Sterling ACADEMY

Build the competence. Prove it with confidence.

COURSE BROCHURE

PRACTITIONER TRAINING · DOCUMENT CONTROL

Documented Information Management

Self-paced online training (video) · 17 modules · about 2 hours of video · about 4 hours in total · English, with captions

Understand what to document, how to control it and how to keep records, then put it into practice: file naming conventions, document categories and folder structures, storage and retrieval, version control, archiving and records management.

WHO IT IS FOR

Document owners and management system practitioners

WHAT YOU WILL LEARN

- Understand the purpose of documented information.
- Recognise the need for appropriate document controls.
- Connect reliable records to consistent work and review.
- Apply clear file naming conventions, document categories and folder structures.
- Store, retrieve, version and archive documents and records so they can be found and trusted.

MODULES (17)

1. Why documented information management matters
2. 7.5.1 Documented information
3. QMS and its processes
4. From process to SOP and work instruction
5. 7.5.2 Creating and updating documented information
6. 7.5.3 Control of documented information
7. Document change control
8. Control of external documented information
9. Control of records
10. Retention and disposal
11. Documented information in ISO 9001:2026
12. Documented information in ISO 14001:2026
13. File naming conventions
14. Document categories and folder structure
15. Storage and retrieval
16. Version control in practice
17. Archiving and records management

PRICE

US$29 per learner

Per learner, by team size

1–10 learners	**US$29**
11–50 learners	**US$23**
51–200 learners	**US$20**

Excluding taxes.

DURATION

About 4 hours in total (2 hours of video)

MODULES

17

FORMAT

Self-paced online training (video)

LANGUAGE

English, with captions

ACCESS

12 months

CERTIFICATE

Sterling Academy Certificate of Completion

Scan for the course page, prices and enrolment