



SSTD-8070-0009-CONFIG Revision D
MARCH 2016

National Aeronautics and
Space Administration

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

COMPLIANCE IS MANDATORY

John C. Stennis Space Center

PREPARATION OF FORM SSC-625, CERTIFICATE OF COMPLETION (COC)

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Document History Log

Status/ Change/ Revision	Change Date	Originator/ Phone	Description
Basic	12/11/01	M. DeSandro Ext. 2413	Initial release -- supersedes SSC STD 99-024 Rev. Basic, with the following changes: New document number and format per SPG 1400.1; Change signature titles per NASA SSC reorganization; Change NASA Facilities Engineering Division (FED) to Engineering Services Division (ESD); per FOSC reorganization, change Engineering and Construction Department (ECD) to Engineering and Test Complex Services Department (ETS) and delete Test Complex Support Department (TCSD); 1.0 change section title and add new section 2.0 with delete ref. SLP-05 and change ref. OP RA-97-02 to SSTD-8070-0001-CONFIG; merge steps a and b; 2.0 change section title and renumber as 3.0; 3.0 change references per text mods; move Acronyms and Abbreviations to new Appendix B; move Definitions to new Section 7.0; 4.2-c revise text for new Table 1 and responsibilities for submittal of COC documentation to CEF; 5.1-b add CCC 5-part card; 5.2 step 12 add DWVR (form SSC-517) and ref to SSC STD 99-016; step 20 add form SSC-217; add new step 25 for CCC form SSC-633; step 32 add ref to CEF distribution list; 5.2 step 19 add abatement plan and dig permit; 5.3 steps a and b modify signatures procedures; 7.0 add definitions for Direct Contract, Test Liaison; 8.0 add new flow chart.
A	12/29/06	James W. Hughes x 8-2304	Revalidated. Updated references and amended text to reflect proper references. Corrected typographical errors throughout document. Changed signature titles per NASA SSC organization changes.
B	05/25/07	James W. Hughes ext. 8-2304	Removed references to NASA Engineering Services Department (ESD) per NASA organization re-structuring. Added SPR 1440.1 (as it superseded SSLP-

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			1440-0001) to sections 3.0 and 6.0. Removed acronym COSD from text and Appendix B since no longer applicable. Changed all references from TTSC to TOC. Deleted TTSC from Appendix B. Added TOC to Appendix B.
C	09.14.11	T. Ehrlich, ext. 8-3043	Updated references and administrative changes. Section 1.0, added for construction and renovation projects, and facility value and vendor data to Purpose Section 4.0c: Changed ETS to ESD or FM&O. Changed Construction Monitor to Construction Manager. Changed Project Manager to Contracting Officer Technical Representative (COTR). Changed Project Coordinator to Scheduler. Section 4.0C: Added Configuration Coordinator. Section 5.1(d): Added this section to handle partial COCs. Section 5.2.1, Changed entire section to better reflect actual COC process changes and information. Section 9.0: New flow chart. Appendix A: New form created to better reflect SSTD.
C-1	03.05.12	J. Anthony, ext. 8-2030	Section 5.2.1(25), deleted Note: Changes to panel schedules are changes to baseline; however, in-house projects involving changes only to panel schedules need the approval of only the Shop Supervisor/Shop Lead. (See 28 below.). Section 5.2.1(28), deleted Note: If change to baseline involves only panel schedules, 1/8" floor plans, or minor lighting modifications, only the Shop Supervisor/Shop Lead signature is required. Section 5.2.1(33), deleted For all contractor / subcontractor and in-house projects, except as identified in 25 and 27,
C-2	02.16.16	R. Carol Wolfram 8-1164	Administrative changes. Replaced "FOSC" with "SACOM" throughout document. Replaced "SWR" with "Task Order" throughout document. Replaced "TOC" with "Test Complex" when reference involved physical Test Complex area; and "SACOM," regarding contractual and/or process references. Replaced "COTR" with "COR" throughout document.

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D	3.25.16	J. Anthony, Ext. 8-2030	<p>Revised cover sheet to require approval from NASA SSC Center Operations Design & Construction Project Management Division, with concurrence from NASA SSC Center Operations Directorate Operations & Maintenance Division and NASA SSC Engineering and Test Directorate.</p> <p>Updated document to reflect DDMS routing and electronic approval authorization.</p> <p>Administrative changes required.</p> <p>Changed COTR to COR throughout document.</p> <p>Revised flow chart to reflect electronic approval routing process.</p> <p>Updated Appendix A, Certificate of Completion to include Arc Flash Assessment.</p> <p>4.0-f: Replaced "Scheduler" with "Work Control personnel".</p> <p>Updated 5.1-a to reflect associated construction files which, if required, shall be provided to CEF at construction completion or with a Partial Release of Construction Documentation letter.</p> <p>5.2-a: Deleted 13, and added 28 and 34 as applicable line items.</p> <p>5.2.1-28: Added Arc Flash Assessment consideration to documentation required when submitting a COC.</p> <p>5.2.1.32: Removed qualifying note indicating "NASA and/or FOSC Safety/Quality signature is required when the implementation SWR indicates that the project involves quality considerations or when NASA and/or FOSC Safety/Quality signs an FCR related to the project."</p> <p>5.3.a and 5.3.b: Amended to restrict "N/A"ing SMA signature.</p>
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1.0 PURPOSE

This John C. Stennis Space Center (SSC) standard (SSTD) establishes the requirements and procedures for completion and submittal of Certificate of Completion (COC), Form SSC-625, which is required for construction and renovation projects at SSC where any of the following conditions exist:

- a. Facilities baseline documentation is affected as referenced in SSTD-8070-0001-CONFIG.
- b. Facility value is increased by \$5,000 or more.
- c. There is new or replacement vendor data, which is required for all jobs including shop work orders.
- d. Project involves changes to breaker panels.

2.0 APPLICABILITY

- a. This SSTD applies to all SSC National Aeronautics and Space Administration (NASA) organizations, resident agencies, and contractors in accordance with the applicable requirements of SSTD-8070-0001-CONFIG.
- b. This SSTD shall be maintained in accordance with SSTD-8070-0005-CONFIG.
- c. Final authority for approval and interpretation of this SSTD resides with the NASA SSC Center Operations Directorate Project Management Division, and Operations and Maintenance Division.

3.0 REFERENCED DOCUMENTS

Referenced documents shall be the latest version unless otherwise specified.

SPR 1400.1, *SSC Document Preparation, Numbering, and Management*
 SPR 1440.1, *SSC Records Management Program Requirements*
 SSTD-8070-0001-CONFIG, *SSC Facilities Engineering Documentation Standard*
 SSTD-8070-0005-CONFIG, *SSC Preparation, Review, Approval, and Release of SSC Standards*
 SSTD-8070-0006-CONFIG, *SSC Component Servicing Processes and Documentation*
 SSTD-8070-0007-CONFIG, *SSC Variance and Alternate Standard Requests*
 SSTD-8070-0008-CONFIG, *SSC Discrepancy and Correction Report (D&CR)*
 SSTD-8070-0010-CONFIG, *SSC Maintenance of the SSC System Operation and Maintenance Responsibility Database (SOMRD)*
 SSTD-8070-0138-ELEC, *SSC Arc Flash Standard*

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4.0 RESPONSIBILITIES

- a. The applicable NASA or contractor central planning and control function shall stamp Stennis Task Orders to indicate if a COC is necessary for a project.
- b. Initiation of a COC shall be the responsibility of the NASA or contractor lead design engineer or, if project does not require an Engineering Modification Instruction (EMI, form SSC-151), the lead person for the project. (Detailed instructions are provided in Section 5.2.)
- c. Completion of a COC shall be the responsibility of the appropriate engineer and/or manager, depending on the type of project. (See COC Responsibility Matrix below.)

COC RESPONSIBILITY MATRIX

TYPE OF PROJECT	RESPONSIBLE PERSON
NASA or other Resident Agency direct contract without Supervision, Inspection and Engineering Support (SIES) funding	NASA Contracting Officer Representative (COR) or other Government representative
NASA or other Resident Agency direct contract with SIES funding for Engineering Services Division (ESD) or Facilities Maintenance and Operations (FM&O) Construction Manager	ESD or FM&O Construction Manager
Facilities Support Department (FSD) or FM&O Shop with SIES funding for ESD or FM&O Construction Manager	ESD or FM&O Construction Manager
FSD Shop without SIES funding for ESD or FM&O Construction Manager	FSD System Engineer
ESD or FM&O Shop without SIES funding for ESD or FM&O Construction Manager	ESD or FM&O Construction Manager
Test Complex (TC) in-house maintenance and/or construction projects	TC Engineering Manager

- d. The person responsible for completing a COC is responsible for initiating and submitting an SSC Facilities Equipment List (form SSC-728) in accordance with SSTD-8070-0010-CONFIG.

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- e. The NASA COR (and/or Construction Manager) is responsible for ensuring the appropriate data for all new or removed equipment is accurately recorded on an SSC Facilities Equipment List (form SSC-728), processed in accordance with SSTD-8070-0010-CONFIG, and included with the final COC submittal to CEF.
- f. If drawings are affected, the ESD's Drafting Supervisor will provide the appropriate Work Control personnel with a cost estimate for updating the EMI and/or Site-wide Operational and Repair Documentation (SORD).
- g. The Drafting Supervisor shall be responsible for ensuring that baseline drawings are updated.
- h. When updates are complete, the Drafting Supervisor shall approve the COC in the Design and Data Management System (DDMS).
- i. After the Drafting Supervisor approves the COC in DDMS, CEF shall route the COC package for final NASA approval in DDMS.
- j. Upon NASA approval, CEF shall issue and distribute the COC to organizations/individuals identified on the CEF distribution list.
- k. For Synergy-Achieving Consolidated Operations and Maintenance (SACOM) or Test Complex in-house construction projects, the Task Order will not be closed until the final COC is issued by CEF.

5.0 PROCEDURE

5.1 General

- a. Associated construction files which, if applicable, shall be provided to CEF at construction completion or with a 'Partial Release of Construction Documentation' letter include but are not limited to:
 1. Construction Folder
 - Amendments/Errata
 - Responses to Contractor Questions
 - RFIs SSC-781
 - FCRs SSC-61
 - Construction Redlines
 - Facilities Equipment List SSC-728
 - Request for Turn-In Form

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- Contractor Transmittal Sheets (SSC-581)
- Vendor/Warranty Information
- O&M Manuals
- NASA Form 1046, Transfer and/or Notification of Acceptance of Accountability of Real Property
- Cost Information including SWRs, Bid Summary Report/Bids, Backout Worksheet, Bid Bust Worksheet, Funding Worksheet/Recap. Sheet, Percentage of Completion Letter(s)
- Permits
- Manufacturer Spares List
- Punch List
- Panel Schedule SSC-886
- Asbestos Abatement Plan
- Certification/Configuration Control Card (CCC) Form SSC-633
- Arc Flash Assessment

2. Correspondence Folder

- Bid Package Letter/Solicitation Package
 - Contract
 - Contract Modifications
 - FCR letters
 - RFI Letters
 - Transmittal Letters
 - Pre-bid Conference (mandatory job walk e-mail)
 - Post Award Conference (Pre-Con/NTP)
 - Assessment
 - Project Acceptance Walk-through
 - Contractor's Evaluation
 - Lessons Learned
 - Correspondence
 - Daily Logs
 - Submittals for Affirmative Procurement / Sustainable Acquisitions
- b. Once construction is complete, the Configuration Coordinator (CC) shall route the COC for approval electronically in DDMS.
- c. Upon approval, the COC shall be promoted to CEF in DDMS. All applicable documentation shall be associated.

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- d. The COR shall ensure that form SSC-728 is completed and processed in accordance with SSTD-8070-0010-CONFIG.
- e. Projects being worked by more than one entity will require completion and submission of a “partial COC”.
 1. In part 12, Exceptions/Remarks of the COC form, the word “partial” shall be entered.
 2. In part 12, Exceptions/Remarks of the COC form, the following will be entered: “This is the (entity filling out the COC) portion of (project number). Still needed are COCs from (list other entities working on project).”
 3. Fill out the rest of the COC as listed in Section 5.2 of this standard.

5.2 Detailed Instructions

- a. For projects involving an EMI, the design engineer shall enter data on form SSC-625 for items 1, 4, 6, 7, 17, 18, 19, 21, 22, 24, 25, 26, 27, 28, 30, 31, 32, 33 and 34, as applicable, and attach to the EMI design package submitted in DDMS (i.e., before EMI implementation).
- b. For projects not involving an EMI, the COC shall be processed in accordance with the responsible organization's internal procedures.

5.2.1 Form SSC-625 Instructions

Items to be completed on the COC are identified on the sample form SSC-625 in Appendix A by a circled number which corresponds to the numbered instructions below.

1. a: Contractor/Subcontractor Construction
Work performed by NASA direct contractor, or SACOM subcontractor.
- b: In House Construction
Work performed by SACOM or FM&O Shops.

2. Completion Date

Date the construction is completed per contract end date/charge code number or when final payment has been accepted.

3. Implementation Charge No.

The charge number that authorizes the project implementation shall be entered.

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4. EMI No.

- a. The Engineering Modification Instruction (EMI) number shall be entered.
- b. If an in-house project does not have an applicable EMI, "N/A" shall be entered.

5. ECR/EO No.

- a. Any ECR or EO number generated in DDMS by SACOM Contractor shall be entered.
- b. If a project does not have an ECR/EO No., "N/A" shall be entered.

6. Work Description

The title of the project and/or a description of the work shall be entered.

7. Work Area/System

The project location, as well as the system(s) affected, shall be indicated.

8. NASA Contract No.

The number of the current NASA contract shall be entered. For SACOM subcontracts, SACOM contract number is entered.

9. Subcontract No.

The number will be the NASA contract number. For SACOM subcontracts, the contract number assigned by SACOM contracting is entered.

10. Contractor/Subcontractor Name

- a. The contractor or sub-contractor construction company name shall be entered.
- b. For in-house construction, detailed shop information shall be entered. (Example: SACOM Electrical Shop, FM&O Shop.)

11. Contractor/Subcontractor Manager

- a. The contractor or sub-contractor construction company manager's name shall be entered (signature is not required).
- b. For in-house construction, "N/A" shall be entered.

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12. Exceptions and Comments

- a. Enter or reference any exceptions or deviations from the project specification that are not described by the documents listed in the document section or specified elsewhere on the COC; e.g., for a variance request (form SSC-517 per SSTD-8070-0007-CONFIG), enter the variance request number. Additional pages can be attached if needed to describe the exceptions and comments.
- b. If there is no such information to record, "N/A" shall be entered.

13. Operator Training

"Yes" or "No" shall be marked to indicate whether or not operator training has been scheduled.

14. Field Change Request (FCR) Form SSC-61

- a. If FCRs were generated during the course of the project, their numbers shall be indicated. If "Yes" is marked, the Field Change Request shall be attached to the completed COC submittal in DDMS.
- b. If the project had no FCRs, "N/A" shall be marked.

15. Request For Information (RFI) Form SSC-781

- a. If RFIs were generated during the course of the project, their numbers shall be indicated. (If only one was generated, enter "1" in both spaces.) If "Yes" is marked, the Request For Information (form SSC-781) shall be filled out and included with the completed COC submittal in DDMS.
- b. If the project had no RFIs, N/A shall be marked.

16. Construction Redlines

- a. "Yes" shall be marked if the project involved any changes to construction drawings. If "yes" is marked, redlined construction drawings must be included with the completed COC submittal in DDMS.
- b. If the project does not involve changes to construction drawings, mark "N/A".

17. Facilities Equipment List

- a. "Yes" shall be marked if any equipment is to be added or removed. If "yes" is marked, the SSC Facilities Equipment list (form SSC-728) must be included with the completed COC submittal; and a copy of the completed SSC-728 must be sent simultaneously to the NASA Real Property Office. Refer to SSTD-8070-0010-CONFIG.
- b. If there is no equipment added or removed, mark "N/A".

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18. Vendor/Warranty Information

- a. "Yes" shall be marked if any vendor/warranty information was received. If "yes" is marked, the vendor/warranty information must be included with the completed COC submittal.
- b. If no vendor/warranty information was received, mark "N/A".

19. O&M Manuals

- a. "Yes" shall be marked if Operation and Maintenance (O&M) manuals were required for any equipment or materials purchased or installed for the project. If "yes" is marked, the original manual(s) must be included with the completed COC submittal.
- b. If no O&M manuals were required, mark "N/A".

20. Contractor Transmittal Sheet Form SSC-581

- a. If contractor transmittal sheets were generated during the course of the project (e.g., abatement plan, shop drawings, etc.), their numbers shall be indicated. (If only 1 submittal was generated, enter "1" in both spaces.) If "Yes" is marked, the Contractor Transmittal Sheet (form SSC-581) shall be filled out, signed, and included with the completed COC submittal, along with the corresponding transmittal.
- b. If the project did not involve submittals, "N/A" shall be marked.

21. Manufacturer Spares List

- a. "Yes" shall be marked if manufacturer-supplied spare parts were requested for any new equipment/system purchased or installed. If "yes" is marked, the spares list and a completed Request for Additional SSC Inventory Support (form SSC-217) must be included with the completed COC submittal.
- b. If no manufacturer-supplied spare parts are requested, mark "N/A".

22. Request For Turn In

- a. "Yes" shall be marked if any items were turned in to Redistribution during the project. If "Yes" is marked, the Request For Turn In (form SSC-55) shall be filled out and included with the completed COC submittal.
- b. If no items were turned in during the project, mark "N/A".

23. Punch List

- a. "Yes" shall be marked if a punch list has been prepared which lists any aspects of the project that are incomplete at the date of beneficial use or occupancy. If "yes" is marked, the punch list must be included with the completed COC submittal.
- b. If the project is 100% completed, "N/A" shall be marked.

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24. NASA Form 1046, Transfer and/or Notification of Acceptance of Accountability of Real Property

- a. "Yes" shall be marked if the project requires completion of NASA Form 1046. If "yes" is marked, NASA Form 1046 must be included with the completed COC submittal.
- b. If NASA Form 1046 is not required, "N/A" shall be marked.

Note: CEF will forward the original NF1046 to the NASA Real Property Officer and keep a copy with the EMI file.

25. Panel Schedule

- a. "Yes" shall be marked if the project involves any changes to breaker panel schedules. If "yes" is marked, a corrected panel schedule must be included with the completed COC submittal.
- b. If the project does not involve any changes to breaker panel schedules, mark "N/A".

26. Asbestos

- a. "Yes" shall be marked if project involves removal/disturbance of asbestos. If "Yes" is marked, an asbestos abatement plan with associated approval forms and test reports must be included with the completed COC submittal. If asbestos is removed, appropriate drawings must be redlined and included with the completed COC submittal.
- b. If the project did not involve removal/disturbance of asbestos, mark "N/A".

27. Certification/Configuration Control Card (CCC) Form SSC-633

- a. "Yes" shall be marked if a new, replaced or removed component identified by a locator number is part of the EMI. For each new, replaced or removed component, a Certification/Configuration Control Card (CCC) (form SSC-633), shall be completed in accordance with SSTD-8070-0006-CONFIG, and submitted in DDMS with the completed COC.
- b. If no new, replaced or removed components were identified by locator number as part of the EMI, mark "N/A".

28. Arc Flash Assessment

- a. "Yes" shall be marked if the design modified electrical is XFMR $\geq 125\text{kVA}$ and $< 240\text{V}$ or XFMR $\geq 15\text{kVA}$ and $\geq 240\text{V}$, permanently installed generators or Motor $> 50\text{ HP}$, and all battery banks of 8 or more where the short circuit current is $\geq 4\text{kADC}$. If "yes" has

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- been marked, refer to SSTD-8070-0138-ELEC for procedures and requirements for performing an Arc Flash Hazard Analysis.
- b. If the project does not create an arcing fault current $\geq 4\text{kADC}$, "N/A" shall be marked.

For signature blocks 29 through 34, refer to Section 5.3.

29. Shop Supervisor/Lead

For in-house construction only, the Shop Supervisor shall sign and date to verify that the project is complete. This signature is required for all in-house construction.

30. Construction Manager

For subcontractor construction, the Construction Manager shall sign and date to verify the project is complete and that the completed COC has all associated documentation attached. The Construction Manager's approval by concurrence in DDMS is required on all subcontractor construction.

Note: For contractor (NASA Direct) projects, the Construction Manager may perform verification and sign the COC if requested by the NASA COR.

31. Designer

For both contractor/subcontractor and in-house construction, the designer of the project shall sign to verify that the project has been completed as designed with exceptions covered by FCRs. Approval by concurrence in DDMS is required for all projects involving a change to baseline.

32. Customer Representative

The Customer is the person or group who receives the end product/project. A representative of the customer shall approve through concurrence in DDMS to verify project completion.

33. NASA and/or SACOM Safety/Quality Representative

A representative of NASA and/or SACOM Safety/Quality shall approve through concurrence in DDMS to verify that the completed project conforms to contract requirements.

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34. NASA COR (COD PMD)

A representative of NASA Center Operations Directorate Project Management Division (NASA COD PMD) or NASA Center Operations Directorate Operations and Maintenance Division (OMD) shall sign and date to verify completion of the project. Approval by concurrence in DDMS is required for all projects that effect changes to baseline. Refer to section 4.0-e.

35. Drafting Supervisor

After the drawings have been updated, the Drafting Supervisor shall sign the COC and promote the COC and related documents to CEF.

Note: The Drafting Supervisor's signature is required if project affects baseline drawings. Refer to section 4.0-g.

36. Central Engineering Files

Upon receipt of COC at project completion, CEF shall forward in DDMS the COC with its related documents, as applicable, to the Drafting Supervisor for update of drawings.

After Drafting updates applicable drawings, the Drafting Supervisor shall notify CEF through promotion in DDMS that updates to the drawings have been completed.

37. Central Engineering Files

CEF shall forward the updated SORD drawings in DDMS to NASA PM for approval.

Following NASA PM approval, CEF shall verify the completion of the COC and issue to the persons identified on the distribution list.

5.3 Approvals

The following apply to COC signature blocks 29-35 in Section 5.2.

- a. Excluding the SMA signature, any time a signature is not required, an "N/A" shall be entered and initialed by the person recording the N/A. The SMA signature may not be waived.

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- b. The NASA COR has authority to waive any signatures other than the SMA signature in blocks 29-35 by recording N/A in the block and signing on the hard copy of the COC next to the N/A prior to promoting in DDMS for approval by the NASA PM.
- c. Electronic approvals are acceptable forms of approval.
- d. If any person listed in a signature block demands corrective action before signing the COC, that person will complete a Discrepancy and Correction Report (form SSC-339) in accordance with SSTD-8070-0008-CONFIG and provide copies to the Construction Monitor/Shop Supervisor/lead person, as applicable, for implementation and to the Project Manager who will ensure final disposition of the D&CR and completion of the COC approval.

6.0 RECORDS AND FORMS

- a. Records and forms identified in this standard shall be maintained in accordance with SPR 1440.1. For Quality Records refer to the SSC Master Records Index.
- b. Forms shall be the latest edition unless otherwise specified and may be obtained from the SSC Electronic Forms repository or from the NASA SSC Forms Management Officer.
- c. Forms for this standard are as follows:

NASA form 1046, *Transfer and/or Notification of Acceptance of Accountability of Real Property*

SSC-55, *Request for Turn In*

SSC-61, *Field Change Request (FCR)*

SSC-151, *Engineering Modification Instruction (EMI)*

SSC-217, *SSC Inventory Support*

SSC-339, *Discrepancy and Correction Report (D&CR)*

SSC-517, *Variance and Alternate Standard Request*

SSC-581, *Contractor Transmittal Sheet*

SSC-625, *Certificate of Completion (COC)*

SSC-633, *Certification/Configuration Control Card (CCC)*

SSC-650, *Engineering Change Request (ECR)*

SSC-728, *Facilities Equipment List (FEL)*

SSC-781, *Request For Information (RFI)*

SSC-886, *Panel Schedule Submittal*

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7.0 DEFINITIONS

Collateral Equipment – Building-type equipment, built-in equipment, and large, substantially affixed equipment normally acquired and installed as a part of a facility project. The removal of such equipment would impair the usefulness, safety, or environment of the facility and would involve substantial cost because of the special or unique services required for the initial installation.

Construction Manager – SSC Contractor technician or engineer who supports the NASA COR to coordinate and monitor activities related to a given SSC construction project.

Construction Project – Project that involves new construction or modification, replacement, or repair of SSC facilities.

Contractor Construction - Construction project for which a contract is issued by NASA to an off-site construction contractor (also known as NASA Direct Contract).

Customer – Person or group receiving the end project/product.

Designer Engineer - The Engineer or lead person who designs or plans a project.

Direct Contract - Construction project that is assigned by NASA or SSC Resident Agency to an off-site contractor.

In-house Construction - Construction projects that have been assigned by NASA to a SACOM element.

Non-Collateral Equipment - Equipment other than collateral; i.e., equipment that can be removed after erection or installation without substantial loss of value or damage to the facility (e.g., shop equipment, special purpose mobile equipment, some test equipment). Non-collateral equipment is not required to make the facility useful or operable as a structure or building.

Panel Schedule - A tabulated listing by circuit position of equipment serviced by the panel's circuit breaker(s).

Scheduler - A person in the SACOM Engineering or FM&O Engineering Department who monitors and reports construction project costs and/or status.

Contracting Officer Representative (COR) - NASA person assigned by the SSC Center Operations Directorate Design and Construction Project Management Division (CO PMD) who is responsible for management and final acceptance of an SSC facilities construction project. COR signature on the COC authenticates acceptance and authorizes update of SORD drawings and related documentation. Refer to SSTD-8070-0001-CONFIG.

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Punch List - List of items from a particular project which are unfinished or unacceptable at the point of beneficial use or occupancy. Punch list items are completed after occupancy at the convenience of the customer.

Real Property - Land, buildings, structures and utility systems including improvements to these assets, and installed collateral equipment.

Subcontractor Construction - Construction projects that have been assigned by SACOM to a subcontractor.

Test Liaison – SACOM technician or engineer who performs duties as a TC Construction Manager.

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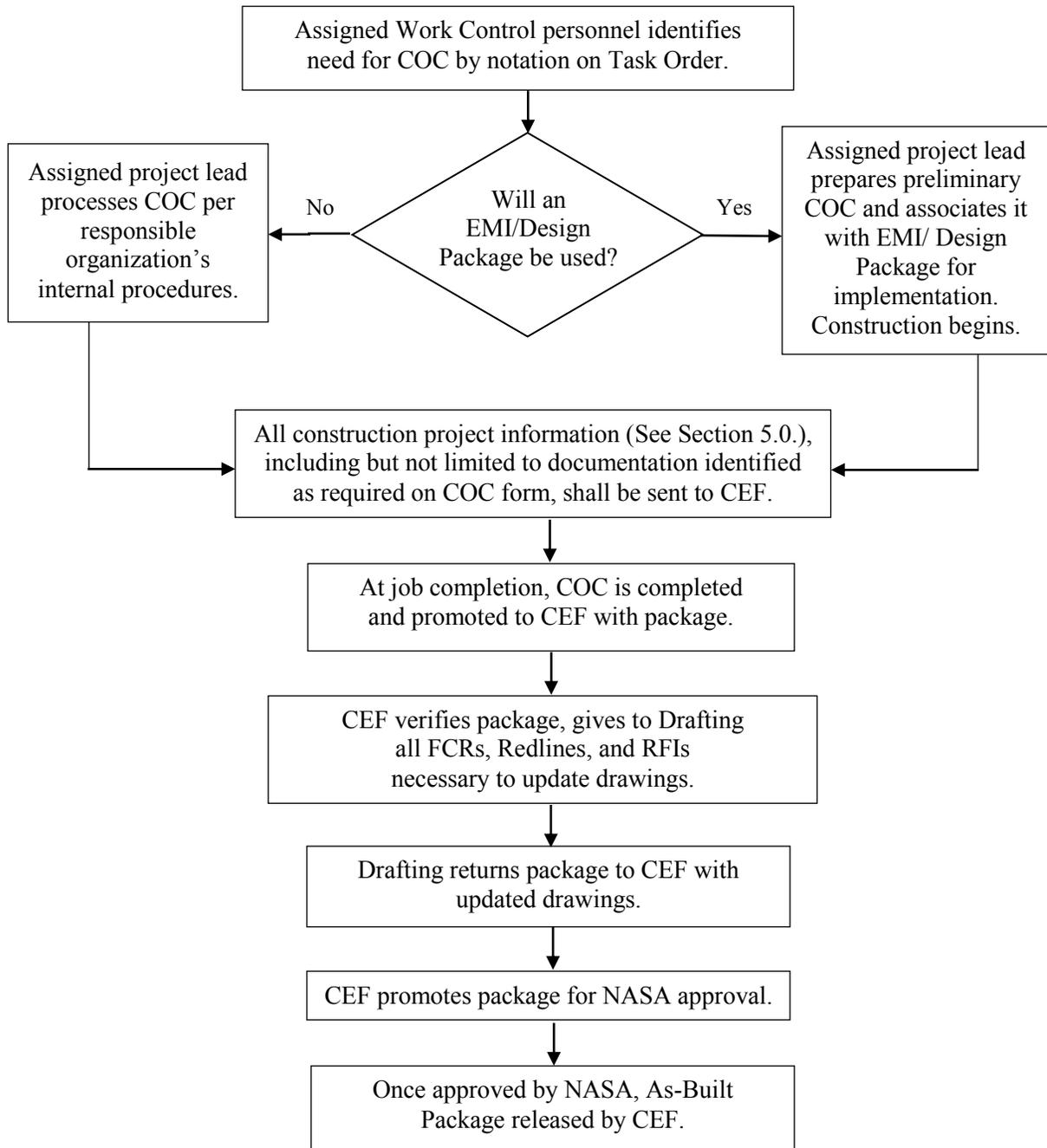
8.0 ACRONYMS AND ABBREVIATIONS

CC	Configuration Coordinator
CCB	Change Control Board
CCC	Certification/Configuration Control Card (form SSC-633)
CEF	Central Engineering Files
COC	Certificate of Completion (form SSC-625)
COD PMD	Center Operations Directorate Project Management Division
COR	Contracting Officer Representative
DDMS	Design and Data Management System
D&CR	Discrepancy and Correction Report (form SSC-339)
ECR	Engineering Change Request (form SSC-650)
EMI	Engineering Modification Instruction (form SSC-151)
EO TC	Engineer Order by Test Complex
ESD	Engineering Services Division
FCR	Field Change Request (form SSC-61)
FEL	Facilities Equipment List (form SSC-728)
FM&O	Facilities Maintenance & Operations
FSD	Facilities Support Department
N/A	Not Applicable
NASA	National Aeronautics and Space Administration
NTP	Notice to Proceed
O&M	Operation and Maintenance
PM	Project Manager
QA	Quality Assurance
RFI	Request For Information
SACOM	Synergy-Achieving Consolidated Operations and Maintenance
SCB	Stennis Control Board
SCR	Stennis Change Request
SIES	Supervision, Inspection and Engineering Support
SOMRD	System Operation and Maintenance Responsibility Database
SORD	Site-wide Operational and Repair Documentation
SPR	Stennis Procedural Requirement
SSC	Stennis Space Center
SSTD	Stennis Standard
TC	Test Complex
TCSD	Test Complex Support Department

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9.0 FLOW CHART

COC PROCESS FLOW CHART



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APPENDIX A



National Aeronautics and
 Space Administration
 John C. Stennis Space Center
 Stennis Space Center, MS 39529-6000

CERTIFICATE OF COMPLETION (COC)

1A CONTRACTOR/SUBCONTRACTOR CONSTRUCTION

COMPLETION DATE **2** _____

EMI NO. **4** _____

WORK DESCRIPTION **6** _____

WORK AREA/SYSTEM **7** _____

NASA CONTRACT NO. **8** _____

CONTRACTOR/SUBCONTRACTOR NAME **10** _____

EXCEPTIONS & COMMENTS **12** _____

HAS OPERATOR TRAINING BEEN SCHEDULED? YES **13** NO

1B IN-HOUSE CONSTRUCTION

IMPLEMENTATION CHARGE NO. **3** _____

ECREQ NO. **5** _____

SUBCONTRACT NO. **9** _____

CONTRACTOR/SUBCONTRACTOR MANAGER **11** _____

DOCUMENTATION ("YES" items must be submitted to CEF with COCs)

FIELD CHANGE REQUESTS FORM SSC-61 14 _____ THROUGH _____ N/A <input type="checkbox"/>	MFG. SPARES LIST 21 YES <input type="checkbox"/> N/A <input type="checkbox"/>
REQUEST FOR INFORMATION FORM SSC-781 15 _____ THROUGH _____ N/A <input type="checkbox"/>	REQUEST FOR TURN IN FORM SSC-55 22 YES <input type="checkbox"/> N/A <input type="checkbox"/>
CONSTRUCTION REDLINES 16 YES <input type="checkbox"/> N/A <input type="checkbox"/>	PUNCH LIST 23 YES <input type="checkbox"/> N/A <input type="checkbox"/>
FACILITIES EQUIPMENT LIST FORM SSC-726 17 YES <input type="checkbox"/> N/A <input type="checkbox"/>	NASA FORM 1048 24 YES <input type="checkbox"/> N/A <input type="checkbox"/>
VENDOR/WARRANTY INFORMATION 18 YES <input type="checkbox"/> N/A <input type="checkbox"/>	PANEL SCHEDULE FORM SSC-886 25 YES <input type="checkbox"/> N/A <input type="checkbox"/>
O&M MANUALS 19 YES <input type="checkbox"/> N/A <input type="checkbox"/>	ASBESTOS 26 YES <input type="checkbox"/> N/A <input type="checkbox"/>
CONTRACTOR TRANSMITTAL SHEET FORM SSC-381 20 _____ THROUGH _____ N/A <input type="checkbox"/>	CERTIFICATION/CONFIGURATION CONTROL CARD FORM SSC-633 27 YES <input type="checkbox"/> N/A <input type="checkbox"/>
	ARC FLASH ASSESSMENT 28 YES <input type="checkbox"/> N/A <input type="checkbox"/>

APPROVAL SIGNATURES (See reverse for instructions)

SHOP SUPERVISOR 29 _____ <i>(Verifies contractor in-house project complete)</i>	DATE _____
CONSTRUCTION MANAGER 30 _____ <i>(Verifies subcontractor project complete)</i>	DATE _____
DESIGNER 31 _____ <i>(Verifies completion of project with exceptions noted above)</i>	DATE _____
CUSTOMER REPRESENTATIVE 32 _____ <i>(Verifies that project is complete)</i>	DATE _____
NASA SAFETY/QUALITY REPRESENTATIVE 33 _____ <i>(Verifies that project meets safety/quality assurance requirements)</i>	DATE _____
NASA (COC PMO) COTR 34 _____ <i>(Verifies that project is complete)</i>	DATE _____
DRAFTING SUPERVISOR 35 _____ <i>(Verifies completion of drawing updates)</i>	DATE _____

CENTRAL ENGINEERING ACCEPTANCE (Required on all COCs)

36 _____ <i>(Acceptance of COC Package)</i>	37 _____ <i>(Issuance and Distribution)</i>
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