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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: Document Control

Code	City	hotel	Start	End	price	Language - Hours
AC-604SA	Jeddah	Hotel Meeting Room	2027-09-26	2027-09-30	9950 SR	En - 25

Course Description

Document Control Course will give each participant a professional foundation within technical document control. Document Controller Course is designed to provide a professional development opportunity for those who want work in the role of document controller. We have a team of experienced industry experts who offer Document Controller Course. During the Document Control Course , our expert trainers will teach you all the aspects related with Document Control and help you develop your professional skills. After completing Document Controller Course, you will surely be able handle all types of documentation fluently and easily.

Course Objective

- Explain the requirements for document control traceability, auditability, quality and consistency
- Understand the role of the document controller and his or her interfaces
- List and perform critical quality checks to run on technical documentation
- Understand what a deliverable is and how it is managed.
- Ensure traceability of documents, comments, distribution and transmittals
- Understand and explain the requirements of the electronic document management system

Course Outline

Basics of Document flow.

Management (Soft and Hard Copies).

Different Documentation and related project activities.

- Filing – Numbering, arranging etc.
- Letter coding – A, B, C etc.
- Data wise, Number wise Files.
- Front cover/Index
- File shifting procedure
- Submittals
- Transmittals
- Soft and Hard Copies of Documents

Traceability

MIS

Practical case studies on each area with Work Sheets.

Software’s included: MS Word, MS PowerPoint and MS Excel

The Scandinavian Academy for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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