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SUMMARY

Over 25 years of experience as **Bilingual Document Control Manager/ Field Supervisor**. He has worked in major projects as **Engineering and Process Document Control Manager / Supervisor** such as **El Indio Gold Project, La Escondida Copper Project Phase 0, La Candelaria Copper Project Phase 1, El Tambo Gold Project, La Alumbra Project, Collahuasi Copper Project, Codelco-Chile Radomiro Tomic Expansion Project, Pascua-Lama Gold Project, La Escondida Phase IV Expansion Project, Collahuasi Ujina-Rosario Transition Project, La Escondida Sulphide Leach Project, Pascua-Lama Project P5SL, Proyectos Spence Minera Spence Phase II, Phase III, RBPOSPO-SRPS, Andacollo Hypogen Project, Escondida Ore Access Project (EOA), Escondida Water Supply Project (EWS)**

Experience in administration, supervision, control, classification, distribution and filling of technical information (Drawings, Vendor's Prints, Technical Specifications, Design Criteria, Purchase Orders, Vendor's Manuals, Construction Protocols, etc.)

Full command with **PC on Windows NT/2000/XP, Word, Excel**. Additional experience with AutoCad, AutoVeu, InfoWorks, ProArc, Project On-Line.

Also experienced in the preparation of record retention and turn-over plans to the client. Proven ability and experience to work independently using individual initiative, discretion and confidentiality in the use of company's documents and client's technical documentation (intellectual properties). Experienced in the design of process and procedures to control the administrative and engineering document system in coordination with contractors companies. Wide experience in inspection to contractors and sub-contractors in the implementation of tasks and operative process of the engineering activities.

CREDENTIALS

Graduated as **Bilingual Account Assistant, Technical Administrator and Technical Document Control (Supervisor/Manager)** from Iquique English College (1965-1976)

Language: Fluent in spanish and English

EXPERIENCE

BECHTEL CHILE - EWS Project (Escondida Water Supply)

PDCL Project Document Control Lead

Lead of the DCC (Document Control Center) of the Project

Processes all project documents and data using InfoWorks. Process time shall vary depending on type and volume of document received and resources available, however PDCL shall aim to process all documents within 24 hours of receipt. This includes but is not limited to: correspondence, e-mail, meeting minutes, reports, procedures, drawings, sketches, supplier submittals, trend reports, material and services requisitions, request for bid, bid evaluation, purchase orders, contracts, documents data in CDs and DVDs, etc.

Document control processes by PDCL include: allocation of SDNs to documents, verification of documents received by PDCC against transmittal or accompanying instruction form, completing entry of documents and attribute information into InfoWorks, distribution, and maintenance of files.

PDCL also provides document retrieval, action tracking support and status reporting to the project team, maintenance of project standard templates in InfoWorks, and records retention and turnover to client.

Processing requirements for specific document types are addressed in the applicable O&ASP. PDCC will complete the following process as a minimum. •

Receive a document in hardcopy and/or electronic form with instruction from a requestor in PDCL's e-mail inbox or retrieve electronic documents from PDCL's shared directory. Verify document number, revision, title, date, approval initials and

reason for issue in hardcopy and electronic document as applicable. Scan hardcopy if it is signed or no electronic copy provided. Upload the scan and/or electronic file into InfoWorks. Enter attributes in InfoWorks. Apply appropriate access control list (ACL) to the document in InfoWorks. Promote the document added in InfoWorks to an "issued" state unless further action is required

Distribute documents per instruction from the responsible person for the documents or per the document distribution matrix. Delete electronic documents in the shared directory and in PDCC's e-mail inbox

File the original or record hardcopy if applicable

File "Instruction to Document Control" in date order.

FLUOR CHILE – EOA Project (Escondida Ore Access)

Project Document and Data Management Lead

Lead of the Document Control Area of the project.

Identify PDDM hard copy and electronic final deliverable requirements including: specific file size limits, file formats, hard copy size requirements, non-standard software requirements, completion schedule. Based on project scope and type, as well as final deliverable requirements. Determine PDDM scope and potential work process modifications required.

Coordinate with Project PIM and PEM to identify special Projects On-Line requirements

Review the Project Execution Plan for all references to PDDM and determine if supplemental job bulletin is required.

Review the Project Procedure Manual for all references to PDDM and determine if

supplemental job bulletin is required.

Determine required Transmittal types, and prefix and numbering details

Determine distribution / reproduction requirements

Develop Distribution Matrix for technical documents

AMEC CHILE – Andacollo Hypogen Project

Pre-commissioning Vendor Coordinator

Pre-Commissioning supervisor to coordinate the technical attendance of the specialists of the equipment mounted on field for the stage of Pre-Comm of the different areas in the project. Responsible to maintain a suitable control of the hours spent in the technical visits so that they are executed within the budget approved by the client. To participate in the meetings of coordination with the subcontractors and in the internal meetings of the department of Pre-Comm. To attend the daily “walk-down” to monitor the progress of the project.

BHP-Billiton CHILE - Spence Projects Fase II, Fase III, RBPO, SPO, SRPS

Senior Supervisor for TDC – Technical Document Controller

Assigned as supervisor in charge of the engineering documents process during the construction process of the project. Responsible in the supervision of contractors and sub-contractors activities related to construction document process. Monitoring the control of the technical documentation released from the contractors involved in the construction process. Inspect and control the progress of the area activities according to the plan established. Responsible for the preparation of the turn-over activities and deliverables documents to transfer the engineering and construction technical information the Operations Group.

FLUOR CHILE - Barrick Chile Pascua-Lama Project P5SL

PDDM – Project Document & Data Management Lead

Responsible to create the project filing and distributing system between Fluor and the client. Upload the WBS (Working Breakdown Structure) areas into the data base system called ProArc. Monitoring the issuance of drawings and documents from Revision A level until the Rev. 0 “issue for construction”. In charge of assembling the procedures and controlling the job bulletins issued to administrate the PDDM office both in Santiago and at jobsite (Chile/Argentina). Establish the procedures to award purchase orders to Project Suppliers (vendors) and to Sub-Contractors. Create and update the vendor drawings revision and approval procedures before the contracts be awarded.

FLUOR CHILE - BHP-Billiton Sulphide Leach Project (Minera Escondida Ltda – Antofagasta, Chile) TDC - Technical Document Control Manager

responsible to plan, control and direct the activities related to the classification and distribution of the technical information of the project, provides support to the management in the areas of Document Control, Office Administration to meet both Fluor and client's requirements. Hire fresh and well experienced personnel into the project to cover the Area's needs (Electrowinning /Solvent Extraction, Water Supply and Infrastructure). Create the procedures of the Turn-over process and records retention to transfer the certified information to the client. Program the engineering activities to meet the “issuing date” of the documents according to the program.

MAN TAKRAF CHILE - Collahuasi Ujina Rosario Transition Project (Semimobile Crushing Plant)

Document Control / Administration Supervisor

Responsible for the coordination of daily duties between the main contractor (Vial & Vives) and the client's representative (Fluor). Preparation of weekly audit reports (drawings) and engineering documents such as Non-Conformance Reports (NCR), Request for Information (RFI). Control of the "Libro de Obra" with information transferred between parties involved. Maintain the daily register of the survey, structural and bolts protocols and the certificates of welder's crew.

AKER-KVAERNER E&C for BHP-BILLITON

La Escondida Phase IV – Expansion Project

Document Control Supervisor assigned to engineering department on site.

Responsible to manage the technical office and to coordinate the flow of documents between the main contractor (Bechtel-Sigdo Koppers) and the client's group (Minera Escondida Limitada). Responsible to control the progress of the vendor certified drawings and to handle all vendor's engineering documents such as drawings, data sheets and Installation, Operation and Maintenance Manuals. Also, in charge of the preparation of Turn-Over Packages (TOP's) and CRP (Construction Release Packages) to the client. Preparation of the final transfer process of all engineering and construction information to BHP-Operations Group.

FLUOR-DANIEL - Pascua-Lama Gold Project

Hired as Document Control Manager.

Coordinator of the engineering technical information (drawings and spec's) between Fluor-Daniel Chile office, Hatch Engineering and SNC-Lavalin engineering office. In charge of the preparation of the Field Procedures Manual for the Document Control Area. Temporal support to Project Controls Department in the preparation of progress reports.

KVAERNER METALS E&C - Radomiro Tomic Optimization Project – Codelco Chile, Radomiro Tomic Division

Document Control Manager. Responsible for maintaining and updating the Project files and managing the technical information delivered to the different subcontractors involved in the construction. Preparation of Monthly Documents Audits to each subcontractor in different areas.

BECHTEL CHILE - Collahuasi Copper Project – Compañía Minera Doña Inés de Collahuasi Office Engineer /Technical Document Control Lead

to manage the Field Technical Office in the Document Control Area including satellite offices located in Oxide, Sulfide, Infrastructure at the minesite and the off-plant areas such as the preassembly yard and port facilities (230 kilometers away from the minesite). The writer was responsible to maintain the Project Central Files, assign number to vendor's prints, field sketches issued on field and log the information into the DDR (Design Document Register). Participated as a member of the turnover team to transfer the engineering and construction technical information to Collahuasi authorities at the completion of the project.

FLUOR DANIEL / SADE (U.T.E.) – Argentina - Bajo La Alumbra Gold
Project Document Control Manager to establish the procedures in the management of the field technical office and filing system. Responsible for the reception, printing and distribution of technical information to field.

FLUOR DANIEL CHILE - El Tambo Project 2130, La Serena Chile
Office Engineer to assist both engineering and construction departments with technical information during the construction process of the ore process plant. Finally, participated as turnover team member to transfer the process facilities to the client's group.

BECHTEL CHILE - Bechtel Chile – La Candelaria Project – Copiapó
Document Control Manager to assist the engineering department in the implementation of the procedures to register, file and distribute the technical information (design and vendor) to the different areas involved in the construction of the project, assuming overall responsibility for the administrative activities. Prepare weekly document audits to review sub-contractor's drawing revisions file and to control the latest information be on site.

FLUOR DANIEL CHILE - La Escondida Copper Project – Antofagasta Chile
Document Control Supervisor assigned to the Portezuelo Area for the construction of the 110KVA high tension line. Transferred as technical assistant during the construction stage of the slurry pipeline from the concentrator plant to the Coloso portside facility. At the completion of the construction stage was assigned to the minesite to manage the field technical office in the commissioning process and as a member of the turn-over team to transfer the process facilities to the client.

St. JOE MINERALS INC., NY, NY- Compañía Minera El Indio - El Indio
Project Document Control Supervisor for the engineering department. Later, assigned as Office Manager during the expansion project of the roaster plant.

FLUOR CORPORATION – Engineers & Constructors, Irvine, California
St. Joe Minerals – El Indio Project 7738
Three months assigned to Fluor Redwood City engineering office to know and learn Fluor filling and logging system - **Document Control Assistant** to the Construction Site Manager in the process and management of information from engineering office. Responsible for the control and log of the technical information (vendor's prints, technical specifications, drawings and installation, operation and maintenance manuals).

COMPAÑÍA DE ACEROS DEL PACIFICO (CAP)
Engineering Department – **Document Coordinator** to classify and distribute the technical information to the field. Later transferred as **Document Control Supervisor** to run the field technical office.

HISTORY

2013-2015 **Bechtel Chile** – (EWS Project – Escondida Water Supply)
2010-2012 **Fluor Chile** (EOA – Escondida Ore Access Project)
2009-2009 (Apr to Dec) **AMEC CHILE** (Andacollo Hypogen Project)
2007-2008 **Bhp-Billiton Chile** (Spence Projects – Phase II, Phase III, RBPO, SPO)
2006-2007 (Sep) **Fluor Chile** (Barrick Gold Chile – Pascua Lama Project P5SL)
2003-2006 **Fluor Chile S.A.** (BHP-Billiton – Sulphide Leach Project)
2003-2003 (Aug) **Man-Takraf** (Collahuasi Rosario-Ujina Transition Project)
2001-2003 (Jan) **Aker-Kvaerner** (La Escondida Expansion Project Phase IV)
2000-2000 **Fluor-Daniel** (Pascua-Lama Gold Project)
1999-2000 **Kvaerner Metals** (Codelco-Chile Radomiro Tomic Expansion Project)
1996-1998 **Bechtel Chile S.A.** (Collahuasi Copper Project)
1995-1996 **Fluor Daniel / Sade Argentina** (Bajo La Alumbrera Project)
1994-1995 **Fluor Daniel Chile** (El Tambo Gold Project)
1991-1993 **Bechtel Chile S.A.** (La Candelaria Project)
1988-1991 **Fluor Daniel Chile** (La Escondida Copper Project – Phase 0)
1986-1987 **St. Joe Minerals, Inc.** New York, NY (El Indio Gold Project)
1980-1983 **Fluor Corporation (Fluor Briones)**, (El Indio Gold Project)
1977-1979 **Compañía de Aceros del Pacífico** (Engineering Department)
1965-1976 Regular student at **Iquique English College** – Iquique (Graduated in 1976)



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