

Let procedures guide your documentation:

A- **Home Page:** [MDOC SYSTEM](#)

Scope:

Document Management solution start with system and procedures. The purpose of [MDOC SYSTEM](#) is to outline the numbering and processing procedure governing the document control and record management.

[MDOC SYSTEM](#) establish a complete documentation system to all type of companies or institutions in accordance with international standards and other legislative rules and regulation by enhancing the existing system or by creating a grass root system.

When it comes to numbering and processing documentation, it's important to make sure that it's consistent. Otherwise, end users may be confused about what they're receiving, what they are sending, what they're reading and what to expect. The [MDOC SYSTEM](#) illustrates the importance of numbering and processing standards in documentation.

Document control is far more than a post office; it is the core of the Quality System and Quality Control.

[MDOC SYSTEM](#) establishes, control and implement the following:

- Document creation
- Document numbering
- Document Logging in using EDMS application
- Document Review
- Control the document modification and update (Where necessary) to ensure that the relevant competent personnel or parties involved are consulted and given the genuine opportunity to elaborate and provide their input prior to final approval of document for further implementation .
- Identification of documents to ensure it is indexed and that the most current version are identified, legible and available at point of use , whether inside the office or at different sites.
- To supersede the old version and prevent of unintended use of obsolete documents.
- Ensure that workflow set is completed starting from initiation till completion, distribution up to implementation.
- To safeguard the Master original from tempering, appending or misuse.
- To ensure that the records maintained and back up is available in a safe place, protected from fire or any force major might happen, such as flood or other unexpected circumstances.

B- About us:

Backed by over 25 years of experience handling Mega size project with giant international companies completing projects worldwide in various fields, we are proud to put this experience to work to your benefit and proof that we can set a proficient , robust foundation to build a

structured Document Control procedure to streamline content management and delivery. Meeting documentation requirements of the company, institution or clients and to maintain an effective document management system and procedure: The **MDOC SYSTEM**.

We are expert in documentation; we have more solution to offer. Trust us because we feel we are unique in the marketplace to offer you a combination of our expertise through all facets of your activities and life cycle.

MDOC SYSTEM intelligence helps you turn mountains of data into manageable, meaningful information which can give business decision-makers the insight they need to make better-informed decisions.

You'll discover how **MDOC SYSTEM** set of powerful procedures makes your tools user-friendly and **empower you to quickly and efficiently mine important data** your organization's decision makers need and leading to **better-informed business decisions**.

Do it first with quality, quality always pays back

- What **MDOC SYSTEM** stands for?

The **MDOC SYSTEM** is a systematic procedures handle all documents control needs with efficiency, easily linked to any automated creation, review, approval & archival process software ; where you will never find yourself wondering how documents are to be handled , how to retrieve them , and where they were lost in the bureaucratic paper channel system.

With **MDOC SYSTEM** records turn to be:

- Managed in consistent and structured manners.
- Managed in accordance with the existing company guidelines and procedures.
- Stored in a secured place and under controlled access and maintaining version control by authorized personnel.
- Maintaining Records to include disposed of, or permanently archived document for future reference if needed.
- Archived Documents recorded and captured using the authorized EDMS system in place whether it is on shelf application or in house built and developed application.
- Documentation system is appropriately fit within the quality system of the company or the institution.

MDOC SYSTEM IS THE CORE OF ANY TYPE OF DOCUMENT MANAGEMENT SYSTEM

C – MDOC SYSTEM Structure:

* **MDOC SYSTEM** meets your growth. **MDOC SYSTEM** has no limit, it grow as you grow.

* **MICRO DOC** for small size business.

MICRO DOC: Relatively small in scale, scope and capacity or activities. It is a set of procedures outlining the numbering system of the inflow- outflow of correspondence and the process of recording and uploading into the appropriate EDMS application. Usually cover the need of small size business, companies or institutions.

***MINI DOC** for medium size business

MINI DOC: Relatively medium in scale, scope and capacity or activities. It is a set of procedures outlining the numbering system of the inflow- outflow of correspondence and the process of recording and uploading into the appropriate EDMS application. Usually cover the need of medium size business, companies or institutions.

***MAXI DOC** for large size business.

MAXI DOC: Relatively large in scale, scope and capacity or activities. It is a set of procedures outlining the numbering system of the inflow- outflow of correspondence and the process of recording and uploading into the appropriate EDMS application. Usually cover the need of large size business, companies or institutions.

***MACRO DOC** for Mega size business.

MACRO DOC: Relatively giant in scale, scope and capacity or activities. It is a set of procedures outlining the numbering system of the inflow- outflow of correspondence and the process of recording and uploading into the appropriate EDMS application. Usually cover the need of giant size business, companies or institutions.

MDOC SYSTEM is the Master Guide to All Successful Companies

D – MDOC SYSTEM Courses:

MDOC SYSTEM provides a full range of training options to customers. Our training courses are provided around the globe at regular intervals and are conducted in professional training centers.

Our Courses on offer are:

Document Management Courses

DM00 - Document Control for absolute beginner.

DM01 - System and procedure Administration Course.

DM02 - Document Control for Engineering Drawings.

Correspondence Management Courses

CM01 - For Correspondence Management

CM02 - System Administrators Course

Procurement Management Tool

PM01 - General Users – Prequalification, Letter of intent & Contract

PM02 - Working with request for Quotation, Comparison List, Purchase order, Receipt Voucher , Missed, loss, Damaged report.

PM04 – Filing, Catalogues and Brochures administration

PM05 – Import and export Terminology and rules

PM06 – Letter of Credit (L/C), Letter of Guarantee, Performance Bonds and banking related Issues

[Defect Management Tool](#)

DMT01 - General Users Course

[Numbering and processing](#)

ED01 – How to combine client requirement with the standard numbering system

EDD2 - How to combine client requirement with the standard processing system

ED03- New enhancements to workflow design, tracking, monitoring, and managing Versatile improved Search.

[Project Collaboration](#)

PC01 - General Users - Working with Mail & Documents Using Outlook or Lotus

PC02 - Working with Controlled Documents (including using XL-Upload, Transmittals and Packages)

PC03 - Review and Approval Process for Controlled Documents and process workflow.

PC04 - Project Administration

PC05 - Company Administration

Now you can learn to design and create sophisticated Document Management and Records Management Systems which will make it possible for you to:

- Simplify document creation, organization, and discovery for end users
- Control and improve document distribution
- Improve regulatory compliance
- Decrease costs and increase efficiency
- Take Applicable EDMS to the next level in your organization!

[Engineering and Design Drawings Management Courses](#)

[Numbering and processing](#)

ED01 – Type of drawings numbering and title block content.

Ed02 - Design drawing initiation and numbering criteria

Ed03 – Workflow stages from ignition till implementation, built issuing, hand over and archiving.

This course covers the basics of **setting system and procedures** for Document Management and quality records. This includes: creating & configuring new projects, recording both internal and external documents, generating transmittals; managing revised documents; generating reports,

tracking acknowledgements & responses; searching for information; general administration and housekeeping. For other course details click inquiry. Fill out the form and submit.

Pick the course most appropriate for the needs of your organization, and then get ready to try something new!

- We teach in plain language, not “geek’s peak.”
- We crafted courses to accommodate the various learning styles of our students.
- Our courses follow a logical progression.
- We show you what to do and how to do it, and then let you experience it for yourself.
- WE provide a comprehensive course manual which includes the lecture content, the PowerPoint slides, and the scripted hands-on Workshop exercises – a great resource.
- We encourage questions and class participation.
- We are not satisfied until **everyone** in the class understands.

Please call or email with your questions, or simply fill out the form and press [submit](#)

We will be glad to follow up with you to the best of what you expect.

E – Clients:

We were not just offering our expertise and having spent time on training Document Control Personnel we spent over 25 years of our life on site practicing and developing our expertise and know how.

Projects where our expertise was exerted

- 1- HHR Project The Haramain high speed railway project (Western Provinces - KSA)
- 2- QBC, the Qatar Bahrain Causeway and railway project. (Qatar).
- 3- Suncor Energy Inc. Document Archival and process.(Alberta- Canada)
- 4- DMP project , The biggest mall structure in the world, Dubai – UAE
- 5- Alba Phase 2 Bioko island – (Equatorial Guinea, Africa)
- 6- HDGP (Haradh Gas Plant Project) – (Haradh, KSA)
- 7- HGP (Hawiyah Gas Plant Project) – (Hawiyah, KSA)
- 8- SAFCO II (Ammonia Urea Plant Expansion) - (JUBAIL - KSA)
- 9- Shayba Project – (Greece-Athens) & (Shayba - KSA)
- 10- RUWAIS GUP PROJECT (General Utility Plant Expansion) - (RUWAIS - U.A.E.)
- 11- OGD1 Project - Oil and gas separation plants. (HABSHAN - U.A.E.)
- 12- (GOSP 1,2,3,4 - Gas oil Separation Plant), HAWIYAH Gas Plants - KSA)

The giant companies involved in the above projects were many as participated client or either as designer or contractors and are listed between the top 50 construction firm worldwide to name but a few:

Bechtel San Francisco, California. Technip, Paris, France. HOCHTIEF AG, Essen, Germany. Consolidated Contractors Group, Athens, Greece. Chiyoda Corp., Yokohama, Kanagawa Pref, Japan. Tcnimont Italy.

KBR, Houston, Texas. Parsons, Pasadena, California. Suncor Alberta ,Canada. Saudi Aramco, KSA. EMMAR UAE. QDVC Qatar., VINCI, Rueil-Malmaison, France. Fluor Corp., Irving, Texas. Arup, New York. ADNOC UAE , Jacobs, Pasadena, California. The Turner Corp., New York. Balfour Beatty US, Dallas. CH2M HILL, Englewood. Saipem, San Donato Milanese, Italy. JGC Corp., Yokohama, Japan. China Railway Group Ltd. Beijing, China. COWI Holland. Dar Al Handassah Beirut Lebanon. SNC-Lavalin Inc, Montreal, Quebec, Canada.

Documentation is the back bone history of any institution

F - Contact us:

Why to contact us?

We will provide you with all what we experienced for over 25 years of site work in Document Control Management (DCM) and Engineering/Electronic Document Management System (EDMS), implementing **MDOC SYSTEM** worldwide according to International standards and quality requirements.

No matter how much you depend on us, **MDOC SYSTEM** could be doing more for you – making your office more efficient, and saving your organization money, space, increased compliance and environment protection.

In addition to, **MDOC SYSTEM**, we help you choose the best Document Control Application to suit your needs and you partners

Where you'll be able to give your business partners, clients, and vendors 24/7/365 access to all the information they need from you, and do it securely and easily?

Where you'll be able to access was straightforward and user-friendly and finding the needed information was a snap?

Where you'll be able to manage your extranet with simple, powerful features available within SharePoint itself?

Where you'll be able to have this entire pack into one affordable package?

We'll show you how easily and affordably these can be reality for you.

MDOC SYSTEM is the missing link needed to establish an efficient document control department.

G – Inquiry:

We help you manage your business not only your paper.

Your inquiry is valuable to us, we will reply to it in a short period of time. Your business is a part of our business let elaborate and play a genuine role in developing it using our expertise to add maximum value for your business through commitment.

H- MDOC SYSTEM Document Control Recruiter:

We specialize only on recruiting Document Control staff. From data entry operators up to Document control manager and consultants.

If you are looking for a job in Documentation just fill the inquiry form and attach you C.V.

If you are an entrepreneur, just tell us know what you exactly looking for and we will immediately meet your requirements.

Our experience and know what documentation is about and what are the qualification, back ground and experience are basically needed to fill each and every opening in the domain of Document Control make us confident that our client always will be satisfied..

MDOC SYSTEM IS FOR YOU

MDOC SYSTEM: The Most Accurate Multi-Party Document Control System