ATTACHMENT J.4.83

PROJECT DOCUMENT CONTROL

ED-12-5001

CONTROL NUMBER: FER-730
SITE PROCEDURE ED-12-5001
REVISION NO. 3

PROJECT DOCUMENT CONTROL (ECDC)

ED-12-5001

Effective Date: November 24, 1997

Originator (Subject Expert): F. T. Jebens — 11/19/97
F. T. Jebens — Date

Checker Concurrence: D. M. Rhea — 11/20/97
D. M. Rhea — Date

APPROVED BY: A. C. Noble — 11/20/97
A. C. Noble, FAM — Date
Engineering Design

FERNALD ENVIRONMENTAL MANAGEMENT PROJECT

Fluor Daniel Fernald
P. O. Box 538704
Cincinnati, Ohio 45253-8704

TABLE OF CONTENTS

SECTION	TITLE	PAGE
1.0	PURPOSE	3
2.0	SCOPE	3
3.0	REFERENCES	3
4.0	RESPONSIBILITIES	4
5.0	GENERAL	5
6.0	PREREQUISITES	5
7.0	PROCEDURE	6
7.1	DEVELOPMENT AND IDENTIFICATION OF PROJECT DOCUMENTS	6
7.2	SUBMITTAL OF DOCUMENTS	6
7.3	DISTRIBUTION OF CONTROLLED DOCUMENTS (INCLUDING REVISIONS)	7
7.4	ELECTRONIC FILES	7
7.5	INFORMATION DOCUMENTS	7
7.6	RETENTION OF PHOTOGRAPHS AND VIDEOS	8
7.7	RETRIEVAL OF DOCUMENTS	8
7.8	DOCUMENTS CHANGES	8
7.9	CANCELLATION/VOIDING OF DOCUMENTS	8
7.10	FINAL DISPOSITION OF PROJECT DOCUMENTS	9
8.0	RECORDS	9
9.0	DRIVERS	9
10.0	DEFINITIONS	10

LIST OF ATTACHMENTS

ATTACHMENT A-TYPICAL PROJECT DOCUMENT TYPES . . . 12
ATTACHMENT B-PROJECT DOCUMENT FILING INDEX . . . 14
ATTACHMENT C-ECDC PROJECT DOCUMENT DISTRIBUTION MATRIX (by Project or Document) 20
ATTACHMENT D-TRANSMITTAL . . . 21
ATTACHMENT E-STAMPS ISSUED by ECDC . . . 22
ATTACHMENT F-SUPPLIER SUBMITTAL DOCUMENT DISTRIBUTION MATRIX . . . 23
ATTACHMENT G- ECDC DOCUMENT REQUEST FORM . . . 25

ISSUE AND REVISION SUMMARY

Revision	Date	Description of Issue or Revision
A	11/15/93	New document written to describe how Engineering Document Control will be performed per Request No. S93-255, initiated by Tom Rich.
0	9/30/94	Revised document to describe how Engineering Document Control will be performed, initiated by F. Jebens.
1	7/28/95	Revised procedure to accommodate development of CRU/Engineering Document Control (ECDC) group, requested by
2	4/04/96	Major revision completed to streamline process, requested by Bill Kortier (WR-0255).
3	11/24/97	Revised to align with re-engineered Fluor Daniel Fernald organization and integrated the Construction (CT) Functional Area Document Control procedures. This procedure supersedes CT-2.4.1, "Construction Document Control", and CT-2.4.4, "Construction Document Filing System". Initiated by G. C. Olbur

1.0 PURPOSE

1.1 This procedure provides the requirements for and identifies the operation of project document control for receipt, distribution, retention, and final disposition of project documents to ensure the traceability and retrievability for project files from inception to completion.

1.2 It identifies the Project Manager as being responsible for the Project File, its contents, and defines the development of Project documents utilizing the document control services (ECDC).

2.0 SCOPE

2.1 This procedure applies to all site organizations, vendors, and contractor activities which generate project documents in support of remediation and cleanup activities.

2.2 This procedure governs the activities from the inception of a project through and including project close out; Document Control at the FEMP is the activity performed by ECDC which receives, inventories, logs, distributes, maintains and archives the record project file. At the close out of a project an inventory of the documents is performed by ECDC for completeness and accuracy.

2.3 Upon receiving the Project Managers approval, ECDC forwards the completed project file to the Record Management Center for long term storage.

NOTE: The forms contained within this document are available electronically from the Windows Word Perfect Standard Forms, (SF) icon button.

3.0 REFERENCES

3.1 CM-0001, "Configuration Management"

3.2 ED-12-5002, "Engineering Design Change Processes"

3.3 MS-0008, "Records Management"

3.4 MS-1002, "Control of Plans and Internal Requirements Documents"

3.5 MS-1001, "FDF Site Procedure System"

3.6 MS-1021,"Project Management"

3.7 ED-12-4011, "Vendor Submittals"

3.8 CT-2.4.2, "Supplier Documents"

3.0 **REFERENCES** (cont.)

3.9 CT-3.5.3, "Request for Clarification of Information and Design Change Notice"

3.10 CT-3.6.1, "Punch list/Construction Turnover/Final Acceptance"

3.11 CT-2.1.1, "Construction Project Planning and Invitation for Bid/Request for Proposal (IFB/RFP) Preparation"

3.12 RM-0032, "Records Management Program, Administrative Procedures"

3.13 ECDC Desk Top Manual

4.0 **RESPONSIBILITIES**

4.1 Division Vice Presidents - Holds the Project Managers accountable for implementation of this procedure.

4.2 Project Manager - Generates the Project Master File Index indentifying which documents are to be filed and controlled by ECDC. Ensures that all assigned Project Team Members implement and comply with the requirements of this procedure as follows:

- Has responsibility for the Project File.
- Determines which project documents are to be produced.
- Maintains the project file in ECDC.
- Identifies project personnel that need to be on distribution for controlled project documents.
- Directs all project documents through ECDC.
- Protects documents and records in their possession from loss or damage and maintains controlled documents assigned to them.

4.3 ECDC (formerly Engineering/Construction Document Control) - Performs centralized project document control functions for project files and makes controlled distribution of the latest revision to all team members.

4.4 Document Originators - Obtain document numbers from and forward all documents to ECDC for project document review, distribution, retention and retrieval according to this procedure.

4.5 Document Holders - Maintain their document files current, return signed transmittals for receipt of documents to ECDC, and notify ECDC to remove themselves from document distribution for documents when they no longer need the document.

5.0 GENERAL

5.1 ECDC shall assign a project number for all project generated documents for retrieval and traceability.

5.2 ECDC Project files shall be maintained in numerical order by document type with a sequential number assigned to each document (See Attachment "B").

5.3 The Project Execution Plan will identify which documents are controlled per CM-0001, "Configuration Management."

5.4 Project documents shall be received, distributed, filed, maintained and archived by ECDC. Project documents include, but are not limited to those listed within Attachment "A" "Typical Project Documents". Electronic copies of drawings and project documents will also be maintained in the ECDC project files.

5.5 ECDC will use the Doc Manager Database (Doc Mgr.) to record, status, and track the project documents.

5.6 Distribution of documents shall be made by ECDC using a transmittal form which lists the documents being distributed. (See Attachment "D").

5.7 Documents received from Contractors and Vendors shall be processed per Site Procedures CT-2.4.2, "Supplier Documents," and ED-12-4011, "Vendor Submittals" including As-Built drawings prepared per Site Procedure ED-12-6002, "Redline/As-Built Drawing Process".

5.8 All issued controlled Documents shall be identified as such through the application of the appropriate ECDC stamp, applied in RED ink per Attachment "E". Document holder's control number shall be stamped on the document in RED ink by ECDC.

5.9 Periodic assessments will be performed by ECDC of the controlled document holders to assure procedural compliance.

5.10 Maintenance activities that affect project documents, (i.e. drawings, safety bases, safety significant system, and equipment) through temporary modifications or permanent alterations shall be forwarded to ECDC.

6.0 PREREQUISITES

None

7.0 PROCEDURE

7.1 DEVELOPMENT AND IDENTIFICATION OF PROJECT DOCUMENTS

Project Manager

7.1.1 At the initiation of a project and utilizing Attachments "A" and "B", the PM generates the Project Master File Index to determine the applicable project documents. The File index will reflect the requirements for project documents as defined in this procedure.

7.1.2 Provide ECDC with a Project Document Distribution Matrix Attachment "C" indicating the type of documents required and the name and position of the personnel to receive the documents. Use Attachment "F" Supplier Submittal Document Distribution Matrix, for distribution of vendor/contractor supplied documents.

7.1.3 Throughout the project, when a new document is initiated/developed, provide ECDC with an updated distribution matrix, Attachment "C", (This includes FDF sketches, plans, specifications, etc.).

7.1.4 Update the Project Master File Index as required.

ECDC

7.1.5 Assign a unique document number to project documents, including FDF generated sketches, plans, specifications, etc.

7.1.6 Provide Engineering Document Status Report (EDSR) for project documents through the Doc Mgr. Database and distribute to applicable project team members as requested.

7.2 SUBMITTAL OF DOCUMENTS

Document Originator

7.2.1 Provide Project Documents including reproducible and the required number of copies to ECDC for distribution, per Attachment "C".

Project Manager

7.2.2 Provide ECDC with the Supplier Submittal Document Distribution Matrix Attachment "F".

7.2 SUBMITTAL OF DOCUMENTS (cont.)

7.2.3 Ensure that all Contractors submit documents to ECDC in accordance with the Project Document Submittal Register as required by the respective subcontract.

7.2.4 Ensure all project records are transmitted to ECDC on (Attachment "D", Transmittal Form), with the appropriate File Index Number as listed on Attachment "B" or the Project Master File Index.

CADD Services

7.2.5 Assign a drawing number to all FDF generated project drawings prior to CFC.

7.2.6 Provide ECDC with a reproducible of FDF generated project drawings.

7.3 DISTRIBUTION OF CONTROLLED DOCUMENTS (INCLUDING REVISIONS)

ECDC

7.3.1 Perform distribution in accordance with Attachment "C" or "F".

7.4 ELECTRONIC FILES

Document Originator

7.4.1 Electronic files of Project drawings and documents, as well as correspondence are to be transmitted to ECDC Project file with the hard copy or reproducible.

7.4.2 The FDF Design Organization may retain original drawings with a reproducible copy, including revisions, issued to ECDC.

7.5 INFORMATIONAL DOCUMENTS

Document Requestor

7.5.1. Information copies of drawings or project documents may be obtained by completing Attachment "G","Document Request Form."

7.5.2. NO WORK is performed using documents issued, "INFORMATION ONLY". Information copies are NOT updated by ECDC when changes occur.

7.6 RETENTION OF PHOTOGRAPHS AND VIDEOS

Photograph/Video Requestor

7.6.1. Contact Graphics to request videos/photographs with appropriate project identification number.

Note: Graphics will retain all photographic/video negatives and originals. There will not be any originals retained within ECDC.

7.6.2. Reference copies of videos/photographs from Graphics will be held in designated ECDC, Project File, as requested by the Project Manager.

7.7 RETRIEVAL OF DOCUMENTS

Document Requestor

7.7.1. To retrieve a document, complete Attachment "G" and submit to ECDC.

NOTE: Documents may also be viewed in the ECDC Reference area.

7.7.2. CADD Services may distribute drawings stamped "INFORMATION ONLY" from the appropriate design organization as requested.

NOTE: Drawings may also be viewed in the CADD Services Reference area.

7.8 DESIGN DOCUMENT CHANGES

Project/Construction Engineer

7.8.1 Contact ECDC to obtain a RCI/DCN number. Process per ED-12-5002, "Engineering Design Change Processes", and CT-3.5.3, "Request for Clarification of Information and Design Change Notice".

7.9 CANCELLATION/VOIDING OF DOCUMENTS

Project /Construction Engineer/Design Organization

7.9.1 Notify ECDC of documents that are no longer valid with a written notification and an effective date.

7.9.2. VOID RCI/DCN in accordance with ED-12-5002, "Engineering Design Change Processes", and CT-3.5.3, "Request for Clarification and Design Change Notice".

7.9 **CANCELLATION/VOIDING OF DOCUMENTS** (cont.)

ECDC

7.9.3 Process VOID, CANCEL or Superseded Documents in accordance with this procedure.

NOTE: VOIDED/CANCELED documents may not be superseded or re-issued with the same document number.

Controlled Document Holder

7.9.4 Upon notification from ECDC, remove and discard VOIDED, CANCELED or Superseded documents.

7.9.5 Superseded, Voided, or canceled documents required for REFERENCE, must be stamped "FOR INFORMATION or REFERENCE ONLY", in RED ink by ECDC.

7.9.6 Copies of controlled documents found out of compliance during ECDC assessments shall be removed from the project.

7.10 **FINAL DISPOSITION OF PROJECT DOCUMENTS**

Project Manager

7.10.1 At project completion ensure that all project Documents and Records are complete, labeled, and filed in accordance with the latest edition of the Site Procedure ED-12-9004, "Project Closeout".

ECDC

7.10.2 Transmit the completed project file to the Records Management Center for archiving in accordance with ED-12-9004, "Project Closeout" and the latest edition of the Site Procedure MS-0008, "Records Management".

8.0 RECORDS

8.1 All correspondence directing action will be treated in accordance with this procedure and RM-0032, "Records Management Program".

9.0 DRIVERS

9.1 RM-0012, "Quality Assurance Program"

9.2 RM-0016, "Management Plan"

10.0 DEFINITIONS

10.1 Project Document - Any written or pictorial document describing, defining, specifying, reporting, or certifying activities, requirements, procedures, or results for the project.

10.2 Archive - The long-term storage of Project/Controlled documents by the Records Management Team, after ED-12-9004, "Project Closeout", has been completed.

10.3 Configuration Management Document - A controlled document that describes or conveys vital information for a structure, system or component that has a Performance Grade of 1, 2 or 3. (ED-12-4015)

10.4 Controlled Document - An approved project document that provides direction and control on the project (excluding correspondence) and is distributed as a controlled copy to designated individuals.

10.5 Document Holder - Personnel who have been identified by their managers as having a need for distribution of controlled documents.

10.6 Design Change Notice (DCN) - A document used to identify, formalize a request for, or provide changes to an approved design drawing, specification, or other governing document. It has the same authority as a revision to the affected document when approved by the design organization.

10.7 Design Documents - Those controlled documents that define either the design requirements or the design basis of the facility. Design documents include, but not limited to, design specifications, design criteria, feasibility studies, conceptual design reports (CDR's), calculations, design analyses, design drawings, summary design documents, set point determinations, vendor submittals, correspondence with DOE including regulatory agreements that contain design commitments, and other documents that define the facility design. These documents are based on requirements identified early in the engineering process.

10.8 ECDC - Formerly Engineering /Construction Document Control - the organization which provides Central Project Document Control. This service to the projects entails the issuance of documents numbers, the receipt, distribution, maintenance, and archives the project files to records management, once the project is closed out.

10.9 Engineering Document Status Report (EDSR) - A detailed computer generated list of all project documents in Doc. Mgr. database.

10.10 Informational Document - Documents that are distributed for one-time use or informational purposes, in applications such as preparation of bid requests, inclusions in the bid package sent to bidders, work planning by staff, permitting, and other activities not involved with direct field construction/operations activities. These documents are uncontrolled (not updated).

10.0 DEFINITIONS (cont.)

10.11 Project File - The documentation generated form the inception of a project through close out, including archiving. As an example the file shall contain plans, schedules, design, safety, construction, testing, sampling, operations, vendor submittals, correspondence, Environmental and meeting minutes. This list is an example and not all inclusive.

10.12 Project Master File Index (PMI) - Index that identifies project documents and defines where the record is maintained.

10.13 Project Record - Any document containing information describing, defining, specifying, reporting, or certifying activities, requirements, procedures, or results.

10.14 Change - An alteration or addition temporary or permanent to the facility physical configuration, facility documentation, or design requirements. Changes not within current design requirements involve design changes. Identical replacements are not changes.

10.15 Records Management MS-0008 - Is the unique storage of the final Project document set after completion, refer to Site Procedure ED-12-9004, "Project Closeout".

10.16 Superseded Documents - Documents which are replaced by a later revision with the same document number. Superseded documents are retained in the project file for history. Superseded drawings including reproducible are retained by the Design Organization (FDF CADD Services).

10.17 Voided Documents - Documents which have been canceled and are no longer valid. Voided documents cannot be superseded and/or re-issued with the same document number. Voided documents will be maintained in the project file for history.

10.18 Control Number - A unique number assigned to each holder of controlled documents by ECDC. This number is used to identify the holder of the document.

10.19 Document Originator - All site organizations, vendors, and contractors etc. which generate project documents in support of remediation and cleanup activities.

ATTACHMENT "A" - TYPICAL PROJECT DOCUMENTS

Technical

- Configuration Management
- Final Safety Analysis Report (FSAR)
- Preliminary Analysis
- Auditable Safety Report
- Major Equipment List
- Request For Engineering Services, (RES)
- Project Execution Plan, (PEP)
- Functional Requirements Document
- Conceptual Design Report, (CDR)
- Design Criteria Package, (DCP)
- Quality Assurance Job Specific Plan
- Quality Evaluation Program
- Drawings & Specifications
- Electrical Elements & Switchgear
- Piping & Instrumentation Diagram, (P&ID)
- Design Reviews (30%,60,90%)
- RD/RA Work Plans
- Certified For Construction, (CFC)
- Design Change Notices/Request for Clarification/Information, (DCN/RCI)
- Field Inspection Reports
- Waste Management Plan
- Sample Plan
- Startup/Operations Test Plan
- Operational Readiness Review, (ORR)
- Readiness Assessment
- Standard Startup Review
- Closeout Report
- Technical Review Board (TRB) Report

Environmental

- National Environmental Policy [Act], (NEPA)
- Site Assessment (SA, RSE, etc.)
- Needs Investigation (Sampling & Analysis)
- Summary Report (RI, RAWP, etc.)
- Environmental Risk (BRA, RAWP)
- Corrective Action (FS, RAWP, Closure Plan)
- Approval (ROD, EPA Letter of Approval)
- Implementation (RD/RA Work Plan, RAWP, Closure Plan)
- Compliance Sampling (CAA, CWA, RCRA, etc.)
- Verification Report
- Environmental ALARA Plan/Checklist
- Permits

Health & Safety

- ALARA, (As Low As Reasonably Achievable), Reviews
- Site Health and Safety plan
- Functional Division Health and Safety Plan, Matrix
- Project Specific Health and Safety Plan
- Safety Assessment
- Safety Analysis Report
- Hazards Analysis

Operations

- Event Investigations
- Project Manager's Standing Orders, (PMSOs)
- Required Reading Log
- Property Management Documentation
- Equipment Lists
- Spare parts
- Maintenance & Operation Manuals
- Systems Testing
- Procedures
- Operator Training
- Raw Material Specifications
- Operational Readiness
- Training Requirements Matrix
- Daily Logs

ATTACHMENT "A"
TYPICAL PROJECT DOCUMENTS

Project Control

Baseline, (estimate)
Technical Scope of Work
Budget
Funding Authorization
Baseline Schedule
Control Account Authorization
Variance Reports
Periodic Statusing
Change Management
Approved Change Proposals
Microframe Reports
Funds Management
Financial Closeout

Other Requirements

TSCA
Davis-Bacon,(Labor Standards Review Committee)
Procurement & Contract
Contract Modifications
Construction Management
Traveler Documents
Conditional Acceptance
Final Acceptance
Turnover Package
Project Training
Project Punch List

ATTACHMENT "B"-SAMPLE PROJECT DOCUMENT FILING INDEX

FILING INDEX INSTRUCTIONS

1. Project Files

The Project File Index is a filing system for project specific documents. Each project file will be filed by project, contract or task order number and a document type specific file number. This document type specific number will be assigned by ECDC (in accordance with, (Attachment "B") for the project file documentation.

Annotate the file number with red ink in the upper right hand corner of the document.

An example would be a "Statement of Work" for the "On Site Disposal Facility Phase I Project". Assign the appropriate project file number to the "Statement of Work", forward it to ECDC, to be filed in the project file.

The filing number of this "Statement of Work" would be as follows:

20100. 4.10
20100 = OSDF Phase I Project Number
* = Contract or Task Order Number *
4.10 = File Document Index Number

NOTE: Contractor documents/correspondence will be filed under the 8.0 series of the File Index. Submittals will be filed by the Submittal number. All other Contractor related documents/correspondence will be filed under the appropriate file number in this 8.0 series. If an FSC (Field Service Contract) number is given apply it on all contractor related correspondence. (ie; Petro contract number for OSDF is 597.) All other contract numbers assigned by procurement (ie; 97SCXXXXX) shall be applied in the same manner as shown below. (FSC).

20100.597.8.7

20100 = OSDF Phase I Project Number
597 = Petro Contract Number
8.7 = File Document Index number

NOTE: If a task order number is known, apply this number after the Project or FSC number.

ATTACHMENT "B"-SAMPLE PROJECT DOCUMENT FILING INDEX

FILING INDEX INSTRUCTIONS Continued

Project Files **(CORRESPONDENCE)**

NOTE: If it is general project correspondence use the appropriate file index number after the Project number.

20100.1.6

20100 = Project Number (OSDF Phase I)
1.6 = General Project Correspondence

NOTE: If the correspondence pertains to a particular document that is filed under a different file number, specify the file number with a "C" after the number. This will indicate to ECDC that you want this in a correspondence file located behind the subject document.

20100.4.10-C
20100 = Project Number (OSDF Phase I)
4.10 = Scope of Work file index number
"C" = Indicates that a correspondence file will be set-up with the document

20100.597.8.7
20100 = Project Number (OSDF Phase I)
597 = Petro Env. FSC Number
8.7 = Contractor Correspondence

B. The project files will be set up in the ECDC file cabinet as follows:

The files will be set up numerically, first by project, then by file index number, then by subject/title. An example would be establishing a project file for the On-Site Disposal Facility. The file drawers will be labeled with the appropriate Project Number. Each project file will have a generic set of numbers (File Index) with additional file numbers assigned to the project as required by the project needs.

NOTE: In order to simplify the file index numbering system, ECDC will also subjectize their files in alphabetical order behind certain file index numbers as applicable. An example of this would be under the 4.0 Reports/Plans section. Plans sent to ECDC with the 4.2 file number will be filed by the plan number and name in the 4.2 section. Reports will be maintained in the same manner.

ATTACHMENT "B"-SAMPLE PROJECT DOCUMENT FILING INDEX

1.0 General Project Engineering/Construction

1.1 ALARA
1.2 Calculations
1.3 Compliance/Regulatory Requirements
1.4 Configuration Management
1.5 Contracts
1.6 Correspondence
    1.6.1 General
    1.6.2 Subcontractor
1.7 Cost/Schedule Baseline
1.8 Davis/Bacon
1.9 Design Criteria
1.10 Design Review
    30%
    60%
    90%
1.11 Engineering Studies
1.12 Engineering Orders
1.13 Environmental Impact Statement
1.14 Equipment/Property List
1.15 Estimate
1.16 Funding Budget
1.17 Geotechnical
1.18 Lessons Learned
1.19 Meeting Minutes
1.20 Milestones
1.21 Mission Descriptions
1.22 NEPA
1.23 Nuclear Safety Defense Board
1.24 Organization Structure
1.25 Performance Grade
1.26 Presentation
1.27 Project Scope
1.28 Project Reviews
1.29 Project Document Checklist
1.30 Project Completion Checklist
1.31 Project Justifications
1.32 Radiological Requirements
1.33 RCRA Determination
1.34 Readiness Reviews
1.35 Removal Site Evaluation
1.36 Required Reading

ATTACHMENT "B"-SAMPLE PROJECT DOCUMENT FILING INDEX

Engineering/Construction Continued

1.37 Requisition File
1.38 Safe Shutdown
1.39 Sampling and Testing
1.40 Technical Review Board
1.41 Training (Project Personnel)
1.42 Work Authorizations
1.43 Work Orders

2.0 Assessment/Audits

2.1 Audits
2.2 Contaminant Assessments
2.3 Environmental Assessment
2.4 Performance Assessment
2.5 Readiness Assessment
2.6 Risk Assessment
2.7 Safety Assessment
2.8 Technical Assessment

3.0 Construction

3.1 Conditional/Final Acceptance
3.13 Construction Completion Checklist
3.17 Construction Punch List
3.28 Field Logbook
3.3 Drawings
    3.3.1 As-Built
    3.3.2 Red-Line
3.34 Construction Acceptance Test (CAT) X (Exclusion)
3.53 Request for Clarification of Information (RCI)
3.52 Design Change Notice (DCN)
3.89 Construction Work Control Travelers Packages (reference CT-3.7.5)
3.62 Specifications

4.0 Reports/Plans

4.1 Reports (Filed by Document Number)
4.2 Plans (PL)
4.3 Operations and Maintenance (OM)
4.4 Project Execution Plan (PEP)
4.5 Project Order Plan (POP)
    4.5.1 Change Order

ATTACHMENT "B"-SAMPLE PROJECT DOCUMENT FILING INDEX

4.0 Reports/Plans Continued

4.6 Project Specific Plan
4.7 Quality Assurance Job Specific Plan (QA)
4.8 Record of Decision (ROD)
4.9 Statement of Work (SOW)
4.10 Scope of Work (SOW)
4.11 Sample Plan (SP)
4.12 Start-up Plan (SU)
4.13 Standard Start-up Review Plan (SSR)
4.14 Waste Management Plan (WM)
4.15 Work Plan (WP)
4.16 Functional Requirements
4.17 Reports

5.0 Permit/Survey

5.1 Air Permit to Install
5.2 Confined Space/Hazardous Chemical Work Permit
5.3 Construction Excavation/Penetration Permit
5.4 Open Flame/Welding/Hazardous Work Permit
5.5 Radiological Work Permits
5.6 Real Estate Permits
5.7 Safe Drinking Water Permit
5.8 Wastewater Permit
5.9 Wetlands Permit
5.10 Work Permits
5.11 Asbestos Survey
5.12 Cultural Resource Survey
3 Miscellaneous Survey Information
5.14 Radiation Survey
5.15 Profile Survey Questionnaire

6.0 Quality Assurance

6.1 Record of Ultrasonic Thickness Examination
6.2 Radiographic Interpretation Record
6.3 Acceptance for Concrete Placement
6.4 Concrete Field Test Specimen Report
6.5 Visual Weld Examination Checklist
6.6 Electrical/Instrumentation Examination
6.7 Test Procedure and Data Sheet
6.8 Excavation, Backfill and Slope Protection
6.9 Painting Inspection Report

ATTACHMENT "B"-SAMPLE PROJECT DOCUMENT FILING INDEX

6.0 Quality Assurance Continued

6.10 Construction Nuclear Compaction Report
6.11 Sampling Plan Report Form
6.12 Project Assessment Schedules (QA Functional Area)
6.13 Project Surveillance Reports
6.14 Project Specific QEP's
6.15 Contractor Procedure Reviews (QA Comments)
6.16 Contractor QA Plan and Procedure Reviews (and changes)
6.17 Contractor NCR's (copies)
6.18 Project QA Meetings - Minutes
6.19 Project Reports prepared by QA (such as evaluations of NPDES lab results, PEP results, etc.)
6.20 Variances (copies of signed variances)
6.21 Controlled copies of approved DQO's
6.22 Controlled copies of Project PSP's (approved by QA)
6.23 Project QA generated Letters, Memos
6.24 QA Review Comments for Project Documents (designs reviews, drawings reviews, procurement documents, DQO's, PSP's, TOS's, etc) until reconciled
6.25 Project Design Specifications requiring QEP

7.0 Health & Safety

7.1 Correspondence
7.2 Auditable Safety Record
7.3 Job Safety Analysis
7.4 Project Health and Safety Requirements Matrix
7.5 Project Specific Health and Safety Plan
7.6 Safety Analysis Reports

8.0 Contracts

8.1 Invitation for Bid/Request for Proposal (IFB/RFP)
8.2 Amendments
    8.2.1 Change Orders
8.3 Notice Award
8.4 Notice to Proceed
8.5 Engineering Submittals
8.6 Vendor Submittals

9.0 Facilities Technical Engineering

9.1 RESs
9.2 Workplans
9.3 Specifications
9.4 Design Drawings

ATTACHMENT "C"

ECDC PROJECT DOCUMENT DISTRIBUTION MATRIX

PROJECT TITLE:		
PROJECT NO.:	**CWO NO.:**	**REVISION NO.:**
DOCUMENT NO.: **DOCUMENT TITLE:**	**ISSUED FOR:** **[ ] COMMENT [ ] INFO** **[ ] APPROVED** **[ ] CFC [ ] OTHER**	

BADGE	NAME	M/S	FS	11X17	SPEC	CALC	RPT	PLAN	OTHER

PROJECT MANAGER:	**DATE:**

ATTACHMENT "D"

ECDC TRANSMITTAL

SAMPLE

To: _____ **DATE** / /

Control Number: _____

Location/Mail Stop: _____

From: ECDC ☐

Document Originator ☐

THE FOLLOWING DOCUMENTS ARE BEING TRANSMITTED AS FOLLOWS: _____

PROJECT #/CWO #	DOCUMENT NUMBER	REVISION #

As a controlled document holder you are required to destroy any old revisions of this document.

Sign and date below verifying receipt of these documents. Return this record of receipt to ECDC, MS 52-7. Return receipt within ten (10) working days of transmittal date.

Signature	Date

ATTACHMENT E - EXAMPLE ECDC STAMPS

NOTE: ALL stamps MUST be applied using ONLY RED INK.

SAMPLE

FOR INFORMATION ONLY

ECDC/CONTROLLED COPY
NO. _____

SUPERSEDED

VOID

ATTACHMENT-"F"-SUPPLIER SUBMITTAL DOCUMENT DISTRIBUTION MATRIX

(1) DATE

SUBMITTAL DISTRIBUTION ___(2)___
PROJECT NAME & SUBJECT ___(3)___

(4)
LIST BELOW THE NAMES OF PROJECT PERSONNEL, BADGE NUMBER, MAIL STOP AND PHONE EXTENSION

NAME	BADGE	MAIL STOP	EXT.
JOHN DOE	[illegible]4	MS-44	9999

(5)

DOCUMENT FAMILY		APPROVER/REVIEWERS
Construction	Approver	Name
	Reviewer	Name
	Reviewer	Name
Engineering	Approver	Name
	Reviewer	Name
	Reviewer	Name
Health & Safety	Approver	Name
	Reviewer	Name
	Reviewer	Name
Medical	Approver	Name
	Reviewer	Name
	Reviewer	Name
Procurement	Approver	Name
	Reviewer	Name
	Reviewer	Name
QA/QC	Approver	Name
	Reviewer	Name
	Reviewer	Name
Training	Approver	Name
	Reviewer	Name
	Reviewer	Name

(6)

CFC/APPROVED DISTRIBUTION FOR ALL SUBMITTALS

Name	Badge	Mail Stop	Notes

SAMPLE

ATTACHMENT-"F"-SUPPLIER SUBMITTAL DOCUMENT DISTRIBUTION LIST INSTRUCTIONS

Instructions for Suppler Submittal Document Distribution List

1. Enter date created.

2. Project Number / FSC number

3. Project Title

4. List the Names of Project Personnel, Badge Number, Mail Stop and Phone Extension

   NOTE: Document Family will determine the distribution.

5. List the Approver for each document family, with reviewers listed underneath.

6. List the CFC/Approved or Information Distribution for all submittals after review process is complete.

ATTACHMENT "G" ECDC DOCUMENT REQUEST FORM

FLUOR DANIEL FERNALD

ECDC
DOCUMENT REQUEST FORM

DATE: _____ PROJECT NUMBER/TITLE: _____

NAME: _____ PHONE: _____ DATE NEEDED: _____

DOCUMENT PHASE
☐ Preliminary/Review ☐ Award/Bid ☐ CFC ☐ Information ☐ Other

DOCUMENT CONTROL REQUIREMENTS

☐ **Review required; reviewer list attached**

☐ **Controlled document for issuance**

☐ **Informational document for selected distribution**

☐ **Configuration Management document for selected distribution**

☐ **Archive**

☐ **Retain in Project File**

☐ **Distribution per attached list**

DOCUMENT DESCRIPTION

Document Number	Title	Revision