GROUP — ENGINEERING

E-3 Document Control

Sample Job Description

Job Title: Document Control

Reports to: Engineering Manager

Prepared by:

Prepared Date:

Approved by:

Approval Date:

Summary

This position ensures that all documents are reviewed and comply with the requirements of AWP prior to transmittal.

This is not an additional position within the Engineering Organization Chart as a Document Control Manager would be normally assigned to the Project. Any aspects of document control relating to AWP would be added to the scope of this position.

Essential Duties (Roles and Responsibilities)

* Ensure resources are provided to have transmittals that comply with the requirements of AWP.
* Review of all documents and transmittals for compliance with AWP
* Ensure that the information within the transmittals meet the requirements for the Construction Contractor to break down the CWP’s into their IWPs for both the bulk construction phase as well as the transition into the completion of systems to support commissioning and start-up.