CINPAA | INTERNATIONAL COOPERATIVE FOR TRAINING & CONSULTING

سينبا | التعاونية الدولية للتدريب والاستشارات



Training programme:

DCC Certified Document Controller

Delivered in several cities and dates



OUR INTERNATIONAL PARTNERS:

ISDE Law Business School High Performance Education
Higher Institute of Law and Business (ISDE)

Professional Development Institute
Professional Development Institute

Universidad Camilo José Cela
Camilo José Cela University

SEK EDUCATION GROUP

ISO 29993:2017 Learning services for non-formal education and training

ISO 9001:2015

DCC Certified Document Controller

About the programme:

This programme focuses on the organisation and control of documents throughout their use, with attention to traceability and the responsibilities of document controllers.

Objectives:

Developing participants' skills, knowledge, values and professional approaches in:

a. Explain the requirements for document control, traceability, auditability, quality, consistency

b. Understand the role of the document controller and his/her interfaces

c. List out and perform the critical quality checks to run on documentation

d. Understand what a deliverable is and how it is managed

e. Understand and explain the rationale behind document numbering and identification

f. Manage documents through their lifecycle

g. Make the distinction between working and official documents

h. Understand the requirement for document templates

i. Ensure the traceability of documents, comments, distribution and transmittal

j. Understand document control specifications and procedures

k. Ensure document distribution and manage document review and approval

l. Understand the work for As-Built and Final Documentation phases

m. Understand the requirements for document security and confidentiality and the means for document protection

n. Understand and explain the requirements for electronic document management systems (EDMS)

o. Build and issue reports on document status

p. Interact with technical teams and managers

Target audience:

a. Beginners in Document Control: this course gives a robust foundation for the profession, explains all the tasks and responsibilities, and contains numerous workshops and tutorials. You will acquire competencies that can be applied to day-to-day work.

b. Experienced Document Controllers: Most Document Controllers learnt the discipline 'on-the-job'. This course consolidates basics, formalises knowledge and deepens competences. It allows experienced Document Controllers to compare their experience with common / best practices.

c. And for everyone, it's a great opportunity to network and share experience with other Document Control professionals.

d. The course also includes a certification examination for professionals to get their knowledge certified.

Daily programme:

• Day 1: Foundations of document control

a. What document control is and the role of the document controller

b. Requirements for traceability, auditability, quality and consistency

c. Interfaces of the document controller with project and engineering teams

d. Deliverables, working documents and official documents compared

e. Case study: reviewing document control practice on a sample engineering project

f. Day output: role and interface map for document control

- **Day 2: Quality checks and gatekeeping**

a. Critical quality checks and gatekeeping before documents are accepted

b. Templates and metadata requirements for project documents

c. Checking consistency between title blocks, metadata and the document register

d. Recording rejected documents and returning them with clear reasons

e. Workshop: applying quality checks to a batch of incoming contractor documents

f. Day output: document acceptance quality checklist

- **Day 3: Document identification, classification and filing**

a. Document numbering and identification and the reasons behind them

b. Ensuring every document is uniquely identifiable and retrievable

c. Organising and classifying documents for efficient retrieval

d. Document security, confidentiality and means of protection

e. Workshop: designing a numbering scheme and filing structure for a project

f. Day output: document numbering scheme and filing structure

- **Day 4: Distribution, review and approval**

a. Distribution matrices, transmittals and records of distribution

b. Managing document review, comments and approval cycles

c. Tracking comments and responses so that every comment is closed out

d. Keeping distribution efficient and limited to the relevant recipients

e. Workshop: building a distribution matrix and transmittal for a deliverable

f. Day output: distribution matrix and transmittal record

- **Day 5: Lifecycle, as-built and final documentation**

a. The lifecycle of technical documents and control at each stage

b. Revision control and avoiding misuse of superseded documents

c. As-built documents and the specifics of their management

d. Final documentation handover and document status reports

e. Case study: preparing the final documentation package at project close-out

f. Day output: document status report and handover checklist

- **Day 6: Procedures, EDMS and working with teams**

a. Why document control procedures are needed and what they contain

b. Electronic document management systems and their main functions

c. Automated workflows, metadata search and AI-assisted classification in EDMS

d. Supporting technical teams and handling work pressure and difficult situations

e. Workshop: drafting a document control procedure and configuring an EDMS workflow

f. Day output: document control procedure outline

Training methods and certificates:

Our programmes are built on modern pedagogy that combines theoretical knowledge with practical application, in line with participants' needs and the demands of the workplace. Methods include:

- **Interactive workshops:** analysis of real data and group discussions that strengthen practical understanding.
- **Case studies:** examples from international organisations that highlight real successes and challenges.
- **Realistic simulations:** participants train through professional scenarios that mirror real situations requiring decisions and situation management.
- **Advanced tools and technologies:** hands-on practice with up-to-date training software and tools suited to each field.

Certificates:

On successful completion, participants receive a certificate issued by CINPAA, a training institute officially registered in the European Union, Spain and the United Kingdom.
CINPAA - Cooperative International for Training and Consulting

Our programmes are delivered within academic and professional partnerships, cooperation agreements and memoranda of understanding with a number of academic and professional institutions, including:

- **Camilo José Cela University - Spain**
- **ISDE - Law & Business School - International**
- **Professional Development Institute - United Kingdom**

These partnerships aim to exchange expertise, develop training content and raise programme quality in line with international best practice.

Kind regards,
International Programmes Department
"CINPAA" INTERNATIONAL COOPERATIVE FOR TRAINING & CONSULTING

Course details and registration

Course Details | Registration

Programme	**DCC Certified Document Controller**	Course Title
Language	**English**	Course Language
Venue	**Several cities and dates – see the table below**	Venue
Financial offer	**Sent separately, according to the number of participants and the delivery conditions.**	Financial Offer

Registration and confirmation:

To register, please use one of the following:

a. Complete the programme request form on our website.

b. Or send an email from your training department.

c. Or a nomination letter from your organisation.

Send your confirmation by:

Email	info@cinpaa.org
WhatsApp	+34 635 867 686

Our team is ready to advise on accommodation and logistics before and during your stay.

Planned programme dates:

City	Dates
Cairo, Egypt	20 - 25 Dec 2026
Cairo, Egypt	31 Jan - 05 Feb 2027
Madrid, Spain	02 - 07 May 2027
Barcelona, Spain	01 - 06 Aug 2027
London, United Kingdom	31 Oct - 05 Nov 2027

The programme can be delivered in other cities and on other dates to suit your organisation, at the length you need. The cities are listed on the last page.

سينبا التعاونية الدولية للتدريب والاستشارات | CINPAA – International Cooperative for Training & Consulting

Europe office: Calle Echegaray N6, 28014 Madrid, Spain

UK office: 12th floor, Marble Arch Tower, 55 Bryanston Street, London, UK

+34 635 867 686 Europe office

+90 507 590 1781 Turkey office

+60 10 509 9484 Malaysia office

+218 92 622 1324 Libya office

+34 635 867 686 WhatsApp

info@cinpaa.org | www.cinpaa.org

Scan to save our contact

Cities where we deliver our programmes:

This programme can be delivered in any of the following cities, and elsewhere on request.

Albania Tirana, Saranda	**Australia** Sydney	**Austria** Vienna, Hallstatt, Salzburg / Zell am See	**Azerbaijan** Baku
Bahrain Manama	**Belgium** Brussels, Bruges	**Bosnia and Herzegovina** Sarajevo	**Canada** Toronto, Montreal
China Hong Kong, Shanghai, Beijing, Guangzhou	**Croatia** Dubrovnik	**Cyprus** Nicosia, Limassol, Larnaca	**Czech Republic** Prague
Egypt Cairo, Sharm El Sheikh, Alexandria, Hurghada	**France** Paris	**Georgia** Tbilisi, Batumi	**Germany** Munich, Berlin, Düsseldorf, Frankfurt
Greece Athens, Rhodes	**Hungary** Budapest	**Indonesia** Bali, Jakarta	**Ireland** Dublin
Italy Rome, Florence, Milan, Venice, Como	**Japan** Tokyo	**Jordan** Amman, Aqaba	**Kuwait** Kuwait City
Malaysia Kuala Lumpur	**Maldives** Maldives	**Mauritius** Mauritius	**Montenegro** Budva, Kotor
Morocco Casablanca, Marrakech, Tangier, Rabat	**Netherlands** Amsterdam	**Oman** Muscat, Salalah	**Philippines** Manila
Poland Krakow, Warsaw	**Portugal** Lisbon, Porto	**Qatar** Doha	**Russia** Moscow
Saudi Arabia Riyadh, Jeddah, Dammam	**Serbia** Belgrade	**Slovenia** Ljubljana	**South Korea** Seoul
Spain Madrid, Barcelona, Valencia, Alicante, Benidorm, Malaga / Marbella, San Sebastian, Granada, Cordoba, Canary Islands, Seville, Bilbao	**Switzerland** Geneva, Luzern, Zurich, Interlaken, Zermatt, Lugano	**Thailand** Bangkok, Phuket	**Tunisia** Tunis
Turkey Istanbul, Antalya, Trabzon, Bursa, Izmir, Bodrum, Antakya (Hatay)	**United Arab Emirates** Dubai, Abu Dhabi	**United Kingdom** London, Edinburgh, Manchester, Birmingham	**United States** Miami, New York, Los Angeles, Washington