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John C. Stennis Space Center
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JULY 2016

COMPLIANCE IS MANDATORY

John C. Stennis Space Center

PREPARATION, REVIEW, APPROVAL, AND RELEASE OF SSC STANDARDS

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Document History Log

Change/ Revision	Change Date	Originator/ Phone	Description
Basic	5/03/02	M. DeSandro x82413	Initial release - supersedes SSC STD 99-008 Rev. D, with the following changes: New document number and format per SPG 1400.1; Change signature title per NASA reorganization; throughout SSTD add for "reactivated" SSTD; change NASA Facilities Engineering Division (FED) to Engineering Services Division (ESD); change FOSC Engineering and Construction Department (ECD) to Engineering and Test Complex Services Department (ETS); change administrative responsibilities to "FOSC Administrator for SSC Standards" (SA); 2.0 change section title and doc reference; 3.0 adds and changes per text and document number mods; 4.0 switch steps a & b and add COSD authority; 4.0-c change SSTD user responsibilities; 4.0-f delete requirement for archiving of history file; 5.0 revise entire section; 5.2 add new step a, revise b & c for log & review distribution, add ref to SWI-8810-0006-FACENG; 5.3 add "reactivation" SSTD to section title; 5.3-b add notes for nonconcurrence and revision; 7.0 change flow chart per text mods; Appendix A add 34-007, 34-014 and cross-ref index for new SSTD numbers, change COSD OPR names per NASA reorganization; Appendix B add qualifier to note in B.1.1, add for safety cautionary notation in B.2, and delete disk label details and OCR from B.3-a; Appendix C change "Administrative Change".
A	5/17/03	M. DeSandro ext. 8-2413	Changes throughout for name changes to various NASA and contractor organizational units (e.g. NASA ESD is deleted and Center Operations units have changed or merged into PMD and OMD; contractor FOSC is FOS, and ETS is ESD) and for change of SA tasks to generic FOS tasks; add ref to SWI-8810-0006-FACENG for FOS internal procedures; 5.1 rewritten for clarity and add of FOS logging and review; 5.2 - b, d, e, add for FOS review, disposition and notification; 5.3-b and 5.4-b add for FOS processing and consultation; 7.0 change per text mods in 5.2, 5.3 and 5.4; Appendix A add entries for new SDNS numbers SSTD 8070; Appendix B add for identification of Deviation, Waiver, Variance.

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B	3/27/09	B. Wells x8-2765	Updated formatting per SPR 1400.1. Changes throughout for NASA organizational unit (PT changed to E&TD). Updated references throughout document. Updated Appendices A and D.
C	7/9/10	K. King x8-2682	Updated reference. 5.2: added (c) "Comments must be received in writing using the reviewer feedback sheet provided. Unless deemed safety critical, comments received after the due date will be deferred until the next review cycle." (f) As warranted by the RO(s), the SA shall coordinate with the Responsible Engineer(s) (RE), NASA RO(s), and all affected organizations to ensure impacts have been assessed and implementation plans are in place before the release of the new or revised SSTD. (g) When processes are revised in a manner which requires contract modifications, the Responsible Organization shall coordinate required notification of the affected contractor organizations through the Office of Procurement. Updated 7.0 Flow Chart. Updated Appendices A through D. Added Concurrence: E&TD to SSTD-8070-0005-CONFIG in Appendix A.
D	06/30/15	C. Wolfram X8-1164	Five-year review. Revised cover sheet to reflect approval by CO PMD, and concurrence by OMD, E&TD and SMA. Updated references and acronyms. Administrative changes required. Updated Responsible Organizations, in Appendix A. Removed SSC Standard Numbers Cross-Reference Index. Added 2.0.b, "All standards shall be approved and routed electronically. Electronic approvals are acceptable forms of approval." Revised 4.0.a. to read "NASA SSC Center Operations (CO) Design and Construction Project Management Division (PMD) is responsible for assigning NASA ROs for SSTDs (Appendix A), with concurrence from NASA SSC CO E&TD, OMD and SMA." Added 4.0.c, "CO PMD shall appoint a Standards Liaison (SL) to oversee the management of all applicable SSTDs." 4.0.g: Removed requirement to include "CEF stamp/date" when CEF releases/issues SSTDs; and deleted "and retain original, hard copies and baseline electronic files". 5.2.c and 5.2.d: Removed references to using "reviewer feedback sheet". 7.0: Revised flow chart to reflect electronic approval routing process. "FOSC" changed to "NASA or its designee" in all references throughout document.
D-1	07/20/15	C. Wolfram X8-1164	Administrative change. Appendix E: Changed SSTD-8070-0044-WELD to SSTD-8070-0044-PIPE.
D-2	02.12.2016	R. Carol Wolfram 8-1164	Administrative change. Replaced "FOSC" and "NASA or its designee" with "SACOM" throughout document.

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E	07.29.2016	R. Carol Wolfram	Updated Responsible Organizations chart in Appendix A.
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1.0 PURPOSE

This standard establishes requirements for development, review, approval, and release of new, revised, canceled, or reactivated John C. Stennis Space Center (SSC) standards (SSTDs) and identifies National Aeronautics and Space Administration (NASA) SSC responsible organizations (ROs) that approve SSTDs.

2.0 APPLICABILITY

- This SSTD applies to all SSC organizations that use or have responsibility for SSTDs and to all SSTDs released subsequent to the release of this SSTD, which shall be controlled and maintained in accordance with Sections 4.0 and 5.0.
- All SSTDs shall be approved and routed electronically. Electronic approvals are acceptable forms of approval.

3.0 REFERENCES

Referenced documents shall be the latest version unless otherwise specified.

SPR 1400.1, *Document Preparation, Numbering and Management*
 SPR 8715.1, *SSC Safety and Health Program Requirements*
 SPR 1440.1, *SSC Records Management Program Requirements*

4.0 RESPONSIBILITIES

- NASA SSC Center Operations (CO) Design and Construction Project Management Division (PMD) is responsible for assigning the NASA ROs for SSTDs (Appendix A), with concurrence from NASA SSC CO Engineering and Test Directorate (E&TD), Operations and Maintenance Division (OMD), and Safety and Mission Assurance (SMA).
- The NASA SSC CO PMD is the RO for this SSTD and has final authority for its approval and interpretation.
- CO PMD shall appoint a Standards Liaison (SL) to oversee the management of all applicable SSTDs.
- Synergy Achieving Consolidated Operations and Maintenance (SACOM) Engineering Services Department (ESD) is responsible for administrative and engineering support to NASA SSC for development, review, approval, and release of SSTDs.