

<b>FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE</b>		
<b>Subject:</b>  <b>ENGINEERING STUDIES AND REPORTS</b>	FMEP-P-0230	Rev. No. 0
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1.0 PURPOSE

To establish the requirements for the initiation, development and approval of engineering studies and reports.

2.0 GENERAL

2.1 Description

An engineering study is an analytic process used to evaluate alternate solutions to an engineering problem, develop design criteria or design bases, assess risk or uncertainty, or report the results of a particular engineering solution. Normally, studies shall be performed in response to a specific request from a client.

2.2 General Responsibilities

The Manager of Engineering shall assign the task to a competent engineer or may solicit the assignment a project manager. The study shall be performed in accordance with this procedure and the work order requirements.

3.0 PROCEDURE

3.1 Development

3.1.1 Study Number

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

3.1.2 Study Format

The format for the study is identified in Exhibit A.

3.1.3 Study Cover Sheet

The cover sheet for the study is shown in Exhibit B.

3.1.4 Development

The engineer shall perform the research necessary for the study including actively soliciting available information from the other engineering groups, and other sources within and outside of Science Applications International Corporation (SAIC), if necessary. Any cost and/or schedule related information shall be coordinated with the Project Manager.

The engineer shall gather sufficient supporting information and materials, including any necessary calculations to justify the study conclusions reached.

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The engineer shall initial the “By” block of the study cover page and then forward to the checker.

### 3.2 Checker

The checker shall check the study for validity. When the checker is satisfied with the validity of the study, the checker shall sign the study cover page.

### 3.3 Review and Approval

#### 3.3.1 Project Manager

For studies under the purview of a project manager, the Project Manager shall review the study, sign the study cover sheet, and forward the study to the Manager of Engineering.

#### 3.3.2 Manager of Engineering

The Manager of Engineering shall review the study, then sign and date the study cover sheet.

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FMEP-G-0060 Exhibits

Exhibit A – Study Report Format (1 page)

Exhibit B – Study Cover Sheet (1 page)