**SLIDE #2 DOCUMENT CONTROL INTERFACE**

# Scope

IWP creation is the final level planning prior to transmittal of information to the field for execution, because of this it is very important to work hand-in-hand with document control.

Once an IWP is ready to be issued as hard copy, several things must be done with document control in this work process to ensure that the latest revision of technical documentation is included in the IWP. Upon creating the first hard copy of an IWP, a list of technical documents must be added to the log and transmitted to document control along with the first signed off hardcopy of each IWP. Document control will then do several things with this information:

1. They will ensure that the hardcopy transmitted to them has all the latest revisions of technical documentation and appropriate signatures.
2. They will take the log containing the list of technical documents, and monitor this within the system for any revisions that may occur to IWP prior to and after issuance. If any revision changes do occur, they will notify the responsible planner and superintendent.
3. Based on the transmitted signed and checked hard copy, they will create two more physical copies. The original will be filed as the IWP master, and the two copies will be transmitted to the Planning Department for issuance based on the schedule.

It is important to note that these tasks take place in the period of 1 to 2 weeks prior to execution. A larger window may be required based on each document control departments work process. After document control has completed these tasks, the planning department will now control and monitor the IWPs both before they are issued to the field and while in the field to ensure completion.

Upon issuance of the IWP to the field both copies will be transmitted to the superintendent. First copy for the superintendent's records, second copy for execution in the field. See slide #3 for information on these controls.

# Assumptions

* This control process has been agreed to by document control department.
* A suitable document control system is in place to monitor any technical document changes.
* Planning department will control issuance of IWPs to the field, and notify document control.
* Appropriate number of trade specific planners is in place to facilitate this effort.

# Recommendations

* This work process should be well documented and agreed to by both the planning department and document control.
* All movement of IWPs should be controlled formally using transmittals.
* Superintendents must be in full support for this process.

# Information Requirements

* IWP technical document log must be created and maintained. This may occur via planner access to document control system or maintained within an Excel spreadsheet that is regularly transmitted to document control.
* Document control management system can easily, based on technical document list for IWPs flag any revision change per IWP. This will require adding the IWP nomenclature to the document control system in order to be able to assign the technical documents to each IWP.
* Any document revisions to an IWP will be transmitted to the planning Department from document control.