

€ TRAINING

Lead Document Control





Lead Document Control

Introduction:

This course is directed primarily to meet the needs of various industries, information technology, Engineering Consultants / EPC, Manufacturing Industries, and Govt. & private social sectors including Oil & Gas, Petrochemical, Refinery, Power Plant, Fabrication Industries, Chemical Industries and IT industries Aeronautic Industries, Construction projects, and any type and size of the organization.

This course includes the roles & responsibilities of the lead document controller. , type of documents, Document Identification, Distribution. , control of documented information- ISO 9001:2015, Implementation of Document Control Systems, master, control, uncontrolled and superseded documents. ,company / project documents.,ADNOC / Saudi Aramco / SABIC project records. , As-built drawings including red marking, Project filling system. , Project QC dossiers and Lead a Team of Document Controller

Course Objectives:

At the end of this course the participants will be able to:

- Know-How to establish a Document Management System, including the creation, review, approval, saving, and publishing of internal documents.
- Know-How to maps a process and creates effective procedures or work instructions.
- Know the basic document control requirements and misconceptions that will empower participants to challenge their existing or legacy Document Management Systems.
- KnowHow to maintain and retain project and engineering documentation, such as Project Plans, Project Reports, Engineering Drawings, P&ID, Transmittals, etc.
- Know the structure and components of a Databook; the review and approval of such, as well as the distribution.

Targeted Audience:

- Office Administrators
- Leaders of Document Control teams
- Managers of Document Controllers

Course Outlines:

Unit 1:

- Roles and responsibilities of Lead Document Controller
- Type of documents including drawings
- Document Identification

Unit 2:

- Document Distribution
- Quality Management Systems - ISO 9001:2015
- Control of documented Information- ISO 9001:2015

Unit 3:

- Master, Control, Uncontrolled, and Superseded Documents
- Overview for Préparation of Document Control Systems
- Implémentation of Document Control Systems

Unit 4:

- Lead a Team of Document Controller
- As-Built drawings including Red marking
- Project filling system
- Preparation of Final QA / QC Documentation / Project QC Dossiers

Unit 5:

- Workshop / Assessments
- Overview of Electronic Document Management Systems - EDMS
- Storage, Retrieval Protection , Retention, and Disposition Documents