1.0 PURPOSE

(a) To define the requirements for the preparation, review, approval and control of a Design Change Notice, initiated by the Facilities Maintenance and Engineering (FME) organization, which will be used to change an existing document.

(b) To define the requirements for the review, approval, and control of a Design Change Notice, prepared by a contracted Architect Engineer (A&E), which will be used to change an existing document.

(c) To define the requirements for the review, approval, and control of a Design Change Request, prepared by a contracted Constructor, which is requesting approval of a change to an existing document from the Facilities Maintenance and Engineering (FME) organization

(d) To define the requirements for the review, approval, and control of a Design Change Request, prepared by a contracted Constructor, which is requesting approval of a change to an existing document from a contracted Architect Engineer (A&E).

(e) To define the requirements for the review, approval, and control of a Design Change Request, prepared by the SAIC Operations and Maintenance department, which is requesting approval of a change to an existing document from the Facilities Maintenance and Engineering (FME) organization.

(f) To define the requirements for the review, approval, and control of a Design Change Request, prepared by the SAIC Operations and Maintenance department, which is requesting approval, from the Facilities Maintenance and Engineering (FME) organization, to a change that has been made to an existing building/structure/facility.

2.0 GENERAL

2.1 Control of Design Change Notices/ Design Change Requests Using Document Logs

Design Change Notices/ Design Change Requests received by FME for review and approval, and Design Change Notices which are prepared, reviewed, and approved by FME for use, 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 Definitions

Design Change Notice-a document that is normally placed on an 8 1/2” x 11” format which identifies a change to an existing document.

Design Change Request-a document that is normally placed on an 81/2” x 11” format which:

(a) Requests a change to an existing document.

(b) Identifies a change to an existing building/structure/facility.

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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 reproduced.

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

2.4 Creation

(a) Each Design Change Notice/ Design Change Request can only be created for one design document.

(b) A Design Change Notice/ Design Change Request can only be issued against a document, which has a revision level of Revision 0, or beyond.

3.0 PROCEDURE

3.1 Design Change Notices Issued by FME to Change an Existing Document

3.1.1 Preparation

The Design Change Notice can be prepared by:

(a) Identifying the changes on the 8 1/2" x 11" Design Change Notice form (Exhibit A). When this method is used, the Design Change Notice form is to show the "BEFORE" and "AFTER" configuration. Changes from the "BEFORE" to the "AFTER" configuration are to be circled.

(b) Attaching a full size document as Sheet 2 to the Design Change Notice form. When this method is used, the 1st page of the Design Change Notice is to identify the attached page 2 document.

3.1.2 Information

The information required on a Design Change Notice form is identified in Exhibit A.

3.1.3 Numbering

Design Change Notices are to be numbered sequentially starting at 1.

3.1.4 Checking

All FME created Design Change Notices shall receive an independent check by an individual who has adequate qualifications to have originated the Design Change Notice. The Manager of Engineering is responsible for the assignment of checkers.

Design Change Notices shall be checked for:

Correctness, completeness, and freedom from interference
Conformance to design criteria
Compliance with applicable codes
Constructibility, operability, and maintainability, as applicable

The checker, when satisfied that the changes are correct, shall sign in the appropriate title block location.

3.1.5 Coordination

The originator shall determine the necessity for the coordination of the Design Change Notice. Individuals reviewing the Design Change Notice are responsible for evaluating and reviewing the items pertinent to his/her area of technical responsibility, initialing, and returning the comments to the originating engineer.

3.1.6 Signature Requirements

The signature requirements for the FME produced Design Change Notices are identified in Exhibit A.

3.1.7 Signature Responsibilities

The responsibilities of those signing for the FME created Design Change Notices are identified below:

Title	Responsibility
Originator	Signoff indicates that the Design Change Notice reflects the intended design and the applicable design criteria.
Checker	Signoff indicates that the Design Change Notice is complete, meets the applicable design criteria, and is in compliance with this procedure.
Approver	See Manager of Engineering below.
Project Manager	Signoff indicates compliance with contract requirements
Coordinators	Signature, if applicable, indicates that the document reflects the intended design and the applicable design criteria for their area of responsibility.
Contracting Officers Technical Representative	Signoff, if applicable, indicates constructional review of the Design Change Notice.

Manager of Engineering — Signoff indicates:

(a) All signoffs have been completed.
(b) Conformance to procedural requirements .
(b) Release of the Design Change Notice.

3.1.8 Contractual Issues

If issuance of the Design Change Notice has any impact on costs or schedules, the appropriate change process shall be followed (e.g. Trend, Request for Proposal (RFP), Contract Change Notice, etc.).

3.2 Design Change Notices Issued by an A&E to Change an Existing Document and a Review Performed by SAIC

3.2.1 SAIC Review Signature

The SAIC review signature on a Design Change Notice created by a contracted Architect Engineer DOES NOT CONSTITUTE ACCEPTANCE OR APPROVAL OF DESIGN DETAILS OR MATERIAL SELECTION IDENTIFIED ON THE DOCUMENT AND DOES NOT RELIEVE THE CREATOR OF THE DOCUMENT FROM FULL COMPLIANCE WITH CONTRACTUAL OBLIGATIONS.

3.2.2 A&E Document Review by SAIC

Refer to the FME procedure number FMEP-P-0340, Review of Architect Engineering Documents, for document review considerations.

3.2.3 Preparation

The Design Change Notice can be prepared by:

(b) Identifying the changes on the 8 1/2" x 11" Design Change Notice form (Exhibit B). When this method is used, the Design Change Notice form is to show the "BEFORE" and "AFTER" configuration. Changes from the "BEFORE" to the "AFTER" configuration are to be circled.

(b) Attaching a full size document as Sheet 2 to the Design Change Notice. When this method is used, the 1st page of the Design Change Notice is to identify the attached page 2 document.

3.2.4 Information

The information required on a Design Change Notice form is identified in Exhibit B.

3.2.5 Numbering

Design Change Notices are to be numbered sequentially starting at 1.

3.2.6 Coordination

The Lead Engineer for the Scope of Work will review the submitted Design Change Notice and determine the necessity for the coordination of the Design Change Notice. Individuals reviewing the Design Change Notice are responsible for evaluating and reviewing the items pertinent to his/her area of technical responsibility, initialing, and returning the comments to the Lead Engineer.

3.2.7 Signature Requirements

The SAIC signature requirements for the A&E produced Design Change Notice are identified in Exhibit B.

3.2.8 Signature Responsibilities

The SAIC responsibilities of those signing for the A&E created Design Change Notices are identified below:

Title	Responsibility
Project Manager	Signoff indicates compliance with contract requirements
Coordinators	Signature indicates that the drawing has been reviewed in accordance with the requirements of procedure number FMEP-P-0340, Review of Architect Engineering Documents, for their area of responsibility. The Lead Engineer will also initial in this area.
Contracting Officers Technical Representative	Signoff, if applicable, indicates constructional review of the Design Change Notice.
Manager of Engineering	Signoff indicates: (a) All signoffs have been completed. (b) Conformance to procedural requirements. (c) Release of the Design Change Notice.

3.2.9 Contractual Issues

If issuance of the Design Change Notice has any impact on costs or schedules, the appropriate change process shall be followed (e.g. Trend, Request for Proposal (RFP), Contract Change Notice, etc.).

3.3 Design Change Request Issued by a Constructor Requesting SAIC Approval of a Change to an Existing Document

3.3.1 Preparation

The Design Change Request can be prepared by:

(a) Identifying the requested change on the 81/2" x 11" Design Change Request form (Exhibit C). When this method is used, the Design Change Request form is to show the "BEFORE" and "AFTER" configuration. Changes from the "BEFORE" to the "AFTER" configuration are to be circled.

(b) Attaching a full size document as Sheet 2 to the Design Change Request . When this method is used, the 1st page of the Design Change Request is to identify the attached page 2 document.

3.3.2 Information

The information required on a Design Change Request form is identified in Exhibit C.

3.3.3 Numbering

Design Change Requests are to be numbered sequentially starting at 1.

3.3.4 Coordination

The Lead Engineer will review the submitted Design Change Request and determine the necessity for the coordination of the Design Change Request. Individuals reviewing the Design Change Request are responsible for evaluating and reviewing the items pertinent to his/her area of technical responsibility, initialing, and returning the comments to the Discipline Engineer for the Scope of Work .

3.3.5 SAIC Disposition of the Design Change Request.

The discipline engineer will perform the below listed functions related to the Design Change Request.

(a) Request additional information, if required, prior to processing the request

(b) Propose an alternate design change, if appropriate.

(c) Determine the disposition of the request as follows:

1. Approve the request as is, document the justification, and indicate if a document requires a revision.

2. Approve the request with comments, document the justification, and indicate if a document requires a revision.

3. Disapprove the request and document the reason for disapproval.

3.3.6 Signature Requirements

The SAIC signature requirements for the Constructor produced Design Change Request are identified in Exhibit C.

3.3.7 Signature Responsibilities

The SAIC responsibilities of those signing for the Constructor produced Design Change Requests are identified below:

Title	Responsibility
Lead Engineer	Signoff indicates that the review of the Design Change Request has been completed, including the technical justification for the approval or the reason for disapproval.
Checker	Signoff indicates confirmation of Design Change Request acceptability or the reason for disapproval of the disposition.
Approver	See Manager of Engineering below.
Project Manager	Signoff indicates compliance with contract requirements
Coordinators	Signature indicates that the document reflects the intended design and the applicable design criteria for their area of responsibility.
Contracting Officers Technical Representative	Signoff, if applicable, indicates constructional review of the Design Change Request
Manager of Engineering	Signoff indicates: (a) All signoffs have been completed. (b) Conformance to procedural requirements. (c) Release of the Design Change Request.

3.3.8 Contractual Issues

If issuance of the Design Change Request has any impact on costs or schedules, the appropriate change process shall be followed (e.g. Trend, Request for Proposal (RFP), Contract Change Notice, etc.).

3.4 Design Change Request Issued by a Constructor Requesting an A&E Approval of a Change to an Existing Document and a Review Performed by SAIC

3.4.1 SAIC Review Signature

The SAIC review signature on a Design Change Request dispositioned by a contracted Architect Engineer DOES NOT CONSTITUTE ACCEPTANCE OR APPROVAL OF DESIGN DETAILS OR MATERIAL SELECTION IDENTIFIED ON THE DOCUMENT AND DOES NOT RELIEVE THE CREATOR OF THE DOCUMENT FROM FULL COMPLIANCE WITH CONTRACTUAL OBLIGATIONS.

3.4.2 A&E Document Review by SAIC

Refer to the FME procedure number FMEP-P-0340, Review of Architect Engineering Documents, for document review considerations.

3.4.3 Preparation

The Design Change Request can be prepared by:

(a) Identifying the requested change on the 81/2" x 11" Design Change Request form (Exhibit D). When this method is used, the Design Change Request form is to show the "BEFORE" and "AFTER" configuration. Changes from the "BEFORE" to the "AFTER" configuration are to be circled.

(b) Attaching a full size document as Sheet 2 to the Design Change Request . When this method is used, the 1st page of the Design Change Request is to identify the attached page 2 document.

3.4.4 Information

The information required on a Design Change Request form is identified in Exhibit D.

3.4.5 Numbering

Design Change Requests are to be numbered sequentially starting at 1.

3.4.6 Architect Engineer Disposition of the Design Change Request.

Refer to Section 3.3.5 of this procedure.

3.4.7 Coordination

The Lead Engineer for the Scope of Work will review the submitted Design Change Request and determine the necessity for the coordination of the Design Change Request. Individuals reviewing the Design Change Request are responsible for evaluating and reviewing the items pertinent to his/her area of technical responsibility, initialing, and returning the comments to the Lead Engineer for the Scope of Work .

3.4.8 Signature Requirements

The SAIC signature requirements for the Constructor created Design Change Request which has been dispositioned by the A&E are identified in Exhibit D.

3.4.9 Signature Responsibilities

The SAIC responsibilities of those signing for the Constructor created Design Change Request which has been dispositioned by the A&E are identified below:

Title	Responsibility
Project Manager	Signoff indicates compliance with contract requirements
Coordinators	Signature indicates that the drawing has been reviewed in accordance with the requirements of procedure number FMEP-P-0340, Review of Architect Engineering Documents, for their area of responsibility. The Lead Engineer for the Scope of Work will also initial in this area.
Contracting Officers Technical Representative	Signoff, if applicable, indicates constructional review of the Design Change Request
Manager of Engineering	Signoff indicates: (a) All signoffs have been completed. (b) Conformance to procedural requirements. (c) Release of the Design Change request.

3.4.10 Contractual Issues

If issuance of the Design Change Request has any impact on costs or schedules, the appropriate change process shall be followed (e.g. Trend, Request for Proposal (RFP), Contract Change Notice, etc.).

3.5 Design Change Requests Issued by the SAIC Operations and Maintenance Department Requesting FME Approval of a Change to an Existing Document

3.5.1 Preparation

The Design Change Requests can be prepared by:

(a) Identifying the requested change on the 81/2" x 11" Design Change Request form (Exhibit E). When this method is used, the Design Change Request form is to show the "BEFORE" and "AFTER" configuration. Changes from the "BEFORE" to the "AFTER" configuration are to be circled.

(b) Attaching a full size document as Sheet 2 to the Design Change Requests . When this method is used, the 1st page of the DCN is to identify the attached page 2 document.

3.5.2 Information

The information required on a Design Change Request form is identified in Exhibit E.

3.5.3 Numbering

Design Change Requests are to be numbered sequentially starting at 1.

3.5.4 Coordination

The Lead Engineer will review the submitted Design Change Request and determine the necessity for the coordination of the Design Change Request. Individuals reviewing the Design Change Request are responsible for evaluating and reviewing the items pertinent to his/her area of technical responsibility, initialing, and returning the comments to the Discipline Engineer for the Scope of Work .

3.5.5 FME Disposition of the Design Change Requests

The discipline engineer will perform the below listed functions related to the Design Change Request.

(a) Request additional information, if required, prior to processing the request

(b) Propose an alternate design change, if appropriate.

(c) Determine the disposition of the request as follows:

1. Approve the request as is, document the justification, and indicate if a document requires a revision.

2. Approve the request with comments, document the justification, and indicate if a document requires a revision.

3. Disapprove the request and document the reason for disapproval.

3.5.6 Signature Requirements

The FME signature requirements for the SAIC Operations and Maintenance Department produced Design Change Request are identified in Exhibit E.

3.5.7 Signature Responsibilities

The FME responsibilities of those signing for the SAIC Operations and Maintenance Department produced Design Change Request requesting a change to an existing document are identified below:

Title	Responsibility
Lead Engineer	Signoff indicates that the review of the Design Change Request has been completed including the technical justification for the approval or the reason for disapproval.
Checker	Signoff indicates confirmation of Design Change Request acceptability or the reason for disapproval of the disposition.

Approver	See Manager of Engineering below.
Project Manager	Signoff indicates compliance with contract requirements
Coordinators	Signature indicates that the document reflects the intended design and the applicable design criteria for their area of responsibility.
Contracting Officers Technical Representative	Signoff, if applicable, indicates constructional review of the Design Change Request.
Manager of Engineering	Signoff indicates: (a) All signoffs have been completed. (b) Conformance to procedural requirements. (c) Release of the Design Change Request.

3.5.8 Contractual Issues

If issuance of the Design Change Request has any impact on costs or schedules, the appropriate change process shall be followed (e.g. Trend, Request for Proposal (RFP), Contract Change Notice, etc.).

3.6 Design Change Request Issued by the SAIC Operations and Maintenance Department to FME Which Identifies and Documents a Change to an Existing Building/Structure/Facility.

3.6.1 Change Identification and Documentation

Examples of the types of changes which require creation of a Design Change Request are identified below.

(a) A change within a Good Manufacturing Practices (GMP) facility.

(b) A change that would impact the operation of the HVAC system.

(d) A change, had it not been identified, could affect future renovations to a facility. the change would affect system function or could impact system capability, such as providing connections to additional equipment.

3.6.2 Preparation

The Design Change Request can be prepared by:

(a) Identifying the requested change on the 81/2" x 11" Design Change Request form (Exhibit F).

(b) Attaching a full size document as Sheet 2 to the Design Change Request. When this method is used, the 1st page of the Design Change Request is to identify the attached page 2 document.

3.6.3 Information

The information required on a Design Change Request form is identified in Exhibit F.

3.6.4 Numbering

Design Change Requests are to be numbered sequentially starting at 1.

3.6.5 Coordination

The Lead Engineer will review the submitted Design Change Request and determine the necessity for the coordination of the Design Change Request. Individuals reviewing the Design Change Request are responsible for evaluating and reviewing the items pertinent to his/her area of technical responsibility, initialing, and returning the comments to the Discipline Engineer.

3.6.6 FME Disposition of the DCN

The discipline engineer will perform the below listed functions related to the Design Change Request.

(a) Completes all of the information required on the Design Change Request form. See Exhibit F.

(b) Request additional information, if required, prior to processing the change.

(c) Propose an alternate design change, if appropriate.

(d) Determine the disposition of the change as follows:

1. Approve the change as is, document the justification, and indicate if a document requires a revision.

2. Approve the change with comments, document the justification, and indicate if a document requires a revision.

3. Disapprove the change and document the reason for disapproval.

Note: The Operation and Maintenance department will return the change in the field to the previous configuration or to an acceptable configuration. Another Design Change Request will have to be issued, with the original disapproved Design Change Request attached, identifying the change for approval.

3.6.7 Signature Requirements

The FME signature requirements for the SAIC Operations and Maintenance Department produced Design Change Requests which identifies and documents a change to an existing building/structure/facility are identified in Exhibit F.

3.6.8 Signature Responsibilities

The FME responsibilities of those signing for the SAIC Operations and Maintenance Department produced Design Change Request which identifies and documents a change to an existing building/structure/facility are identified below:

Title	Responsibility
Lead Engineer for the Scope of Work	Signoff indicates that the review of the Design Change Request, which identifies and documents a change to an existing building/structure/facility, has been completed including the technical justification for the approval or the reason for disapproval.
Checker	Signoff indicates confirmation of Design Change Request acceptability or the reason for disapproval of the disposition.
Approver	See Manager of Engineering below.
Project Manager	Signoff indicates compliance with contract requirements
Coordinators	Signature indicates that the document reflects the intended design and the applicable design criteria for their area of responsibility.
Contracting Officers Technical Representative	Signoff, if applicable, indicates constructional review of the Design Change Request.
Manager of Engineering	Signoff indicates: (a) All signoffs have been completed. (b) Conformance to procedural requirements. (c) Release of the Design Change Request.

3.6.9 Contractual Issues

If issuance of the Design Change Request has any impact on costs or schedules, the appropriate change process shall be followed (e.g. Trend, Request for Proposal (RFP), Contract Change Notice, etc.).

4.0 CONTROL

4.1 Document Revisions

An issued Design Change Notice/ Design Change Request shall not be revised. A Design Change Notice/ Design Change Request may be cancelled or superseded by the issuance of another Design Change Notice/ Design Change Request.

4.2 Incorporating Design Change Notice/ Design Change Request

All outstanding Design Change Notice/ Design Change Request must be incorporated into the associated documents, by document revision, any time one of the following occurs:

- The document is revised and reissued for any reason.
- Whenever the lack of incorporation could cause misunderstanding by users (e.g., excessive number of outstanding Design Change Notices/ Design Change Requests).
- Job Closeout.

5.0 DISTRIBUTION

(a) Design Change Notices, issued by FME or the A&E, which affect a contract, are to be forwarded to the contract specialist.

(b) All Design Change Requests, issued by the constructor or the SAIC Operations and Maintenance Department , which affect a contract, are to be forwarded to the contract specialist.

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FMEP-P-0320 Exhibits

Exhibit A- Design Change Notices Created By FME (2 Pages)

Exhibit B- Design Change Notices Submitted by the Architect Engineer for SAIC Review (2 Pages)

Exhibit C- Design Change Requests Issued By a Constructor Requesting SAIC Approval of a Change to an Existing Document (2 Pages)

Exhibit D- Design Change Requests Issued By a Constructor Requesting A&E Approval of a Change to an Existing Document (2 Pages)

Exhibit E- Design Change Requests Issued by the SAIC Operations and Maintenance Department Requesting FME Approval of a Change to an Existing Document (2 Pages)

Exhibit F- Design Change Requests Issued by the SAIC Operations and Maintenance Department Identifying and Documenting a Change to an Existing Building/Structure/Facility and Requesting FME Approval of the Change (2 Pages)