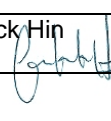# YOKOGAWA ◆

DOCUMENT NUMBER:
SNW-EM-124

DOCUMENT TITLE:
Job Description of Document Controller

HISTORY LOG

Rev.	Date	Description of Changes	Originator	Approver
0	31 Mar 11	Initial	Jeffrey Foo	Lee Kock Hin
1	20-Sep-12	Approved	Jeffrey Foo	Lee Kock Hin

1   Document Controller (DC)

The function of Document Control in projects involves controlling, checking, compiling and handling of documents from project start to end.

A project document control system is a quality control system which delivers effective management in documentation and contributes to project profitability. It will be developed in accordance to project requirements and customer's specifications.   The system entails series of project document control toolkits, philosophies and templates which serve as a systematic platform of control and measure to ensure standardization across the project.

2   Responsibilities

The responsibilities for DC in any project are driven by the size and complexity of the project assigned. Duties include: -

- Project Set-Up (working with project management, system administration and project controllers to develop a project DC system that facilitates both internal and external Project Services requirements).
- Document Control (incoming / outgoing document registration and distribution, authorization and correct procedure check for all outgoing documents, set-up and maintenance of master project deliverables register, document archive / file management for hard- and soft copies).
- Interface Management (facilitating communication between and among Customers / End Users / EPC, Project Teams which consists of Project Managers, Discipline Lead Engineers, System Administrator and Project Controller, Subvendors, Panel Department and other Yokogawa company).

- Project Updates (monthly document status reports and attend project and department meetings).
- Quality Control (ensuring project document management and control is according to YEI project services standards, specifications and procedures).
- Drawing / Document Numbering System (management and control of project specific document and drawing numbering system / philosophy), Revision control and house keeping of database.
- Processes engineering and supplier documents through all procedural steps in accordance with procedures and guideline
- Performs data entry to produce registers / logs / ledgers, transmittals and other reports
- Provide reproduction, scanning support, distribution of documents, retrieval and filing of all project documents
- Assembles and compiles document packages for special issues and data books
- Performs regular housekeeping on all project documents (hardcopy, electronic and work area)
- Assists in record management and archival exercises
- Supports continuous improvement activities (quality awareness, participates in improvement activities, offers suggestions, attends training)

3 Reporting

DC reports to the Project Controls Manager / Project Manager of the project.

All PSC staff report to their respective department managers for administrative functions.

4 End of Document