



Document Control & Records Management

Quality & ISO Management

QGT-QMS-120 | Foundation | 5 or 10 days | Online, classroom, in-house

Course overview

Document Control & Records Management is an introduction that builds a solid working knowledge in Document Control & Records Management. It covers the principles, the requirements of ISO 9001, ISO 19011, ISO 31000 and ASQ bodies of knowledge, and the practical methods used on site, with case studies from operations in the Gulf, Africa and worldwide. Available online, in the classroom in 60 cities, or in-house.

What participants will be able to do

- Explain the principles, terminology and scope of Document Control & Records Management
- Apply the relevant requirements of ISO 9001, ISO 19011, ISO 31000 and ASQ bodies of knowledge
- Use practical tools, checklists and calculations with confidence
- Recognise common problems, risks and root causes and choose the right corrective action
- Prepare an improvement plan for their own site or organisation

Who should attend

Designed for quality managers, auditors, engineers and process owners, new joiners and anyone who needs a solid grounding in the subject.

Course outline (5 days)

Day 1: Principles and terminology

Scope, key definitions and how Document Control & Records Management fits into daily operations

Day 2: Codes, standards and requirements

What ISO 9001, ISO 19011, ISO 31000 and ASQ bodies of knowledge require, and how to read them

Day 3: Methods, tools and calculations

Step-by-step methods, checklists and worked examples

Day 4: Operation, inspection and common problems

Typical failures, warning signs and what to do about them

Day 5: Case studies, workshop and assessment

Group exercise on real cases and a final knowledge check

What the 10-day edition adds

Day 6: Applied project, part 1 – Apply the week-one methods to a case from your organisation

Day 7: Data and digital tools – Software, spreadsheets and digital tools used in practice

Day 8: Lessons from incidents and audits – What investigations and audit findings teach

Day 9: Applied project, part 2 – Complete, test and refine your solution

Day 10: Presentations and final assessment – Present to the group and complete the final assessment

Fees (USD per participant)

Duration	Live online	Classroom	In-house
5 days	\$3,000	\$5,500	On quote
10 days	\$5,500	\$9,900	On quote

Fees include course material and certificate of completion; classroom fees include refreshments and lunch. In-house training is priced per group.

Dates and cities 2027–2030

Dates	City	Format	Duration	Fee
1–5 Feb 2027	Brussels	Classroom	5 days	\$5,500
30 Aug – 10 Sep 2027	Marrakech	Classroom	10 days	\$9,900
11–15 Oct 2027	Berlin	Classroom	5 days	\$5,500
1–12 Nov 2027	Milan	Classroom	10 days	\$9,900
8–12 Nov 2027	Online (live)	Online (live)	5 days	\$3,000
27–31 Mar 2028	Sharjah	Classroom	5 days	\$5,500
6–17 Aug 2028	Doha	Classroom	10 days	\$9,900
20–24 Aug 2028	Salalah	Classroom	5 days	\$5,500
4–15 Sep 2028	Manchester	Classroom	10 days	\$9,900
18–22 Sep 2028	Online (live)	Online (live)	5 days	\$3,000
26 Feb – 2 Mar 2029	Prague	Classroom	5 days	\$5,500
8–19 Apr 2029	Kuwait City	Classroom	10 days	\$9,900
16–20 Apr 2029	Luanda	Classroom	5 days	\$5,500
14–25 May 2029	Madrid	Classroom	10 days	\$9,900
27–31 Aug 2029	Online (live)	Online (live)	5 days	\$3,000
21–25 Jan 2030	Frankfurt	Classroom	5 days	\$5,500
15–26 Apr 2030	Munich	Classroom	10 days	\$9,900
29 Apr – 3 May 2030	Rome	Classroom	5 days	\$5,500
9–20 Jun 2030	Algiers	Classroom	10 days	\$9,900
1–5 Jul 2030	Online (live)	Online (live)	5 days	\$3,000

How to register

Register online or scan the code

<https://qimmatrainig.com/courses/document-control-and-records-management/>

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