

ENGINEERING EDMS

“Digitize, Organize, and Control Your Engineering Documents with Precision.”

Schedule

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

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

Introduction

In the engineering and construction sectors, managing complex documentation—drawings, revisions, approvals, and specifications—is critical for compliance, efficiency, and quality. This course offers a comprehensive understanding of Engineering Document Management Systems (EDMS), focusing on tools and best practices for controlling document lifecycle, ensuring traceability, and improving collaboration across departments and contractors.

Objectives

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

- Understand the principles and architecture of EDMS
- Digitally manage engineering drawings, specifications, and technical documents
- Implement workflows for version control, approvals, and transmittals
- Ensure compliance with industry standards (ISO, API, etc.)
- Integrate EDMS with project management and BIM tools
- Improve collaboration across engineering, procurement, and construction (EPC)

Why Attend

This training helps organizations reduce document errors, streamline workflows, improve project delivery, and ensure document security and traceability. Learn how to deploy or improve an EDMS that fits your engineering project needs.

Target Audience

- Document Controllers
- Engineering Managers & Design Leads
- Project Managers & Coordinators
- QA/QC Professionals
- EPC & Construction Admin Staff
- IT Professionals supporting Engineering Systems

Individual Benefits

- Develop key skills in engineering document control
- Master versioning, tagging, and metadata standards
- Learn to configure workflows and automate tasks
- Increase value as a project team contributor or leader

Organizational Benefits

- Improve control and traceability of technical documents
- Reduce risks and delays from document mismanagement
- Achieve compliance with client and industry documentation standards
- Enhance productivity and collaboration among project teams

Instructional Methodology

- Hands-on exercises with EDMS platforms (e.g., Aconex, SharePoint, OpenText)
- Real-world case studies from EPC projects
- Document flow simulations and role-playing
- Interactive group activities and knowledge checks

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 ENGINEERING DOCUMENT CONTROL & EDMS

- Module 1: Fundamentals of Engineering Document Management (07:30 – 09:30)
- Module 2: Types of Engineering Documents & Drawing Classifications (09:45 – 11:15)
- Module 3: EDMS Architecture, Features, and Platforms Overview (11:30 – 01:00)
- Module 4: EDMS Role in the Project Lifecycle (02:00 – 03:30)

DAY 2 - DOCUMENT CONTROL PRINCIPLES & WORKFLOWS

- Module 1: Document Control Policies and ISO Standards (07:30 – 09:30)
- Module 2: Revision Control and Approval Workflows (09:45 – 11:15)
- Module 3: Document Numbering and Metadata Management (11:30 – 01:00)
- Module 4: Transmittals, Submission Logs & Distribution Matrix (02:00 – 03:30)

DAY 3 - EDMS SYSTEM CONFIGURATION & BEST PRACTICES

- Module 1: Setting up a Project Folder Structure & Access Control (07:30 – 09:30)
- Module 2: Indexing and Tagging Documents for Searchability (09:45 – 11:15)
- Module 3: EDMS Configuration for Engineering Use Cases (11:30 – 01:00)
- Module 4: Backup, Archiving, and Document Retention Policies (02:00 – 03:30)

DAY 4 - ADVANCED FEATURES & INTEGRATIONS

- Module 1: Workflow Automation & Approval Routing (07:30 – 09:30)
- Module 2: Integrating EDMS with CAD, BIM, and ERP Systems (09:45 – 11:15)
- Module 3: Security, Audit Trails, and Role-Based Access (11:30 – 01:00)
- Module 4: Mobile Access, Offline Synchronization & Collaboration Tools (02:00 – 03:30)

DAY 5 - IMPLEMENTATION, GOVERNANCE & CHANGE MANAGEMENT

- Module 1: Planning EDMS Deployment for Projects or Organizations (07:30 – 09:30)
- Module 2: Roles & Responsibilities: Document Controllers & System Admins (09:45 – 11:15)
- Module 3: Monitoring, Reporting, and Compliance Checks (11:30 – 01:00)
- Module 4: Final Workshop: Build Your EDMS Workflow Template + Wrap-up (02:00 – 03:30)

Certification

Participants who successfully complete the course and assessments will receive a Certificate in Engineering EDMS & Document Control, aligned with global engineering documentation best practices.

Why Choose MAWA Events

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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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