Document Controller Training

1. Introduction to Document Control

What is Document Control and the role of the Document Controller

2. The Basics of Document Control

Document control checks and gatekeeping

3. Document Identification

How to make sure that documents are identifiable

Means of identification (numbering, metadata, document description, file naming…)

4. Document Classifying, Filing & Information Security

How to organise documents and manage information security

5. 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

6. Document Distribution

How to ensure an efficient and relevant distribution of documents

7.A 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)

7.B Unit 7-B: As-Built and Final Documentation

Specifics of As-Built / Final Documentation

Document Controller tasks during As-Built phase

8. Document Control Procedures and Specifications

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

9. 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?

10. Interactions with project teams, engineering teams, managers

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