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Plum Brook Station  
Work Instruction No.

GRC-W7030.042

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

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Glenn Research Center Plum Brook Station Work Instruction	Title: <b>Daily Test Activity Reports</b>	
	Document No.: GRC-W7030.042	Rev.: <b>B</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>B</b>	<b>9/24/01</b>	<b>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.</b>

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## 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..

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- 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.

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## 7.0 FORM EXAMPLE

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### **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*

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