

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: CONTROLLED DISTRIBUTION AND RECEIPT ACKNOWLEDGEMENT	FMEP-A-0050	Rev. No. 0
	Page 1 of 2	

1.0 PURPOSE

This procedure describes how the Facilities Maintenance and Engineering (FME) document control personnel process, control, and distribute procedure manuals in hard copy format.

2.0 GENERAL

2.1 Definitions

Controlled Manuals- Those manuals distributed to Facilities Maintenance and Engineering (FME) personnel, major contractors, consultants, and other significant entities.

Controlled Distribution List- A controlled listing of persons who require a copy of a manual when the manual is issued or revised.

Controlled Distribution Recipients- A person on the distribution list who receives the issued and/or revised manual.

2.2 Responsibilities

2.2.1 FME Document Control

FME document control is responsible for the controlled distribution of the FME Procedure Manual in accordance with the provisions of this procedure.

2.2.2 Controlled Distribution Recipients

All controlled distribution recipients will be included on each manual distribution list.

All recipients must complete an acknowledgment receipt and return it to FME document control.

All manual recipients must notify FME document control when they no longer have a need to use the manual. This includes termination of employment, internal transfers, and changes in responsibilities.

Manual recipients are responsible for the custody of their assigned manuals and for keeping them properly configured. Manual recipients must return the hard copy manual to FME document control if they no longer have a need to use the manual.

The electronic file for the manual displayed through the Intranet System, is the official record copy. In the event of discrepancy between the paper copy and the network version of a procedure, the network version takes precedence. It is the responsibility of all users to verify that they are using the latest revisions as depicted on the Intranet System.

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: CONTROLLED DISTRIBUTION AND RECEIPT ACKNOWLEDGEMENT	FMEP-A-0050	Rev. No. 0
	Page 2 of 2	

3.0 PROCEDURE

The originator of each manual shall prepare a controlled distribution list of all controlled distribution recipients and transmit the list, and if required, a sufficient number of hard copy manuals to FME document control for disbursement. The official controlled distribution list shall be maintained current at all times by the originating organization, as well as the issuance of manuals after the original distribution.

3.1 Hard Copy Distribution

FME document control shall distribute hard copy controlled manuals that are issued and or revised by performing the following steps:

- (a) Identify each copy of the manual by controlled number and the name of the manual recipient.
- (b) Transmit manual and/or manual revisions using the Transmittal and Acknowledgment Form (Exhibit A).
- (c) Track receipt acknowledgments to ensure that all manual recipients have received and acknowledged the subject manual and/or revision. The Receipt Acknowledgment Forms, or a marked-off controlled distribution list signifying the receipt of all acknowledgment forms, shall be retained by the distribution organization until the next revision of the manual has been issued.
- (d) If a receipt acknowledgment is not received within 14 days after the issue of the manual or manual revision, a second notice will be sent (Exhibit B). If the receipt acknowledgment is still not received within 14 days from the date of second notice, a final notice will be sent (Exhibit C).
- (e) The manual holder will be removed from the controlled distribution list for the manual if the receipt acknowledgment is not received within 14 days of the date of the final notice.
- (f) FME document control will contact the originator, after the required time limit, for authorization to delete the manual holder from the controlled distribution list. The originator shall take reasonable action to assure the manual is no longer in use.

FMEP-A-0050 Exhibits

Exhibit A – Hard Copy Transmittal/Acknowledgment of Receipt – Initial Notice (1 page)

Exhibit B – Return Receipt Reminder – Second Notice (1 page)

Exhibit C – Return Receipt Reminder – Final Notice (1 page)