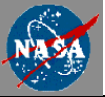


Configuration and Data Management Plan
for the
Thermophysics Facilities

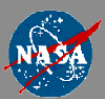
Prepared by:

Jeanne A. Dominguez,
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Thermophysics Facilities Branch, Code TSF
Entry Systems and Technologies Division
NASA Ames Research Center
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APPROVAL SIGNATURES		Date
Author:		
Jeanne A. Dominguez Configuration/Data Manager, TSF	Jeanne Dominguez (affiliate) 	Digitally signed by Jeanne Dominguez (affiliate) Date: 2020.09.28 12:30:36 -07'00'
Review and Approval Team as follows:		
John Balboni Lead Engineer, TSF	JOHN BALBONI 	Digitally signed by JOHN BALBONI Date: 2020.11.19 13:07:52 -08'00'
Peter Race Facility Manager, Arc Jet Facilities Deputy Branch Chief, TSF	PETER RACE 	Digitally signed by PETER RACE Date: 2020.11.24 09:18:07 -08'00'
Scott Eddlemon Branch Chief, TSF	SCOTT EDDLEMON 	Digitally signed by SCOTT EDDLEMON DN: c=US, o=U.S. Government, ou=NASA, ou=People, cn=SCOTT EDDLEMON, 0.9.2342.19200300.100.1.1=seddlemon Date: 2020.11.24 10:46:16 -08'00'

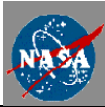
REVISION HISTORY			
REV	Description of Change	Author	Effective Date
-	Initial Release	J. Dominguez	6/17/96
A	Updated from STF to TSF. Revised the following sections: 3.1 CM Policy Directives, completely revised 3.2 Reference Documents, added Ames Code A Directive for CM 4.0 Configuration Identification, added Master Document List 5.2 Deleted Revised and updated any references affected by this revision. 5.3 Deleted Figures 6-1, -3, -4, & -5.	J. Dominguez	11/5/98

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B	Added web site for master list version verification. Updated CM directives list and Reference documents list. Added 5.1.1, Control of Branch Specific Documents and Forms, 5.1.2 External Documents, 5.1.5 Revision Control, 5.2.1 Changes to TSF Specific documents and forms and 5.3.1, Test Discrepancies. 5.2 added reference to electronic retrieval of change forms. Revised table of contents to reflect changes.	J. Dominguez	2/9/99
C	Revised revision history and approval signature page format. Reviewed and revised use of "shall" vs. "will" per CAR ARC.53.00533. Corrected formatting inconsistencies. Added locations to 3.2, Reference Documents. Revised section 5.1.5, Revision Control to include released Preliminary SOP's and branch specific forms and checklist per CAR 53.ARC.00585. Revised section 5.1.2, External Documents per CAR ARC.53.00587. Added Figure 2, Approval Signature Requirements Matrix.	J. Dominguez	3/29/99
D	Reformatted entire document. Restructured document to separate Quality System Data and Document Control from Configuration Management functions.	J. Dominguez	4/11/00
E	Revised Sections 7.0, Configuration Management 7.3, Changes to Controlled Documents; 8.3, Identification and Change Control.	J. Dominguez	2/22/01
F	Revised and updated for AS9100B compliance. Inserted Hyperlinks to Branch level reference documents.	J. Dominguez	4/16/09
G	Updated and revised. Removed hyperlinks, updated reference documents section, minor formatting and editorial edits.	J. Dominguez	8/23/2018
H	Update reference documents section.	J. Dominguez	7/25/2019

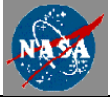
	Code TSF Branch Level Procedure Thermophysics Facilities Ames Research Center	Document #: A029-9701-XM1	Rev.: L
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J	Added section for purchasing, added definition for Center Critical Facilities, revised reference documents section (Ref: ASAP #36284). Added allowance for the use of electronic signatures for review and approval of Branch documents and drawings.(section 8.3.2)	J. Dominguez	03/05/2020
K	Clarified Section 3, Removed Section 4	J. Dominguez	06/29/2020
L	Clarified review/approval requirements.	J. Dominguez	09/24/2020

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1.0 REFERENCE DOCUMENTS	
Document Number	Document Title
APD1280.1	Ames Management System Quality Manual
APR8715.1 Section 10	Ames Safety Manual - Pressure Systems Safety
A013-8901-XR1	Ames Engineering Document Numbering System (Available from the Engineering Documentation Center (EDC) in Building N213)
A029-9701-XM2	Thermophysics Facilities Branch Operations Manual
A029-9701-XM3	Test Planning Guide for TSF Facilities
TSF-15-045	Work Instruction for Processing Changes to Controlled Documents
ASF-97-02	Work Instruction for Processing and Storage of Archival Documentation
ASF-97-04	Work Instruction for Document Identification
TSF-18-001	TSF Facilities Problem/Change Report
APR 7120.3	Development and Operation of Center Critical Facilities and Infrastructure

These documents were used in the generation of this plan and are applicable to the extent specified herein. Documents can be located on the Center Directives Management System Website (for Ames level documents) or the Thermophysics Facilities server (for Branch Level documents).

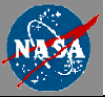
2.0 Purpose

This document establishes the Configuration and Data Management Plan for the Thermophysics Facilities Branch (TSF) and describes the implementation of the plan within the organization. Its intent is to control and document changes to facility hardware, software, and facility operating procedures; to control changes to Quality System documents; to ensure that all documents and drawings are current; and to provide for quick retrieval of facility information and documentation while safeguarding original records and documents.

3.0 Scope

This Configuration and Data Management Plan is applicable to all Facility Baseline documentation, SOP's and Quality System documents. This plan does not apply to preliminary drawings and sketches, contractor shop drawings, draft documents, progress prints, research or prototype apparatus, research software, or test specific hardware.

The major elements covered by the Configuration Management portion of this plan are Configuration Identification, Configuration Control, Configuration Reviews and Audits, and Configuration Status Accounting.

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The Data Management portion of this plan covers identification and change control of Quality System documents.

The Arc Jet Facilities are classified under APR 7120.3 as critical facilities. Replacing obsolete or broken parts or equipment which the Facility Manager deems critical to function or operation of the facilities will be documented using TSF form and process TSF-18-001, TSF Facilities Problem/Change Report. At the discretion of the Facility Manager, with input from key functional areas, engineering analysis and verification will be performed to assure that new components meet the original specifications.

4.0 Definitions and Acronyms

Configuration Identification is the documentation that defines current approved configuration of the facility, both hardware and software. Examples of such documentation are system performance requirements, engineering design criteria, baseline documentation (such as specifications and drawings), test plans, test procedures, etc.

Configuration Control provides for a structured review process prior to change approval and assures that only properly approved changes are implemented.

Configuration Reviews/Audits assures that the end product reflects the approved identification. This process establishes a baseline for controlled documents and assures that there is an active Configuration Management Program to keep them current.

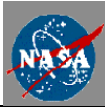
Configuration Status Accounting tracks the previously mentioned CM functions. It provides the means to assure that the current approved versions of documentation are available, and that corrective actions resulting from discrepancies identified at reviews/audits are successfully performed. It also shows all previous revision history of the documentation and reports listings of current versions of the facility baseline documentation.

Quality Document is a Quality System procedure, work instruction, manual, or associated form which is used to control the processes that affect the quality of the final product (e.g. data).

EDC Engineering Documentation Center, located in the basement of N213.

Center Critical Facility (ref: APR 7120.3)

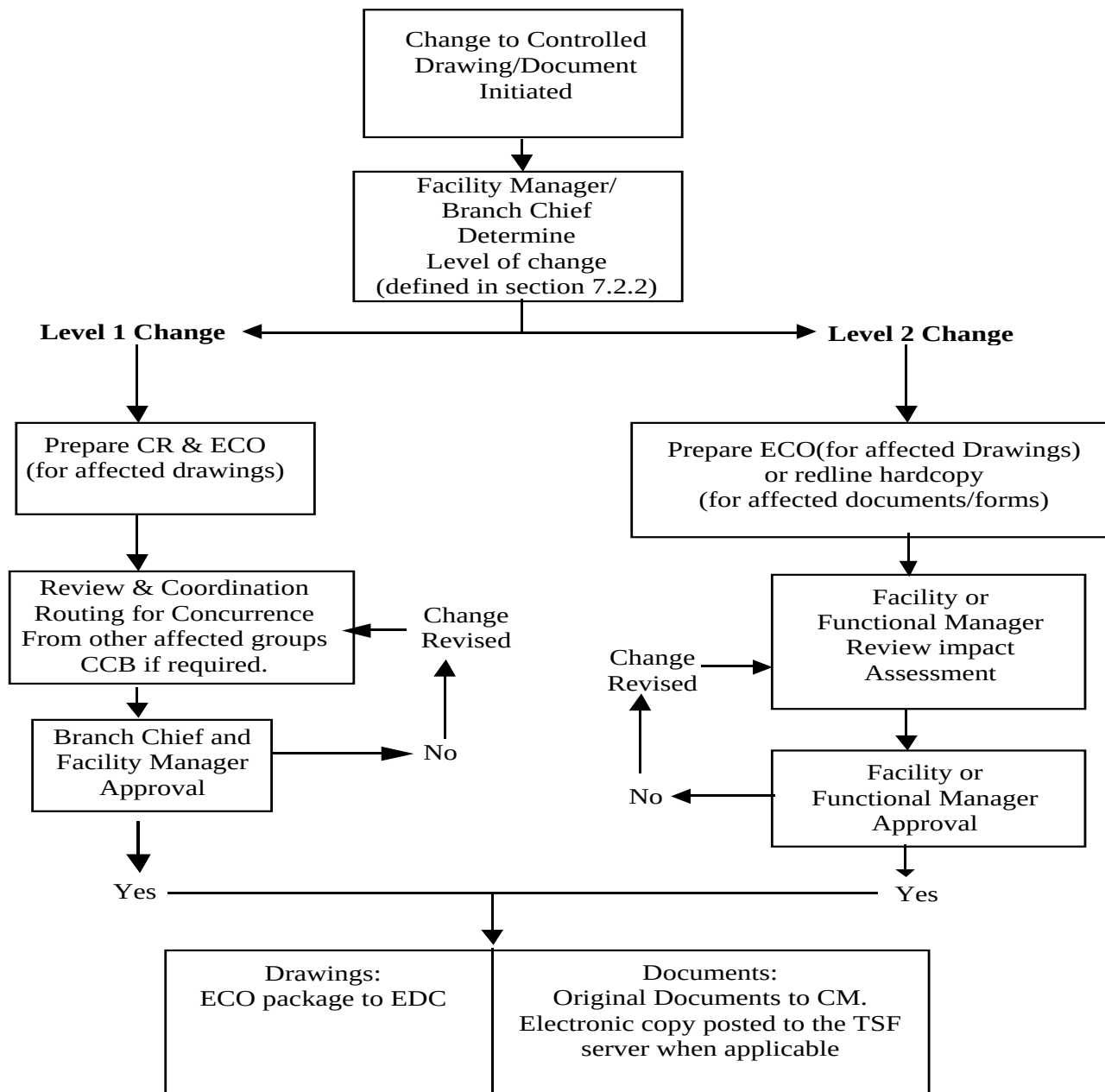
Factors to be considered in the designation of center critical facilities and infrastructure include:

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- a. Whether the facility capability is necessary to support development, test or operation of flight systems and/or missions such that loss of their function would have significant impact on programs, projects, or other development efforts
- b. Whether the facility involves human test subjects
- c. Whether the facility implements high energy capabilities whose failure would be sufficient to cause injury, death, or significant damage.

5.0 Flowchart

Change Control System



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6.0 Responsibilities

The Organizational structure for the Branch is given in A029-9701-XM2, TSF Branch Operations Manual. Ultimate responsibility for Configuration and Data Management for Thermophysics Facilities Branch lies with the Branch Chief. The delegated responsibility for the day-to-day functioning of the system rests with the cognizant Facility Manager with input from Project Management and Test Engineering. The Branch Chief appoints the members of the Change Control Board. Other personnel responsibilities are denoted in section 7.

7.0 Configuration Management

7.1 Configuration Identification

Configuration Identification is the set of documentation that defines the current approved functional and physical configuration of the facility, both hardware and software. The criteria used to make this determination is based on whether the information contained in the documents defines some aspect of the facility design, configuration, or performance, as opposed to supporting information, such as calculations, analyses, test results, etc. These criteria shall be used to identify which documents and software should be controlled, and which should simply be archived.

7.1.1 Drawings

Facility drawings that define the approved facility configuration shall be prepared using standard NASA Ames formats and brought under configuration control according to this plan. These drawings consist primarily of engineering design drawings and contractor as-built drawings. Drawing numbers shall be assigned through the Engineering Documentation Center (EDC) in accordance with A013-8901-XR1, Ames Drawing and Document Numbering System. Revisions to controlled drawings shall be processed as described in section 7.3.

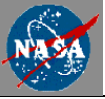
7.1.2 Shop Drawings

Shop Drawings are drawings and documents generated during the design and construction of a project. These drawings are controlled by the project until the project is complete and the hardware is turned over to the branch. Upon completion of the project, the project originators shall update all drawings and documentation to reflect the final as-built, as-installed project configuration. Upon submittal of the final drawing package to the branch, the drawings will be put under configuration control according to this plan.

7.1.3 Baseline Identification

The facility configuration is defined by the documents and drawings that detail the facility design, construction and operation. These documents form the Facility Baseline (FBL) and are controlled according to this plan. Supporting documentation shall be identified and archived as described in section 8.7

7.2 Configuration Control

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Configuration Control is applicable to all Facility Baseline documentation, Manuals, and Requirements Documents as described in section 7.1.1. It does not apply to preliminary drawings and sketches, contractor shop drawings (until the hardware is turned over to the branch), draft documents, progress prints, research or prototype apparatus, research software, and test-specific hardware. In addition to the procedures in this section, the TSF Branch Level Work Instructions listed in Reference Documents section of this plan shall apply. Approved documents and forms may be found on the TSF Server unless otherwise noted.

7.2.1 Change Control Authority

The management control of documents, drawings and software placed under configuration control is the ultimate responsibility of the Branch Chief of the Thermophysics Facilities Branch. The delegated responsibility for the day-to-day functioning of the system rests with the cognizant Facility Manager. The decision for a change shall be implemented as described in section 7.3.

7.2.2 Change Classification

Requests for Change fall into two classifications:

Level 1 Change: A facility modification that results in revised facility performance or operational capability, affects form, fit, function, safety and/or has a cost estimated to be greater than \$25,000.

Level 1 changes require a completed Change Request (CR) with the written approval of the Branch Chief of the Thermophysics /Facilities Branch prior to implementation. Controlled drawings affected shall be revised via an Engineering Change Order (ECO).

Level 2 Change: A modification with only a minor effect that is not technically visible within the scope of the project, and has a cost estimated to be less than \$25,000.

The Facility Manager may act upon level 2 changes. Controlled drawings affected shall be revised via an ECO.

The Branch Chief of the Thermophysics Facilities Branch and the cognizant Facility Manager shall determine the appropriate category and implement the change procedure. If it is determined that a change will result in the creation of a critical or catastrophic hazard and that no satisfactory controls exist to reduce this probability, the change shall be forwarded to division level for further risk assessment.

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7.2.3 Revision Control

Revisions to TSF drawings shall be depicted by a revision letter appended to the identification number. Revision letters must be in uppercase. Initial release of drawings will be indicated by a “-”. Subsequent revisions shall use the next sequential letter (A, B, C, etc.). Revision letters not used are: I, O, Q, S, X and Z. These letters are not allowed because they can be mistaken for numbers or for other letters.

7.2.4 Change Control Board (CCB)

The CCB meets at the discretion of and is chaired by the Branch Chief or the Assistant Branch Chief, who has sole approval authority for the Board. Board members shall thoroughly discuss each change presented to them and recommend approval/disapproval, present any technical impact from the viewpoint of their functional areas and provide cost and schedule impacts.

The Chairperson may elect to hold informal CCB meetings. These will include those members and facility personnel deemed necessary to aid the Chairperson in reaching a decision.

CCB membership is as follows:

- Branch Chief (Chairperson)
- Deputy Branch Chief (Alternate Chairperson)
- Facility Manager(s)
- Project Manager(s) (as appropriate)

7.3 Changes to Controlled Documents

7.3.1 Change forms

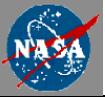
Current electronic versions of approved change forms are found on the TSF server unless otherwise noted. Briefly, these forms include:

- 1) Engineering Change Order (ECO): Used to process and implement changes to controlled facility drawings.
- 2) Change Request (CR): Required for processing and implementation of Level 1 changes.
- 3) Fast Field Change (FFC): Used for time critical changes in the field. An FFC may not be issued for a Level 1 change.

Use of these forms is discussed in detail in TSF-15-045, Work Instruction for Processing Changes to Controlled Documents.

7.3.2 Change Control System

Section 5 shows a flow diagram of the Change Control System. Verified electronic signatures are acceptable for release of Branch documents and drawings, after the review and approval process is complete.

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Approval requirements and authorized alternates for TSF drawings, documents and forms are depicted in the following matrix:

Type of Document	Approval Required ¹				
	Author/ Originator	Facility Manager or Lead	Deputy Branch Chief	Branch Chief	Division
Standard Operating Procedures (SOP's)	•	•	•	•	2
Work Instructions	•	•			
Branch Manuals and Procedures	•	•		•	
Changes to Facility Drawings	• Initial or printed name	•			
Forms	•	•			
Checklists	•	•			

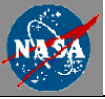
¹ Additional signatures may be required or recommended at the discretion of the Branch Chief or Facility manager.

² Division may review and approve document at the discretion of the Branch Chief or Facility Manager
The Branch Chief of the Thermophysics Facilities Branch is authorized to sign for any of the Facility Managers and the Deputy Branch Chief in their absence. Other authorized alternates are:

Signer	Alternate(s)
Branch Chief	Deputy Branch Chief
Deputy Branch Chief	Facility Manager(s)
Arc Jet Facility Manager	Deputy Branch Chief / TSF Lead Engineer
Range Facility Manager	Deputy Branch Chief / TSF Lead Engineer
Test Engineering Lead	Facility Manager(s)

Specific responsibilities and steps within the Change Control System are:

1) Initiation of a change: Any person with a requirement for a change is responsible for preparing a package describing the change and submitting it to the Facility Manager. The request must include the applicable change forms (see ASF-97-01) as well as all documentation, calculations, redlines and drawings necessary to completely describe and support the change. All documents and supporting information must be neatly prepared and legible.

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2) Coordination and preliminary review: The Facility Manager or his designee is responsible for coordination and preliminary review of all proposed changes. This includes determining the level of change, review requirements, logging, tracking and checking each for completeness and accuracy, determining any conflicts or duplications with other changes and assessing the impact on other systems or activities.

3) Approval of proposed changes is the responsibility of the cognizant Facility Manager or the Branch Chief, depending upon the level of the change (see section 7.2.2).

7.3.3 Deviations and Waivers for Pressure Systems

A deviation consists of any design, fabrication, inspection or use of pressure vessels, piping, and associated equipment that is not in compliance with the requirements in section 10 of APR 8715.1, Ames Health & Safety Procedural Requirements - Pressure Systems. All deviations from the requirements outlined in APR 8715.1 in effect at the time of design require:

- 1) Review by the Facility Manager and/or Branch Manager.
- 2) Submittal a Deviation/Waiver per APR 8735.2 using the Problem Reporting and Corrective Action System (PRACA). PRACA is Ames Research Center's Deviation/Waiver system used to implement APR 8735.2 and electronically generate, manage, and archive D/W Requests.

7.3.4 Interface Control

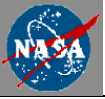
Interface control is the responsibility of each Facility Manager, with input from the Safety, Facility Engineering, as well as other facility personnel, as required, to determine the impact of changes on other systems or facilities.

7.3.5 Design Reviews

Changes to the facility baseline shall be addressed as outlined in section 7.3.2 above. New designs that add to the Facility Baseline shall receive at a minimum a preliminary and a critical design review. Determination to the appropriate level of review and membership of the review panels is the responsibility of the Branch Chief in consultation with the cognizant Facility Manager. Other reviews as deemed appropriate may be held at the discretion of the Branch Chief. Minutes will be recorded and action items assigned and tracked by the Facility Manager or his designee. This information will be included in the final documentation package.

7.4 Configuration Status Accounting

7.4.1 Data Base Description

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The EDC database resides on a data server in the Engineering Documentation Center.

7.4.2 Reporting

Hardcopy reports including status of drawings, Action Items, Engineering Change orders, etc. will be generated and distributed as requested by program/project personnel.

8.0 Quality System Documents and Data Management

8.1 Quality System Documents

Quality System Documents that define branch operation, facility operation and facility maintenance shall be controlled according to this plan. Quality System Documents are identified on the TSF Master Document List. Revisions to controlled documents shall be processed as described in Section 8.3.

8.2 Master Document List

The TSF Master Document List designates the latest versions of Quality System Documents and Forms used by the branch. This list is maintained and updated by the Branch Chief or his designee. It is the responsibility of the individual user to verify that any documents being used are current.

8.3 Identification and Change Control

TSF Quality System Documents are uniquely identified and controlled internally by the TSF Branch in accordance with ASF-97-04, Work Instruction for Document Identification, and TSF-15-045, Work Instruction for Processing Changes to Controlled Documents.

8.3.1 Change Control System

Section 5 shows a flow diagram and an explanation of the Change Control System. Signature requirements and authorized alternates for TSF Quality System Documents and forms are depicted in the matrix in section 7.3.2.

8.3.2 Documents

Initiation of change forms is not required for changes to Quality System Documents. A complete revision history and appropriate approval signatures are required on released Branch documents and are sufficient for proof of review and approval.

8.3.3 Forms and Checklists

Redlined versions of forms and checklists, or a clean copy of the form with changes incorporated, shall be initialed and dated by the originator and facility manager.

8.3.4 Storage of Originals

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Hardcopy originals of released documents and forms are stored in the TSF CM Files; when appropriate the current electronic version is posted on the TSF server.

Facility SOPs have a limited distribution and are not posted on the TSF Server. Originals are kept in the CM Files, with one copy in the Facility Manager's office and one in the facility Control Room. Additional distribution is at the discretion of the TSF Branch Chief with input from the Facility manager.

8.4 Revision Control

Revisions to Quality System Documents shall be depicted by a revision letter or version appended to the identification number. Revisions to Quality System forms and checklists shall be depicted by a date indicating the latest approved version.

Initial release of Quality System documents shall use a "-". Subsequent revisions shall use the next sequential letter (A, B, C, etc.). Revision letters not used are: I, O, Q, S, X and Z. These letters are not allowed because they can be mistaken for numbers or for other letters.

8.5 Test Change Control

It is the policy of the Branch that all test and model activity is conducted with Test Change Control as an integral part of the activity. Specific information, requirements and guidelines for Test Change Control can be found in A029-9701-XM3, Test Planning Guide for TSF Facilities. Test related changes are the responsibility of the Test Engineer with the concurrence of the customer (e.g., Research Engineer or Principal Investigator, PI). The Facility Manager shall review all Test Change Requests.

8.5.1 Test Discrepancies

Any deviations or discrepancies experienced during a test shall be noted by test number and run number in the Test Engineer's Logbook.

8.6 External Documents

External documents used by TSF include:

- 1) Test Plans, which are controlled by the test engineer, who is responsible for assuring the correct version is available.
- 2) ARC Specs, which are controlled by the Office of Maintenance Management (Facilities Engineering Branch), code JCE, who can be contacted to verify current revision and provide a copy of the document.

Users of external documents are responsible for verifying that the document is the current approved version and the removal of obsolete versions to prevent inadvertent use.

8.7 Archival Documents

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Archival documents are identified as such and tracked for filing and retrieval purposes, but are not brought under change control. Archived documents shall be identified with a unique number assigned in accordance with ASF-97-02, Work Instruction for Processing and Storage of Archival Documentation.

9.0 Configuration and Data Management Audits

TSF facilities are on the Ames Centerwide quality system audit schedule.

10.0 Quality Records

There are no quality records associated with this plan.

11.0 Form(s)

There are no forms required for this document.