

# Document Controller Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of document controller. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for document controller

- This role will be accountable for the implementation of existing document control specifications
- This role will be accountable for tracking contractor and vendor deliverables throughout the project lifecycle (recording revisions, revision purposes, distribution and transmittal histories)
- This role will be accountable for the reliability, irretrievability and traceability of the project data
- Conduct training sessions for project personnel and 3rd parties on the use of tools and processes
- Provide high level administration of document management systems including generating progress reports
- Document and maintain workflows and processes in use on the project
- Conduct User Acceptance Testing for applications and provide feedback to developers for design and/or configuration changes
- Support project closeout activities such as dispositioning, archiving and transitioning documents to Operations
- Generate discrepancy and closeout reports for the engineering function to resolve with third parties
- Provide status tracking and expediting of all internal document reviews in accordance of contract requirements

## Qualifications for document controller

- Ability to help customers in a professional and concerned manner
- Ability to set and achieve goals and work well under pressure
- Good team work, diligent approach
- Capable of working to tight time scales
- Some ability using Auto CAD
- Other duties will be assigned by the Project Manager or Document Control Supervisor

# Document Controller Job Scope

**International Finance Corporation**



## **Document Controller Job Scope:**

### **How to Establish a Document Control System for Compliance with ISO 9001:2015, ISO 13485:2016, and FDA Requirements**

Stephanie L. Skipper, 2015-10-12 This book explains the requirements for compliance with FDA regulations and ISO standards 9001 13485 for documented information controls and presents a methodology for compliance The document control system DCS or documented information control system DICS is the foundation of a quality management system It is the first quality system element that must be implemented because the establishment and control of documented processes and information in a quality controlled environment is dependent on the ability to proactively manage access to documents and the movement of documents through the document life cycle A well developed document control system benefits business by Improving knowledge retention and knowledge transfer within and across business units Improving access to knowledge based information Improving employee performance by providing standardized processes and communicating clear expectations Improving customer communication and satisfaction by providing documented information from which common understanding can be achieved Providing traceability of activities and documentation throughout the organization Improving organization of and access to documents and data Sample documents are included in the appendixes of this book to help clarify explanations This book provides a process based approach that can be used for controlling all forms of documented information that are required to be managed under the quality management system Document Control Denise Robitaille, 2011-09 They re supposed to be useful tools but whether they re printouts computer files flowcharts or forms documents can often give more headaches than help And yet without them most organizations couldn t function ISO 9001 and other quality management systems place great emphasis on documents and for good reason Documents aren t individual stand alone elements of the management process They re interrelated formatted in different media and controlled by various and distinct functions Keeping critical information current and in the right hands requires more than just signing off on procedures Document control is essential but where should you begin Inside you ll find clear explanations about the document control process as well as practical solutions for creating organizing and maintaining documents including A discussion of different kinds of documents including electronic media and QMS requirements Identifying and defining responsibility Understanding the relationship between documents and records Tips for document writers Managing and maintaining documents Issues of accessibility Handling revisions and deviations Writing document control procedures **Guide to Quality Management Systems for the Food Industry** Ralph Early, 2012-12-06 Whenever I step into an aeroplane I cannot avoid considering the risks associated with flying Thoughts of mechanical failure pilot error and terrorist action fill my mind I try to reassure myself with statistics which tell me there is greater chance of injury crossing the road The moment the plane takes off I am resigned to my fate placing faith in pilots who are highly qualified and superbly trained for the task of delivering me safely to my destination To be a passenger in an aeroplane is to express faith in

the systems used by the airline It is to express a faith in the quality of the airline s organisation and the people who work within it The same is true of surgery Thoughts of mortality are difficult to avoid when facing the surgeon s knife However faith in the surgeon s training and skill faith in the anaesthetist and theatre technicians faith in the efficient resources and quality of the hospital all help to convince that there is little need to worry Apart from flying and surgery there are many facets of life which entail risk but knowing the risks we willingly place our confidence in others to deliver us safely In the consumption of food however few of us consider the risks Everyday if we are fortunate we eat food Food sustains and gives us pleasure Food supports our social interactions

**Food Safety Handbook** International Finance Corporation,2020-07-06  
The Food Safety Handbook A Practical Guide for Building a Robust Food Safety Management System contains detailed information on food safety systems and what large and small food industry companies can do to establish maintain and enhance food safety in their operations This new edition updates the guidelines and regulations since the previous 2016 edition drawing on best practices and the knowledge IFC has gained in supporting food business operators around the world The Food Safety Handbook is indispensable for all food business operators anywhere along the food production and processing value chain who want to develop a new food safety system or strengthen an existing one

**Encyclopedia of Food Safety** ,2013-12-12 With the world s growing population the provision of a safe nutritious and wholesome food supply for all has become a major challenge To achieve this effective risk management based on sound science and unbiased information is required by all stakeholders including the food industry governments and consumers themselves In addition the globalization of the food supply requires the harmonization of policies and standards based on a common understanding of food safety among authorities in countries around the world With some 280 chapters the Encyclopedia of Food Safety provides unbiased and concise overviews which form in total a comprehensive coverage of a broad range of food safety topics which may be grouped under the following general categories History and basic sciences that support food safety Foodborne diseases including surveillance and investigation Foodborne hazards including microbiological and chemical agents Substances added to food both directly and indirectly Food technologies including the latest developments Food commodities including their potential hazards and controls Food safety management systems including their elements and the roles of stakeholders The Encyclopedia provides a platform for experts from the field of food safety and related fields such as nutrition food science and technology and environment to share and learn from state of the art expertise with the rest of the food safety community Assembled with the objective of facilitating the work of those working in the field of food safety and related fields such as nutrition food science and technology and environment this work covers the entire spectrum of food safety topics into one comprehensive reference work The Editors have made every effort to ensure that this work meets strict quality and pedagogical thresholds such as contributions by the foremost authorities in their fields unbiased and concise overviews on a multitude of food safety subjects references for further information and specialized and general definitions for

food safety terminology In maintaining confidence in the safety of the food supply sound scientific information is key to effectively and efficiently assessing managing and communicating on food safety risks Yet professionals and other specialists working in this multidisciplinary field are finding it increasingly difficult to keep up with developments outside their immediate areas of expertise This single source of concise reliable and authoritative information on food safety has more than ever become a necessity

Configuration Management for Software Stephen B. Compton, Guy R. Conner, 1994 A practical guide to documentation and tracking for software engineers This logically organized readable reference explains the principles of quality management in software configuration and their applications in the tracking and documentation of changes

*The Book of Job Descriptions* , 1991

**Annual Book of ASTM Standards** American Society for Testing and Materials, 1990

Proceedings of the ... International Conference on Offshore Mechanics and Arctic Engineering , 1993

Annual Report of the Adjutant General of the State of Iowa for the Fiscal Year ... Iowa. Military Division, 1985

*Industrial Management* , 1996

1986 Annual Book of ASTM Standards: Water and environmental technology American Society for Testing and Materials, 1986 A compilation of all ASTM standards issued each year

Production and Inventory Management , 1974

Title List of Documents Made Publicly Available U.S. Nuclear Regulatory Commission, 1992

*Concepts and Methods of Scheduled Compression* , 1990

**Small Business Sourcebook** , 2005 A guide to the information services and sources provided to 100 types of small business by associations consultants educational programs franchisers government agencies reference works statisticians suppliers trade shows and venture capital firms

**Civilian Personnel Manual** , 1958

**How to Plan, Develop, and Implement Lotus Notes in Your Organization** Mike Falkner, 1996-02-16 This unique one stop guide is tailor made for managers developers and visionaries who want to know more about Lotus Notes r and what it takes to implement it into their organizations You ll discover the best way to deploy groupware applications and learn how the features and capabilities of Lotus Notes r can help you change your company for the better Notes consultant Mike Falkner takes you step by step through all of the technical organizational and user related issues you will face and helps you Build a case for Notes through a complete proposal to top management Acquire the infrastructure you ll need to develop and maintain a Notes environment Avoid obstacles that can cripple a Notes installation Walk through the complete development cycle of a Notes database with numerous examples of do s and don ts Oversee the system once it s installed What s on the CD 50 ready to use databases including budgeting data warehousing sales lead tracking human resources project management and many more Fully functional accounting software demo and Notes databases from Great Plains Software let you try out Dynamics the 1995 PC Magazine Editor s Choice for best Windows based accounting software and the Dynamics Integration Manager a Beacon Award Winner at LotusSphere 95 Databases operate with both versions 3 X and 4 0

"Code of Massachusetts regulations, 2010" , 2010 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020

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