1 SCOPE

This policy covers 2 specific Engineering Documentation areas;
1) Specification Numbering System 2) Project Work Folders.

2 SPECIFICATION NUMBERING SYSTEM.

Specifications shall be numbered prior to forwarding them to the Supervisor and the Buying staff. Final specification document is to be placed in the appropriate Project Folder on the common drive using labeling scheme defined below and the formatting in Section 3.

Example: 2330-1001-R2

23 30 - 1001 - R2

23	Group Number
30	Class Number
1001	Database generated sequential number.
R2	Indicates the second revision by original owner.

All users of the specification shall leave another engineer's specification unchanged. If a changed specification is required, copy an existing specification, change the contents as required and save under the numbering system identified above and the specification formatting identified in Section 3 below. Changed contents are under new engineer's ownership.

New specification along with changed contents saved on the common drive shall not be overwritten. Revisions shall be noted as indicated and all published versions saved. New specifications generated from existing documents on the common drive shall have a new specification number. Revision is defined as a change to original specification published with a solicitation.

Agency provided specification included with Solicitation shall be saved in the project folder without alteration of contents or document name. Changes to agency specifications are to made with agency's permission and approval only. If only a hardcopy of specifications is provided by agency, a scanned copy shall be saved with the same file name as original.

3 PROJECT WORK FOLDERS.

3.1 Documents created by an engineer in support of the solicitation shall be stored in relevant project work folder created by Engineering Project Tracking database on the common drive. See section 3.2 for examples of documents to be saved into project work folder. These folders shall not be deleted, moved, or otherwise removed from the common drive. Example 64181 or the contract number without dashes (example 1052303 for standard contracts) shall be saved in the Project Work Folder.

3.2 Final versions of documents generated/stored in project folder include, but not limited to:

- Specifications
- Coversheets
- Administrative Requirements
- Statements of work
- Technical Question answers
- Bid Evaluations
- Protest Documentation
- Inspection Reports
- Contractor's/Technical License Requirement
- Emails
- Agency Specification approval
- Pictures

3.3 Documents saved in the Project folder on the common drive shall be identified as;

Specification:	numbered in accordance with section 2.	
Cover Sheet:	`#####cs`	67181cs
Technical Questions:	`#####tq1,tq2…`	67181tq2
Bid Evaluation:	`#####be`	67181be
Protest Documentation:	`#####pr`	67181pr
Inspection Report:	`#####ir`	67181ir
Administrative Requirements:	`#####ar`	67181ar
Contractors License:	`#####cl`	67181cl
Statement of Work:	`#####sw`	67181sw
Emails/Acceptance Tests:	Use reasonable name structure.	

3.4 When a solicitation is canceled and a re-bid is required, same folder shall be used to store re-bid documents. If the project is given a new PE number, a new folder with the new PE number will be created and the supervisor will identify and reference this as a re-bid in the database.

4 SPECIFICATION DOCUMENT TEMPLATE.

Given below is a suggested format for a Specification Document. The example shall be used as a guideline. Each specification document will vary in requirements and contents.

Following points are made to maintain consistency and uniformity in specification Documents:

1. First Page shall provide in header: DGS logo, Commodity Name and Specification number as shown below and all other pages shall provide Specification Number as shown in sample attached.
2. Footer of all pages shall have: Engineer name in Last, First Initial format, Page x of y, Date in Month DD, YYYY format; Solicitation #, and Document Title.

Specification Document Header.

Specification Number

1 SCOPE

This document establishes requirements and specifications for xxxxxxxxxxxxxxxxxxxxxxxx

2 APPLICABLE SPECIFICATIONS / STANDARDS / CODES

2.1 Specifications and standards referenced in this document in effect on the opening of the invitation for bid, form a part of this specification.

2.2 (ONLY If applicable) Upon written request, the bidder shall submit certification that the proposed units and accessories meet the specifications and comply with the requirements of following standards/codes;

2.2.1 Give standards and code list here as applicable…….

2.2.2 FCC § ## Class A……

2.2.3 UL standards…….

2.2.4 ANSI standards……..

2.2.5 IEEE standards…….

3 REQUIREMENTS

3.1 GENERAL OPERATION;

3.1.1 x

3.1.2 x

3.1.3 x

3.2 SYSTEM CHARACTERISTICS;

3.2.1 x

3.2.2 x

3.2.3 x

Specification Document Footer.