Policy & Procedure Document

Last Modified: 08/09/2006
Reviewed for Version: SiteManager 3.7

SECTION: 1100 - Materials Management

ITEM NUMBER: 1101.0

ITEM: MATERIAL INFORMATION   **REVISED: 08/09/2006**

SCOPE:

To establish policies and procedures for maintaining material information in SiteManager.

GENERAL:

SiteManager material details and material sampling and testing requirements are maintained using the components of the Materials Information panel.   Only two security groups have update rights to enter or modify data in this portion of SiteManager: MATADMIN and SYSADMIN. Since changes to material details, and sampling and testing requirements requires approval from the Materials Engineer, changes to this information should be made by MATADMIN only.