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**Plum Brook Station
Work Instruction No.**

GRC-W7030.044

Revision

A2

Plum Brook Station Work Instruction

Data System Configuration Control

APPROVED

Approved by Plum Brook Management Office/7030:

**NASA - Glenn Research Center
Cleveland, OH 44135**

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Change Record

Rev.	Effective Date	Description
Initial	2/2/99	Initial Release
Initial Release 1	7/9/99	CR 1999-50, multiple formatting & editorial changes
Initial Release 2	2/2/00	CR 2000-13, in section 4.0, change form number from LeR-F7030.007 to GRC-F7030.007.
A	6/22/00	CR 2000-44, in sections 2.0 and 6.4 replace “Records Management Procedure GRC-P7030.033” with “NASA C-278 Organizational Records List”.
A1	10/27/00	CR 2000-115, Update Approving Authority to match current list.
A2	11/6/00	CR 2000-99, Change 6.0 Instructions, 6.1.1 to include Facility

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1.0 PURPOSE

To document and control all pertinent information related to a Data System and log changes made to the Data System after the initial setup is complete and the system is usable.

2.0 REFERENCES

Document Number	Document Title
GRC-W7030.043	Instrument List
GRC-P7030.037	Test Operations
NASA C-278	Organizational Records List

3.0 SAFETY PRECAUTIONS

Not Applicable.

4.0 TOOLS, EQUIPMENT AND MATERIALS

3 Ring loose leaf binder.
Configuration Control Log Sheet, Form # GRC-F7030.007

5.0 PERSONNEL TRAINING AND/OR CERTIFICATION

Engineering Supervisor will identify engineering staff requiring personnel training and/or certification for a given design task.

6.0 INSTRUCTIONS

- 6.1 Create the Data System Configuration Control Document with information from the Test Requestor, Engineering Staff, or NASA personnel in accordance with Test Operations Procedure GRC-P7030.037.
 - 6.1.1 Place a copy of the Configuration Control Log Sheet Form GRC-F7030.007 in the Data System Configuration Control Document as the first page with the Facility and project name on it.
 - 6.1.2 Place the Instrument List in the Data System Configuration Control Document following the Log Sheet in accordance with the Instrument List Work Instruction GRC-W7030.043.
 - 6.1.3 Place other data system information in the Data System Configuration Control Document following the Instrument List such as the data system channel list, coefficients, plots, graphs, math functions, limits, software listings, and any other hardware/software information.

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- 6.2 Review the Data System Configuration Control Document with the Test Requestor, Engineering Staff, and NASA personnel.
 - 6.2.1 Determine if the content is acceptable.
- 6.3 After the Data System has been activated, document changes and revisions on the Log Sheet and revisions on the Log Sheet and update the appropriate information within the Data System Configuration Control Document.
- 6.4 Archive the Data System Configuration Control Document in the project file in accordance with the NASA C-278 Organizational Records List.