



Goddard Procedures and Guidelines

DIRECTIVE NO. GPG 5340.3A
EFFECTIVE DATE: October 6, 1998
EXPIRATION DATE: October 6, 2003

APPROVED BY Signature: Original Signed By
NAME: A. V. Diaz
TITLE: Director

Responsible Office: 300/Office of Systems Safety and Mission Assurance

Title: PREPARATION AND HANDLING OF ALERTS AND SAFE ALERTS

Preface

P1. PURPOSE

This procedure establishes a process for preparing and handling aerospace industry-wide Alerts that may affect the suitability of electronic parts and materials for use in Goddard Space Flight Center (GSFC) products or that may affect personnel or system safety.

P2. APPLICABILITY

This procedure applies to the development of all GSFC products and processes covered by the scope of the GSFC Quality Management System.

P3. AUTHORITY

NPD 8730.3, NASA Quality Management System Policy (ISO 9000)

P4. REFERENCES

- a. GPG 1710.1, Corrective and Preventive Action
- b. GPG 5340.2, Control of Nonconforming Product
- c. GPG 8700.2, Design Development
- d. GPG 8730.4, Quality System

P5. CANCELLATION

GPG 5340.3, Preparation and Handling of Alerts and Safe Alerts

GODDARD DIRECTIVE NO. : GPG 5340.3A
EFFECTIVE DATE: October 6, 1998
EXPIRATION DATE: October 6, 2003

Procedure

1. DEFINITIONS

- a. GIDEP (Government/Industry Data Exchange Program) - A cooperative program that collects and distributes Alerts and Safe Alerts to participating organizations throughout the aerospace industry. The GIDEP program promotes awareness of quality, reliability, or safety problems discovered by users in the community. The GIDEP program also identifies field problems involving nonconforming materials, mechanism failures, and mechanical fastener problems.
- b. Alert – A formal description of a problem found in items such as electrical, electronic, and electromechanical (EEE) parts, materials, or equipment that is determined likely to be found in other lots of the same or similar items. An Alert is prepared by the organization who discovers the problem and submitted to GIDEP for distribution. For purposes of this procedure, this definition includes NASA Preliminary Alerts, not part of GIDEP, issued by the NASA Office of the Inspector General or other NASA Centers and GIDEP Problem Advisories.
- c. Safe Alert – A formal description of a personnel or equipment safety problem found in materials or equipment that is determined likely to be found in other lots of the same or similar items. A Safe Alert is prepared by the organization who discovers the problem and submitted to GIDEP for distribution. This definition includes NASA Preliminary Alerts addressing safety problems.
- d. Electrical, Electronic, and Electromechanical (EEE) Parts Information Management System (EPIMS) – An on-line GSFC database, maintained by the GSFC Electrical Systems Center (Code 560), containing project parts identification lists and alert information. It can be used to determine if an alert-impacted part is used on projects or missions which have input parts identification lists.
- e. Parts Identification List (PIL) - The EEE parts used in a product, including such information as part number, manufacturer, date code, quantity used, location used, etc.
- f. Product Design Lead (PDL) – The manager or leader with overall responsibility for managing the design activity, managing the technical and organizational interfaces identified during design planning, and where required, forming and leading the Product Design Team (PDT). The term refers to project managers, mission managers, instrument managers, subsystem technical managers, integrated product development team leaders, lead engineers, etc.

2. IMPLEMENTATION

2.1 The Office of Systems Safety and Mission Assurance shall appoint an Alert Coordinator to serve as the Center's focal point for the preparation and distribution of Alerts and as the Center's point of contact with GIDEP.

GODDARD DIRECTIVE NO. : GPG 5340.3A
EFFECTIVE DATE: October 6, 1998
EXPIRATION DATE: October 6, 2003

2.2 The Alert Coordinator shall assist in the preparation of GIDEP Alerts and Safe Alerts and submit them to GIDEP via EPIMS. The Alert Coordinator shall maintain a process for notifying EPIMS-participating projects when EEE parts identified on project PIL's are potentially impacted by published alerts.

2.3 The Electrical Systems Center (Code 560) shall maintain the EPIMS database and enter PIL data submitted by projects.

2.4 Code 205 (Safety, Environmental, and Security Office) and Code 803 (Safety Office) shall evaluate Safe Alert information in the GIDEP database for GSFC action or redistribution as appropriate. They shall participate in the preparation of Safe Alerts as requested by the Alert Coordinator.

2.5 As part of project management (see GPG 8730.4), the Product Manager shall plan an appropriate level of participation in the Alert process. The Product Manager shall consider such activities as development and update of PIL's in the Alert system, technical support for preparing an Alert as part of nonconformance disposition, and the disposition of matches between the project product and the Alert database, whether such matches are provided as a report from the Alert Coordinator (see 2.2) or are a result of the PDL's (see 2.6) use of the Alert database (via EPIMS).

2.6 PDL's/PDT's (including materials engineers reviewing project materials lists) shall make use of the Alert database (via EPIMS) in the selection, review, and evaluation of EEE parts, materials, and equipment.

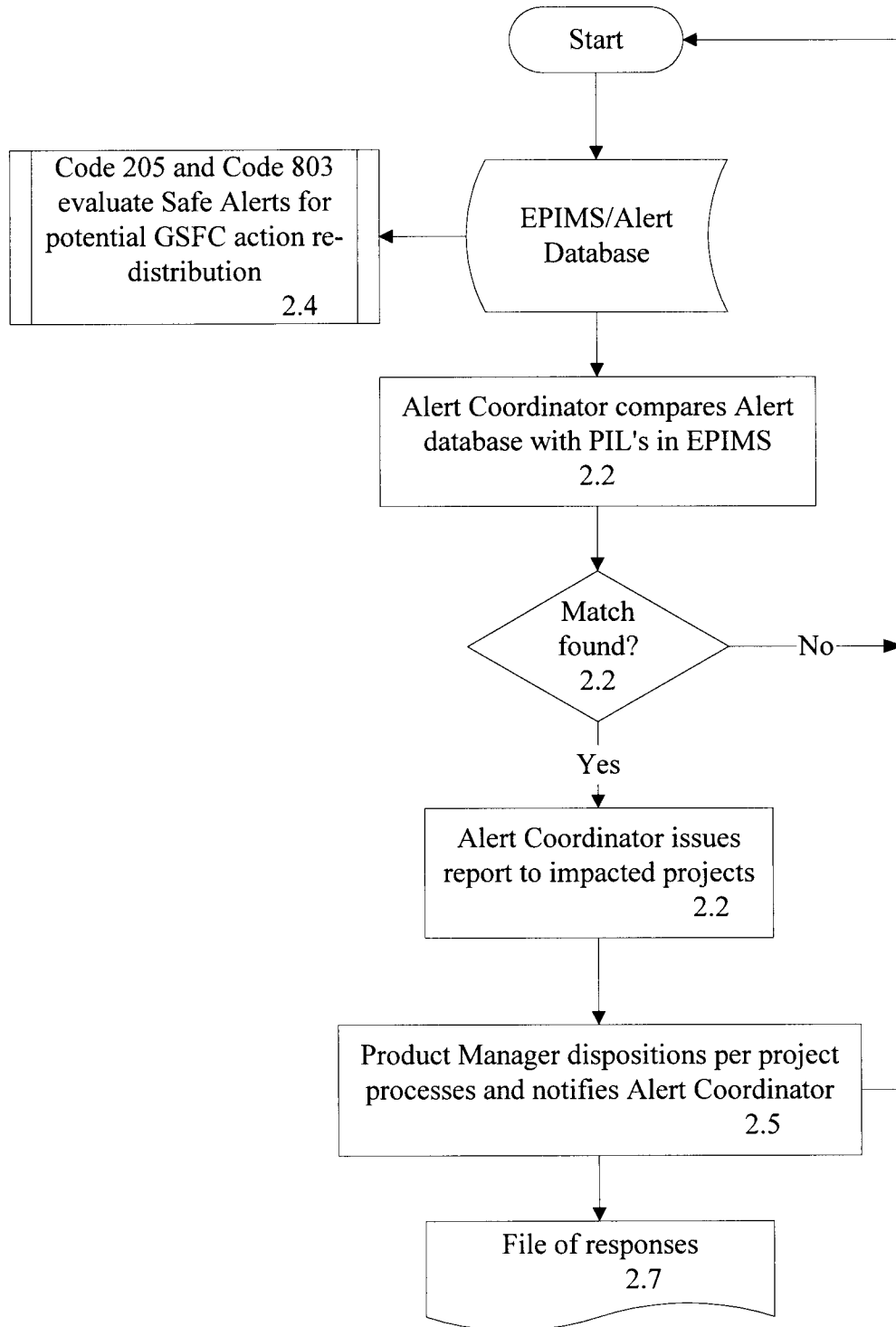
2.7 The Alert Coordinator shall maintain records of responses to reports of alert matches issued to Product Managers (see 2.2)

3. RECORDS

- a. EPIMS database (Maintained by Code 560)
- b. Reports of and Responses to Alert/PIL matches from the Alert Coordinator (Maintained by GSFC Alert Coordinator)

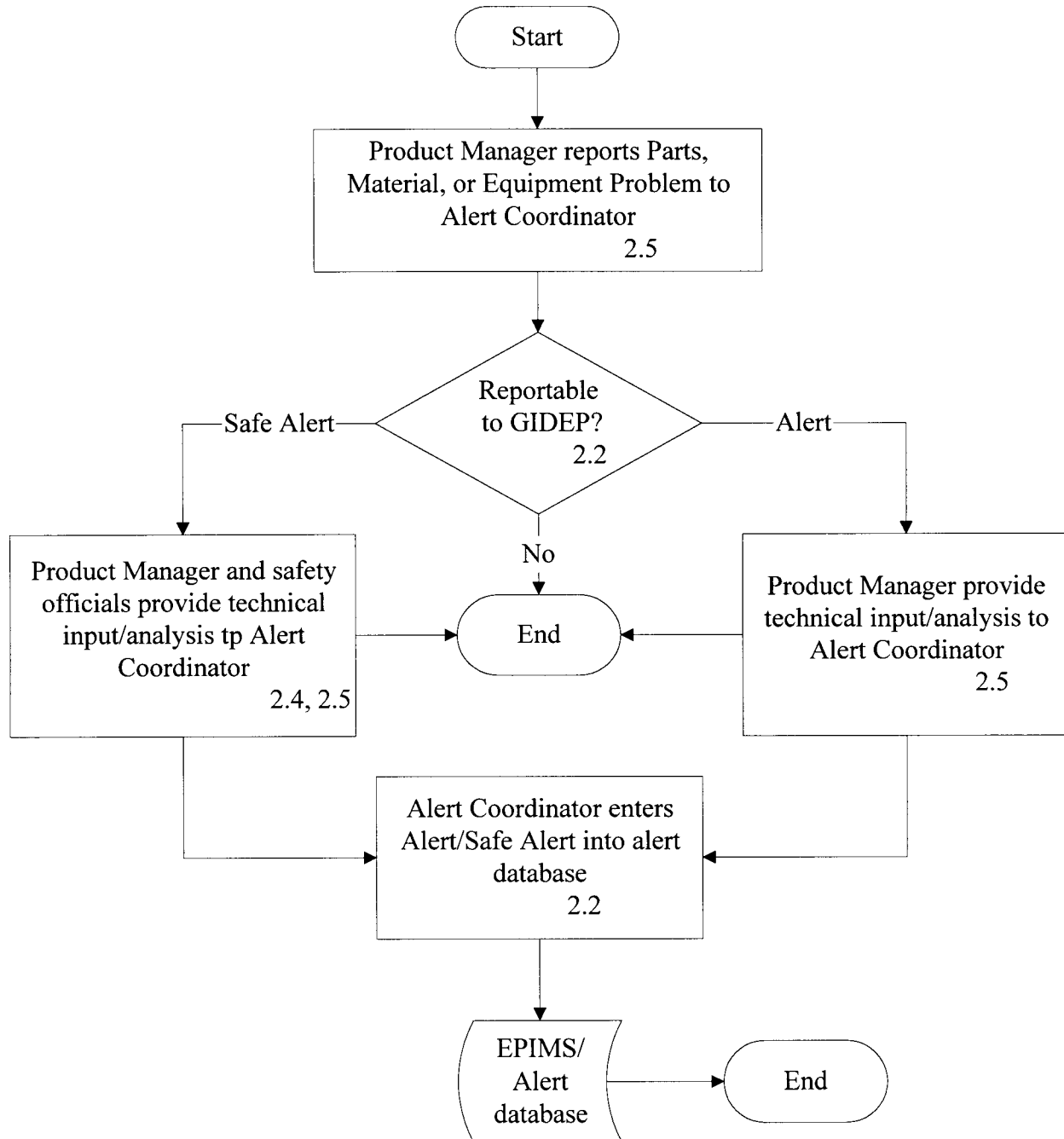
GODDARD DIRECTIVE NO. : GPG 5340.3A
 EFFECTIVE DATE: October 6, 1998
 EXPIRATION DATE: October 6, 2003

Preparation and Handling of Alerts and Safe Alerts Flowchart 1 of 2
 Reviewing Alerts



GODDARD DIRECTIVE NO. : GPG 5340.3A
 EFFECTIVE DATE: October 6, 1998
 EXPIRATION DATE: October 6, 2003

Preparation and Handling of Alerts and Safe Alerts Flowchart 2 of 2
 Preparing Alerts



GODDARD DIRECTIVE NO. : GPG 5340.3A _____
EFFECTIVE DATE: October 6, 1998 _____
EXPIRATION DATE: October 6, 2003 _____

CHANGE HISTORY LOG

Revision	Date	Description of Changes
Baseline	8/12/98	
A	10/6/98	Header and footer format changes. Rewrite of entire procedure.