

| <b>FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE</b>                 |             |            |
|---|-------------|------------|
| <b>Subject:</b><br><br><b>PROCESSING OF SUPPLIER DEVIATION REQUESTS</b> | FMEP-P-0460 | Rev. No. 0 |
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1.0 PURPOSE

To define the actions to be taken when a supplier discovers a reason to deviate from the contract document requirements.

2.0 GENERAL

2.1 Discussion

This procedure applies to the purchase of equipment and/or materials within the scope of Facilities Maintenance and Engineering (FME) services. It applies to all suppliers, subcontractors, and any lower-tier suppliers. It covers deviations from contract documents, which establish design and control requirements.

Generally, FME should not approve deviation requests that are submitted by a supplier requesting a design or material change that would not have been acceptable at the time of award, unless there is a significant advantage to FME in terms of cost/schedule or item performance; or if the deviation occurred in the process of manufacture and will not adversely affect important properties or functions of the item.

The acceptance or rejection of supplier deviation requests is FME's prerogative. The FME response to the deviation request shall be by the signed authorization of the Manager of Engineering. 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.

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 provided 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.

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.

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The Project Manager shall ensure that a statement of this requirement for suppliers to submit deviation requests is to become part of each bid package.

### 3.2 Processing of Deviations

The processing of deviations is identified below.

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

- I. Resolution of an interface change including impacts on other suppliers.
- 2. Revision to a (Revision 0 or higher) FME document such as a drawing or a specification.
- 3. 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, as appropriate, as well as with the Construction Contracts to determine the impact on the contract documents.

(c) Generates a letter 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) Approves the letter to the Supplier.

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(b) Ensures that revisions to affected documents are processed to support the deviation disposition.

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

3.2.5 Manager of Engineering

(a) Approves the FME disposition of the deviation by signature on the letter to the supplier.

(b) Forwards the letter to FME Document Control.

3.2.6 FME Document Control

(a) Dates the letter to the supplier.

(b) Transmits a copy of the letter with applicable attachments to the supplier.

(c) Distributes copies of the letter and attachments as appropriate.

Note: A copy of the letter is to be sent to Construction Contracts/Acquisition and Logistical Services.