CET time zone)*
Session 1	***Part 1: Getting an overview*** • Tools and features to understand and find your way through an unfamiliar FMEA • Filter options to determine the current status of an FMEA 💡 This seminar will not deal with creating your own detailed filters. We offer the Filter workshop (WB15) as a specific seminar for this. • **Corresponding exercises and Q&A session** ***Part 2: Searching & editing*** • Tools to search for and revise specific content (e.g. *IQ Explorer*) • Working with the *Object Inspector* • Possibilities to create your own overviews • **Corresponding exercises and Q&A session**
Session 2	***Part 3: Organizing a FMEA Session*** • Creating meeting minutes and check-lists with the *PIM editor* • Ways to track changes in your document (versioning) • Possibilities to prioritize and identify weaknesses in the FMEA • **Corresponding exercises and Q&A session** ***Part 4: Interlinking Claims*** • Possibilities for documenting FMEA revisions • Incorporating and linking complaints in the FMEA in a transparent way • **Corresponding exercises and Q&A session**

Live Online: Organisational details

Registration: Form (see last page) by e-mail to
training@apis.de

Contact for questions: APIS Informationstechnologien GmbH
Wolfenbütteler Straße 31 B
D-38102 Braunschweig
GERMANY

Tel.: +49 (0) 531 / 70736 - 0
Fax: +49 (0) 531 / 70736 - 25
E-Mail: training@apis.de

General Terms of Business of APIS Informationstechnologien GmbH

Registration

All registrations for our seminars must be received in writing – by e-mail. By registering for one of our seminars, customers agree to be bound by our General Terms of Business.

Due to the limited number of places available for our seminars, they are awarded on a "first come, first served" basis. Registrations only become effective once they have been confirmed in writing.

If the minimum number of participants is not attained for a particular seminar then we will notify you immediately and offer an alternative date if required.

Cancelation

A cancelation fee of 20% of the attendance fee is payable if cancelation notification is received between 8 weeks and 2 weeks before the start of the seminar. If the cancelation is received less than 2 weeks before the start of the seminar then the full attendance fee is payable. We appreciate your understanding in this matter. However, it is possible to appoint a substitute participant by arrangement. You will be notified immediately if an event needs to be canceled.

In all cases the liability of APIS Informationstechnologien GmbH is limited exclusively to the attendance fee. The course instructor and the seminar program are subject to change without notice.

Fees

For details of our seminar fees, please refer to the list of seminar dates and fees. All prices are quoted per participant and are subject to VAT. The seminar fee is payable without deductions after the invoice is issued.

Scope of Validity

These General Terms of Business apply to the running of seminars and training courses in the training facilities of APIS Informationstechnologien GmbH and in external training facilities. Any changes will only be valid if they are agreed in writing.

Data Protection

By registering for a place on one of our courses you agree to your data being electronically stored and processed for the purpose of dealing with your registration.

Teaching Materials

All rights reserved worldwide. The training documents must not, even in the form of excerpts, be duplicated, passed on, re-written, saved in a database or translated into a different language without the express written authorization of APIS Informationstechnologien GmbH. Duplication is not permitted either electronically, mechanically, magnetically or manually.

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R E G I S T R A T I O N

Please send by e-mail to:

APIS Informationstechnologien GmbH
Wolfenbütteler Straße 31 B   **Mail: training@apis.de**
D-38102 Braunschweig

Seminar title	Date	Location

Participant(s):

(Title) Surname, First name	E-Mail

Information for the invoice (please fill in completely):

Company address:	Billing address (if differently from company address):

Order No.:

Phone /Fax:

Tax ID Number:

Location /Date:

Signature: