

DOCUMENT CONTROL & RECORDS MANAGEMENT

Course Overview

This course provides structured, practical training on document control and records management in the Nigerian oil and gas industry. It equips participants with the competence to establish, operate, and maintain compliant document control systems that meet regulatory, contractual, and audit requirements. The program emphasizes lifecycle control, traceability, version management, electronic systems, and audit readiness across projects and operations.

Course Objectives

By the end of this course, participants will be able to:

- Establish a compliant document control framework
- Control documents and records across their full lifecycle
- Implement numbering, revision, and approval systems
- Manage regulatory, contractual, and vendor documents
- Operate EDMS platforms effectively
- Support internal, external, and regulatory audits

Who should attend?

- Document controllers and records officers
- Project and contract administrators
- QA/QC and compliance officers
- HSE and operations personnel
- Oil & gas service companies and EPC contractors

Course Duration

- **Standard: 3 days**
- **Advanced / Project-focused: 5 days**
- **Delivery Mode: Classroom / Virtual / Hybrid**