

## **Lifetime Records (LTR) Controller**

Our Quality Control team plays a vital role in ensuring our projects are delivered in line with customer, quality and regulatory requirements. The team provides the governance, oversight and documentation control that underpins successful project delivery, helping to ensure that accurate and complete records are maintained throughout the project lifecycle.

We are now looking for a **Lifetime Records (LTR) Controller** to join us. Working closely with the Project Quality Engineer (PQE), the role is responsible for compiling and maintaining Lifetime Records to ensure completed and approved documentation is delivered in accordance with contractual and client requirements.

### Specific Areas of Responsibility:

- **LTR preparation** — Review contractual requirements for Lifetime Records, preparing LTR index's and file structures for submission and approval.
- **Document collation** — Collate documentation from the appropriate functions to support the compilation of Lifetime Records.
- **Documentation checks** — Complete administration checks on documentation, ensuring records are fully completed and meet required standards.
- **Client review support** — Facilitate client reviews of Lifetime Records and coordinate any required documentation updates or corrections, including room allocation and booking arrangements.
- **LTR status reporting** — Provide updates to the PQE on Lifetime Record status, including risks and opportunities.
- **Workload management** — Manage time effectively to ensure project priorities are achieved.
- **Document processing** — Complete page numbering and scanning activities in line with client requirements.
- **Records retention** — Manage retention periods for Lifetime Records and associated documentation.
- **Project meeting attendance** — Attend project meetings as required.
- **Audit support** — Participate in internal and external audits, providing evidence of Lifetime Records and supporting the close-out of audit actions.
- **Non-conformance administration** — Provide administrative support in addressing project non-conformances, including support for root cause analysis sessions, status updates and effective action close-out.