

# Document control procedures for construction project

The following slide outlines document control methods in a construction project are critical for ensuring that project-related documents are properly managed.

## Document Creation and Identification

- Assign document format extensions
- Assign version numbers



## Continuous Improvement

- Develop communication plan
- Notify relevant stakeholders of updates



## Change Control

- Define criteria for archiving completed project documents
- Establish retention periods based on requirements



## Distribution and Access Control

- Specify secure distribution methods
- Define access permissions based on roles



# Construction Document Control Procedures

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