

Volunteer staff vacancy

### **Document Controller**

Document control comes under (ISO 9001-2015) Quality Management System (QMS) along with, staff competence, approved suppliers, client feedback, auditing etc. ) and the Document Controller should ideally have some idea of the importance of the function and of quality management systems generally. Key requirements for the role are:

- Knowledge of ISO Quality Management Systems process.
- Maintaining records of incoming legislation, documents & standards that are “controlled” i.e. cannot be changed and have a specific designated reference number.
- Understanding the logical sequence assigning and logging reference numbers to in house documents, procedures, work instructions, forms etc. and assigning such when a departmental manager wishes to prepare a new document. Any documents requested by staff for viewing must be in secure PDF format.
- Preparing briefings to all managers, ensuring that they are signed for and cascaded to staff and actions followed up.
- Ensuring that all departments have relevant rail specific legislation and standards and ability and knowledge when these are found externally.
- Work closely with the departmental managers in ensuring that records and documentation are properly maintained and controlled.

If you are interest please contact Swanage Railway Company Director Mark Woolley by email at: [mark.woolley@swanagerailway.co.uk](mailto:mark.woolley@swanagerailway.co.uk)