

14 Hours ZOOM & PHYSICAL Program

PROPER DOCUMENTATION RECORDS & CONTROL



HYBRID TRAINING

26 & 27 Oct 2026 (Mon & Tue)



Remote Online Training (Zoom) &



**Dorsett Grand Subang Hotel,
Selangor (Physical)**

**** Choose either Zoom OR Physical Session**



OBJECTIVES :

- Roles & Responsibilities of a document controller
- Structure and develop an effective Document Control System
- Checklist and perform critical quality checks over records
- Procedures and reporting systems for Document Control & Compliances
- Define and Manage the process of internal/external business documentations and Corporate Document Control.
- Electronic documentation & records management system
- Knowledge of types of documentation and records
- Identification & Traceability
- Documentation Approval process
- Master list, Rubber stamps, Storage and Protection
- Tools and techniques to manage document quality and consistency

METHODOLOGY

- Power Point
- Question & Answer
- Workshop
- Role Play
- Brainstorming

REGISTER 3 PAX, FREE 1 SEAT

WHO SHOULD ATTEND

Document Controller & Administrative Staffs

100% HRDC CLAIMABLE



COURSE OVERVIEW

The training will offer participants the important foundations and best practices for document control. At the very core of the quality management system are proper documentation of records and the control of documents. The use of out-of-date versions of documents can affect the efficiency, quality, and cause financial losses to the organization.

Document control ensures that only approved documents are used and in circulation throughout the organization. In the contemporary work environment and the modern styles of operations, there are multiple meetings and documents were created for innovative processes and procedures. All these cannot be retained by memory and so a document plays a crucial role.

COURSE CONTENT

MODULE 1 –INTRODUCTION–CONCEPT OF DOCUMENTATION RECORDS & CONTROL.

DAY 1 – 9.00- 10.15am (Includes 15 minutes break)

- The importance of Document Control System in an organization.
- Managing official information.
- Document Control policies and standards.

MODULE 2 – DOCUMENTATION & TERMENOLOGY

DAY 1 – 10.15 – 12.30 noon

- Lifespan of documents and records.
- Standard document flow management
- Document numbering and indexing.
- Control and security of documents

MODULE 3 – COMPLETE SETTING UP DOCUMENT CONTROL SYSTEM.

DAY 1 – 1.30 - 3.15 pm (Includes 15 minutes break)

- Objectives and business requirements
- Document Control for new projects and existing projects
- Implementation planning and execution.
- Electronic and physical controls.
- Distribution, Retention & Disposition.

MODULE 4 – DOCUMENT CONTROL COMPLIANCES

DAY 1 – 3.15- 5.00pm

- Checking compliances of business standards
- Maintaining traceability
- Reporting status of documentation.
- Risk and recovery (data disaster management)
- Business continuity plan – In the prospect of Document Controller
- Internal audit.

REVIEW OF THE DAY & CLOSURE.

COURSE CONTENT

MODULE 5 – PREPARING DOCUMENT CONTROL PROCEDURE

DAY 2 – 9.00- 10.30am (Includes 15 minutes break)

- Standard procedure and requirements
- Formal clauses and legal phrases
- Producing fool-proof and easy to understand procedures
- Transparency , Security, Confidentiality and Critical Documents

MODULE 6 – DOCUMENT CONTROL FUNCTIONS

DAY 2 – 10.30- 12.30 noon

- Determining clear ownership
- ECN/ Change management - impacts to Document Control
- Handling Document Control functions.
- Training related staffs on Document Control processes.

MODULE 7 – CRITICAL POINTS IN DOCUMENT CONTROLLING

DAY 2 – 1.30- 2.30pm (After lunch break)

- Challenges during document creation.
- Approval process, distribution, retrieval and disposition
- Tracking revision and document change process.
- Physical and e-storage
- Document errors
- Changes in system requirements.

MODULE 8 – DOCUMENT CONTROL SYSTEM

DAY 2 – 2.30- 3.45pm (Includes 15 minutes break)

- Paperless documentation and Management
- Automation and Digitalization of Documents
- Document Management System

MODULE 9 – DOCUMENT CONTROL - OVERALL

DAY 2 – 3.45- 5.00pm

- Critical Thinking Process - DC
- Tips
- Sharing examples

REVIEW, Q &A And CLOSURE.