MAWA EVENTS

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

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

DOCUMENT CONTROL AND RECORDS MANAGEMENT

"Ensuring Accuracy, Compliance, and Accessibility Through Effective Information Management."

Schedule

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

Introduction

In today's competitive and compliance-driven environment, document control and records management are critical components of organizational success. Proper documentation ensures that information is current, accessible, secure, and traceable throughout its lifecycle — from creation to archiving or disposal. This course provides an in-depth understanding of document control principles, records management practices, and digital tools that support compliance, efficiency, and business continuity.

Participants will explore document versioning, approval workflows, retention schedules, and regulatory requirements aligned with international standards such as ISO 9001, ISO 15489, and ISO 27001. The training emphasizes both traditional and electronic systems, equipping professionals with practical methods to maintain data integrity, improve coordination, and support audit readiness.

Objectives

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

- Understand the key principles and objectives of document control and records management.
- Establish standardized procedures for document creation, approval, and distribution.
- Implement effective filing, indexing, and archiving systems.
- Apply document version control and change management techniques.
- Ensure compliance with international standards and organizational policies.
- Integrate digital and electronic document management systems (EDMS).
- Develop and implement document retention and disposal policies.
- Support audit and inspection readiness through controlled documentation processes.

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Why Attend

Inaccurate or poorly managed documentation can lead to compliance failures, inefficiencies, and costly errors. This course enables participants to create structured systems that ensure the accuracy, accessibility, and security of critical organizational information. By mastering these practices, participants can enhance operational excellence, regulatory compliance, and business continuity across departments and projects.

Target Audience

This course is ideal for:

- Document Controllers and Records Managers
- Quality Assurance and Compliance Officers
- Administrative and Project Management Staff
- Engineers, Auditors, and Technical Coordinators
- IT and Information Governance Professionals
- Policy Makers and Regulatory Officials
- Anyone involved in managing, maintaining, or controlling documentation within an organization

Individual Benefits

- Learn global best practices in document control and records management.
- Develop strong organizational and version control skills.
- Gain practical experience with electronic document management tools.
- Enhance audit preparedness and compliance knowledge.
- Improve accuracy and efficiency in handling organizational records.
- Strengthen career opportunities in compliance, administration, and project management.

Organizational Benefits

- Ensure standardization and consistency across all documents.
- Improve workflow efficiency and reduce administrative errors.
- Strengthen compliance with ISO standards and regulatory requirements.
- Enhance security and access control of sensitive information.
- Support audit trails and accountability in business operations.
- Increase organizational productivity through efficient information retrieval.

Instructional Methodology

The course uses a practical and interactive learning approach through:

- Expert-led lectures and guided discussions
- Hands-on exercises in document version control and filing systems
- Real-world case studies from public and private sectors
- Group workshops on developing document control procedures
- Demonstrations of electronic document management software
- Policy drafting and compliance simulation sessions

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Course Outline

Module 1: Introduction to Document Control and Records Management Principles

Module 2: Document Lifecycle – Creation, Review, Approval, and Distribution

Module 3: Document Classification, Indexing, and Numbering Systems

Module 4: Version Control, Change Tracking, and Revision Procedures

Module 5: Electronic Document Management Systems (EDMS) and Digital Workflows

Module 6: Records Retention Schedules and Archiving Policies

Module 7: Data Security, Access Rights, and Confidentiality Controls

Module 8: Compliance Standards – ISO 9001, ISO 15489, and ISO 27001

Module 9: Audit Trail and Documentation for Quality Management Systems

Module 10: Developing and Implementing a Document Control Policy

Certification

Participants who successfully complete the program will receive a Certificate in Document Control and Records Management, acknowledging their professional competence in organizing, maintaining, and securing records and documentation according to international best practices.

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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