Excellence • Quality • Standards

Document Control & Records Management Training Course

Every action within an organization is driven by the flow of information and the ability to control this information will make a difference between success and failure. Documents control and Records Management, making sure that only approved, current documentation is used throughout the organization, is still the most critical quality assurance practice.

Objectives

- To provide an understanding of the proper interpretation of a Document Control System suitable to your Quality, Environmental or Occupational Safety & Health Management System
- To be able to develop an Effective and Efficient Document Control System to the company's size, culture, complexity and needs.
- To enable companies to classify files to meet their objectives.
- To provide guidance on how to maintain proper files control to keep track of files

Course Outline (1day)

Module 1 : INTRODUCTION
* Course Objective
* Course Content

Module 2 : UNDERSTANDING THE REQUIREMENTS OF EFFECTIVE DOCUMENT CONTROL SYSTEM
* Document Control Clause for ISO 9001, ISO 14001 and OHSAS 18001
* Definition of Documents & Records
* Difference between Documents & Records
* Documents needed ISO 9001, ISO 14001 & OHSAS 18001
* Effective Document Control Methods

Module 3 : IMPLEMENTING EFFECTIVE DOCUMENT CONTROL SYSTEM
* Master list for Documents /Control of Obsolete Documents
* Document Numbering System / Accessing Documents
* Updating Documents / Distribution of Documents

Module 4 : EFFECTIVE RECORD MANAGEMENT
* Introduction to Filing & Records Management
* Files classification methods/ File retention
* Techniques of file control
* How to manage active and inactive files

Who should attend?

Document Controllers and Quality/Environmental/Occupational Safety & Health Management Representative or anyone who has been entrusted to administer the Document Control System in the company.

Fee

- **Php 7,500.00 + 12% Vat** for the Training Center at The City Club Alphaland, Makati City
- **Php 6,000.00 + 12% Vat** for E-Learning:
- **Php 5,000.00** for Open Distance Learning (ODL)

Note:

Early Registration Payment: Ten-Percent (10%) Discount if PAID thirty (30) days before the training date

Group Discount: Five-Percent (5%) on Three (3) or More Participants

Lecturer

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