ATTACHMENT J.4.86

VENDOR SUBMITTALS FOR ENGINEERED ITEMS, ED-12-4011

CONTROL NUMBER: FER-0750
SITE PROCEDURE ED-12-4011
REVISION NO. 2

VENDOR SUBMITTALS

ED-12-4011

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Originator (Subject Expert): F. T. Jobens — 11/14/97
F. T. Jobens — Date

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Engineering Design

FERNALD ENVIRONMENTAL MANAGEMENT PROJECT

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TABLE OF CONTENTS

SECTION	TITLE	PAGE
1.0	PURPOSE	3
2.0	SCOPE	3
3.0	REFERENCES	3
4.0	RESPONSIBILITIES	3
5.0	GENERAL	4
6.0	PREREQUISITES	4
7.0	PROCEDURE	4
7.1	ESTABLISH REQUIREMENTS	4
7.2	DATA RECEIPT, DISTRIBUTION AND TRACKING	4
7.3	REVIEW OF VENDOR DATA	5
7.4	DOCUMENTATION OF RECORDS AND FINAL DISTRIBUTION	7
8.0	RECORDS	7
9.0	DRIVERS	8
10.0	DEFINITIONS	8

ATTACHMENTS

A	DRAWING AND DATA SUBMITTALS	9
B	DRAWING AND DATA COMMITMENT FORM	12

FIGURE

1	DOCUMENT SUBMITTAL FLOW CHART	13

RECORD OF ISSUE/REVISIONS

DATE	REV. NO	DESCRIPTION AND AUTHORITY
11/15/93	A	New document to describe how Supplier Drawing and Data Review will be performed per Request No. S93-101, initiated by Tom Rich.
09/06/94	0	Revised document to supersede YOUNG-02-1511, initiated by R. C. Worsley.
04/15/96	1	Revised document to clarify processing of vendor submittals for engineered items, initiated by F. T. Jebens.
11/21/97	2	Revised document to align content with the re-engineered Fluor Daniel Fernald, (FDF) organization. Initiated by G. C. Olbur.

1.0 PURPOSE

This procedure establishes the Vendor Drawing and Data submittal and review process to be performed by the Engineering Design functional area at the Fernald Environmental Management Project (FEMP).

2.0 SCOPE

This procedure is applicable to all projects where vendors submit drawings, specifications, and/or other documents as part of a Purchasing Contract for goods and services. This procedure encompasses both the review and distribution of submittals for Engineering procured items. This procedure covers the following topics pertaining to the review process:

1. Definition of responsibilities
2. Identification of basic documents
3. Action taken by the Project Engineers
4. Action taken by ECDC, formerly Engineering/Construction Document Control.
5. Action taken by the Engineering Project Manager

3.0 REFERENCES

1. ED-12-6002, "Redline/As-Built Document Process"
2. ED-12-8001, "Design Activity Closeout"
3. ED-12-4010, "Design Verification"
4. CT-2.4.2, "Supplier Documents".
5. ED-12-5001, "Project Document Control"
6. MS-1021, "Project Management"

4.0 RESPONSIBILITIES

Project Engineer - Reviews and concurs with all vendor furnished documents and data for engineered, project purchased items. This requires performing discipline and interdiscipline review of vendor submitted documents.

Project Manager - Establishes and manages the review format and execution with input from the client, Project Engineer.

ECDC - Maintains overall status, receiving, logging, tracking, and distribution of, project files, vendor drawings and data for review.

5.0 GENERAL

Vendor submittals are sent to ECDC to be logged, filed, and distributed per Site Procedure ED-12-5001, "Project Document Control". Construction controlled subcontractor submittals are also covered by Site Procedure ED-12-5001, "Project Document Control". All review comments shall be resolved, consolidated and returned to ECDC. The PE shall transmit and track all review comments to the vendor to ensure timely re-submittals.

6.0 PREREQUISITES

Award of a Purchase Order (PO) which includes a vendor Drawing and Data Commitment Form which establishes vendor certified submittal dates.

7.0 PROCEDURE

7.1 ESTABLISH REQUIREMENTS

PROJECT MANAGER (PM)

1. Establish distribution matrix (See ED-12-3001/ED-12-5001)for vendor documents.

2. Transmit distribution matrix and vendor data commitment forms to ECDC for proper distribution. (Attachment B)

3. Coordinate with Procurement to help expedite and/or Construction if noncompliance of vendor agreed dates is likely to affect the overall progress of the activity or compliance with the scope. (Attachment A)

7.2 DATA RECEIPT, DISTRIBUTION AND TRACKING

ECDC

1. Log data submitted and compare to data commitment Form.

2. Forward data per distribution matrix.

PROJECT ENGINEER

3. Coordinate for Design Verification, as required.

DESIGN ORGANIZATION

4. Review the data received for validity, fill out the record sheet, if controlled, and return to ECDC for control records.

7.3 REVIEW OF VENDOR DATA

PROJECT ENGINEER (PE)

1. Discuss the mechanics of the review with all relevant disciplines prior to vendor data review and verification. This discussion should include any of the following:

    a. Comments pertinent to the specific project specifications only.

    b. Questions relevant to the project and/or site requirements.

    c. Submittals are within the technical authority for that purchase order.

    d. Timeliness of the comments.

ECDC

2. Maintain the distribution, tracking and status of documents during the review cycle. (See Figure 1)

3. Receive verified checked documents with incorporated review comments from the appropriate review organization.

DESIGN ORGANIZATION

4. Review the vendor's documents in detail.

Note: The engineer's review is designed to ensure that the purchased item will properly perform its intended task. This review is based upon the purchase order requirements for the item and should address the following issues:

    a. Quality Assurance (compliance to specification)

    b. Field installation (constructibility)

    c. Utility Requirements (does submittal affect design)

    d. Maintenance

    e. Safety

    f. Any interfacing accessories that must be attached

7.3 REVIEW OF VENDOR DATA (cont.)

The following documents are used in this review:

a. *Vendor drawings or data as requested in the purchase order*

b. *Vendor Drawing and Data Commitment Form*

c. *Document Routing Sheet*

5. Perform verification of vendor data in one of two ways:

   a. Verification, where the data are available in a central file for the engineering disciplines to review after issue of a verification notice and to mark their comments directly onto a reproducible.

   b. Conference verification, where the involved disciplines jointly review the data and mark the comments onto a reproducible for return to the vendor.

Note: In each of the foregoing methods, the design organization shall retain technical authority for the specification.

6. Select which other disciplines should be involved and collect the comments from other disciplines and either incorporate those comments or notify the appropriate discipline as to the status of its comment at the end of the review cycle.

7. Return completed verification documents with incorporated comments to ECDC.

8. Notify the PE if, as a result of the verification, a change in subcontractor scope is required.

9. Verify that the subcontractor has provided all documents required by the purchase order, and submit concurrence to PE and Procurement.

Note: This verification is required by Procurement to release final payment to the subcontractor.

7.4 DOCUMENTATION OF RECORDS AND FINAL DISTRIBUTION

PROJECT ENGINEER (PE)

1. Establish the requirements for the project operation and maintenance data books and other retained documents and their format.

   Note: ***Data books generally contain all the data that have been generated during the course of the project, as well as any data that the support group considers necessary to allow for safe and efficient operation and maintenance of the plant.***

2. Verify/coordinate that the following typical data is available for data books as a result of vendor submittals:

   a. As-built shop drawings
   b. Equipment data sheets and specifications
   c. Process data-sheets
   d. Maintenance manuals
   e. Startup procedure manuals
   f. Control logic diagrams
   g. Wiring diagrams (including one-lines)
   h. Parts list
   I. Spare parts lists
   j. Mill certifications
   k. Material certifications
   l. Government registrations
   m. Test results
   n. Final inspection reports
   o. Property Record Unit information

3. Establish the layout and format for the data books.

Note: Involve the ECDC, Startup & Turnover, and Operations in this process, because they will be using the data books for completion of their activities.

8.0 RECORDS

The following records will be generated as a result of this procedure:

8.1 Copy of the approved vendor submittal data book.

8.2 All other correspondence directing action will be processed per Site Procedure ED-12-5001, "Project Document Control."

9.0 DRIVERS

1. RM-0012, "Quality Assurance Program"

2. RM-0016, "Management Plan"

10.0 DEFINITIONS

Active Document - Documents that have not been closed out per Site Procedure ED-12-8001, "Design Activity Closeout".

Discipline Engineer - That person trained, experienced, and functioning as the Subject Matter Expert (SE) on a specific area of engineering expertise (e.g., Civil, Chemical, Electrical, Mechanical, Structural, etc.).

Project Engineer (PE) - An engineer responsible for document preparation, coordination, and/or performance of engineering functions for a project. A signature by the Project Engineer indicates that the issues involved with USQ, CM, CP, and interdisciplinary reviews have been resolved.

Project Manager (PM) - A functional position in which the designated person is in charge of managing and directing the project functions to which they are assigned. An experienced individual assigned to coordinate, integrate, and/or oversee activities for a specific project including scope, cost, schedule, quality, and customer/participant satisfaction. (See Site Procedure MS-1021, "Project Management")

ECDC, formerly Engineering/Construction Document Control - The system by which active engineering documents are identified, controlled, distributed, and maintained during the course of a project and maintains the RCI/DCN system after facility turnover. Handles active engineering documents, and provides the status report for engineering deliverables during the course of a project.

ATTACHMENT A

DRAWING AND DATA SUBMITTALS

9.1 COMMITMENT FORM -ATTACHMENT B

9.2 DRAWING AND DATA SUBMITTAL REQUIREMENTS

9.2.1. Drawings, documentation and instruction manuals shall be submitted in accordance with the requirements of this specification, the equipment specification, Seller Drawing and Data Commitment Form, and Purchase Order/Contract requirements.

9.2.2 Drawing and documentation submittals shall be accompanied by a transmittal letter. The transmittal letter shall show the following:

a. Project Name
b. Project Number
c. Purchase Order or Requisition Number (whichever is applicable).
d. Equipment Tag Number
e. Document identification number, title, revision number, and date.
f. Seller's description and quantities of items sent.
g. Seller's "Master List" (see 9.2.5 below)

9.2.3 Drawings, technical documentation and instruction manuals shall be directed to:

Mailing Address	Shipping Address
Fluor Daniel Fernald P.O. Box 538704 Cincinnati, OH 45253-8704 Att: ECDC	FLuor Daniel Fernald 7400 Willey Road Fernald, OH 45030

9.2.4 The quantity of instruction manuals to be provided shall be as listed in FDF's specification and "Drawing and Data Commitment Form" (Form FS-F-4605). The manuals shall be in durable covers with project identification on the front cover and spine,

9.2.5 FDF's requirements as shown on the "Drawing and Data Commitment Form" shall be cross referenced by the Seller on a "Master List". This "Master List" shall identify all drawings and data that the Seller is providing and the FDF requirement that it satisfies. All drawings to be submitted shall be listed by drawing number, title, revision numbers and date.

ATTACHMENT A

DRAWING AND DATA SUBMITTALS

9.2.6 The Seller shall submit to FDF all drawings and data on or before the date specified and as mutually agreed upon on the "Drawing and Data Commitment Form." If Seller is unable to meet the required submittal date, Seller must notify FDF at least 15 working days (3 weeks) in advance and commit to a new submittal date to the satisfaction of FDF.

9.2.7 Large drawings/data shall be rolled and sent in mailing tubes. Drawing size of 30" x 42" are preferred. The minimum acceptable drawing size is 24" X 36". A copy of the transmittal letter shall be included inside the tube.

Certified for Construction (CFC) and As-Built drawings shall be supplied as dry erasable Mylars (30" x 42") unless otherwise stated in the specification or approved by FDF. Drawing reproducibles shall not be folded. In addition, CFC and As-Built drawings shall be in Intergraph CAD format compatible with FEMP system.

9.2.8 Documents submitted to FDF will be reviewed for completeness and compliance with requirements of these Sections above. Drawings, data sheets, manuals and other documents supplied will be returned for corrections if information thereon is incomplete, incorrect or of unacceptable quality.

All documents submitted to FDF will be returned to the Seller marked as follows:

Instruction	Definition
A	Reviewed
B	Reviewed, proceed with fabrication incorporating comments. Change drawings/data as noted and resubmit.
C	Change drawings/data as noted and resubmit.
IO	Information Only

For all documents that receive an "A" or "IO" designation, a copy of the transmittal will be mailed or FAXed to show the designation. Copies of the documents will not be attached. Seller shall then stamp the documents "Certified for Construction" and re-send them to FDF (see 9.2.7 above).

All documents returned with "B" or "C" instruction shall be resubmitted by the Seller with corrections as requested on the document. In the event of disagreement, the Seller shall contact FDF immediately to resolve differences. Acceptance of changes shall not relieve Seller of any contractual obligations to FDF. Once the documents are resubmitted by the Seller and reviewed by FDF, the Seller shall stamp the documents "Certified For Construction" and re-send them to FDF (see 9.2.7 above).

ATTACHMENT A

DRAWING AND DATA SUBMITTALS

To accelerate flow of information, major comments on drawings and data submitted may be confirmed by "telex" in addition to returning marked-up copies to the Seller.

9.2.9 Unless otherwise specified in writing by FDF, all documents returned to Seller with comments must be resubmitted to FDF within ten (10) working days after receipt by Seller.

9.2.10 Seller as-built drawings shall be stamped "Final As-Built Drawing" and submitted to FDF (see 9.2.7 above).

9.3 DOCUMENT QUALITY REQUIREMENTS

All submittals of documentation shall meet the following quality requirements and be suitable for microfilm reproduction.

9.3.1 Legibility and contrast of the documents shall be such that every line, number, letter and character shall be clearly legible.

9.3.2 Reproductive quality shall be of such clarity that a third generation copy will meet the legibility requirements of Item 9.3.1

ATTACHMENT B

DRAWING AND DATA COMMITMENT FORM

DATE:

SPECIFICATION NO._____ DATE:_____ REQ NO. _____ DATE:_____

EQUIPMENT TAG NUMBER (S) _____ SERVICE _____

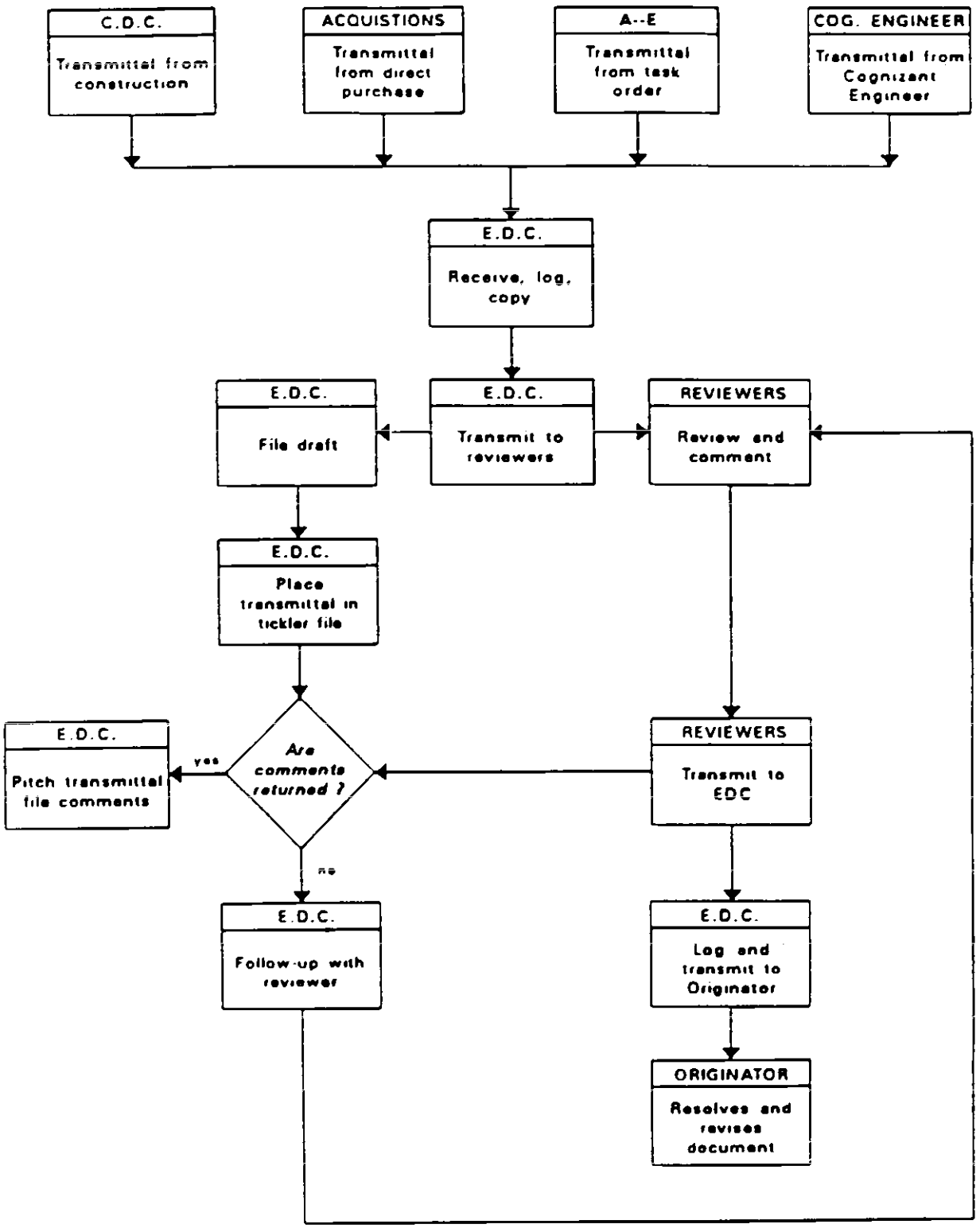
SELLER _____ SELLER'S JOB NO._____

INSTRUCTIONS:

1. All drawings/data submitted shall be marked with PURCHASE ORDER (PO) NUMBER OR REQUISITION NUMBERS (whichever is applicable) and EQUIPMENT TAG NUMBER (S).
2. dentical items may be represented on common drawing with all EQUIPMENT TAG NUMBERS clearly shown.
3. All drawings/data submitted shall be of good quality that will allow production of legible copies and microfilming.
4. FDF will specify the quantity in Column I.
5. The SELLER enters in Column IV the PROMISED SUBMITTAL time (in weeks) After Receipt of Order (ARO). SELLER shall state if required items are being included with proposal submittal. FDF will assign priorities in Column III to drawings/data (HIGHEST PRIORITY = LOWEST NUMBER). SELLER shall return this form to FDF with its proposal. The SELLER'S signature is required.
6. The DUE DATE (Column V) will be entered by FDF at the time the PO is issued. The DUE DATE shall be based upon the promised submittal time furnished by the SELLER (Column IV). Upon receipt of the PO, the SELLER shall provide FDF the drawings and data as specified.

DRAWINGS/DATA REQUIRED BY FDF

I	II	III	IV	V
QTY	DESCRIPTION	PRIORITY	SELLER PROMISED SUBMITTAL (WEEKS)	DATE DUE TO FDF

CERTIFIED BY:_____ COMPANY:_____ DATE:_____

DOCUMENT SUBMITTAL FLOW CHART