

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: AS-BUILT DRAWINGS	FMEP-P-0300B	Rev. No. 2
	Page 1 of 4	

1.0 PURPOSE

(a) To define the requirements for the preparation, review, approval and control of as-built drawings prepared by the Facilities Maintenance and Engineering (FME) organization.

(b) To define the requirements for the review of as-built drawings prepared by a contracted Architect Engineer (A&E).

2.0 GENERAL

2.1 Control of As-built Drawings Using Document Logs

As-built drawings received by FME for review and as-built drawings created by FME are to be controlled in accordance with Section 3.4 of the FME procedure, FMEP-A-0010, Processing of Design and Miscellaneous Documents.

2.2 Definition

An as-built drawing is a drawing that depicts the final installed configuration (physical or functional). The as-built drawing incorporates:

- (a) all of the field mark ups on the issued for construction drawings.
- (b) all design change notices (see procedure number FMEP-P-0320) issued against the construction drawings.
- (c) all approved design change requests (see procedure number FMEP-P-0320) which identify a design document requiring a revision.
- (d) all deficiency reports (see procedure number FMEP-P-0380) which identify a design document requiring a revision.
- (e) the information identified on the modification drawing (see procedure number FMEP-P-0300A).

2.3 Signature and Date Requirements

(a) All signature and dates are to be made using black ink or a grade of lead pencil that allows the signature and date to be reproducible.

(b) "Initials" may be used in lieu of "signature" requirements in this procedure.

2.4 SAIC Review Signature

The SAIC review signature on as-built drawings created by a contracted Architect Engineer DOES NOT CONSTITUTE ACCEPTANCE OR APPROVAL OF DESIGN DETAILS OR MATERIAL SELECTION

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: AS-BUILT DRAWINGS	FMEP-P-0300B	Rev. No. 2
	Page 2 of 4	

IDENTIFIED ON THE DOCUMENT AND DOES NOT RELIEVE THE CREATOR OF THE DOCUMENT FROM FULL COMPLIANCE WITH CONTRACTUAL OBLIGATIONS.

2.5 A&E As-Built Drawing Review

The FME organization will review the as-built drawing provided by the A&E to verify incorporation of:

- (a) all field mark ups to the issued for construction drawing.
- (b) all design change notices issued against the issued for construction drawings.
- (c) all approved design change requests which identify a design document requiring a revision.
- (d) all deficiency reports (see procedure number FMEP-P-0380) which identify a design document requiring a revision.
- (e) the information identified on the modification drawing (see procedure number FMEP-P-0300A).

3.0 PROCEDURE

3.1 Checking

All FME created as-built drawings shall receive an independent check by an individual who has adequate qualifications to have originated the as-built drawing. The Manager of Engineering is responsible for the assignment of checkers.

As-built drawings shall be checked for:

- Correctness and completeness
- Incorporation of all outstanding approved changes
- Incorporation of all field mark ups

The checker, when satisfied that the as-built drawings are correct, shall sign in the appropriate title block location.

3.2 Signature Requirements

(a) The signature requirements of the SAIC personnel signing for an A&E produced as-built drawing are identified below.

Drawn By	Completed by the Architect Engineer
Design Originator	Completed by the Architect Engineer
Checker	Completed by the Architect Engineer

SAIC-Frederick, Inc.
A Division of Science Applications International Corporation

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: AS-BUILT DRAWINGS	FMEP-P-0300B	Rev. No. 2
	Page 3 of 4	

Approver	Completed by the Architect Engineer
Project Manager	Completed by SAIC by signature in the title block.
COTR	Completed by SAIC by signature in the title block.
Manager of Engineering	Completed by SAIC by signature in the title block.

(b) The signature requirements for an FME produced as-built drawing are identified below.

Drawn By	Completed by SAIC
Design Originator	Completed by SAIC
Checker	Completed by SAIC
Approver	Completed by SAIC
Drafting	Completed by SAIC
Project Manager	Completed by SAIC
COTR	Completed by SAIC
Manager of Engineering	Completed by SAIC

3.3 Signature Responsibilities

(a) The responsibilities of those signing for the FME created as-built drawings are identified below:

<u>Title</u>	<u>Responsibility</u>
Drawn By	Signoff indicates as-built drawing is complete, satisfying drafting requirements, and complies with requirements provided by the responsible engineer.
Design Originator	Signoff indicates the as-built drawing reflects the incorporation of field mark ups, design change notices, and design change requests.
Checker	Signoff indicates the as-built drawing is complete.
Approver	See Manager of Engineering below.
Drafting	Signoff indicates the as-built drawing satisfies the drafting requirements.
Project Manager	Signoff indicates compliance with contract requirements.

