

Herschel / Planck Project


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|-----------|--|-----------|--------------|------|-------|
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| copy | H/P Instrument PM's | n°fax | via e-mail | | |
| subject | Release and Approval of Instruments Interface Documents | | | | |
| reference | ESA Fax SCI-PT/09107 | | | | |

Dear Jean-Jacques, Bernard,

Since I understand that there still remains some confusion on how to manage changes and the release of the Instrument Interface Documents, the attached process flow diagrams and accompanying text should clarify these two important points.

Before starting the implementation of these processes a stable and consolidated baseline must exist for all Instrument Interface Documents. To this end, the Herschel/Planck project consider the IID-B's issue 2/0 and the IID-A issue 2/0 as the current baseline for all engineering work. Following receipt of this Fax, Alcatel shall assume the full responsibility for the maintenance of the documents and their update leading to issue 2.1 and all subsequent issues. Open issues with respect to the above documents will be treated according to the attached process flow charts. The signed versions 2.1 shall be issued on the date agreed in the ESA-Industry Working Plan.

I hope this fully clarifies the situation and will be correctly transmitted to the appropriate members of the team in order to avoid any future mis-understandings regarding this subject.



T. Passvogel

Attachment 1: Approval Procedures within Alcatel, Instruments and ESA

1. Preamble

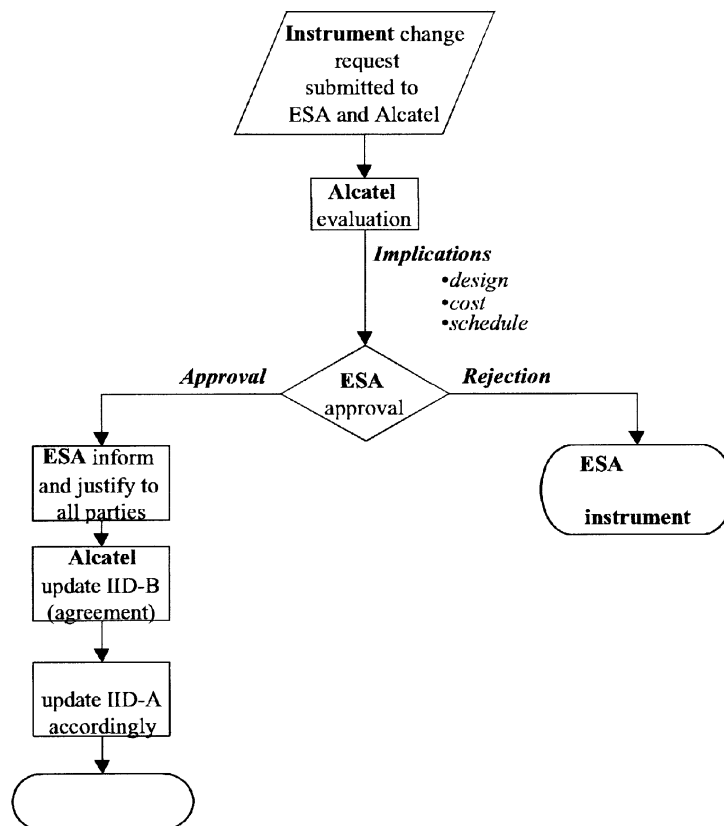
AS described in Fax SCI-PT/09107:

- Instrument Interface Documents Part A:
 - Maintained and approved by Alcatel, approved by ESA, agreed by Instruments (PI)
- Instrument Interface Documents Parts B:
 - Maintained by Alcatel, approved by PI and ESA, agreed by Alcatel and Project Scientist.

2. Procedure for IID's update starting from 2.0 on.

IID-Bs

The following process is initiated starting with the current version 2.0 as baseline. Open issues in 2.0 shall be treated according to this process. A signed 2.1 version will be released containing all approved change requests received two weeks before the agreed release date.



Approval ≡ all implications and consequences of the change request have been accepted

The above approval process flow chart identifies all formal steps and the flow of information associated to them. However, it assumes as normal work, that the submission of all CR's are preceded by relevant discussion between instrument, industry and ESA.

All other Change Request to IID-B by other parties (e.g. Industry or ESA) shall be submitted to ESA, and will be treated on a case by case basis.

IID-A

All discrepancies between IID-A and IID-B are submitted to ESA for approval. If approved they will be corrected in IID-A by Alcatel. It is understood that IID-A follows IID-B and the former is updated accordingly (cf. Process above).

All other Change Requests to IID-A by other parties (e.g. Industry, Instrument or ESA) shall be exceptional. They shall be submitted to ESA, and will be treated on a case by case basis.

3. Request for Waivers

Request for waivers (from instruments to IID-A or PA plans) will be treated as a change request (same process as for IID-B update)

4. Plans and procedures

Discrepancies between those plans or procedures annexed to IID-A (e.g. alignment plan) and interface requirements contained in IID-B are treated like discrepancies between IID-A and IID-B.

5. CCB plan

The ESA CCB receives analyzed (in terms of costs, schedule, design, performance) change requests (see under 6. below) for consideration.

CCB meetings will be held by ESA at regular intervals to review pending items.

6. Change Request Form

A standard change request form will be released by ESA within one week from issue of this note.