



Document Control & Records Management: Advanced Level

Quality & ISO Management

QGT-QMS-141 | Advanced | 5 or 10 days | Online, classroom, in-house

Course overview

Document Control & Records Management: Advanced Level is an advanced programme for experienced practitioners 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
- Apply advanced analysis methods to real operating data
- 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 with at least three years of experience.

Course outline (5 days)

Day 1: Core principles revisited

Fast review and recent changes in ISO 9001, ISO 19011, ISO 31000 and ASQ bodies of knowledge

Day 2: Advanced analysis methods

Detailed techniques, data interpretation and calculations

Day 3: Design and performance optimisation

Improving reliability, efficiency and cost

Day 4: Troubleshooting complex cases

Diagnosing multi-cause problems from field data

Day 5: Risk, decisions and integration

Building a risk-based plan and presenting recommendations

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
8–19 Feb 2027	Milan	Classroom	10 days	\$9,900
13–17 Jun 2027	Amman	Classroom	5 days	\$5,500
21 Jun – 2 Jul 2027	London	Classroom	10 days	\$9,900
26–30 Jul 2027	Zurich	Classroom	5 days	\$5,500
22 Nov – 3 Dec 2027	Online (live)	Online (live)	10 days	\$5,500
14–25 Feb 2028	Paris	Classroom	10 days	\$9,900
21–25 May 2028	Amman	Classroom	5 days	\$5,500
3–14 Jul 2028	Istanbul	Classroom	10 days	\$9,900
9–13 Jul 2028	Kuwait City	Classroom	5 days	\$5,500
25 Sep – 6 Oct 2028	Online (live)	Online (live)	10 days	\$5,500
7–18 Jan 2029	Al Khobar	Classroom	10 days	\$9,900
19–23 Mar 2029	Dubai	Classroom	5 days	\$5,500
28 May – 8 Jun 2029	Bangkok	Classroom	10 days	\$9,900
18–22 Jun 2029	Luanda	Classroom	5 days	\$5,500
8–19 Oct 2029	Online (live)	Online (live)	10 days	\$5,500
1–12 Apr 2030	Geneva	Classroom	10 days	\$9,900
1–5 Jul 2030	Munich	Classroom	5 days	\$5,500
29 Jul – 9 Aug 2030	Baku	Classroom	10 days	\$9,900
28 Oct – 1 Nov 2030	Bangkok	Classroom	5 days	\$5,500
11–22 Nov 2030	Online (live)	Online (live)	10 days	\$5,500

How to register

Register online or scan the code

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

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