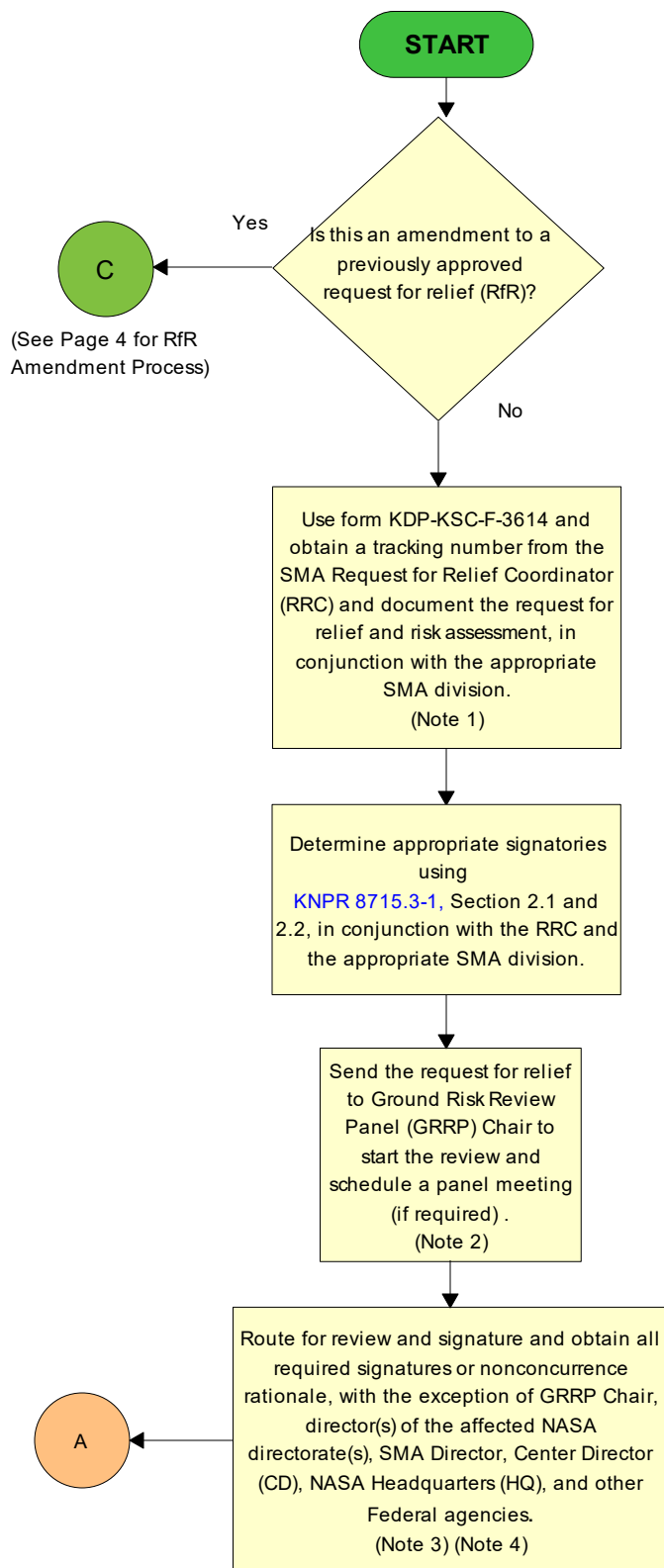


SMA Request for Relief Process

KDP-KSC-P-3614
Rev. E

Organization Requesting Relief (Any
NASA or Contractor Organization)



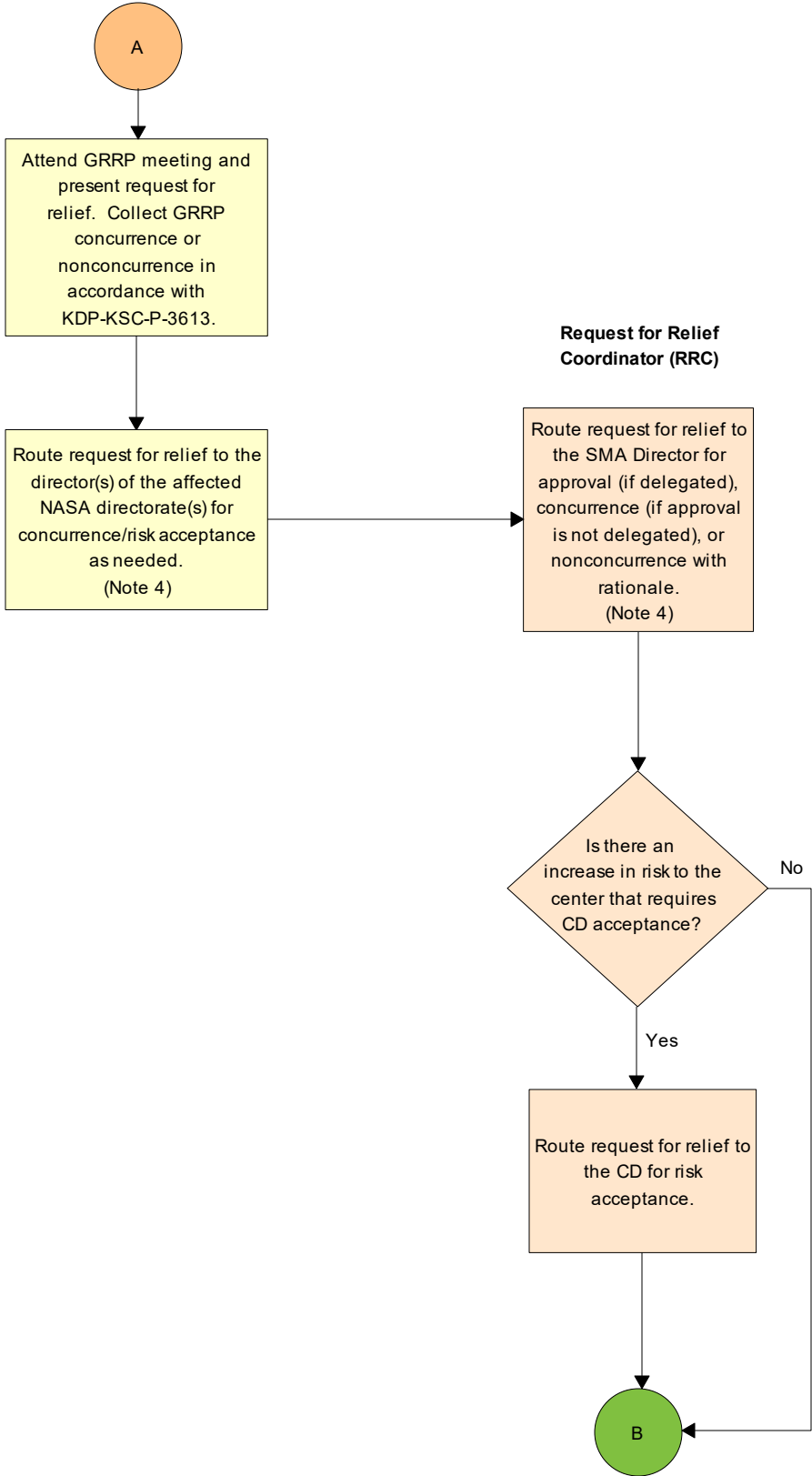
Approval: _____
Deputy Director, Kennedy Space Center

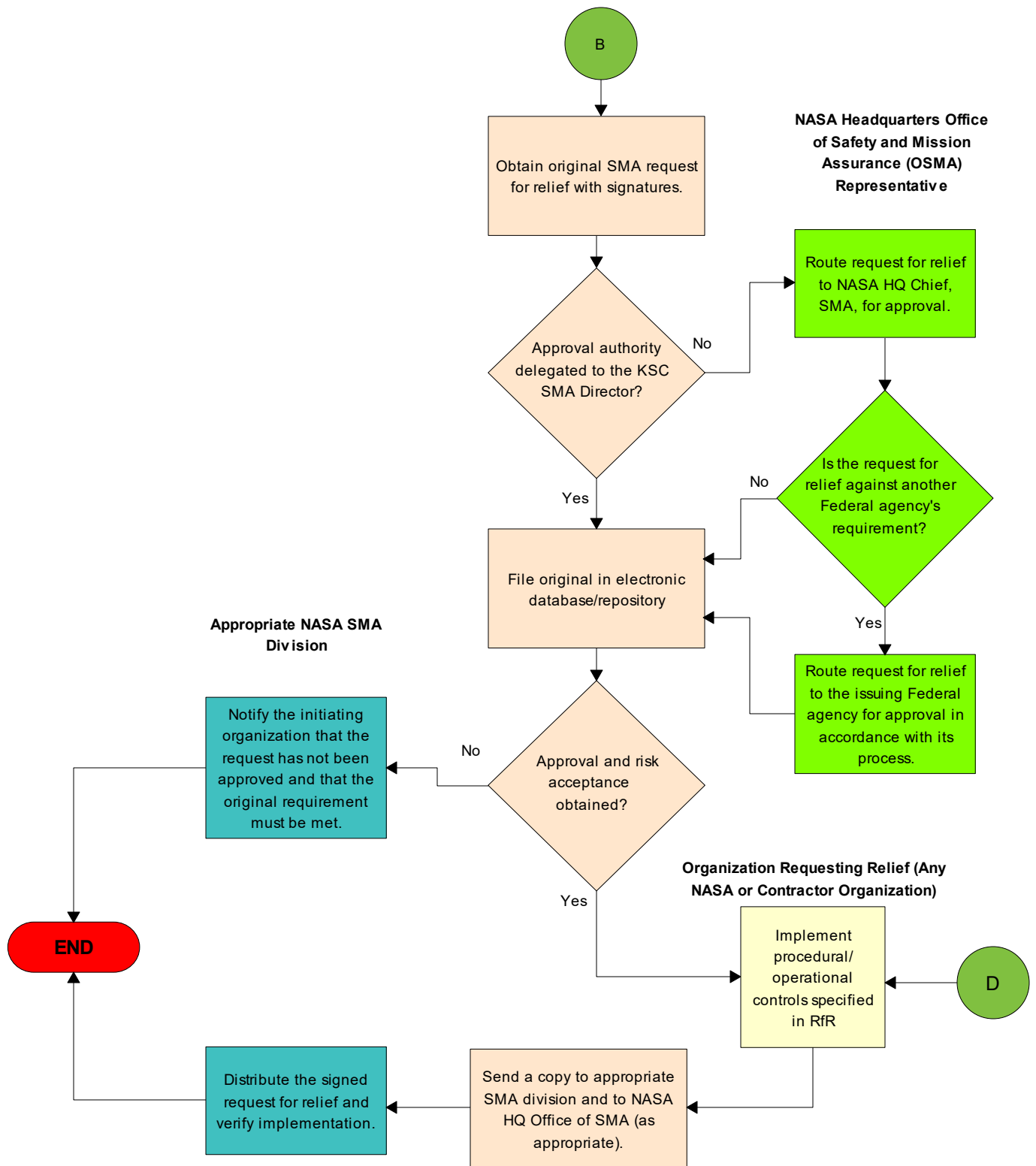
Objectives:

- To comply with [KNPR 8715.3-1](#), [NPR 8715.1](#), [NPR 8715.3](#)
- To ensure integrity and control of the request for relief process
- To ensure appropriate NASA KSC Safety and Mission Assurance (SMA) involvement
- To ensure appropriate risk management
- To ensure proper risk acceptance

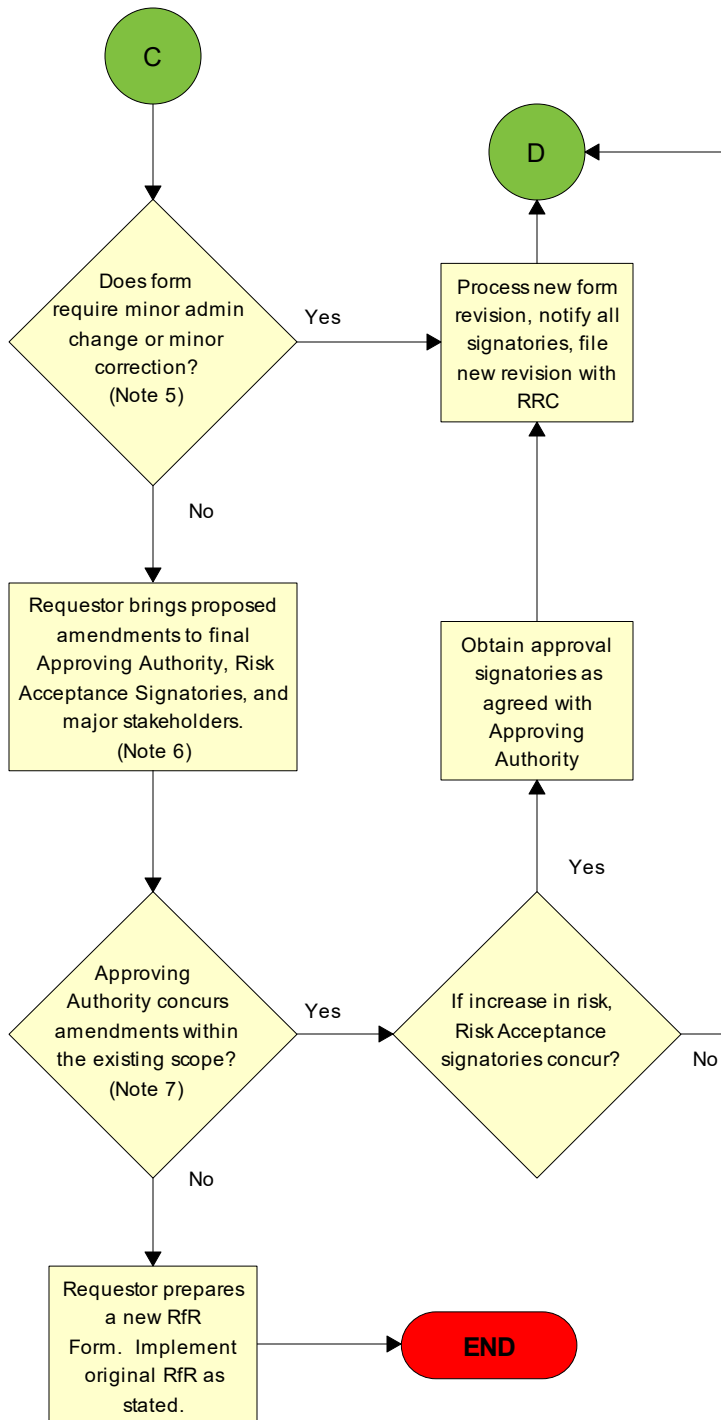
Notes:

1. The RRC can be reached by emailing ksc-sma-request-for-relief@mail.nasa.gov. Use [KDP-KSC-F-3614](#), [SMA Request for Relief Form](#). A program-accepted risk matrix may be used if definitions of likelihood and consequence categories are provided.
2. The GRRP requests 2 weeks to review the request for relief prior to concurrence. The GRRP may elect to conduct an out-of-board review and will inform the requester.
3. While review may happen simultaneously amongst all signatories, signature collection must be sequential down the form list. The American Federation of Government Employees (AFGE) Local 513 will be notified for review and signature.
4. The request for relief can continue through the process even if there are nonconcurrences. It is the responsibility of the approval authority and the risk acceptance authority to decide if they will approve/accept the request for relief with the documented nonconcurrences.





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Notes:

5. Minor admin changes are considered editorial errors, date changes, and supporting data corrections that do not affect the existing controls. Consult with the RRC for determination.

6. Majors stakeholders should include, at a minimum, signatory CSOs, CEs, HMTA, and Institutional Safety Discipline Leads (ISDL). NASA SMA, Division Chiefs, and Contract Management can be invited as required.

7. If Approving Authority and major stakeholders agree to incorporate amendments as a new revision, the Approving Authority may determine if the original signatory list is required, or a partial review, based on the scope for the change. Minimum signatories should be approval and risk acceptance signatories, ISDLs, and CSOs or CEs.