

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: FILING CRITERIA AND SYSTEM	FMEP-A-0035	Rev. No. 1
	Page 1 of 2	

1.0 PURPOSE

To identify and describe the “Filing System” criteria to be used by the Facilities Maintenance and Engineering (FME) document control group for filing records created and/or received by FME.

2.0 GENERAL

2.1 Definitions

Charge-out - A procedure that substitutes a card or sheet, with identification data, for records checked out of the file. Its function is to ensure that items removed can be located and returned.

Filing - The process of arranging and sorting records so they may be found (retrieved) when needed.

2.2 Responsibilities

Document control is responsible for the administration, maintenance, and control of the FME files and for implementation of this procedure.

3.0 PROCEDURE

3.1 Charge Out Cards

Charge out cards must be used when removing any hard copy material from the files.

3.2 Work Order File System

The Work Order File Index is identified in Exhibit A to this procedure.

The index may be further sub-divided as required.

3.3 General Filing System

The General File Index is identified in Exhibit B to this procedure.

These categories may be sub-divided as required.

3.3 Engineering Filing System

The Engineering File Index is identified in Exhibit C to this procedure.

These categories may be sub-divided as required.

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: FILING CRITERIA AND SYSTEM	FMEP-A-0035	Rev. No. 1
	Page 2 of 2	

FMEP-A-0035 Exhibits

Exhibit A-Work Order File Index (1 Page)

Exhibit B-General File Index (2 Pages)

Exhibit C-Engineering File Index (1 Pages)