IQ-Software training at a venue organised by the customer

System requirements:	Recommended
APIS IQ-Software	with latest service packs
CPU Clock speed	800 MHz or faster
RAM	>=512 MB
Hard drive space	>=200 MB
CD-ROM drive	Yes
USB port Type A	Yes
OE with latest service packs	Windows 2000, XP, Vista or 7
Display resolution	1280x1024
Mouse	Yes
MAPI compliant email system	Yes
Word processor	Yes
Spreadsheet program	Yes
Network access*	Yes
Internet Access	No

* **Needed for the IQ-Software installation if not pre-installed (IQ-software licence and latest service pack to be installed by your IT). Please inform Gavin Robbins Consulting Limited as soon as possible if the software licence is earlier than version 6. The above system requirements have been provided by APIS and the service packs are downloadable via http://www.apis.de/en/service-packs.**

TIP: To assist the participants the highlighting colour can be changed to colour 1 = yellow & text colour = black (Start | Settings | Control Panel | Display | Appearance | Advanced… Selected items in Windows XP). In Windows 7 you have to select Personalize / Window Color & Appearance / Advanced appearance settings…

Recommended room requirements:

- A quiet classroom styled room with seating for 13 people (12 participants plus trainer).
- Blinds or curtains to block out strong sunlight.
- Power points for 13 workstations or an appropriate number of extension leads to compensate.
- Flip chart, printable white board or white board.
- LCD Projector with a minimum resolution of 1024x768.
- Somewhere to project a large image.

Participants:

- Quality Engineers, Project leaders, Production Engineers, Design Engineers.
- Maximum number of participants is 12.
- A basic understanding of the FMEA concept is preferable.
- A simple company specific example for the FMEA.
- Participants are relieved of their duties and refrain from using internal mobile phones / email.
- Full attendance (certificate of attendance is not rewarded to partial attendance).

Duration:

Update training	1 day
Basic training for IQ-FMEA	2 days
Expert training	2 days
Method workshop	1 day
Basic training for IQ-RM	3 days

Daily timetable:

	Day 1	Day 2	Day 3
Start	09:00 – 09:30	09:00	09:00
Coffee break	10:40 - 11:00	10:40 - 11:00	10:40 - 11:00
Lunch	12:30 - 13:30	12:30 - 13:30	12:30 - 13:30
Coffee break	15:00 - 15:20	15:00 - 15:20	15:00 - 15:20
End	16:00 / 17:00*	16:00 / 17:00*	16:00 / 17:00*

Note: Times are flexible. Lunch and refreshments are provided by the customer. End time depends upon the progress made throughout the day.

Fees: The standard fees are broken down into time and travel costs incurred, please see 'Travel Costs - English.pdf' for full details.