



PROJECT AND CONTRACT MANAGEMENT

Project Document Control

5 day course

Classroom, online or in-house

Course overview

Document control decides whether a project team is working from current information, and it is the function everybody ignores until somebody builds to a superseded drawing. This course covers running it properly. Delegates work through numbering and metadata systems, revision and status control, and the transmittal and review workflows that move documents between parties. Electronic document management systems are covered including configuration, permissions and the audit trail. Handover and as built documentation receive detailed attention, since they are the project's lasting deliverable. The course closes on retention, archiving and the contractual obligations attaching to project records.

What you will learn

- Design numbering and metadata systems that scale
- Control revision and status so current information is unambiguous
- Run transmittal, review and comment workflows
- Configure an electronic document management system and its permissions
- Maintain an audit trail that withstands scrutiny
- Assemble handover and as built documentation
- Meet retention, archiving and contractual record obligations

Who should attend

- Document controllers and administrators
- Project and engineering managers
- Information and records managers
- Quality staff auditing project records
- Contract administrators

Course outline

- 01 What document control prevents
- 02 Numbering and metadata
- 03 Revision and status control
- 04 Transmittal and review workflows
- 05 Electronic document management systems
- 06 Permissions and audit trail
- 07 Handover and as built documentation
- 08 Retention, archiving and obligations

Upcoming dates

Dates	Venue	Format	Fee per delegate
12 to 16 October 2026	Online	Online	R8,500
23 to 27 November 2026	Johannesburg, South Africa	Classroom	R19,950
1 to 5 March 2027	Durban, South Africa	Classroom	R19,950

Fees and how to register

This 5 day course is **R8,500** per delegate online, **R19,950** in the classroom in South Africa, Botswana, Namibia,



Lesotho and Eswatini, and **USD 1,325** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriscience.co.za, or WhatsApp us on **+27 63 479 1136**.

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