



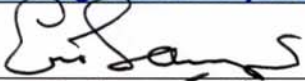

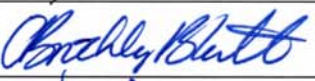
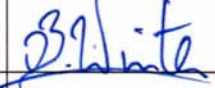
**Delivery Review Board Minutes of Meetings
(MoM) & Check list**

**PRODUCT ASSURANCE
Space Science and Technology
Department**

EIDP DRB Subject :	L0 and 300mk Straps	DRB MoM N°:	SPIRE-RAL-MoM-002498	Issue N°:	1.0	Page 1 of 9
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EIDP Doc N°/issue:	EIDP_CQM_LOTS_PA023-02.	DRB Location:	MSSL	DRB Date:	19 Aug 05
Spacecraft / Project:	HERSCHEL / SPIRE	Instrument / Model:	SPIRE CQM	Ser No:	N/A

AGENDA & PARTICIPANTS

Participants:		Agenda:
<i>Print Name</i>	<i>Signature Required</i>	
RAL Eric Sawyer		Run through Check list
RAL Eric Clark		
MSSL Chris Brockley-Blatt		
MSSL Berend Winter		
Company / Institute:		
Company / Institute:		
Company / Institute:		
Company / Institute:		
Company / Institute		Additional Distribution
Company / Institute		Judy Long SPIRE Project Office

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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			Most drawings have not been signed as checked	
2	Do the Released items above reflect all approved Changes		No		Will be updated see comments below	CBB 19/09/05
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			There are no applicable Waivers raised for CQM	
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)	Yes			EEE Parts and DMPL are Not Applicable.	
9	Have PADS been raised and approved where required.			N/A	Only applies to EEE parts therefore Not Applicable	
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.	YES			List OK other documents may be added The titles of all the documents to be updated to be consistent as stated below	CBB 19/09/05
11.1	00 MSSL/SPIRE/PA023.02 Section Is Now the Table of Content Electronic Copy Titled "Thermal Hardware What should the Title Be?"		No		To be changed to L0 Straps & 300mk	CBB 19/09/05
11.2	01 MSSL/SPIRE/PA019.01 Berend not Signed as Checked Don't forget the mods to the detector box strap Not Found???	Yes			Additional plate added at bottom of table 2.4 page 7	
11.3	02 MSSL/SPIRE/PA018.01 No mention in Text or Drawing of the Extra plate on the detector Box (electrical isolation)		No		Will be added and make SP018 CQM specific	CBB 19/09/05
11.4	03 MSSL/SPIRE/PA024.01 Not Clear if Checked should be signed		No		Berend to Sign	CBB 19/09/05
11.5	04 MSSL/SPIRE/PA022.01 Checked Not signed Is this Matrix complete what about environmental tests?		No		Berend to Sign Ref CQM thermal test report ILT Vibration Ref CSL test	CBB 19/09/05

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No	Record applicable answers and provide explanations in comment column	Yes	No	N/A	Comments	Responsible Sign & Date
11.6	<p>05 Drawing A1 5264-309A assembly drawing 5264 sheet 2 is 309 A but sheet 1 is 309 E is this OK (309 A is also added to MSSL/SPIRE/PA018.01 as appendix A)</p> <p>Only L0 strap What about 300mk No Family tree or reference to one. Why not just a full set of drawings in section 7</p> <p>The mods to the detector box strap are still not here. Has this been added If you have this you do not need Interface_drawingSP005-04, (ECS I would really like this to be a separate drawing, <i>which has not been done yet.???</i>)</p>		No		<p>A full set of Drawings will be supplied to include 300mk, L0 and inter box Straps Family Tree to be added</p> <p>A CQM Specific Assembly Drawing to be supplied</p>	<p>CBB 19/09/05</p> <p>CBB 19/09/05</p>
11.7	<p>Interface drawing SP005-04 Appears to have been removed as suggested <i>Will need to do a drawing of the plate then</i> Check status of this</p>	Yes			L0 strap IF drawing replaces this one	
11.8	<p>06 300mk_ICD_SP016-02 Berend not Signed as Checked All Corrected except Table of Figures is still Missing</p>		No		<p>Berend to sign CBB to Add Table of Figures</p>	CBB 19/09/05

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No	Record applicable answers and provide explanations in comment column	Yes	No	N/A	Comments	Responsible Sign & Date
11.9	06 MSSL/SPIRE/SP017.02 Berend not Signed as Checked. Table of figures is still missing		No		Berend to sign CBB to Add Table of Figures Up date the Strap IF drawing	CBB 19/09/05
11.10	09 MSSL/SPIRE/CF003.01 Berend not Signed as Checked. Does this Document detail the “As built Configured Item as delivered” Yes. Shouldn't the detailed process info be here not in the Historical record	Yes			Berend to Sign Clarify which 5x9's copper is used where i.e. add thermal conductivity figure Yes but is not cost effective to move it To be corrected/changed for PFM.	CBB 19/09/05
11.11	14 MSSL/SPIRE/PA021.01Historical_rec Checked unsigned This should be a record of activities during and after assembly not detailed process info The light baffles have been painted black at Cardiff Okay Added to record		No		Berend to Sign. Page 7of 8 note added	CBB 19/09/05
11.12	23 NCR List SPIRE-RAL-MoM-002323 NRB MSSL- NCR-003 : There are two versions of this		No		Added extra section from 003-01 to RAL copy 003a List to be updated	CBB 19/09/05
11.13	24 Copy of NCR's MSSL-SPIRE-NCR-003 Needs updating What about HP-SP-RAL-NCR-38.2 HP-SP-RAL-NCR-94 HP-SP-RAL-NCR-109 HR-SP-UCF-NCR-01		No		Additional NCR's to be included add 121	CBB 19/09/05

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No	Record applicable answers and provide explanations in comment column	Yes	No	N/A	Comments	Responsible Sign & Date
11.14	25 Test Reports L0 Strap test report Summary of Level-0 strap tests at Cardiff : Shouldn't this be formally issued, Reference number etc		No		CBB to formally release report No other reports required	CBB 19/09/05
11.15	28 MSSL/SPIRE/TR009.01 Mass record Title confusing, Checked unsigned. otherwise OK		No		<i>To be signed (checked)</i>	CBB 19/09/05
11.16	29 MSSL/SPIRE/PA025.01 Cleanliness Baking was a requirement, and MSSL responsibility, evidence to be provided on where it was done Checked unsigned		No		ECS to provide bake out report reference (October 03 300mk. L0 Jan 05) Bake out information to be added to cleanliness statement	ECS 01/09/05
11.17	30 MSSL/SPIRE/PA002.06 DML Has two front pages one with two signatures on the checked signature is missing: Wrong Gold plating spec Is this the full spec for the copper Silver solder Spec?		No		Berend to Sign checked CBB to correct/Update Use and location section more detail possibly add drawing Numbers To be updated CBB More detail to be added CBB This is all information at present CBB to check	19/09/05 CBB 19/09/05

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No	Record applicable answers and provide explanations in comment column	Yes	No	N/A	Comments	Responsible Sign & Date
11.17 Cont	<p>MSSL/SPIRE/PA004.05 DPL Wrong Gold Plating spec Some of the processes like brazing, welding and bonding are definitely critical. Process procedures should be referenced. Annealing of copper? The DML and DPL both look like a General SPIRE List not Thermal strap specific</p>	Yes	No		<p>Berend to Sign checked See above note CBB to review</p> <p>CBB to update Critical Process CBB to update OK use as is</p>	CBB 19/09/05
11.18	<p>General Comments Some documents still reference the CIDL (this was an earlier comment)</p>				CBB to update	CBB 19/09/05



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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
See notes above	19/09/05

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DELIVERY ACCEPTED BY:

RAL.	
Name	Signature & Date
Project Manager:	
Eric Sawyer	
PA Manager:	
Eric Clark	

Customer / Industry / Supplier.	
Name	Signature & Date
Project	
Berend Winter	
Product Assurance	
Chris Brockley-Blatt	