

| FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE | | |
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| Subject: SUPPLIER DOCUMENT CONTROL | FMEP-A-0030 | Rev. No. 0 |
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1.0 PURPOSE

To define the requirements for processing, controlling, and maintaining supplier documents.

2.0 GENERAL

This procedure governs the processing of supplier documentation submitted to the Facilities Maintenance and Engineering organization for review and/or for information.

All information pertaining to receipt of supplier documentation is placed into the "Expedition" computer program prior to the receipt of any supplier information. As the documents are received, there are logged into the appropriate sub-section of the computer program.

2.1 Definitions

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

Supplier- A generic term for vendor, contractor, subcontractor, seller, and other parties whom directly or indirectly supply materials, equipment, or services.

Supplier Documents- Drawings, manuals, booklets, microfilm, test reports, and other documentation produced by organizations to comply with requirements as defined in specifications or procurement documents. These may be received in hard copy and/or electronic copy format.

Supplier Document Status -The status assigned to a supplier document as an instruction to the supplier.

Transmittal-A record of the distribution of supplier documents to an approved list of recipients.

FME-Facilities Maintenance and Engineering

3.0 PROCEDURE

3.1 Responsibility

FME document control personnel will process, control, and maintain all incoming and outgoing supplier documents.

3.2 Processing Incoming Documents

FME document control personnel will perform the tasks identified below for all document submittals received from suppliers.

- (a) Verify that all drawings and other supplier documents listed on the supplier's transmittal letter have been received and are legible.

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- (b) Date-stamp and file the transmittal.
- (c) Coordinate corrections of any discrepancies found with the document package with the Project Manager/Manager of Engineering and/or the supplier.
- (d) Receipt acknowledgment shall be completed and returned to the supplier if required or requested.
- (e) Determine if the supplier document(s) has been previously submitted.
- (f) Affix a Supplier Document Review Status Form (stamp or sticker) to the drawing/document (see Exhibit A).
- (g) Forward the document to the appropriate personnel for review.

3.3 Processing Outgoing Documents

After review has been completed and the supplier document has been returned to the FME document control personnel , the following tasks will be completed:

- (a) Confirm completion of the Supplier Document Review Status form (status, signature(s), and date) for each document.
- (b) Enter the status and review date into the document log to complete the record.
- (c) Complete a transmittal document and distribute.
- (d) File the hard copy in the appropriate file.

FMEP-A-0030 Exhibits

Exhibit A-Supplier Document Review Status Form/Stamp (1 page)