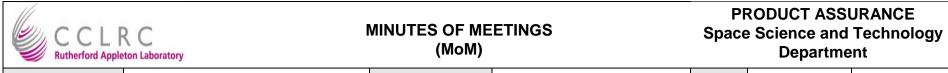
CCLRC Rutherford Appleton Laboratory		atory	MINUTES OF MEETINGS (MoM)			PRODUCT ASSURANCE Space Science and Technology Department		
Subject / Title: SPIRE NRB		RE NRB	Document No:	SPIRE-RAL-MoM-002250		Date	20 Dec 04	Page 1 of 5
Spacecraft / ProjectHerschel / SPIREInstrument / ModelSPIRE ALL				Meeting Place Subsystem	Spire Proje N/A	ct Office)	

Pa	rticipants	Agenda
Print Name & Company	Signature Required	Review NCR's
RAL Eric Clark		Review RFW's
RAL Eric Sawyer		
RAL Ken King	Not Required	
RAL Doug Giffin		
RAL Bruce Swinyard	Not Required	
RAL Dave Smith	Not Required	
RAL		
RAL		
RAL		Additional Distribution SPIRE Project Office (Judy Long)
RAL		



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Action			Title & Description		
No	Responsibility	Due Date	Title & Description		
			HR-SP-JPL-NCR-005 OPEN		
1	JPL		Awaiting JPL input		
			HR-SP-RAL-NCR-034.1 Closed		
			HDD updated ref issue 1.2		
			HR-SP-RAL-NCR-059 OPEN		
			Investigation completed but inconclusive To be rechecked at next cold Test.		
			HR-SP-RAL-NCR-060 OPEN		
			HR-SP-RAL-NCR-067 OPEN		
			HR-SP-RAL-NCR-078 Closed		
			OGSE Not PFM. Actions completed EIDP Checked OK		
2	DS	21 Dec 04	HR-SP-RAL-NCR-084 OPEN to be up issued to 084v1		
			Dave to Up issue to 084v1		
3	DS	21 Dec 04	HR-SP-RAL-NCR-085 OPEN to be up issued to 085v1		
			Dave to complete before next Cool down		
4	Ds	21 Dec 04	HR-SP-RAL-NCR-086 OPEN to be up issued to 086v1		
			Dave to Up issue to 086v1		
			HR-SP-RAL-NCR-087 OPEN		



MINUTES OF MEETINGS (MoM)

PRODUCT ASSURANCE Space Science and Technology Department

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Action			Action		
No	No Responsibility Du				
			HR-SP-RAL-NCR-089 Closed		
			HR-SP-RAL-NCR-090 OPEN		
5	DG		HR-SP-RAL-NCR-091 OPEN		
			Doug to Investigate HR-SP-RAL-NCR-092 OPEN		
6	DG		HR-SP-RAL-NCR-093 Closed Doug to Re-issue Stray Light control Document SPIRE-RAL-DOC-001816		
7	MSSL		HR-SP-RAL-NCR-094 OPEN MSSL to update the drawings listed on the NCR with Correct Materials, Processes etc		
			HR-SP-RAL-NCR-095 Closed Now included in the Procedure		
			HR-SP-RAL-NCR-096 OPEN		



MINUTES OF MEETINGS (MoM)

Subject

Action				
No	Responsibility	Due Date	Title & Description	
7	Eric Clark	21-Dec-04	RFW's EC to forward status of JPL RFW's to Jim Newell	
			HR-SP-JPL-RFW-002 OPEN	
			Up issued to 2v1 during meeting, with the following Note added:	
			 Accepted For SSW & SLW on this basis (Ref HRCR Spire-JPL-DOC-002123 & 002044 respectively. 	
			 RFW's was missing from HRCR's SPIRE PA has added copies to above. (21 Dec 04) 	
			PMW & PLW to be checked	
			HR-SP-JPL-RFW-003 Accepted	
			HR-SP-JPL-RFW-004- OPEN	
			This covers several JFETS we have asked JPL to supply an individual RFW for each JFET	
			HR-SP-JPL-RFW-005 Accepted	
			HR-SP-JPL-RFW-006 Accepted	
			HR-SP-JPL-RFW-007 Accepted	
			HR-SP-JPL-RFW-008 Accepted	
			Title corrected as it was the same as 07, (cut & Paste problem)	
			HR-SP-MSSL-RFW-001 Withdrawn	
			Not Required as all Required actions are covered on HR-SP-RAL-NCR-067	
8	EC	21 Dec 04	EC to inform MSSL	
			HSO-CDF-RFW-63 Accepted	



MINUTES OF MEETINGS

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Action			Title & Description		
No	Responsibility	Due Date	Title & Description		
			HSO-CDF-RFW-77 Accepted		
9	EC	22 Dec 04	RFD-CEA-SPIRE-FCU-09 OPEN EC to Check with Jan (ESA) if these have been circulated to ALCATEL, ASTRUIM etc		
			RFD-CEA-SPIRE-FCU-10 OPEN EC to Check with Jan (ESA) if these have been circulated to ALCATEL, ASTRUIM etc		
10	EC	22 Dec 04	SPIRE-ATC-BSM-NOT-729 Already Accepted EC to update Database		
			SPIRE-ATC-BSM-NOT-730 Already Accepted EC to update Database		
			SPIRE-ATC-BSM-NOT-732 Already Accepted EC to update Database		
			SPIRE-ATC-BSM-NOT-735 Already Accepted EC to update Database		
			Meeting Ended before we could cover the ECR's Review in Jan 05		