



**MCA-QP6300**  
**Revision A**  
**14 January 2003**

**Maintenance Center, Albany**  
**Marine Corps Logistics Base, Albany, GA 31704-0325**

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## **MCA QUALITY PROCEDURE**

**CODE 882**

# **INFRASTRUCTURE & WORK ENVIRONMENT**

**SIGNATURE/APPROVAL**

The signature and date below indicates approval of this procedure for implementation at the Maintenance Center, Albany.

\_\_\_\_\_  
(Signature on File)

\_\_\_\_\_  
14 January 2003

**CHECK THE MASTER LIST - VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE**

S. H. FOREMAN  
Commander, Maintenance Center, Albany

DATE

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**DOCUMENT HISTORY LOG**

<b>Status (Baseline/Revision/ Canceled)</b>	<b>Document Revision</b>	<b>Effective Date</b>	<b>Description</b>
Baseline		26 Feb 02	
Revision	A	14 Jan 03	1) Section 2 – Changed QI6300-EN1000 to EN1001 and QI6300-EN1001 to EN1000 IAW CAR QS-03-001-02; 2) Numbered Quality Records in Section 7

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## INFRASTRUCTURE & WORK ENVIRONMENT

### 1. SCOPE.

1.1 Scope. This Maintenance Center, Albany (MCA) Quality Procedure (MQP) provides the method for providing adequate facilities and insures a productive work environment.

1.2 Purpose. This MQP establishes procedures and methods for implementation and control of improving and maintaining the facilities, equipment, providing supporting services, and providing a work environment to enhance worker productivity and safety.

1.3 Applicability. This MQP is applicable to all MCA organizations.

### 2. APPLICABLE DOCUMENTS.

QM1000	Maintenance Centers Quality Manual
MCA-QI6300-EN1001	Facilities and Equipment Repair
MCA-QI6300-EN1000	Procedure For The Capital Purchase Program (CPP)
DOD 7000.14 –R	Financial Management Regulation, Volume 11B, Reimbursable Operations, Policy and Procedures – Defense Business Operations Fund

See ISO MCA WEB site for applicable documents.

### 3. DEFINITIONS.

See MCA-QP5500 Appendix A for definitions.

### 4. PROCEDURE.

4.1 Planning and Capacity Review. A management review is held by MCA Management to determine the adequacy of facilities and equipment for the volume and mix of production. From this review, requirements are generated to improve, eliminate, or acquire production capacity in a particular area to better serve our customer. Lists are generated for equipment that must be procured through the Capital Purchase Program (CPP), (Individual Capitol Equipment greater than \$100,000 in cost and Minor Construction less than \$500,000), and Major Maintenance projects, which are projected over a 5-year period. An additional list of equipment costing less than \$100,000 each is generated to be included in the budgeted overhead. In addition, tentative Military Construction (MILCON) Projects are determined and reviewed. These projects are related to productivity, safety, environmental requirements, or replacement of existing facilities and equipment. Justification and cost analysis are completed for each project as required by DOD regulations and public law. A separate review of capacity is performed on an annual basis and forwarded to DOD higher headquarters as required by regulations. A priority project list is generated for budgeted overhead (equipment less than \$100,000)

4.2 Maintenance. Corrective and Preventive Maintenance is performed on the facilities, utilities, and equipment by government maintenance personnel or contracted resources based upon the work requests entered in the Facilities and Equipment Maintenance System (FEMS), an automated system available on the local area network. All entries are entered by the supervisory, secretarial, or other personnel as designated by management in this automated system, which tracks all maintenance action and generates reports as required. This system also has asset tracking,

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inventory management, and predictive management capability. Follow up may be performed through voice or e-mail. Maintenance frequencies are based OEM recommendations and improved further based on actual experience. Maintenance is preformed per MCA-QI6300-EN1001.

4.3 Environmental Procedures. Adequate environmental procedures and controls are installed and maintained in accordance with federal, state, and/or other regulatory requirements. These procedures are used to meet conservation, pollution, hazardous material controls and reduction, hazardous waste control and reduction, and recycling mandated goals. These environmental related goals are tracked and reviewed as required.

4.4 Support Services. The level of support services such as security, property control, tool equipment issue, and ammunition is reviewed periodically and adjusted as needed. These areas are subject to peculiar regulatory requirements that only apply to that respective support service.

4.5 Work Environment. A positive work environment is maintained through the implementation of various programs which may be process driven, mandated by government regulations, or good management practice to enhance productivity. Management, to improve the work area and, thereby, reducing injuries, supports a proactive safety program. External and internal safety personnel perform periodic inspections as part of the safety review process. The type and level of personnel protective equipment required for a process is reviewed periodically and implemented as warranted. This could result in a change of processes, which may, in addition, require the acquisition of new equipment or facilities modifications or additions. Break areas and restrooms are improved, upgraded and increased on a regular basis. Areas are tested and inspected for adequate heat, humidity, light levels, and airflow depending on applicable regulations of various agencies and lab certification requirements. Adequate clean rooms (Naval labs/NIST requirements) or cool rooms are maintained for each process.

5. NOTES. None.

6. DATA, FORMS AND REPORTS. None.

7. QUALITY RECORDS. Records will be retained in accordance with DOD 7000.14 –R.

7.1 CPP Records

Storage Location:	Facilities and Maintenance Office, Engineering Department
Indexing:	By Fiscal Year
Access:	Managers and Facilities and Maintenance Personnel
Filing:	As generated
Storage Medium:	Paper, electronic
Maintenance:	Paper filed in file folders in file cabinet Electronic filed on hard drive and backed up by OPR
Disposition:	Paper recycled; electronic files erased
Retention:	IAW DOD 7000.14 –R

7.2 FEMS Records

Storage Location:	MCLB LAN – S6 Information Technology
Indexing:	Asset and/or Work Request Number
Access:	FEMS Account Holders
Filing:	As generated
Storage Medium:	Electronic
Maintenance:	MCLB LAN – S6 Information Technology
Disposition:	Indefinite
Retention:	Indefinite

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8. FLOW DIAGRAM. None.