



Procedures and Guidelines

DIRECTIVE NO. 500-PG-1410.1.1
EFFECTIVE DATE: 02/11/1999
EXPIRATION DATE: 02/11/2004

APPROVED BY Signature: original signed by _____
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TITLE: Assistant Director of AETD

Responsible Office: 500/Applied Engineering and Technology Directorate

Title: AETD Directives Management

P1. PURPOSE

The purpose of this procedure is to describe how GPG 1410.1 Directives and Documentation Management will be implemented within the Applied Engineering and Technology Directorate.

P2. REFERENCE

GPG 1410.1 Directives and Documentation Management

P3. SCOPE

The procedure applies to all organizations within the Applied Engineering and Technology Directorate. It applies to the approval and management of AETD Quality Management System documents.

P4. DEFINITIONS

AETD Quality Management System (QMS) – The AETD specific portion of the GSFC's business system that documents the methodology whereby GSFC produces quality products.

Document Review Board – The working group within AETD which is responsible for reviewing and recommending for approval all AETD level documentation. The Board is Chaired by the Assistant Director of AETD for Engineering Support and is comprised of an Associate Chief from each of the AETD Engineering Centers, the Assistant Director of AETD/Wallops, and the AETD Associate Chief Engineer

P5. AUTHORITIES AND RESPONSIBILITIES

The Assistant Director of AETD for Engineering Support has been appointed the Directorate's Directives Manager. Approval authority for all AETD Directorate level QMS documentation is vested in this position.

AETD Engineering Center Chiefs and their Associate Chiefs are delegated approval authority for all AETD QMS documents at the Engineering Center level.

AETD Branch Heads are delegated the approval authority for all AETD QMS documents at the Branch level.

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT

<http://gdms.gsfc.nasa.gov/gdms> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

P6. IMPLEMENTATION

- 6.1 : The AETD DRB will meet as required to review proposed AETD level QMS documentation. The Board will recommend approval of all AETD level QMS documents to the Assistant Director of AETD for Engineering Support. The Board will also review overall AETD QMS documentation for consistency, continuity, and opportunities to streamline and clarify the documentation.
- 6.2: When documentation is revised, the approving official shall assess the nature of the revision requirements. If the revision is minor in nature (e.g. format, minor clarification, updating references, etc) the revisions can be made at the discretion of the approving official. Should the changes be more substantive in nature, the approving official will include, to the degree practical, those individuals who were reviewers of the original document in the review of the proposed revisions.
- 6.3: The GDMS serves as the library for the Center's QMS documentation. In some cases, it is not expedient to use the GDMS to house specific WIs or PGs due to format issues. In these cases, the GDMS will be used to reflect the existence of the document, its location and its status. In some cases there is a need for posting simple instructions or notices which are of such a minor or temporal nature that posting on the GDMS in any fashion is of no real value. Branch Heads have the authority to post notices at the work site without entering these notices in the GDMS. Examples of notices include: simple safety reminders; specific facility use notices (e.g. Refrigerator or lab sink designated "For lab use only") ; and guidance as to who should be contacted for general information on facilities, labs, or equipment. The Branch Head shall periodically review all posted notices and evaluate whether they should be incorporated into on-line GDMS work instructions.

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	02/11/1999	Initial Release