

## **DOCUMENT CONTROL SYSTEMS COURSE CURRICULUM**

### **Course Objective:**

1. Upon completing this course participant will be able to:
2. Build a document control system that satisfies your quality management requirements.
3. Follow a document throughout its life cycle, from creation to retirement.
4. Establish guidelines for consistent document appearance, notation and circulation.
5. Create standards to maintain the integrity of document control system and make documentation available for auditors.

### **Duration:**

- Initial : 5 Days
- Recurrent : 3 Days

### **Course content:**

1. Document hierarchy.
  - Quality manual.
  - Policy & procedures.
  - Work instructions.
  - Records.
2. Document consistency and referencing.
  - Communication style.
  - Numbering systems.
  - Controlled document list.
  - Circulation list.
3. Document retention and amendment.
  - EU-OPS, ICAO, ISO requirements and resources.
  - Process and document ownership.
  - Periodic review.
4. Documentation standards..
5. IOSA documentation requirements.
  - Operational Management and Control Systems.
  - IOSA Audit Standards.
  - IOSA Documentation Review Requirements.

