

DOCUMENT CONTROLLER ROLES AND RESPONSIBILITIES

Reporting to: Group Shared Resources

Role Purpose

The Site Document Controller is responsible for managing and controlling all project documentation at site level.

The role ensures that drawings, specifications, design information, technical submissions, inspection records, permits, correspondence and project records are current, approved, traceable and available to the site team when required. The Site Document Controller works closely with the Project Manager, Site Manager, Engineers, Commercial, Design, Quality, Health and Safety, subcontractors and client teams. The role is responsible for ensuring that superseded, unapproved or incomplete information is not used on site and that project records remain accurate throughout mobilisation, construction, handover and close-out.

KEY RESPONSIBILITIES

Site Document Control

- Manage the receipt, registration, distribution and filing of all project documentation.
- Maintain accurate drawing, document and revision registers.
- Ensure the site team has access to the latest approved information.
- Remove or clearly mark superseded documents to prevent unintended use.
- Control hard-copy and electronic documents used on site.
- Maintain a clear audit trail of document issue, review, approval and revision.
- Apply Company and client document naming, numbering and filing standards.

Drawings and Technical Information

- Control drawings, specifications, calculations, schedules and technical submissions.
- Maintain an up-to-date drawing register and revision status.
- Distribute revised drawings and technical information promptly.
- Confirm that site teams acknowledge important revisions where required.
- Track design comments, approvals and outstanding technical responses.
- Liaise with Design and Engineering teams to resolve missing, incomplete or conflicting information.
- Prevent work from proceeding using superseded or unapproved drawings.
- Support the control and compilation of red-line and as-built drawings.

Site Records

- Maintain project records required to demonstrate compliance and support project delivery.
- Control inspection and test records, permits, check sheets, test certificates and quality documents.
- Maintain records of site instructions, technical queries, requests for information and client comments.
- File daily records, progress photographs and other project evidence where required.
- Ensure records are complete, legible, correctly dated and signed.

- Support the site and commercial teams in locating information needed for change, delay or variation records.
- Escalate missing or incomplete records promptly.

Common Data Environment

- Manage project documentation within the approved Common Data Environment.
- Upload, download and distribute documents through the correct workflow.
- Maintain project folder structures, access rights and distribution lists.
- Monitor compliance with document status, revision and approval requirements.
- Support site users with document-management systems.
- Identify duplicate, incorrectly filed or missing documents.
- Ensure electronic and hard-copy records remain consistent.
- Report system access or workflow issues promptly.

RFIs, Submittals and Approvals

- Maintain registers for RFIs, technical submittals, design approvals and material submissions.
- Record submission dates, response deadlines, status and responsible persons.
- Follow up overdue responses with the relevant parties.
- Alert the Project Manager where delayed information may affect programme or site progress.
- Distribute approved responses and updated information to the relevant site teams.
- Ensure comments and conditions attached to approvals are clearly communicated.
- Maintain a complete record of submitted, reviewed and approved information.

Site Mobilisation

- Establish site document-control systems at project commencement.
- Set up registers, folders, distribution lists and approval workflows.
- Confirm client and contractual document-control requirements.
- Ensure site personnel understand how documents must be accessed, issued and retained.
- Check that key pre-construction and tender handover information has been received.
- Identify missing documents before work starts.
- Support site inductions or briefings on document-control requirements.

Site Communication and Coordination

- Work closely with the Project Manager, Contracts Manager, Engineers and supervisors.
- Attend site coordination meetings where document status affects delivery.
- Provide updates on outstanding drawings, RFIs, approvals and submissions.
- Communicate document changes clearly and promptly.
- Liaise with the client, consultants, subcontractors and suppliers on document requirements.
- Ensure external parties use the correct project document-control process.
- Provide practical support to site personnel who need access to project information.

Quality and Compliance

- Ensure project records comply with Company, client and contractual requirements.
- Support Quality and Health and Safety audits and inspections.
- Maintain records required for quality assurance, technical compliance and handover.

- Identify gaps, inconsistencies and non-compliance in site documentation.
- Support completion of corrective actions.
- Protect confidential, commercial and personal information.
- Ensure records are retained securely and in accordance with Company requirements.

Project Handover and Close-Out

- Coordinate the collection and control of handover documentation.
- Maintain a project close-out and completion-document register.
- Compile as-built drawings, test certificates, inspection records and technical information.
- Support the preparation of operation and maintenance manuals where required.
- Track outstanding documents and obtain them from internal teams, subcontractors and suppliers.
- Ensure final documents are reviewed, approved and issued within agreed timescales.
- Archive project information in accordance with Company requirements.
- Support the Project Manager in achieving formal project close-out.

Reporting and Continuous Improvement

- Produce regular reports on outstanding drawings, RFIs, approvals and close-out documentation.
- Highlight document-related risks that could affect programme, quality or cost.
- Identify recurring document-control issues and recommend improvements.
- Standardise site registers, templates and filing practices.
- Support improved use of digital systems and mobile site records.
- Share lessons learned with the wider project and operations teams.
- Reduce delays caused by missing, late or incorrect information.

BEHAVIOURAL COMPETENCIES

Accountability and Ownership

- Takes responsibility for the accuracy and control of site information.
- Maintains organised and current records.
- Follows actions through to completion.
- Escalates missing or incorrect information promptly.
- Protects confidential and commercially sensitive information.

Delivering Results

- Issues documents and updates within required timescales.
- Prioritises information that is critical to site progress.
- Maintains accurate registers and status reports.
- Responds promptly to requests from the site team.
- Completes handover documentation in line with project deadlines.

Collaboration and Communication

- Works effectively with project, design, commercial, quality and safety teams.
- Communicates document requirements clearly.
- Builds professional relationships with clients, consultants and subcontractors.
- Supports site personnel in accessing the correct information.
- Challenges non-compliance professionally and constructively.

Quality and Attention to Detail

- Checks document titles, numbers, dates and revisions before issue.
- Identifies missing approvals, signatures and supporting information.
- Maintains a clear audit trail.
- Applies project procedures consistently.
- Prevents outdated information from being used on site.

Continuous Improvement

- Identifies opportunities to improve site document-control arrangements.
- Reduces duplication and unnecessary manual records.
- Supports better use of the Common Data Environment.
- Applies lessons learned from audits and project close-out.
- Helps site teams improve the quality of project records.

Performance and Bonus Measures**Document Accuracy and Revision Control – 30%**

Measured against:

- accuracy of drawing and document registers;
- correct distribution of approved revisions;
- reduction in superseded or unapproved information being used;
- quality of audit trails;
- completeness of site records; and
- accuracy of document status reporting.

Timeliness and Site Support – 25%

Measured against:

- documents issued within required timescales;
- timely follow-up of outstanding information;
- responsiveness to the site team;
- reduction in delays caused by missing documentation;
- timely escalation of approval risks; and
- support for mobilisation and project delivery.

Quality, Compliance and Handover – 20%

Measured against:

- audit outcomes;
- completion of corrective actions;
- quality of inspection and test records;
- compliance with Company and client procedures;
- completion of as-built and handover documentation; and
- accuracy of archived project records.

Systems and Process Improvement – 10%

Measured against:

- effective use of the Common Data Environment;
- quality of digital filing and workflows;
- improvements to site registers and templates;
- reduction in duplicate or incorrectly filed information;
- user feedback; and
- completion of agreed process improvements.

Behavioural Competencies – 15%

Measured against:

- accountability;
- organisation;
- communication;
- collaboration;
- attention to detail;
- responsiveness;
- integrity; and
- continuous improvement.

A serious failure in confidentiality, document integrity, compliance or revision control may reduce or remove the behavioural element and may affect the overall bonus outcome.

ESSENTIAL EXPERIENCE AND CAPABILITY

The successful candidate should have:

- experience in document control, site administration or project information management within construction or engineering;
- experience working in a live construction-site environment;
- experience managing drawings, technical submissions and project records;
- good understanding of revision control, approvals and document distribution;
- experience using a Common Data Environment or project document-management system;
- strong organisation and attention to detail;
- the ability to work to site and project deadlines;
- confidence communicating with managers, engineers, subcontractors and client teams;
- good working knowledge of Microsoft Office; and
- the ability to manage both electronic and hard-copy records.

DESIRABLE

- Experience within piling, foundations, civil engineering or specialist construction.
- Experience using Aconex, Asite, Viewpoint, Procore or a comparable system.
- Knowledge of ISO 19650 information-management principles.
- Experience compiling as-built records and operation and maintenance manuals.
- Experience supporting quality audits and project close-out.
- Relevant qualification in administration, information management or construction.

WORKING CONDITIONS

- The role is primarily site-based.
- The postholder may work from a project office, site cabin or other temporary project facilities.
- Working hours may reflect site operating hours and may include early starts.
- The role may require movement around an active construction site.
- Personal protective equipment must be worn where required.
- The postholder must comply with site rules, security arrangements and health and safety procedures.

ROLE REVIEW AND ACKNOWLEDGEMENT

This document sets out the principal accountabilities and expected standards of the role. It is not intended to be an exhaustive list of every task or objective. Responsibilities, priorities



and performance measures may be reasonably adjusted to reflect business requirements, development and project allocation, provided any material change to the fundamental nature of the role or contractual terms is managed appropriately.

Employee name	
Employee signature / date	
Manager signature / date	