

MWI 1700.3

REVISION B

EFFECTIVE DATE: February 20, 2004

EXPIRATION DATE: February 20, 2009

MARSHALL WORK INSTRUCTION

QS01

NASA SAFETY REPORTING SYSTEM CORRECTIVE ACTION PROCESS

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		12/13/99	
Revision	A	4/5/01	Updated applicable document to current version; corrected office codes to correspond with new codes due to S&MA reorganization; and renumbered document in accordance with MPG 1410.2.
Revision	B	2/20/2004	NSRS responsibility assigned to QS40. Changed "NPG" to "NPR" throughout document. Added NPR 1441.1 as applicable document. Retention period changed per NPR 1441.1. Updated the flow chart and inside paragraphs for NSRS distribution limited to MSFC offices.

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1. PURPOSE

This Instruction documents the Marshall Space Flight Center (MSFC) responsibilities, and procedures to be used by MSFC employees when developing corrective action responses to NASA Safety Reporting System (NSRS) reports.

2. APPLICABILITY

This Instruction applies to all MSFC civil service and contractor employees that investigate and determine corrective action responses for NSRS reports.

3. APPLICABLE DOCUMENTS

3.1 NPR 8715.3, "NASA Safety Manual"

3.2 NPR 1441.1, "NASA Records Retention Schedules"

4. REFERENCES

None

5. DEFINITIONS

5.1 NASA Safety Reporting System (NSRS). The NSRS is a confidential, voluntary, and responsive reporting channel which provides timely notification to NASA safety officials of individual safety concerns regarding any NASA program or activity.

5.2 Technical Advisory Group (TAG). The TAG coordinates the investigation of safety issues identified by the NSRS process. Each Center has a TAG representative that reports to the NASA Headquarters Safety Division. The Mission Assurance Department (QS40) is the MSFC TAG representative. The TAG member is responsible for coordinating and managing all actions necessary for the resolution of NSRS reports.

6. INSTRUCTIONS

MSFC handling of NSRS reports must comply with NPR 8715.3, section 1.17, and with the instructions specified below.

NSRS reports contain sensitive data; therefore, access must be limited to personnel who require such information for the resolution of the report.

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6.1 The QS40/MSFC TAG Member receives an NSRS report from NASA Headquarters.

6.2 The QS40/MSFC TAG Member prepares a letter for the Director, Safety and Mission Assurance Office (QS01), which assigns the NSRS report to a responsible MSFC organization. The transmittal letter will:

6.2.1 Specify an estimated completion date for the completed response.

6.2.2 Include a copy of the NSRS report as an attachment.

6.2.3 Provide information copies to the MSFC Center Director, the applicable project/program manager, and the Director, Safety and Mission Assurance Office (QS01).

Responses should be returned to QS01 with an information copy to the QS40/MSFC TAG Member.

6.3 The responsible organization investigates the NSRS report and provides a corrective action plan if the safety concern is valid. When a corrective action plan is not required, the responsible organization must justify why a corrective action plan is not necessary.

6.4 The QS40/MSFC TAG Member reviews the response proposed by the responsible organization.

6.5 The QS40/MSFC TAG Member determines if the responsible organization's response is acceptable.

6.6 The QS40/MSFC TAG Member forwards the closure response to NASA Headquarters. Information copies are provided to the MSFC Center Director, applicable project/program managers, and the Director, Safety and Mission Assurance Office (QS01).

7. NOTES

None

8. SAFETY PRECAUTIONS AND WARNING NOTES

None

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9. RECORDS

Record	Retained By	Retention Period
NSRS Reports Assigned to the MSFC TAG Member	MSFC TAG Member	Permanent per NPR 1441.1, AFS 8700 Item 36.5
Response to NSRS Reports	MSFC TAG Member	Permanent per NPR 1441.1, AFS 8700 Item 36.5

10. PERSONNEL TRAINING AND CERTIFICATION

None

11. FLOW DIAGRAM

Refer to Appendix.

12. CANCELLATION

MWI 1700.3A dated April 5, 2001

Original signed by
Axel Roth for

David A. King
Director

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APPENDIX

