



Document Control Manual

Integrity: Transparent and accountable

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Built to the highest standards

1. Introduction and Purpose

In the complex environment of construction and contracting, the accurate, timely, and secure management of information is critical to project success. This Document Control Manual establishes the standardized procedures for managing all project documentation at Aram Contracting. It ensures that all stakeholders—including the project team, clients, consultants, and subcontractors—have access to the most current and accurate information, thereby minimizing errors, preventing the use of obsolete documents, and maintaining a comprehensive audit trail.

The procedures outlined in this manual apply to all forms of project documentation, including but not limited to drawings, specifications, contracts, correspondence, submittals, requests for information (RFIs), nonconformance reports (NCRs), and quality records. Adherence to these procedures is mandatory for all Aram Contracting personnel to uphold our core values of integrity and collaboration.

2. Document Control Organization

The effective management of project documentation is centralized under the Document Control Department.

The **Lead Document Controller** is responsible for establishing and maintaining the project's document management system, ensuring compliance with this manual, and training project staff on document control procedures. They oversee the distribution of documents and manage the central project archive.

Project Engineers and Managers are responsible for ensuring that the documents they generate or review comply with the established formatting and numbering standards before submission to Document Control. They must also ensure that their respective teams are utilizing only the latest approved revisions of any document.

3. Document Numbering and Identification

A standardized numbering system is essential for the rapid identification and retrieval of documents. All Aram Contracting project documents must adhere to a predefined alphanumeric coding structure.

This structure typically includes identifiers for the project code, the originating discipline (e.g., ARC for Architectural, STR for Structural, MEP for Mechanical/Electrical/Plumbing), the document type (e.g., DRW

for Drawing, SPC for Specification, RFI for Request for Information), and a sequential serial number. Additionally, every document must clearly display its current revision status (e.g., Rev 00 for initial issue, Rev 01 for first revision) and the date of issue.

4. Document Review and Approval Process

Before any document is officially issued for use on an Aram Contracting project, it must undergo a rigorous review and approval process to ensure accuracy and compliance with project requirements.

Internal documents generated by Aram Contracting must be reviewed by the relevant discipline lead and approved by the Project Manager or designated authority prior to release. External documents, such as shop drawings or material submittals provided by subcontractors, must be reviewed by the Aram Contracting engineering team before being formally transmitted to the client or consultant for final approval. The Document Controller tracks the status of all documents in the review cycle to prevent delays in the project schedule.

5. Document Distribution and Transmittal

The controlled distribution of documents ensures that the right information reaches the right people at the right time.

All formal exchanges of project documentation must be accompanied by an official Document Transmittal form. The transmittal serves as a formal record of what was sent, to whom, on what date, and for what purpose (e.g., "For Approval," "For Construction," "For Information"). The Document Controller maintains a comprehensive Transmittal Log to track all incoming and outgoing correspondence. When a new revision of a document is issued, the Document Controller is responsible for distributing it to all relevant parties and ensuring that obsolete versions are promptly removed from active use points.

6. Filing, Archiving, and Retention

Aram Contracting utilizes a dual system of physical and electronic filing to ensure the security and accessibility of project records.

Electronic Document Management

The primary repository for all project documentation is the centralized Electronic Document Management System (EDMS). The EDMS provides secure, version-controlled access to digital files. Folder structures within the EDMS are standardized across all projects to facilitate consistency. Regular backups of the

EDMS are performed to protect against data loss.

Physical Archiving and Retention

While electronic records are primary, certain documents—particularly those requiring original signatures or legal wet stamps—must be maintained in physical hard copy. These physical records are stored in secure, fire-resistant filing cabinets in the site office. Upon project completion, all project records (both electronic and physical) are consolidated, indexed, and transferred to the corporate archive. Documents are retained for a period specified by legal and contractual requirements, after which they are securely destroyed in accordance with company policy.