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PROCEDURES AND OTHER DOCUMENTS All written procedures and other controlled documents are issued by the Quality Assurance Manager to all people who require a copy for the effective operation of the quality programme. The Quality Assurance Manager will ensure

that the issued procedures are fully maintained. 6.6.3

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The document control process begins when a document is created. For example, a building design drawing is initiated by the draftsman and given an identification number. Requirements of the document are identified, such as: Guide to Project Document

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Your quality control procedure documents should contain information and guidelines as to how total quality management will be maintained including: Physical quality guidelines; Inspections, approvals and certifications; Inspection and test plans and certificates; Methods and sequence of tests; Acceptance and rejection criteria;

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As part of a culture shift to proper construction document control, it's vital that every employee feels empowered to be responsible for the success of document management. But while everyone on your team should be participating in making document control a success, having a key contact to make any changes and oversight is vital.

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To aid in the delivery of these projects a standard set of

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Project Procedure refer to Doc No. CPB-MPB-PQM-A-WI-0013 'DAMS Procedure'.

Change control procedure for building design and construction

Change control procedures should be formally set out in a project quality plan to ensure that changes to controlled aspects of the project are referred for review to the right person at the right time and so that changes are properly documented and reflected in all project information. Related articles on Designing Buildings Wiki *Setting Up Construction Document Control Procedures with ...*

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The document control plan is basically a guide or an outline that explains the management procedure of documents, virtual or physical, during the project life cycle. It is a road map to track, add, archive, and remove the documents from the system.

Quality control procedures in construction: How to create ...

Project document control procedure is formally about the control of content, naming convention, numbering sequences, change control, authorization, distribution, access, archiving, securing and withdrawal or disposal of documents. This is a procedure which has been developed to ensure that project

staffs, collaborators, and contractors have consistent, complete and correct information and that the status of documentation is known and controlled.

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The document control process begins when a document is created. For example, a building design drawing is initiated by the draftsman and given an identification number. Requirements of the document are identified, such as: DOCUMENT CONTROL PROCEDURE | Construction and Infrastruktur Although not always included, this document provides the official mandate for the

contractor to complete execute every task and supply every material being incorporated into the construction project. It is an organizing document that provides a systematic way to arrange all the information found in the various contract sections.

Document Control Procedure in Construction Project - Welcome

Once documents are final and approved, the document control procedures define the parameters of how and where a document is published, and who is authorized to have access to it. Publishing requirements may indicate whether the document is available internally or externally, where a document is made available, what

security restrictions are on a document, and so on.

The Document Control Procedure - Document Control

Automatic, electronic systems for document control can be used (document management systems (DMS)) that will automatically name, create versions, track, archive, retrieve and share documents, however at the very least a document control system should be agreed that standardises:

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Sorting, storing and retrieving electronic and hard copy documents on behalf of clients and industry professionals
Producing document progress reports for senior managers

Guide to Project Document Control

Using Documentation Control Procedures
Documentation control procedures are an integral part of project management. In the absence of clearly established policies and procedures for document control, several problems can arise ranging from mere confusion to grave financial losses.

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Procedures/Methodology. The document control management representative shall be responsible for coordinating, developing, issuing and controlling project or organization documents. Procedures shall be in a format that is consistent with other controlled documents. The document control representative shall maintain a master log of project or organization documents.

Documents serve as the critical evidence to support or dispute any claims. Because of their importance, it is critical that a project has proper document control procedures.

Many construction firms utilize cloud-based software to manage their

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