

Software Configuration Management and Quality Assurance

TG16-1998

NUCLEAR INFORMATION AND RECORDS MANAGEMENT ASSOCIATION
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FOREWORD

[This foreword is not a part of the Nuclear Information and Records Management Association Guideline for Software Configuration Management and Quality Assurance, TG 161998.]

This guideline document was developed under the auspices of the NIRMA Regulations Committee, Electronic Records Subcommittee.

This technical guideline is intended for use by the membership of NIRMA to assist the Information and Records Manager to adequately address Electronic Records Systems Configuration Management and Quality Assurance including software quality assurance (SQA) source documents that furnish documentary evidence of a software application's quality. This guideline covers software used for both QA and non-QA electronic information, and provides recommendations for determining retention periods of the source documents.

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SOFTWARE CONFIGURATION MANAGEMENT AND QUALITY ASSURANCE

1. SCOPE

1.1 The purpose of this Guideline is to establish responsibilities, requirements, and controls related to procurement, development, testing, certification, periodic evaluation and quality assurance of systems and applications.

1.2 This Technical Guideline also addresses Software Quality Assurance (SQA) source documents that furnish documentary evidence of the software application's quality.

1.3 This Technical Guideline covers software used for both Quality Assurance and Non Quality Assurance electronic information.

1.4 This Technical Guideline further provides recommendations for retention periods for the source documents for systems and applications.

NOTE:

The following additional NIRMA Technical Guidelines should be referred to when addressing Electronic Records Program issues:

TG-11 - *Authentication of Records and Media*

TG-15 - *Management of Electronic Records*

TG-21 -*Electronic Records Protection and Restoration*

2. DEFINITIONS

The following definitions apply to terms used in this document.

2.1 Adaptive Maintenance.

Maintenance performed to make a software product usable in a changed environment.

2.2 Computer Program.

A sequence of instructions suitable for processing by a computer. Processing may include the use of an assembler, a compiler, an interpreter or a translator to prepare the program for execution, as well as to execute it.

2.3 Confidential.

Data or records which requires restricted access that contains information concerning employees or the operations of the company.

2.4 Corrective Maintenance.

Maintenance performed specifically to overcome existing faults.

2.5 Function.

1) A specific purpose of an entity or its characteristic action, or 2) a subprogram that is invoked during the evaluation of an expression in which its name appears and that returns a value to the point of invocation.

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