



Administration and Office Efficiency

**Certified Document Controller**

## Course Introduction

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Document control is paramount for ensuring the accuracy, accessibility, and security of organizational information throughout its lifecycle, promoting efficient communication and decision-making. It also helps organizations comply with regulatory requirements, mitigate risks, and maintain transparency, fostering trust among stakeholders and enhancing operational effectiveness.

The Certified Document Controller course provides a comprehensive exploration of the principles, processes, and technologies essential for effective document management within organizations. Over the span of five intensive days, participants delve into the intricacies of document control, beginning with an introduction to its fundamental concepts and the pivotal role of Document Controllers. The course delves into specialized areas such as project document control, electronic document management systems, and interactions with project teams, equipping participants with the expertise needed to navigate complex document control environments with confidence and proficiency.

## Target Audience

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This training course is designed for professionals involved in document management, compliance, and organizational governance across diverse industries.

## Learning Objectives

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- Recognize and apply best practices in Document Control.
- Gain a comprehensive understanding of the requirements and benefits of Document Control.
- Identify possible improvements to their current practices and contribute more effectively to the success of their organization.

- Understand the role of the Document Controller, the interface, and boundaries of the profession.
- Learn about the theory and rationale behind Document Control practices.
- Become more proficient and effective in managing Document Control tasks and activities

## Course Outline

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### • 01 Day One

#### **Introduction to Document Control**

- What is Document Control?
- Role and Tasks of the Document Controller

#### **The Basics of Document Control**

- Document control checks
- Gatekeeping

### • 02 Day Two

#### **Document Identification**

- How to make sure that document are identifiable
- Means of identification (numbering, metadata, document description, file naming...)

#### **Document Classifying, Filing & Information Security**

- How to organise documents and manage information security

### **Documents Lifecycle**

- What is the lifecycle of technical documents?
- Document creation, modification, review cycle, comments, approval
- How to manage documents at each step of their life
- How to avoid misuse of obsolete documents

### **• 03 Day Three**

#### **Document Distribution**

- How to ensure an efficient and relevant distribution of documents

### **Project Document Control**

- Specifics of Project Document Control ;
- Managing deliverables; Flow of project documents
- Interactions with Client, Contractors, Sub-contractors, Suppliers, Vendors
- Master Deliverable Register (MDR)

### **As-Built and Final Documentation**

- Specifics of As-Built / Final Documentation
- Document Controller tasks during As-Built phase

### **• 04 Day Four**

#### **Document Control Procedures and Specifications**

- Why do we need procedures?
- Which subjects should be included in a Document Control Procedure?

### **Electronic Document Management Systems**

- Which software packages are used by Document Controllers?
- What are the functionalities of Document Control Software Packages?
- How can it help Document Controllers?

#### **• 05 Day Five**

### **Interactions with project teams, engineering teams, managers**

- How to support technical teams?
- How to manage work pressure?
- How to manage difficult situations?

## **Confirmed Sessions**

FROM	TO	DURATION	FEES	LOCATION
May 12, 2025	May 16, 2025	5 days	4250.00 \$	UAE - Dubai
July 28, 2025	Aug. 1, 2025	5 days	4250.00 \$	UAE - Dubai
Oct. 27, 2025	Oct. 31, 2025	5 days	2150.00 \$	Virtual - Online
Dec. 8, 2025	Dec. 12, 2025	5 days	4950.00 \$	South Africa - Cape Town

