



MINUTES OF MEETING
(MoM)

Spacecraft/Project	HERSCHEL;	Document No	SPIRE-RAL-DOC-0001574		
Instrument/Model	SPIRE	Issue No / Rev	1.1	Page	Page 1 of 3
Subsystem	CRYOSTAT	Date	27 th March 2003		

Title / Subject	TRR Cryostat Verification	Chairman	Dave Smith		
Meeting Place	Cryostat control room	Secretary			

Participants		Agenda
(Print Name)	(Signature Required)	See attached TRR Form
Eric Sawyer		
Bruce Swinyard		
Doug Griffin		
Mike Trower		
Dave Smith		
Eric Clark		
Andy Matheson		
Additional Distribution		Attachments
		Test Readiness Review Checklist (TRR)

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Subsystem	CRYOSTAT	Date	27 th March 2003		

Action No	Title and Description	Action Responsibility	Action Deadline
A1	<p>This follows the each section of the TRR checklist in turn.</p> <p>Date of Testing TBA</p> <p>Specification & procedure detailed on TRR checklist.</p> <p>Note The Cryo-harness is not covered in the Test procedure</p> <p>Personnel allocated. (see TRR)</p> <p><u>Facility Status</u></p> <p>Hazards Identified-Cryogenics-Risk assessment TBW</p> <p><u>Calibration</u></p> <p>Lake shore units read outs will need recalibration before STM.</p> <p>Helium Level Sensor is in Calibration.</p> <p>National instruments current supply is not calibrated. Will be checked against a calibrated DMM and details recorded.</p> <p><u>Cleanliness</u></p> <p>MASS spectrometer to be used on Cryostat. Normal Clean room precautions to be followed, Otherwise cleanliness not an issue for this Test.</p> <p>Bake-out report from end of Feb 2003 still to be Prepared.</p>	Dave, Mike & Alan	28 th March 2003

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Action No	Title and Description	Action Responsibility	Action Deadline
	<u>Functioning of Test Equipment</u>		
	Tests will be logged on TFCS		
	<u>Documentation / Inspection Status</u>		
A2	Test on Lambda Pump (is part of verification test)	Mike Trower	28th March 2003
A3	The procedure for the level-0 interface test is To Be Written (TBW)	Doug Griffin	28th March 2003
	<u>As Built Status</u>		
A4	NCR to be raised regarding Burst Plate: has to be bolted on to maintain vacuum .THIS IS A SAFETY ISSUE,. Cryostat Doors to be unclamped during Pump down, In case of Failure doors will open.	Dave Smith	28th March 2003
A5	Notice to be put up Regarding actions to take if the Oxygen monitor is activated. This is also to be clarified in the Procedure and checked with SSTD safety officer Rodney Knight,	Dave Smith	28th March 2003
	<u>Out Standing work</u>		
A6	TFCS Thermometers & Heater wiring to be Checked before Testing commences	Dave, Mike & Andy	28th March 2003



Attachment _1_ to MoM SPIRE-RAL-Doc-0001574

Spacecraft / Project	HERSCHEL
Instrument / Model	SPIRE MGSE
Sub System	CRYOSTAT

Type of Test	Cold trials / Cryostat Verification
AIV Facility Test No.	001
Date(s) of Testing	TBA
Applicable Test Specification (Document No. & Issue)	SPIRE-RAL-PRJ-00463 issue 1.3
Applicable Test Procedure (Document No. & Issue)	SPIRE-RAL-DOC-001556 issue 0.3

Assignment of Personnel

<u>Function</u>	<u>Name</u>	<u>Contact No.</u>
Director	Dave Smith	44 5996
Project	Doug Griffin	44 6046
AIV Facility	Mike / Alan	44 5741
Safety	Dave Smith	44 5996
Product Assurance	Eric Clark	44 5662

Facility Status

"Hazards" or "Hazardous Operations" identified? (If so has risk analysis been carried out?)	Cryogenics Risk assessment to be done
<u>Test Facility Readiness / Verification:</u> <ul style="list-style-type: none"> • Calibration status • Cleanliness • Functioning of test equipment 	Cernox Cal by Cardiff or Lakeshore Silicon Diodes Standard cal See page 2 of MoM

Documentation / Inspection Status

<u>Test Documentation available:</u> <ul style="list-style-type: none"> • AIV Facility Test Plan (if applicable?) • Verification Procedures 	SPIRE-RAL-DOC-001048 issue 1.0 OK DG test procedure to be written
<u>Inspection Status and Records:</u> <ul style="list-style-type: none"> • Cleanliness • Unit/Item Bagged • Screws Locked • Connector Savers • Other 	N/A N/A N/A N/A N/A

As Built Status

(Will the following have an impact on the test performance / results?)

Outstanding "NCR's"	NCR's 20 & 23 to be closed
Outstanding "Waiver's"	None
"Open Work"	
Other	