



OFFICIAL COURSE SYLLABUS

Professional Document Control & EDMS

6 weeks | 12 live online sessions | Course fee: \$149 USD

Practical document-control training for construction, engineering, consultancy and project-management environments.

Delivery	Live online training with guided exercises and reusable templates
Certificate	ShieldPort certificate of completion

Who this course is for

Aspiring document controllers, administrators moving into project documentation, junior document controllers and professionals seeking stronger EDMS working practices.

Learning outcomes

- Control documents throughout their complete lifecycle.
- Apply numbering, revision, status and metadata requirements.
- Manage transmittals, submittals, RFIs and formal correspondence.
- Maintain reliable registers, workflows and progress reports.
- Use EDMS and Aconex-style working practices with confidence.

Course modules

1	Document Control Foundations	Roles, responsibilities, document lifecycle, stakeholders and project information flow.
2	Numbering, Metadata & Classification	Document codes, disciplines, document types, naming conventions and metadata quality.
3	Revisions, Status & Version Control	Revision sequences, suitability/status codes, superseded records and audit trails.
4	Submittals & Transmittals	Preparation, distribution, response tracking, overdue follow-up and formal issue records.
5	Technical Correspondence	RFIs, letters, meeting records, instructions and controlled communication.
6	Registers & Reporting	Master document register, deliverables tracking, dashboards, KPIs and weekly reporting.
7	EDMS & Aconex Practices	Workflows, permissions, searches, mail, document upload and controlled distribution.
8	Quality & ISO 9001 Awareness	Documented information, compliance checks, audits and corrective action records.
9	Project Closeout & Handover	As-built records, O&M; manuals, final dossiers, archiving and retention.
10	Career Preparation	Practical assessment, CV positioning and document-control interview preparation.

Assessment

Practical register exercise, document workflow task and final knowledge assessment.

Important certificate information

The ShieldPort certificate confirms successful course completion. It is not a government licence or third-party professional accreditation.

Registration: info@shieldportglobal.com | shieldportglobal.com