

Title: Control of Project Plans, Specifications and Design Analysis

Issue # 1

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No changes can be made to this document without the agreement of the authorizing signatory and must be approved by the authorizing signatory before implementation.

Date	Issue	Revision	Description	Approved By
20 Jul 96	1	0	Initial Implementation	John E. Sirles
9 Jan 97	1	1	Miscellaneous Changes resulting from Pre-Assessment Audit	John E. Sirles

This document shall be reviewed by the authorization person as detailed:

Next Review Due:	Jul 97			
Action By:	John E. Sirles			

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1.0 PURPOSE

This procedure shall be used for labeling and control of project plans and specifications as documents.

2.0 SCOPE

This procedure shall apply to all plans and specifications generated on paper or electronically for all design phases, including design review submittals, issue to bidders, as award documents, and as-built documents for military and civil works projects designed in-house and by others.

3.0 REFERENCES

- a. AR 25-400-2, Modern Army Record Keeping System(MARKS).

4.0 DEFINITIONS

Design - A general term for the efforts of Engineering Division. For the purpose of this procedure, it is limited to the preparation of plans, specifications, and design analysis. All plans and specifications developed shall be clearly identified as to the phase of design it represents.

As-Built - The updated plans reflecting the actual construction of a project. This includes amendments issued during bidding, modifications during construction, user requested changes, field changes, shop drawing modifications, and contractor designs.

Central Files - A storage location for copies of project files for both civil and military design and construction projects and all information pertaining to these projects.

5.0 RESPONSIBILITIES

Central Files(CF) is responsible for maintaining storage of all plans and specifications upon receipt from the Project Manager. These documents shall be kept readily available for all parties. CF shall also maintain an index of plans and specifications on hand, their storage location, and a sign out log.

Project Managers and Engineering Managers are responsible for providing Central Files with current updates to plans, specs and design analysis. Central Files maintains all these records until such time as the project is completed and paid out. Once a project is complete Central Files utilizes proper retirement procedures to ship to Records Holding Area. All SF 135s are maintained in Central Files.

Central Files maintains a paper copy of plans, specs as well as an index of all project files for easy location, and a sign out log for easy retrieval from user. All plans and specs are updated with amendments, notice of contract award and modifications as they are received in Central Files.

6.0 PROCEDURES

6.1 Labeling of Drawings, Specifications and Design Analysis -

When a percentage is used, it will be updated not less than weekly.

Each record set of specifications and design analysis will be bound and have a cover sheet attached reflecting the status and date of the product.

6.2 Flow Diagram

See page 5.

6.3 Storage and Security

Central Files shall maintain plans and specs for projects under construction, until such time as the project is complete and paid out. Documents are then processed appropriately to be shipped to Records Holding Area.

7.0 RECORDS/OBJECTIVE EVIDENCE

Central Files controls the record copy of plans, specs, and amendments

