

Grades for Document Control professionals



Note: The number of years of experience in itself is not sufficient to qualify to a specific grade. It must be combined with experience and exposure as described in the requisites below.

Grade Code	DC-G1	DC-G2	DC-G3	DC-G4	DC-G5	DC-G6
Grade Title	Assistant Document Controller	Document Controller - Tier 1	Document Controller - Tier 2	Senior Document Controller	Principal Document Controller	Lead Document Controller
	Fewer than 2 years of full-time Document Control positions with "Document Controller" as the job title	Over 2 years of continuous, recent, full-time Document Control positions with "Document Controller" as the job title	Over 4 years of continuous, recent, full-time Document Control positions with "Document Controller" as the job title	Over 6 years of continuous, recent, full-time Document Control positions with "Document Controller" as the job title	Over 10 years of continuous, recent, full-time Document Control positions with "Document Controller" as the job title	Over 10 years of continuous, recent, full-time Document Control positions with "Document Controller" as the job title
	AND:	AND, AS A MINIMUM:	AND, AS A MINIMUM:	AND, AS A MINIMUM:	AND, AS A MINIMUM:	AND, AS A MINIMUM:
Requisites	<ul style="list-style-type: none"> • Entry-level individual in the profession • Exposure to at least 1 set of practices • Exposure to sub-sets of the major components of the Document Control profession • Working towards experience in the discipline • Ethics • Quality of Work <p>(continues next page)</p>	<ul style="list-style-type: none"> • Exposure to engineering and construction environment • Experience in at least 1 set of practices • Experience in sub-sets of the major components of the Document Control profession • Practical understanding of the profession's values • Ethics • Quality of Work <p>(continues next page)</p>	<ul style="list-style-type: none"> • Experience in engineering and construction environment • Experience in project environments / experience on a number of projects • Experience in at least 2 sets of practices • Experience in all the major components of the Document Control profession • Demonstration in practice of the practical understanding of the profession's values • Demonstration in practice of adequate management of priorities • Ability to explain the rules to any stakeholder and to effectively defend the rules • Ethics • Quality of Work <p>(continues next page)</p>	<ul style="list-style-type: none"> • Minimum 6 years practical experience in major, complex, business critical programme and project environments, the majority in the specific discipline for which the individual is proposed • Experience in engineering and construction environment • Experience in project environments • Experience in at least 3 sets of practices • Experience in all the major components of the Document Control profession • Demonstration in practice of the practical understanding of the profession's values • Demonstration in practice of adequate management of priorities • Ability to explain the rules to any stakeholder and to effectively defend the rules • Demonstrated ability to, at least occasionally, supervise other Document Controllers • Experience in communicating with external entities • Experience in multi-discipline forums • Experience in adapting rules to various environments <p>(continues next page)</p>	<ul style="list-style-type: none"> • Robust experience in engineering and construction environment • Robust Experience in project environments • Wide experience in adapting to different sets of practices • Advanced experience in all the major components of the Document Control profession • Skill in the practical defence of the profession's values • Skill in the adequate the management of priorities • Robust experience in explaining the rules to any stakeholder and in effectively defending the rules • Demonstrated effective ability to, at least occasionally, supervise other Document Controllers and at least experience in one past position of supervising a team full-time • Skill in communicating with external entities • Robust experience in multi-discipline forums • Robust experience in adapting rules to various environments • Robust experience in effectively documenting, rolling out and gate-keeping rules • Robust experience in conducting inductions to users • Skill in effective and adapted reporting to management teams <p>(continues next page)</p>	<ul style="list-style-type: none"> • Robust experience in engineering and construction environment • Robust Experience in project environments • Wide experience in adapting to different sets of practices • Advanced experience in all the major components of the Document Control profession • Skill in the practical defence of the profession's values • Skill in the adequate the management of priorities • Robust experience in explaining the rules to any stakeholder and in effectively defending the rules • At least 4 years of demonstrated effective ability to supervise a team full-time • Responsibility for supervision, control and development of subordinate personnel on at least 3 major programmes/projects • Proven track record of guiding, motivating a team and effectively delivering through a team • Skill in communicating with external entities • Robust experience in multi-discipline forums • Robust experience in adapting rules to various environments • Robust experience in effectively documenting, rolling out and gate-keeping rules <p>(continues next page)</p>

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Grade Code	DC-G1	DC-G2	DC-G3	DC-G4	DC-G5	DC-G6
Grade Title	Assistant Document Controller	Document Controller - Tier 1	Document Controller - Tier 2	Senior Document Controller	Principal Document Controller	Lead Document Controller
				<p>(continues from previous page)</p> <ul style="list-style-type: none"> • Experience in effectively documenting, rolling out and gate-keeping rules • Experience in conducting inductions to users • Experience in effective and adapted reporting to management teams • Exposure to controlled and documented deviations • Some management responsibility for client liaison • Some experience in Preparing & deliver presentations • Ethics • Quality of Work 	<p>(continues from previous page)</p> <ul style="list-style-type: none"> • Experience in effectively controlling and documenting deviations • Experience in holding the management responsibility for client liaison • Functional administrator of EDMS (most aspects) • Prepare & deliver presentations • Ability to coach and guide other DCs • Experience in writing & rolling out procedures • Ethics • Quality of Work 	<p>(continues from previous page)</p> <ul style="list-style-type: none"> • Robust experience in conducting inductions to users • Skill in effective and adapted reporting to management teams • Skill in effectively controlling and documenting deviations • Strong experience in adequate arbitration about Document Control rules • Experience in taking a strategic approach in one's scope • Management responsibility including in relation to client liaison on at least three major programmes/projects • Understanding of other disciplines • Functional administrator of EDMS (all aspects) • Prepare & deliver presentations • Ability to coach and guide other DCs • Strong experience in writing & rolling out procedures • Ethics • Quality of Work
Qualifications	Recommended professional qualification: <ul style="list-style-type: none"> • Consepsys Certified Document Controller Certification 	Holds appropriate professional qualifications: <ul style="list-style-type: none"> • Consepsys Certified Document Controller Certification 	Holds appropriate professional qualifications: <ul style="list-style-type: none"> • Consepsys Certified Document Controller Certification 	Holds appropriate professional qualifications: <ul style="list-style-type: none"> • Consepsys Certified Document Controller Certification 	Holds appropriate professional qualifications: <ul style="list-style-type: none"> • Consepsys Certified Document Controller Certification • Consepsys Certified Lead Document Controller Certification 	Holds appropriate professional qualifications: <ul style="list-style-type: none"> • Consepsys Certified Document Controller Certification • Consepsys Certified Lead Document Controller Certification