

<b>FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE</b>		
<b>Subject:</b>  <b>PROCESSING OF SUPPLIER DEVIATION REQUESTS</b>	FMEP-P-0460	Rev. No. 02
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1.0 PURPOSE

Define the actions required when a supplier submits a deviation from the contract document requirements.

Contract requirements are as follows:

- Contract costs (materials or installation)
- Contract scope.
- Contract schedule.

This procedure does not apply to “Or Equal” vendor requested changes nor does it apply to changes proposed at the time of contract award.

This procedure does not address Value Engineering.

2.0 GENERAL

2.1 Discussion

This procedure applies to the purchase of equipment and/or materials. It applies to all suppliers, subcontractors, and any lower-tier suppliers. It covers deviations from contract documents, which establish design and quality or logistical control requirements.

Generally, FME should not approve deviation requests; requesting a design or material change that would not have been acceptable at the time of award, unless there is a significant advantage in terms of cost/schedule or performance..

The acceptance or rejection of supplier deviation requests is FME’s prerogative. Acceptance of the deviation by FME does not relieve the supplier from responsibility for the accuracy, adequacy, or suitability of the item or service being provided as defined in the contract documents, nor does it constitute waiver of the right to renegotiate the terms of the contract documents.

Items that affect project costs should be reviewed with the End-user (funding source) to establish value to the customer.

2.2 Definition of a Deviation

A deviation is a departure from the requirements of the contract documents that the supplier proposes to incorporate in the completed item or service. Examples of contract documents include, but are not limited to, contracts, specifications, drawings, data sheets, and any supplier documents, which require FME’s review.

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### 3.0 PROCEDURE

#### 3.1 Invoking Requirement to Submit Deviation Requests

Each supplier shall be required, by the contract documents, to identify and promptly document all deviations from the requirements of the contract documents. In addition, the supplier shall be required to describe the recommended disposition based on appropriate analysis. Submittal of requests for deviations from lower-tier suppliers shall be through the prime supplier to FME.

#### 3.2 Processing of Deviations

##### 3.2.1 FME Document Control

- (a) Receives the "deviation" and processes as correspondence in accordance with existing procedures.
- (b) Transmits the deviation to the Project Manager.

##### 3.2.2 Project Manager

Reviews the deviation and forwards the deviation to the Lead Engineer for action.

##### 3.2.3 The Lead Engineer

- (a) Reviews the deviation request and any accompanying justification for acceptability and evaluates the cost and schedule impact of the proposed change.

The review should include:

- 1) Operator / building occupant safety.
- 2) Specific End-user requirements.
- 3) Evaluation of an interface change including impacts on other suppliers.
- 4) Maintenance Warehouse standard stock compatibility for consumables and routine replacement parts.
- 5) Supplier aftermarket support for spare parts and maintenance.
- 6) Equipment functional effectiveness and reliability.
- 7) Project budget.
- 8) Expected life of equipment, system or facilities.
- 9) Design drawing As-Built drafting / engineering man-hours.
- 10) Additional training costs.
- 11) Life-cycle cost if justified.

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This review should specifically ascertain if acceptance of the deviation request would also require:

- Revision, addendum or sketches to a FME document such as a drawing or a specification.
- All affected Suppliers to make changes on their engineering documents to reflect changed conditions and to resubmit engineering documents for FME review.

(b) Coordinates the deviation request and proposed disposition with other engineering groups, and EHS as appropriate, as well as with ALS and the End-user to determine the impact on the contract documents.

(c) Generates correspondence to the supplier indicating the FME disposition with applicable justification and supporting material, including any required supplier re-submittals as well as any FME documents requiring a change.

(d) Forward the letter and the deviation request to the Project Manager.

#### 3.2.4 The Project Manager

- (a) Endorses the letter to the Supplier.
- (b) Ensures that revisions to affected documents are processed to support the deviation disposition.
- (c) Forwards the letter to FME Document Control.

Note: Engineering action items are to be tracked by the Project Manager for close out.

#### 3.2.5 Manager of Engineering

The Manager of Engineering shall have final Authority of the FME disposition

#### 3.2.6 FME Document Control

- (a) Transmits a copy of the letter with applicable attachments to Acquisition and Logistical Services..
- (b) Distributes copies of the letter and attachments as appropriate.

Note: Acquisition and Logistical Services (ALS) must issue any correspondence which modifies the contract requirements.