

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: DOCUMENT CONTROL	FMEP-A-0005	Rev. No. 0
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Signature:		
Date:		

1.0 SCOPE

This procedure applies to all of the engineering activities performed by the Facilities Maintenance and Engineering (FME) organization.

2.0 GENERAL

Document control functions of the FME organization is under the directions of the Manager of Engineering, who reports to the Director, Facilities Maintenance and Engineering.

The Manager of Engineering develops implements and interprets procedures; establishes work standards; develops staffing requirements; provides training, and directs the work of FME document control.

3.0 PROCEDURE

FME document control performs the following activities in support of the FME organization, within the scope of work performed by FME.

- (a) Establishes systems and records for processing, distributing, retrieving, and providing control of documents created by/or received by the FME organization.
- (b) Helps develop procedures that are required to document associated work processes.
- (c) Establishes and maintains all aspects of support.
- (d) Establishes and maintains a filing system.
- (e) Ensures that documents are maintained to support customer and project requirements.
- (f) Ensures ease of document retrievability.
- (g) Coordinates control and development of forms.