



George C. Marshall Space Flight Center  
 Marshall Space Flight Center, Alabama 35812

EM50-OWI-001  
 10/31/2006

## ORGANIZATIONAL WORK INSTRUCTION

EM50

# EM50 CONTROL OF BRANCH ORGANIZATIONAL WORK INSTRUCTIONS

<u>RELEASE AUTHORITY</u>	<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>
Office of Primary Responsibility Management Representative	_____	Deputy Branch Chief	EM50	10/31/2006

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<b>Marshall Space Flight Center Organizational Work Instruction EM50</b>		
<b>EM50 Environmental Effects Branch Work Instructions</b>	<b>Document: EM50-OWI-001</b>	<b>Revision: Baseline</b>
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## DOCUMENT HISTORY LOG

<b>Revision</b>	<b>Date</b>	<b>Originator</b>	<b>Description</b>
Baseline	10/31/2006	D. Burns	Document baselined

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## 1 SCOPE

- 1.1 **SCOPE:** This document shall provide document control procedures and requirements for the Materials and Processes Laboratory, Environmental Effects Branch's Organizational Work Instructions (OWIs) and forms within the scope defined by MPD 1280.1.
- 1.2 **PURPOSE:** This document shall establish the method for implementing the provisions of MPR 1410.1 and MPR 1440.2 relative to Organizational Work Instructions and forms within the Branch and its teams.
- 1.3 **APPLICABILITY:** This document shall apply to the Materials and Processes Laboratory, Environmental Effects Branch and its component teams.

## 2 APPLICABLE DOCUMENTS

- 2.1 ***GEORGE C. MARSHALL SPACE FLIGHT CENTER (MSFC) POLICY DIRECTIVES AND WORK INSTRUCTIONS:***  
 MPD 1280.1, "Marshall Management Manual"  
 MPR 1410.1, "Document and Data Control for Organizational Issuances"
- 2.2 ***NATIONAL AERONAUTICS AND SPACE ADMINISTRATION (NASA) POLICY DIRECTIVES AND WORK INSTRUCTIONS:***  
 NPR 2810.1, "Security of Information Technology"

## 3 DEFINITIONS

- 3.1 **DEFINITIONS** shall apply as found in MPR 1410.1.
- 3.2 **OTHER**
- DCC Document Control Custodian  
 EM50 Environmental Effects Branch  
 MLC Master List Custodian  
 MPD Marshall Policy Directive  
 MPR Marshall Procedures and Requirements  
 NPR NASA Procedures and Requirements  
 OWI organizational work instruction

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## 4 INSTRUCTIONS

- 4.1 **GENERAL:** OWIs and forms shall be prepared to control the activities of the Branch (EM50).
- 4.1.1 OWIs and forms shall be created in compliance with MPR 1410.1.
- 4.1.2 A master list of all EM50 OWIs and forms shall be compiled by and include the name of the Document Control Custodian (DCC).
- 4.1.3 The DCC shall compile a records listing that includes all EM50 OWIs and forms, as well as records created or referenced by EM50 OWIs.
- 4.1.4 The records list shall include the following information:
- 4.1.4.1 Document type(s)
- 4.1.4.2 Document format(s)
- 4.1.4.3 Document custodian(s)
- 4.1.4.4 Physical location of the document(s)
- 4.1.4.5 Document retention time
- 4.2 **PREPARATION:** EM50 OWIs and forms shall be prepared by the office with primary responsibility for performing the activities that they describe.
- 4.3 **ORGANIZATIONAL WORK INSTRUCTION NUMBERING:** EM50 OWIs shall be identified by a unique name in the format EM50-OWI-XXX, where XXX is a sequential number from 001 to 999. Each unique name shall consist of the following elements:
- 4.3.1 Branch: EM50
- 4.3.2 Organizational work instruction: OWI
- 4.3.3 Sequential number: 001 – 999
- 4.4 **FORMS NUMBERING:** EM50 forms shall be numbered in the format EM50-FORM-XX, where XX is a sequential number from 01 to 99. Each unique form shall be identified by the following elements:
- 4.4.1 Branch: EM50
- 4.4.2 Form: FORM
- 4.4.3 Sequential number: 01 – 99
- 4.5 **REVIEW:** Before receiving approval for general release, new or revised EM50 OWIs and/or forms shall be reviewed for completeness and accuracy by:
- 4.5.1 Individual EM50 personnel whose duties they directly affect and

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- 4.5.2 The EM50 Branch Chief, Team Leader, DCC, or designee for the work area concerned.
- 4.6 **APPROVAL:** All new and/or revised OWIs and forms shall be approved by the EM50 Branch Chief or designee before general release.
- 4.6.1 The DCC shall provide the EM50 Branch Chief with a memorandum for record for signature. This document shall be used to authorize the release of new and/or revised documents and shall include the following information:
- 4.6.1.1 EM50 OWI and/or form identifying number
  - 4.6.1.2 EM50 OWI and/or form title
  - 4.6.1.3 EM50 OWI and/or form revision number
  - 4.6.1.4 Effective release date
  - 4.6.1.5 Location where the new and/or revised documents can be accessed
- 4.7 **RELEASE:** The DCC shall be responsible for the release of new and/or revised OWIs and/or forms on the MAPTIS website where EM50 master list is maintained. The master list is accessible at <http://maptis.msfc.nasa.gov/OWIs/EM50/em50masterlist.html> or the MSFC Integrated Document Library (<http://midl.msfc.nasa.gov>) by going to “Organizational Issuances” > “ED01 Engineering Directorate” > “EM50” and entering your IDS user name (msfc/user name) and password.
- 4.7.1 The EM50 Branch Chief or designee shall provide the DCC with a copy of a signed memorandum for record (per section 4.6.1) authorizing the release of new and/or revised work instructions and/or forms.
- 4.7.2 The DCC shall update the EM50 master list and records listing to include approved new or revised OWIs and/or forms.
- 4.7.3 Digital versions of EM50 OWIs, forms, master lists, and record listings shall be made available to all personnel at the EM50 website.
- 4.7.4 The DCC shall generate electronic mail to notify EM50 personnel of the approved release of new or revised OWIs and/or forms.
- 4.7.5 All printed versions of EM50 OWIs shall be marked in the footer of each page as follows:
- FOR REFERENCE ONLY**
- 4.7.6 All current versions of EM50 forms shall be marked in the footer of each page as follows:

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File Name:(Unique\_File\_Name) Revision:(Revision\_Number) Date:(Revision\_Date)

- 4.8 **ANNUAL REVIEW:** The EM50 Branch Chief or designee shall be responsible for initiating an annual review of all Branch work instructions and forms.
- 4.8.1 The most recent review date for each EM50 OWI and form shall be noted on the master list.
- 4.9 **REVISION:** All proposed changes to EM50 work instructions and/or forms shall be reviewed by the office with primary responsibility for performing the activities described therein and/or responsible EM50 personnel before being approved.
- 4.9.1 The EM50 Branch Chief or designee shall verify that all mandatory information is included in EM50 OWIs and forms.
- 4.9.2 Document revisions shall be identified by capital letters and proceed alphabetically from the letter A (e.g., A – Z).
- 4.9.3 The DCC shall create, edit, and distribute draft copies of new revisions of OWIs and forms to appropriate EM50 personnel.
- 4.9.4 Editorial comments shall be forwarded to the DCC by the office with primary responsibility for performing the activities described in the EM50 OWI(s) or form(s), as well as by all EM50 personnel responsible for performing said activities.
- 4.10 **DISPOSITION OF OLD REVISIONS:** The DCC shall retain historical copies of previously issued EM50 OWIs and forms.
- 4.10.1 EM50 personnel with copies of OWIs since superseded by new revisions shall either:
- 4.10.1.1 Destroy the obsolete document, or
- 4.10.1.2 Retain and mark the obsolete document, as appropriate:
- 4.10.1.2.1 **FOR HISTORICAL USE ONLY**
- 4.10.1.2.2 **FOR LIMITED APPLICABILITY**
- 4.10.2 The rationale for using obsolete EM50 work instructions (in accordance with sections 4.10.1) shall be documented and approved by the EM50 Branch Chief or designee.
- 4.10.3 Obsolete EM50 work instructions retained and marked in accordance with sections 4.10.1.1 and/or 4.10.1.2 shall be tracked on the EM50 master list for audit purposes.

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4.10.4 Printed copies of obsolete EM50 forms shall be destroyed and replaced with the current version as soon as possible.

## 5 NOTES

- 5.1 *THE SAME PERSON* shall serve as both Master List Custodian (MLC) and DCC.
- 5.2 *OFFICIAL VERSIONS* of EM50 work instructions and forms shall be maintained on EM50 website.

## 6 SAFETY PRECAUTIONS AND WARNING NOTES

- 6.1 *NOT APPLICABLE.*

## 7 APPENDICES, DATA, REPORTS, AND FORMS

- 7.1 *NONE.*

## 8 RECORDS

- 8.1 *OBSOLETE* OWIs, forms, master lists, and record listings shall be permanently maintained on the EM50 file server.
- 8.2 *BACKUP COPIES* obsolete EM50 OWIs, forms, master lists, and record listings shall be kept in accordance with NPR 2810.1.
- 8.2.1 The DCC or a designated backup administrator shall back up data to a file server separate from the one used to store primary data for EM50 OWIs, forms, master lists, and record listings.
- 8.2.2 A complete backup of all EM50 file server data shall be compiled on magnetic tape semi-annually and maintained for a minimum of 2 years.
- 8.2.3 The backup server and tapes shall be located in a secure area controlled by keycard access.
- EM50 WORK INSTRUCTIONS AND FORMS* generated using this document are listed on the MAPTIS system EM50 masterlist.
- 8.3 *ALL SCHEDULES* pertaining to the retention and disposition of EM50 Records shall be compiled in the Records Listing located on the master list of the Organizations website.

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## **9 TOOLS, EQUIPMENT, AND MATERIALS**

9.1 *NOT APPLICABLE.*

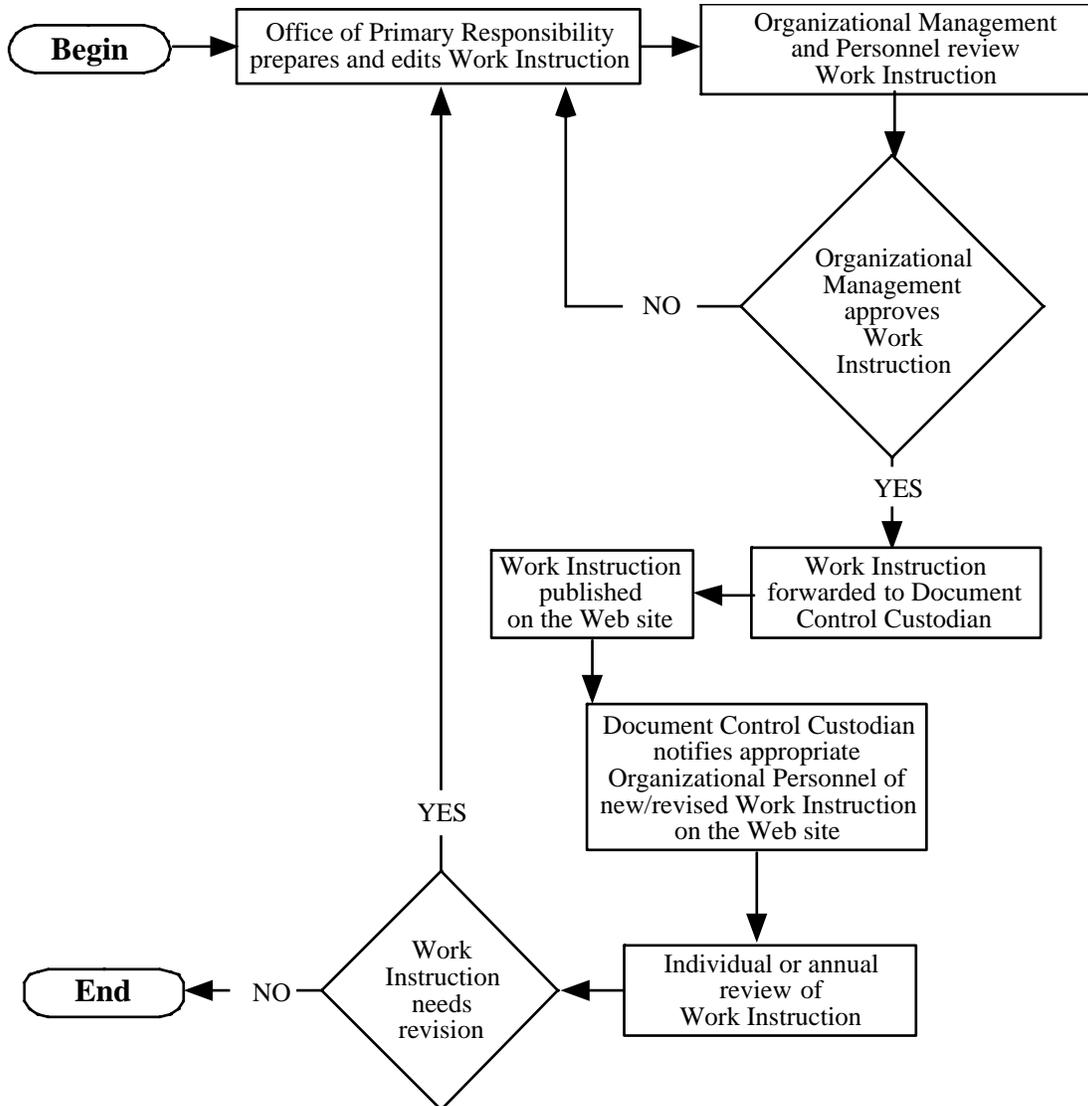
## **10 PERSONNEL TRAINING AND CERTIFICATION**

10.1 *NOT APPLICABLE.*

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## 11 FLOW DIAGRAM



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