

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: REVIEW OF ARCHITECT ENGINEERING DOCUMENTS	FMEP-P-0340	Rev. No. 1
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1.0 PURPOSE

To provide guidance for the review, by Facilities Maintenance and Engineering (FME), of design documents submitted by a contracted Architect Engineer (A&E).

2.0 GENERAL

2.1 Incoming Architect Engineering Documents

(a) Incoming Architect Engineering documents are received by the Project Manager who will forward the Architect Engineering documents for recording in the document control log. A copy of the documents received from the Architect Engineer shall be placed into the project files.

(b) After the Architect Engineering documents have been entered in the document log, the Project Manager will forward the Architect Engineering documents to the Lead Engineer.

2.2 Lead Engineer for the Scope of Work

The Lead Engineer will assure that a review of the Architect Engineering documents should consider, as a minimum, the items listed in Section 2.3.

2.3 Review Criteria

(a) Do the documents reflect the A&E expectations identified in General Specification GS-04, A&E Expectations?

(b) Do the documents reflect the Scope of Work?

(c) Are there any obvious omissions in the documents being reviewed?

(d) Are there obvious mistakes in the documents being reviewed?

(e) Are there any interference issues with the documents being reviewed?

Note: The familiarity/confidence that the reviewer has with the Architect Engineer will establish the depth of the review of the A&E documents.

2.4 Outgoing Architect Engineering Documents

After completion of the review of the incoming Architect Engineering documents, the document log will indicate that the review of the incoming Architect Engineering document has been completed and that the reviewed documents were forwarded back to the Architect Engineer. A copy of the FME reviewed A&E documents is to be placed into the project files.

2.5 SAIC Review Signature

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The SAIC review signature on documents 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.

3.0 PROCEDURE

3.1 Lead Engineer

The Lead Engineer will perform the following functions upon receipt of the Architect Engineering documents.

(a) Review the incoming Architect Engineering documents and determine which groups/individuals are to be involved in the coordination of the review of the Architect Engineering documents.

(b) Forward the Architect Engineering documents to the groups/individuals identified requesting that the review be completed by a defined date and that comments to the documents are identified on a comment form.

Note: In addition to the comment being identified in writing, the comment information can also be identified on the specific document being reviewed.

(c) Perform a review of the comments, which have been received from the coordinating groups/individuals.

(d) Establish a comment resolution meeting, as required, to obtain an agreement on the comments, which are to be forwarded to the Architect Engineer for resolution.

(e) Forward the comments to the Architect Engineer.

(f) Assure that the document log reflects the forwarding of comments back to the Architect Engineer.

(g) Resolve the comments forwarded to the Architect Engineer with the Architect Engineer, as required.

3.2 Coordinating Groups/Individuals

The coordinating groups/individuals are to perform the following functions upon receipt of the Architect Engineering documents from the Lead Engineer.

(a) Review the Architect Engineering documents in accordance with the review criteria identified in Section 2.3.

(b) Document the comments in writing on the comment form.

Note: In addition to the comment being identified in writing, the comment information can also be identified on the specific document being reviewed.

(c) Forward the comments to the Lead Engineer.

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(d) Attend the comment resolution meeting, as required.