



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

EM50-OWI-003  
April 27, 2005

# ORGANIZATIONAL WORK INSTRUCTION

## EM50

# CONTROL OF QUALITY RECORDS

## Revision H

APPROVING  
AUTHORITY

NAME

TITLE

ORG

DATE

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EM50

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<b>Marshall Space Flight Center Organizational Work Instruction</b>		
<b>EM50</b>		
<b>EM50 Control of Records</b>	<b>EM50-OWI-003</b>	<b>Revision: H</b>
	<b>April 27, 2005</b>	<b>Page 1 of 4</b>

DOCUMENT HISTORY LOG

<b>Status (Baseline/ Revision/ Canceled)</b>	<b>Document Revision</b>	<b>Effective Date</b>	<b>Description</b>
Baseline		11-19-97	Initial Release
Revision	A	1-22-98	Changed retention of quality records to agree with division requirements.
Revision	B	05-23-99	Updated for reorganization
Revision	C	02-22-00	Changed QMS documents to directives
Revision	D	07-06-00	Updated records management
Revision	E	07-16-02	Changed maintenance requirement from 3 to 5 years, deleted invalid references
Revision	F	08-27-03	Updated title of EM50-OWI-002
Revision	G	08-31-04	Revision made due to HQ mandate
Revision	H	04-27-05	Changes made due to reorganization

Marshall Space Flight Center Organizational Work Instruction		
EM50		
EM50 Control of Records	EM50-OWI-003	Revision: H
	April 27, 2005	Page 2 of 4

## EM50 CONTROL OF RECORDS

### 1. SCOPE

1.1 Scope. This document provides control procedures and requirements for the Materials, Processes, and Manufacturing Department, Environmental Effects Group quality records.

1.2 Purpose. To establish the method for implementing the provisions of MPG 1410.1 and MPG 1441.1 relative to work instructions within EM50.

1.3 Applicability. This OWI applies to the Materials, Processes, and Manufacturing Department, Environmental Effects Group.

### 2. APPLICABLE DOCUMENTS

MPD 1280.1	<i>Marshall Management Manual</i>
MPR 1410.1	<i>Documentation and Data Control for Organizational Issuance</i>
MPR 1440.2	<i>MSFC Records Management Program</i>
EM50-OWI-002	<i>Work Request Process</i>

### 3. DEFINITIONS

Definitions in MPR 1410.1 and MPR 1440.2 apply.

3.1 Data. Electronic or written information based on observation, measurement, test, or other means and stored in a variety of media such as magnetic tapes, computer disks, data sheets, log books, photographs, video cassettes, etc.

3.2 Records. Any record including data which furnishes objective evidence of activities performed or results achieved to substantiate the fulfillment of specified requirements and the effectiveness of the operations of the MSFC System.

3.3 Originator. Person or organization that creates the record.

Marshall Space Flight Center Organizational Work Instruction		
EM50		
EM50 Control of Records	EM50-OWI-003	Revision: H
	April 27, 2005	Page 3 of 4

#### 4. PROCEDURE

Authors of OWI's shall identify the applicable records and maintain these records for five years. After five years, certain quality records, such as those for long-duration projects may be archived. Authors of Records shall ensure that the records are legible, appropriately formatted, and all necessary information is included.

Table I lists the responsible individual for each type of record produced by EM50, type of media for storage, and the location of the records. It is the responsibility of the Database Manager to ensure that the databases are accurate, have not been altered by hackers, and to keep a backup, either on paper or electronic media. Other reports may be in NASA Technical Memo or Technical Paper format. Copies shall be kept in the group file, but the master copy shall be kept on microfiche or other designated media at the MSFC Repository. Copies of conference papers (with or without viewgraphs) shall also be kept in the group file, with the primary author responsible for maintenance.

#### 5. NOTES

None.

#### 6. SAFETY PRECAUTIONS AND WARNING NOTES

None.

#### 7. APPENDICES, DATA, REPORTS, AND FORMS

None.

Marshall Space Flight Center Organizational Work Instruction EM50		
EM50 Control of Records	EM50-OWI-003	Revision: H
	April 27, 2005	Page 4 of 4

## 8. RECORDS

Table I. Record Maintenance

Quality Record	Team/ Area	Responsibility	Stored Location	Storage Media
VCMO Test Results	Contam	Originator	Group File	Memo
1238 Test Results	Contam	Originator	Group File	Memo
1443 Test Database	Contam	Database Manager	Database Server	Elec. File
2223 Test Database	Contam	Database Manager	Database Server	Elec. File
Other Test Report	EM50	Originator	Group File	Memo
Technical Memo	EM50	Originator	Repository	Paper and/or Microfiche
Conference Paper	EM50	Author	Group File	Paper and/or Elec. File

## 9. TOOLS, EQUIPMENT, AND MATERIALS

None.

## 10. PERSONNEL TRAINING AND CERTIFICATION

None.