

Document Control and Records Management

Professional training programme



SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

info@sparktraining.eu

+31 85 115 0004 | sparktraining.eu

— Workshop Overview

On this Document Control and Records Management course, participants will uncover the root causes of inefficient documentation processes, deepening their understanding of their impact on workflows. Armed with these insights, participants will delve into a meticulously curated set of best practices, enabling them to design cost-effective, forward-looking corporate strategies. By embracing these practices, participants will lead the transition toward paperless offices, not only saving resources but also safeguarding document integrity and positioning their organizations for the future. Drawing insights from Enterprise Content Management (ECM) and Records and Information Management (RIM) enterprise analyses, participants will be equipped to guide their organizations through transformation with confidence.

Why Attend

This interactive course uses instructor led presentations, videos and group work to explain key document control concepts.

Who Should Attend

This course is designed for anyone who is required to implement and handle any type of documents; including, but not limited to, procurement, operational, administrative or legal documents.

— Learning Objectives

- Recognize underlying factors contributing to inefficiencies within the documentation process
- Use proven methods to introduce a cost-effective and future-proof corporate strategy for documentation that helps achieve a paperless office
- Coordinate the processes of change management related to documentation, using knowledge from Enterprise Content Management (ECM) and Records and Information Management (RIM) enterprise analyses
- Develop a comprehensive understanding of significant technical documentation cases from multiple viewpoints
- Create and implement a documentation project process from initiation to completion following established procedures

Course Outline

DAY
1

Setting procedures, templates and standard forms

- Electronic Document Management System (EDMS) recommendations and implementation according to ISO standards
- Establishing a Document Management System, including the creation, review, approval, saving, and publishing of internal documents
- Creating a process map, effective procedures, and work instructions
- Training departmental staff and train the trainer

DAY
2

Document control requirements

- Challenging existing or legacy Document Management Systems
- Maintaining and retaining project and engineering documentation
- Reviewing the structure and components of a Data library
- Indexing and document numbering

DAY
3

Going paperless

- EDMS recommendations; in house or off the shelf application advantages and disadvantages
- Benefits of establishing a Document Control System
- Going paperless from start to finish
- Meeting contractual obligations and stakeholder requirements
- Revision control, design changes and markup
- Project safekeeping of legacy documents and archiving solutions including data loss prevention

DAY
4

Document control policies and procedures

- Standardized document management
- Developing a document control policy
- Implementing a document access policy
- Creating multiple degrees of control for different types of documents
- Tracking document versions
- Creating document retention policies

DAY

5

Document storage

- Creating a central storage site for documents
- Creating levels of control for different types of documents
- Providing a mechanism to track document versions
- Using a consistent naming convention for documents
- Ensuring all stakeholders understand the policy and its scope
- Retrieving and archiving documents
- Day 6: Quality and compliance
- Improving data quality
- Enhancing compliance
- What is information management?
- Implementing automated processes for data sharing
- Defining a process for capturing information

— Upcoming Classroom Dates

DATE	LOCATION	FEE
19 - 23 October 2026	Rome - Italy	€2,125
19 - 23 October 2026	Barcelona - Spain	€1,925
2 - 6 November 2026	Kuala Lumpur - Malaysia	€1,400
2 - 6 November 2026	Frankfurt - Germany	€1,625
21 - 25 December 2026	Barcelona - Spain	€1,925
21 - 25 December 2026	Rome - Italy	€2,125
18 - 22 January 2027	Barcelona - Spain	€1,925
15 - 19 February 2027	Paris - France	€2,250

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.