



SPD 8830.2 Basic  
August 2010

National Aeronautics and  
Space Administration

**John C. Stennis Space Center**  
Stennis Space Center, MS 39529-6000

## **COMPLIANCE IS MANDATORY**

### **John C. Stennis Space Center Policy Directive Configuration Management of Site-Wide Operational and Repair Documentation (SORD) and Test Site Baseline Drawings**

Stennis Policy Directive	SPD 8830.2	Basic
	<i>Number</i>	<i>Rev</i>
	Effective Date: August 27, 2010	
	Expiration Date: August 27, 2015	
Responsible Office: QA00/Office of Safety and Mission Assurance		Page 2 of 5
<b>SUBJECT: Configuration Management of Existing SORD and Test Site Drawings</b>		

### Document History Log

Status/Change/ Revision	Change Date	Originator/Phone	Description
Basic		Karen Vander/ 8-3054	Initial Release

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## 1. POLICY

This directive establishes policy for the configuration management of Site-wide Operational and Repair Documentation (SORD) and Test Site baseline drawings in addition to the operating instructions/procedures that currently exist.

- a. The following activities are mandatory for the engineer(s) responsible for the design (Lead Design Engineer, Project Lead, etc.) on every design project at SSC:
  - (1) Identify all potentially affected SORD and Test Site baseline drawings by the thirty percent (30%) design review.
  - (2) Determine if any duplication/unnecessary overlap exist between existing SORD and Test Site drawings. If so, resolve such with the assistance of the NASA Configuration Management (CM) Implementation Lead.
  - (3) Provide a list of drawings and cost estimate for updating all the potentially affected drawings identified in (1) and (2) to the Project Manager.
  
- b. The following activities are mandatory for the Project Manager of every project at SSC:
  - (1) Include the estimated cost for updating potentially affected drawings in the project budget.
  - (2) Provide a separate Stennis Work Request (SWR) for estimated cost at the beginning of a project. The required completion date for aforementioned SWR should reflect, at a minimum, 60 days after the completion of construction activities.
  - (3) Assign the CM Implementation Lead as a "Reviewer" on the SWR.
  
- c. Test Complex Only:
  - (1) The Test Directors and Operations Managers for their respective facility/systems of responsibility shall review and concur with all configuration changes in their area of responsibility as defined in the System Operation and Maintenance Responsibility Database (SOMRD). For facilities/systems with overlapping responsibility, both Test Director and Operations Manager shall review and concur.
  - (2) The Test Directors and Operations Managers shall ensure interfaces are clearly identified on all affected drawings and in the SOMRD for their respective facility/systems of responsibility.

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- (3) The Engineering and Test Directorate Design and Analysis Division shall ensure, at a minimum, a quarterly audit and walk-down of a random system and/or subsystem is performed. If there is a discrepancy identified in the audit, the Test Director/Operations Manager for that system shall be informed and the Test Director/Operations Manager shall resolve the discrepancy.

d. SORD and Test Site Baseline Drawings

- (1) The following authoritative sources are the only locations baseline drawings shall be stored and maintained.

- (a) SORD drawings: Central Engineering Files (CEF) and Design and Data Management System (DDMS)

*Note: DDMS contains the latest electronic SORD drawings. If a drawing cannot be located in DDMS, refer to CEF. For assistance in locating a SORD drawing in CEF or DDMS, please contact the Facility Operating Services Contract (FOSC) Documentation Coordinator.*

- (b) Test Site drawings: DDMS

*Note: For assistance in locating a Test Site drawing in DDMS, contact the Test Operations Contract (TOC) Configuration Management Analyst.*

- (2) Any other source for storing and maintaining baseline drawings is unauthorized.

*Note: If you do not have access to DDMS, request access through the NASA Account Management System (NAMS) at "<https://idmax.nasa.gov/idm/user/login.jsp>".*

- (3) If a change to a SORD baseline drawing is approved using the configuration management process outlined in SOI-8080-0015, the Engineering Change Request (ECR) or Engineering Order (EO) along with the associated documentation must be submitted to CEF for issuance using the configuration management process outlined in SSTD-8070-0001-CONFIG.

## 2. APPLICABILITY

- a. This SPD is applicable to all NASA/SSC personnel.
- b. This SPD is applicable to NASA/SSC contractors only to the extent specified or referenced in their respective contracts.

