Don't Get Screwed
(by old documents)

Working from an out-of-date plan costs time and money, causing a whole lot of headaches. Here are few quick ways to avoid document-related screw-ups.

Avoid printing drawings

Printing a drawing can often lead to one of the most common issues in construction - working to an out of date drawing. Drawing revisions are common, and they can occur at any time during a project.

If you keep working to an old drawing there is always a risk of building something incorrectly. If you have to print a drawing, make sure to check the revision every day to reduce the chance of it being out of date.

Use a common data environment

This will be your single source of truth. everyone on the project knows that if they need a document, they go to the common data environment (CDE) - not a email, not an old WhatsApp message, or a printed drawing.

Most CDEs will ensure you are working to the latest drawings. A construction specific CDE is always better than a generic data storage solution like Dropbox as they include features like revision control, audit history and mark ups, but Dropbox is better than nothing!

Put approvals in place

Make sure that all the documents being shared have been approved. Most construction CDEs will have a built in approval process tool - this will ensure that the documents being shared have been signed off by the relevant parties to ensure they are ready for construction.

Most of them will display the approval and let you know who signed it off and when. This will help reduce the risk of working to the incorrect information. This can be managed via email - but it becomes quite difficult to track with a large amount of documents.

Collect documents for O&M manuals

At the end of the project you will probably need to collect all of the documents together and sort them for the Operations and Maintenance Manual (O&M) and hand these over to the client as part of the CDM regulations.

Most construction CDEs will make this very easy to do, and some even automate the process, making it a lot less labour intensive than manually building the manual!