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John C. Stennis Space Center
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COMPLIANCE IS MANDATORY

John C. Stennis Space Center Maintenance of the SSC System Operation and Maintenance Responsibility Database (SOMRD)

Approval by:

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Facility Services

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Document History Log

Change/ Revision	Date	Originator/ Phone	Description
Basic	03/19/01	Mary Byrd X-2306	Initial release - supersedes SSC STD 99-025, with the following changes: New document number and format per SPG 1400.1; Change FOSC Maintenance Engineering to FOSC Maintenance throughout; 3.0 and 5.2-a add SPI; 4.1 add quote, add note for "preliminary" SSC-728; 4.2-c add note; 4.3.1-b add Tech Monitor signature; 4.3.2 change procedure; add warranty data; 4.4.1-b add note and 99-024; 4.4.3-a delete COC; 5.1 mod Fig. 1 columns 1, 3, 4, 5 per text mods; 5.2-a, b, c, d change procedures, add "prelim"/"final" SSC-728, warranty data, 5-part card (SSC-558C), and distribution to NASA Real Property; 5.3 delete FOSC Maintenance Engineering; 7.0 mod System Manager and add Technical Monitor.
A	10/01/01	Mary Byrd x-2306	Change signature titles per NASA SSC reorganization; Throughout change TOD to ESD Operations & Maintenance Branch; 2.0 and 3.0 delete reference to SLP-05; 5.2-c and Figure 1 add FOSC Equipment Management and Inventory Management
B	09/04/07	Samuel McCarty x-4444	Completed 5-year review. Deleted "Engineering Services Division" (ESD) on signature block title and changed Responsible Office in header per NASA reorganization. Corrected typographical errors throughout document. Sections 2, 4.3, and 5.1: deleted ESD per NASA reorganization. Section 3: updated references and amended text throughout document to reflect proper references. Section 6: replaced SSLP-1440-0001 with SPR 1440.1 per document cancellation. Labeled Acronyms and Abbreviations section as section 8.0.
C	06.04.12	Mary Byrd/ x-2635	Completed 5-year review. Updated references and corrected typographical errors throughout document. Section 2.0: added c. This SSTD does not apply to the maintenance of special test equipment (STE) and/or ground support equipment (GSE), which is the responsibility of the E&TD. See SOI-8080-0021.

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C-1	02.11.16	C. Wolfram 8-1164	Administrative changes. Replaced "FOSC" with "SACOM" throughout document. Replaced "SWR" with "Task Order" throughout document.
D	06.08.17	Michael Holmes 8-3953	Five-year review. Administrative changes throughout the document. Updated references and acronyms.
E	11/4/2020	T. Mannion	Full review, adding Facilities Equipment List Request to process throughout. Updated references. Changed department name from Operations and Maintenance Division to Facility Services Division.

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1.0 PURPOSE

This John C. Stennis Space Center (SSC) standard (SSTD) details the procedures for maintaining the SSC System Operation and Maintenance Responsibility Database (SOMRD), as required by Stennis Policy Directive (SPD) 8830.1, and for incorporating the necessary information into the Computerized Maintenance Management System (CMMS) Preventive Maintenance (PM) database.

2.0 APPLICABILITY

- a. This SSTD applies to all facilities, utilities, systems, and collateral and non-collateral equipment within SSC and to all National Aeronautics and Space Administration (NASA), contractor, and Resident Agency function areas responsible for maintaining them.
- b. The NASA SSC Center Operations Directorate, Facility Services Division is responsible for the content of this SSTD. Changes to or cancellation of this SSTD shall be reviewed and approved in accordance with SSTD-8070-0005-CONFIG.
- c. This SSTD does not apply to the maintenance of special test equipment (STE) and/or ground support equipment (GSE), which is the responsibility of the E&TD. See SOI-8080-0021.

3.0 REFERENCED DOCUMENTS

The latest revision of referenced documents shall apply, unless otherwise specified.

S3-2200-PR1, *Property Management Process*
SOI-8080-0021, *SSC E&TD Maintenance*
SPD 8830.1, *SSC Facilities Operation and Maintenance Responsibility*
SPR 1400.1, *Document Preparation, Numbering, and Management*
SPR 1440.1, *Records Management Program Requirements*
SSTD-8070-0001-CONFIG, *SSC Facilities Engineering Documentation Standard*
SSTD-8070-0005-CONFIG, *Preparation, Review, Approval and Release of SSC Standards*
SSTD-8070-0009-CONFIG, *Preparation of Form SSC-625, Certificate of Completion (COC)*

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4.0 RESPONSIBILITY

4.1 GENERAL

The person responsible for completing the Certificate of Completion (COC, form SSC-625) is responsible for notifying Real Property of newly installed assets or removed assets/equipment. For COC procedures, refer to SSTD-8070-0009-CONFIG.

Note: Due to the magnitude of some projects, there is often a significant delay between the activation/start-up of equipment/systems and actual project completion (i.e., COC documentation); however, the criticality of some equipment/systems requires immediate maintenance attention, in which case(s), construction management shall notify SSC-DL-Property ssc-dl-property2@mail.nasa.gov to submit required asset information to initiate an asset number and maintenance activities. The following information: location of asset, manufacturer, description, model #, serial#, date of installation, and cost shall be submitted within 10 working days of system/equipment acceptance/start-up in accordance with this SSTD. A copy of the notification to SSC-DL-Property shall be attached to the COC per this SSTD and SSTD-8070-0009-CONFIG.

4.2 RESIDENT AGENCY

In accordance with NASA/Agency Occupancy Agreements, each Resident Agency assumes occupancy with the understanding that NASA maintains “shared pool” facilities, systems, and equipment at a level comparable to accepted industry standards and practices.

- a. Maintenance of systems, utilities, and program equipment that serve solely and specifically Resident Agency mission/operations is the responsibility of such agencies. However, if an agency requires SSC Contractor(s) to perform maintenance, an SSC Task Order must be written for the development of a Maintenance Impact Statement to determine maintenance requirements. Performance of maintenance as indicated in the Impact Statement will require additional funding from the Resident Agency.
- b. The Resident Agency is responsible for submitting Request for Siting Letters to the SSC Facilities Review Board (FRB) for approval.
- c. The Resident Agency is responsible for notifying SSC-DL-Property to submit required asset information to initiate an asset number and maintenance activities. Necessary information including location of asset, manufacturer, description, model #, serial#, date of installation, and cost shall be submitted within 10 working days of system/equipment acceptance/start-up when collateral equipment is added to or removed from SSC as a result of a Resident Agency direct project. A copy of the notification shall be attached to a completed COC (form SSC-625). Refer to SSTD-8070-0009-CONFIG for COC procedures.

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Note: If equipment/systems require immediate maintenance attention, the Resident Agency shall notify SSC-DL-Property prior to project completion of COC documentation.

4.3 NASA

4.3.1 General

- a. The SSC Center Operations Directorate is responsible for the completeness, accuracy, and approval of all installed assets/equipment.
- b. The SSC Center Operations Directorate, Facility Services Division, is responsible for providing the following data for the newly installed asset/equipment: maintenance funding source and organization responsible for maintenance.

Note: The approval by the NASA Technical Monitor (Facility Services Division) represents NASA's concurrence and approval of the funding source, and assignment of responsibilities.

- c. The SSC Center Operations Directorate, Facility Services Division, is responsible for forwarding asset/equipment list to the appropriate Contracting Officer Representative(s) (COR) to determine the need for an Impact Statement.

4.3.2 Project Manager

The NASA Project Manager is responsible for ensuring collateral equipment is added to or removed from SOMRD as a result of NASA direct projects (i.e., the NASA Project Manager shall ensure that all information is accurate and all-inclusive, with warranty information and operations and maintenance information and verification of maintenance funding source and organization responsible for maintenance).

4.3.3 COR

Upon receipt of approved assets/maintenance the NASA COR is responsible for determining the need for an Impact Statement. If it is determined that an Impact Statement is required for potential contract modification, the COR shall work with the appropriate Contracting Officer to request an Impact Statement from the affected contractor (i.e., system manager).

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4.4 SSC CONTRACTORS

4.4.1 General

- a. SSC contractors are responsible for implementing the requirements for operation and maintenance of facilities, utilities, systems, and equipment as identified in the SOMRD.
- b. An SSC contractor who completes a COC (form SSC-625) is responsible for notifying Real Property of new installed or removed assets/equipment.

Note: For systems/equipment requiring immediate maintenance attention, a preliminary notification may be submitted prior to project completion (i.e., COC documentation).

4.4.2 Synergy Achieving Consolidated Operations and Maintenance (SACOM)

- a. SACOM Maintenance is responsible for maintaining and providing access to the SOMRD.
- b. SACOM Maintenance is responsible for updating the SOMRD and the SSC CMMS PM databases.
- c. SACOM Construction Manager is responsible for forwarding copies of appropriate documentation to applicable NASA and contractor personnel as specified in this SSTD. (One copy shall be forwarded to SACOM Maintenance for update of the SOMRD.)
- d. SACOM Drafting is responsible for maintaining Interface Control Drawings (ICDs) in accordance with applicable documentation and for notifying SACOM Maintenance of the changes.

4.4.3 System Managers

System Managers shall ensure that changes/updates have been made to the SOMRD as a check and balance to the procedures in this SSTD.

5.0 PROCEDURES

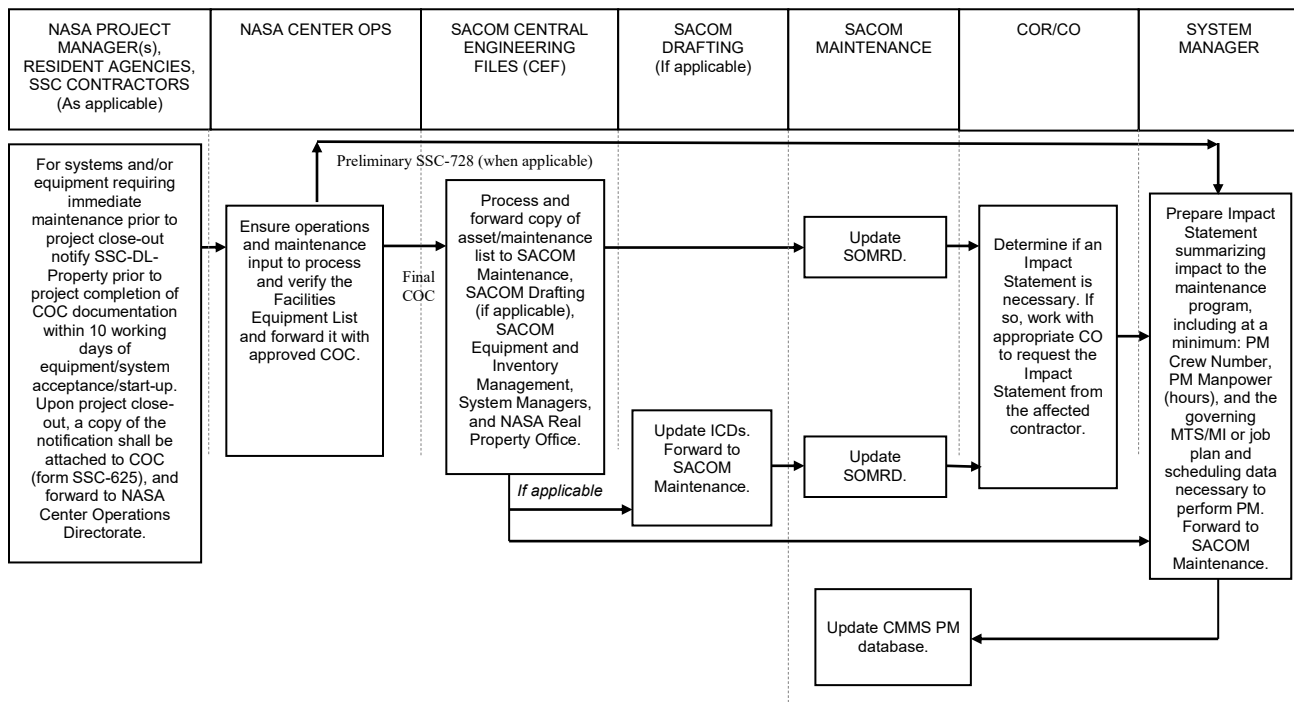
The following procedures detail the process of adding and deleting equipment and/or facilities and their associated assigned maintenance responsibilities to/from the SOMRD. Changes to any existing SOMRD assignment must be requested in accordance with SPD 8830.1.

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5.1 SSC FACILITIES EQUIPMENT LIST

After implementation of an addition/deletion to/from facilities baseline configuration, the asset/equipment list shall be processed as shown in Figure 1.

Figure 1: Process Flow for Processing the Asset/Equipment List and Updating the SOMRD/CMMS PM Databases.



5.2 SOMRD UPDATE

- a. The responsible party (Figure 1) notifies Real Property whenever collateral equipment is added to or removed from SSC facilities. Information needed to complete the notification may be obtained from the existing SOMRD. Information that cannot be obtained from the SOMRD shall be left blank and completed by the NASA Project Manager.

Note: For systems/equipment whose maintenance cannot wait until actual project closeout (i.e., COC documentation), a preliminary notification shall be submitted by the originator to the NASA Center Operations Directorate within 10 working days of equipment/system acceptance/start-up. At

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project close-out, a final notification and the accompanying COC (form SSC-625) shall be submitted. Refer to SSTD-8070-0009-CONFIG for COC procedures.

Note: Equipment/systems that are attached to a warranty shall be governed by S3-2200-PR1, which requires the Configuration Control Card (CCC) (form SSC-558C) to be filled out when equipment is placed in service. In cases where a preliminary Facilities Equipment List is required, Part 1 (or a copy) of the warranty five-part form (SSC-558C) shall be included with the notification. (Upon receipt by SACOM Maintenance, Part 1 will be forwarded to the SACOM Real Property Specialist as required by S3-2200-PR1.)

- b. Upon receipt of the Facilities Equipment List, the NASA Center Operations Directorate will ensure that the list is accurate and complete, including approval signatures and warranty information. The Facilities Equipment List shall include the following information:
1. Location where equipment was installed or removed
 2. CMMS Equipment Number associated with the equipment, where applicable
 3. Description of the equipment
 4. An indication as to whether or not warranty information was received and is included
 5. Purchase prices of the newly installed equipment
 6. Installation date of equipment or date equipment was removed
 7. NASA organization that will oversee the operation and maintenance of this equipment
 8. NASA assignments of contractor responsibilities for the management, operation and maintenance of the equipment
 9. Agency/program/fund source responsible for funding all preventive and corrective maintenance of the equipment
 10. ICD number(s), where applicable

Note: Facilities Equipment Lists (marked as “Preliminary” and/or “Final”) shall be forwarded by the NASA Center Operations Directorate to the appropriate COR(s) to determine the need for an Impact Statement. A copy of the equipment list shall also be sent to the NASA Real Property Office and another sent to the SACOM Maintenance Department (Equipment, Inventory, and Management) for update of the SOMRD.

- c. SACOM CM shall forward a copy of applicable documentation (i.e., Certificate of Completion, form SSC-625; Equipment Warranty Data, form SSC-558C; SSC Facilities Equipment List to the following, as appropriate: SACOM Maintenance

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(for update of the SOMRD); SACOM Drafting (if needed, for update of ICDs); SACOM Equipment Management and Inventory Management (especially equipment list); and System Managers.

- d. SACOM Maintenance shall update the SOMRD in accordance with the Facilities Equipment List.
- e. When applicable, SACOM Drafting shall update and maintain ICDs in accordance with the approved COC and Facilities Equipment List, store the ICD in PDF format for site-wide access, and forward PDF file name to SACOM Maintenance, which shall include the latest ICD PDF file name in the SOMRD.

5.3 CMMS PM UPDATE

Upon receipt from CM of newly installed or removed assets/equipment, SACOM Maintenance shall update the CMMS PM database.

6.0 RECORDS AND FORMS

- a. Records and forms identified in this SSTD shall be maintained in accordance with SPR 1440.1. For quality records refer to the SSC Master Records Index.
- b. All forms are assumed to 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 specific to this SSTD:
 - NF 1046, *Transfer and/or Notification of Acceptance of Accountability of Real Property*
 - SSC-558c, *Equipment Warranty Data*
 - SSC-625, *COC*

7.0 DEFINITIONS

Collateral Equipment – Building-type equipment, built-in equipment, and large, substantially affixed equipment/property, normally acquired and installed as 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 special or unique services required for the initial installation.

ICD (Interface Control Drawing) – A drawing or sketch that identifies system responsibility down to the component level. ICDs are intended to eliminate dual responsibilities and the

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attendant safety concerns that dual responsibility presents. ICDs are part of the SORD (Site-wide Operation Repair Document) drawing system and are configuration controlled.

Impact Statement – Document used to identify facility and/or utility additions/deletions and their impact on the maintenance and operation of the facility. Information includes but is not limited to the Preventive Maintenance (PM) crew number, PM manpower (hours), the governing Maintenance Task Sheet (MTS), Maintenance Instruction (MI), and the scheduling data necessary to perform the PM.

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

PM (Preventive Maintenance) – The planned scheduled periodic inspection, adjustment, cleaning, and lubrication of equipment and systems.

PM Table – A table that resides in the CMMS and that contains information pertaining to the planned, scheduled, periodic inspection, adjustment, and lubrication of equipment and systems.

Project Manager – NASA person who is responsible for management and final acceptance of an SSC facilities construction project.

Resident Agency – Any agency that resides at SSC other than NASA and its support contractors.

SOMRD – A database that identifies the assignment of responsibility for the management, operation and maintenance of SSC facilities systems and equipment.

System Manager – The contractor functional organization assigned by NASA with responsibility for the operation and maintenance management of SSC facilities. This contractor will also be responsible for completion of Impact Statements.

Technical Monitor – The person from NASA who is responsible for the operations and maintenance of SSC facilities systems and equipment.

8.0 ACRONYMS AND ABBREVIATIONS

CCC	Configuration Control Card
CEF	Central Engineering Files
CMMS	Computerized Maintenance Management System
COC	Certificate of Completion (form SSC-625)
COR	Contracting Officer Representative

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ESD Engineering Services Division
 E&TD Engineering and Test Directorate
 FRB Facilities Review Board
 GSE Ground Support Equipment
 ICD Interface Control Drawing
 MI Maintenance Instruction
 MTS Maintenance Task Sheet
 NASA National Aeronautics and Space Administration
 NF NASA Form
 PM Preventive Maintenance
 SACOM Synergy Achieving Consolidated Operations and Maintenance
 SOI Stennis Organizational Instruction
 SOMRD System Operation and Maintenance Responsibility Database
 SORD Sitewide Operation Repair Document
 SPD Stennis Policy Directive
 SPR Stennis Procedural Requirements
 SSC Stennis Space Center
 SSTD SSC Standard
 STE Special Test Equipment