

# Document Control Management



Course Name: Document Control Management



1 Hour



Certificate of Completion



CPD Credits: 1

Learn how to develop a document system to support the quality of your laboratory service.

In this course we provide you with the knowledge and understanding on the main purpose of document control management, the document hierarchy, how to develop a functional document management system from scratch, and how to use the document life-cycle processes to manage and control documents. *(Included in the Lab Management Online course)*

## MODULE DESCRIPTION:

### Document Control Management:

Maintaining and controlling your laboratory documentation assists you in ensuring compliance with industry regulations and reinforcing quality management within your organisation. This module discusses how to utilise a system to manage information, documents and records.

## OUTCOMES:

- You'll understand
- ✓ The purpose of document control management
  - ✓ The characteristics of Document Control Management
  - ✓ Document hierarchy
  - ✓ How to develop a Document Management system
  - ✓ The document life cycle processes

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