

MWI 1050.2

REVISION A

EFFECTIVE DATE: August 16, 1999

EXPIRATION DATE: August 16, 2004

MARSHALL WORK INSTRUCTION

AD01

PREPARATION OF FACILITY SERVICE AGREEMENTS

CHECK THE MASTER LIST at
<http://starbase.msfc.nasa.gov/directives/directives.htm>
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		5/14/99	Document converted from MSFC-P03.1-C02 to a Directive. Previous history retained in system as part of canceled or superseded ISO Document files.
Revision	A	8/16/99	Changes made to reflect new MSFC reorganization.

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1. PURPOSE

1.1 This Marshall Work Instruction (MWI) is applicable to all MSFC organizational elements requesting services or items from the Facilities Engineering Department that are within scope as stated in MPD 1280.1, "Marshall Management Manual," except for the handling and moving of Program Critical Hardware (PCH) (see MWI 6410.1) and Control of Inspection, Measuring, and Test Equipment (see MPG 8730.5).

1.2 The purpose of this MWI is to establish the process and mechanisms by which MSFC organizational elements define, delineate, and revise requested services or items from the Facilities Engineering Department.

2. APPLICABILITY

This MWI applies to all organizations at MSFC that require services or items from the Facilities Services Office that are within scope as stated in MPD 1280.1, "Marshall Management Manual."

3. APPLICABLE DOCUMENTS

- a. MPD 1280.1, "Marshall Management Manual"
- b. MPG 8730.5, "Control of Inspection, Measuring, and Test Equipment"
- c. MWI 6410.1, "Packaging, Handling, and Moving Program Critical Hardware"

4. REFERENCES

None

5. DEFINITIONS

5.1 Facility Service Agreement. The signed agreement, MSFC Form 4315. This form is signed between the Requester and the Facilities Engineering Department. Verbal agreements have no standing; only a completed MSFC Form 4315 constitutes a Facility Service Agreement.

5.2 Authorizing Individual. The Requester's Manager who has the approval signature authority for the requester's portion of the

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Facility Service Agreement (generally Department Director or equivalent).

5.3 Requester. Recipient of a service and/or item provided by the Facilities Engineering Department.

6. INSTRUCTIONS

6.1 The sole mechanism for documentation and maintenance of Facility Service Agreements is MSFC Form 4315. This document defines the services or items of work to be provided by the Facilities Engineering Department in support of the Requester.

6.2 When service agreements are required, the Requester initiates the Facility Service Agreement (MSFC Form 4315) defining requirements, schedule, acceptance criteria, and inspection points for facility services or items needed.

6.3 The delegated representative of the Facilities Engineering Department and the Requester shall ensure that the requirements, as well as the schedule, acceptance criteria, and the inspection points, are acceptable to both parties. If acceptable, the Facility Service Agreement shall be signed by the Facilities Engineering Department Manager or his designee and the Authorizing Individual. The Requester and the Facilities Engineering Department will each maintain an up-to-date copy.

6.4 Following the signature of the Facility Service Agreement, the Facilities Engineering Department shall take all necessary action to fulfill the Agreement. The efforts required to fulfill the Agreement are outside the scope of ISO 9000.

6.5 No change to the negotiated Facility Service Agreement is allowed without approval of the Facilities Engineering Department Manager or his designee and the Authorizing Individual.

6.6 After the Facilities Engineering Department has completed the necessary action and fulfilled the Facility Service Agreement, the requester shall accept the services or items of work provided by verifying that requirements have been satisfied. If requirements have been satisfied, the requester accepts the services or items provided by the Facilities Engineering Department and the Facility Service Agreement is closed.

7. NOTES

None

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8. SAFETY PRECAUTIONS AND WARNING NOTES

None

9. RECORDS

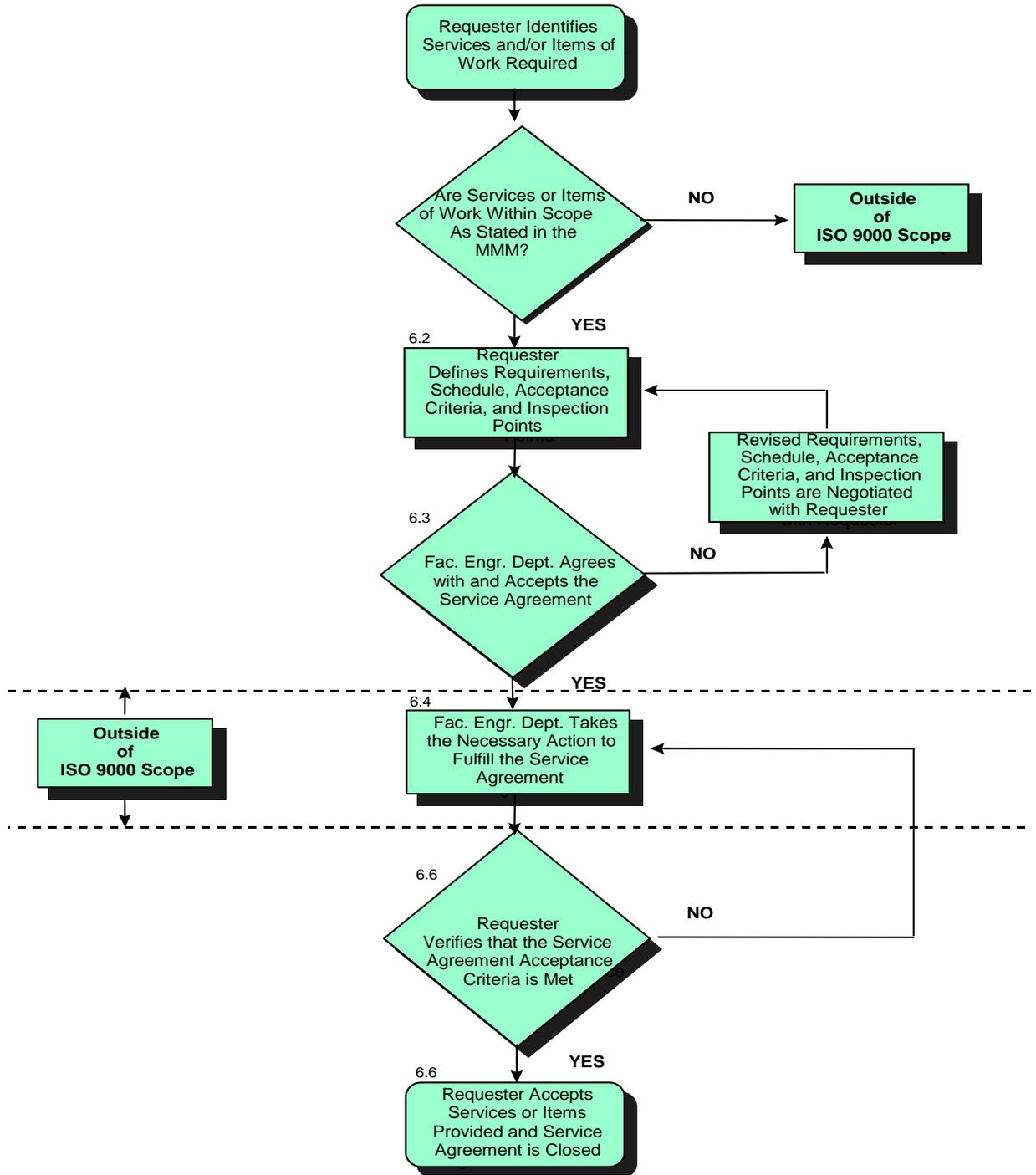
Quality Record Maintenance for MSFC Form 4315. The Facilities Engineering Department shall be responsible for maintaining a quality record of the latest revision of each Facility Service Agreement for a minimum of one year. The Requester may also keep a file or electronic copy of the Facility Service Agreement but the official copy and quality record resides exclusively with the Facilities Engineering Department.

10. PERSONNEL TRAINING AND CERTIFICATION

None

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11. FLOW DIAGRAM



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12. CANCELLATION

MWI 1050.2 dated May 14, 1999

Original Signed by

A. G. Stephenson
Director

Appendix A MSFC Form 4315

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FACILITIES ENGINEERING DEPARTMENT - MARSHALL SPACE FLIGHT CENTER FACILITY SERVICE AGREEMENT		
INSTRUCTIONS FOR COMPLETING THIS FORM ARE ATTACHED		
1. FACILITY AGREEMENT NUMBER:	2. REQUESTER'S CONTROL NUMBER:	3. REQUEST DATE:
4. AUTHORIZATION (OFFICE SYMBOL/NAME):	5. PHONE NUMBER:	6. NEED DATE:
7. POINT OF CONTACT (OFFICE SYMBOL/NAME):	8. PHONE NUMBER:	9. INFORMATION ATTACHED: <input type="checkbox"/> YES <input type="checkbox"/> NO
10. DESCRIPTION OF WORK:		
11. JUSTIFICATION:		
12. DESCRIBE HOW FACILITY SERVICES OR ITEMS INTERFACE WITH FLIGHT HARDWARE AND/OR SOFTWARE:		
13. REQUESTER'S 24-DIGIT FUND CODE:	14. TOTAL ESTIMATED COST:	
ACCEPTANCE OF SERVICE AGREEMENT		
15. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	16. AUTHORIZING SIGNATURE OF FACILITIES ENGINEERING DEPARTMENT:	17. DATE:
18. REASON FOR DISAPPROVAL:		
19. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	20. AUTHORIZING SIGNATURE OF REQUESTER:	21. DATE:
22. REASON FOR DISAPPROVAL:		
ACCEPTANCE OF SERVICES OR ITEMS PROVIDED BY THE FACILITIES ENGINEERING DEPARTMENT		
23. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	24. AUTHORIZING SIGNATURE OF REQUESTER:	25. DATE:
26. REASON FOR DISAPPROVAL:		

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INSTRUCTIONS

Complete blocks 2 through 13. **DO NOT** write in other parts of the form.

1. This block will be filled in by the Facilities Engineering Department.
2. Enter requester's control number.
3. Enter date prepared.
4. Enter office symbol and name of authorizing individual.
5. Enter authorizing individual's phone number.
6. Enter date services or items are required to be performed.
7. Provide a point of contact for additional information. This should be the person most knowledgeable of the specific work being requested.
8. Enter the point of contact's phone number.
9. Indicate if additional information is attached by checking "yes" or "no".
10. Describe the work to be performed. BE SPECIFIC. Information provided must be complete and state all requirements. Additional sheets for description, drawings or sketches may be attached, if necessary. A fixed price for the work will be provided for approval prior to authorization to proceed with work.
11. State why the work is requested.
12. Describe in detail how the services or items requested interface with flight hardware and/or software.
13. Provide the complete (24-digit) accounting fund code to which the cost of the work will be charged.