



Dryden Centerwide Procedure

Code X

Dryden Management System Documentation Review

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Electronically approved by
Assistant Director of Management Systems

Check the list at <http://www.dfrc.nasa.gov/Business/DMS/index.html>.
Before use, verify that this is the current version.

1.0 PURPOSE OF DOCUMENT

The purpose of this document is to define the procedure used to review of the Dryden Management System documents.

2.0 SCOPE & APPLICABILITY

This document applies to all Dryden Management System documents controlled through the IDMS.

3.0 PROCEDURE OBJECTIVES

- Inform the Documentation Manager when documents are ready for release.
- Ensure documentation is reviewed appropriately prior to release.
- Ensure documentation is periodically reviewed and approved.

4.0 RELEVANT DOCUMENTS

4.1 Authority Documents

- A. NPD 1280 NASA Management System Policy (Draft)
- B. NPD 8730.3 NASA Quality Management System Policy (ISO 9000)

4.2 Reference Documents

- A. DOP-X-103 MSSO Document Preparation And Control
- B. DCP-F-600 Management Of New DFRC Dryden Policy Directives (DPD)
- C. DCP-F-602 Development Of Internal Use Forms
- D. DCP-F-611 Management Of Existing Dryden Policy Directives (DPD)
- E. DOP-M-308 Information Systems (IS) Configuration Control Board (CCB)

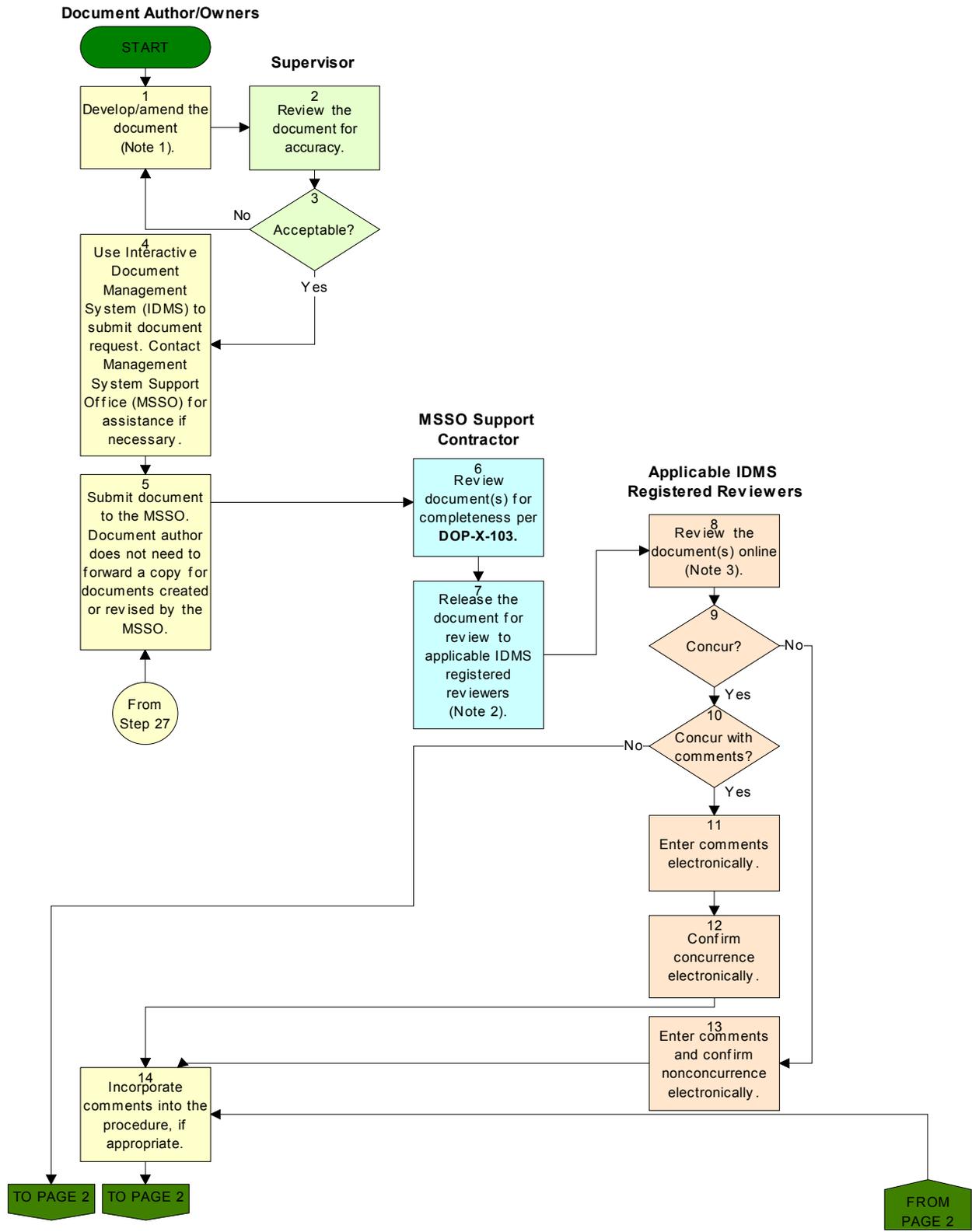
5.0 WAIVER AUTHORITY

The ADMS may authorize waivers to this procedure.

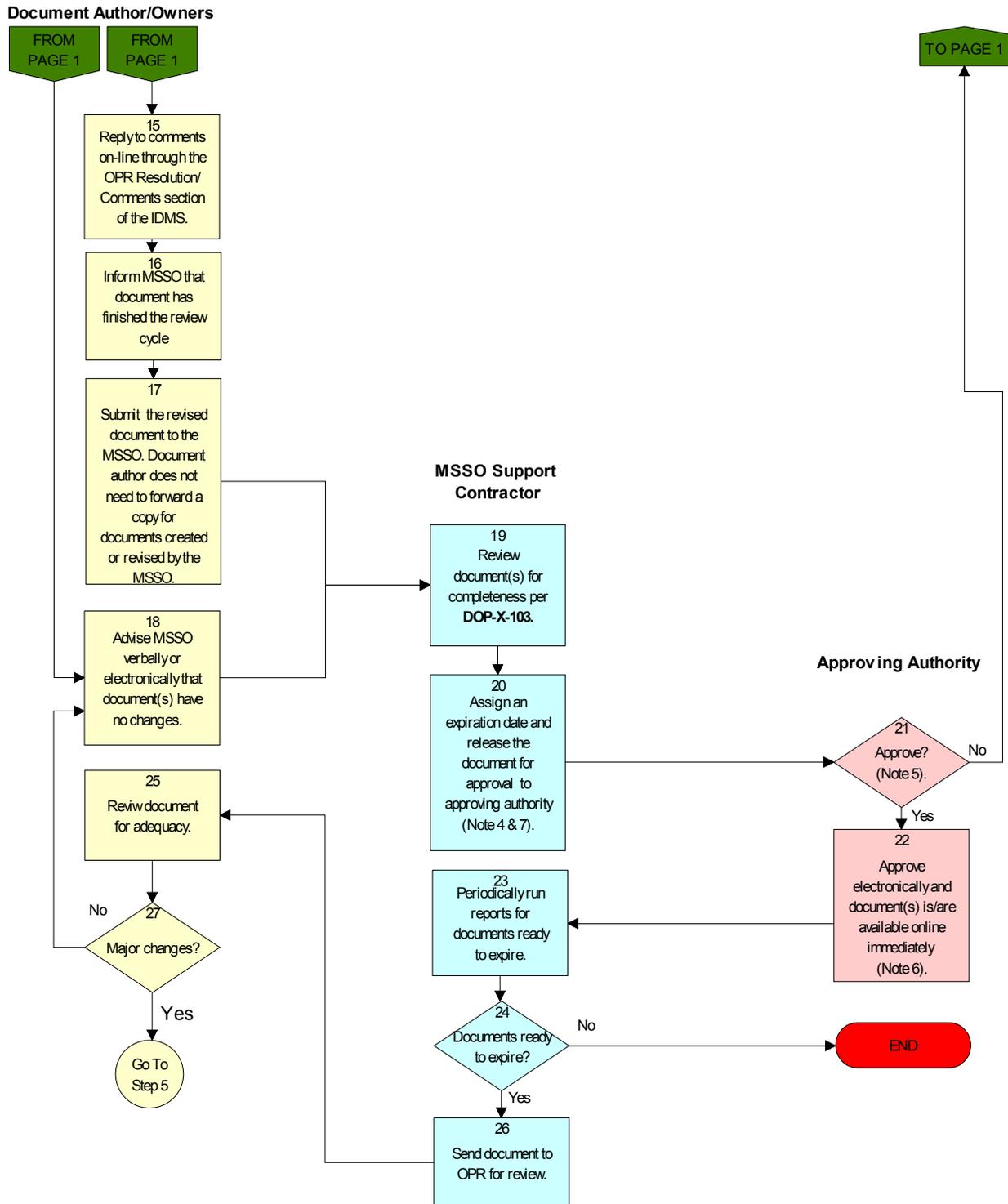
6.0 ACRONYMS

IPP Inter-organizational Process Panel

7.0 FLOWCHART



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8.0 PERFORMANCE METRICS & TREND ANALYSIS

None

9.0 MANAGEMENT SYSTEM RECORDS & RETENTION

None

Document History Log

This page is for informational purposes and does not have to be retained with the document

Status Change	Document Revision	Effective Date	Page	Description of Change
Baseline		2/2/99		
Revision	Rev A	3/17/99		Added DHB to note 4, Inserted Note 6 and changed Note 6 and 7 to Notes 7 and 8
Revision	Rev B	3/26/99		Changed "IDMS Administrator" to "Documentation Administrator" , modified block three of "Document Author/Owner" on page 1 and fourth block on page 2, removed "electronic" from Note 3 on page 1.
Revision	Rev C	3/31/99		Modified Note 1.
Revision	Rev D	4/13/99		Modified block 1 for "Document Author/Owner" and "First Line Supervisor". Added second bullet to Note 1.
Revision	Rev E	5/28/99		Renumbered Notes 2-6. Modified Note 1, Note 2, and Note 4. Modified blocks 2 & 3 of "Document Author/Owner" on page 1 and block 2 on page 2.
Revision	Rev F	7/6/00		Modified Notes 1, 2, 4, 6 and the reference note and the tasks for Document Administrator.
Revision	Rev G	6/5/02		Modified Note 4 to clarify who approves DOPs,DEIs, and DHBs, for the Office of the Center Director.
Revision	Rev H	5/22/03		Changed Note 2 to add the four different approval processes. Moved the Document Manager's responsibilities under the MSSO Contractor. Used the new document template for flowchart documents. Changed the title in column 2 of the flow chart to Supervisor. Delete Note 5 which described "Table Top" reviews because it was replaced by the IPP review.
Revision	Rev I		2, 3, 4	Added an objective to include the re-review of documents and added blocks 23 – 27 in the flow chart to address the re-review of documents. Also added numbers to the blocks in the flowchart.

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