



**PROCEDURE FOR  
CONFIGURATION MANAGEMENT**

**ESCC Policy and Procedure Document No. 11001**

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## 1 **INTRODUCTION**

This procedure specifies how configuration management activities are to be performed to control all configurable ESCC System products and services.

## 2 **SCOPE**

This document defines requirements and gives guidance for:

- Identification of items for configuration control.
- Control of changes to identified items.
- Reporting of configuration status of controlled items.

This document applies to all items designated for Configuration Management at any level of decomposition within the ESCC System.

## 3 **DEFINITIONS AND ABBREVIATIONS**

### 3.1 **DEFINITIONS**

None.

### 3.2 **ABBREVIATIONS**

The following abbreviations are used in this document:

AQP	Annual Qualification Programme
CI	Configured Item
CIDL	Configuration Item Data List
CM	Configuration Management
CSA	Configuration Status Accounting
CSR	Change Status Record
CTB	Components Technology Board
DSR	Document/Drawing Status Record
ECSS	European Cooperation for Space Standardisation
EPPL	European Preferred Parts List
ESCC	European Space Components Coordination
ESCIES	European Space Components Information Exchange System
Executive	ESCC Executive
ISO	International Organisation for Standardisation
MOU	Memorandum of Understanding
MRB	Material Review Board
NCCS	Non-conformance Control Sheet
PID	Process Identification Document
PSWG	Policy and Standards Working Group
QML	ESCC Qualified Manufacturers List
QPL	ESCC Qualified Parts List
SCSB	Space Components Steering Board
WG	Working Group

## 4 RELATED DOCUMENTS

### 4.1 APPLICABLE DOCUMENTS

The following ESCC Policy and Procedure Documents are applicable to the extent specified herein:

ESCC No. 10100	Organisation and Basic Rules of the SCSB
ESCC No. 10300	Organisation and Basic Rules of the ESCC Policy and Standards Working Group
ESCC No. 10400	Organisation and Basic Rules of the ESCC Components Technology Board
ESCC No. 12001	The ESCC Documentation System
ESCC No. 12002	Procedure for ESCC Document and Specification Management
ESCC No. 12003	Procedure for ESCC Document and Specification Administration
ESCC No. 12300	The European Preferred Parts List (EPPL) and its Management

### 4.2 REFERENCE DOCUMENTS

ECSS-M-ST-40	Space Project Management - Configuration and Information Management
ISO 10007	Quality Management - Guidelines for Configuration Management

## 5 RESPONSIBILITIES

### 5.1 EXECUTIVE

The Executive shall be responsible for the overall configuration management of the ESCC System. In particular it shall be responsible for the following parts of the system:

- ESCC specification system (Levels 2, 3 and 4 per ESCC No. 12001).
- ESCC system procedures (Levels 0 and 1 per ESCC No. 12001)
- ESCIES.
- ESCC qualification system.
- QPL and QML.
- Non-conformance Control System.
- Training Courses.

### 5.2 ESCC SECRETARIAT

The ESCC Secretariat shall be responsible for configuration control of:

- All records produced by the SCSB, CTB and PSWG.
- Audit Programme and Implementation.
- Complaints and Appeals.
- Conference outputs.
- Membership Lists.

5.3 **EXECUTIVE MEMBERS**

The Executive Members shall forward the output of national ESCC Detail Specifications and qualification activities to the Executive Secretariat to be retained and put under configuration control.

5.4 **SCSB**

The SCSB shall forward the output of ECSS standardisation activities to the ECSS Secretariat, to be put under configuration control.

The SCSB shall forward its records output (refer to Records in ESCC No. 10100) to the ESCC Secretariat to be put under configuration control.

5.5 **CTB**

The CTB shall forward its output records (refer to Records in ESCC No. 10400) to the ESCC Secretariat to be put under configuration control.

5.6 **PSWG**

The PSWG shall forward ESCC Basic and Generic Specifications to the Executive, to be put under configuration control.

The PSWG shall forward its output records (refer to Records in ESCC No. 10300) to the ESCC Secretariat to be put under configuration control.

**6 CONFIGURATION MANAGEMENT**

All CM policies, activities and conventions specific for the ESCC System are defined in this configuration management procedure.

**7 CONFIGURATION IDENTIFICATION**

Configuration identification shall include the following activities (ref. ISO 10007):

- Determine the system structure.
- Select configuration items.
- Document the configuration item's characteristics, including interfaces and subsequent changes.
- Allocate identification characters or numbers to the configuration items and their documents.

The following table identifies the CIs for the ESCC system and the related documents required to control each of them:

Configured Item	Related Documents	Responsibility for CM
ESCC Specifications	Specification Document (1) Document Change Requests	Executive
ESCC System Definition	System Procedures Executive Internal Working Procedures	Executive
	SCSB, PSWG, CTB Internal Working Procedures	ESCC Secretariat

Configured Item	Related Documents	Responsibility for CM
ESCC Qualifications	Qualification Plan AQP Status Reports Maintenance Status Reports Qualification Certificates Component PID Evaluation Test Plans Evaluation Test Reports Manufacturer Audit Reports Qualification Test Reports Qualification Extension Data Packages	Executive
QPL and QML	QPL and QML Applications Qualification Certificates	Executive
EPPL	ESCC No. 12300 Document Input Forms EPPL Document	Technical Authority (PSWG)
ESCIES Infrastructure	ESCIES operation Document	Executive
SCSB, PSWG, CTB Outputs	Strategic Plan Annual Plans AQP	ESCC Secretariat
Conferences	Conference Plan Conference Announcements Conference Programmes Conference Proceedings Participants Lists	ESCC Secretariat
Training Courses	Training Course Material (tutorials, handouts, descriptions, certificates, application forms).	Executive
Complaints and Appeals	Complaints and Appeals forms Disposition Records Response Records	ESCC Secretariat
Audit Programme and Implementation	Audit Programme Audit Records (plans, reports etc.)	ESCC Secretariat
ESCC Membership (SCSB, CTB, PSWG and WGs)	Membership Lists	ESCC Secretariat
Executive Membership	Membership List MOUs	Executive
Non-conformance Control System	NCCS, MRB Records	Executive

Some of these CIs may be further decomposed for configuration purposes (e.g. the ESCIES Infrastructure may be divided into hardware and software).

**NOTES:**

1. An ESCC Specification becomes a controlled document when the draft is approved by the approval authority concerned and a specification number is assigned by the Executive Secretariat.

## 8 **CONFIGURATION CONTROL**

After the initial release of configuration documents, all changes shall be controlled.

Configuration control involves the following activities, which shall be documented in detail in change control procedures:

- Document and justify the change.
- Evaluate consequences of the change.
- Approve or disapprove the change.
- Implement and verify the change.
- Process deviations.

For ESCC Specifications these activities are documented in the Document Change Request procedure (ESCC No. [12002](#)).

## 9 **CONFIGURATION STATUS ACCOUNTING**

The purpose of this activity is to provide information of all configuration identifications.

CSA records and reports are a by-product of the identification and control activities.

CSA provides configuration identification lists for CIs and document and change status information. This information shall be provided in the following reports:

- (a) CIDL record: it shall cover all items of the Configuration Identification table and their status.
- (b) CSR.
- (c) DSR.

## 10 **RECORDS AND REPORTING**

### 10.1 **RECORDS**

The following records shall be maintained:

Record	Responsibility	Retention Period
Configuration Item Data List	Executive	Ongoing
Change Status Report	Executive	Ongoing
Document Status Report	Executive	Ongoing

### 10.2 **REPORTING**

A CM status shall be made available to the ESCC System members via ESCIES. In addition, a CM report shall be made available to the SCSB on an annual basis.