

MWI 8040.5

REVISION A

EFFECTIVE DATE: January 16, 2002

EXPIRATION DATE: January 16, 2007

MARSHALL WORK INSTRUCTION

ED01

FLOOR ENGINEERING ORDERS AND FLOOR ENGINEERING PARTS LISTS (FEOs/FEPLs)

CHECK THE MASTER LIST at
<https://repository.msfc.nasa.gov/directives/directives.htm>
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		10/1/00	MWI derived from CM-INST-001 and CM-INST-003. Previous history retained as part of historical MSFC Documentation Repository files.
Revision	A	1/16/02	Deleted paragraph 3.2, CM-INST-002, and renumbered subsequent paragraphs. Paragraph 5, last sentence: deleted "as defined in CM-INST-002" and replaced with "accessible at http://starbase.msfc.nasa.gov:8000/forms. " Paragraph 6.2.3.1, deleted "according to CM-INST-002." [Footer URL updated 01/14/2004 by Directives Manager.]

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1. PURPOSE

To provide instructions for expediting the process of change documentation (engineering orders (EOs) and engineering parts lists (EPLs)) as FEOs/FEPLs to allow manufacturing or test organizations to proceed without interruption. This process avoids schedule impacts while the change package containing the official baseline configuration documentation is in the preparation, approval, and release cycle. NOTE: The FEO/FEPL method is a risk jointly taken by the responsible design and manufacturing or test organizations. If during the EO/EPL process, design decides a technical change is required to the signed FEO/FEPL, design shall cancel or replace the original FEO/FEPL, notify manufacturing or testing organizations, and reinitiate this entire process.

2. APPLICABILITY

This Instruction is limited to Marshall Space Flight Center (MSFC) in-house activities conducted by MSFC personnel and MSFC support contractors. This Instruction will not be utilized for processing changes to specific contract requirements.

3. APPLICABLE DOCUMENTS

- 3.1 MWI 8040.2, "Configuration Control, MSFC Programs/Projects"
- 3.2 MPG 1440.2, "MSFC Records Management Program"
- 3.3 NPG 1441.1, "NASA Records Retention Schedules"

4. REFERENCES

None

5. DEFINITIONS

FEO/FEPL. The method by which design and manufacturing or test organizations agree to an engineering change which allows manufacturing or test to proceed without a schedule impact while design prepares the official change package. The FEO/FEPL method uses the EO/EPL forms accessible at <http://starbase.msfc.nasa.gov:8000/forms>.

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6. INSTRUCTIONS

6.1 Organizations Performing Manufacturing or Testing shall:

6.1.1 Identify the need for an FEO/FEPL and coordinate with the design activity.

6.1.2 Sign the design prepared FEO/FEPL.

6.1.3 Implement the FEO/FEPL.

6.1.4 Provide the design organization an estimated need date that the released EO/EPL must be available for parts inspection. The released EO/EPL shall replace the FEO/FEPL in the work order package, and the EO/EPL shall be used for inspection. A part/assembly that has an FEO/FEPL against it shall not be used in the next higher assembly until inspected to the released EO/EPL.

6.2 Responsible Design Activity shall:

6.2.1 Coordinate with manufacturing or test personnel and prepare the required FEO/FEPL (obtain the appropriate number identifiers from the Release Desk).

6.2.2 Sign the FEO/FEPL and obtain manufacturing or test personnel signature.

6.2.3 Process the original signed FEO/FEPL as an EO/EPL as follows:

6.2.3.1 Add additional information required to the FEO/FEPL for processing as a normal EO/EPL.

6.2.3.2 Prepare and submit the change package with supporting documentation to the CCB Secretariat in accordance with MWI 8040.2. However, the design organization is responsible in lieu of the CCB Secretariat for processing the change through the CCB to the MSFC Release Desk to meet the estimated need date specified in 6.1.4. A part/assembly with an FEO/FEPL against it shall not be used in the next higher assembly until inspected to the released EO/EPL.

6.3 MSFC Release Desk shall:

6.3.1 Assign appropriate numbers when requested by the design organization.

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6.3.2 Expedite the release of the change package and distribute a copy of the released EO/EPL to the manufacturing or test organization.

6.4 Quality Assurance. The responsible Quality Assurance organization shall inspect the hardware to the released EO/EPL. If the released EO/EPL is not available when required, the Quality Assurance organization shall put a hold on the hardware and notify the Project Manager or System Engineer.

7. NOTES

None

8. SAFETY PRECAUTIONS AND WARNING NOTES

None

9. RECORDS

FEOs/FEPLs processed in accordance with this document are replaced by the EOs/EPLs and shall be maintained in accordance with MPG 1440.2 and NPG 1441.1, Schedule 8/9. The CCB Secretariat or designee shall serve as the records custodian and maintain as a part of the Program Control Number (PCN) files.

10. PERSONNEL TRAINING AND CERTIFICATION

None

11. FLOW DIAGRAM

None

12. CANCELLATION

MWI 8040.5 dated October 1, 2000

Original Signed by
Axel Roth for

A. G. Stephenson
Director