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PURPOSE

To establish control of and standardization for designated personnel utilizing the System Electronic Tie-In Log (SETI) web-based application as directed by BOSS Management and NASA in support of the Base Operations and Spaceport Services Contract (BOSS).

SCOPE AND APPLICABILITY

This procedure applies to the BOSS O&M Division's Systems Engineering Group (SE), the Complex Control Center Console Operators Group (CCC), and the Utility Annex (U/A) and Industrial Area Chiller Plant (IACP) Plant Operator Groups. Designated personnel in the SE Group, Complex Control Center Console Operator Group, IACP and U/A Plant Operator Groups that have been granted access to the System Electronic Tie-In Log, shall adhere to the requirements of this procedure as well as the ISC Systems Electronic Tie-In (SETI) User's Guide, MSO-REF-0003, when making SETI log entries.

PROCESS

1. ACCESSING THE SETI LOG

All users required to use the SETI log, as defined by this procedure, shall access the web-based application at the following: https://ksboss-svr06.ndc.nasa.gov/papps/FL/seti/

2. USING THE SETI LOG

All users required to use the SETI log, as defined by this procedure, shall make SETI log entries in accordance with MSO-REF-0003.

3. COMPLEX CONTROL CENTER RESPONSIBILITIES

The Complex Control Center (CCC) is a 24-hour, seven-day per week, 365 day-per year command and control room, which serves as a central point of contact (POC) for Facility power, water, HVAC, propellants and elevator systems for all administrative and flight hardware processing facilities at Kennedy Space Center.

3.1 CCC console operators shall use the SETI log as the official log for documenting all required information that needs to be recorded during their work shifts.

3.2 Console Operators shall make daily SETI log entries, during their work shifts. Log entries shall be made in accordance with the Log Entry Requirements defined in Appendix A of this procedure and in accordance with CCC Desk Instruction CCC-I-0010, "CCC Systems Electronic Tie-In (SETI) Usage".

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4. UTILITY ANNEX AND IACP PLANT OPERATOR RESPONSIBILITIES

The Utility Annex (U/A) and Industrial Area Chiller Plant (IACP) are 24-hour, seven-day per week, 365 day-per year operations that provide HVAC system support to the LC39 Area and Industrial Area facilities at KSC. The U/A and IACP are monitored and controlled locally by plant operator personnel.

4.1 U/A and IACP plant operators shall use the SETI log as the official log for documenting all required information that needs to be recorded during their work shifts.

4.2 U/A and IACP plant operators shall make daily SETI log entries, during their work shifts. Log entries shall be made in accordance with the Log Entry Requirements defined in Appendix A of this procedure and in accordance with Desk Instruction "UTI-I-0006, KSC Chiller Plant Daily Routine Duties Instructions."

5. SYSTEMS ENGINEERING RESPONSIBILITIES

Systems Engineers (SE's) are assigned to specific systems and facilities at KSC. The Systems Engineers will use the SETI log for documenting any engineering based information deemed necessary.

5.1 Systems Engineers shall review the SETI log to look for any information or entries that have been made that are related to the systems or facilities assigned to them.

5.2 Systems Engineers shall make SETI log entries when deemed necessary to provide engineering based documentation or clarification on specific issues. Log entries will be made in accordance with the Log Entry Requirements defined in Appendix A of this procedure.

5.3 Systems Engineers shall review SETI log alerts when notified electronically of a SETI log entry that has been made on any of the facilities or systems assigned to them.

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APPENDIX A: SETI LOG ENTRY REQUIREMENTS

Log Entry Requirement	Notes	Console Operators	U/A & IACP Plant Operators	System Engineers
Outages (Opening, Extending, Closing)	1	R	R	
Unexplained Alarms Received	2	R	R	
System/Equipment Anomalies	2	R	R	AN
Troubleshooting Efforts/Status	3	R	R	AN
Test Support (Launches, Validations, SIT Tests, etc.)	4	R	R	AN
Construction/Modification Project Status	4	R	R	AN
Equipment Operation	5	R	R	
Event Report Recording	6	AN	AN	AN

R = Required; AN = As Needed

NOTES:

1. Record Outage Number, Authorizing Document or Tracking Number
2. Record Unexplained Alarms, System Anomalies or Out-of-Spec Conditions. Enter Who Was Notified, Actions Taken, Etc.
3. Record Trouble Ticket Number, Who Was Notified, Actions Taken and By Whom, Etc.
4. Record Significant Milestones or Activities, Start/Completion Dates, Who Performed Tasks, Etc.
5. Record Rotation of Chillers, Starting/Stopping of AHU's, Pump Rotations, Diesel Engine Runs, Electrical Switching Operations Performed, Hydrant Flushing, Opening/Closing of Breakers, Etc.
6. Record Event Report Number, Summary of Evet, Who Was Notified, Actions Taken, Etc.

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RECORDS

The following records are retained by the organizations listed below:

Record	Responsible Organization
SETI Database	Applicable Organization

ROLES AND RESPONSIBILITIES

Department Managers: Ensures compliance within the Departments to the requirements stated in this procedure.

Spaceport Integration Center (SIC), O&M and SE Managers: Ensures compliance within the SIC, O&M and SE levels to the requirements stated in this procedure

CCC, IACP and U/A Managers and Staff: Ensures compliance at the CCC, IACP and U/A operational levels to the requirements stated in this procedure.

REFERENCE DOCUMENTS

The following documents are referenced in this procedure:

Document Number	Title
CCC-I-0010	CCC Systems Electronic Tie-In Log (SETI) Usage
MSO-REF-0003	BOSS Systems Electronic Tie-In User's Guide
UTI-I-0006	KSC Chiller Plant Daily Routine Duties Instructions

ACRONYMS

BOSS – Base Operations and Spaceport Services
CCC – Complex Control Center
ERB – Engineering Review Board
FSEU – Facilities, Systems, Equipment and Utilities
IACP – Industrial Area Chiller Plant
KSC – Kennedy Space Center
POC – Point of Contact
SETI – Systems Electronic Tie-In Log
SE – Systems Engineer
SIC – Spaceport Integration Center
U/A – Utility Annex

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DEFINITIONS

N/A

REVISION RECORD

The following revisions have been applied to this document:

Revision Number	Change Description	Date
0	Initial Release	02/21/13
1	Revised Records Section	06/03/14
2	Removed all references to Systems Maintenance and Sustaining Systems Engineers. Replaced all with Systems Engineer. Added required responses by engineering to new SETI log automated email alerts	06/08/14
3	Converted Procedure from ISC to BOSS document	06/21/19
4	Updated Hyperlinks. Updated Department Titles. Updated New BOSS Logo. Updated Signatures.	02/12/24

DOCUMENT APPROVALS

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2/12/2024



Manager, Complex Control Center
Signed by: cards

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