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COURSE BROCHURE

# Document Control Procedures and Master Register Training Course

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Amman

**jupiterprime.uk**

info@jupiterprime.uk

Registered in the United Kingdom and Saudi Arabia

# Document Control Procedures and Master Register Training Course

**Ref:** 252_7987 **Date:** 26 – 30 September 2027 **Location:** Amman **Fees:** 3300 GBP

Document Control Procedures and Master Register is a 1-week training course for document controllers, project administrators and quality coordinators in which each participant drafts a document control procedure and master document register. When drawings, specifications and procedures circulate without agreed numbers, status codes and transmittals, people build and inspect against superseded issues. Jupiter Prime Training delivers this course for practitioners who set up document control from the ground up.

## Why Document Control Procedures and Master Register Matter Now

Three pressures shape everyday document control. Clients and contractors exchange drawings and submittals through shared platforms, so a wrong revision letter or status code reaches site within hours. Quality auditors in manufacturing and laboratories ask to see the approved, current procedure at the point of use and the trail of who signed it. New starters also arrive expecting a written routine rather than tribal habits. Teams with a clear numbering scheme and a reliable register answer queries in minutes; others pay for rework. The course draws on ISO 19650 for status codes and revisions and ISO 15489-1 for evidence and authenticity.

## Who Gains Most from Document Control Procedures and Master Register

- Practitioners who log, number and file documents
- Administrators who prepare transmittals and chase vendor responses
- Coordinators who route procedures through quality sign-off
- Assistants who keep the register current
- Newly appointed controllers who must set up a routine on a fresh project

A project office or quality unit preparing for a new contract gains most when its controller and administrators attend together.

## Document Control Procedures and Master Register Capabilities

Each capability targets a task where an unclear rule causes a wrong issue or lost comment.

- Design a document numbering scheme that encodes originator, discipline, type and sequence — the project information lead
- Build a master document register with the fields needed for status queries — project managers and site engineers
- Apply revision letters, version numbers and status codes consistently across issues — designers and checking engineers
- Prepare transmittals and track overdue responses against agreed turnaround times — contractors, vendors and the client
- Specify review and approval routes with comment sheets and sign-off records — quality managers and approvers
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Communicate controlled distribution rules, including withdrawal of superseded copies — site teams and laboratory staff

## Key Document Control Procedures and Master Register Terms

- Document numbering scheme — a rule building one identifier from originator, discipline, type and sequence codes.
- Master document register — the single list of controlled documents with number, title, revision and status.
- Revision — a lettered or numbered change showing which issue is current.
- Status code — a short label showing what a document may be used for, such as for information, review or construction.
- Transmittal — a cover record listing documents sent, their revisions and the response requested.
- Controlled copy — an issued document whose holder is recorded so it can be withdrawn when superseded.

## Document Control Procedures and Master Register Day by Day

### Day 1: Foundations of Document Control

- Role of the Document Controller — Gatekeeper of Current Issues
- Controlled Versus Uncontrolled Documents — Deciding What Enters the System
- Document Types and Disciplines — Drawings, Specifications, Procedures and Forms
- Evidence Principles From ISO 15489-1 — Authenticity, Reliability and Integrity
- Common Control Failures — Superseded Issues, Lost Comments and Duplicates

### Day 2: Numbering and the Master Register

- Numbering Scheme Design — Originator, Discipline, Type and Sequence Codes
- Title Blocks and Cover Sheets — Matching Document Fields to Register Fields
- Master Register Structure — Columns, Look-Up Lists and Key Fields
- Register Status Reports — Answering Who Holds What and When
- Register Housekeeping — Validation Rules and Correcting Entry Errors

### Day 3: Revisions, Status Codes and Approvals

- Revision and Version Conventions — Letters for Drafts, Numbers for Issues
- Status Codes in ISO 19650 — Suitability for Information, Review or Construction
- Review Routes — Checker, Reviewer and Approver Sequence
- Comment Sheets and Return Codes — Closing Out Reviewer Remarks
- Approval Records — Signatures, Dates and Supersession Notes

### Day 4: Transmittals and Controlled Distribution

- Transmittal Forms — Purpose of Issue and Required Response
- Turnaround Tracking — Overdue Submittals and Reminder Routines
- Distribution Matrices — Who Receives Which Document Type
- Controlled Copies — Issue, Recall and Withdrawal of Superseded Prints
- Correspondence Logs — Linking Letters and Queries to Documents

## Day 5: Practising the Document Control Procedure and Master Register

- Numbering Drill — Applying Day Two Rules to a Building Contract
- Revision and Approval Exercise — Applying Day Three Routes to a Laboratory Procedure
- Transmittal Scenario — Applying Day Four Tracking to a Vendor Submittal
- Register Audit — Testing a Sample Register Against Issued Documents
- Document Control Procedure and Master Register — Final Draft for Use

## Applying Document Control Procedures and Master Register After the Course

- Check one active folder against the new numbering scheme and correct the master document register.
- Brief the team on the transmittal and review route, then track a month of responses against turnaround times.

## Document Control Procedures and Master Register Questions FAQ

### What are document control procedures and master register, and why do they matter now?

Document control procedures and a master register keep drawings, specifications and procedures numbered, revised and issued correctly. They matter now because shared platforms spread a wrong issue quickly and auditors expect the current approved version.

### Which roles gain most from document control procedures and master register training?

Document controllers, project administrators and quality coordinators gain most. New controllers setting up a fresh project also benefit.

### How does a document control procedures and master register course differ from an advanced records management course?

The core course builds daily routines for numbering, revisions, transmittals and distribution. An advanced records management course adds classification, retention and disposition.

### What do you bring back from document control procedures and master register training?

You bring back a drafted procedure and a structured master register, ready to adapt to your project or quality system.

## Document Control Procedures and Master Register: The Way Forward

The document control procedure and master document register sets out how every document is numbered, revised, approved and issued, and where its status can be checked. Its first use is fixing the numbering rule before the next batch of drawings or procedures is issued, led by the document controller. Revisit it after the first register audit, when real queries show which fields and steps need tightening.