



## Reading Hydro CBS

### Controlled Document Coordinator - Role description

#### **Purpose**

- To ensure that there is a secure and effective document management system in place which minimises the risk of out-of-date documents being used
- To ensure that new and revised documents are processed from draft to issue of final approved version in accordance with the agreed process and in a timely manner

#### **Main responsibilities**

- Actively managing the process of drafting, review, approval, and issue of controlled documents.
- Maintaining the controlled document log and document reference library
- Ensuring documents are in the agreed format and the footer is completed before issue
- Saving approved controlled documents as PDFs to the document reference library
- Notifying volunteers (via Slack or email) of the issue of new or revised controlled documents
- Prompting authors to initiate the review of issued documents at the due date.

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