



BATTELLE Project Management Division

Engineering Functional Area Procedure

Preparation and Implementation of Engineering Procedures

Procedure Number

ENG-01

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Revision Number

0

Date Issued

11/83

Approval

Prepared by

JA Carr

Date

11-2-83

1.0 Purpose

To codify the process whereby written procedures are identified, prepared, approved and implemented within ONWI's Engineering functional area.

2.0 Scope

- 2.1 This procedure shall be applied to the preparation of Engineering Functional Area Procedures (ENGs) in support of all engineering projects, analysis, interface, and management activities conducted by the ONWI Engineering staff, and to the Engineering staff's dealings and interactions with agencies external to BPMD.
- 2.2 This procedure shall be applied within the context of established BPMD Project Management Procedures (PMPs). ENGs developed in accordance with the provisions established herein shall be subordinate to PMPs.

3.0 References and Definitions

3.1 References

- 3.1.1 PMP-01 Preparation of Procedures
- 3.1.2 ENG-02 Classification of Engineering Projects
- 3.1.3 ONWI Quality Assurance Plan
- 3.1.4 ANSI/ASME NQA-1-1979

3.2 Definitions

- 3.2.1 Procedure - A formal written and approved instruction prescribing a standard means by which personnel are to accomplish a task.
- 3.2.2 Project Specific Requirements - Instructions for a specific project that exceed, supplement, or vary from normal procedures.
- 3.2.3 Shall - Denotes a mandatory action.
- 3.2.4 Should - Denotes a desired, expected, but permissible or optional requirement or action.

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3.2.5 PMPs - Project Management Procedures.

3.2.6 ENGs - Engineering Functional Area Procedures.

3.2.7 EFM - Engineering Functional Manager.

4.0 Responsibilities

4.1 The Engineering staff shall be responsible for ensuring that ENGs are properly applied and followed in the conduct of their activities.

The Engineering staff shall suggest to the Engineering Functional Manager (EFM) the need for new procedures or revision of existing ones as events and experience warrant.

4.2 The EFM shall be responsible for approving ENGs for implementation and for maintaining them in current applicable versions. The EFM shall determine concurrence requirements.

4.3 The BPMD Quality Assurance Manager shall be responsible for reviewing and concurring on ENGs.

4.4 The BPMD Legal Department shall be responsible for reviewing and concurring on ENGs.

4.5 Other BPMD Department Managers, e.g., the Contracts and Procurement Manager, shall be responsible for reviewing and concurring on ENGs as the procedures relate to their responsibilities.

4.6 The EFM or a delegated Department Manager shall be responsible for preparing ENGs.

5.0 Procedure

5.1 ENGs shall be prepared in accordance with style, content, and organizational requirements identified in Reference 3.1.1.

5.2 For Engineering activities classified as "Major Projects" (see ENG-02, Section 5.0), ENGs shall be supplemented by project specific requirements.

5.3 Approval by the EFM shall be required for all ENGs. The EFM should consult with the Engineering Department Managers prior to giving approval. The EFM shall determine which concurrences are required from BPMD organizations outside of ONWI.

5.4 Revisions to established ENGs shall be developed and approved utilizing the identical steps as those for developing and approving an original procedure (see PMP-01, Section 5.4.6.3).

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5.5 On an annual basis, the EFM and Engineering Department Managers shall review the roster of ENG's to determine if cancellation or development of new ENG's is in order. Cancellation of an ENG shall require the same approvals and concurrences originally required in issuing the procedure.

6.0 Exhibits

None