



George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

MSFC-P05.1-C04
REVISION C
FEBRUARY 10, 1998

CENTERWIDE WORK INSTRUCTION

EL31

DOCUMENT CONTROL BOARD (DCB)

CHECK THE MASTER LIST at
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VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		8/27/97	
Revision	A	9/19/97	Section 2: Added "Current DCB Charter Memorandum" 4.2: Added "and per the DCB charter"
Revision	B	10/3/97	Footer: Added Master List web address. Document History Log: Added baseline and Revision A information. 1.1: Added reference to MSFC-P05.1, <i>Document and Data Control</i> . 1.2: Deleted title of MSFC-P05.1. 1.3 and 4.2: Revised title of Charter. 4.2.1: Changed "his/her" to "during periods of." Added last sentence. 4.3 Added "DCB Support" and renumbered paragraphs. 4.3.1 and 4.3.2: Added "support" in first sentence. 4.3.1.e and h, 4.3.2, and 4.4.8: Deleted "(QUALITY RECORD)." 4.4.1: Changed second sentence to read: "The DCC will establish notification of the DCB . . ." Deleted "electronically" and "electronic." Added last two sentences. 4.4.2 NOTE: Deleted last sentence. 4.4.3: Deleted "electronically." 4.4.5: Added step "4.4.7." 4.4.9 and 4.4.10: Deleted "electronic" and "electronically." 4.4.10: Added "or secretariat." 4.3.11: Deleted. 4.5.6: Deleted "(for DAR to Level 1 document) and (for DAR to Levels 2 and 3 documents)" and added "or designated personnel." 4.6.1: Added last sentence. 4.6.2: Deleted "electronically." 4.6.7: Added "or secretariat" and deleted "electronically." 4.5.8: Deleted. Section 8: Revised Quality Records. Flow Diagram: Revised to reflect instructions in Section 4.
Revision	C	2/10/98	1.2, 1.3, Section 2 Charter title, 4.1, 4.2: Deleted "ISO". Section 2: Added NPG 1441.1. Section 8: Changed Repository to office of Management Representative (original paper copies) with reference copies in EL31 for minutes and charter. Changed quality record to "Electronic records of documentation reviews" and added filing information. Corrected retention schedule for minutes, records of reviews, and DARS.

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DOCUMENT CONTROL BOARD (DCB)

1. SCOPE

1.1 Scope. This Centerwide work instruction (CWI) establishes a consistent method for reviewing applicable documentation specified in MSFC-P05.1, *Document and Data Control*, and obtaining concurrence from MSFC organizations.

1.2 Purpose. This CWI institutes a Document Control Board (DCB) for controlling, reviewing, evaluating, dispositioning, and authorizing Levels 1, 2, and 3 Quality Management System (QMS) documentation proposed baselines, any revisions thereto, deviations, waivers, or cancellations. The CWI provides instructions for the requirements provided in MSFC-P05.1.

1.3 Applicability. This CWI applies to all Levels 1, 2, and 3 QMS documents at MSFC.

2. APPLICABLE DOCUMENTS

MSFC-P05.1	<i>Document and Data Control</i>
MSFC-P05.1-C05	<i>Processing Levels 1, 2, and 3 Quality Management System Documents</i>
	Current MSFC Quality Management System Document Control Board (DCB) Charter for Levels 1, 2, and 3 Documentation
NPG 1441.1	<i>NASA Records Retention Schedules (NRRS)</i>

3. DEFINITIONS

Definitions specified in MSFC-P05.1 apply.

3.1 Deviation. A specific written authorization, granted to depart from a particular requirement(s) specified in a controlled document for a specified period of time.

3.2 Waiver. A written authorization to depart from specified requirements in a controlled document.

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4. INSTRUCTIONS

4.1 Establishment of the DCB. The Management Representative will prepare the charter and establish the DCB for the following QMS levels of documentation:

Level 1, *MSFC Quality Manual (MQM)*

Level 2, MSFC Standard Procedures (MSPs)

Level 3, Centerwide Work Instructions (CWIs)

4.2 Membership. The Management Representative establishes and maintains DCB membership in coordination with the managers of each MSFC organization and per the MSFC Quality Management System Document Control Board (DCB) Charter for Levels 1, 2, and 3 Documentation. Organizational managers will submit all membership assignments and assignment changes for those serving as DCB members to the DCB chairperson or designee. All positions will include an alternate member. Membership will include the following representatives:

4.2.1 Chairperson. The Management Representative serves as the DCB chairperson, or designates alternate to serve during periods of absence. The DCB chairperson has the authority to disposition a document without review and disposition by the DCB membership.

4.2.2 Organizational Representatives. Assigned members/alternates from each MSFC organization are responsible for obtaining the consolidated position of their organizations on all applicable DCB activities, and are empowered to act for the organizational manager, who is ultimately totally responsible for the areas covered by the members.

4.3 DCB Support.

4.3.1 Secretariat. A secretariat will be assigned to support the DCB from EL31 if required. The DCB secretariat will assist the DCB chairperson by:

a. Supporting the DCB chairperson and organizational managers in determining DCB membership.

b. Preparing the DCB charter for signature by the Management Representative. The charter will be a memorandum providing, as a minimum, the DCB name, scope, and membership.

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c. Obtaining the signature of the Management Representative and distributing the charter memorandum.

d. Maintaining DCB membership lists and updating when changes are identified by organizations.

e. Preparing and distributing in a timely manner the agenda and minutes for formal DCB meetings. Agendas will establish the DCB meeting date, time, and location; identify material to be presented and who will present; and include any due or past due items or actions. Minutes of meetings will provide the meeting date and location, a list of attendees, a list of agenda items and their disposition, and action items assigned with due dates or actions dispositioned at the meeting.

f. Assigning unique Deviation/Waiver Approval Request (DAR) numbers, using the following numbering system:

Deviations - D-ISO-YYYY-XXXX
 | | | |_In numerical sequence, 0001, 0002
 | | | |_Year in which approved
 | | | |_Indicates an ISO DAR
 | | | |_D for Deviation

Waivers - W-ISO-YYYY-XXXX
 | | | |_In numerical sequence, 0001, 0002
 | | | |_Year in which approved
 | | | |_Indicates an ISO DAR
 | | | |_W for Waiver

g. Tracking action items to closure for the DCB.

h. Maintaining documentation package of the disposition of DARs from initial review of the DCB through final disposition by the approving authority.

4.3.2 Document Control Custodian (DCC). The DCC for Levels 1, 2, and 3 documents will be assigned to support the DCB to facilitate the electronic documentation process. Maintains the electronic documentation of the disposition of documents by the DCB. Ensures the approved DAR number is posted on the Centerwide Master List on the website.

4.4 Document Review and Disposition.

4.4.1 Reviews will be conducted outside formal DCB meetings when possible. The DCC will establish notification of the DCB membership (primary and alternate representatives) that a draft document is accessible for review and comment. The OPR will

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establish a minimum due date of 10 working days for completion of review, not to exceed 20 working days from notification that a draft document is accessible. If a review of the second draft is conducted, the OPR will establish a due date of 10 working days for completion of the review of the resolution of comments from the first draft review. The DCB chairperson may establish any time period for reviewing documents as deemed necessary.

4.4.2 The DCB membership will review and critically evaluate the draft document, also reviewing any pertinent background information and special instructions or requirements, ensuring the following:

- a. Compliance with technical and administrative requirements.
- b. Adequacy for accomplishing MSFC's mission.
- c. Simplicity, consistency, and compatibility with the current MQM and other MSPs and CWIs.

NOTE: In all cases, revised documents will be reviewed by the same functions/organizations that reviewed the original draft document, unless specifically designated otherwise. Revisions that do not affect the technical or material content of the document (i.e., formatting, clerical, administrative, grammatical, some corrections) do not require DCB disposition.

4.4.3 DCB membership will indicate concurrence, concurrence with comments, or nonconcurrence in accordance with MSFC-P05.1-C05. Members who nonconcur will also furnish comments and recommended solutions. Failure to respond by the designated due date constitutes concurrence.

4.4.4 If the DCB "concurs with comments" or "nonconcurs" and the OPR resolves the conflicts/issues with no changes to the document, proceed to step 4.4.10.

4.4.5 If the DCB membership "concurs with comments" or "nonconcurs" and the OPR resolves the conflicts/issues requiring changes to the document, proceed to step 4.4.1 or 4.4.7.

4.4.6 If the DCB "concurs with comments" or "nonconcurs" and the OPR cannot resolve the conflicts/issues, proceed to step 4.4.7.

4.4.7 A formal DCB meeting will be convened to resolve all comments and issues. Unanimous or even majority concurrence/

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nonconcurrency is not mandatory for disposition by the DCB chairperson.

4.4.8 If the formal DCB determines not to concur, the basis for this decision will be documented.

4.4.9 The DCC will remove the draft document from the documentation system.

4.4.10 If DCB members concur, the OPR or secretariat will implement the DCB decisions into the final document if determined necessary by the DCB and will recommend approval of the document as specified in MSFC-P05.1-C05.

4.5 Deviation and Waiver Review and Disposition.

4.5.1 Organizational managers will submit DARs (MSFC Form 847) for approval by the DCB to the Management Representative. The Management Representative will submit the DAR to the DCB secretariat to assist in the review and approval process.

4.5.2 The DCB secretariat will establish a due date for completion of review, usually 5 working days, and distribute the DAR for review by the DCB membership.

4.5.3 The DCB membership will approve, disapprove, or approve subject to conditions per attached comments by so indicating on the DAR form and returning signed form to the DCB secretariat.

4.5.4 The secretariat will track the responses and provide the information to the Management Representative.

4.5.5 If there are conflicts/issues, a formal DCB meeting will be convened to resolve all comments and issues. Unanimous or even majority concurrence/nonconcurrency is not mandatory for disposition by the DCB chairperson.

4.5.6 After the final decision by the DCB, the Center Director or Management Representative, or designated personnel, will approve, disapprove, or approve subject to conditions and sign the DAR form and return the form to the secretariat.

4.5.7 The secretariat will distribute the completed DAR to the membership, ensuring the requesting organizational manager is promptly notified of disposition.

4.5.8 If the DAR is approved, the DCC will post the DAR number on the MSFC ISO-9000 Document Master List on the website.

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4.6 Cancellation of a Document.

4.6.1 The OPR will submit the request to cancel a document, providing reason(s), justification, and pertinent background information for the request in accordance with MSFC-P05.1-C05. A due date will be established. The Center Director or DCB chairperson, or designated personnel, has authority, when necessary, to cancel a document without review and disposition by the DCB membership.

4.6.2 The DCB membership will review and evaluate the request. The request to cancel a document will be reviewed by the same functions/organizations that reviewed the baseline or revised document, unless specifically designated otherwise. The DCB membership will indicate concurrence, concurrence with comments, or nonconcurrence in accordance with MSFC-P05.1-C05. Members who nonconcur will furnish comments and recommendations. Failure to respond by the designated due date constitutes concurrence.

4.6.3 If the DCB "concurs with comments" or "nonconcurs" and the OPR resolves the conflicts/issues, proceed to paragraph 4.6.7.

4.6.4 If the DCB "concurs with comments" or "nonconcurs" and the OPR cannot resolve the conflicts/issues, proceed to paragraph 4.6.5.

4.6.5 A formal DCB meeting will be convened to resolve all comments and issues. Unanimous or even majority concurrence/nonconcurrence is not mandatory for disposition by the DCB chairperson.

4.6.6 If the formal DCB determines not to concur, the basis for this decision will be documented and the document will remain approved for use.

4.6.7 If DCB members concur, the OPR or secretariat will recommend cancellation of the document as specified in MSFC-P05.1-C05.

5. NOTES

None

6. SAFETY PRECAUTIONS AND WARNING NOTES

None

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7. APPENDICES, DATA, REPORTS, AND FORMS

MSFC Form 847 Deviation/Waiver Approval Request (DAR)

8. QUALITY RECORDS

<u>Quality Record</u>	<u>Repository</u>	<u>Period of Time</u>
Minutes of DCB Meetings (Paper Copies)	Original maintained by office of Management Representative in file cabinet filed by date	NRRS Schedule 1/14B.1(a) [1150]- Permanent; retire to FRC when 2 years old. Transfer to NARA when 20 years old, whichever is sooner
	Reference copy maintained by EL31 in file cabinet filed by date	NRRS Schedule 1/14B.1(b) [1150]- Destroy when 3 years old or when no longer needed for reference, whichever is sooner
Electronic records of documentation reviews	EL31: Designated DCC - Maintained on EL Server filed by document number/revision level/draft number	NRRS Schedule 1/14B.1(a) [1150]: Permanent- retire to FRC when 2 years old. Transfer to NARA when 20 years old,

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		whichever is sooner
Deviation/Waiver Approval Requests (Paper Copies)	EL31: Designated OPR files - File Cabinet - Filed by DAR Number	NRRS Schedule 1/14B.1(a) [1150]: Permanent- retire to FRC when 2 years old. Transfer to NARA when 20 years old, whichever is sooner
DCB Charter (Paper Copies)	Original maintained by office of Management Representative in file cabinet filed by date Reference copy maintained by EL31 in file cabinet filed by date	NRRS Schedule 1/14A.2 [1150]-- Destroy 2 years after termination or dissolution of Board NRRS Schedule 1/14B.1(b) [1150]- Destroy when 3 years old or when no longer needed for reference, whichever is sooner

9. TOOLS, EQUIPMENT, AND MATERIALS

None

10. PERSONNEL TRAINING AND CERTIFICATION

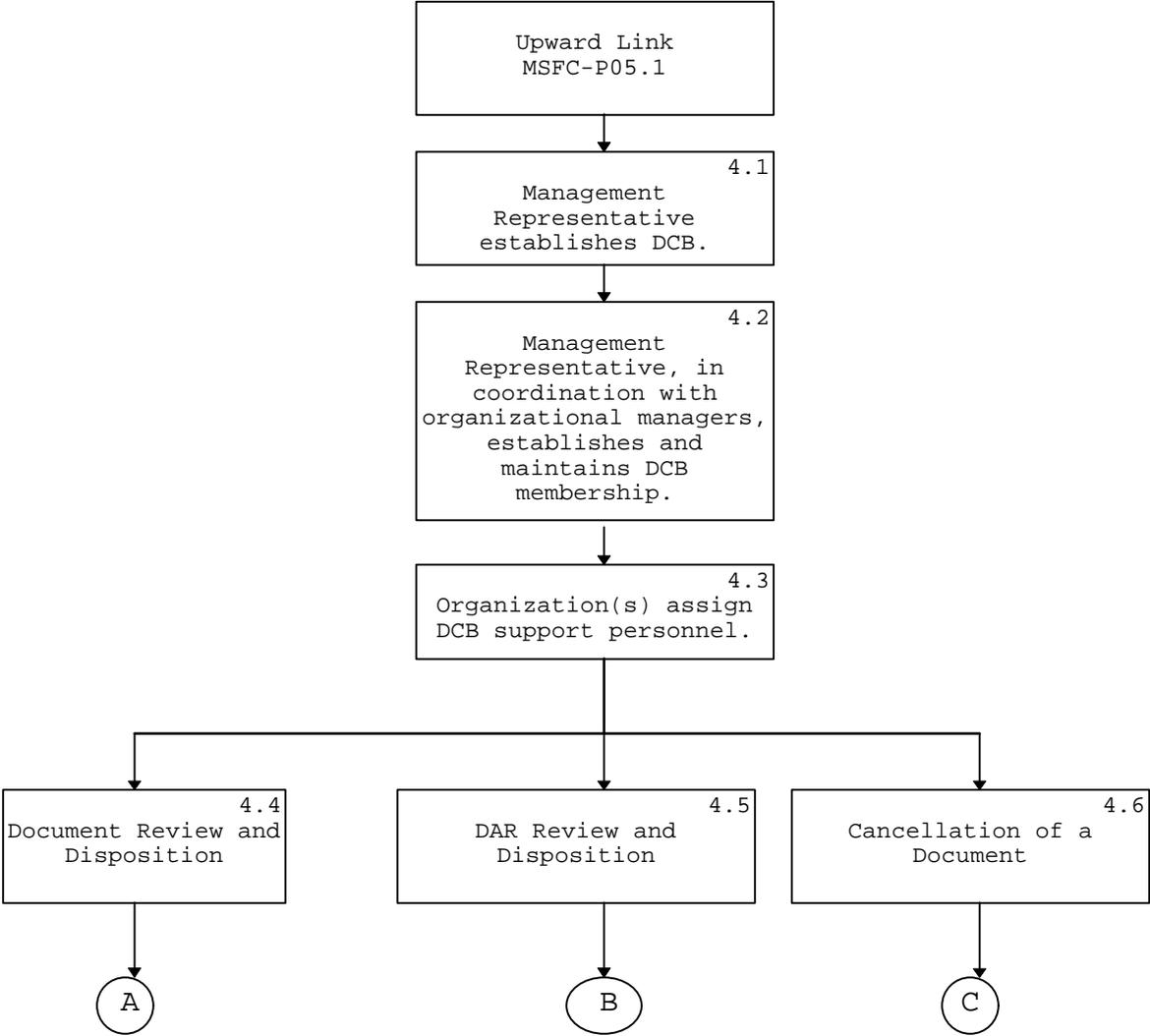
None

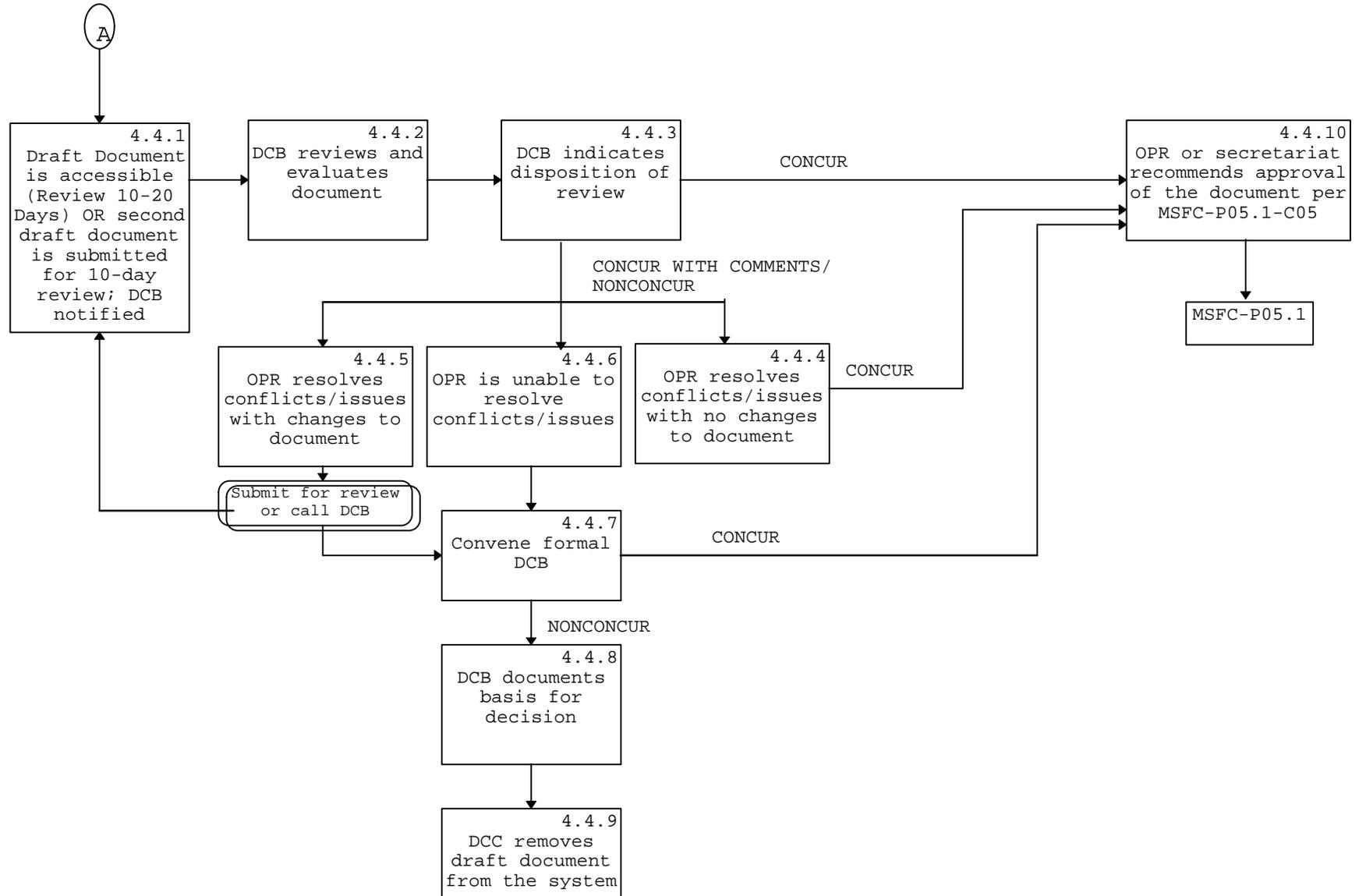
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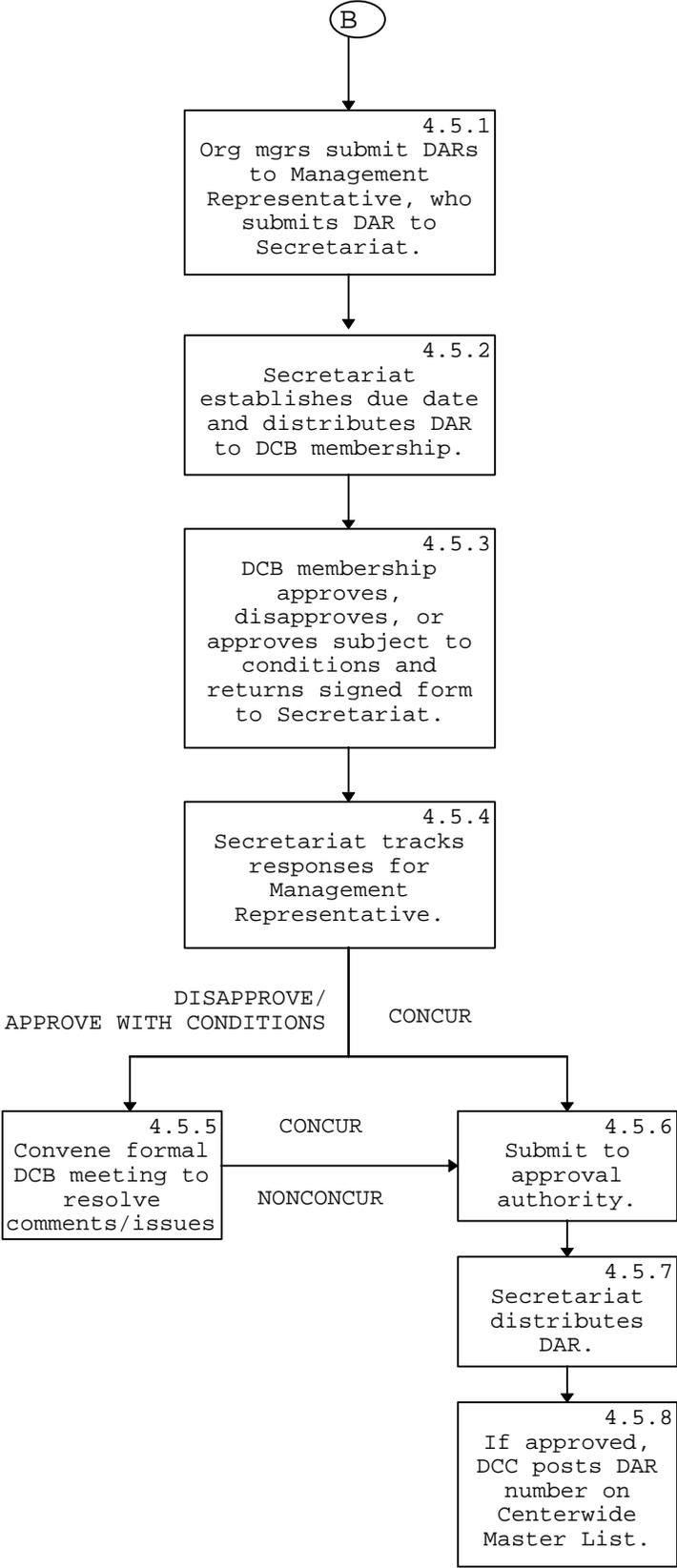
11. FLOW DIAGRAM

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DCB PROCESS







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