

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: REVIEW OF SUPPLIER ENGINEERING AND QUALITY VERIFICATION DOCUMENTS	FMEP-P-0410	Rev. No. 0
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1.0 PURPOSE

To provide guidelines for the technical review of supplier engineering and quality verification documents.

2.0 GENERAL

2.1 Responsibility

The supplier shall retain full responsibility for the product's performance and for the design in accordance with the terms of the contract documents and/or the warranty. No action or lack thereof by reviewers of supplier documents shall reduce or relieve the supplier of any responsibilities. The review process of the supplier's documents shall not be used as a mechanism to change the contract requirements. In the event that it becomes apparent that a change in contract requirements is needed, the appropriate change order process is to be initiated.

2.2 Review Cycle

The review cycle of supplier documents consists of an interface between several organizations. The information below defines the interface relationship.

Case 1-Facilities Maintenance and Engineering (FME) initiates the action for supplier equipment and the design responsibility is FME.

Case 2- Facilities Maintenance and Engineering (FME) initiates the action for supplier equipment and the design responsibility is with a contracted Architect Engineer.

Case 3- The constructor initiates the action for supplier equipment and the design responsibility is with a contracted Architect Engineer selected by the constructor.

Case 4- The constructor initiates the action for supplier equipment and the design responsibility is with a contracted Architect Engineer selected by FME.

Case 5- The constructor initiates the action for supplier equipment and the design responsibility is with FME.

3.0 PROCEDURE

3.1 Processing

For Cases 1 through 5 above, supplier documents shall be logged, processed, and controlled, by FME document control, in accordance with existing procedures.

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3.2 Review of Documents

Case 1-The Lead Engineer for the Scope of Work is responsible for determining the group/individuals who will be involved in the review of the documents submitted by the supplier. Administration will record the document in the document log, place the status stamp on the documents, place a copy in the project files, and distribute the documents to the individuals as determined by the Lead Engineer for the Scope of Work. Each reviewer will indicate, from the standpoint of his or her discipline or responsibility, whether or not the document is acceptable. Reviewers of the supplier documents shall note their comments (if any), sign and date the status stamp, and forward the document to administration for placement in the document log, copy to the project files, and return to the supplier. See Exhibit B.

Case 2- The Lead Engineer for the Scope of Work is responsible for determining the Architect Engineer, and group/individuals who will be involved in the review of the documents submitted by the supplier. Administration will record the document in the document log, place the status stamp on the documents, place a copy in the project files, and distribute the documents to the Architect Engineer, and groups/individuals, as determined by the Lead Engineer for the Scope of Work. Each reviewer will indicate, from the standpoint of his or her discipline or responsibility, whether or not the document is acceptable. Reviewers of the supplier documents shall note their comments (if any), including the comments from the Architect Engineer, sign and date the status stamp, and forward the document to administration for placement in the document log, copy to the project files, and return to the supplier. See Exhibit C.

Note: All supplier documents are to be forwarded to the contracted Architect Engineer for review. An exception to submitting the supplier document to the contracted Architect Engineer is by approval of the Manager of Engineering.

Case 3- The constructor is responsible for the contract package and is responsible for the review of the documents submitted by the supplier. The constructor shall forward a copy of the supplier document to the contracted Architect Engineer for review as well as FME. The Lead Engineer for the Scope of Work is responsible for determining the group/individuals who will be involved in the review of the documents submitted by the constructor. Administration will record the document in the document log, place the status stamp on the documents, place a copy in the project files, and distribute the documents to the individuals as determined by the Lead Engineer for the Scope of Work. Each reviewer will indicate, from the standpoint of his or her discipline or responsibility, whether or not the document is acceptable. Reviewers of the supplier documents shall note their comments (if any), including the comments from the Architect Engineer, sign and date the status stamp, and forward the document to administration for placement in the document log, copy to the project files, and return to the constructor. See Exhibit D.

Case 4- The constructor is responsible for the contract package and is responsible for the review of the documents submitted by the supplier. The constructor shall forward a copy of the supplier document to the contracted Architect Engineer for review as well as FME. The Lead Engineer for the Scope of Work is responsible for determining the group/individuals who will be involved in the review of the documents submitted by the constructor. Administration will record the document in the document log, place the status stamp on the documents, place a copy in the project files, and distribute the documents to the individuals as determined by the Lead Engineer for the Scope of Work.

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Each reviewer will indicate, from the standpoint of his or her discipline or responsibility, whether or not the document is acceptable. Reviewers of the supplier documents shall note their comments (if any), including the comments from the Architect Engineer, sign and date the status stamp, and forward the document to administration for placement in the document log, copy to the project files, and return to the constructor. See Exhibit E.

Case 5- The constructor is responsible for the contract package and is responsible for the review of the documents submitted by the supplier. The constructor shall forward a copy of the supplier document to FME for review. The Lead Engineer for the Scope of Work is responsible for determining the group/individuals who will be involved in the review of the documents submitted by the constructor. Administration will record the document in the document log, place the status stamp on the documents, place a copy in the project files, and distribute the documents to the individuals as determined by the Lead Engineer for the Scope of Work. Each reviewer will indicate, from the standpoint of his or her discipline or responsibility, whether or not the document is acceptable. Reviewers of the supplier documents shall note their comments (if any), sign and date the status stamp, and forward the document to administration for placement in the document log, copy to the project files, and return to the constructor. See Exhibit F.

Note: For cases 1 thru 5 above, all supplier documents that related to equipment maintenance and equipment operation, are to be routed to the Operations and Maintenance Department for review and comment during the FME internal coordination process.

Personnel performing technical reviews should determine that equipment and documents satisfy the following requirements, as applicable:

- (a) Conformance to the contract requirements.
- (b) Capability of fulfilling their function in accordance with stated requirements
- (c) Proper identification and marking

Changes to accomplish minor improvements to an already adequate design should be avoided. Normally, it is not necessary to explore in depth the technical performance of internal arrangement of the equipment where this is guaranteed by the manufacturer. The experience of the reviewer should be relied upon to determine the feasibility of the equipment concept and to what extent design calculations, performance curves, etc. must be reviewed.

3.3 Supplier Calculations and Test Results

Supplier calculations or certified laboratory test results are required for some contracts. In such cases, the review will only verify the adequacy of design approach or test results. The actual design responsibility rests with the supplier and, when required, calculations or any test results shall be certified as satisfying specification requirements by the supplier's registered professional engineer.

Verification of calculations or test results should be limited to the methods, or the approach to the calculations, or to the testing. The engineering reviews should not infer acceptance or approval of the results of the analysis.

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When reviewing calculations or test results the reviewer shall:

- (a) Assure that the supplier submittal is in conformance with the contract requirements and that interfaces with other work are compatible and complete
- (b) Evaluate the assumptions and input data and ascertain that the design bases are consistent with existing criteria and that appropriate calculations have been made
- (c) Review supplier calculations only to the extent needed to determine that they are sufficiently comprehensive
- (d) Evaluate testing techniques and review results if the supplier is qualifying equipment by test.

3.4 Supplier Document Status

The reviewer shall use judgement in assigning the supplier document status.

After completion of the review, the reviewer shall:

- (a) Indicate the review status on the supplier document status stamp (Exhibit A)
- (b) Sign and date the supplier document status stamp
- (c) Forward the reviewed supplier document with the signed document status stamp to FME document control.

FMEP-P-0410 Exhibits

Exhibit A-Supplier Document Review Status Form/Stamp (1 page)

Exhibit B-Flow Chart for Case 1 (1 page)

Exhibit C-Flow Chart for Case 2 (1 page)

Exhibit D-Flow Chart for Case 3 (1 page)

Exhibit E-Flow Chart for Case 4 (1 page)

Exhibit F-Flow Chart for Case 5 (1 page)