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CONFIGURATION MANAGEMENT

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Project:	Customer, Unique ID, Part Number
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Abstract:
This document describes configuration management procedures.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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1.0 PURPOSE

This procedure defines the requirements for the management of the configuration of engineering documents, which include the following:

- [redacted]
- [redacted]
- [redacted]

The following are not governed by this control procedure:

- [redacted]
- [redacted]

2.0 THEORY

Work includes a variety of aspects of a given item, including its [redacted]

3.0 CONFIGURATION DOCUMENTATION

3.1. The current configuration of a given item is identified through applicable technical documents. These may include, but are not limited to:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

3.2. All such technical documents are developed by Engineering and approved by the CCB, which are [redacted]

3.3. The baseline documentation is entered into a database that maintains current data for every configuration item. As new configuration items are generated, approved and placed in the release system, they are [redacted]

3.4. Configuration documents and Customer intellectual property received are forwarded to the Document Control Center (DCC) for logging and distribution to project personnel according to the release system shown herein. Project personnel are responsible for [redacted]

4.0 CONFIGURATION CONTROL BOARD (CCB)

4.1. The Responsible Engineering Authority (REA) and Quality Manager serve as the Configuration Control Board, which has full authority and responsibility for [redacted]

4.2. The Chairperson of the CCB is [redacted]

4.3. The CCB serves as the point of authority to resolve [redacted]

4.4. CCB responsibilities include:

- [redacted]

5.0 BASELINE MANAGEMENT

5.1. The Company may establish a configuration baseline to identify and create the initial configuration identification of work at specific times during the contract cycle. The baselines provide [redacted]

5.2. All descriptions of the baselines used to state work performance and design requirements are [redacted]

5.3. For configuration management purposes, four major baselines may be required as discussed below.

5.3.1. Pre-Release Baseline: [redacted]

5.3.2. Functional Baseline: [redacted] At the Functional Baseline, the configuration management system is operating and the released documents have described the following:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

5.3.3. Allocated Baseline: [redacted]

These include:

- [redacted]
- [redacted]
- [redacted]
- [redacted]

5.3.4. Work Baseline: [redacted]

This baseline prescribes:

- [redacted]
- [redacted]
- [redacted]

This baseline and approved changes serve as the configuration reference point for all subsequent reviews. Redlined technical documents may be used if [redacted]

5.4. Baseline Maintenance

Once established, the baselines serve as [redacted]

[redacted]

The release of a technical document requires that it be placed into the normal control system for configuration documents. The release system is shown in Figure 1, which…,

- [redacted]

Figure 1: Release System Flowchart

5.5. Document approval is indicated by any of the following methods:

- [redacted]
- [redacted]
- [redacted]
- [redacted]

5.6. The Document Control Center prepares the release package after insuring [redacted]

6.0 CONFIGURATION CHANGE CONTROL

6.1. Configuration change control is the process of maintaining the baseline identification and regulating all changes to that baseline. The 'as-designed' technical documentation must [redacted]

6.2. Change control is vested in the Configuration Control Board. Any employee may request a change to a configuration. All proposed changes to the baseline documents are [redacted]

6.3. Joint change control authority is established where any program shares a commonly identified item with another program.

6.4. Evaluations of changes include [redacted]

6.5. The evaluation will take into consideration [redacted]

6.6. All associated changes and affected work are included on the Engineering Order, Engineering Change Proposal or Nonconformance Report (NCR) form. The evaluation by the CCB includes [redacted]

6.7. Types of Configuration Change

Changes to the configuration are implemented after approval of engineering changes, deviations or waivers. The definition for each is as follows:

6.7.1. Engineering Change: [redacted]

6.7.2. Deviation: [redacted]

6.7.3. Waiver: [redacted]

6.8. Change Classification

Changes in configuration are classified by the CCB as either Class I or Class II. The change classification assigned by the CCB is entered on the Engineering Order, which serves as [redacted]

6.8.1. Class I Changes

The engineering change is classified as Class I when it affects one or more of the following:

- [redacted]
- Non-technical contractual provisions are affected, such as, but not limited to:
- [redacted]

6.8.2. Class II Changes

Any change that does not fall within the Class I definition is a Class II change. Class II changes are [redacted]

6.9. Change Implementation

6.9.1. All approved changes are implemented under the guidance of the configuration management function.

6.9.2. Configuration Management maintains approval records for all configuration changes. These records identify [redacted]

6.9.3. The Quality Group verifies that changes have been incorporated into affected work and that the associated configuration status records have been revised.

6.9.4. Superseded revision levels of electronic documents are stored in a controlled access server file and superseded hardcopies, when available, are stored [redacted]

6.9.5. During the evaluation of the ECP, EO or NCR, the CCB determines [redacted]

6.9.6. The CCB provides a complete description of the effort required to accomplish the approved change. The definition of the actual tasks required is [redacted]

6.9.7. Deviation: [redacted]

6.9.8. Waiver: [redacted]

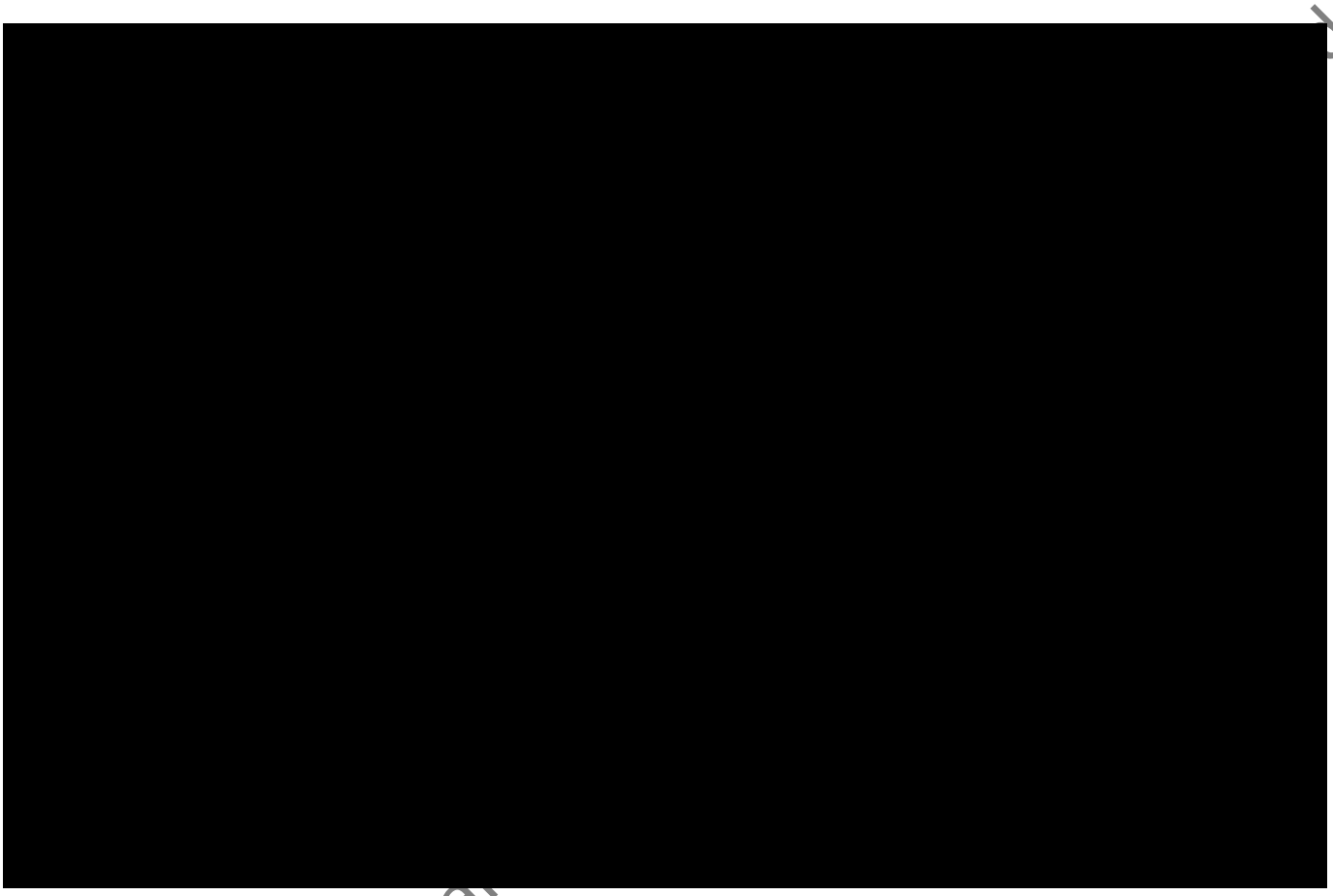
Approved MRB actions affecting configuration may be immediately implemented and are noted on the configuration status records as the authorizing document for the configuration change. When a request for waiver is beyond the scope of MRB authority, the Project and Quality managers [redacted]

6.9.9. Supplement Releases: All changes require the processing of an Engineering Order or Nonconformance Report form. Supplements to existing documents that change or eliminate requirements may be processed and [redacted]

6.9.10. [redacted]

6.9.11. Proposed Class I engineering changes are approved by the CCB and are submitted to the Customer in the form of [redacted]

Figure 2: Change Control Flow



6.9.12. Re-identification Practices

Part numbers are changed whenever [redacted]

6.9.13. All deliverable items are produced according to [redacted]

6.9.14. No oral instruction or other random or unwritten authority is accepted in place of [redacted]

7.0 SUBCONTRACTOR AND VENDOR CHANGES

7.1. Only those subcontractors having a funded design effort are permitted to implement Class I or II changes with submittal to the Company for review and concurrence or non-concurrence in classification.

7.2. For all vendors used by suppliers, proposed changes to baseline documents are [redacted]

8.0 MANAGEMENT DIRECTIVES

8.1. Management members of the CCB/MRB issue their binding policies, procedures and directives to personnel within their exclusive organization in the form of a Bulletin.

8.2. The Bulletin is completed as required by individual format. The Bulletin is the only accepted form of correspondence for [redacted]

9.0 CONFIGURATION RECORDS AND REPORTS

The following lists are revised as required to include the latest configuration status of listed documents. Dependent upon contract requirements, records and reports may include:

9.1. Numerical lists: [redacted]

9.2. Indentured Lists: [redacted]

9.3. As-Built List: [redacted]

9.4. EO Status: [redacted]

9.5. Data Lists: [redacted]