

INFORMATION & DOCUMENTATION COMPLIANCE

“Ensuring Accuracy, Security, and Regulatory Alignment in Corporate Records and Information Management”

Schedule

Date	Venue	Fees (Face-to-Face)
26 - 27 Feb 2026	Kuala Lumpur, Malaysia	USD 1995 per delegate

Introduction

In today’s regulatory environment, poor documentation and information governance can expose organizations to legal, operational, and reputational risks. Managing records systematically—ensuring they are accurate, retrievable, secure, and compliant—is vital across sectors and departments.

This 2-day training equips participants with the frameworks, tools, and practices required to build and maintain compliant information and documentation systems. It covers document lifecycle management, regulatory standards, digital compliance, audit preparedness, and risk mitigation, enabling organizations to meet both internal controls and external obligations.

Objectives

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

- Understand documentation and records compliance requirements under key regulations
- Design and implement document control systems and access protocols
- Apply retention policies, classification schemes, and archiving procedures
- Audit documentation practices and address compliance gaps
- Align document governance with corporate, legal, and data privacy standards

Why Attend

- Gain clarity on local and international documentation compliance standards
- Reduce legal and regulatory exposure due to incomplete or mismanaged records
- Improve information integrity, accessibility, and security
- Learn how to support audit readiness and corporate governance practices
- Develop stronger collaboration between compliance, legal, and operations

Target Audience

This program is designed for:

- Records and document control officers
- Compliance, audit, and risk management professionals
- Legal affairs and regulatory personnel
- Information security and data governance leads
- Administrative, HR, and quality assurance staff handling documentation

Individual Benefits

Key competencies that will be developed include:

- Practical knowledge of compliant documentation systems and practices
- Understanding of legal retention, classification, and destruction policies
- Skills in document audits, non-compliance resolution, and gap closure
- Familiarity with digital document governance tools and protocols
- Confidence in contributing to audit and compliance reviews

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved compliance with legal, contractual, and operational requirements
- Streamlined document control and lifecycle management systems
- Reduced data loss, duplication, and retrieval inefficiencies
- Greater audit readiness and reduced risk of penalties or operational disruption
- A culture of transparency, accountability, and records integrity

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Laws, standards, and governance frameworks
- Case Studies - Compliance failures and best-practice documentation systems
- Workshops - Document control reviews, file audits, and retention planning
- Peer Exchange - Challenges in compliance across departments and industries
- Tools - Document control registers, audit checklists, classification templates

Course Outline

DETAILED 2-DAY COURSE OUTLINE

Training Hours: 07:30 AM – 03:30 PM **Daily Format:** 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Documentation Governance and Regulatory Alignment

- Module 1: Introduction to Compliance Requirements (07:30 – 09:30) • Legal and regulatory context (local and international) • Common documentation-related risks and consequences • Overview of ISO 15489, GDPR, and sector-specific obligations
- Module 2: Document Lifecycle and Control Systems (09:45 – 11:15) • Creation, access, storage, use, and disposal • Version control, user permissions, and traceability • Physical vs. electronic document control
- Module 3: Classification and Retention Policies (11:30 – 01:00) • Structuring folders, metadata, and taxonomies • Legal and operational retention periods • Archiving vs. secure destruction protocols
- Module 4: Workshop – Document Review Simulation (02:00 – 03:30) • Analyze and improve a sample document compliance scenario

Day 2: Audit Preparedness and Risk Mitigation

- Module 1: Conducting Documentation Audits (07:30 – 09:30) • Internal audit process, tools, and reporting • Identifying non-conformance and root causes • Developing corrective and preventive actions
- Module 2: Digital Information Compliance (09:45 – 11:15) • Cloud storage, e-signatures, and digital workflows • Cybersecurity for document integrity • Data privacy, access control, and breach management
- Module 3: Compliance Risk Assessment and Monitoring (11:30 – 01:00) • Building a compliance risk register • Monitoring KPIs and audit indicators • Integrating document governance into broader compliance programs
- Module 4: Final Workshop – Compliance Improvement Plan (02:00 – 03:30) • Teams create and present a documentation compliance action plan

Certification

Participants will receive a Certificate of Completion in Information & Documentation Compliance, validating their ability to implement compliant records management systems and support corporate audit and regulatory readiness.

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