



Document Control & Records Management Masterclass

Quality & ISO Management

QGT-QMS-183 | Masterclass | 5 or 10 days | Online, classroom, in-house

Course overview

Document Control & Records Management Masterclass is a senior-level masterclass on strategy and performance 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
- Build a business case and roadmap their leadership team can act on

Who should attend

Designed for quality managers, auditors, engineers and process owners in senior and leadership roles.

Course outline (5 days)

Day 1: Strategic view of Document Control & Records Management

Trends, regulation and what leading companies do differently

Day 2: Benchmarking and performance

KPIs, maturity models and gap analysis

Day 3: Lessons from major incidents and projects

Decision points that changed outcomes

Day 4: Leading the change

Building the business case, budget and team capability

Day 5: Masterclass forum

Expert panel, peer exchange and personal roadmap

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
22–26 Feb 2027	Casablanca	Classroom	5 days	\$5,500
3–14 May 2027	Rome	Classroom	10 days	\$9,900
31 May – 4 Jun 2027	Houston	Classroom	5 days	\$5,500
7–18 Jun 2027	Lagos	Classroom	10 days	\$9,900
6–10 Dec 2027	Online (live)	Online (live)	5 days	\$3,000
16–20 Jan 2028	Salalah	Classroom	5 days	\$5,500
7–18 Feb 2028	Berlin	Classroom	10 days	\$9,900
31 Jul – 4 Aug 2028	Brussels	Classroom	5 days	\$5,500
28 Aug – 8 Sep 2028	Dubai	Classroom	10 days	\$9,900
9–13 Oct 2028	Online (live)	Online (live)	5 days	\$3,000
8–12 Jan 2029	Singapore	Classroom	5 days	\$5,500
29 Jan – 9 Feb 2029	Paris	Classroom	10 days	\$9,900
19–23 Feb 2029	Nairobi	Classroom	5 days	\$5,500
9–20 Apr 2029	Geneva	Classroom	10 days	\$9,900
3–7 Sep 2029	Online (live)	Online (live)	5 days	\$3,000
11–15 Feb 2030	Berlin	Classroom	5 days	\$5,500
1–12 Apr 2030	Singapore	Classroom	10 days	\$9,900
25–29 Aug 2030	Salalah	Classroom	5 days	\$5,500
30 Sep – 11 Oct 2030	Kigali	Classroom	10 days	\$9,900
28 Oct – 1 Nov 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-masterclass/>

WhatsApp: +971 50 697 0908

Email: training@qimmatrainig.com

