

Match to
QAM
section
numbering

2-1.03

CRC PROJECT PROCEDURES MANUAL

REVISION DATE:

CONTROLLED DOCUMENTS

APPROVAL

MANAGER

APPROVAL DATE

A. OBJECTIVE

Controlled documents are subject to controlled distribution to see that changes and updates are made in a systematic manner, and that all parties are working from the latest version of the documents. Individual discipline-specific managers are responsible for identifying project-specific documents that require controlled distribution.

Each discipline is responsible for following established document control procedures, and the Highway, Structures, Transit and Construction Managers (discipline managers) will each identify a discipline administrative assistant (discipline admin) to assist with the administration of key documents and records within their respective discipline. Within each discipline, the discipline-specific task managers are responsible for developing and issuing documents in accordance with established document control procedures. The author of each CRC-issued controlled document, under the direction of the discipline-specific task manager, defines the appropriate distribution and revision for that document or record.

The same controlled distribution procedures apply to externally issued reference documents used in the development of the CRC design and construction, and designated as controlled documents.

B. DEFINITION

Controlled Documents – Key documents that are either developed internally or acquired from external sources, and used as authoritative references during the development of design and construction of the CRC Project.

C. REFERENCES

1. CRC Procedures Manual
2. CRC Project Management Plan
3. FTA QA/QC Guidelines

D. WORK PROCESS

1. The discipline-specific task managers are each responsible for identifying project-specific controlled documents that are either developed internally or acquired from external sources, and require controlled distribution for their respective discipline and related sub-disciplines.
2. The discipline-specific task managers are each responsible for defining the distribution list, including a list of official electronic copies and printed copies, if applicable.
3. The discipline-specific task manager overseeing the production of a controlled document (whether prepared on-site or by off-site consultants) is responsible for any necessary updates, approvals and subsequent redistribution of that controlled document, and transmitting updates to Document Control (with the exception of

engineering design drawings). All updates must be approved according to the QC requirements for that particular document.

4. Controlled documents prepared by contractors shall be prepared in accordance with CRC requirements and procedures, and approved or accepted by the responsible discipline-specific task manager. The discipline-specific task manager is responsible for distribution of these controlled documents, and transmitting them, including any updates, to Document Control (with the exception of engineering design drawings - governed by item 5 below).
5. The CRC CAD Manager maintains engineering design drawings designated as controlled documents in ProjectWise.
6. The Document Control Specialist (DCS) files controlled documents and their updates (with the exception of engineering design drawings) in the Controlled Documents folder under CRC on the G drive. Obsolete documents are placed in the obsolete folder and the pdf is stamped "VOID" in Adobe.
7. The DCS codes controlled documents and their updates into Prolog, in the deliverable packages section, including the following information:
 - a. Document title and number
 - b. Revision number and date
 - c. Responsible document author
 - d. Distribution list (electronic and physical)
8. The DCS will produce a report listing updated documents from Prolog and distribute monthly to discipline-specific task managers and discipline admins. Discipline-specific task managers will be responsible for verifying the accuracy of these reports.
9. Discipline admins are assigned by the discipline managers to update electronic physical copies according to official lists. Obsolete documents shall be immediately discarded.

E. ATTACHMENTS

1. CRC Controlled Documents Procedure Flowchart