

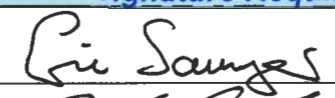


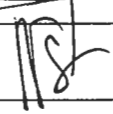


**Delivery Review Board Minutes of Meetings
(MoM) & Check list**

**PRODUCT ASSURANCE
Space Science and Technology
Department**

EIDP DRB Subject :	CQM SMEC	DRB MoM N°:	SPIRE-RAL-MoM-002190	Issue N°:	1	Page 1 of 6
EIDP Doc N°/issue:	SPIRE-LAM-DOC-001407	DRB Location:	SPIRE Project Office	DRB Date:	19 Oct- 04	
Spacecraft / Project:	HERSCHEL / SPIRE	Instrument / Model:	SMEC- CQM	Ser No:	N/A	

AGENDA & PARTICIPANTS

Participants:		Agenda:	
<i>Print Name</i>	<i>Signature Required</i>		
RAL: Eric Sawyer		LAM EIDP Doc No LAM.SSP.SPL.ADP.040611_01	
RAL: Eric Clark			
LAM: Gerard Rousset			
LAM: Dominique Pouliquen			
Company / Institute:			
Company / Institute:			
Company / Institute:			
Company / Institute:			
Company / Institute			Additional Distribution
Company / Institute			

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Action			Title & Description
No	Responsibility	Due Date	
			<p>Open NCR LAM.SSP.SPI.NCR.041007_03 Refers to oxidisation (rust) on iron motor parts, due to unsuitable coating. Will use Nickel plate for the next models. Use as is for the model. Close NCR ref this DRB.</p>
			<p>Open NCR LAM.SSP.SPI.NCR.041007_04 Pre amp board and harness not baked out. Has been under vacuum (ambient and 4K) for several weeks. Use as is. FM will be baked out.</p>
			<p>Open NCR LAM.SSP.SPI.NCR.041007_05 PCB flex damaged so only one encoder is working (prime). The damaged channel has no impact on the working one. QM electronics have no redundancy. No redundancy requirement on this unit. Use as is.</p>
			<p>Open NCR LAM.SSP.SPI.NCR.041018_01 Failure to latch and unlatch during cold test. Caused by electronic control system. Latch resistance is very low cold causing excess current when cold. Circuit design changes for FM. LAM to generate ECR Latch must not be operated cold. Review test procedures at RAL to avoid this problem.</p>
			<p>Open NCR LAM.SSP.SPI.NCR.041018_02 Latch does not always work when warm. Due to friction. A new coating is proposed. No opportunity to test in a mechanism before FM. A separated test bed will be manufactured. Leave NCR open.</p>

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	RAL	6/11/04	Provide LAM with a sample Derating and WCA
	RAL		Send LAM tech note on PDF signing

Acceptance testing at RAL

Latch has worked here after initial sticking. Once per day.

Control loop has been closed.

All test have been successful

Test report will be provided.

MCU cards have been installed in the box.

Dominique can return next week to complete MCU testing.

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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				
3	Is the Hardware identical to other Hardware delivered? If not provide difference list			NA		
4	Does the Hardware fulfil its functional requirements, Specifications? RFW's, ICD's etc.				No RFW Open NCRs	
5	Does the As built Configured Items List reflect instrument as delivered	Yes				
6	Have all required environmental tests & analyses been completed	Yes				
7	Have all the required Tests and Qualification procedures and reports been completed and available to review.	Yes				
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)				To be updated and sent by 11/11/04	
9	Have PADS been raised and approved where required.		No		To be raised	15/11/04
10	Are the Test Readiness Review (TRR) minutes and the Post Test Reviews (PTR) complete and available?		No		Will be conducted for the next models	

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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 comments below	
11.1	Section 1: Deliverable list ADP Quotes No LAM.SSP.SPI.ADP.040611_01		No		ADP doc number is 041020 Iss1 rev 0: Corrected during LAM Visit	GR
11.2	Section 2: LAM.MEC.SPI.PRC.040902		No		Paragraphs 1 to 4 in French: Will have English Translations in PFM EIDP	GR
11.3	Section 2: LAM.MEC.SPI.PRC.040901		No		Paragraphs 1 to 4 in French: Will have English Translations in PFM EIDP	GR
11.4	Section 2: LAM.MEC.SPI.PRC.040714		No		Paragraphs 1 to 5 & 7 in French: Will have English Translations in PFM EIDP	GR
11.5	Section 23: List of NCR's		No		5 are still open: Reviewed at DRB	
11.6	Section 25: LAM.MEC.SPI.NOT.040729		No		All in French except last page: Will have English Translations in PFM EIDP	GR
11.7						
11.8						

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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).


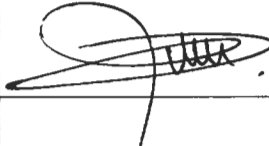
LIST OF CAVEATS / SPECIAL CONDITIONS OF ACCEPTANCE / RID'S

Caveats / Special Conditions	Completion Date

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DELIVERY ACCEPTED BY:

RAL.	
Name	Signature & Date
Project Manager:	
ERIC SAWYER	
PA Manager:	 29/10/04
ERIC CLARK	

Customer / Industry / Supplier.	
Name	Signature & Date
Project	 29.10.04
D. POULIQUEN	
Product Assurance	 29.10.04
C. ROUSSET	