

DOCUMENT CONTROLLER QUESTIONNAIRE

Name		Age		Ref	
E-mail		Date	DD	MM	YYYY
Nationality		Expected Salary (QR)		Notice Period (Days)	
Presently Available for Interview in Qatar?	Yes	Phone			
Highest Educational Attainment					
Have a Qatari Driving License?	Yes	Have worked in an engineering consulting firm?	Yes		

No	Description	None	Familiar	Average	Good	Excellent
1	Develop written procedures for quality control/quality assurance					
2	Establish and maintain procedures to develop standard documentation for construction works and quality control and assurance for the projects					
3	Maintain & examine Engineering drawings and blueprints					
4	Investigate reported external quality issues					
5	Knowledge of mechanical, pneumatic, hydraulic and electrical systems					
6	Developing part certification processes and vendor quality measures					
7	Knowledge of Qatar industry quality assurance codes and Standards					
8	Proficient in use of MS Office suite: Excel, Word, PowerPoint					
9	Proficient in use of Primavera / Microsoft Project					
10	Proficient in use of Microsoft Visio or other charting software					
11	Proficient in use of Adobe Acrobat form development including form dispatching					
12	High skill level and experienced user of MS Access					
13	Experience implementing & maintaining ISO-9000 standards & certification					
14	Experience in ITP, project quality plan, welding procedure					
15	Develop, execute and analyze quality-reporting measures					
16	Preparing Method Statements, QC procedures, inspection & test plan, QC checklist					
17	Qatar Construction Standards 2010					
18	Document Management EDMS/QPULSE & ACCONEX					
19	Health, Safety & Environment Management systems training					
20	Establish Central Document Control help desk system					

Remarks: Please put a (√) next to the subject that you have experience in:

- Road Construction Projects
 Marine Construction Projects
 Oil & Gas EPC Projects
 Engineering Knowledge: Civil
 Electrical
 Mechanical
 ISO 9001 QMS Auditor

Remarks: