Document Control Administrator Responsibilities

Corporate Responsibilities

a. Evaluate new technologies and contribute to and set the technology road map of the organization.
b. Commitment to a culture of continuous improvement
c. Ensure compliance with all Government Legislation and client specifications.
d. Establish and monitor internal controls, policies and procedures to ensure that all activities within Phoenix Industrial are in accordance with established legal, regulatory and company policies and procedures with documented evidence of compliance.
e. Work with management and ISO compliance team to ensure that the planning/scheduling decision making process is defined, documented and trained.
f. Work with management and project teams to review and improve as necessary the Document Control system and process to meet client requirements.

Project Specific Responsibilities

a. Work with client document control teams to ensure all controlled project documentation is current and complete
b. Stamp, log and check-in all drawings, specification and documentation as required by the project
c. Log and transmittal all controlled correspondence
d. Maintain the EWO/RFI logs.
e. Main control document sets for project management and field reference as required by the projects
f. Determine impact to project as per document updates and communication impact and document updates to all required project departments
g. Work with change management to identify, read-line and submit changes for approval
h. Work with the Quality Control team to develop, control and turnover project documentation to the client as required by the projects
i. Work with workface planners to control project execution documentation as generated by the team and distribute to the field as required by the schedule.
j. Conduct internal audit of document control area to ensure compliance
k. Prepare for and Support external client audits of document control area and ensure external audit requirements are met
l. Work with junior staff to ensure document control procedures are understood and followed