

# SANJARY EDUCATIONAL ACADEMY®

Society Registered, No. 347 / 08, Government of Telangan.

Registered with Ministry of Commerce & Industry, Director General of Foreign Trade, Government of India.

Registered with Ministry of Micro, Small & Medium Enterprises, Government of India,

Member of Indo - Arab Chamber of Commerce & Industries ( IACCI)

Member of Indo-American Chamber of Commerce (IACC),

Member of Federation of Telangana and Andhra Pradesh Chambers of Commerce and Industries (FTAPCCI)

**Training, Examination And Certification to Engineers & Individuals**

## SANJARY EDUCATIONAL ACADEMY SOCIETY OFFERS INTERNATIONAL CERTIFICATION COURSES

**SANJARY (SEA) IS ONE TO CERTIFYING / QUALIFYING**

- Certified Piping Design Engineer
- Certified QA / QC Manager
- Certified QA/QC Engineer Civil,
- Certified QA/QC Engineer Mechanical
- Certified QA / QC Engineer Piping
- Certified QA/QC Engineer E&I
- Certified Document Controller
- Certified Welding Engineer
- Certified Safety Engineer
- Internal Auditor QMS

**CERTIFICATE RECOGNIZED INTERNATIONAL  
IN MORE THAN 30 COUNTRIES**

All the International Certification Courses offered by Sanjary Educational Academy Society for the Below Industries / Sectors In India & Abroad

Oil and Gas

Petrochemical

Refinery

Power Plant

High Rise Building

Heavy Fabrication

Construction Project

EPC Consultants



**Course Director / Lead Trainer**  
Dr. Maheshwar Chaitanya  
President of Sanjary Educational Academy  
International Industry Expert with more  
than 25 Years of Experience &  
National Awards Winners

1. Bharat Jyoti Award - ( 2006 )
2. Bharat Shiksha Ratan Award - ( 2015 )
3. Rashtriya Gaurav Award - ( 2016 )



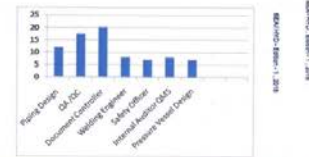
**National & International Awards Winners**  
Sanjary Educational Academy Awarded The Most Prestige's

1. Indian Achievers Award for Quality Excellence - 2010
2. International Achievers Award for Education Excellence - 2010
3. Indira Gandhi Excellence Award - 2013
4. Best Performance Award for Excellence in Social & Education - 2015



**No. of Batches Completed From 2009 to 2017**

- |   |  |
|---|--|
| 1. Piping Design Engineer - 112 Batches | 5. Safety Engineer - 72 Batches        |
| 2. QA / QC Engineer - 172 Batches       | 6. Internal Auditor QMS - 82 Batches   |
| 3. Document Controller - 222 Batches    | 7. Pressure Vessel Design - 71 Batches |
| 4. Welding Engineer - 91 Batches        |  |



Since 2002

ISO 9001 : 2015 Certified

## SANJARY EDUCATIONAL ACADEMY

**Registered & Head Office :**

5-9-233/234/235, Shop No. 24, 2nd Floor, Sanali Mall,  
Opp. Chermas, Abids, Hyderabad-500 001. T.S. India.

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Web. : [www.sanjaryacademy.in](http://www.sanjaryacademy.in)

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YouTube : <https://www.youtube.com/watch?v=HsvFfMNKqd4>

Kindly visit our website : [www.sanjaryacademy.in](http://www.sanjaryacademy.in) / [www.documentcontrollercourse.com](http://www.documentcontrollercourse.com) / [www.sanjaryacademy.com](http://www.sanjaryacademy.com) for details . We confirm your course booking for the Certified Course as below :

Sanjary Educational Academy Society is only one in the world to Certified - Certified Piping Design Engineer , Certified Pressure Vessel Design Engineer , Certified QA / QC Manager , Certified QA / QC Engineer Civil , Certified QA / QC Engineer Mechanical , Certified QA / QC Engineer Piping , Certified QA / QC Engineer E & I , Certified Welding Engineer , Certified Safety Engineer , Certified Document Controller etc. last more than 10 years

All certification courses including Document Control professional which is Design & Developed by Sanjary Educational Academy in line with International Standards ,Industrial job, Sanjary ( SEA ) Norms and ISO 9001 Quality Management Systems- Requirements etc.

All Document Control Professional courses cover the comprehensive competency and developing skills aspect of the Document Control Professional, which allows to acclimatize to any Electronic Document Management Systems EDMS, hence no software package is used nor required any

Each year thousands of professional Engineers / Individuals enroll in the Document Controller courses offered by Sanjary Educational Academy .This is one of the most widely recognized and accepted qualification in the industry world wide.

Sanjary Educational Academy has Completed Over 240 + Batches of Document Control Professionals Certification Courses form 2008 to December 2018

Sanjary ( SEA ) Certificate is Recognized International in more than 30 Countries and our Certified Engineers are already working including - India , Saudi Arabia , UAE , Qatar , Kuwait , Oman , Bahrain , Jordan , Iraq , Iran , Turkey , Yemen ,Sudan , Libya, Nigeria , Sudan , Libya , Portugal, Cameroon, Congo , Germany , USA , Canada , Norway , London , Vitenum etc.

### **Recent Requirement for Document Controller Course**

In accordance with the industry's / organization's current requirements for Document Controller Course, all graduates ( non technical ) / engineers must have multiple skills and be specialized in Document Control Information – ISO 9001: 2015 Quality Management Systems and International Industries Project QA / QC Documentation areas. Although graduates / engineering subjects are large and extensive, recent graduates or engineering graduates may not be able to meet current industry / organization requirements, as noted above. To fill this gap, graduates / engineers in the new trade must be trained and certified in the Honors Certification Program and have the equivalent of an Document Controller with at least 3-5 years of active industrial / organization experience with routing & non routing documents Today, specialty certification programs are considered a mandatory requirement in almost all sectors / Industries.

*This course is according to Sanjary ( SEA ) Engineering Professional Certification Program , Industrial Jobs requirements and International Standards*

*Sanjary Educational Academy Society offers International Certification Courses to Engineers & Individuals last 16 years , Certificate Recognized International in more than 30 Countries and our certified Engineers are already working*

### **Benefit of Our Certified Courses**

- 1. Engineers get easy job any where in world in below mentioned industries / sectors**
- 2. Get promotion in current job**
- 3. Get professional skill knowledge as actual required on the job**

### **International Certification Course**

- **CERTIFIED LEAD DOCUMENT CONTROLLER**

Eligibility Criteria	: Any Graduates
Duration of Course	: 08 Days - ( 16 Hours ) ,Hyderabad, TS
Course Fee	: Rs 17500/- Hyderabad , India
New Batch Start	: Every 15 days ( Twice in a month )
Timing	: 1 : 00 PM - 3 : 00 PM
Course Fee for Foreign Student	: US Dollar - \$ 1000/- Hyderabad , India
Daily Classes	: Two Hours Per Day
Course reference :	: Sanjary Educational Academy Society Norms, Industries Norms , International Standards including, ISO , ISO 9001: 2015 Quality Management Systems.
Maximum No. of Seats / students in a Batch	: 10 only
Venue	: SANJARY EDUCATIONAL ACADEMY , 5-9-233 / 234 , S. No. 24 & 25 , 3 <sup>rd</sup> Floor, SANALI MALL Opposite Chermas Showroom , Abids , Hyderabad - 500001, Andhra Pradesh , India

### **Overview**

This course provides detailed practical information, fundamental concepts, principles, technique, methods to all the areas of “Lead Document Controller” to fulfill the requirements job / project.

This course is directed primarily to meet the needs of various industries, information technology , Engineering Consultants / EPC , Manufacturing Industries and Govt. & private social sectors including Oil & Gas, Petrochemical, Refinery, Power Plant, Fabrication Industries, Chemical Industries and IT industries Aeronautic Industries , Construction projects and any type and size of organization.

This course includes roles & responsibilities of lead document controller. ,type of documents , Document Identification , Distributions. ,control of documented information- ISO 9001:2015 , Implementation of Document Control Systems ,master, control, uncontrolled and superseded documents. ,company / project documents.,,ADNOC / Saudi Aramco / SABIC project records. ,As built drawings including red marking ,Project filling system. ,Project QC dossiers and Lead a Team of Document Controller

### ***Certification Criteria :***

- Candidates shall meet the following examination requirements to be considered for certification as “Certified Lead Document Controller ” . Pass a written three part examination as follows.
- Part 1 Theory Examination
- Part 2 Workshop / Assessment
- Part 3 Oral Examination
- Candidate shall pass each part of the examination. Individual failing any part of the above examination must retest on particular part as applicable.
- Candidate must score minimum of 70 percent on each of the above examination to be eligible for the certificate and SEA Qualification Card.
- Note : Certificate , Marks Sheet and Qualification Card will be awarded to the candidate after successful completion of course & examination.

### **Course Syllabus :**

**Section 1 - Roles and responsibilities of Lead Document Controller**

**Section 2 - Type of documents including drawings**

**Section 3 - Document Identification**

**Section 4 - Document Distribution**

**Section 5 - Quality Management Systems - ISO 9001:2015**

**Section 6 - Control of documented Information- ISO 9001:2015**

**Section 7 - Master, Control, Uncontrolled and Superseded Documents**

**Section 8 – Overview for Préparation of Document Control Systems**

**Section 9 – Implémentation of Document Control Systems**

**Section 10 – Lead a Team of Document Controller**

## Section 11 - As Built drawings including Red marking

## Section 12 - Project filling system

## Section 13 - Preparation of Final QA / QC Documentation / Project QC Dossiers

## Section 14 - Workshop / Assessments

## Section 15 – Overview of Electronic Document Management Systems – EDMS

## Section 16 Storage , Retrieval Protection , Retention and Disposition Documents

**Note : Certificate , Marks Sheet and Qualification Card will be awarded to the candidate after successful completion of course & examination.**

Please register prior to the above course commencement date.

### Note:

1. Course Fees includes the course materials ( Hard Copy only ) , Resources Materials , Standard Forms / Templates for reference , Training, examination and certification.
2. Students / Engineers admission procedure will be Document No. SEA HYD TS -01 for enrolling the admission of certified courses.
3. Certificate, Mark Sheet and Qualification Card will be awarded to engineer after successfully completion of course & examination and submission of **Project.**

-Sanjary Educational Academy legally established in the year 2002. **Sanjary Educational Academy is a Society** Registered No. 347/08 by Government of Telangana , India .

- Registered with Ministry of Commerce and Industry , Directorate General of Foreign ..Trade , Government of India.

- Registered with Ministry of Micro, Small & Medium Enterprises, Government. of India.

- Registered “ Trade Marks Registry “ , Government. of India

- Member of Indo – Arab Chamber of Commerce & Industries (IACCI).Member of Indo – ..American Chamber of Commerce (IACC).

- Member of Federation of Telangana and Andhra Pradesh Chambers of Commerce and Industries ( FTAPCCI )

- ISO 9001: 2015 Certified Organization – Accredited with UKAS , UK

- Sanjary’s ( SEA ) Piping Design Engineer course recognized with SPED , USA, Since ..2013

**SANJARY EDUATIONAL ACADEMY Awarded The Most Prestige’s National & ..International Awards Winners**

- a) Indian Achievers Award for Quality Excellence
- b) International Achievers Awards for Education Excellence

- c) Indira Gandhi Excellence Award for Education Excellence
- d) Best Performance Award for excellence in social and education

Mr.Mohammed Saleem being the President of SEA has been awarded the following:

- (1) Bharath Jyoti Award, India
- (2) Bharath Siksha Rattan Award, India
- (3) Rashtriya Gaurav Award, India

**For any further details pls do not hesitate to contact us at**

## **M/s SANJARY EDUCATIONAL ACADEMY**

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**WEB:** [www.sanjaryacademy.in](http://www.sanjaryacademy.in) / [www.documentcontrollercourse.com](http://www.documentcontrollercourse.com)

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**Thanks and regards**

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