



IQ-Software training at a venue organised by the customer

System requirements:	Recommended	Minimum
APIS IQ-Software	with latest service packs	with latest service pack*
CPU Clock speed	200 MHz or faster	Intel Pentium / compatible processor
RAM	>=128 MB	32 MB
Hard drive space	>=30 MB	15 MB
CD-ROM drive	Yes	No
USB port Type A	Yes	No
OE with latest service packs	Win NT / Win 2K / Win XP	Win 98 SE
Display resolution	1024x768 / True Colour	1024x768 / True Colour
Mouse	Yes	Yes
MAPI compliant email system	Yes	No
Word processor	Yes	No
Spreadsheet program	Yes	No
Network access*	Yes	Yes
Internet Access	No	No

* Needed for the IQ-Software installation if not pre-installed beforehand (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 5.1. The above system requirements have been provided by APIS and the service packs are downloadable via http://www.apis.de/en/downloads/service_packs.php

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).

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 LCD 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 example for the FMEA, which is relevant to the company, for example a small pressure valve or a shaft from an injection unit.
- 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.