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Plum Brook Station GRC-W7030.014
Work Instruction No.

Revision A1

Plum Brook Station Work Instruction

Shift Logs

APPROVED

Approved by Plum Brook Management Office/7030

NASA - Glenn Research Center
Cleveland, OH 44135

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Glenn Research Center Plum Brook Station Work Instruction	Title: Shift Logs	
	Document No.: GRC-W7030.014	Rev.: A1

Procedure Owner: Plum Brook Management Office

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Change Record

Rev.	Effective Date	Description
Initial	1/8/99	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 6.4 replace “GRC-P7030.033 Plum Brook Station Records Management Procedure” with “NASA C-278 Organizational Records List”; modify section 7.0 block 6.4.
A1	10/27/2000	CR 2000-115 Update Approving Authority to match current list.

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1.0 PURPOSE

To establish a uniform method for the initiation, maintenance, and archiving of logs used to record vital information during test build-up, test operations, and test build-down in the four major test facilities at Plum Brook Station. This Instruction will apply to Test Operations Engineer who will initiate and maintain the log book(s) for the particular test project under his domain. This Instruction is applicable to facility systems, subsystems, and components related to ground support testing of equipment and other hardware categories when installed in the four major test facilities at Plum Brook Station.

2.0 REFERENCES

Document Number	Document Title
GRC-P7030.037	Test Operations
GRC-W7030.015	Shift Change
NASA C-278	Organizational Records List

3.0 SAFETY PRECAUTIONS

Not Applicable

4.0 TOOLS, EQUIPMENT AND MATERIALS

Book, Memorandum, Cloth Covered, Olive Drab: FSN 7530-00-222-3525 or equivalent.

5.0 PERSONNEL TRAINING AND/OR CERTIFICATION

Not Applicable

6.0 INSTRUCTIONS

- 6.1 Initiate commencement of Log Book(s) for recording of data and test activities in accordance with Plum Brook Test Operations Procedure GRC-P7030.037.
- 6.2 Identify systems and components to be monitored. Identify data and information to be recorded.
- 6.3 Record data and information (Test build-up, Test Operations, and Test Build-down)
- 6.4 Gather Log Book(s) and archive with associated test information and records (checksheets, etc) after completion of test in the project file in accordance with the NASA C-278 Organizational Records List.

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7.0 FLOW DIAGRAMS

