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## **ORGANISATION AND BASIC RULES OF THE EXECUTIVE**

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## 1. **INTRODUCTION**

The Charter defines the structure of the ESCC and the responsibilities and tasks of the Executive. It also details the rules concerning the Executive's liaison with, and representation at, the SCSB.

## 2. **SCOPE**

This document amplifies the responsibilities and tasks of the Executive given in the Charter.

## 3. **DEFINITIONS AND ABBREVIATIONS**

### 3.1 **DEFINITIONS**

EEE Part	An EEE part or component is taken to mean any item or device determined by the SCSB to be treated as a component within the ESCC framework, in line with the definitions found within ECSS-Q-60.
Executive	A collective term used to describe the ESC organisation that comprises resources provided by ESA and national space agencies with the responsibility for the Executive Task.

### 3.2 **ABBREVIATIONS**

The following abbreviations are used in this document:

Charter	Charter of the European Space Components Coordination
CTB	Components Technology Board
ECSS	European Cooperation for Space Standardisation
EEE	Electrical, Electronic and Electro-mechanical
EPPL	European Preferred Parts List
ESA	European Space Agency
ESCC	European Space Components Coordination
ESCIES	European Space Component Information Exchange System
Executive	ESCC Executive
DCR	Document Change Request
PSWG	Policy and Standards Working Group
QML	ESCC Qualified Manufacturers List
QPL	ESCC Qualified Parts List
SCSB	Space Components Steering Board

## **4. RELATED DOCUMENTS**

### **4.1 APPLICABLE DOCUMENTS**

The following documents are applicable to the extent specified herein:

ESCC 00000	Charter of the European Space Components Coordination
ESCC 10100	Organisation and Basic Rules of the SCSB
ESCC 10300	Organisation and Basic Rules of the Policy and Standards Working Group
ESCC 10400	Organisation and Basic Rules of the Component Technology Board
ESCC 11100	Internal Audit Procedure for the ESCC System
ESCC 11101	Correction and Prevention of Errors in the Operation of the ESCC System
ESCC 11102	Complaints and Appeals Procedure
ESCC 11103	Performance Metrics Procedure
ESCC 12001	The ESCC Documentation System
ESCC 12002	Procedure for ESCC Document and Specification Management
ESCC 12102	Procedure for Non-conformance Management
ESCC 12200	ESCIES Management Procedure

### **4.2 REFERENCE DOCUMENTS**

ECSS-Q-60	Space Product Assurance Electrical, Electronic and Electromechanical (EEE) Components
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## **5. ROLES AND RESPONSIBILITIES**

### **5.1 GENERAL**

The primary responsibility of the Executive is to provide a uniform, efficient organisation for the custody and management of the ESCC Specification System and for the evaluation and qualification of components and the certification of components and component manufacturers.

ESA and cooperating European space organisations will commit agreed resources to the Executive Task, and shall utilise appropriate organisational and management structures necessary to fulfil the tasks delegated to them. The agreed resource agreements are documented in memoranda of understanding signed by the contributing organisations.

## 5.2 EXECUTIVE MEMBERS

Executive Members are ESA and the National Space Agencies contributing to the Executive Task.

The Executive Members will coordinate and guide the activities of their own contributed resources committed to the Executive Task. The goal is to support the uniformity of approach required to maintain ESCC objectives and policy and, by so doing, the reputation of the system.

National Space Agencies will document their contribution to the Executive Task through signing a memorandum of understanding with ESA.

## 5.3 ESA

ESA provides an Executive Manager and core administrative functions for the Executive. ESA is responsible, through these provisions, for the custody and management of the ESCC Specification System.

ESA shall harmonise the activities and all resources contributed to the Executive Task.

## 5.4 THE EXECUTIVE MANAGER

The Executive Manager will be responsible for the overall structuring, management and coordination of the Executive Task. He/she will establish and maintain a staff complement commensurate with the Executive tasks and functions. These responsibilities will include the setting of Executive plans, and their implementation ensuring that they comply with ESCC objectives and policy. Specific responsibilities of the Executive Manager are as follows:

- Primary interaction with ESA management concerning ESCC business.
- Monitoring of resource demands made on the Executive and the ability of the organisation to meet these demands and keeping ESA management and the SCSB informed of resource related problems.
- Formulation of staff and management plans detailing individual roles and responsibilities and the direction of the Executive and its contractors.
- Liaison with representatives of European space organisations and the coordination of the participation of these organisations in the tasks of the Executive.
- Representation of the Executive at the SCSB, PSWG and CTB in accordance with the appropriate rules given in ESCC 10100, ESCC 10300 and ESCC 10400.
- Accepting performance metrics, set by the PSWG, applicable to the efficient operation of the Executive.
- Operation of an internal audit programme.
- Operation of a complaints and appeals procedure.
- Operation of an Executive administration function.
- Operation of Executive internal working procedures.
- Reporting to the SCSB.

## **6. PROGRAMME OF WORK**

### **6.1 CUSTODY AND MANAGEMENT OF THE ESCC SPECIFICATION SYSTEM**

The Executive is responsible for the custody and configuration management of the ESCC Specification System and distribution to users of all documents published within the system. The Executive shall review and approve all ESCC Detail Specifications, and shall provide support and guidance to users in their preparation.

The Executive Manager shall operate and document a system for the custody and management of the ESCC Specification System. The system shall as a minimum include the specific documentation of processes and procedures employed in the following:

- The publication and distribution of ESCC specifications and supporting documentation.
- The preparation and approval of ESCC specifications.
- Provision of technical writing support for the ESCC Specification System.
- Approval procedures for ESCC Specifications per ESCC 12002.
- Management and processing of ESCC Documentation Change Requests (DCRs) and the preparation of status reports.
- Storage, handling and security of information for ESCC documentation.
- Preparation of a master list of published, superseded, obsolete and withdrawn ESCC Specifications.

The Executive Manager shall be specifically responsible for the planning of the Executive tasks associated with the custody and management of this system. These planning processes shall be conducted in close liaison with the PSWG Chairman and be consistent with the policies set by the PSWG and its programme of work. To this end the Executive Manager or a nominated representative shall participate where necessary in PSWG and PSWG drafting group meetings. The Executive Manager shall also provide assistance to the PSWG Chairman with the preparation of PSWG progress reports and the reporting of problems to the SCSB.

### **6.2 EVALUATION, QUALIFICATION AND CERTIFICATION OF COMPONENTS AND COMPONENT MANUFACTURERS**

The Executive shall coordinate all activities related to the evaluation and qualification of EEE components, technologies and component manufacturers, and the issue of appropriate certification.

The Executive Manager shall operate and document a system for these activities which shall as a minimum include the following:

- Management of the Annual Qualification Programme.
- Management of the Qualification Maintenance Programme.
- Procedures for the preparation and maintenance of the QPL and QML.
- Management of ESCC Non-conformances in accordance with ESCC 12102.



- Preparation and Conduct of ESCC Audits.
- Supervision of qualified Component Manufacturers and those under qualification.

The Executive is responsible for the implementation of the requirements contained in the published specifications. The Executive Manager shall advise the SCSB of any difficulties encountered in implementing ESCC rules and procedures explaining the reasons involved and proposing possible solutions.

The Executive Manager shall be specifically responsible for the planning and management of the implementation of the ESCC Annual Qualification Programme prepared by the CTB. The Executive Manager shall be responsible for the preparation of ESCC Qualification Programme progress reports, participation in the planning of future programmes and where necessary participation in CTB meetings. This shall include the provision of assistance to the CTB Chairman in preparing CTB reports and reporting problems to the SCSB.

### 6.3 INTERNAL WORKING PROCEDURES

The Executive Manager shall operate a system of documented internal working procedures the provisions of which are implemented amongst the Executive staff. This will include the wider responsibility for the coordination with European national space organisations contributing resources to the Executive Task in order to provide a cohesive quality management approach over the Executive operation as a whole. Where national space organisations have appropriate internal working procedures in operation, compliant with the requirements of this document, these may be used.

The Executive Manager shall ensure all Executive Tasks are performed according to the appropriate working procedures. The procedures shall be under formal configuration control.

The internal working procedures shall specifically define the management and organisation of the Executive, the documentation system employed and the means by which quality is monitored, reviewed and improved.

### 6.4 HARMONISATION OF RESOURCES

The Executive shall operate and document a system for the harmonisation of manpower and material resources committed to the tasks and functions of the Executive by ESA and cooperating European space organisations.

The Executive Manager shall be responsible for developing and structuring the system and for negotiating its implementation with the cooperating space organisations. The contribution of resources to the system by its participants shall be formalised by written agreement (MoU) between the Executive Manager and the nominated representative of each of these organisations.

The following principles shall be applied as a minimum in the formulation of such agreements:

- Identification of organisations participating in the tasks of the Executive.
- Identification of the level of resources committed to Executive tasks and the expertise and availability of nominated staff.

- Identification of any supporting administrative, technical and laboratory facilities.
- Determination of participating organisations national/international status and quality assurance status.
- Establishment of the level of commitment to individual types of task.

Agreements made with cooperating space agencies shall be subject to regular review by the Executive Manager with regard to their successful operation and effectiveness. The Executive Manager shall be responsible for reporting any operating difficulties or other implementation problems to the SCSB.

## 6.5 EXECUTIVE ADMINISTRATION FUNCTION

The Executive Manager shall make provisions for and operate an administration function within the Executive and ensure the system employed is adequately staffed and provided with appropriate material and information technology resources.

Specific Executive administrative duties shall include:

- Retention of ESCC and Executive records.
- Provision of a focal point for user assistance, the satisfaction or direction of enquiries and the dissemination of ESCC information.
- Processing of EEE component evaluations, qualifications and maintenance of administrative material and the direction of this material to Executive staff.
- Processing of administrative material associated with the custody and management of the ESCC Specification System and the direction of material where appropriate to Executive staff.
- Administration of material associated with the ESCC Information Service.
- Administration of configuration management activities and processing of ESCC document change requests.

The administrative system developed shall be termed the ESCC Executive Secretariat and be described and documented in the Executive internal working procedures including all routines, processes and procedures.

## 6.6 ESCC INFORMATION SERVICE

The Executive shall operate a component information exchange system to satisfy the ESCC objective defined in the Charter and to serve as a resource and memory for the ESCC System. This shall be based on a server connected to, and accessible to users via, the World Wide Web.

This information system is based on two registered domain names [escies.org](http://escies.org) and [spacecomponents.org](http://spacecomponents.org). The former shall be used for the ESCIES i.e. predominantly component data and the latter for ESCC system promotion and support of the work of the bodies. The operation of these resources is detailed in ESCC 12200.

The Executive shall utilise ESCIES to provide the primary interface between the ESCC

Specification System and the user community. The information provided shall include the following:

- Assessed and qualified space components, component technologies and component manufacturers. (QPL and QML)
- Provision of ESCC Programme Status Reports.
- Published ESCC Specifications.

The Executive shall additionally provide and maintain a service for the periodic electronic distribution of ESCC Specifications, QPL, QML and other documents within the system, as determined by the PSWG, on appropriate physical media e.g. CD-ROM. This service shall be operated while there is a user demand for it and at intervals appropriate to the rate of change of the specification system through new issues and up issues.

The Executive shall deploy the necessary information technology and software tools for the distribution, updating and configuration management of ESCC documentation. Specific provisions shall be made for safe keeping, protection and security of ESCC and proprietary data and the respect of any associated copyright.

The system and processes developed by the Executive for providing an information service shall be documented and as a minimum cover the following topics:

- Preparation of information concerning assessed and qualified space components, component technologies and component manufacturers.
- Preparation of ESCC Annual Qualification, Qualification Maintenance and Non-conformance Status Reports.
- Description of supporting software routines and hardware used in support of ESCC publishing activities.

## 6.7 ESCC POLICY

The Executive shall provide advice on component policies and programmes to the SCSB, CTB and PSWG. The Executive shall take no action affecting ESCC policy without the approval of the SCSB.

## 6.8 LIAISON WITH EXTERNAL ORGANISATIONS

The Executive, as directed by the SCSB, shall liaise with external standards and specification authorities whose activities impact or have synergy with the functions or objectives of the ESCC Specification System.

## 7. EXECUTIVE BASIC RULES

### 7.1 DOCUMENTATION

All ESCC documentation produced under the authority of the Executive shall be in accordance

with the rules given in ESCC 12001.

**7.2 INTERNAL AUDITS**

The Executive shall document methods and publish plans for its internal auditing activities. These shall fulfil the rules and guidelines defined in ESCC 11100.

**7.3 CORRECTION AND PREVENTION OF ERRORS**

The Executive shall operate a system to manage non-conformances occurring in the operation of the ESCC System raised in accordance with ESCC 11101. In operating this system the Executive shall propose measures to minimise errors and their recurrence.

**7.4 COMPLAINTS AND APPEALS**

The Executive shall operate a system for dealing with complaints and appeals that are received relating to its work or responsibilities. Complaints and appeals that remain unresolved four months after the date of their receipt shall be referred to the SCSB.

The rules and guidelines for dealing with complaints and appeals are given in ESCC 11102.

**7.5 PERFORMANCE METRICS**

The Executive shall work closely with the PSWG to maintain a range of performance metrics covering all of the tasks within the Terms of Reference of the Executive. The Executive Manager shall closely monitor the performance of the Executive against the specific metrics, and shall regularly report the standard of performance achieved to the SCSB. This reporting shall identify areas of concern, and proposed solutions. Performance metrics shall be defined and applied in accordance with the rules and guidelines given in ESCC 11103.

**8. APPROVALS**

The Executive Manager is responsible for approving the following activities prior to the submission of pertinent outputs, as required by the Charter and ESCC 10100, to SCSB:

Activity	Responsibility	Submitting Body
Detail Specifications	Executive Manager	Executive Members
QPL and QML	Executive Manager	Executive Secretariat
Internal audit programme and results	Executive Manager	Executive Members
Non-conformance Control/MRB closures	Executive Manager	Executive Members
Configuration Control Report	Executive Manager	Executive Members
Qualification Programmes	Executive Manager	Executive Members
Annual Plans	Executive Manager	Executive Members

**9. RECORDS AND REPORTING**

**9.1 RECORDS**

The following records shall be maintained:

Record	Responsibility	Retention Period
Annual reports	Executive Manager	5 years
Annual plans	Executive Manager	5 years
Internal audit programme and results	Executive Manager	5 years
Performance Metrics	Executive Manager	5 years
Complaints and Appeals	Executive Manager	5 years
ESCC documents under configuration control	Executive Secretariat	Ongoing
ESCC documents superseded or withdrawn	Executive Secretariat	10 years
Detail specifications processed	Executive Secretariat	5 years
Document Change Requests processed	Executive Secretariat	10 years
Non-conformance Control Sheets	Executive Secretariat	5 years
Qualifications file	Executive Secretariat	10 years
QPL and QML	Executive Secretariat	Ongoing

**9.2 REPORTING**

The Executive Manager shall provide full transparency of the Executive operations to the SCSB by means of periodic reports detailing progress to date, areas of concern, and performance against the agreed metrics. Organisations contributing resources to the Executive Task will provide similar transparency of their operations to the Executive Manager in order that this requirement may be fulfilled.