

Document Control: EDMS & Master Document Register

Learn to control documents from creation to archiving, covering classification, lifecycle, distribution, EDMS tools and the Master Document Register.

2 Days

16 HOURS

11

MODULES

18

TOPICS

COURSE OVERVIEW

The Document Controller Training course is an extensive program designed to equip learners with the skills needed to manage and control documents effectively within various sectors. This course, available online, offers a comprehensive education in document management courses, covering the fundamentals and advanced techniques of document control. Throughout the course, participants will delve into the role of a document controller, learn about document lifecycle, classification, distribution, and how to maintain document integrity. The course also covers the use of electronic document management systems, emphasizing their importance in modern document control practices. By learning how to interact with project teams and manage workloads, learners will be able to support technical teams efficiently. Upon completion of this document controller course online, participants will be able to implement best practices in document control, ensuring that all documents are accurate, secure, and accessible, enhancing their career prospects in this vital administrative field.

WHO THIS COURSE IS FOR

Koenig Solutions' Document Controller Training course is tailored for professionals overseeing critical document management in various sectors.

Document Controllers

Quality Assurance Managers

Compliance Officers

Records Managers

Information Managers

Project Managers

Construction Managers

Engineering Managers

Technical Writers

Data Governance Specialists

Archivists and Librarians

IT Professionals managing EDMS

Administrative Staff in charge of document handling

Professionals in legal, healthcare, construction, energy, and manufacturing sectors requiring document control knowledge

Any individual aspiring to enter the field of document control or enhance their existing document management skills

What You Will Learn

- Explain the responsibilities of a documentation specialist
- Identify key documentation checks and the gatekeeper role
- Apply methods for document identification and traceability
- Describe best practices for document structuring and protection
- Analyse the stages of the document lifecycle
- Plan distribution of documents to relevant stakeholders
- Maintain a Master Document Register for project documentation
- Evaluate software tools used for digital document management

COURSE SYLLABUS

11 Modules, 18 Topics

01

Introduction to Documentation Management

TOPICS

- Understanding Documentation and the Responsibilities of a Documentation Specialist

02

Fundamentals of Documentation Oversight

TOPICS

- Key Documentation Checks and the Role of a Gatekeeper

03

Document Labeling and Classification

TOPICS

- Ensuring Document Traceability
- Methods for Document Identification (e.g., numbering, metadata, and naming conventions)

04

Organizing and Securing Documentation

TOPICS

- Best Practices for Document Structuring and Information Protection

05

Managing the Document Lifecycle

TOPICS

- Stages of a Document's Life: Creation, Review, Approval, and Obsolescence
- Preventing the Use of Outdated Documents

06

Distribution and Accessibility of Documents

TOPICS

- Ensuring Proper and Efficient Distribution of Documents to Relevant Stakeholders

7A

Documentation in Project Management

TOPICS

- Managing Project Deliverables and Documentation Flow
- Collaborating with Clients, Contractors, and Vendors
- Maintaining the Master Document Register (MDR)

7B

Finalization and Completion Documentation

TOPICS

- The Role of Documentation Specialists in the Finalization and As-Built Phases

08

Developing Documentation Procedures and Standards

TOPICS

- Importance of Procedures in Document Management
- Key Elements to Include in Document Management Protocols

09

Digital Document Management Systems

TOPICS

- Software Tools for Document Management and Their Functionalities
- Enhancing Document Management with Technology

10

Collaborating with Technical Teams and Leadership

TOPICS

- Supporting Engineering and Project Teams
- Managing Workload and Navigating Challenging Situations

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

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