

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: STANDARD COMPONENT IDENTIFICATION	FMEP-P-0250	Rev. No. 0
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jv1.0 PURPOSE

To define the requirements for uniquely numbering components installed internal and external in on-site and off-site NCI-Frederick facilities.

2.0 GENERAL

2.1 Applicability

(a) The Component Identification System does not replace the below listed systems:

- Property Tagging System
- Real Property System
- Capital Equipment System
- Preventative Maintenance System

(b) The Facilities Maintenance and engineering (FME) organization will progressively apply the Component Identification System to all existing NCI-Frederick facilities. See Exhibit A.

(c) The Component Identification System will be applied to all new facilities and modifications to existing facilities. See Exhibit B.

2.2 Information

The component identification information will be recorded in the various databases used by SAIC. All systems codes and components codes will be entered in the Computerized Maintenance System (CMS). This system provides reports on the component numbers at a building, system or component level.

2.3 Definitions

NCI-Frederick – National Cancer Institute at Frederick

Facility – Any on-site or off-site building(s) that are owned or leased by NCI-Frederick
Example: Building 560

System – Any group of mechanical, electrical or control systems components that function together to accomplish a common function. Example: RODI System (Reverse Osmosis Deionized)

Structure – The building or enclosure that houses systems and components. It is essentially the same as a facility.
Example: Building 560

Component – An individual piece of mechanical electrical or control systems equipment
Example: EAHU (Exhaust Air Handler Unit)

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number, consisting of a 4-digit sequence number and a 1-digit suffix. The source for the function codes for different types of equipment shall be as shown below:

(a) Mechanical Components shall use the function codes defined in Exhibit D.

(b) Electrical Components shall use the function codes defined in Exhibit D.

(c) Control Systems Components shall use the function codes defined in Instrument Society of America (ISA) Standard ISA RP 5.1. The latest version shall be used.

(d) Laboratory equipment used in the production processes shall use the 7-digit NCI-FCRDC Property Number.

3.1.4 GMP Identifier

A one-character alphabetic identifier for all components that must meet and be maintained to CGMP requirements. The identifier shall consist of a "G" entered in the appropriate location. Place a (-) in this location when CGMP is not required.

3.1.5 Numbering System Code

A one-character alphabetic code that defines any numbering systems that apply that are not defined in this document. This number may be omitted, and a dash (-) used in the location if the numbering system complies with this procedure.

3.1.6 Option Code

A one-character alphabetic code that may be used to provide an additional unique identifier for a component. Any use of this identifier must be identified to FME before use. When the option code is not used, place a dash (-) in the location.

3.2 Application Guidance

Equipment will be numbered with the system code of the system in which it is functioning. Thus a valve on a HVAC Coil will be numbered with the system code of the HVAC system rather than the system of the cooling or heating medium.

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4.0 RESPONSIBILITIES

4.1 Managers of Programs with CGMP Equipment

Managers of Programs with existing components that must meet CGMP requirements shall assure that a component identification system is implemented in their facilities and that all equipment is tagged accordance with this procedure. They shall also assure that any modifications comply with this procedure

4.2 Managers of Other Programs

Managers of other programs with existing components shall assure that no system or component numbering or tagging procedures or practices are implemented in their facility that conflict with the requirements of this procedure. They shall also assure that once components in their facilities are identified in accordance with this procedure, any modifications will comply with this procedure

4.3 Project Manager (PM)

- (a) Assure thorough and consistent application of the procedure to all work on their projects.
- (b) Include the procedure in Purchase Requisitions and Specifications for new work and assure that the potential contractors comply with the requirements.
- (c) Recommend changes to this procedure that will improve application of the component identification system. These changes should be formally communicated to the FME Manager of Project Management and Engineering

4.4 Supporting Discipline Engineers

- (a) Assure thorough and consistent application of this procedure in all work undertaken by their discipline.
- (b) Assure that this procedure is being correctly and consistently applied by an external Architect/Engineers performing work for FME or others.
- (c) Recommend changes in this procedure that will improve application of this procedure. These changes should be formally communicated to the Manager, Project Management and Engineering.

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4.5 Manager, Project Management and Engineering

(a) Provide procedures that define the requirements for facility system and component numbering and update those procedures to implement improvements in the procedure.

(b) Provide guidance on implementation of the system, including program interfaces with the various software programs used for component and system information

(c) Progressively implement the component identification system in existing facilities, as facility systems and components are modified. Implement in the remainder of the NCI-Frederick facilities and components, as appropriate.

(d) Periodically audit compliance with the procedure in new and existing facilities

FMEP-P-0250 Exhibits

Exhibit A - Component Numbering Existing Facilities (1 Page)

Exhibit B - Component Numbering of New/Modified Facilities (1 Page)

Exhibit C - System Codes (3 pages)

Exhibit D - Component Codes (8 pages)