

<b>FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE</b>		
<b>Subject:</b>  <b>SPECIFICATIONS</b>	FMEP-P-0400	Rev. No. 1
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1.0 PURPOSE

To define the Facilities Maintenance and Engineering (FME) requirements for the preparation, review, approval, and control of specifications.

2.0 GENERAL

This procedure is to be used for all specifications created by the FME Department.

3.0 PROCEDURE

3.1 Specification Numbering

Specifications are to be numbered in accordance with the Facilities Maintenance and Engineering Procedure FMEP-P-0240, Document Numbering.

3.2 Specification Cover Sheet

The specifications cover sheet and the specification continuation sheets are shown in Exhibit A

3.3 Specification Format

The specification format is identified below. Refer to the Construction Specification Institute "Section Format" for additional guidance.

3.3.1 General Specification (GS)- see Exhibit B

3.3.2 Standard Specification (SS)- see Exhibit C

3.3.3 Project Specification (PS) for purchase purposes-See Exhibit C

3.3.4 Project Specification (PS) for Contractor use-See Exhibit D

3.4 Use of Standard Specifications

Standard Specifications can be utilized as listed below.

- (a) The Standard Specification can be used as a stand-alone document.
- (b) The Standard Specification can be referenced in a Project Specification as an attachment.
- (c) The appropriate information contained in the Standard Specification can be placed into the body of a Project Specification.

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### 3.5 Preparation

In developing a specification, the following items are to be considered:

- (a) Design criteria and system or structure functional requirements.
- (b) Applicable versions of codes and standards.
- (c) Acceptance criteria.
- (d) The need for design analysis as a basis for the specification requirements. Examples are physics, stress, materials, thermal, and hydraulic.
- (e) The need for coordination when control of special processes such as welding, nondestructive examination (NDE), heat treatment, protective coatings, etc., is required.
- (f) Design or operational/functional test requirements as necessary to ensure that the item will perform satisfactorily in service.
- (g) Drawing review and acceptance.
- (h) Requirements for packaging, handling, shipping, storage, cleaning and protective coatings.
- (i) Supplier documentation requirements (see Exhibit E).
- (j) CGMP requirements.
- (k) Maintenance features and requirements.
- (l) Accessibility and other design provisions for maintenance, repair and inspection.
- (m) Identification, marking, or tagging requirements.

### 3.6 Preparer Signature

After completion of the specification, the preparer is to sign the "By" block of the specification cover sheet. After completion of the signature requirements, the preparer is to forward the specification to the checker.

### 3.7 Checking

Specifications shall receive an independent check by an individual(s) who has adequate qualifications to have originated the specification.

The checker shall be responsible for:

- (a) Checking specifications, attachments, and appendixes against items listed in Section 3.5.

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(b) Verifying that the specification and appendices/attachments are properly correlated with each other and with related design documents.

(c) Signing/initialing the specification cover sheet.

(d) Forwarding the specification to the Lead Engineer for the Scope of Work.

### 3.8 Coordination

The Lead Engineer for the Scope of Work shall determine the necessity for interdisciplinary coordination of specifications. The engineer receiving the specification is responsible for evaluation and review of items pertinent to the reviewing group's area of responsibility, initialing, and returning the comments copy back to the Lead Engineer for the Scope of Work. The Internal Review Cover Sheet for Specifications (Exhibit F) may be used to implement and track the completion of this process.

## 4.0 REVIEW AND APPROVAL

### 4.1 Project Manager

(a) Reviews the specification for conformance with requirements.

(b) Forward the specification to the Requestor for signature.

Note: The Requestor is to sign all Project Specifications (PS designation).

### 4.2 Requestor

The Requestor is to review the specification for conformance with requirements and indicate approval by signing in the Approved block on the Specification Cover Sheet.

### 4.3 Manager of Engineering

(a) Reviews the specification for conformance with procedural requirements.

(b) Signing in the Approved block on the specification cover sheet and placing the date of signature in the Date block on the specification cover sheet.

## 5.0 CONTROL

Revisions are made by page revision and shall be reviewed and approved in the same manner as the original. Revisions to a specification are controlled by using revision "numbers", starting with Revision 0 for the initial issue for use (includes bid, purchase, or construction). The revisions are numbered sequentially and shown on the cover sheet of the specification. Specifications are to be entirely reissued with each revision.

A vertical line is to be placed in the right margin near the revised section to indicate the changes.

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FMEP-P-0400 Exhibits

- Exhibit A - Specification Cover Sheet and Specification Continuation Sheet (2 pages)
- Exhibit B - General Specification Format (1 page)
- Exhibit C - Standard Specification/Project Specification for Purchase Purposes (2 pages)
- Exhibit D - Project Specification Format for Contractors (6 pages)
- Exhibit E - Documentation (4 pages)
- Exhibit F - Internal Review Cover Sheet for Specifications (1 page)