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Space Administration

John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

SSTD-8070-0009-CONFIG Revision D
MARCH 2016

COMPLIANCE IS MANDATORY

John C. Stennis Space Center

PREPARATION OF FORM SSC-625,

CERTIFICATE OF COMPLETION (COC)

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Document History Log

Status/ Change/ Revision	Change Date	Originator/ Phone	Description
Basic	12/11/01	M. DeSandro Ext. 2413	Initial release -- supersedes SSC STD 99-024 Rev. Basic, with the following changes: New document number and format per SPG 1400.1; Change signature titles per NASA SSC reorganization; Change NASA Facilities Engineering Division (FED) to Engineering Services Division (ESD); per FOOSC reorganization, change Engineering and Construction Department (ECD) to Engineering and Test Complex Services Department (ETS) and delete Test Complex Support Department (TCSD); 1.0 change section title and add new section 2.0 with delete ref. SLP-05 and change ref. OP RA-97-02 to SSTD-8070-0001-CONFIG; merge steps a and b; 2.0 change section title and renumber as 3.0; 3.0 change references per text mods; move Acronyms and Abbreviations to new Appendix B; move Definitions to new Section 7.0; 4.2-c revise text for new Table 1 and responsibilities for submittal of COC documentation to CEF; 5.1-b add CCC 5-part card; 5.2 step 12 add DWVR (form SSC-517) and ref to SSC STD 99-016; step 20 add form SSC-217; add new step 25 for CCC form SSC-633; step 32 add ref to CEF distribution list; 5.2 step 19 add abatement plan and dig permit; 5.3 steps a and b modify signatures procedures; 7.0 add definitions for Direct Contract, Test Liaison; 8.0 add new flow chart.
A	12/29/06	James W. Hughes x 8-2304	Revalidated. Updated references and amended text to reflect proper references. Corrected typographical errors throughout document. Changed signature titles per NASA SSC organization changes.
B	05/25/07	James W. Hughes ext. 8-2304	Removed references to NASA Engineering Services Department (ESD) per NASA organization restructuring. Added SPR 1440.1 (as it superseded SSLP-

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			1440-0001) to sections 3.0 and 6.0. Removed acronym COSD from text and Appendix B since no longer applicable. Changed all references from TTSC to TOC. Deleted TTSC from Appendix B. Added TOC to Appendix B.
C	09.14.11	T. Ehrlich, ext. 8-3043	Updated references and administrative changes. Section 1.0, added for construction and renovation projects, and facility value and vendor data to Purpose Section 4.0c: Changed ETS to ESD or FM&O. Changed Construction Monitor to Construction Manager. Changed Project Manager to Contracting Officer Technical Representative (COTR). Changed Project Coordinator to Scheduler. Section 4.0C: Added Configuration Coordinator. Section 5.1(d): Added this section to handle partial COCs. Section 5.2.1, Changed entire section to better reflect actual COC process changes and information. Section 9.0: New flow chart. Appendix A: New form created to better reflect SSTD.
C-1	03.05.12	J. Anthony, ext. 8-2030	Section 5.2.1(25), deleted Note: Changes to panel schedules are changes to baseline; however, in-house projects involving changes only to panel schedules need the approval of only the Shop Supervisor/Shop Lead. (See 28 below.). Section 5.2.1(28), deleted Note: If change to baseline involves only panel schedules, 1/8" floor plans, or minor lighting modifications, only the Shop Supervisor/Shop Lead signature is required. Section 5.2.1(33), deleted For all contractor / subcontractor and in-house projects, except as identified in 25 and 27,
C-2	02.16.16	R. Carol Wolfram 8-1164	Administrative changes. Replaced "FOSC" with "SACOM" throughout document. Replaced "SWR" with "Task Order" throughout document. Replaced "TOC" with "Test Complex" when reference involved physical Test Complex area; and "SACOM," regarding contractual and/or process references. Replaced "COTR" with "COR" throughout document.

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D	3.25.16	J. Anthony, Ext. 8-2030	Revised cover sheet to require approval from NASA SSC Center Operations Design & Construction Project Management Division, with concurrence from NASA SSC Center Operations Directorate Operations & Maintenance Division and NASA SSC Engineering and Test Directorate. Updated document to reflect DDMS routing and electronic approval authorization. Administrative changes required. Changed COTR to COR throughout document. Revised flow chart to reflect electronic approval routing process. Updated Appendix A, Certificate of Completion to include Arc Flash Assessment. 4.0-f: Replaced “Scheduler” with “Work Control personnel”. Updated 5.1-a to reflect associated construction files which, if required, shall be provided to CEF at construction completion or with a Partial Release of Construction Documentation letter. 5.2-a: Deleted 13, and added 28 and 34 as applicable line items. 5.2.1-28: Added Arc Flash Assessment consideration to documentation required when submitting a COC. 5.2.1.32: Removed qualifying note indicating “NASA and/or FOSC Safety/Quality signature is required when the implementation SWR indicates that the project involves quality considerations or when NASA and/or FOSC Safety/Quality signs an FCR related to the project.” 5.3.a and 5.3.b: Amended to restrict “N/A”ing SMA signature.
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1.0 PURPOSE

This John C. Stennis Space Center (SSC) standard (SSTD) establishes the requirements and procedures for completion and submittal of Certificate of Completion (COC), Form SSC-625, which is required for construction and renovation projects at SSC where any of the following conditions exist:

- Facilities baseline documentation is affected as referenced in SSTD-8070-0001-CONFIG.
- Facility value is increased by \$5,000 or more.
- There is new or replacement vendor data, which is required for all jobs including shop work orders.
- Project involves changes to breaker panels.

2.0 APPLICABILITY

- This SSTD applies to all SSC National Aeronautics and Space Administration (NASA) organizations, resident agencies, and contractors in accordance with the applicable requirements of SSTD-8070-0001-CONFIG.
- This SSTD shall be maintained in accordance with SSTD-8070-0005-CONFIG.
- Final authority for approval and interpretation of this SSTD resides with the NASA SSC Center Operations Directorate Project Management Division, and Operations and Maintenance Division.

3.0 REFERENCED DOCUMENTS

Referenced documents shall be the latest version unless otherwise specified.

SPR 1400.1, *SSC Document Preparation, Numbering, and Management*

SPR 1440.1, *SSC Records Management Program Requirements*

SSTD-8070-0001-CONFIG, *SSC Facilities Engineering Documentation Standard*

SSTD-8070-0005-CONFIG, *SSC Preparation, Review, Approval, and Release of SSC Standards*

SSTD-8070-0006-CONFIG, *SSC Component Servicing Processes and Documentation*

SSTD-8070-0007-CONFIG, *SSC Variance and Alternate Standard Requests*

SSTD-8070-0008-CONFIG, *SSC Discrepancy and Correction Report (D&CR)*

SSTD-8070-0010-CONFIG, *SSC Maintenance of the SSC System Operation and Maintenance Responsibility Database (SOMRD)*

SSTD-8070-0138-ELEC, *SSC Arc Flash Standard*

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4.0 RESPONSIBILITIES

- The applicable NASA or contractor central planning and control function shall stamp Stennis Task Orders to indicate if a COC is necessary for a project.
- Initiation of a COC shall be the responsibility of the NASA or contractor lead design engineer or, if project does not require an Engineering Modification Instruction (EMI, form SSC-151), the lead person for the project. (Detailed instructions are provided in Section 5.2.)
- Completion of a COC shall be the responsibility of the appropriate engineer and/or manager, depending on the type of project. (See COC Responsibility Matrix below.)

COC RESPONSIBILITY MATRIX

TYPE OF PROJECT	RESPONSIBLE PERSON
NASA or other Resident Agency direct contract without Supervision, Inspection and Engineering Support (SIES) funding	NASA Contracting Officer Representative (COR) or other Government representative
NASA or other Resident Agency direct contract with SIES funding for Engineering Services Division (ESD) or Facilities Maintenance and Operations (FM&O) Construction Manager	ESD or FM&O Construction Manager
Facilities Support Department (FSD) or FM&O Shop with SIES funding for ESD or FM&O Construction Manager	ESD or FM&O Construction Manager
FSD Shop without SIES funding for ESD or FM&O Construction Manager	FSD System Engineer
ESD or FM&O Shop without SIES funding for ESD or FM&O Construction Manager	ESD or FM&O Construction Manager
Test Complex (TC) in-house maintenance and/or construction projects	TC Engineering Manager

- The person responsible for completing a COC is responsible for initiating and submitting an SSC Facilities Equipment List (form SSC-728) in accordance with SSTD-8070-0010-CONFIG.