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EIDP Doc N°/issue:	SPIRE-MSS-DOC-002104 / 1.0	DRB Location:	PA Section R25 r 1.78	DRB Date:	13th Oct 04
Spacecraft / Project:	HERSCHEL / SPIRE	Instrument / Model:	Structure / PFM	Ser No:	

AGENDA & PARTICIPANTS

Participants:		Agenda:
<i>Print Name</i>	<i>Signature Required</i>	
RAL: Eric Sawyer		
RAL Eric Clark		
MSSL Chris Brockley-Blatt		
Company / Institute:		
Company / Institute:		
Company / Institute:		
Company / Institute:		
Company / Institute:		
Company / Institute		
Company / Institute		
		Additional Distribution Spire Project Office.

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Action			Title & Description
No	Responsibility	Due Date	
A 01	CBB	02/11/04	Is there a separate EIDP for the MGSE? Not yet but there will be
A 02	ECS	15/10/04	Talk to Astrium if proof load certificate are required for the MGSE.
A 03	CBB	15/10/04	MSSL are raising an NCR regarding the CFRP feet
			Delta DRB to be held to review corrective actions. CBB to return EIDP by 1 st of November

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CHECK LIST

No	Record applicable answers and provide explanations in comment column	Yes	No	N/A	Comments	Responsible Sign & Date
1	Are all Documents, Drawings, etc complete, approved and under configuration control	Yes				
2	Do the Released items above reflect all approved Changes	Yes			They reflect the structure as of 12 July 2004	
3	Is the Hardware identical to other Hardware delivered? If not provide difference list			N/A		
4	Does the Hardware fulfil its functional requirements, Specifications? RFW's, ICD's etc.	Yes				
5	Does the As built Configured Items List reflect instrument as delivered		No		See comments 11.9	
6	Have all required environmental tests & analyses been completed	Yes			No environmental tests Analysis only	
7	Have all the required Tests and Qualification procedures and reports been completed and available to review.			N/A		
8	Have all the Declared Lists, i.e. DML, DMPL, DPL & components (EEE Parts) list been released (May not be included in EIDP, but must be available)	Yes				
9	Have PADS been raised and approved where required.			N/A		
10	Are the Test Readiness Review (TRR) minutes and the Post Test Reviews (PTR) complete and available?			N/A		

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EIDP Check List

No	Record applicable answers and provide explanations in comment column	Yes	No	N/A	Comments	Responsible Sign & Date
11	EIDP CHECK (Refer to EIDP Contents list) Are all agreed sections of the EIDP complete. Record any anomalies.		No		See following sub list	
11.1	S 00: Contents Page		No		Page numbers are not applicable just leave section numbers to be done	CBB
11.2	S01: MSSL/SPIRE/PA013.01 Deliverable items list			N/A	Not all delivered items on list. 5264/306-22,23,25,26,27,28 etc Part of thermal Hardware had been agreed this provided as a separate EIDP Clarify what list covers i.e. all items or ?	
11.3	S 03: Certificate of Conformance		No		Page 2 refers to STM in text shouldn't this be PFM documents. To be updated	CBB
11.4	S04: Qualification Status List/Test Matrix		No		SECTION Missing To be added referring back to CQM STM	CBB
11.5	S 05: Hardware tree MSSL/SPIRE/SP013.01		No		Page 11, 13, & 16 contents misaligned with table at bottom of page	CBB
11.6	S 06: If Drawing & Mod sheet MSSL/SPIRE/SP005.04 S 06: 5264 910 titled BSM interface is actually SCAL interface. Not a complete set, no SMEC for example				Are any of the changes related to NCR's, ECR'S etc if so should be referenced CBB to Check CBB to check against MSSL drawing register and add docs etc accordingly	CBB CBB

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No	Record applicable answers and provide explanations in comment column	Yes	No	N/A	Comments	Responsible Sign & Date
11.7	S 07: Repeat of ICD, I would sooner see the drawings in section 5				Comment for information repeated set should be removed	
11.8	S 08: Electrical drawings				As there are none Add note on contents list and or in section stating that, Actually stated could be made clearer	
11.9	S 09: Document tree CIDL The CIDL contains most of the hardware tree, why not just refer to the document.				no number on:- AD26 , RAL document CIDL to be updated No issue /date on AD43 To be corrected	CBB CBB
11.10	S 10 to 13: Missing				As these are N/A Add note on contents list and or in section stating that. Actually stated could be made clearer	
11.11	S 14: Historical Record				Should be included (this would usually be copied from the manufacturing log books etc Basically one line statements indicating order of Major activites)	
11.12	S 15 to 22: Missing				As these are N/A Add note on contents list and or in section stating that. Actually stated could be made clearer	
11.13	S 23: List of NCR's				Is in section 24 Section 23 Missing. Note This list will be updated as most of the NCR's are now closed, RAL PA section causing delay.	CBB to re file EC update in progress

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No	Record applicable answers and provide explanations in comment column	Yes	No	N/A	Comments	Responsible Sign & Date
11.14	S 24: Copies of NCR's				None Major ones To be included	CBB
11.15	S 26 to 27: Missing				As these are N/A Add note on contents list and or in section stating that Actually stated could be made clearer	
11.16	S 28: Mass budget report.				Page 6, some ** which indicate not yet made, but weighed values in last column. What about CFRP feet? Typo errors CBB to fix CBB to clarify design weight.	CBB
11.17	S 29: Cleanliness statement				Section Missing, There are cleanliness requirements to be met for delivery / manufacture, this should be addressed in this Cleanliness certificate to be included RAL to add bake out report.	CBB EC



Delivery Review Board Minutes of Meetings
(MoM) & Check list

PRODUCT ASSURANCE
Space Science and Technology
Department

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If all above points are satisfactory then the item may be accepted.

If not the item may be accepted with the caveat that the requirement in question will be met within an agreed time scale, (Listed Below).

LIST OF CAVEATS / SPECIAL CONDITIONS OF ACCEPTANCE / RID'S

Caveats / Special Conditions	Completion Date
Can be accepted when all above actions are resolved.	

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DELIVERY ACCEPTED BY:

RAL.	
Name	Signature & Date
Project Manager:	
PA Manager:	

Customer / Industry / Supplier.	
Name	Signature & Date
Project	
Product Assurance	