

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: PROCESSING OF DESIGN AND MISCELLANEOUS DOCUMENTS	FMEP-A-0010	Rev. No. 1
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1.0 PURPOSE

This procedure describes the requirements for processing Facility Maintenance and Engineering (FME) issued design documents, drawings received from an Architect Engineer, related change documents, contract-related documents, and miscellaneous documents that require control and distribution.

2.0 GENERAL

2.1 Definitions

Document Log- A record system that provides the means to control information and/or documents throughout their lifecycle.

Drawing- A pictorial document that defines the location, arrangement, and details of materials and equipment. Design drawings are issued for purposes such as procurement, construction, or fabrication.

Design Change Notice- A document that identifies a change to an existing document.

Design Change Request- A document that identifies a request for a change to an existing document.

Engineering Study- A document, which covers a study performed by Engineering, to evaluate concepts.

Hold-The term used to identify areas of a drawing/document that has pending drawing changes that have not been finalized, but issue of the drawing/document is required for other purposes. The area of the drawing/document shall be clearly identified as "HOLD".

Void-The term used to clearly mark a drawing/document that has been voided. Voided drawing/document numbers shall not be re-used.

Project Unique Document Number- The unique number assigned to Design Drawings/Documents. Changes are identified by revision numbers. Document numbering shall be in accordance with the FME procedure FMEP-P-0240, Document Numbering.

Request for Information (RFI)- A document transmitted by Construction to Engineering requesting an answer related to an engineering issue.

Request for Exemption to the NIH Guidelines- A document which requests an exemption to the NIH Guidelines.

Superseded-The term used to denote drawing/document(s) that are replaced by other revisions of drawing/document(s).

Transmittal- A sequentially numbered record of the distribution of drawing/documents to a recipient.

Void-The term used to denote drawing/document(s) that are no longer applicable.

2.2 Responsibilities

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FME document control personnel are responsible for implementing the requirements of this procedure.

3.0 PROCEDURE

3.1 Processing of Design Documents

FME document control personnel will be provided with a copy of the drawing/design change notice/ design change request/document by engineering and shall perform the following tasks.

- (a) Verify that any drawing/ design change notice/ design change request/document is legible and of good quality, title block is complete, dated and contains approval initials and/or signatures and that all referenced attachments are included. The originator or responsible group must be contacted to resolve discrepancies prior to further processing.
- (b) Enter the document into the document log (refer to Section 3.4). Compare the drawing/document data (e.g., title, number, revision, issue date) with the information contained in the document log to ensure consistency of data regarding information originally assigned to the drawing/document, and to ensure the numbering is in accordance with the approved numbering system.
- (c) Ensure that the revision block includes a brief statement of the purpose of the revision (e.g., issued for use, issued for construction, void, etc.), and that the revision number agrees with the revision identified in the title block.
- (d) Drawings/ design change notices/documents that have areas that have not been finalized, but issue is required for other purposes, will be clearly identified as "Hold", and shall be so identified in the document log.
- (e) File the hard copy and/or the original drawing/ drawing change notice/document in accordance with procedure FMEP-A-0035, Filing Criteria and System.

3.2 Field Initiated Documents

3.2.1 Processing of Request for Information Documents

The Request for Information (RFI) document is received, and the FME document control personnel enter the information contained within the RFI into the document control log.

The question addressed by the RFI is printed out of the document control log and then forwarded to the appropriate FME personnel.

When the answer to the question is received, the answer is placed into the document control, is printed out of the document control log, and is then forwarded to the appropriate FME personnel. After signature approval, the document is distributed and a copy is placed in the files.

3.2.2 Open Items Control (ON HOLD)

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3.3 Contract Related Documents

FME document control personnel receive the original document and performs the below listed tasks to ensure that contract related documents are processed in the most efficient manner.

- (a) Verify that the document is legible and complete with all referenced attachments.
- (b) Verify that all of the appropriate signatures/initials and dates are shown on the document.

3.4 Control of Design and Miscellaneous Documents

FME document control personnel will maintain a document log to identify all issued design documents and miscellaneous documents and their respective revisions to ensure that the current status is accurately recorded.

Documents that are received by FME for review will be recorded in a document log utilizing the Expedition software. The purpose of recording the document is to maintain a system of accountability of the incoming documents. After completion of the review by FME, the document log will indicate that the results of the review of the document were forwarded to the A&E.

Note: Engineering is responsible for ensuring documents under their purview has been submitted to the FME document control personnel and shall verify the accuracy of entries in the document log on a periodic basis.

The document log will contain, as appropriate, the following information for all issued for use design and miscellaneous documents. Additional information may be required due to a specific requirement.

- (a) Document Number
- (b) Building Number
- (c) Revision
- (d) Title
- (e) Reason for Issue
- (f) Date of Issue/Disposition
- (g) Remarks, if applicable. An example would be a “hold” that is associated with a document.
- (h) Transmittal Number, if applicable
- (i) Transmittal Date, if applicable

3.5 Filing

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FME document control personnel will file record copies and/or the original of the documents in accordance with Procedure FMEP-A-0035, "Filing Criteria and System". Previous revisions of drawing/documents shall be clearly marked "SUPERSEDED", preferably in red ink.