

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: PROCESSING OF ERRORS FOUND IN COMPLETED DESIGN DOCUMENTS	FMEP-P-0310	Rev. No. 0
	Page 1 of 3	

1.0 PURPOSE

To provide for the review processing of technical errors found in completed Facilities Maintenance and Engineering (FME) design documents, including Architect Engineering (A&E) or Contractor generated documents.

This procedure does NOT apply to documents that are in process or in the review stages of a project.

2.0 GENERAL

This procedure applies to FME personnel who become aware of technical errors in design documents after the documents have been issued for use. Such errors must be processed in accordance with this procedure.

Errors may be identified through various activities, e.g.,

- Review of a Request for Information document
- Design Change Notice
- Design Change Request
- Supplier surveillance activities
- Constructor surveillance activities
- Quality surveillance, monitoring or audits
- Manager of Engineering reviews
- External reviews
- Found by FME personnel during routine activities

2.1 Technical Error Categories

Technical errors are classified as follows:

Level 1 Minor Error

An error or deviation that, based solely upon inspection or engineering judgement, can be readily ascertained as not a violation of applicable Code, Standard, or design criteria and which does not adversely affect safety or operation.

Level 1 errors are considered insignificant and not generic.

Level 2 Significant Error

An error or deviation that, based solely upon inspection and engineering judgement, cannot, without additional review, analysis, or calculations, be determined not to have adverse safety consequences.

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: PROCESSING OF ERRORS FOUND IN COMPLETED DESIGN DOCUMENTS	FMEP-P-0310	Rev. No. 0
	Page 2 of 3	

Level 3 Serious Error

An error or deviation that potentially violates an applicable Code, Standard, or established design criteria and which creates either potentially serious safety consequences or a substantial technical impact.

2.2 Definitions

Completed Design Document - A design document that has been issued for use, i.e., Revision 0 or higher.

Generic Errors - Level 2 or Level 3 technical errors detected on a work order which, based on the review as set forth in Sections 3.0 below, are determined to be applicable to other work orders. Examples of generic errors are those related to criteria, methodology, or departures from technical requirements, which are common to other work orders. Generic errors are not intended to include design evolution, subsequent changes to Codes, Standards, design criteria, or the state-of-the-art issues.

Remedial Action - Action taken to correct the specific error only.

Corrective Action - Remedial action plus additional action to determine the root cause and extent of the problem, and implementation of appropriate action to preclude recurrence.

3.0 PROCEDURE

3.1 When FME personnel become aware of a technical error, it shall be brought to the attention of the Lead Engineer for the Scope of Work and the Manager of Engineering. If the Manager of Engineering confirms that the error is a Level 1 error, initiation of an Engineering Error Report (EER) (Exhibit A) is not required. However, remedial action shall be taken, as appropriate.

3.2 Errors, which are confirmed by the Manager of Engineering as a Level 2 or 3, shall be documented on an EER. The Lead Engineer for the Scope of Work shall complete the EER by indicating the remedial and/or corrective action(s) taken, and obtain the signature of the Manager of Engineering. The EER shall receive sequential numbers and be filed in the EER file.

A Lessons Learned shall be generated, as applicable, in accordance with procedure number, FMEP-P-0070, Lessons Learned.

Note: The Project Manager is to be informed of the error discovery and the subsequent actions.

3.3 Distribution

Distribute all EERs to:

- Lead Engineer for the Scope of Work
SAIC FREDERICK
A Division of Science Applications International Corporation

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: PROCESSING OF ERRORS FOUND IN COMPLETED DESIGN DOCUMENTS	FMEP-P-0310	Rev. No. 0
	Page 3 of 3	

- Project Manager
- Manager of Engineering
- Manager of Quality Assurance

FMEP-P-0310 Exhibits

Exhibit A-Engineering Error Report (1page)