

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: STANDARDS AND GUIDES	FMEP-G-0025	Rev. No. 0
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1.0 PURPOSE

The purpose of this procedure is twofold:

- A. To define the requirements for preparation, review, approval, and control of engineering standards or guides.
- B. To establish requirements for use of engineering standards or guides, including control of deviations from them.

2.0 GENERAL

This procedure is to be used for all standards and guides created by the Facilities Maintenance and Engineering (FME) Department.

Engineering standards and guides are the FME technical position documents.

2.1 Definitions

Guide - A recommended approach/method. Deviation from a guide does not require approval from the Manager of Engineering.

Standard - A position document. Deviation from a standard requires approval of the Manager (PME).

2.2 Document Description

Guide Engineering Instruction (DJ) – Guide- A document outlining suitable recommended work instructions or practices for technical and non-technical activities that have a direct bearing on the form, content, or quality of engineering work and which may be modified as required without approval.

Standard Engineering Instruction (DI) – Standard- A document outlining the established work instructions or practices for technical and non-technical activities that have a direct bearing on the form, content, or quality of engineering work and which may not be modified unless the approval is obtained.

Engineering Design Guide (DG) – Guide- A suitable and recommended method of designing, calculating end values, or determining performance requirements.

Engineering Design Standard (DS) – Standard- The established method of designing, calculating end values, or determining performance requirements, which may not be modified unless approval is obtained.

Standard Details and Drawings (DD) – Standard- A detail, which has repetitive use and has been established as the standard detail which may not be modified unless approval is obtained. A standard drawing is a compilation of standard details.

Engineering Design Aids (DZ) – Guide- A suitable and recommended method of layout or design. Design Aids are usually more graphical or tabular in nature than textual.

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PREPERATION, REVIEW, APPROVAL, AND CONTROL OF ENGINEERING STANDARDS OR GUIDES

3.0 PROCEDURE

3.1 Standards or Guides Numbering

Standards or guides are to be numbered in accordance with the Facilities Maintenance and Engineering procedure FMEP-P-0240, Document Numbering.

3.2 Standards or Guides Cover Sheet

The Standards or Guides cover sheet and the Standards or Guides continuation sheets are shown in Exhibit A.

3.3 Standard Guides Format

The format should be consistent with the description of the document as identified in Section 2.2.

3.4 Signature

After completion of the standard guide, the engineer is to sign the “By” block of the standard or guide cover sheet.

3.5 Checking

The standard or guide shall receive an independent check by an individual(s) who has adequate qualifications to have originated the standard or guide.

3.6 Coordination

The Manager of Engineering shall determine the necessity for interdisciplinary coordination of the standard or guide. The engineer receiving the standard or guide is responsible for evaluation and review of items pertinent to the reviewing group’s area of responsibility, initialing the cover sheet of the document, and returning the comment copy back to the originating discipline.

4.0 REVIEW AND APPROVAL

The Manager of Engineering has responsibility for the review and approval of the engineering standard or guide as identified below:

- (a) Determine whether coordination with other groups is necessary. If so, proceed as described in Section 3.6.
- (b) Review and approve the standard or guide for technical adequacy. Sign and date the standard or guide cover sheet.

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5.0 CONTROL

5.1 Revision Methods and Identification

Revisions are made by page revision and shall be reviewed and approved in the same manner as the original. Revisions to a standard or guide are controlled by using revision “numbers”, starting with Revision 0 for the initial issue. Revisions are numbered sequentially and shown on the cover sheet of the standard or guide. Standards or Guides are to be reissued entirely with each revision.

5.2 Revision Control by Revision to Pages

Standards or Guides, after Revision 0, are revised using the following guidelines:

- (a) All pages are to be identified with the latest revision number.
- (b) A vertical line is to be placed near the revised section to indicate the changes.

REQUIREMENTS FOR THE USE OF ENGINEERING STANDARDS OR GUIDES, INCLUDING CONTROL OF DEVIATIONS FROM THEM

3.0 PROCEDURE

3.1 FME Application:

FME personnel shall use standards or guides, as applicable, in the development of engineering designs. Engineering standards or guides are independently checked before being issued as evidenced by the checker’s signature/initials in the checked block on the document cover sheet.

Standards or guides may be used without further checking provided the standard or guide is reviewed to ensure that they envelop applicable design criteria and parameters. The Manager of Engineering shall perform the review and record approval for use on the document cover sheet.

3.2 Deviation Control:

Deviations from standard documents are requested by the Project Manager and approved by the Manager of Engineering. Deviation approval from guide documents is not required. A memorandum shall be used to request and record approval of deviations and shall be retained. The memorandum shall clearly describe the requested deviation and rationale, and the Manager of Engineering shall clearly note any modification or comments to the implementation of the requested deviation.

FMEP-G-0025 Exhibits

Exhibit A – Standards or Guides Cover Sheet and Continuation Sheet (2 pages)