K&A Document Controls Services

K&A ENGINEERING CONSULTING, P.C.

Overview:

Document control on the project or program applies policies and rules to how documents are created, life-cycled, and stored. They are used for the project's engineering and construction management to facilitate other programs and projects while supporting enterprise-wide consistency and transparency.

K&A's document control team can analyze data, display time management skills, and follow procedures per clients' requirements. We have incredible organizational skills, strong Microsoft office suite skills, and work independently without much guidance but still communicate well within the team environment.

Document Control Activities

Objective activities to process any document are classified based on the client's preferred method of:

- Preparation-Naming conventions and Folder Structures

- Distribution-Workflows, tracking and Version Control

- Storage-DMS (MS SharePoint, ProjectWise, Documentum, Timberline, AutoCAD, Meridian, etc.)

Document Control will establish minimum requirements. Each document associated with the project will follow the required procedure's processes while incorporating additional or exceptional Project specific requirements per the client's needs.

Document Control Services

- Document Management (Internal & External)
- Compliance and quality control of documentation
- Analysis of project requirements
- Audit of current document management practices
- Gap Analysis, process improvement solutions, & implementation strategies
- Developing and/or updating Document Control systems:
  - Procedures & Policies
  - Methodology
  - Templates
  - Instructions
  - Guidelines
- Workflow creation & improvement
- Maintenance of an organized and accessible document file system
- Secure management and confidentiality of client documentation
- Document progress reports

Document Control Skills and Qualifications

Document Control Specialist Skills and Qualifications

- **Organizational Skills** –Effective planning and file management is vital to this role
- **Computer Skills** – Document control specialists spend a large proportion of their time using computers to be able to pick up software and programs quickly
- **Detail-Oriented** – Document control specialists assess the accuracy of documents and prepare soft copies, resolve any queries with the appropriate department
- **Interpersonal Skills** – Required to work with a range of different people; strong communication skills are essential
- **Integrity** – Document control specialists often work with confidential data and information