MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

CONSTRUCTION DOCUMENTATION توثيق وحفظ مستندات ومخاطبات المشاريع الانشائية

“Build with Clarity. Document with Confidence. □□□□□□ : □□□□ □□□□□□ □□□□□ □□□□ .”

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

Introduction

Construction projects involve a large volume of documents, drawings, correspondence, approvals, and reports. Effective documentation ensures smooth project execution, supports legal compliance, and facilitates communication between all stakeholders. This course provides a comprehensive framework for organizing, storing, and managing construction documents professionally.

Objectives

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

- Understand the types and lifecycle of construction documentation
- Develop structured systems for document control
- Apply best practices for archiving, version control, and tracking
- Manage correspondence, RFIs, approvals, and change orders effectively
- Ensure documentation complies with contract and regulatory standards

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Why Attend

- Learn to protect your organization through proper documentation
- Avoid disputes by establishing traceable and transparent records
- Streamline communication and save time through organized processes

Target Audience

- Project engineers & construction managers
- Site engineers and document controllers
- Contract administrators and quality assurance teams
- Any professionals involved in project communication & control

Individual Benefits

- Improve personal accountability and attention to documentation
- Gain a competitive edge through organized record-keeping
- Learn to avoid costly mistakes and omissions

Organizational Benefits

- Reduce risks related to disputes, claims, and audit failures
- Improve project transparency and control
- Ensure all communications and decisions are properly documented

Instructional Methodology

- Instructor-led presentations with real-world examples
- Hands-on exercises in organizing and reviewing documentation
- Sample templates and document workflows
- Interactive discussions and group problem-solving

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Course Outline

DETAILED 5-DAY COURSE OUTLINE (Customizable) Training Hours: 07:30 AM – 03:30 PM Daily Format: 3–4 Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1 – Introduction to Construction Documentation

- Importance of documentation
- Key terminology and standards
- Document lifecycle and stakeholders

Day 2 – Types of Documents and Control Systems

- Technical drawings, specifications, submittals
- Document numbering and coding
- Setting up control systems

Day 3 – Correspondence and Project Communication

- Letters, RFIs, transmittals, emails
- Response tracking and escalation
- Managing approvals and instructions

Day 4 – Versioning, Change Management & Archiving

- Document revisions and approvals
- Managing variations and change orders
- Archiving best practices

Day 5 – Legal, Contractual & Quality Aspects

- Documentation for claims and disputes
- Regulatory compliance
- Case studies and final assessment

Certification

Participants will receive a Certificate of Completion.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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