Kennedy NASA Procedural Requirements

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Responsible Office: **Safety and Mission Assurance**

Request for Relief from Safety and Mission Assurance Technical Authority Requirements

National Aeronautics and Space Administration

John F. Kennedy Space Center

KDP-KSC-T-2120, Rev. Basic

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Change Log

Date	Revision	Description
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PREFACE

P.1 PURPOSE

This document establishes Kennedy Space Center (KSC) specific safety requirements for design, operations, and maintenance activities. The requirements herein and higher-level National Aeronautics and Space Administration (NASA) Agency requirements [e.g., NASA Procedural Requirements (NPR)] and Federal requirements [e.g., the Occupational Safety and Health Administration (OSHA) requirements in Title 29 of the Code of Federal Regulations (29 CFR)] are applicable at KSC and other areas where KSC has jurisdiction. These requirements represent combined efforts to identify and mitigate the unique hazards associated with daily institutional operations and ground processing operations at KSC. Furthermore, each employee has a responsibility for safety, both his/her own and that of others who may be impacted by the employee's actions.

P.2 APPLICABILITY

a. This Kennedy NASA Procedural Requirements (KNPR) directive is applicable to all NASA KSC Civil Servants and to the operations and personnel of contractor-operated facilities, short- and long-term contractors, partners, tenants, concessionaires, grant recipients, and/or parties to agreements, to the extent specified or referenced in the applicable contracts, grants, or agreements. These provisions are also applicable at all off-site locations where applicable KSC personnel are performing work.

b. Compliance with applicable higher-level requirements (e.g., 29 CFR OSHA and Agency directives) is mandatory even though the requirements are not called out specifically in this KNPR. The KNPR requirements may be more stringent and are applicable in addition to the higher-level requirements but do not supersede the higher-level requirements.

c. In the event of a conflict between the requirements set forth in this document and:

(1) Program or Agency requirements, the more stringent requirements take precedence.

(2) Sub-tier documents, the provisions of this document take precedence.

(3) Other documents at an equivalent level (e.g., other KNPR documents), the respective document offices of primary responsibility will resolve the conflict on a case by-case basis and provide appropriate guidance.

d. If disagreement exists over which of the aforementioned documents takes precedence, the NASA KSC Director, Safety and Mission Assurance (SMA) will make the final determination.

e. In this KNPR, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes an expected outcome, and "are/is" denotes descriptive material.

f. In this KNPR, all document citations are assumed to be the latest version unless otherwise noted.

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P.3 AUTHORITY

a. NPR 8715.1, NASA Safety and Health Programs

b. KNPR 8715.3-1, KSC Safety Procedural Requirements, Volume 1, Safety Procedural Requirements for Civil Servants/NASA Contractors

c. KNPR 8715.3-1, KSC Safety Procedural Requirements, Volume 1, Safety Procedural Requirements for Civil Servants/NASA Contractors

P.4 APPLICABLE DOCUMENTS AND FORMS

a. NASA Policy Directive (NPD) 8700.1, NASA Policy for Safety and Mission Success

b. KDP-KSC-F-3614, KSC SMA Request for Relief Form

c. NPR 8715.1, NASA Safety and Health Programs

d. KSC Risk Management Scorecard

e. KNPR 8715.2, Comprehensive Emergency Management Plan (CEMP)

f. KDP-KSC-P-3614, KSC SMA Request for Relief Process

P.5 MEASUREMENT/VERIFICATION

Compliance with the requirements contained in this KNPR will be verified through surveillance, inspection, and assessment activities performed by the NASA SMA organization. NASA safety personnel or their designees have the right to enter any NASA KSC-controlled facility to monitor operations in order to accomplish this verification. These safety personnel are subject to safety practices and reasonable security requirements.

P.6 CANCELLATION

This document supersedes the Request for Relief requirements found within KNPR 8715.3, KSC Safety Procedural Requirements.

P.7 Records

Completed and signed Requests for Relief (RFR) will be sent to the RFR Coordinator for recordkeeping purposes. These records shall be stored and maintained in the NASA/KSC RFR SharePoint.

~ original signed on 7/28/2026 by ~

Acting Director, Safety and Mission Assurance

Distribution: TechDoc Library

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CHAPTER 1: GENERAL REQUIREMENTS

1.1 SAFETY REQUIREMENTS MANAGEMENT

a. Final authority and responsibility for implementing the NASA Safety Program at KSC rests with the Center Director. The Center Director has delegated the responsibility for assessing and ensuring compliance with SMA programs at the Center to the NASA KSC Director of SMA. SC program/project and directorate organizations have responsibilities for implementing the safety program with support from SMA. These responsibilities and those assigned to other Center organizational elements are set forth in detail in Kennedy NASA Policy Directive (KNPD) 8700.1, KSC Safety and Mission Assurance Policy Directive.

b. Ownership of this KNPR resides with SMA Institutional Division. The interpretation of the requirements in this KNPR is the responsibility of the SMA Institutional Division with the appropriate SMA organizations that support the program/project and directorates. The NASA KSC Director of SMA is the final authority for interpretation of these requirements.

c. Violations of safety requirements by civil service personnel may result in disciplinary actions.

d. SMA change recommendations involving this document shall be submitted to the point-of-contact (POC) identified in TechDoc. The recommendation should identify the exact language of the proposed change and the rationale for the change. SMA will ensure proper review and disposition of all change recommendations.

1.2 REQUESTING RELIEF FROM SAFETY AND MISSION ASSURANCE TECHNICAL AUTHORITY REQUIREMENTS

a. When KSC or NASA SMA requirement(s) cannot be met, the operating organization shall submit a request for relief (RFR) using KDP-KSC-F-3614, KSC SMA Request for Relief Form, to the Request for Relief Coordinator.

b. Relief is requested using KDP-KSC-P-3614 KSC SMA Request for Relief Process. Requests for relief made by a NASA program/project residing on KSC which does not have any KSC institutional impacts (e.g., risk to KSC personnel/property) will be processed in accordance with that NASA program/project's tailoring process. Requests for relief from contractor-imposed safety requirements will be processed by contract management and are outside the scope of this request for relief process.

c. The request for relief cannot be granted and implemented until the request has been approved and all risk has been accepted. SMA Management owns the SMA requirements and is therefore responsible to approve any change to the requirements but does not have the authority to accept any increase in risk associated with a change to the requirements. Risk acceptance is when the appropriate NASA Management (i.e., Center Director, Program/Project Management), or delegate, impacted by the increase in risk accepts the risk associated with the change of the requirement.

d. This section shall be used to request relief from SMA requirements contained in the following:

(1) NASA KSC requirements documents (e.g., KNPR)

(2) NASA Headquar procedural requirements documents and required standards (e.g., NPR, NASA Standard)

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e. When the unmet requirement(s) resides in both a Center and a higher-level safety document, the request for relief shall be generated against each level of the requirement.

f. Request for relief shall be processed prior to the time when the stated requirement will not be met. Request for relief should be submitted at least ten business days prior to the need date.

1.3 APPROVAL AND RISK ACCEPTANCE AUTHORITIES

a. The level of risk acceptance will be based on the level of risk identified. Entities requesting relief shall work with the NASA KSC Request for Relief Coordinator to determine the appropriate level.

b. The following authorities are required:

(1) The NASA Headquarters Chief of SMA delegates request for relief approval authority to the Center Director in NPR 8715.1, NASA Safety and Health Programs, and the KSC Center Director further delegates approval authority to the NASA KSC SMA Director. The KSC SMA Director may determine that the level of risk exceeds their delegated authority, in which case the approval authority will return to the Center Director or Chief of SMA and the KSC SMA Director will provide concurrence or nonconcurrence.

Note: NPR 8715.3, Requesting Relief from Agency Mission Assurance Requirements delegates to the Center-level SMA Technical Authority (TA) except as noted in NPR 8715.3. When approval authority for requests for relief are delegated to the NASA KSC Director of SMA, the NASA KSC Director of SMA may delegate approval authority to the Program Chief Safety and Mission Assurance Officer (CSO).

(2) The Center Director will be the risk acceptance authority for Center-specific risks associated with the request.

(3) The Program/Project Manager will be the risk acceptance authority for program/project risks associated with the request.

(4) For any risk associated with the request that impacts a non-NASA organization, the manager/director of the non-NASA organization will be the risk acceptance authority.

1.4 REVIEW AND RECOMMENDATION REQUIREMENTS

a. The SMA Director will determine and document additional personnel who will review and provide a recommendation.

b. This determination shall be based on:

(1) Topic(s) of request and the Institutional Safety Discipline Lead (ISDL) requirements in NPR 8715.1. Depending on the subject, the ISDL shall be one of the following:

i. Fire Protection and Life Safety – Authority Having Jurisdiction (AHJ)

ii. Explosives, pyrotechnics, and propellants – Explosives Safety Officer (ESO)

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iii. Fall Protection - Fall Protection Program Administrator (FPPA)

iv. Cranes/lifting devices – Lifting Devices and Equipment Manager (LDEM)

v. Pressure vessels (ground fixed and mobile) – Pressure Systems Manager (PSM)

(2) NASA Program(s)/project(s) impacted by the request.

(3) NASA KSC directorate(s) impacted by the request.

(4) Non-NASA organization(s) impacted by the request.

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CHAPTER 2: REQUEST FOR RELIEF PROCESS REQUIREMENTS

a. At the direction of Kennedy Space Center's Safety and Mission Assurance management, all requests for relief are processed through the decisional Kennedy Safety and Mission Assurance Board (KSMAB). This board ensures stakeholder concurrence and approval by the SMA Director. Please reference KDP-KSC-P-3614, which outlines specifics relevant to the process.

b. Requests for relief shall include documented risk management techniques and risk assessments to provide those in a position to approve or deny the request for relief with the necessary information to make an informed decision.

c. Requests for relief shall include a risk matrix with defined probability (likelihood) and consequence (severity) categories.

Note: The risk assessment process is a principal factor in the understanding and management of risk. Use of the risk matrix ensures that hazards are identified and resultant risks are assessed by considering probability of occurrence and severity of consequence. The KSC Risk Management Scorecard may be used as a reference tool.

d. Requests to amend waivers/deviations, or extend the duration of waivers/deviations that have previously been approved, shall be evaluated by the Request for Relief Coordinator on a case-by-case basis. The Request for Relief Coordinator will integrate with the necessary stakeholders to determine the level/extent of approval required based on the scope of the change.

e. When the review of the request for relief and the associated risk assessment results in a recommendation to not approve the request, the reviewer shall provide detailed rationale for the recommendation.

Note: The request for relief can continue through the process even if there are recommendations to not approve the request. 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.

2.1 REAL TIME OPERATIONAL CONSTRAINTS

a. In the case of off-shift/real-time requirement relief requests against KSC or NASA-level requirements, the operating organization submitting the request shall:

(1) perform an assessment of the risk, and ensure the assessment is reviewed by all affected parties.

(2) obtain approval from the appropriate NASA KSC SMA lead official by the approved means defined below in section 2.1b.

(3) obtain final risk acceptance from the appropriate senior NASA KSC program/project or directorate organization official by the approved means defined below in 2.1b.

b. During time critical operations (e.g., terminal launch countdown), requests for relief may be approved on a recorded net. This approval shall include an assessment of the risk. Appropriate NASA KSC SMA lead officials should include the following individuals in priority order: Director,

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Deputy Director, Associate Director, Chief Safety Officer, Deputy Chief Safety Officer, Division/Office Chief, Deputy Division/Office Chief, and Branch Chiefs.

c. The senior NASA management official at the worksite shall contact the local NASA KSC management officials (see note above for approved list) who would be involved with a nominal waiver request. Contact shall be made by approved means including text, call, verbal, and email.

d. The NASA operational lead shall personally document this verbal concurrence prior to implementation and the person providing the verbal approval must sign the documentation at the earliest reasonable time.

Note: This documentation of verbal concurrence of approvals is an interim record that is acting as a substitute until KDP-KSC-F-3614 can be completed and signed.

e. The operating organization submitting the request shall submit the real-time documentation of approval and acceptance as part of the record of the waiver to the Request for Relief Coordinator.

f. By the end of the next regular business day, the operating organization submitting the request shall notify the Request for Relief Coordinator of their intent to provide additional documentation of the real-time RFR beyond what is outlined in Section 1.2.a. The real-time request, approvals, and how the approvals were obtained shall also be included as an attachment to the RFR Form (KDP-KSC-F-3614).

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CHAPTER 3: REQUEST FOR RELIEF RECORDKEEPING/FOLLOW-UP

a. Each completed request for relief shall be sent to the SMA Request for Relief Coordinator to be formally documented in the KSC Request for Relief SharePoint.

b. When the request for relief impacts a non-NASA organization, the SMA Request for Relief Coordinator shall send a copy to the Contracting Officer or Customer Advocate to provide awareness.

c. The operating organization who submitted the request for relief shall be responsible for implementation and maintenance of procedural and operational controls specified as requirements by the request for relief, and for their own closed-loop tracking.

d. The appropriate NASA KSC SMA Division shall track the implementation through surveillance activities.

e. As the request for relief nears the end of its duration, whichever organization that submitted the waiver shall follow up with the Request for Relief Coordinator to determine if it needs to be continued or if it can expire. If the request for relief needs to be continued, a revision shall be submitted as outlined in 2.d. Extensions shall be requested at least ten business days before the request for relief expires.

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APPENDIX A: DEFINITIONS

Concurrence – A semi-formal documented approval from stakeholders. Signatures are the only required from risk approvers and risk acceptors.

Consequence – The key, possible negative outcome(s) of granting a request for relief to the current requirements that is judged by varying levels of severity.

Contracting Officer (CO) – A contracting officer has delegated authority to manage contracts on behalf of an organization or Program. This individual works directly with contract representatives and functions as a liasion between government and contractor.

Deviation – A documented authorization releasing a program or project from meeting a requirement before the requirement is put under configuration control at the level the requirement will be implemented.

Likelihood – The probability of consequences occuring after a request for relief has been granted for the current requirements.

Request for Relief (RFR) – When an operating organization has identified KSC or SMA requirements that are/will not be met, the operating organization must file a RFR to request approval from the authority to receive relief from the requirements. This form will be signed by necessary stakeholders, risk approvers, and risk acceptors.

Request for Relief Coordinator – This role is responsible for managing the RFR process and the online database housing historical documents, as well as providing subject matter expertise to organizations requesting relief.

Risk – In the context of an RFR, risk is the potential for consequences that may result in harm to personnel, facility, or hardware safety.

Risk Acceptance Authority – Acceptance for an RFR is delegated to the appropriate authority level within a Center. The Center Director will be the risk acceptance authority for Center-specific risks associated with the request, while Program/Project Managers will be the risk acceptance authority for program/project risks associated with the request. For any risk associated with the request that impacts a non-NASA organization, the manager/director of the non-NASA organization will be the risk acceptance authority.

Risk Approval Authority – Approval for an RFR is delegated to the appropriate authority level of SMA. Agency-level requirements that require relief mandate approval from the Chief of the Office of Safety and Mission Assurance, while Center-level requirements require approval from the KSC Director of Safety and Mission Assurance.

Risk Assessment – An analysis of the risks associated with providing relief from the established requirements.

Waiver – A documented authorization releasing a program or project from meeting a requirement after the requirement is put under configuration control at the level the requirement will be implemented.

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APPENDIX B: ACRONYMS AND ABBREVIATIONS

AHJ	Authority Having Jurisdiction
CEMP	Comprehensive Emergency Management Plan
CO	Contracting Officer
CSO	Chief Safety and Mission Assurance Officer
ESO	Explosives Safety Officer
FAR	Federal Acquisition Regulation
FPPA	Fall Protection Program Administrator
ISDL	Institutional Safety Discipline Lead
KNPR	Kennedy NASA Procedural Requirements
KSC	John F. Kennedy Space Center
KSMAB	Kennedy Safety and Mission Assurance Board
LDEM	Lifting Devices and Equipment Manager
NPD	NASA Policy Directive
NPR	NASA Procedural Requirement
OSHA	Occupational Safety and Health Administration
POC	Point of Contact
PSM	Pressure Systems Manager
RFR	Request for Relief
SMA	Safety and Mission Assurance

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