1.0   <u>PURPOSE</u>

To define the requirements for processing and controlling engineering design calculations.

2.0   <u>GENERAL</u>

2.1 Responsibilities

Facilities Maintenance and Engineering (FME) document control personnel are responsible for processing and controlling the engineering design calculations created within the FME organization.

2.2 Definitions

<u>Document Log</u> - An electronic records system that provides the means to control information and/or documents throughout their lifecycle.

<u>Unique Document Number</u>- The unique number assigned to an engineering design calculation. The document number shall be in accordance with the FME Procedure FMEP-P-0240, Document Numbering.

3.0   <u>PROCEDURE</u>

Calculations are prepared by engineering and forwarded to FME document control.

3.1 Processing

FME document control personnel will perform an administrative review of the calculations. If a discrepancy is discovered, the calculation will be returned to the Project Manager or the Manager, Project Management and Engineering , for correction. The following tasks will be performed:

(a) A review of the calculation to ensure reproducible legibility.

(b) A review to verify that the cover sheet is accurate and complete, i.e. computer programs identified, contains all of the appropriate signatures and/or initials, and is dated.

(c) A verification that the Table of Contents or cover sheet lists all attachments with page counts.

(d) A verification that all listed appendices are included and are properly identified and completed.

3.2 Control

FME document control personnel will place the below listed information into the document log.

(a) Work Order number

(b) Building Number

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(c) Document number

(d) Revision

(e) Calculation date

(f) Title

(g) Computer program and version, if used

(h) Reason for issue

Note-The appropriate discipline is responsible for the accuracy of the document log.

3.3 Filing

FME document control personnel will place the original calculation in the work order files. All previous revisions of calculations shall be clearly marked as being "superseded", preferably in "red ink".