

<b>FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE</b>	
<b>Subject:</b>	FMEP-P-0380
<b>DEFICIENCY REPORTS (DR's)</b>	Rev. No. 1      Page 1 of 4

1.0 PURPOSE

(a) To define the requirements for the issuance, control and disposition of a Deficiency Report prepared by a contractor or the Contracting Officers Technical Representative (COTR) or Facilities Maintenance and Engineering (FME) personnel, which is received by the Science Applications International Corporation Frederick (SAIC-F) for disposition.

2.0 GENERAL

The Deficiency Report (Exhibit A) is used to document and disposition all items, which have been completed, inspected and discovered to deviate from the contract or code requirements.

The method of correcting or resolving a deficiency must conform to one of three disposition classifications: repair, reject, or use-as-is. SAIC-F reserves the right of final disposition of any item. The Architect Engineering (A&E) of record may be consulted for a recommendation on a disposition. Any SAIC-F or A&E use-as-is or repair disposition must be accompanied by a justification for the recommendation (i.e. calculation, reference, rationale for engineering judgment, appropriate credit to allow, etc.) as applicable.

All DR's shall be resolved prior to final acceptance.

2.1 Control of Deficiency Reports Using Document Logs

Deficiency Reports received by SAIC-F for disposition are to be controlled in accordance with the FME procedure, FMEP-A-0010, Processing of Design and Miscellaneous Documents.

2.2 Deficiency Report Processing

Each Deficiency Report shall be given a disposition, which provides direction to correct or resolve a deficient condition.

A Deficiency Report shall be dispositioned in one of the three (3) ways:

1. Repair – The process by which a deficient item is made to conform to the specified requirements.

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2. Reject – A disposition, which provides that the item is unsuitable for the intended use and that it is physically and economically not practical to repair or rework the item.

3. Use-As-Is – A disposition which may be imposed for a deficiency when it has been established that the deficiency will result in no adverse conditions, and that the item under consideration will continue to meet code requirements, and all applicable engineering functional requirements, including performance, maintainability, fit and safety. Note this disposition may warrant a reduction in the contract amount.

### 2.3 Signature and Date Requirements

- (a) All signatures and dates are to be made using black ink legibly that allows the signature and date to be clearly reproduced.
- (b) “Initials” may be used in lieu of “signature” requirements in this procedure for all persons except for the individual making the recommended disposition.

### 2.4 Creation

- (a) A separate Deficiency Report shall be created for each deficient item of installed work.

## 3.0 PROCEDURE

3.1 A Deficiency Report issued as outlined above, shall be processed as follows

### 3.1.1 Preparation

The Deficiency Report (Exhibit A) shall be prepared by:

- (a) The person identifying the deficient item on the Deficiency Report (Exhibit A).
- (b) The preparer should generally propose a recommended disposition, for the deficient item.
- (c) All blocks on the DR should be completed. Use N/A as appropriate when there is no entry for a particular block.

### 3.1.2 Information

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The information required on the Deficiency Report form is identified in Exhibit A.

### 3.1.3 Numbering

After the DR has been completed it shall be given to the Project Manager's Secretary who will assign a number and log the DR report into DR log in the Work Order file for that project and give it to the appropriate Project Manager. Deficiency Reports are to be numbered sequentially starting at 1 for each work order.

### 3.1.4 Coordination

The Project Manager will give the DR to the Lead Engineer for the project who will review and determine the necessity for coordination of other disciplines. Individuals reviewing the DR are responsible for evaluating and reviewing the items pertinent to their area of technical responsibility, initialing, and returning the comments to the Lead Engineer.

### 3.1.5 SAIC-F Disposition of the Deficiency Report

The Lead Engineer will perform the below listed functions related to the DR.

- (a) Request additional information, as required, prior to processing the DR.
- (b) Determine the disposition of the DR, refer to Section 2.2
  1. Document the justification for "use-as-is" or "repair" recommendations (Refer to Section 2.0).
  2. Indicate if a document requires a revision.
  3. Validate that the proposed contract reduction appears reasonable for repair or "use as is" dispositions.

### 3.1.6 Signature Requirements and Signatory's Responsibilities

The SAIC-F responsibilities of those signing for the DR are identified below:

<u>Title</u>	<u>Responsibility</u>
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- |                                |                                                                                                                                                                                                                             |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Lead Engineer for the project. | Signoff indicates that the review of the Deficiency Report has been completed, including the justification.                                                                                                                 |
| Checker (PM or COTR)           | Signature indicates confirmation of Deficiency Report acceptability or the reason for rejection.                                                                                                                            |
| ALS (Contracting Officer)      | Concurrence on contract price adjustment.                                                                                                                                                                                   |
| Manager of Engineering         | Signoff indicates: <ul style="list-style-type: none"> <li>(a) All signoffs have been completed</li> <li>(b) Conformance to procedural requirements</li> <li>(c) Approval of the Deficiency Report for execution.</li> </ul> |

### 3.1.7 SAIC-F Review Signature on AE prepared DR's

The SAIC-F review signature on a Deficiency Report arranged by a contracted Architect/Engineer, constitutes acceptance of design details and material selection identified on the document, but does not relieve the originator from full compliance with contractual obligations.

### 4.0 Document Control

An issued DR shall not be revised. A DR may be cancelled or superseded by the issuance of another DR.

### 5.0 ACCEPTANCE

The work performed as a result of the issuance of a DR shall be reviewed for acceptance once the item has been completed.

### 6.0 Distribution

The DR is to be forwarded to the initiator, to the contractor, to Construction Contracts, to the project file and to the A&E if applicable.