



Rutherford
Appleton
Laboratory

MINUTES OF MEETING (MoM)

PRODUCT ASSURANCE

Space Science and Technology Department
SPIRE-RAL-MOM-001597

Spacecraft/Project	HERSCHEL	Document No	SPIRE-RAL- XXXX -001597	
Instrument/Model	SPINE / STM	Issue No / Rev	Page	1 of 2
Subsystem	STRUCTURAL (MSSL)	Date	11/04/03	

Title / Subject	Chairman
Meeting Place	Secretary

Participants	Agenda										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: none;">(Print Name)</td> <td style="border-bottom: none;">(Signature Required)</td> </tr> <tr> <td>Tom DRIBORG</td> <td></td> </tr> <tr> <td>ERIC CLARK</td> <td></td> </tr> <tr> <td>ERIC SAWYER</td> <td></td> </tr> <tr> <td>CHRIS B.B.</td> <td></td> </tr> </table>	(Print Name)	(Signature Required)	Tom DRIBORG		ERIC CLARK		ERIC SAWYER		CHRIS B.B.		Empty agenda area
(Print Name)	(Signature Required)										
Tom DRIBORG											
ERIC CLARK											
ERIC SAWYER											
CHRIS B.B.											

Additional Distribution	Attachments

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MOM

Spacecraft/Project	HERSCHEL	Document No	SPIRE-KAL- XXXJ -001597.	
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Action No	Title and Description	Action Responsibility	Action Deadline
A1	3 Docs to be added and the EIDP UPISSED to ISSUE 2 For 3rd Delivery stage. GEN ASS DRAWINGS & INTERFACE DRAWINGS TO BE ADDED (A3)	CBB	END OF MAY 03
A2	ALEX FROM MSSL WILL PERFORM A CLEANLINESS TEST ON COMPLETION OF STRUCTURE ASSY AND BEFORE FBIA DELIVERY	ALEX ROUSSEAU.	TBA.
A3	CBB to CHECK MASS SPEC TEMP	CBB	END OF MAY 03
A4	NCR TO BE CLOSED OFF (CUTTER DAMAGE TO PART)	CBB	END OF MAY 03
A5	NCR (CAL) (GOLD PLATING) MSSL WILL RAISE NCR REF RAL NCR TO BE CLOSED. AS LAL.	CBB/EAL	END OF MAY 03