



The Document Control Professionals

Consultancy, Training Courses, Publications, Certification

Course Brochure

Certified Document Controller Training Course (DCC)

CONSEPSYS LIMITED



www.consepsys.com

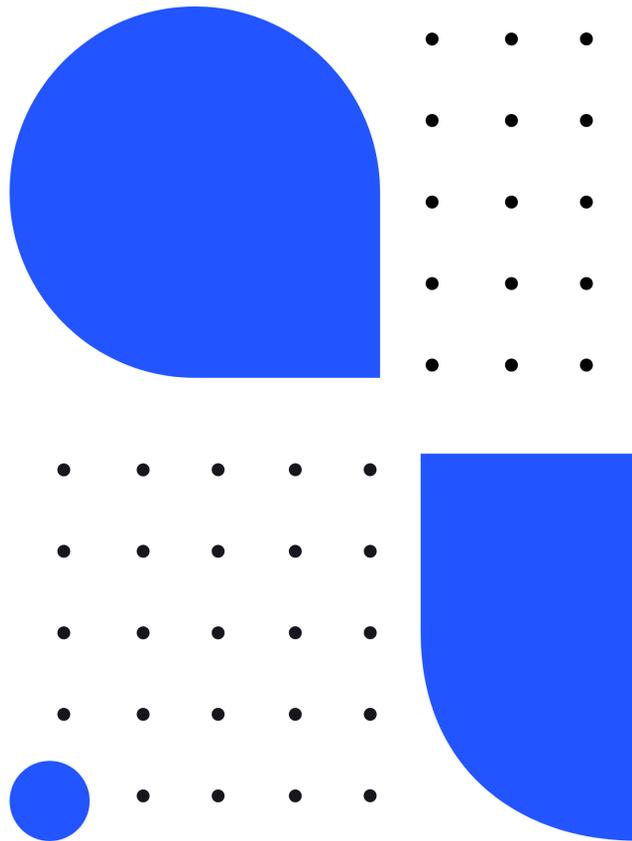


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Headquarters

The Broadgate Tower - 12th Floor
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United Kingdom



Certified Document Controller

Training Course

DC Best Practices, Expert Topics & Core Activities

Summary

A comprehensive and hands-on course, covering the best practices, the theory, the scope and the boundaries of the Document Control profession.

This course is both for:

- **Beginners in Document Control:** this course gives a robust foundation for the profession, explains all the tasks and responsibilities, and contains numerous workshops and tutorials. You will acquire competencies that can be applied to day-to-day work.
- **Experienced Document Controllers:** most Document Controllers learn the discipline 'on-the-job'. This course consolidates the profession's foundation, formalises knowledge and deepens competences. It allows experienced Document Controllers to compare their experience with best practices.

This course is based on ISO 9001 and industry best practices.

Course Content

Unit 1: Introduction to Document Control

- What is Document Control
- Role and tasks of a Document Controller

Unit 2: The Basics of Document Control

- Document Control checks
- Gatekeeping

Unit 3: Document Identification

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

Unit 4: Document Classifying & Security

- How to organise documents
- Filing structures
- Manage information security and confidentiality

Unit 5: Documents Lifecycle

- Steps of the document's lifecycle
- Document creation, modification, review cycle, comments, approval: How to manage documents at each step of their existence
- How to avoid misuse of obsolete documents

Unit 6: Document Distribution

- How to ensure an efficient and relevant distribution of documents
- Means and tools for document distribution
- Transmittal Sheets

Unit 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)

Unit 7-B: As-Built and Final Documentation

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

Unit 8: Document Control Procedures

- Why do we need procedures
- Content to be covered in Document Control Procedures

Unit 9: Electronic Document Management Systems

- Benefits and capabilities of Document Control Software Packages / EDMS

Unit 10: Interactions with technical teams and users

- How to support users and technical teams
- How to manage work pressure and manage difficult situations



Format

Course available:

- In Live Online format
- or in Face-to-Face format

Duration

- 4 x 0.5 days for Live Online format
- 2.5 days for Face-to-face format
- Exam to be booked separately

Dates

Check upcoming sessions [here](#)

Audience

- Professionals ([beginners](#) or [experienced](#)): wishing to understand best practices and to gain, improve, formalize and certify their knowledge
- Individuals wishing to embrace a Document Control career

Course Fee

British Pound	975
Euro	1120
US Dollar	1300
Australian Dollar	1725

Canadian Dollar	1650
Singapore Dollar	1800

Exam Fee to be paid separately

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Course Objectives

By the end of this course, participants will be able to:

- Champion best practices in Document Control, understand their requirements and their benefits
- Explain the requirements for Document Control, traceability, auditability, quality, consistency
- Benchmark their current practices against best practices
- Identify possible improvements to their current practices and contribute more effectively to the success of their organisation
- Understand the role of the Document Controller, his/her interfaces, the boundaries of the profession
- Understand the theory and rationale behind Document Control practices
- Be more proficient and effective in daily Document Control tasks and activities



Certificates

- An Attestation of Attendance is issued to each participant who satisfactorily completes the course
- An Examination Pass Certificate is awarded to each participant who successfully passes the certification examination (exam must be booked separately)

Certification Examination

After completing this course, you are eligible to sit the [Consepsys Certification Examination](#) for the Certified Document Controller level.

Exam fee must be booked and paid separately.

The Certification Examination tests and certifies the knowledge, competencies and transferability of skills.

The Document Control Certification Examination tests:

- Document control skills
- Understanding of the role and environment of the Document Controller
- Skills in terms of interfaces and professional ethics

It is an individual, closed-book, 3-hour certification examination.

Our certification programme is a unique framework to assess the knowledge and competencies of participants.



Dates & Locations

Find the best fit for dates & locations on our website www.consepsys.com/dcc

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COURSE FORMATS

On-Site (Face-to-Face)

We run training courses in a face-to-face set-up around the world.

Great opportunity to meet and network with like-minded professionals.



Live Online (Virtual Classroom)



Learn from where you are with our Live Online courses : a virtual classroom led by our instructors, and a great opportunity to meet and network with Document Control professionals from around the globe.

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OUR CLIENTS SAY IT BEST



Cherie said:

"I recommend the Certified Document Controller course because I have learned a lot of things that I did not know about Document Control and I have been doing this for 9.5 years.

This course will give you so much more knowledge and open your eyes to see the bigger picture with Document Control"

Jeri said:

"If you don't know where to begin understanding and implementing document control, this is the best place to do it.

I entered this course shaky in my confidence with regards to my document control knowledge, and I am leaving this course feeling confident and empowered.

My company and I will see benefits from this course for years to come"



More testimonials
on our website:

www.consepsys.com/clients

Consepsys are the world leaders in Document Control Best Practices.

Founded in 2010, we are a consultancy specialising in Document Control, and the worldwide leading provider of Document Control training courses, certification and publications.

We play a central, global and active role in disseminating and collecting the very best practices around the world.

We promote strong values and a responsible Document Control approach, attitude and philosophy, which carefully take into account safety, business, project, engineering and quality considerations.

65+ Activity Sectors

Our Clients come from a wide variety of activity sectors. You can find a selected list of our clients here:

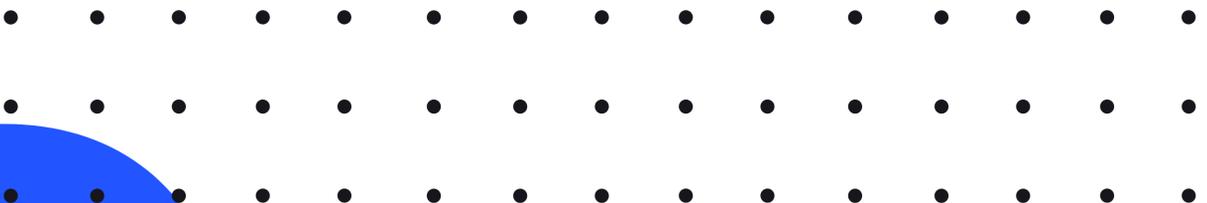


105+ Countries

We have trained & certified professionals from all over the world: 22 timezones and 105+ countries.

100% of our clients recommend us

Client satisfaction is our priority and we are proud to say that all our clients warmly recommend our courses. Read their stories here:



Clients



750+ Client Organisations have trusted us

Below is a *very small* sample of Client References. Find more references [here](#).



How to register on a course?



1

Fill out the [online enrolment form](#)

2

Pay for the course fee

3

At payment receipt, we confirm your enrolment



Frequently Asked Questions (FAQ)



Read the [Live Online Format FAQ](#)



Read the [Face to Face Format FAQ](#)



Our clients say it best

Richard said:

"Consepsys provided an incredible course, the material and how it was presented was spot on. Really enjoyed the course, got everything I needed from it and more"



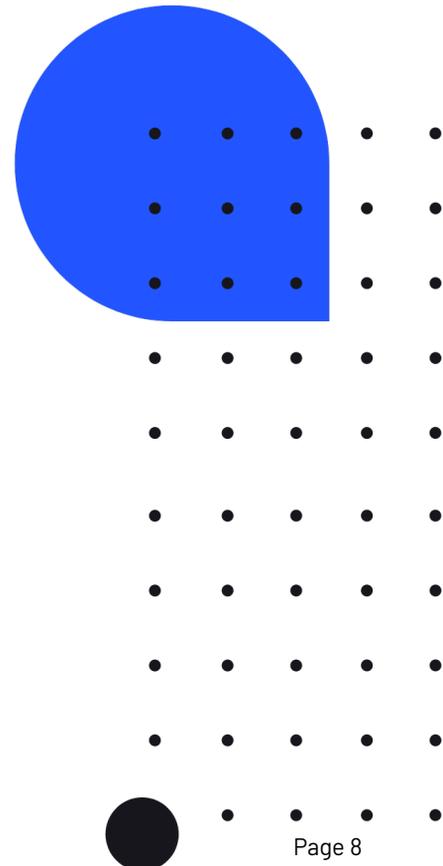
Shauna said:

"Terrific course, it provided verification of what I have learned on my own at this point, but also closed gaps of when I was looking for knowledge"



Tori said:

"Absolutely loved the entire experience! Gained insight & expanded knowledge while confirming positives/negatives of current business practices"





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