



Future-Oriented Training and Consulting

ISO-COMPLIANT DOCUMENTATION PROGRAM

# ISO-Compliant Documentation for Engineering & Construction

Equipping professionals to create accurate, audit-ready documentation that meets ISO standards.

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| <b>Proven Documentation Frameworks</b><br>Structured frameworks for preparing and managing ISO-compliant documentation. | <b>Executive Discussions</b><br>Case studies, simulations, and executive discussions from real projects. |
| <b>Documentation Control Tool Exposure</b><br>Hands-on exposure to documentation control tools.                         | <b>Audit-Ready Documentation</b><br>Accurate, audit-ready documentation that meets ISO standards.        |

## CONTACT & HEADQUARTERS

[www.lux-vie.com](http://www.lux-vie.com) | Email: [contact@lux-vie.com](mailto:contact@lux-vie.com) | Tel: +33-614620984

Address: 50 AVENUE DES CHAMPS ELYSEES, 75008 PARIS

## Program Overview

This program builds practical expertise in preparing and managing ISO-compliant documentation for engineering and construction projects.

Through case studies, executive discussions, simulations, and hands-on exposure to documentation control tools, participants will develop the skills to create accurate, audit-ready documentation that meets ISO standards.

## Program Objectives

- **Understand ISO Documentation Requirements:** Grasp what ISO standards require of project documentation.
- **Structure Documentation for Compliance:** Build documentation that meets ISO structure and content rules.
- **Apply Documentation Control Tools:** Use tools to manage versions, approvals, and records.
- **Maintain Traceability and Records:** Keep documentation traceable and audit-ready.
- **Prepare for Audits and Reviews:** Organize documentation to withstand external review.
- **Sustain Documentation Discipline:** Apply review and update practices long-term.

## Target Audience

This program is designed for professionals preparing and managing ISO-compliant documentation, including:

- **Document Controllers** managing project documentation systems.
- **Quality & QA/QC Engineers** ensuring documentation meets ISO standards.
- **Project & Engineering Managers** overseeing documentation across delivery.
- **Internal & External Auditors** reviewing documentation for compliance.
- **Compliance & Certification Officers** managing certification documentation requirements.
- **Entry-Level Engineers & Technicians** building foundational documentation skills.
- **Consultants & ISO Advisors** guiding clients on documentation compliance.

## Program Impact

Participants will leave this program with practical documentation control skills. Graduates will return to their organizations ready to create accurate, audit-ready documentation that meets ISO standards.

## Program Outline

### **MODULE 1: Foundations of ISO Documentation**

- What ISO standards require of documentation
- Overview of relevant ISO standards and clauses
- Overview of documentation types and hierarchy
- The professional's role in documentation compliance
- Common pitfalls in ISO documentation practice

### **MODULE 2: Structuring Documentation for Compliance**

- Structuring policies, procedures, and records
- Writing clear, compliant technical documentation
- Aligning documentation with process requirements
- Hands-on exposure to documentation templates and tools
- Avoiding common structuring and content errors

### **MODULE 3: Documentation Control Tools**

- Managing version control and approvals
- Controlling access and distribution
- Hands-on exposure to document control software
- Integrating tools across project functions

### **MODULE 4: Maintaining Traceability and Records**

- Building traceability across related documents
- Maintaining complete and accurate records
- Auditing records for completeness and accuracy
- Using traceability and record-keeping tools
- Building a complete, traceable documentation set

### **MODULE 5: Audit Readiness and Ongoing Practice**

- Preparing documentation for audits and reviews
- Monitoring documentation currency and accuracy
- Updating documentation as standards evolve
- Sustaining documentation discipline beyond the program