

•
•
•
•
•

Plum Brook Station GRC-W7030.042
Work Instruction No.

Revision **B**

Plum Brook Station Work Instruction

Daily Test Activity Reports

APPROVED

Approved by Plum Brook Management Office/7030:

NASA - Glenn Research Center
Cleveland, OH 44135

Glenn Research Center Plum Brook Station Work Instruction	Title: Daily Test Activity Reports	
	Document No.: GRC-W7030.042	Rev.: B

Procedure Owner: Plum Brook Management Office

Point of Contact: Hank Pfanner (419-621-3206)/Bill VonKamp (419-621-3251)

Change Record

Rev.	Effective Date	Description
Initial	2/2/99	Initial Release
Initial Release 1	7/12/99	CR 1999-50, multiple formatting & editorial changes
A	6/22/00	CR 2000-44, in sections 2.0 and 6.15 replace "Plum Brook Station Records Management Procedure GRC-P7030.033" with "NASA C-278 Organizational Records List".
B	9/24/01	CR 2001-48, change title from "Run Reports" to "Daily Test Activity Reports"; in section 6.0 add new step after 6.13 "Report the action taken to correct any problems or difficulties encountered during the previous period of testing"; and update section 7.0 with current format of form.

Glenn Research Center Plum Brook Station Work Instruction	Title: Daily Test Activity Reports	
	Document No.: GRC-W7030.042	Rev.: B

1.0 PURPOSE

This Work Instruction is a guide for filling out a Daily Test Activity Report. This guide ensures a consistent format and manner for reporting of the daily activities associated with testing taking place in the four major test facilities at Plum Brook Station.

2.0 REFERENCES

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

3.0 SAFETY PRECAUTIONS

Not Applicable

4.0 TOOLS, EQUIPMENT AND MATERIALS

Daily Test Activity Report Form GRC-F7030.005

5.0 PERSONNEL TRAINING AND/OR CERTIFICATION

Not Applicable

6.0 INSTRUCTIONS (REFER TO 7.0 REPORT FORM EXAMPLE)

Fill in the following information in accordance with Plum Brook Station Test Operations Procedure GRC-P7030.037:

- 6.1 Fill in the test facility where testing is occurring.
- 6.2 Fill in the date testing or set-up took place.
- 6.3 Fill in the name of project: i.e. RBCC, HRS, Ariane, etc.
- 6.4 Fill in the Task or Charge Number
- 6.5 Fill in the name of customer, i.e. Lockheed-Martin, Aerojet, etc.
- 6.6 Fill in the name of Test Conductor or person completing this form
- 6.7 Check appropriate blank status selection.
- 6.8 Report milestones reached in preparation for test.
- 6.9 Fill in the number or step of the test which is being reported upon.
- 6.10 Report the expected test objectives to be achieved for the day being reported.
- 6.11 Report any delays that have occurred.
- 6.12 Report the results of the test that have taken place during the previous period of testing..

Printed copies are uncontrolled and are not to be used for operational purposes.

Glenn Research Center Plum Brook Station Work Instruction	Title: Daily Test Activity Reports	
	Document No.: GRC-W7030.042	Rev.: B

- 6.13 Report any problems or difficulties encountered during the previous period of testing.
- 6.14 Report the action taken to correct any problems or difficulties encountered during the previous period of testing.
- 6.15 Report when testing is expected to resume, i.e. date and/or time, shift, etc.
- 6.16 The completed Daily Test Activity Report will be archived in the project file in accordance with NASA C-278 Organizational Records List and copies will be distributed to project personnel as determined by the test conductor.

Glenn Research Center Plum Brook Station Work Instruction	Title: Daily Test Activity Reports	
	Document No.: GRC-W7030.042	Rev.: B

7.0 FORM EXAMPLE

Page 1 of 1

NASA PLUM BROOK STATION DAILY TEST ACTIVITY REPORT

FACILITY: (6.1)		DATE: (6.2)	
PROJECT: (6.3)		TASK: (6.4)	
CUSTOMER: (6.5)			
TEST CONDUCTOR: (6.6)			
STATUS: (6.7)	TEST PREP. <input type="checkbox"/>	TESTING <input type="checkbox"/>	
TEST PREPARATION PROGRESS: (6.8)			
TEST NUMBER: (6.9)			
TEST OBJECTIVES: (6.10)			
TEST DELAYS: (6.11)			
TEST RESULTS: (6.12)			
PROBLEMS ENCOUNTERED: (6.13)			
CORRECTIVE ACTION TAKEN: (NOTE: complete within 10 working days) (6.14)			
TESTING WILL RESUME: (6.15)			

GRC-F7030.005 (Rev. 11/7/00)

File original in Project File

PREVIOUS VERSIONS ARE TO BE CONSIDERED OBSOLETE AND NOT USED.

Printed copies are uncontrolled and are not to be used for operational purposes.