

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: THE FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE SYSTEM	FMEP-G-0010	Rev. No. 0
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1.0 PURPOSE

To serve as an introduction to the Facilities Maintenance and Engineering (FME) procedures, and to describe the procedure preparation, application and compilation into a manual.

2.0 GENERAL

The FME procedure system governs the activities of the FME staff and engineering personnel performing work for the National Cancer Institute at Frederick (NCI-Frederick) located within Fort Detrick in Frederick, Maryland.

3.0 PROCEDURE

3.1 FME Procedures

The FME procedure system is based on individual procedures, which are intended to be self sufficient in defining requirements and methods for performing a selected segment of works. It is further intended that individual FME procedures be structured so that each FME procedure can be directly incorporated, without modification, into the FME Procedures Manual. All FME procedures shall be prepared under the direction of the Director of FME. Approval of the FME Procedures shall be by signature/initials of the appropriate Manager on each FME procedure, and by the signature and date of the Director of FME on the FME Procedures Manual Table of Contents. Concurrence that the FME Procedures adequately fulfill the requirements of the FME Quality System will be by signature and date of the Manager of Quality Assurance on the FME Procedures Manual Table of Contents.

3.1.1 FME Procedure Format

FME procedures shall be prepared using the format recommended in Exhibit B and the following subparagraph structure.

Major sections may be subdivided into indented lettered sections, or may employ the following subdivisions, with titles, capitalized as shown, which are not indented.

1.0 MAJOR SECTION

1.1 Major Subsection

1.1.1 Minor Section

Further breakdown is not recommended.

3.1.2 FME Procedure Numbering System

FME procedures shall be numbered as described below:

FMEP-X-YYYY

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a. For the X location see below:

- A – Administrative
- G – General
- P – Project Management Engineering

b. The YYYY location will be a four digit number

3.2 FME Procedures Manual

The FME Procedures Manual is comprised of all approved FME procedures. The FME procedures manual is controlled by the Table of Contents (Exhibit A) which lists the FME procedure by number, title, and revision. The FME Procedures Manual Table of Contents is to be revision controlled. The Director of FME shall control the distribution of the FME Procedures Manual.

3.3 FME Procedure Revisions

Revisions to the FME procedures shall be identified by change bars positioned adjacent to the revised material in the right margin of the page. The change bar is not required for format or minor editing changes. All pages of the FME procedure, whether revised or not revised, are to be identified with the latest revision number.

3.4 Use of Forms

Forms illustrated in the FME procedures may be modified as long as the form follows the intent and contains the essential characteristics of the form identified in the FME procedure.

FMEP-G-0010 Exhibits

- Exhibit A – Table of Contents (1 page)
- Exhibit B – FME Procedure Format (1 page)