

 Independent Verification & Validation Program	<p align="center">Quality Manual Appendix B (Responsibilities and Authorities)</p>	IVV QM Appendix B Revision: D Effective Date: October 24, 2011
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APPROVAL SIGNATURES		DATE
Ken Vorndran (original signature on file)	IMS Representative	10/24/2011

VERSION HISTORY			
Version	Description of Change	Author	Effective Date
Basic	Initial release; separate document for responsibilities and authorities	Stephanie Ferguson	10/10/2007
A	Updated terms and definitions resulting from re-engineering process	Stephanie Ferguson	04/08/2008
B	Updated terminology, Annual Document Review updates	Stephanie Ferguson	04/02/2009
C	Updated for Annual Document Review	Stephanie Ferguson	08/09/2010
D	Updated responsibilities and authorities	Natalie Alvaro	10/24/2011

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B Responsibilities and Authorities

All NASA IV&V personnel are responsible for the quality of their work, the conformance of their work with the requirements of the NASA IV&V Management System (IMS), and the immediate adjustment of their in-process work when unsafe conditions or IMS requirement deficiencies exist. However, particular IMS-related responsibilities are assigned to NASA IV&V personnel for the effective operation of their processes and projects as described below.

B.1 Approving Official

The Approving Official shall:

- Approve or reject IMS document modifications.

B.2 Document Control Custodian (DCC)

The DCC shall:

- Ensure that a record of all document change requests (DCRs) is maintained.
- Ensure an annual review of all IMS documents by assigned Process Owners (POs).
- Ensure that the PO trains staff following major IMS document changes.
- Ensure the currency of the IMS Master List.
- Ensure that records are logged and filed in the Filing System.
- Maintain the file plan, file log, and the Filing System.
- Ensure the proper disposition of records
- Ensure that all NASA IV&V records are identified and dispositioned according to NASA Procedural Requirement (NPR) 1441.1, *NASA Records Retention Schedules*.

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B.3 IMS Manager

The IMS Manager shall:

- Enhance and maintain the IMS.
- Assume, or delegate to appropriate personnel, the responsibilities for the -, DCC, and Lead Auditor
- Approve or reject IMS document modifications; collaborating with IMS Representative on IMS system-level modifications.
- Ensure that documented procedures define the responsibility, authority, and relationship of all personnel who perform or verify work-affecting quality.
- Present regular reviews of the suitability and effectiveness of the IMS.
- Facilitate continuous improvement to the IMS
- Ensure that meaningful metrics are developed, tracked, and reported to assess the performance of the IMS
- Ensure that the NASA IV&V Program maintains a qualified audit staff.
- Develops and maintains the NASA IV&V Program's yearly audit schedule.
- Ensure that all areas within the IMS are audited at least yearly. Core business items may be audited more frequently.
- Assign auditors and define the scope and depth for each audit.
- Compiles audit reports and present findings to Program Management.
- Establish, maintain, and administer control of the CAR/PAR system.

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B.4 IMS Representative

The IMS Representative shall:

- Approve IMS Document PO assignments.
- Ensure documentation and maintenance of the Quality Policy.
- Ensure documentation of specific objectives for achieving customer satisfaction.
- Ensure that the IMS is established, implemented, and maintained.
- Ensure that personnel comply with applicable standards, regulations, specifications, and documented procedures.
- Champion continuous improvement to the IMS.

B.5 Metric Owner

The Metric Owner shall:

- Establish, maintain, and update metrics.
- Perform metrics analysis against defined benchmarks.
- Report metrics analysis results at Quarterly Management Reviews (QMRs).
- Perform an annual metrics review.

B.6 Metrics Lead

The Metrics Lead shall:

- Populate the Metrics Table and the Metrics Table Change Log.
- Ensure the currency of the Metrics Table and the Metrics Table Change Log.

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B.7 NASA IV&V Director

The NASA IV&V Director shall:

- Define the Quality Policy.
- Define specific objectives for achieving customer satisfaction.
- Ensure the communication and understanding of the Quality Policy throughout the NASA IV&V organization.
- Appoint a member of Program Management as the IMS Representative. This appointment shall be documented, and the document shall be maintained as a quality record.
- Ensure that an adequate number of qualified, skilled, and trained personnel and other resources are available to implement the IMS.
- Appoint NASA IV&V civil service employees to serve as the, Document Control Custodian (DCC).

B.8 Process Owner (PO)

The PO shall:

- Modify or create IMS documents.
- Review/approve/reject all assigned DCRs and document changes.
- Perform an annual document review for each document under his or her purview.
- Ensure that assigned IMS documents are current and applicable.