



CHEVRON AUSTRALIA

TITLE: R-2089 - Document Control Services

DESCRIPTION: Chevron Australia is seeking to engage a Document Control service provider with the capability to support Chevron Australia throughout its operations in Western Australia including but not limited to WA Oil Asset, Gorgon LNG Facility, Wheatstone LNG Facility and other Company operations. Activities will include (but not be limited to):

- Delivery of Document Control support service;
- Document Control Information Management (IM);
- Quality assurance and quality control; and
- Reporting.

Scope of Work to include (but not be limited to):

- Documentation is formatted, numbered, revision controlled and managed in accordance with the relevant Company standards and conventions;
- Documents are received, processed, distributed and tracked in accordance with Company's Document Control procedures, approved distribution matrices and agreed timescales;
- Timely and accurate assignment of requests;
- Efficient handling close-out of assigned requests;
- Mitigate issues and escalate as and when required;
- Ensure information integrity through ongoing quality assurance and quality control activities;
- Identify continual improvement measures;
- Attend and contribute to Company team meetings as requested by Company; and
- Support Company projects and initiatives.

Company systems include (but not be limited to):

- McLaren Enterprise Engineer;
- Documentum;
- SharePoint; and
- Remedy.

Respondents must be able to provide all of the services detailed above remotely from their office/s.

CONTACT: Industry Capability Network of Western Australia –
www.icnwa.org.au/ContactUs.asp

Please Note: This is a request for specific expressions of interest. Vendors and contractors will be considered for prequalification and / or tender if suitably qualified against this package.

PROJECT URL: <http://www.chevronaustralia.com>

ATTACHMENT: N/A

CLOSING DATE: Friday 20 January 2017