

Materials Information Request (MIR)

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Approved By [REDACTED]

DHQ, CHC, Stations

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Active Divisions/Departments

FEMC

Raytheon Polar Services Company

Facilities, Engineering, Maintenance, and Construction (FEMC)

Contract No. OPP 0000373

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Purpose

To define the process for locating and/or identifying damages, shortages, or incorrect materials for winter FEMC projects. This procedure also defines the process for generating a Materials Information Request (MIR). (See *Materials Information Request Form* (EN-CDMPS-227a). This MIR procedure works in conjunction with FEMCs *Change Request/Request for Information (RFI)* (EN-CDMPS-207) procedure.

Scope/Applicability

This procedure applies to all Construction projects being performed by Raytheon Polar Services Company (RPSC). It applies regardless of the organization that produced the design.

Responsibilities

Director, FEMC

Assures that this procedure is followed for all Engineering, Maintenance, and Construction projects.

FEMC Assistant Manager, Materials

Reviews MIR for completeness, and assigns appropriate RPSC personnel to research discrepancy.

Document Control Specialist

Electronically logs the MIR and places a hardcopy in the Project File by WBS number.

General

- This procedure outlines the process for requesting information for procured materials. Any deviations in material specifications, due to material clarification, require approval documentation, and are to be filed in the appropriate project file.
- This procedure will be used to initiate a MIR for materials that are being installed during the construction phase of a project.
- This procedure uses the *Materials Information Request Form* (EN-CDMPS-227a) for tracking, controlling and recording the actions for project related materials.

Procedure

Materials Information Request (MIR)

A MIR generates feedback to the construction group for clarification of materials procured for a specific project.

Identification of Change Requirements:

All design/engineering changes resulting from a MIR will be addressed through the *Change Request/Request for Information (RFI)* (EN-CDMPS-207) procedure and submitted to the Document Control Specialist.

Logging the MIR:

- The Document Control Specialist will electronically log the MIR form at headquarters, and the FEMC Assistant Manager, Materials will distribute the request to the proper department(s).
- MIR numbering will use the project file number followed by a sequential number starting with 001.

Action on the MIR:

The FEMC Assistant Manager, Materials will review the request and designate an in-house MTO/Estimator /Buyer to act on the request. This person will research the request and communicate the findings via the MIR form to the originator.

Final Approval Process:

After review and final approval by the requestor (or applicable Manager) the MIR will be sent to the Document Control Specialist to close the MIR.

Document Control will log the approval and include any attachments to the hardcopy file. A copy of the MIR will be filed at the field site or office for later use in the as-built process.

References

Materials Information Request Form (EN-CDMPS-227a)

Change Request/Request for Information (RFI) (EN-CDMPS-207)

FEMC Records Management Table (EN-D-226a)

(All FEMC forms and procedures are located on the Master List/FEMC)

Records

See “Materials Information Request Form” under the FEMC-DHQ & STATIONS tab of the *FEMC Records Management Table* (EN-D-226a).