

DCM COURSE PRE-REQUISITE HIGH-LEVEL SELF-ASSESSMENT QUESTIONNAIRE

Prior to attending our DCM (Certified Lead Document Controller) course, we recommend that participants attend the DCC (Certified Document Controller) course in order to ensure and consolidate fundamentals.

However, should a participant wish to attend only the DCM (Lead Document Controller) course, it is highly recommended that participants verify that they are proficient with the following skills:

Please tick the appropriate skill level:

Skill Title	Competency Level				
	None	Awareness	Knowledge	Skill	Mastery
1. Understanding of the business reasons for the requirements for the document control discipline					
2. Role of the document controller, tasks, interfaces and stakeholders					
3. Quality checks to run on documents					
4. Project deliverables: definition and management of project documents					
5. Document numbering, document types, classification, electronic and physical filing					
6. Distinction and differences in document management between working and official documents					
7. Modification tracking, revision system, and document change management					
8. Document templates: use, fields required, good practices					
9. Assurance of the traceability of documents, comments, distribution and transmittal					
10. Understanding and compliance with document control specifications and procedures					
11. Document distribution, management of document review and approval cycles					
12. Management of As-Built and Final Documentation phases					
13. Management of document security and confidentiality					
14. Use and understand the requirements for electronic document management systems					
15. Issuance of reports about document status					
Total					

Our suggestion:

- If your skill level is “Skill” or higher in at least 11 of the above categories, you will be more likely to be at ease with our DCM course content
- Otherwise, you may wish to select either of the following options:
 1. Gain more experience in Document Control; or
 2. Attend our DCC 'Certified Document Controller' course prior to attending DCM, as the fundamentals of Document Control are **not** covered in the DCM course

Additional information:

Each course content (DCC, DCM and DCA) is different, and all our courses are complementary. Please check the comparison table to ensure that you register to the relevant course: <https://www.consepsys.com/training-courses/compare-course-options/>.

Course participant’s acknowledgement:

Date: _____ Name: _____ Signature: _____

Disclaimer: Client agrees, upon signature and issuance of a Purchase Order (or by submitting a Request for Enrolment Form, filled within the Consepsys online registration system), to accept the content of the training course, as it is outlined on the current version of the relevant course brochure, at the time of issuance of the Purchase Order or of the online enrolment request. The present questionnaire aims at providing client a further opportunity to identify the appropriate course on which to register. Consepsys shall not be held liable for any failure of client to go through course information material and to select the course module with the appropriate level of relevance to client training requirements. Terms & conditions: [Link](#)