

CONSTRUCTION DOCUMENTATION

"Mastering the Preparation, Coordination, and Management of Critical Construction Records"

Schedule

Date	Venue	Fees (Face-to-Face)
18 – 22 May 2026	Dubai, UAE	USD 3495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Accurate, timely, and well-organized construction documentation is the cornerstone of successful project delivery. From contracts and specifications to drawings, RFIs, submittals, and change orders—clear documentation ensures effective communication, reduces risk, and upholds project quality.

This intensive 5-day course equips participants with the knowledge and tools to prepare, manage, and audit construction documents throughout the project lifecycle. Participants will explore industry best practices, international documentation standards, and digital tools that enhance document control and collaboration among stakeholders.

Objectives

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

- Understand the full scope and lifecycle of construction documents
- Develop and organize effective project documentation systems
- Interpret key documents including drawings, specs, BOQs, and RFIs
- Manage submittals, approvals, revisions, and change orders
- Apply document control procedures and digital tools for version management

Why Attend

- Ensure project compliance with documentation and regulatory standards
- Avoid costly delays, claims, and disputes due to document errors
- Gain confidence in managing large volumes of construction records
- Align your documentation system with ISO, FIDIC, and BIM practices
- Increase project transparency, traceability, and quality assurance

Target Audience

This program is designed for:

- Project managers and construction engineers
- Document controllers and site administrators
- Contract and procurement officers
- Consultants and quantity surveyors
- Architects, planners, and site supervisors

Individual Benefits

Key competencies that will be developed include:

- Fluency in managing construction documentation workflows
- Ability to control versions, revisions, and document registers
- Skills in using document management systems (DMS) and collaboration platforms
- Knowledge of contract document requirements (drawings, specs, warranties)
- Competency in document audit, storage, and retrieval best practices

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved accuracy and coordination of project documentation
- Reduced risk of claims and cost overrun due to missing or outdated records
- Compliance with legal and regulatory document retention requirements
- Improved stakeholder communication through centralized document systems
- Stronger project audit readiness and quality control

Instructional Methodology

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

- Technical Briefings - Industry standards and documentation frameworks
- Case Studies - Lessons from documentation failures and best practices
- Workshops - Hands-on creation of RFIs, submittals, and drawing logs
- Peer Exchange - Collaboration, common errors, and success strategies
- Tools - Templates for document logs, DMS user guides, ISO 9001 workflows

MAWA EVENTS

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Course Outline

Training Hours: 7:30 AM - 3:30 PM Daily Format: 3-4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 - 02:00

Day 1: Introduction to Construction Documentation

- Module 1: Overview of Construction Documentation (07:30 - 09:30) • Types and purposes of construction documents • Documentation flow from pre-construction to closeout • Stakeholder roles and responsibilities
- Module 2: Drawings and Specifications (09:45 - 11:15) • Reading and interpreting drawings and schedules • Types of specifications: prescriptive vs performance-based • Clash detection and cross-discipline coordination
- Module 3: BOQs, Material Take-Offs, and Scope Documents (11:30 - 01:00) • Preparing and reviewing Bills of Quantities • Scope definition and deliverables checklist • Measurement standards (SMM, CESMM, POMI)
- Module 4: Workshop - Document Control Framework Setup (02:00 - 03:30) • Create a basic documentation flowchart and document register

Day 2: Document Management Procedures and Tools

- Module 5: Submittals, Approvals, and Logs (07:30 - 09:30) • Submittal formats, cover sheets, and routing • Tracking resubmissions and approvals • Managing consultant and client feedback
- Module 6: Requests for Information (RFIs) (09:45 - 11:15) • Writing effective and traceable RFIs • Turnaround time and escalation procedures • Documenting decisions and design clarifications
- Module 7: Document Management Systems (DMS) (11:30 - 01:00) • Electronic document control software (e.g., Aconex, Procore, Autodesk Docs) • Folder structures, access rights, and cloud collaboration • Version control and metadata tagging
- Module 8: Workshop - Draft & Track a Submittal and RFI Log (02:00 - 03:30) • Use template tools to organize real project examples

Day 3: Contracts, Change Orders, and Legal Records

- Module 9: Contractual Documents and Tender Records (07:30 - 09:30) • Instructions to bidders, BOQs, specs, and addenda • Reviewing and comparing contract document sets • Managing issued-for-construction (IFC) documentation
- Module 10: Change Orders and Variations (09:45 - 11:15) • Initiation, approval, and tracking of changes • Impacts on cost, schedule, and drawings • Claim prevention and dispute support
- Module 11: Correspondence and Communication Records (11:30 - 01:00) • Letters, memos, emails, meeting minutes • Templates and documentation of verbal instructions • Evidentiary value and record retention
- Module 12: Workshop - Simulate a Change Request Process (02:00 - 03:30) • Practice creating a variation order and supporting documents

Day 4: QA/QC and Close-Out Documentation

- Module 13: Inspection Records and Quality Reports (07:30 - 09:30) • Site inspection checklists, test reports, NCRs • Quality control logs and compliance tracking • Aligning with ISO 9001 and QA plans
- Module 14: Health, Safety & Environmental Documentation (09:45 - 11:15) • Permits, toolbox talks, incident reports • MSDS, safety audits, and risk assessments • HSE documentation and regulatory compliance
- Module 15: Project Close-Out Documentation (11:30 - 01:00) • As-builts, warranties, O&M manuals • Snag lists, handover certificates, completion reports • Retention, archiving, and digital backups
- Module 16: Workshop - Create a Project Close-Out Checklist (02:00 - 03:30) • Develop and populate a handover documentation tracker

Day 5: Review, Audits, and Documentation Strategy

- Module 17: Document Review and Auditing (07:30 - 09:30) • Internal audits, external inspections, and redlining • Gap analysis and document revision logs • Corrective actions and continuous improvement
- Module 18: Common Pitfalls and Case Failures (09:45 - 11:15) • Review of real-life documentation errors and claims • Discussion on lessons learned and risk mitigation
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Module 19: Strategy Session – Documentation in Digital Construction (11:30 – 01:00) • BIM integration, smart documents, and future trends • Collaborative platforms and common data environments (CDE)

- Module 20: Final Workshop – Present a Documentation Management Plan (02:00 – 03:30) • Group presentation of a structured document control strategy

Certification

Participants will receive a Certificate of Completion in Construction Documentation, validating their ability to manage, track, and coordinate all essential project documentation across the construction lifecycle in compliance with best practices and regulatory standards.

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