GROUP —PROJECT MANAGEMENT

PM-8 AWP Audit Manager

Sample Job Description

Job Title: AWP Audit Manager

Reports to: Project Manager/Functional Manager

Prepared by:

Prepared Date:

Approved by:

Approval Date:

Summary

This position ensures that the AWP audit protocol is followed by all stakeholders reporting to the Project Management Team.

This may be a new position within the project organization – but can also be accomplished by adding the responsibilities to an existing member of the organization responsible for other audits (e.g., safety, quality). This individual MUST understand the AWP strategy and may require additional training.

Essential Duties (Roles and Responsibilities)

* Ensuring resources are available to conduct audits and report the results of the audit to the Project Manager.
* Ensure the scopes and checklists for the AWP audits are complete and up to date.
* Maintain a record of all AWP audits conducted.
* Maintain a record of all AWP audit findings and the finding resolution closeout details