

# Loan Documentation and Credit File Control Training Course

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# Loan Documentation and Credit File Control Training Course

## Course Overview

Loan Documentation and Credit File Control Training Course is a one-week professional course for lending teams who leave with a Loan Documentation Control File. Participants connect approved credit terms, term sheets, facility agreements, borrower and authority evidence, conditions precedent, security, guarantees, collateral evidence, drawdown controls, exceptions, custody, covenants, insurance, amendments, renewals, and releases. The course is jurisdiction-neutral and operational rather than legal advice. Loan documentation and credit file control are taught by Agile Leaders Training Center.

## Who Should Attend

- Credit functions responsible for translating approved terms into documentation requirements
- Loan operations functions responsible for conditions precedent, drawdown, and custody controls
- Relationship management functions responsible for borrower evidence and document follow-up
- Credit administration functions responsible for exceptions, monitoring, amendments, and releases
- Compliance support functions responsible for checklist evidence and file completion

The course assumes participants already support lending decisions or loan operations and leaves out legal advice, jurisdiction-specific drafting, credit underwriting, and litigation strategy.

## Departments and Industries

The course supports loan documentation across commercial banking, development finance, corporate treasury, leasing, microfinance, and institutional credit operations.

- Commercial and corporate banking
- Development finance and institutional lending
- Corporate treasury and borrower administration
- Leasing and asset finance operations
- Microfinance and cooperative credit functions

## Learning Objectives

By the end of this course, participants will be able to:

- Analyze approved credit terms and documentation requirements
- Apply facility agreement and borrower evidence checks
- Evaluate conditions precedent and drawdown readiness
- Use security, guarantee, and collateral evidence controls
- Build post-closing, amendment, renewal, and release records
- Evaluate a Loan Documentation Control File

## Course Agenda

## Day 1: Documentation Scope and Terms

- Credit Approval to Document Mapping Sheet
- Term Sheet Consistency Checklist
- Facility Agreement Structure Map
- Borrower Identity Evidence Register
- Signing Authority Verification Matrix

## Day 2: Conditions and Drawdown

- Conditions Precedent Master Checklist
- Document Status and Exception Tracker
- Legal and Compliance Evidence Grid
- Drawdown Readiness Confirmation Sheet
- Waiver and Deferral Approval Log

## Day 3: Security and Guarantees

- Security Document Requirement Matrix
- Guarantee Evidence Review Checklist
- Collateral Perfection Evidence Register
- Insurance and Valuation Evidence Log
- Original Document Custody Record

## Day 4: Post-Closing File Control

- Covenant Evidence Monitoring Calendar
- Post-Closing Obligation Tracker
- Amendment and Consent Control Sheet
- Renewal Documentation Readiness Review
- Security Release Authorization Checklist

## Day 5: Loan Documentation Practice

- Credit Terms Reconciliation Exercise
- Conditions Precedent Exception Simulation
- Security and Guarantee Evidence Exercise
- Post-Closing Amendment and Release Exercise
- Capstone Loan Documentation Control File

## Practical Exercises

The course uses suggested activities drawn from banking, development finance, leasing, treasury, and microfinance credit files.

- Suggested activity: reconcile approved credit terms with a term sheet and facility agreement
- Suggested activity: assess a conditions-precedent file and record an approved exception
- Suggested activity: review security, guarantee, collateral, insurance, and custody evidence
- Suggested activity: control an amendment and release within a loan documentation file

## FAQs

### Who does the Loan Documentation and Credit File Control Training Course suit and what does it assume?

The course suits credit officers, loan operations staff, relationship managers, credit administrators, documentation specialists, and compliance support teams who already support lending decisions or loan operations.

### How does loan documentation control differ from credit underwriting?

Loan documentation control verifies that approved terms, required evidence, conditions, security, and operating approvals are properly recorded; credit underwriting evaluates the borrower's risk and lending decision.

### What belongs in a Loan Documentation Control File?

A Loan Documentation Control File contains approved terms, agreement checks, borrower and authority evidence, conditions precedent, exceptions, security and guarantee evidence, custody records, drawdown confirmation, covenants, amendments, renewals, and releases.

### How should conditions precedent be controlled before loan drawdown?

Conditions precedent are controlled by listing each requirement, assigning ownership, recording document status, checking form and approval evidence, documenting exceptions or waivers, and obtaining authorized drawdown confirmation.

## How should loan documentation changes be recorded after closing?

Post-closing changes are recorded through an approved amendment or consent trail, updated document inventory, revised covenant or payment evidence, custody updates, stakeholder notices, and confirmation of affected security or release controls.

## Conclusion

Participants take back a Loan Documentation Control File linking approved terms, agreements, borrower evidence, conditions precedent, security, guarantees, drawdown, custody, covenants, amendments, renewals, and releases. It makes file status, exceptions, approvals, and evidence visible across lending operations. The file supports controlled execution and monitoring without replacing legal review or credit underwriting.

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