



NectarCam documentation management meeting 14th june 2012

Configuration management, Non-conformance and changes

Configuration management (1)



- Goal
 - To know the technical description of a system at any time
 - To control changes, to assure modification traceability during the whole lifecycle of the product
 - To verify that the documentation correspond to the product configuration
 - To identify the difference between the as designed configuration and the as built configuration

- How
 - Identification of configuration items (associated to the PBS)
 - Identification of associated documentation (CIDL)
 - Identification of the configuration baseline (given by the reviews defined in the development plan)
 - Control of the changes (registration and validation)



- CIDL contents
 - Applicable documents: requirements, performances, CTA quality plan, RAMS plan...
 - NectarCam management plan, development plan,...
 - Design Justification files (verification of compliance with requirements)
 - Interface control document (ICD)
 - List of material, process, electronic components
 - Drawings and associated lists
 - Integration procedures, instructions
 - Test specifications
 - List of changes
 - List of Non conformances
 - ...
- Extract of CTA QA plan
 - List of deliverables

Specific documentation for Hardware products (deliverables)

Chapter	Type of documents
3.1.1	Technical Specifications
3.1.4	Functional specifications
3.1.2	Technical Design Report
3.1.4	Detailed design
3.1.4	List of the components
3.1.4	Assembly and test procedures
3.1.5	Interface Control Document (ICD)
3.2.2	Procurement specifications
3.3.2	Incoming inspection report
3.3.4	Logbook and traveller sheet
3.3.5	Test specification/plan
3.3.5	Test procedure
3.4.1	Packaging, handling and transport procedures
3.4.2	Delivery inspection report
5.3	Non-Conformance Report (NCR)
6.4.1	Auditing report

Non-conformance management process



- Identification
- Analyze and classification
 - If minor actions \Rightarrow local management
 - If major actions \Rightarrow communication to the upper level ie NectarCam management
 - Need of centralization of all NC ?
- Corrective actions
- Registration
- Validation



- Non conformance sheet / form : based on existing template (IRAP, LLR, IRFU)

		SPICA – SAFARI / DCU	Ref. SAF-NCR-OT-Chrono-IRAP
		Fiche de Non-Conformité <i>Non Conformance Report</i>	Ed. / Rev. 1.0 Date Page 1/3


Titre / Title				
Classification <i>Classification</i> <input type="checkbox"/> MAJEURE / MAJOR <input type="checkbox"/> MINEURE / MINOR				
INFOS GÉNÉRALES NCR <i>GENERAL NCR INFO</i>				
Date de rédaction <i>Writing Date</i>	Rédacteur <i>Writer</i>	Modèle (STM, EM, FM, All...) <i>Model (STM, EM, FM, All...)</i>	Fournisseur <i>Supplier</i>	
Équipement <i>Equipment</i>	Sous-ensemble/pièce <i>Subsystem/item</i>	N° de série (SN) ou lot <i>Serial Number</i>	Procédure N° <i>Procedure N°</i>	Code Arbre Produits <i>Product Tree Code</i>
Réf. Documents de définition, Plans, etc. <i>Definition Documents, Plans, etc. Ref.</i>		Réf. Rapport d'Inspection d'Entrée (RIE) <i>Incoming Inspection Report Ref.</i>		
Phase Détection de NC <i>NC Detection Phase</i>				
<input type="checkbox"/> Inspection d'Entrée/ <i>Incoming Inspection</i> <input type="checkbox"/> Contrôle/ <i>Control</i> <input type="checkbox"/> Fabrication/ <i>Fabrication</i> <input type="checkbox"/> Intégration/ <i>Integration</i>		<input type="checkbox"/> Essais/ <i>Tests</i> <input type="checkbox"/> Qualification/ <i>Qualification</i> <input type="checkbox"/> Recette/ <i>Acceptance</i> <input type="checkbox"/> Autre/ <i>Other</i> : _____		
DESCRIPTION DE LA NON-CONFORMITÉ <i>NON-CONFORMANCE DESCRIPTION</i>				
ANALYSE / CAUSES <i>ANALYSIS / CAUSES</i>				
Réf. Minutes de Réunion <i>Minutes of Meeting Ref.</i>		Réf. Rapport d'Analyse <i>Analysis Report Ref.</i>		

		SPICA – SAFARI / DCU	Ref. SAF-NCR-OT-Chrono-IRAP
		Fiche de Non-Conformité <i>Non Conformance Report</i>	Ed. / Rev. 1.0 Date Page 2/3

ACTIONS CORRECTIVES / PREVENTIVES PRÉVUES <i>PLANNED CORRECTIVE / PREVENTIVE ACTIONS</i>				
APPROBATION DE LA NCR <i>NCR APPROVAL</i>				
	Client / Décideur <i>Client / Stakeholder</i>	Rédacteur/Resp. Technique <i>Writer/Technical Manager</i>	Responsable AP <i>PA Manager</i>	Chef de Projet <i>Project Manager</i>
Noms/Noms <i>Dates & Signatures</i>	Obligatoire si Majeure <i>Mandatory when Major</i>			
CLOTURE DE LA NON-CONFORMITÉ <i>NON-CONFORMANCE CLOSURE</i>				
Actions Correctives / Preventives APPLIQUÉES <i>APPLIED Corrective / Preventive Actions</i>				
Réf. Minutes de Réunion <i>Minutes of Meeting Ref.</i>				
Dispositions finales (en plus des actions correctives/preventives) <i>Final dispositions (including corrective/preventive actions)</i>				
<input type="checkbox"/> Sans suite/ <i>No action</i> <input type="checkbox"/> En l'état/ <i>Use as is</i> <input type="checkbox"/> Réparation/ <i>Repair</i> <input type="checkbox"/> Modification/ <i>Modification</i> <input type="checkbox"/> Rebut / <i>Scrap</i>		<input type="checkbox"/> Retour fournisseur/ <i>Return to supplier</i> <input type="checkbox"/> Demande de Dérégation/ <i>Request for Waiver</i> <input type="checkbox"/> Correction doc (Demande de Modification)/ <i>Doc. Correction (Request for Deviation)</i> <input type="checkbox"/> Alertes / <i>Alerts</i> <input type="checkbox"/> Autre / <i>Other</i> : _____		
AUTORISATIONS DISPOSITIONS FINALES/ <i>FINAL DISPOSITIONS AUTHORIZATIONS</i>				
	Client / Décideur <i>Client / Stakeholder</i>	Rédacteur/Resp. Technique <i>Writer/Technical Manager</i>	Responsable AP <i>PA Manager</i>	Chef de Projet <i>Project Manager</i>
Noms/Noms <i>Dates & Signatures</i>	Obligatoire si Majeure <i>Mandatory when Major</i>			
Diffusion <i>Distribution</i>				



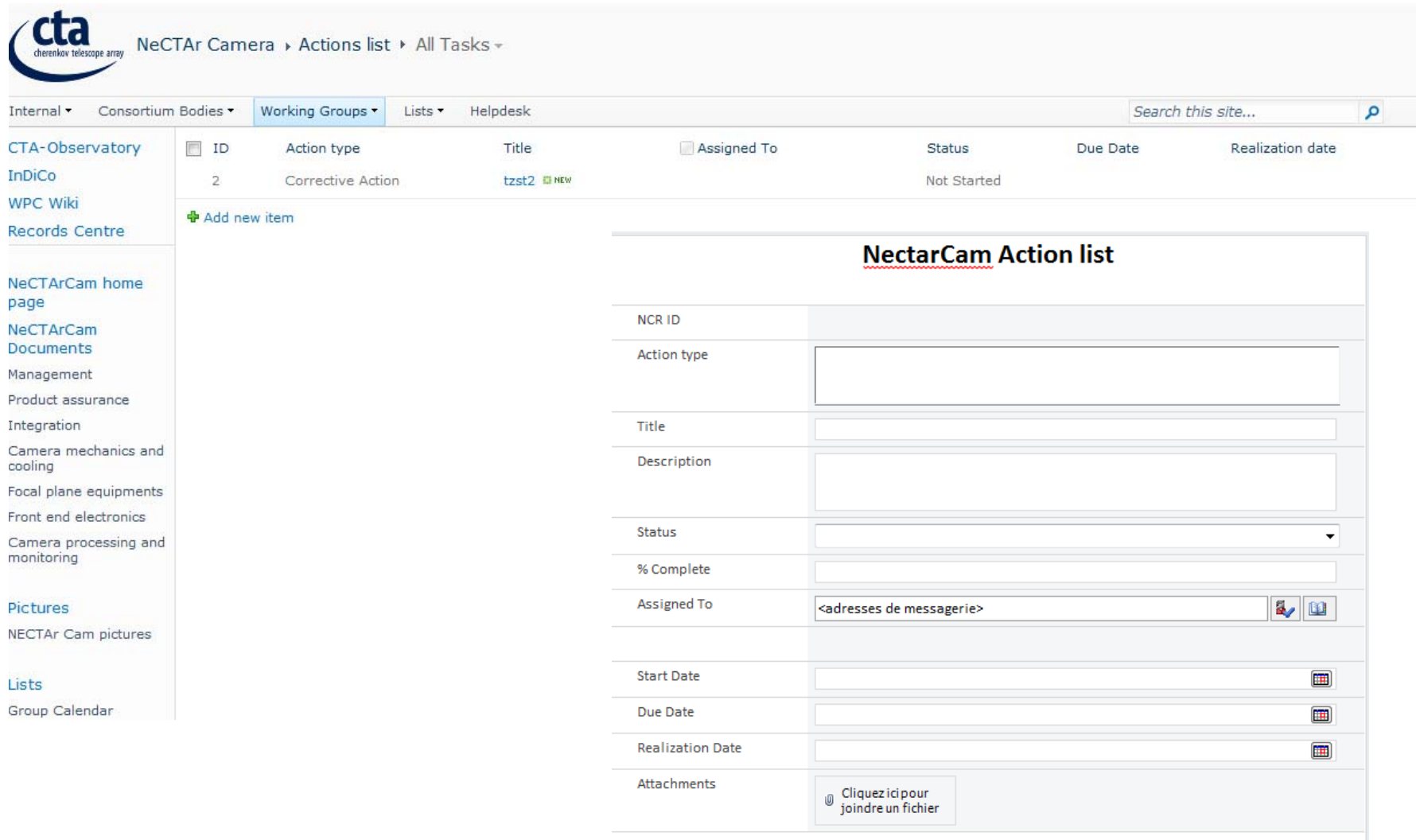
- Centralized database (lists) in Sharepoint ?

		NectarCam <i>Non-Conformance Report</i>		Ref XXXXXX-NCR- <input type="text"/> Revision Revision date Page
Title	<input type="text"/>			
Writing date	<input type="text"/>	Writer	<input type="text"/>	
Equipment information				
Equipment	<input type="text"/>			
Model	<input type="text"/>			
Subsystem / Item	<input type="text"/>			
Serial Number	<input type="text"/>	Supplier	<input type="text"/>	
Non-conformance information				
Detection Phase:	<input type="checkbox"/> Incoming inspection <input type="checkbox"/> Control <input type="checkbox"/> Design <input type="checkbox"/> Fabrication			
Non-conformance Description	<input type="text"/>			
Analysis / Causes	<input type="text"/>			
Classification	<input type="text"/>			

Preventive and Corrective actions			
Actions:	Add actions:		
<input type="text"/>	<input type="text"/>		
Non-conformance closure			
Actions review	<input type="text"/>		
Final disposition	<input type="checkbox"/> No action <input type="checkbox"/> Use as is <input type="checkbox"/> Repair	Change or waiver request reference <input type="text"/> Other <input type="text"/>	
	Approval Technical manager	Approval Product Assurance manager	Approval Project manager
Date and Names	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non Conformance Status	Active	Closed by	<input type="text"/>
		Closure date	<input type="text"/>
Diffusion	<input type="text"/>		
Related Issues	<input type="text"/>		
Comments	<input type="text"/>		
Attachments	<input type="button" value="Cliquez ici pour joindre un fichier"/>		



- Centralized database (lists) in Sharepoint ? With action list



The screenshot shows a SharePoint interface for 'NeCTAr Camera > Actions list > All Tasks'. The main content area displays a table with the following data:

ID	Action type	Title	Assigned To	Status	Due Date	Realization date
2	Corrective Action	tzst2 NEW		Not Started		

Below the table is a form titled 'NectarCam Action list' with the following fields:


- NCR ID
- Action type
- Title
- Description
- Status (dropdown menu)
- % Complete
- Assigned To (text field with '<adresses de messagerie>' and user selection icons)
- Start Date (calendar icon)
- Due Date (calendar icon)
- Realization Date (calendar icon)
- Attachments (button: 'Cliquez ici pour joindre un fichier')

Change request



- Process
 - Registration
 - Impact assessment, classification
 - Validation
 - Actions taken

- Tool
 - Form/ sheet
 - Database : list in sharepoint

	Demande de Modification Change Request	Reference: GLAST-JLR-DM-... Page: 1 / ...
Date: Nom de l'émetteur:		
Titre-DM:		
Classification: <input type="checkbox"/> Majeure <input type="checkbox"/> Mineure		
Modification suite à anomalie: <input type="checkbox"/> Oui <input type="checkbox"/> Non		Réf-anomalie:
Raison de la-DM:		
Description de la Modification:		
Documents concernés:		
Renseignements concernant l'équipement:		
Modèle concerné:		
Nom et réf. item:		
Autorisation pour dispositions et actions:	Responsable Activité	Responsable APD
Nom:		S. LE QUELLEC
Date:		
Signature:		
Clos le:	Par:	Visa: