Consepsys

The Document Control Professionals

Consultancy, Training Courses, Certification, Publications

Certified Document Controller
Training Course (DCC)

CONSEPSYS LIMITED

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Certified
Document Controller
Training Course

DCC

A comprehensive, hands-on and very interactive document control training course, covering all aspects of document control tasks.

In this course we will cover the **basics** (such as document checks, numbering, identification, filing, distribution) **as well as more advanced subjects** (such as lifecycle, as-built, procedures, reports, interfaces).

This course is both for:

- **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.

- **Experienced** Document Controllers: most Document Controllers learn 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.

This course is based on ISO 9001 and industry best/common practices.

COURSE CONTENT

Unit 1: Introduction to Document Control
- What is Document Control
- Role and tasks of a Document Controller

Unit 2: The Basics of Document Control
- Document Control checks
- Gatekeeping

Unit 3: Document Identification
- How to make sure that document are identifiable
- Means of identification (numbering, metadata, document description, file naming…)

Unit 4: Document Classifying & Security
- How to organise documents
- Filing structures
- Manage information security and confidentiality

Unit 5: Documents Lifecycle
- Steps of the document's lifecycle
- Document creation, modification, review cycle, comments, approval: How to manage documents at each step of their lifecycle
- How to avoid misuse of obsolete documents

Unit 6: Document Distribution
- How to ensure an efficient and relevant distribution of documents
- Means and tools for document distribution
- Transmittal Sheets

Unit 7-A: Project Document Control
- Specifics of Project Document Control
- Managing deliverables
- Flow of project documents
- Interactions with Client, Contractors, Sub-contractors, Suppliers, Vendors
- Master Deliverable Register (MDR)

Unit 7-B: As-Built and Final Documentation
- Specifics of As-Built / Final Documentation
- Document Controller tasks during As-Built phase

Unit 8: Document Control Procedures
- Why do we need procedures
- Content to be covered in Document Control Procedures

Unit 9: Electronic Document Management Systems
- Benefits and capabilities of Document Control Software Packages / EDMS

Unit 10: Interactions with technical teams and users
- How to support users and technical teams
- How to manage work pressure and manage difficult situations

AUDIENCE

- Companies which seek to train their staff to all aspects of Document Control
- Professionals (beginners or experienced) who seek to gain, improve, formalize and certify their knowledge
- Career evolution or change of career

COURSE FEE

Currency	Price
British Pounds *(Default Currency)*	GBP 846
Euros	EUR 1068
US Dollars	USD 1300
Singapore Dollars	SGD 1800
Australian Dollars	AUD 1575
Canadian Dollars	CAD 1545
Malaysian Ringgits	MYR 4850
Emirati Dirhams	AED 4450
Philippine Pesos	PHP 58500
Indonesia Rupiah	IDR 15,300,000

Price includes:
- Course fee
- Tuition fee
- Course Material
- Snacks & refreshments
- Lunch
- Examination fee
- Tax where applicable

Duration
2.5 days

Fee
£ 846

Suitable for:
Beginners & Experienced
Document Controllers

Early Bird - Get 10% discount if you register and pay 100 days or more before the course!

CERTIFICATE

Certification Examination

- The course includes an individual 3-hour certification examination (included in the course fee)
- The examination is organised on the last morning of the course (Day 3 – 9am to 12pm)

Certificates

- A **Certificate of Attendance** is issued to each participant who satisfactorily completes the course
- An **Examination Pass Certificate** is awarded to each participant who successfully passes the course certification examination

TYPICAL COURSE SCHEDULE

Day 1	9.00 AM to 5.00 PM (incl. 1 hour lunch break)	Course
Day 2	9.00 AM to 5.00 PM (incl. 1 hour lunch break)	Course
Day 3	9.00 AM to 12.00 PM	Certification Examination

See detailed course schedules: link

COURSE LOCATIONS & DATES

See the locations & dates page to find course sessions for 2018: Link

COURSE OBJECTIVES

By the end of this course, participants will be able to:
- Explain the requirements for document control, traceability, auditability, quality, consistency
- Understand the role of the document controller and his/her interfaces
- List out and perform the critical quality checks to run on documentation
- Understand what a deliverable is and how it is managed
- Understand the rationale behind document numbering and the different means of document identification
- Understand each step of the documents lifecycle and the document control tasks and requirements to manage document creation, review, comments, approval, modification
- Make the distinction between working and official documents
- Understand the requirement for document templates
- Ensure the traceability of documents, comments, distribution and transmittal
- Understand document control specifications and procedures
- Understand the requirement for transmittal sheets
- Understand the specifics of Project Document Control and the differences between Project and Non-Project environment
- Ensure document distribution and manage document review and approval
- Understand the work for As-Built and Final Documentation phases
- Understand the requirements for document security and confidentiality and the means for document protection
- Understand the capabilities of an electronic document management systems (EDMS)

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CERTIFICATION EXAMINATION

The Certification Examination tests and certifies the knowledge, competencies and transferability of skills.

The Document Control Certification Examination tests:
- Document control skills
- Understanding of the role and environment of the Document Controller
- Skills in terms of interfaces and professional ethics

It is an individual, closed-book, 3-hour certification examination.

Our training course fee includes one certification examination session.

Our certification programme is a unique framework to assess the knowledge and competencies of participants.

It has been run and taken up by major companies (have a look at the list of some of our clients who have taken up our certification programme).

SCHEDULE & LOCATIONS

- **Course dates**
- **Course shedule**

TIMETABLE - 2018 SESSIONS

DCC - CERTIFIED DOCUMENT CONTROLLER COURSE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Europe												
London											19-21	
Amsterdam				14-16								
Aberdeen	15-17											
Asia												
Singapore				16-18								
Manila			20-22									
Kuala Lumpur			12-14									
Jakarta			20-22									
Australia												
Perth						11-13						
Brisbane						25-27						
Middle East												
Dubai										21-23		
North America												
Houston									24-26			
Vancouver									10-12			

DCA – ADVANCED DOCUMENT CONTROL COURSE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Europe												
Amsterdam					16-18							
Aberdeen	17-19											
Asia												
Singapore				18-20								
Kuala Lumpur			14-16									
Australia												
Brisbane						27-29						
Middle East												
Dubai										23-25		
North America												
Vancouver									12-14			

DCM – CERTIFIED LEAD DOCUMENT CONTROLLER COURSE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Europe												
London											21-23	
Asia												
Singapore				23-25								
Australia												
Perth						13-15						
North America												
Houston									26-28			

MGR – TRANSITIONING TO A MANAGER POSITION COURSE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Europe												
London											19-20	
Asia												
Singapore				18-19								
Australia												
Perth						11-12						
North America												
Houston									24-25			

NDC – DOCUMENT CONTROL ESSENTIALS FOR NON-DOCUMENT CONTROLLERS

The NDC course is available on-demand, for in-company training sessions

GOOD TO KNOW!

Your location is not covered here?

Three options:

- Check if you can travel to one of our course locations
- We can offer in-company training sessions, for multiple course participants
- We also offer e-learning modules: study where you are and when you can, at your own pace

Combination of courses:

Our courses can be combined and two 2.5-day courses may be taken back to back within the same week

(see)

Consepsys   Website: www.consepsys.com | Email:contact@consepsys.com | 2018 DCC Course Brochure | Revision A

COURSE SCHEDULE - 2018 SESSIONS

Course schedule for DCC, DCA, DCM courses - See next page for MGR sessions

Europe

LONDON		19-Nov-2018	20-Nov-2018	21-Nov-2018	22-Nov-2018	23-Nov-2018
DCC	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
DCM	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	Exam

ABERDEEN		15-Jan-2018	16-Jan-2018	17-Jan-2018	18-Jan-2018	19-Jan-2018
DCC	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
DCA	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	Course

AMSTERDAM		14-May-2018	15-May-2018	16-May-2018	17-May-2018	18-May-2018
DCC	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
DCA	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	Course

Asia

SINGAPORE		16-Apr-2018	17-Apr-2018	18-Apr-2018	19-Apr-2018	20-Apr-2018
DCC	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
DCA	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	Course

SINGAPORE		23-Apr-2018	24-Apr-2018	25-Apr-2018
DCM	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM
	Activity	Course	Course	Exam

JAKARTA		20-Mar-2018	21-Mar-2018	22-Mar-2018
DCC	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM
	Activity	Course	Course	Exam

MANILA		20-Mar-2018	21-Mar-2018	22-Mar-2018
DCC	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM
	Activity	Course	Course	Exam

KUALA LUMPUR		12-Mar-2018	13-Mar-2018	14-Mar-2018	15-Mar-2018	16-Mar-2018
DCC	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
DCA	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	Course

Australia

PERTH		11-Jun-2018	12-Jun-2018	13-Jun-2018	14-Jun-2018	15-Jun-2018
DCC	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
DCM	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	Exam

BRISBANE		25-Jun-2018	26-Jun-2018	27-Jun-2018	28-Jun-2018	29-Jun-2018
DCC	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
DCA	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	Course

Middle East

DUBAI		21-Oct -2018	22-Oct -2018	23-Oct -2018	24-Oct -2018	25-Oct -2018
DCC	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
DCA	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	Course

North America

HOUSTON		24-Sept-2018	25-Sept-2018	26-Sept-2018	27-Sept-2018	28-Sept-2018
DCC	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
DCM	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	Exam

VANCOUVER		10-Sept-2018	11-Sept-2018	12-Sept-2018	13-Sept-2018	14-Sept-2018
DCC	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
DCA	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	Course

COURSE SCHEDULE - 2018 SESSIONS

Course schedule for MGR courses *(See previous page for DCC, DCA, DCM courses sessions)*

Europe

LONDON		19-Nov-2018	20-Nov-2018
MGR	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	Course	Course

This session can be combined if required with the DCM course within the same work week (19 to 23 November 2018)

Asia

SINGAPORE		18-Apr-2018	19-Apr-2018
MGR	Schedule	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	Course	Course

This session can be combined if required with the DCM course held in the same location (23 to 25 April 2018)

Australia

PERTH		11-Jun-2018	12-Jun-2018
MGR	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	Course	Course

This session can be combined if required with the DCM course within the same work week (11 to 15 June 2018)

North America

HOUSTON		24-Sept-2018	25-Sept-2018
MGR	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	Course	Course

This session can be combined if required with the DCM course within the same work week (24 to 28 September 2018)

See previous page for DCC, DCA, DCM course sessions

OTHER COURSES

- **Summary of all face-to-face courses**
- **Comparison table**

FACE-TO-FACE COURSES

Consepsys

CERTIFIED COURSES
Acquire competencies, learn best practices, certify your knowledge and skills

➡ **Certified Document Controller Training Course**

➡ **Certified Lead Document Controller Training Course**

ADVANCED COURSES
Take your career a step further, perfect complement to the certified courses

➡ **Advanced Document Control Training Course**

➡ **Transitioning to a Manager Position Training Course**

FOR NON-DOCUMENT CONTROLLERS
Get your interfaces* « Document Control savvy »

* managers, authors, engineers, reviewers, approvers, technical teams.

➡ **Document Control Essentials for Non-Document Controllers**

COMPARE COURSE OPTIONS

Each course content is different, and all our courses are complementary.
The below table presents the main subject covered and the extent of coverage.

	DCC	DCM	DCA	MGR
What is Document Control and why is important?	✿✿✿✿✿✿			
Role and tasks of Document Controller	✿✿✿✿✿✿			
Document Numbering	✿✿✿✿✿✿			
Document Filing	✿✿✿✿✿✿			
Benefits of Document Control	✿✿✿✿✿✿ (1)		✿✿✿✿✿✿ (1)	
Document Distribution	✿✿✿✿✿✿			
Document Registration	✿✿✿✿✿✿			
Project Documents	✿✿✿✿✿✿			
Lifecycle of Documents	✿✿✿✿✿✿			
Planning DC tasks		✿✿✿✿✿✿		
Workload calculation		✿✿✿✿✿✿		
Tasks allocation		✿✿✿✿✿✿		
Budget preparation		✿✿✿✿✿✿		
Stakeholders Management	✿✿	✿✿✿✿✿✿ (1)	✿✿✿✿✿✿ (1)	
Writing DC Procedures	✿✿✿✿ (1)	✿✿✿✿ (1)	✿✿✿✿✿✿ (1)	
Implementation of DC system		✿✿✿✿		
Setting up DC for a project		✿✿✿✿	✿✿✿✿✿✿	
Reporting & KPIs	✿✿	✿✿✿✿	✿✿✿✿✿✿	
Communicating DC & raising awareness	✿✿	✿✿✿✿	✿✿✿✿✿✿	
As-Built Package	✿✿		✿✿✿✿✿✿	
Competency management		✿✿	✿✿✿✿✿✿	
Management & Team Leading		✿✿✿✿		✿✿✿✿✿✿

Note (1): Topic covered under different, complementary angles

Legend for depth of topic coverage: ✿✿ Basic | ✿✿✿✿ Moderate | ✿✿✿✿✿✿ Advanced

WHICH COURSE SHOULD I ATTEND?

Level of relevance:

	DCC	DCM	DCA	MGR
Complete beginner in Document Control	✿✿✿✿✿✿			
A few months to a few years experience	✿✿✿✿✿✿		✿✿	
More than 2 years experienced	✿✿✿✿✿✿	✿✿	✿✿✿✿✿✿	
Current team leader	✿✿✿✿✿✿	✿✿✿✿✿✿	✿✿✿✿✿✿	✿✿✿✿✿✿
Future team leader	✿✿✿✿✿✿	✿✿✿✿✿✿	✿✿✿✿✿✿	✿✿✿✿✿✿

Legend for level of relevance: ✿✿ Basic | ✿✿✿✿ Moderate | ✿✿✿✿✿✿ Advanced

OTHER INFORMATION

- **FAQ – Frequently Asked Questions**
- **Enrolment Process**
- **Clients**
- **Feedback**

FREQUENTLY ASKED QUESTIONS

FACE-TO-FACE COURSES

Questions on course fee and payment

What is included in the course fee for face-to-face courses?

- Included in the fee: tuition, course material (excluding copyrights), certification examination (for DCC & DCM courses), snacks and refreshments, lunch, VAT/GST/Tax (where applicable).
- Consepsys Limited does not arrange hotel accommodation, nor visa applications for Course Participants.
- Accommodation, food and other living expenses are not included in the fee.

How do I pay for training courses?

- Payment options include: direct bank transfer, debit/credit card, and PayPal.
- Course registration will be formally confirmed by email upon receipt of payment.
- Consepsys Limited requires full payment of course fees to be settled 7 days after issuance of the invoice.

When do I pay?

- Sufficient lead time is needed for course logistics and administrative tasks. For this reason, Consepsys Limited requires full payment of course fees to be settled 7 days after issuance of invoice.
- All registration are closed 31 days prior to the start of the course session, at the latest.
- Course registration will be formally confirmed by email upon receipt of payment.

After payment, what are the next steps?

- Upon receipt of payment, and 30 days prior the start of the training course session at the latest, a Course Enrollment Confirmation Notice will be sent to each Course Participant by email including location, timetable, list of nearby hotels, etc.
- Participants are urged not to book non-refundable travel or hotel until they have received a Course Enrollment Confirmation Notice.

We are several course participants from the same company, can we expect a discount on the course fee?

- Yes, you can. Please contact us to discuss discounts and preferred conditions. You may contact us via our online enquiry form.

Questions on course schedule:

What is the course schedule?

- The course schedule for full day of courses is typically 9.00 AM to 5.00 PM, with a lunch break. Refer to the details of each course within this catalogue to have a more detailed example of course schedule. Refer to "Course Schedule" section for detailed course schedule.

Can I combine two or three courses together take them one immediately after the other (back to back)?

- Depending on the location and dates, it may be possible to attend two or three courses, one immediately after the other (back to back). Refer to "Course Schedule" section for detailed course schedule.

We would like to organise an in-house private course. Is it possible?

- Yes, it is. Send a request for proposal: Link

Questions on the certificate and certification examination

What kind of certificate will I receive?

- A Certificate of Attendance is issued to each participant who satisfactorily completes the course.
- For "Certified Document Controller Course" (DCC) and "Certified Lead Document Controller Course" (DCM), the course also includes an individual 3-hour certification examination: An Examination Pass Certificate is awarded to each participant who successfully passes the course certification examination.

Certification examination (for 'DCC' & 'DCM' Courses)

- Certification examination sessions apply only to "Certified Document Controller Course" (DCC) and "Certified Lead Document Controller Course" (DCM).
- All our certification examination sessions are held in a face-to-face circumstance only.
- The certification examination usually takes place on the last afternoon/morning of the course.
- It is an individual closed-book examination. Participants have up to 3 hours to complete the examination paper.
- Refer to the "Certification Examination" section for more information on the content of the exam.

Questions on the course content

Which course should I attend? DCC? DCA? DCM? MRG?

- Each course content is different, and all our courses are complementary. The comparative table presents the main subject covered and the extent of coverage.

What kind of course material will I receive?

- Participants receive a handbook (hardcopy) and workshop hand-outs

Which Document Control Software Package or EDMS do you use during the course?

- No Document Control software package ot EDMS is used nor required during our courses;
- We are not affiliated to any Document Control software vendors, therefore we are independent;
- Our courses cover the competency and skill aspect of the Document Control profession, which allows to adapt to any Electronic Document Management System.

I am not sure whether these courses apply to my industry.

- For DCC, DCA, DCM, NDC courses: Document Control is applied in a wide variety of industries and practices are remarkably uniform across all sectors. So far, we have trained professionals from 45 industries, including but not limited to Oil and Gas, Mining, Building Construction, Chemicals, Refining, Pharmaceutical, Medical, Nuclear, Food and Beverages, Renewable Energy, Waste Treatment, Aviation, Aeronautics, Airports, Automotive, Architecture, Marine, Logistics, Digital, Bank, and many more.
- Please contact us to find out whether our courses would apply to your industry sector.
- For MGR courses: The course / workshop methodology is targeted at leaders, regardless of the sector of activity or their industry of origin. The workshops and activities have been designed to be relatable to individuals from all sorts of professional backgrounds.

Questions on course enrolment

How do I enroll / register?

1. Fill out our online request for enrollment
2. We will then send you an invoice. Payment is due 7 days after issuance of invoice.
3. Once payment is confirmed, your enrollment will be validated by our team.
4. 30 days at the latest before the course session, we will send you a Course Enrollment Confirmation Notice, including all practical details for the course (location, timetable, list of nearby hotels, etc.).

Questions from participants requiring a visa to attend the course

Can I expect any visa application support if I need a visa to attend a training session?

- Consepsys Limited does not have the authority to issue any letter of invitation to any Client requiring a visa to attend any given face-to-face training session.
- Clients have to make their own arrangements for visa applications, accommodation booking and letters of invitation for the attendance of training sessions.
- Depending on the destination country, the Course Enrollment Confirmation Notice can be added as a supporting document for the visa application process.
- Clients requiring visas who have planned their visa application well have had no problem obtaining their visa. The steps they have taken to ensure success:
  - Queries well ahead of the course dates
  - Payment and enrollment well ahead of course dates – typically 8 to 12 weeks. On receipt of payment, Consepsys sends a Course Enrollment Confirmation Notice (CECN).
  - Booking of hotel near the course venue and confirmation of hotel booking.
  - Purchase of travel ticket for the period of the course session.
  - Compilation of the visa application using documents required by the destination country's consulate and attachment of the CECN.
  - Application for visa at least 8 to 10 weeks prior to the start of the course session.

Questions on pre-requisites

What are the pre-requisites to attend the training courses?

Each specific course brochure contains a section on pre-requisites. Please refer to the relevant brochure: DCC, DCA, DCM, MGR

What are the pre-requisites to attend the "Certified Lead Document Controller" Course (DCM)?

Please have a look at the DCM brochure for pre-requisites. If you are not sure whether you have the experience to attend DCM 'Certified Lead Document Controller', please complete the 'DCM Pre-requisite High-level Self-assessment Questionnaire'

OTHER GENERAL QUESTIONS:

What is Document Control?

Document Control is a document management profession whose purpose is to enforce controlled processes and practices for the creation, review, modification, issuance, distribution and accessibility of documents.

The role ensures that documentation available at official points of use within an organisation is trusted by its users and contains up-to-date, reliable, checked and formally approved information.

It is mostly present in activity sectors or organisations:

- Involving engineering and construction; and/or
- Wherein documentation is frequently modified and updated; and/or
- Seeking or holding ISO 9001 certification; and/or
- Wherein finding reliable, up-to-date and official documents and information is of critical importance; and/or
- Which are regulated; and/or
- Wherein the unintended use of an outdated or unofficial documents can lead to injury or death; and/or
- Wherein large amounts of documents are produced and exchanged between different entities; and/or
- Involving technical operations; and/or
- With a strong emphasis on compliance, traceability and auditability.

Document Control is a profession and it is not to be confused with Electronic Document Management Software packages, or the use thereof.

Is there a local branch/subsidiary for Consepsys Limited in my country?

- Unless you are based in the United Kingdom, Consepsys Limited does not have a local branch/subsidiary in your country.
- We are registered and based in the United Kingdom and our model is to travel around the world to deliver courses and to run certification examination sessions.

Any other question? Do not hesitate to contact us via: contact@consepsys.com or through our enquiry form

REGISTRATION / ENROLLMENT
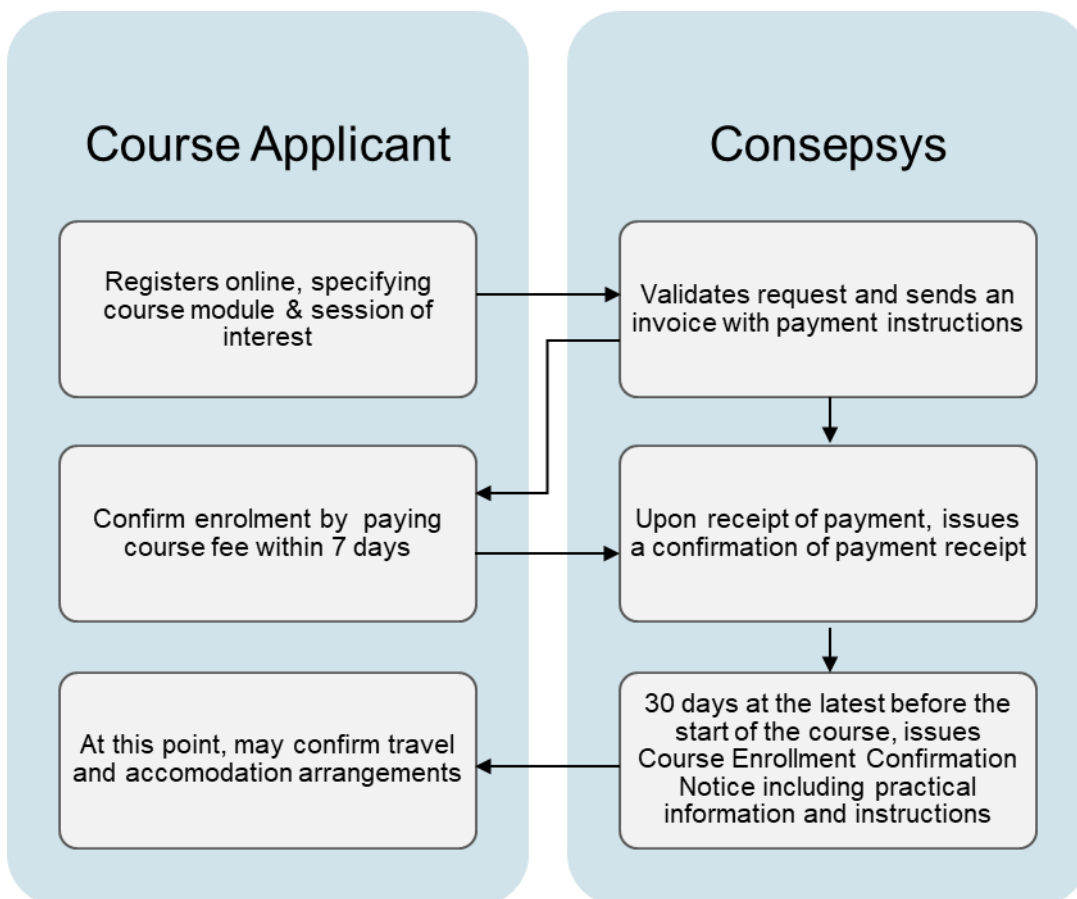
All enrollment requests have to be submitted online at:
https://www.consepsys.com/contact-us/

Make sure you select the "Course Enrollment" option on the top of the form:

You contact us for: *
○ General Enquiry
◉ Course Enrollment / Registration

Subject *
☐ DCC - Certified Document Controller Training Course
☐ DCM - Certified Lead Document Controller Training Course (Selected locations only)
☐ DCA - Advanced Document Controller Course (Selected locations only)

REGISTRATION / ENROLLMENT PROCESS

Course Applicant

| Registers online, specifying course module & session of interest |

| Confirm enrolment by paying course fee within 7 days |

| At this point, may confirm travel and accomodation arrangements |

Consepsys

| Validates request and sends an invoice with payment instructions |

| Upon receipt of payment, issues a confirmation of payment receipt |

| 30 days at the latest before the start of the course, issues Course Enrollment Confirmation Notice including practical information and instructions |

CLIENT REFERENCES

A few client references ([more](#))

WHAT DID THEY THINK ABOUT OUR COURSES?

Testimonials

This training course is spot on. I would highly recommend this course to anyone that even slightly participates in the Document Control work stream. I also really enjoyed this the added benefit of hearing others experiences, methodes and challenges.

Terrific course. It provided verification of what I have learned on my own at this point but also close gaps of where I was lacking knowledge. This course provides reassurance of my role as a Document Controller

I absolutely loved the entire experience! Gained insight and expended knowledge while confirming prositives / negatives of current business practices

Very professional, lecturers are very knowledgeable and well versed in the subject matter. For Document Controllers, whether new to the job or experienced, this is a must-take class!

I attended a great course: the information was well rounded and the instructors were fantastic! I highly recommend this for any Document Control professional.

I learned more in 2 days than ever before. I can go back to my workplace with my head up high!

Read more testimonials on our website

READ ➡