ORGANIZATIONAL ISSUANCE

VS01

CONTROL OF QUALITY RECORDS

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

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		9/6/99	New Instruction
Revision	A	8/14/00	Changed MPG 1441.1 to MPG 1440.2; updated cover sheet to electronic format.

1. PURPOSE

The purpose of this Organizational Issuance is to define the process for control of Systems Management Office Quality Records.

2. APPLICABILITY

This OI applies to all Quality Records developed by the Systems Management Office resulting from the execution of its assigned responsibilities.

3. APPLICABLE DOCUMENTS

MPG 1440.2, MSFC Records Control Program

4. DEFINITIONS

Definitions in MPG 1440.2 apply

5. INSTRUCTIONS

5.1 Each SMO employee is responsible for the development of any Quality Records required by the execution of an SMO OI. Quality Records are defined within each OI. Each Quality Record shall include a cover sheet (see Appendix A) that includes the following information:

Originator Name

Quality Record Number
Number = SM0- (Project Name or Administrative)-XX, where XX= sequential number assigned by Record Cust.

Title

Date Generated

Retention Date

Disposition Instructions

5.2 If the Quality Record is developed in a hardcopy format, it shall be provided to the Records Custodian for filing. Records shall be filed in a readily accessible file.

5.3 Upon receipt of a Quality Record, the Record Custodian shall ensure the cover sheet is complete, and file in a readily accessible location for future reference.

5.4 The Record Custodian shall periodically review files for records that have exceeded their required storage time. If the required time frame has been exceeded, the Record Custodian shall, after consulting with the OPR, disposition in accordance with that prescribed by the OI.

5.5 If the Quality Record is in an electronic format, the Originator shall ensure a proper cover sheet has been

developed and post to the SMO fileserver. A hardcopy cover sheet shall be provided to the Record Custodian for filing.

5.6 Originators shall periodically review the SMO fileserver for records that have exceeded their required storage time, and disposition in accordance with that prescribed by the OI.

6. NOTES

N/A

7. SAFETY PRECAUTIONS AND WARNING NOTES

N/A

8. APPENDICES, DATA, REPORTS, AND FORMS

N/A

9. RECORDS

Quality Records are defined in Figure 1.

RECORD	LOCATION	RETENTION TIME	DISPOSITION	REMARKS
RECORD OF APPROVAL	SMO FILES	3 YEARS	DESTROY	
ANNUAL REVIEW	SMO FILES	3 YEARS	DESTROY	
PREV/CORR ACTIONS	SMO FILES	3 YEARS	DESTROY	

FIGURE 1 - RETENTION SCHEDULE

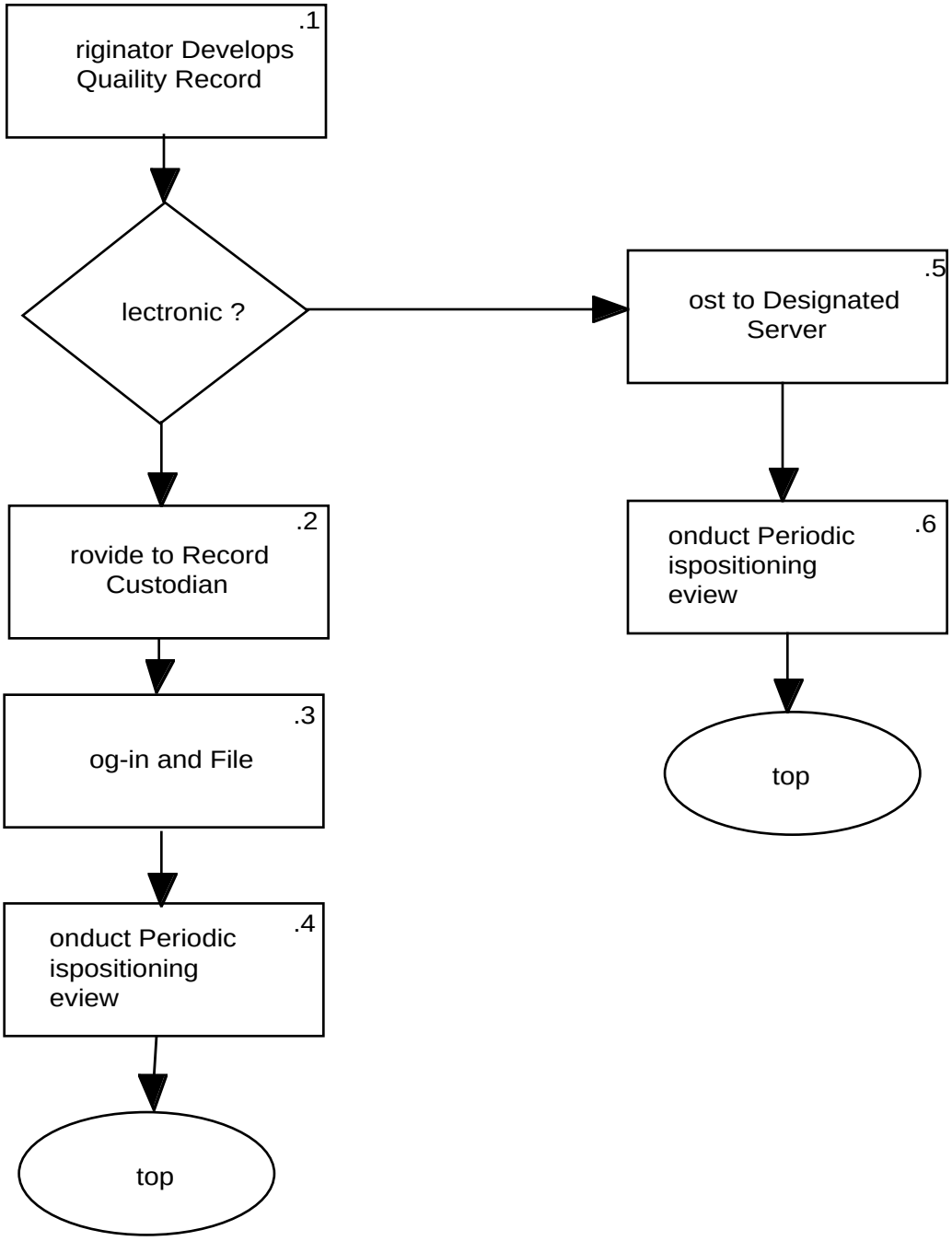
10. TOOLS, EQUIPMENT, AND MATERIALS

N/A

11. PERSONNEL TRAINING AND CERTIFICATION

N/A

12. FLOW DIAGRAM



IGURE 2- PROCESS FLOW

APPENDIX A

SYSTEMS MANAGEMENT OFFICE QUALITY RECORD

ORIGINATOR NAME:_____

QUALITY RECORD NUMBER: SMO -_____

TITLE: _____

DATE GENERATED:_____

RETENTION DATE:_____

DISPOSITION:_____

REMARKS: _____

_____