

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: EVALUATION OF QUALITY MANAGEMENT SYSTEM DOCUMENTS	FMEP-P-0370	Rev. No 1
	Page 1 of 1	

1.0 PURPOSE

To define the method for evaluating and approving quality management system documents.

2.0 GENERAL

This procedure is applicable to the Facilities Maintenance and Engineering (FME) responsibility during the bid for determining the capability of the submitted quality management system documents to meet the requirements specified in the procurement/construction services documents. This procedure applies when approved quality management system documents are required.

Possession of the appropriate ISO Certification issued by an ISO Certification Agency constitutes an acceptable minimum requirement for quality system review. Suitable evidence of the ISO Certification shall be obtained.

When utilizing Exhibit B, the term supplier is used to identify all entities for which the review is being performed.

PROCEDURE

3.1 Prior to Award

Before a order is granted, FME is responsible for determining if the submitted quality management system documents are capable of meeting the specified requirements.

3.1.1 Evaluation of the Quality Management System Documents

Upon receipt of the proposed quality management system document(s), the responsible engineer or evaluation team shall assure that an evaluation of the quality management system documents is performed. The responsible engineer or evaluation team may either evaluate the submitted quality management system documents or forward them to the Quality Manager for review. The review is to be performed using the Quality Management System Documents Review Checklist shown in Exhibit B. The results of the review shall be documented using the Quality Management System Evaluation Checklist (Exhibit A). Quality management system documents evaluated by the responsible engineer or evaluation team shall be approved by the Manager of Engineering.

If the quality management system documents do not meet the specified requirements, then the quality management system documents must be revised and resubmitted to FME prior to award, unless a statement of justification, approved by the Manager of Engineering, is included in the bid analysis.

FMEP-P-0370 Exhibit

Exhibit A -Quality Management System Documents Evaluation Checklist (1 Page)

Exhibit B –Quality Management System Documents Review Checklist (11 Pages)