



Document Control & Records Management: Practical Workshop

Quality & ISO Management

QGT-QMS-162 | Practical workshop | 5 or 10 days | Online, classroom, in-house

Course overview

Document Control & Records Management: Practical Workshop is a hands-on workshop built around exercises and real site problems 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 who want practice rather than theory.

Course outline (5 days)

Day 1: Workshop briefing and baseline

Participants bring a real problem from their own site

Day 2: Guided practice 1

Hands-on exercises using templates, checklists and calculators

Day 3: Guided practice 2

Simulations and role-play based on Document Control & Records Management scenarios

Day 4: Field cases from the Gulf and Africa

Analysing what went wrong and what worked

Day 5: Action plan and peer review

Each participant leaves with a reviewed improvement plan

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	Abu Dhabi	Classroom	5 days	\$5,500
12–23 Apr 2027	Amsterdam	Classroom	10 days	\$9,900
12–16 Sep 2027	Algiers	Classroom	5 days	\$5,500
7–18 Nov 2027	Doha	Classroom	10 days	\$9,900
15–19 Nov 2027	Online (live)	Online (live)	5 days	\$3,000
24–28 Jan 2028	Tunis	Classroom	5 days	\$5,500
28 Feb – 10 Mar 2028	Nairobi	Classroom	10 days	\$9,900
10–14 Apr 2028	Vienna	Classroom	5 days	\$5,500
1–12 May 2028	Luanda	Classroom	10 days	\$9,900
22–26 May 2028	Online (live)	Online (live)	5 days	\$3,000
21–25 Jan 2029	Amman	Classroom	5 days	\$5,500
5–16 Mar 2029	Stockholm	Classroom	10 days	\$9,900
30 Apr – 4 May 2029	Prague	Classroom	5 days	\$5,500
13–24 Aug 2029	Brussels	Classroom	10 days	\$9,900
15–19 Oct 2029	Online (live)	Online (live)	5 days	\$3,000
28 Jan – 1 Feb 2030	Copenhagen	Classroom	5 days	\$5,500
4–15 Feb 2030	Dublin	Classroom	10 days	\$9,900
9–13 Sep 2030	Kigali	Classroom	5 days	\$5,500
30 Sep – 11 Oct 2030	Cape Town	Classroom	10 days	\$9,900
2–6 Dec 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-practical-worksheets>

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