BLACKBIRD FOR TRAINING

Document Management for Oil and Gas Industry Professionals

8 – 12 March 2027
Kuala Lumpur (Malaysia)

UK Traininig
PARTNER



Document Management for Oil and Gas Industry Professionals

Ref: 322938_219632 **Date:** 8 – 12 March 2027 **Location:** Kuala Lumpur (Malaysia) **Fees:** 4900 GBP

Course Description

This intensive 1-week course provides oil and gas professionals with advanced knowledge and practical skills in document management. Participants will learn industry-specific best practices for organizing, securing, and leveraging critical information assets. The course covers key topics including classification schemes, quality assurance, disaster recovery, and information governance tailored to the unique needs of the oil and gas sector.

Learning Objectives

- Implement effective document classification and retention strategies
- Establish robust quality control processes for geological and operational data
- Develop comprehensive disaster recovery and business continuity plans
- Create an information governance framework aligned with industry regulations
- Leverage emerging technologies to enhance document accessibility and security
- Optimize knowledge sharing and collaboration across global operations

Course Modules

Day 1: Foundations of Oil & Gas Document Management

- Industry-specific document types and lifecycle management
- Regulatory compliance and legal considerations
- Classification schemes and metadata standards
- Electronic document management systems EDMS overview

Day 2: Data Quality Assurance and Control

- Quality control processes for geological and operational data
- Data integrity analysis and error tracking
- Metadata management and data cleansing techniques
- Implementing automated quality checks and validations



Day 3: Disaster Recovery and Business Continuity

- Risk assessment for critical document assets
- Developing comprehensive disaster recovery plans
- Cloud-based backup and archiving strategies
- Testing and maintaining business continuity procedures

Day 4: Information Governance and Compliance

- Creating an information governance framework
- Records retention and disposition policies
- Managing access controls and information security
- Auditing and monitoring document management processes

Day 5: Emerging Technologies and Future Trends

- AI and machine learning applications in document management
- Blockchain for secure document tracking and verification
- Mobile and remote access solutions for field operations
- Integrating document management with IoT and big data analytics

Practical Wins for Participants

- Customized document classification scheme for your organization
- Template for a comprehensive disaster recovery plan
- Checklist for implementing data quality control measures
- Action plan for enhancing information governance practices

