



Documents Control Systems



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Introduction:

You will strengthen quality management within your company and guarantee compliance with industry laws with the aid of document control. With the help of this practical training, you may create your own document control procedures, including process mapping, referencing, and amendments, in a test setting. Additionally, you will discover how to distribute control papers and manage a document infrastructure to keep them up to date and available to all stations.

Targeted Groups:

- Quality Managers and officials
- Flight and ground operations Managers
- Maintenance Managers
- Technical and Safety Managers
- Candidates for supervisory positions

Course Objectives:

At the end of this course the participants will be able to:

- Build a document control system that satisfies your quality management requirements
- Follow a document throughout its life cycle, from creation to retirement
- Establish guidelines for consistent document appearance, notation and circulation
- Create standards to maintain the integrity of your document control system and make your documentation available to all stakeholders

Targeted Competencies:

- Quality
- Flight and ground operations
- Maintenance
- Safety

Course Content:

Unit 1: Document hierarchy

- Quality manual
- Policy and procedures
- Work instructions
- Records

Unit 2: Document consistency and referencing

- Communication style
- Numbering systems
- Controlled document list
- Circulation list

Unit 3: Document retention and amendment

- Implementing Rules - Operations IR-OPS, ICAO, ISO requirements and resources
- Process and document ownership
- Periodic review

Unit 4: Documentation standards

- Defining a corporate standard
- Document security and control
- What documentation means to auditors

Unit 5: IOSA documentation requirements

- Operational Management and Control Systems
- IOSA Audit Standards