

Herschel / Planck Project

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subject	Management of the Cryo-Vibration Facility				
reference					

It is well known that, under ESA contract, CSL is developing a Cryo-Vibration facility for qualification and acceptance tests of the Herschel FPU's. It is also recognised that its utilisation shall be properly coordinated in order to run all tests in the most effective way from a technical, schedule and cost points of view. Consequently to above, ESA has decided to take the lead in the co-ordination and to manage directly the interfaces between the facility and its users with the objective to:

- Improve communication among the involved parties
- Improve exchange of technical information
- Run tests efficiently
- Optimising test schedule
- Prevent and eventually manage conflicting situations including schedule incompatibilities

Hereafter you can find the proposed Management Plan for the Utilisation of the CSL Cryo-Vibration Facility. Please provide me with your comments by April 15th latest including the names of the individuals as requested in chapter 9.

A Kick-off meeting involving all parties will be organised by ESA in due time.

Regards

O. Piersanti



Attachment: Management Plan for the Utilisation of the CSL Cryo-Vibration issue draft-2

***Management Plan for the
Utilisation of the Cryo-Vibration
Facility for the Herschel Instruments***

Herschel / Planck Project

prepared by	O. Piersanti
approved by	T. Passvogel
reference	SCI-PT/11982
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revision	0
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D I S T R I B U T I O N

name	organisation



CHANGE LOG

date	issue	revision	pages	reason for change
6/Mar/02	Draft-2	0	1 to 8	New document

T A B L E O F C O N T E N T S

- 1. Basic Principles and Scope of the Document**
- 2. Applicable Documents**
- 3. Instruments Responsibilities and Tasks**
- 4. CSL Responsibilities and Tasks**
- 5. ESA Herschel Programme Responsibilities and Tasks**
- 6. Documents Review and Approval**
- 7. Meetings**
- 8. Reporting and Communication**
- 9. Personnel**

1. Basic Principles and Scope of the Document

In the frame of the Herschel programme, CSL is developing a Cryo-Vibration Facility that is expected to be operational by end October 2002. As from that date, it can be made available to the Instruments suppliers for qualification and acceptance tests of Herschel FPU's. The Cryo-Vibration facility is developed under ESA contract.

This document establishes the respective distribution of tasks and responsibilities between ESA Project, Instruments suppliers (HIFI, PACS and SPIRE) and CSL for the management and performance of all test related activities including meetings holding, progress reporting, cost control, designated personnel, schedule control and documentation.

The tests to be executed making use of the Cryo-vibration facility shall be defined and executed under the technical responsibility of the Instrument supplier.

2. Applicable Documents

TBD

3. Instruments Responsibilities and Tasks

The following requirements are applicable individually to all Instruments responsible, respectively HIFI, PACS and SPIRE.

- Make use of the Cryo-Vibration Facility in the defined time windows and ensure adherence to the technical, schedule, management and Product assurance requirements
- Exercise sole technical authority as regards the definition of the related Instrument testing, preparation activity, test implementation, conduct and result assessment
- Establish and maintain a Test Specification
- Establish and maintain test procedures including as a minimum:
 - An Integrated Test Procedure to coordinate the facility and instrument test procedure
 - A Test Procedure for Instrument operations
- Identify interfaces requirements and make recommendation for adaptation as required by the specific test in the frame of the facility allowed flexibility.
- Approve the facility adaptation and the procurement/implementation of specific test fixtures if needed
- Assess the technical proposal made by CSL on the basis of the Instrument provided Test Specification and make recommendation for change or approval to both ESA and CSL
- Attend Coordination meetings and specific meetings organised by ESA
- Provide the GSE and test aids up to the facility interfaces

- Organise Test reviews (TRR and TRB)
- Approve specific documentation issued by CSL for test preparation and execution
- Provide ESA with Special Situation Report in case of major technical and/or schedule problems
- Track all non conformances related to tests specimens but excluding those associated to the facility

4. CSL Responsibilities and Tasks

- Elaborate a Master test schedule based on the individual test schedule and ESA inputs
- Elaborate technical proposal for individual tests on the basis of the relevant test specification
- Establish the test cost estimate to be negotiated with ESA and maintain the cost-to-completion up to date on an ad-hoc basis.
- Make available to the Instruments all relevant technical data and assist them to solve related issues including facility adaptation and test fixtures/adapters requirements
- Make the facility available to the Instruments as identified in the schedule including facility adaptation and additional items as agreed
- Provide test procedure for the operations of the facility under the coordination of the Integrated Test Procedure issued by the Instruments
- Report the achieved progress in test preparation
- Track all non conformances associated to the test facility
- Provide ESA with a Special Situation Report in case of major technical and/or schedule problems
- Attend the Test Facility Progress meetings, specific meetings organised by ESA and test reviews organised by the Instruments

5. ESA Herschel Programme Responsibilities and Tasks

- Exercise sole contract authority vis a vis CSL
- Approve the release of funding for all development and recurring test activities
- Approve the master test schedule issued by CSL and final authority in conflicting situations
- Approve schedule changes, workarounds put forward by CSL and/or Instruments to resolve schedule conflicts, unforeseen technical difficulties and/or predicted cost overruns
- Approve the Instruments Test Specifications and Review the other test documentation issued by Instruments and CSL
- Organise periodically, in agreement with all parties, the Facility Coordination meeting
- Attend Test Reviews (TRR, TRB)

6. Documents Review and Approval

The responsibilities for documents preparation, approval and review is as follows.

Document	HIFI	PACS	SPIRE	CSL	ESA
Master Schedule				P	A
Cost Proposal/CTC				P	A
Test Preparation Report	R	R	R	P	R
HIFI Test Specification	P & A			R	A
CSL Technical Proposal for HIFI	A			P & A	R
HIFI Integrated Test Procedures	P & A			R	R
HIFI Operations Test Procedures	P & A			R	R
CSL Test Operations for HFI	A			P & A	R
HIFI Test Report	P & A				R
PACS Test Specification		P & A		R	A
CSL Technical Proposal for HIFI		A		P & A	R
PACS Integrated Test Procedures		P & A		R	R
PACS Operations Test Procedures		P & A		R	R
CSL Test Operations for PACS		A		P & A	R
PACS Test Report		P & A			R
SPIRE Test Specification			P & A	R	A
CSL Technical Proposal for HIFI			A	P & A	R
SPIRE Integrated Test Procedures			P & A	R	R
SPIRE Operations Test Procedures			P & A	R	R
CSL Test Operations for SPIRE			A	P & A	R
SPIRE Test Report			P & A		R
HIFI Special Situation Report	P				R
PACS Special Situation Report		P			R
SPIRE Special Situation Report			P		R
CSL Special Situation Report				P	R

Table 6/1 – Documents tasks

Note: P= preparation, A = approval, R = Review

7. Meetings

The Facility Coordination Meeting will be chaired by ESA and attended by all parties. Specific meeting may be set-up as necessary by ESA with participation to be defined case by case. Test Reviews (TRR and TRB) shall be organised and chaired by the Instrument responsible.

8. Reporting and Communication

- Instruments and CSL are encouraged to discuss directly all topics relevant to technical clarification and implementation of the agreed baseline. All written communications shall be copied to ESA.
- Change Request and issues arising from Instrument or CSL and susceptible of impacting the baseline shall be communicated directly to ESA for assessment.
- Costs and financial reporting shall be communicated by CSL to ESA only

9. Personnel

The individuals responsible for the implementation of this Management Plan are the following.

ESA:	AIV Manager or his delegated
HIFI:	TBD
PACS:	TBD
SPIRE:	TBD
CSL:	TBD