



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

**PRODUCT ASSURANCE
Space Science and Technology
Department**

EIDP DRB Subject :	Flight Spare items from UCF	DRB MoM N°:	SPIRE-RAL-MoM-002955	Issue N°:	1.0	Page 1 of 7
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EIDP Doc N°/issue:	HSO-CDF-EIDP-124 & 097	DRB Location:	Eric Sawyers Office RAL	DRB Date:	09-Aug-07
Spacecraft / Project:	HERSCHEL / SPIRE	Instrument / Model:	PCAL, Dichroics, Filters Beam splitters /FS	Ser No:	N/A

AGENDA & PARTICIPANTS

Participants:		Agenda:
<i>Print Name</i>	<i>Signature Required</i>	
RAL: Eric Sawyer		Review Comments on the PCAL EIDP HSO-CDF-EIDP-124
RAL Eric Clark		Review Comments on the SCAL EIDP HSO-CDF-EIDP-097
CDF: Pete Hargrave		List of delivered Items reviewed.
Company / Institute:	N/A	A.O.B.
Company / Institute:	N/A	Incoming Inspection Reports on Delivered Items are: SPIRE-RAL-MoM-002956 FS PCAL IIR SPIRE-RAL-MoM-002957 FS Dichroics IIR SPIRE-RAL-MoM-002958 FS Filters and Beam splitters IIR SPIRE-RAL-MoM-002959 FS SCAL IIR (Number allocated to be completed when Delivered)
Company / Institute:	N/A	
Company / Institute:	N/A	
Company / Institute:	N/A	
Company / Institute:	N/A	
Company / Institute	N/A	Additional Distribution
Company / Institute	N/A	

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Action			Title & Description
No	Responsibility	Due Date	
			PCAL – FS-0000 delivered Review of comments list from ECS and EC Recorded on section 11 below
1	Pete Hargrave	31/08/07	SCAL - FS Returned to Cardiff for temperature calibration test (To be re-delivered by end of August 07)
2	Eric Sawyer	17/08/07	Filters SFIL3S missing to be delivered week ending 17th Aug 07 ECS to Chase CFIL1 w975 PFIL 2 w978 PFIL 3 w1029 SFIL 2 b673 SFIL 3L b736
			Dichroics PDIC 1 1486 PDIC 2 1469
			Beam dividers SBS 1 1603 SBS 2 1604 Mounting direction specified in the PFM EIDP

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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		NO		SCAL FS Is 1% & 2% source PFM is not add note to Title page of SCAL EIDP and to CoC	PH
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	YES			Table in EIDP	
6	Have all required environmental tests & analyses been completed		No		Performed on CQM	
7	Have all the required Tests and Qualification procedures and reports been completed and available to review.		No		PCAL reports were seen on PH Laptop SCAL reports were not available All to be included in the EIDPs	PH
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)		No		Up dated DPL to be sent	PH
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)		No		Not required on sub system tests only Test reports required	



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	complete and available?					

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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.				Draft copies of the EIDPs were supplied and comments raised, some of the actions were performed during the DRB	
11.1	DRB MoMs from the PFM had been pasted in as a Place setting				Will be replaced by these MoM's when EIDP's are released.	EC to send MoMs PH to insert them.
11.2	Page 8 PCAL Page 12 SCAL CoC to signed		NO		Will be signed on Released documents	PH
11.3	Documents and part numbers had PFM instead of FS on them		NO		Problem due to cut and paste all the ones listed on ESC & EC comments list were corrected during DRB. PH to check documents before release.	
11.4	On Compliance Matrix (PCal page12: SCal page 13) no applicable model listed				add model column to Section 4 on each EIDP	PH
11.5	NCR List missing (PCal page 36 SCal page 47)		NO		NCR Lists to be included in released EIDP's	PH
11.6	Cleanliness statements Not Signed. (PCal page 39 SCal page 50)		NO		Will be signed on Released documents	PH
11.7	List of Declared Lists missing from PCAL. List of Declared Lists applicable Issue missing SCAL		NO		Add list of declared list with applicable issue to PCal and update SCal	PH
11.8	Test Reports Missing from Both PCal and SCal				To Be added see note 7.0 above	PH

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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	
Pete Hargrave	
Product Assurance	
Ian Walker	