Error/Omission Process

**Process Owner:** Department Managers, Corporate Projects and Facilities Projects

**February 7, 2008**

### Responsibilities
- Architectural/Engineering Firm
- Sandia Contracting Representative
- Sandia Delegated Representative
- Errors & Omissions Board
- Project Manager
- Requester

### Error Definition
*The error must be clearly due to the engineer’s oversight, such as an inappropriate use of SNL standards, building codes, fire codes, etc. It may also be the result of a field condition that was readily apparent, such as manholes, catch basins, or overhead power lines, but which was overlooked by the engineer.*

### Omission Definition
*Omission must cause the cost to increase above the amount considered necessary had the project been correctly designed in the first place. For example, an omitted regulator would usually not add cost above that necessary for an original correct design. Catching improper setbacks before construction begins would also not add costs.*

### Considerations for E&O Discovery
*Did Sandia contribute? (i.e., conflicting specs, etc.)*

### Action Item
*Risk Assessment Form*

### Note
*A/E is changing the Design Drawings at their cost*

### Value-Added Definition
*Any part of the additional work that increases the value of the project by adding items that would have been included if the error/omission had not occurred.*

### Non-Value Added Definition
*Any part of the additional scope that does not increase the value of the project, such as non-productive rework required to correct the error /omission.*

### Error & Omissions Board (E&OB)
*Non-Project SCR*
*Architectural/Engineering Firm (A/E)*
*Project Sandia-Delegated Representative (SDR)*

### E/O Contingency
3% of ICAA, typical unless otherwise noted

### ICAA
Initial Contract Award Amount

*Total of E&O, Non-Value Added Cost Impacts

### Considerations for E&O Discovery
* Did Sandia contribute? (i.e., conflicting specs, etc)