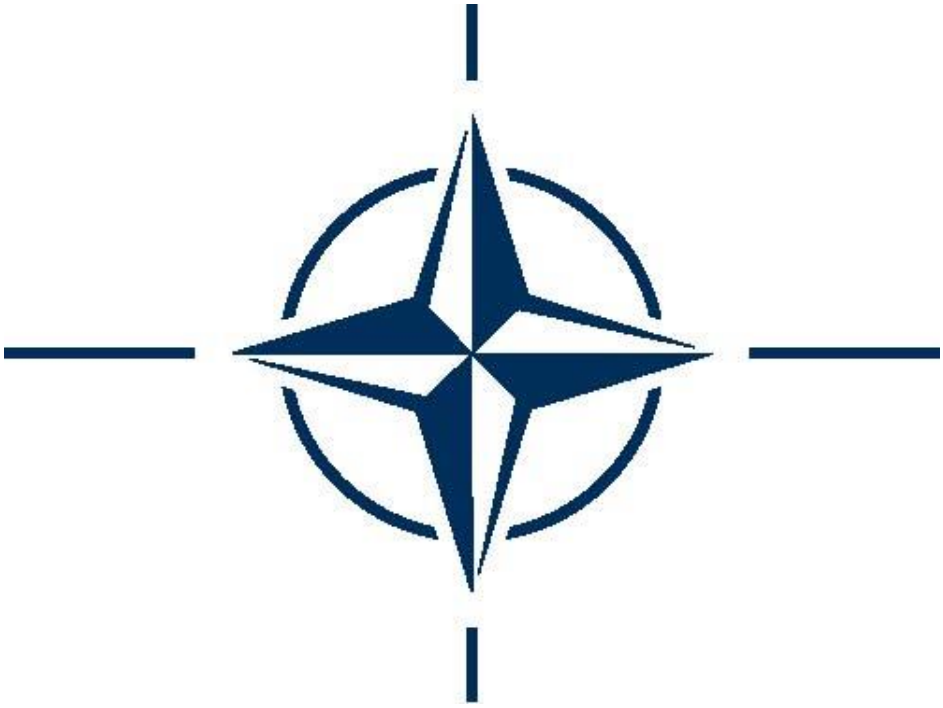
STANDARDS RELATED DOCUMENT

ACMP-2009-SRD-41

EXAMPLES OF CM PLAN REQUIREMENTS

Edition A Version 1
MARCH 2017



NORTH ATLANTIC TREATY ORGANIZATION

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NORTH ATLANTIC TREATY ORGANIZATION (NATO)

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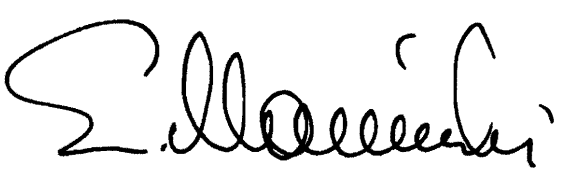
NATO LETTER OF PROMULGATION

6 March 2017

1. The enclosed Standards Related Document, ACMP-2009-SRD-41, Edition A Version 1, EXAMPLES OF CM PLAN REQUIREMENTS, which has been approved in conjunction with ACMP-2009, by the nations in the AC/327 Life Cycle Management Group, is promulgated herewith.

3. This publication shall be handled in accordance with C-M(2002)60.



Edvardas MAŽEIKIS
Major General, LTUAF
Director, NATO Standardization Office

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EXAMPLES OF DELIVERABLE CM PLAN REQUIREMENTS

Purpose:

The purpose of this publication is to offer the Acquirer some options, examples of control over the format and content of Supplier CM Plans. Such controls should be used in conjunction with the NATO Clause below, and are recommended only for supplier CMPs which need Acquirer approval and are deliverables in the contract.

NATO Clause:

4.3	The format of the CMP shall conform to the outline and format specified in REFERENCE. Optionally, sections listed may be further subdivided.

REFERENCE # 4.3.A - Reference ISO 10007:2003(E)

*"ISO 10007:2003, Annex A , Structure and content of a configuration management plan, is **mandatory** for this contract.*

REFERENCE # 4.3.B - Reference EIA-649-1

The Supplier's CMP shall comply with the requirements of DI-SESS-80858, Supplier's Configuration Management Plan

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REFERENCE # 4.3.C (Derived from ACMP-1 Ed2)

*The Supplier's CMP shall comply with the requirements ..***see below**

REFERENCE # 4.3.D - Derived from MIL-STD-973)

The Supplier's CMP shall comply with the requirements.. **see below**

REFERENCE # 4.3.E – Reference ASD-STAN prEN 9223-100:2016

*"ASD-STAN prEN 9223-100:2016, Annex B, Structure and content of a configuration management plan, is **mandatory** for this contract.*

REFERENCE # 4.3.C (Derived from ACMP-1 Ed2)

The Supplier's CMP shall comply with the requirements below:

1. General

1.1 The Configuration Management Plan (CMP) shall define the organization and procedures used for the configuration management of the functional and physical characteristics of CI, including interfaces and configuration identification documentation. Unless otherwise specified in the contract, the CMP shall be prepared in accordance with the requirements contained herein. The language of the CMP shall be as described in the contract.

1.2 Objectives

1.2.1 In preparing the CMP the supplier shall:

a. ensure that all required elements of CM are applied in such a manner as to provide a comprehensive CM program;
b. identify the means by which continuity of effort and understanding is achieved between his sub-suppliers and himself, and between the PM and himself and internally within his organization, for the allocated CI, integrating, interfacing or otherwise related CI, supplier organizations, test and evaluation activities, and managers; and
c. establish his internal CM requirements for the contract.

1.3 Implementation

1.3.1 Unless otherwise stated in the contract, the CMP shall be delivered to the PM for approval, no later than thirty (30) days, after contract award. Depending on contract duration, updating of the CMP may be necessary. Procedures and the schedule for such updating shall be provided by the supplier or included in the CMP itself. The CMP, when approved, shall serve as a working document to plan, guide, and measure the CM process. CM shall be implemented in accordance with the approved CMP.

2. Detailed Requirements

2.1 CMP Format

The format of the CMP shall conform to the following outline. Optionally, sections listed may be further subdivided.

a. Cover Page
b. Record of Reviews and History
c. Contents Page
d. Introduction
    (1) Purpose and Scope
    (2) Description of the CI
    (3) Definitions

(4) Project Phasing and Milestones
(5) Special Features

e. Organization
(1) Project Management Structure
(2) Configuration Management Structure
(3) Configuration Management Personnel
(4) Configuration Control Board
(5) Policy Directives
(6) Reference Documents
(7) Sub-supplier / Vendor Control

f. CM Responsibilities Configuration Identification and Documentation
(1) Selection and Description of the CI
(2) Identification of the CI
(a) Hardware CI Identification
• Part/Item Numbering
• NATO Supply Code for Manufactures
• Additional Numbering
• Serial/LOT Numbering
(b) Computer Software CI Identification
• Computer Program Identification
• Software File Identification
• Source File Identification
• Executable File Identification
• Patch Identification
• Build Identification
• Firmware Identification
(3) Nomenclature
(4) Product Marking and labelling.
(5) Configuration Documentation
(a) Document Numbering
(6) Configuration Baselines
(a) Functional Baseline (FBL)
(b) Allocated (development) Baseline (ABL)
(c) Product Baseline (PBL)
(7) Documentation library.
(8) Drawing library.
(9) Software Development Library.
(10) Engineering Release System
(a) Engineering Release Record

g. Configuration Control
(1) Configuration Control Board
(2) Configuration Changes Procedures
(a) Processing of Engineering change proposals.
(b) Notice of Revision.
(c) Request for Deviations and Waivers.
(3) Parts Substitution.

(4) Interface Management
(a) Documentation
(b) Interface Control
(c) Interface Control Working Group (ICWG)

h. Configuration Status Accounting and Configuration Data Management.
(1) Configuration Data Handling.
(2) Reporting.
(3) Configuration Data access
(4) Configuration Management Metrics.

i. Configuration Audits

j. Technical Reviews

2.2 CMP Content

The information described in the following paragraphs shall be included in each supplier CMP, as applicable.

Cover Page. The cover page shall provide the name and CI number of the top level CI to which this CMP applies, the supplier's name and address, contract umber,
Contract Data Requirements List sequence number, the PM name and address, and date of issue. This page shall also contain the suppliers authorizing signature and an approval / signature block for the PM.

Record of Reviews and History. This information shall include the history of approved changes to the plan, the approved dates of the changes and a small note describing each change.

Contents Page. Self-explanatory.

Introduction. The introduction shall contain the following paragraphs:

a. **Paragraph 1.1 - Purpose and Scope**. This paragraph shall state the purpose of the CMP and shall identify the materiel to which the plan is to be applied and the management/acquisition philosophy to which it is tailored.

b. **Paragraph 1.2 - Description of the CI.** The CI, or family of CI, shall be briefly described in this paragraph. Information will be provided in a manner to avoid security classification of the plan, if possible. Sufficient detail shall be presented to permit a basic understanding of the CI and its complexity. Included shall be the following:

(1) A description of the selection criteria and the associated rationale employed to select the CI;

(2) A description of key lower level CI (hardware and software) including training devices and simulators showing their relationship to the work breakdown structure of the complete project;

(3) A description of the function of the top level CI and its interrelationship to other system functions; and

(4) Government Furnished Equipment/Property. (May be specified in a separate appendix, if necessary).

c. **Paragraph 1.3 - Definitions**. This paragraph shall reference applicable directives or glossaries containing accepted definitions of terminology.

d. **Paragraph 1.4 - Project Phasing and Milestones**. The current status of the project shall be specified at the time of preparation or update of a CMP. A milestone chart shall be included which depicts the CM activities and their relationship to the major overall project milestones. The relationship between events critical to CM and to the schedule / control of the project shall be specifically defined. This should include the sequencing of design reviews, the release of engineering documentation, and the start of production, the test program, logistic support and audit events.

e. **Paragraph 1.5 - Special Features**. Special features of the materiel or the management program, which have a bearing on the application of CM, will be described here (e.g., major product improvement programs which will result in more than one configuration to be supported in the field with more than one product baseline, or major model differences in systems or weapons designed for varying applications). Peculiarities of the CM program that result from participation by a large number of organizations, or unique contracting methods (e.g., preproduction evaluation, use of many commercial items, use of existing drawings and specifications, or employment of an integrating supplier) will be described here. Innovations intended to increase the effectiveness of the CM program will also be described here.

Organization. This section of the CMP shall outline the relationship and integration of the supplier's project management and CM organizations and describe the organizational relationship of the individuals and activities involved in the CM program. The responsibilities of each individual or group shall be defined as well as the policy directives that govern the suppliers CM program.

a. **Paragraph 2.1 - Project Management Structure**. The supplier shall include an organization chart, which illustrates his project management structure. The chart, supplemented by a description or flow diagrams, shall illustrate the authority/responsibility of the key organizational elements impacted by contractual requirements for CM.

(1) **Paragraph 2.1.1 - Configuration Management Structure**. Charts supplemented by narrative descriptions shall define the relationships between activities directly involved in the CM program. The charts shall include the Configuration Manager, CM Office or function, interfacing organizations, procuring and administrative contracting officers, data management, and subsuppliers to the extent employed in the CM program and any other elements that may be involved. The integration of CM activities with other project activities shall also be described. This paragraph shall also identify the interrelationships, if applicable, among the supplier's software and hardware CM organizations. Each activity or individual shown on the organization chart(s) shall be the subject of a subparagraph, which will detail the authority and responsibility for which CM is assigned.

Signature authority for Engineering Change Proposals (ECP), Requests for Deviations (RFD) and Requests for Waivers (RFW) shall be specifically assigned.

(2) **Paragraph 2.1.2 - Configuration Management Personnel**. This paragraph shall describe by title and qualifications the positions which shall perform supplier CM.

(3) **Paragraph 2.1.3 - Configuration Control Board (CCB)**. This paragraph shall describe the organisational structure of the supplier's CCB. The following shall be included:

(a) Interrelationship of CCB if there is more than one level or separate software CCB;

(b) Membership of the CCB by organization and functional group; and

(c) Effective date of operational status (the CCB shall be in operational status when the functional baseline is established).

b. **Paragraph 2.2 - Policy Directives**. All policy directives (Government and supplier) directly related to CM shall be listed. These directives shall be project related directives or, if supplier standards, directly traceable to a project directive. If supplier standards are to be tailored for the project application, this shall be clearly defined in a cover project directive.

c. **Paragraph 2.3 - Reference Documents**. This paragraph shall list only those documents which are referred to in the CMP, with the exception of those listed in Paragraph 2.2.

d. **Paragraph 2.4 – Subsupplier / Vendor Control**. The supplier shall indicate his proposed methods for control over subsuppliers and vendors, insofar as it impacts on his CM commitments to the PM. The methods used to determine their capability and to monitor their ability to support the requirements of CM shall be explained.

e. **Paragraph 2.5 - CM Responsibilities**. The responsibilities of each individual or group shall be defined as well as the policy directives that govern the suppliers CM program. Charts supplemented by narrative descriptions shall define the relationships between activities directly involved in the CM program. The charts shall include the Configuration Manager, CM Office or function, interfacing organizations, procuring and administrative contracting officers, data management, and subsuppliers to the extent employed in the CM program and any other elements that may be involved. The integration of CM activities with other project activities shall also be described and interrelationships, if applicable, among the supplier's software and hardware CM organizations. Each activity or individual shown on the organization chart(s) shall be the subject of a sub-paragraph which will detail the authority and responsibility for which CM is assigned. Signature authority for Engineering Change Proposals (ECP), Requests for Deviation (RFD/W) shall be specifically assigned.

Configuration Identification and Documentation. This section shall describe the methods to be used for identifying (e.g., naming, marking, numbering) documents and physical items (CI) in accordance with ACMP-2. Methods to achieve configuration traceability from requirements to equipment, components, computer software, facility sites and spares shall also be described. Requirements for the preparation, submission and subsequent release of PM approved documentation which defines each of the required baselines shall also be described in this section. The supplier's methods under which the documentation will be prepared and released internally shall also be described.

a. **Paragraph 3.1 - Selection and Description of the CI**. The supplier shall select, recommend and obtain the approval of the customer for potential CI. The CI, or family of CI, shall be briefly described in this paragraph. Information will be provided in a manner to avoid security classification of the plan, if possible. Sufficient detail shall be presented to permit a basic understanding of the CI and their complexities.

b. **Paragraph 3.2 - Identification of the CI**. The supplier shall issue unique identifiers for the CI and the configuration documentation and maintain the configuration identification to facilitate effective logistics support of items in service.

(1) **Paragraph 3.2.1 - Hardware Configuration Item (HWCI) Identification**. The supplier shall identify his plans and procedures for HWCI and part identification, serialisation, and lot number, including the criteria to be used for part re-identification. This paragraph shall list the criteria used in applying serial numbers and lot numbers and shall identify, where possible by document number, the items that shall be subjected to serial / lot control. As well, this paragraph shall present the supplier's plans and identify his procedures and capabilities of generating and maintaining a record which describes the relationship between the "as designed," "as built," and "as modified" configurations.

(2) **Paragraph 3.2.2 - Computer Software Configuration Item (CSCI) Identification**. This paragraph shall describe the supplier's plans, procedures, and methods for identifying:

(a) Each CSCI;

(b) The version, release, change status, and any other identification details of each deliverable item;

(c) The version of each CSCI to which the corresponding software documentation applies;

(d) The software documentation and the computer software media containing code, software documentation or both that are placed under configuration control; and

(e) The specific version of software contained on a deliverable medium, including all changes incorporated since its last release.

c. **Paragraph 3.3 - Nomenclature**. This paragraph shall address the process of nomenclature assignment and the requirements for titling specifications and drawings.

d. **Paragraph 3.9 Product Marking and Labelling**. The supplier shall describe his method of marking and labelling CI (HW, SW, FW, NDI, COTS and PDI) and seek approval by the customer.

e. **Paragraph 3.4 - Documentation Numbering**. If the PM has specified requirements (assignment of numbers) for documents, those requirements shall be stated here. If supplier numbers are to be used, this paragraph shall describe the numbering system to be used for drawings and specifications.

f. **Paragraph 3.5 - Configuration Baselines**. The supplier shall list the documents with their format, review and release procedures and the degree of PM control which establish the Functional, Allocated and Product baselines shall be listed and addressed.

(1) **Paragraph 3.5.1 - Functional Baseline**. The documents, which establish the functional baseline, shall be listed in this paragraph. If the Functional Baseline is to be prepared by the supplier, the format of the document(s) will be specified by the PM. The procedure for review and release shall be outlined, and the degree of control by the PM shall be specified. The supplier's plan for proposing changes to those documents shall be described.

(2) **Paragraph 3.5.2 – Allocated Baseline**. A list of all existing and required specifications shall be included in specification tree format. A list of drawings, if applicable, which form a part of the Allocated Baseline shall also be provided. If the supplier is to prepare the documents for the Allocated Baseline, plans for preparation, review and release of the allocated documentation shall be outlined here. The supplier's plan for proposing changes to this baseline shall be outlined.

(a) **Paragraph 3.5.2.1 - Specifications**. This paragraph shall identify existing specifications or specifications that the supplier shall prepare for the CI or family of CI (by title, document number, issuing authority and date of issue), and the use of these specifications to establish and control the Allocated (development) Baseline. Any limitations on PM approval of specification format and content and at what stage in the project that specifications will be available to the PM shall also be identified. Any limitations on delivery to, or use by, the PM of supplier-prepared specifications shall be stated. This paragraph shall also identify the software documentation imposed or to be generated as part of the Allocated Baseline.

(b) **Paragraph 3.5.2.2 – Drawings**. This paragraph shall identify the drawings and diagrams that are a part of or shall be a part of the Allocated Baseline. A list of interface control

drawings for both hardware and software shall be described here or in a separate appendix. Plans for the preparation, review, and release of drawings shall be outlined.

(3) **Paragraph 3.5.4 - Product Baseline**. The details of the documents to be utilized in establishing this baseline shall be listed. Plans for preparation, review, release and control of the specifications and drawings and CSCI code standards shall be outlined.

(a) **Paragraph 3.5.4.1 - Specifications**. This paragraph shall identify the hardware and software specifications which the supplier shall prepare to establish the product baseline and the format to which they will be prepared.

(b) **Paragraph 3.5.4.2 - Drawings and Associated Lists**. This paragraph shall define the drawings practices for application to the CI. Any limitation on delivery to, or use by the PM, of supplier-prepared drawings shall be stated. The use of interface control drawings and the identification of interface parameters shall be addressed.

g. **Paragraph 3.6 - Documentation library**. The supplier shall establish a CI documentation library and implement procedures for controlling the documents residing within the documentation library.

h. **Paragraph 3.7 - Drawing library**. The supplier shall establish a drawing library and implement procedures for controlling the drawings, computer aided design (CAD), and computer aided manufacturing (CAM) instructions residing within the drawing library.

i. **Paragraph 3.8 - Software Development Library**. The supplier shall establish a software development library (SDL) and implement procedures for controlling and safeguarding the software residing within the SDL.

j. **Paragraph 3.10 - Engineering Release System**. In this paragraph the supplier shall describe his plans to ensure that engineering data shall be released or processed through a central authority to ensure coordinated action and to preclude unilateral release of data.

(1) **Paragraph 3.10.1 - Engineering Release Record**. In this paragraph the supplier shall describe his plans to ensure that each engineering release record (supplier, subsupplier, or vendor supplied) shall contain:

(a) the CI number and serial numbers (if applicable) of the items affected; and

(b) for each document listed, the document number, title, NSCM number, number of sheets, date of release, revision index and the engineering change number, if applicable.

Configuration Control. This section shall define the responsibilities and procedures used within the supplier's organization for configuration control of established CI, and for processing changes to these CI. The authority and

responsibility of the supplier and the PM with respect to configuration control shall be defined herein.' Plans for reconciling the software status reports and the status of the software, and the technical documentation with the approved baselines (including approved changes) shall be also addressed.

a. **Paragraph 4.1 - Configuration Control Board (CCB)**. This paragraph shall describe the authority and responsibility of the supplier's CCB, including the authority of the CCB for change authorization (i.e., Recommendation or
Action);

b. **Paragraph 4.2 - Configuration Change Procedures**. This paragraph shall address:

(1) for changes that affect established baselines, the formatting, processing and submitting of Engineering Change Proposals (ECP) in combination with Notice of Revisions (NOR), and Requests For Deviations/ Requests For Waivers (RFD/RFW) shall be described;

(2) internal procedures for processing changes which do not affect established baselines and rest within supplier authority. Copies of the suppliers forms as exhibits shall be included along with the narrative;

(3) procedures for ensuring implementation of approved changes into configuration identification, production, spare parts, retrofit and technical publications programmes. Procedures to ensure feedback to the PM shall be described; and

(4) the inputs to the status accounting system shall be clearly defined and linked to the change process. Capabilities for the monitoring of changes shall be described in detail.

c. **Paragraph 4.3 - Part Substitution**. The supplier shall describe a procedure for parts substitution and obtain approval by the customer.

d. **Paragraph 5.1 - Interface Management**. This section shall describe the documentation and control of all physical and functional interfaces of systems, equipment, software, facilities and installation requirements. The criticality of maintaining interfaces may require an intensive interface management program which may be administered separately from the CM program. If such a program is required, the CMP shall describe that program, e.g., charters, working groups, etc. If a separate interface management program is not required, the CMP shall detail how the identification and control of the interfaces shall be accomplished.

(1) **Paragraph 5.1.1 - Documentation**. This paragraph shall specify the documentation to be generated as part of the interface control. The documents shall be listed by type, e.g., drawings and specifications with titles and dates. Also plans to identify interface parameters on the production documentation shall be specified.

(2) **Paragraph 5.1.2 - Interface Control**. This paragraph shall describe the authority, responsibilities, and procedures for releasing and revising the interface control documents.

(3) **Paragraph 5.1.3 - Interface Control Working Group (ICWG)**. The supplier shall describe the establishment and participation in the
Interface Control Working Group (ICWG).

e. **Paragraph 6.1 - Configuration Status Accounting and Configuration data management**. The Supplier shall outline his plan for status accounting and technical data management.

(1) **Paragraph 6.1.1 – Configuration Data Handling**. The supplier shall describe his methods for collecting, recording, processing and maintaining data necessary to provide an adequate configuration data management and status accounting.

(2) **Paragraph 6.1.2 - Reporting**. The supplier shall recommend as a minimum the following reports, to the PM for approval, adequate to:

(a) Identify the current approved configuration documentation and configuration identifiers associated with each CI;

(b) Status of proposed engineering changes from initiation to implementation;

(c) Results of configuration audits, status, Action items and disposition and discrepancies;

(d) Status of deviations and waivers;

(e) Traceability of changes from baseline documentation of each
CI; and

(f) Effectivity and installation status of configuration changes to all CI at all locations.

(3) **Paragraph 6.1.3 – Configuration Data access**. The supplier shall describe methods of accessing the information and/or frequency of reporting and distribution.

(4) **Paragraph 6.1.4 – Configuration Management (CM) Metrics**. The supplier shall describe his methods of measuring the CM process, schedule of regular reports, as required, to the PM, and process descriptions that will lead to compliance with:

(1) The supplier shall establish and implement a configuration management process that shall be used to control the documentation and repositories/libraries containing the elements of the configuration.

(2) The supplier shall prepare a problem/change report to describe each problem detected in software or documentation that has been placed under internal configuration control. The problem/change report shall describe the corrective action needed and the actions taken to resolve the problem. These reports shall serve as input to the corrective action process.

(3) The supplier shall implement a corrective action process for handling all problems detected in the products under internal configuration control. The corrective action process shall ensure that all detected problems are promptly reported, action is initiated on them, resolution is achieved, status is tracked and reported, and records of the problems are maintained for the life of the contract.

f. **Paragraph 7.1 - Configuration Audits**. This section shall describe:

(1) plans, procedures and documentation, for the conduct of the Functional and Physical Configuration;

(2) the format for reporting results of configuration audits; and

(3) schedule periods and agendas for the conduct of CM audits.

g. **Paragraph 8.1 - Technical Reviews**. Suppliers shall describe schedules for and the degree of participation of CM personnel in technical reviews.

REFERENCE # 4.3.D - Derived from MIL-STD-973)

The Supplier's CMP shall comply with the requirements below:

A.1 GENERAL

A.1.1 Scope. This Appendix contains recommendations for the format and content preparation for the CM Plan as described in Paragraph 5.2.

A.1.2 Applicability. The provisions of this Appendix apply whenever the supplying activity is required to prepare a CM plan. The acquiring activity may develop a CM Plan to outline the overall CM approach and as a guide in the development of the supplying activity's CM Plan.

A.2 REQUIREMENTS FOR A CONFIGURATION MANAGEMENT PLAN

A.2.1 Content and format. The configuration management plan shall address the content described in this Appendix as applicable. The format of the plan is at the discretion of the supplying activity or as required by the contract.

A.2.2 Cover Page. This page contains the document control number and revision in the upper right-hand corner. In the center of the page, these words appear in the following format:

CM PLAN
FOR THE
[Project Name or CI nomenclature and number]

CONTRACT NO. [contract number]

CDRL SEQUENCE NO. [CDRL number]

[Date of document - day month year]

Prepared for:
[Contracting Agency Name, Department Code]

Prepared by:
[Contractor name and address]
[CAGE code]

A.2.2.1 Record of Review and History page. This page includes the review and approval dates of all changes to the plan.

A.2.2.2 Table of Contents. The Table of contents lists the title and page number of all titled paragraphs and subparagraphs. The Table of contents then list the title and page number of all Figures, Tables, and Appendices, in that order.

A.2.2.3 Section 1. Introduction. This section includes the project description, purpose of CM Plan, scope and specific contractual applicability of the CM Plan to the project.

A.2.2.4 Section 2. Organization. This section describes the configuration management organization, authority, and the relationship between organizations.

A.2.2.5 Section 3. Configuration Management Phasing and Milestones. This section describes and graphically portray the events and milestones for implementation of CM in phase with major program milestones and events.

A.2.2.6 Section 4. Data Management. This section describes the methods for meeting the configuration management technical data requirements under the requirements of the contract. (See 4.3)

A.2.2.7 Section 5. Configuration Identification. This section describes the supplying activities' procedures for meeting the requirements of section 5.3, including:

a. Selection of CIs;

b. Establishment and management of developmental configuration including document, MBD datasets, drawing and software development libraries and corrective action process;

c. Establishment of the Functional, Allocated and Product baselines, definition of the configuration documentation required for each and graphic illustration of configuration documentation relationships;

d. Assignment and application of configuration identifiers including document numbers, nomenclature, serial numbers and part number to hardware; and software identifiers to software and firmware.

A.2.2.8 Section 6. Interface management. This section describes the procedures for identification of interface requirements, establishment of interface control documents (ICDs) and participation in interface control working groups (ICWG).

A.2.2.9 Section 7. Configuration Change Management. This section describes the supplying activities' procedures for meeting the requirements of 5.4, including:

a. Designation and responsibility of the Configuration Change Authority;

b. Functions, responsibility, and authority of configuration control boards;

c. Classification and priority of changes, and the level of authority for change approval/concurrence;

d. Processing of Requests for Variances; Engineering Change Proposals, Value Engineering Change Proposals and Notices of Revision.

e. Processing of Engineering Release Records.

A.2.2.10 Section 8. Configuration status accounting. This section describes the supplying activities' procedures for meeting the requirements of Section 5.5 and Appendix H, including:

a. The supplying activities' methods for collecting, recording, processing and maintaining

data necessary to provide contractual status accounting information via reports and/or database access;

b. Description of reports/information system content related to, as applicable:

(1) Identification of current approved configuration documentation and configuration identifiers associated with each CI;

(2) Status of proposed engineering changes from initiation to implementation;

(3) Results of configuration audits; status and disposition of discrepancies;

(4) Status of requests for critical and major variances;

(5) Traceability of changes from baselined documentation of each CI; and

(6) Effectivity and installation status of configuration changes to all CIs at all locations.

c. Identifying methods of access to information in status accounting information systems and/or frequency of reporting and distribution.

A.2.2.11 Section 9. Configuration audits. This section describes the supplying activities' approach to meeting the requirements of Section 5.5, including plans, procedures, documentation, and schedules for functional and physical configuration audits; and format for reporting results of in-process configuration audits.

A.2.2.12 Section 10. Subcontractor control. This section describes the methods used by the supplying activity' to ensure subcontractor compliance with configuration management requirements.

A.2.3 Section 11. Other requirements. The following requirements shall also be addressed:

a. Personnel: Number and skills of configuration management staff.

b. Facilities: Administrative space, records storage and office equipment.

c. Information Systems: File servers and communication bandwidth to support internal and external users, internet/intranet access and control, back-up systems.

d. CM Tools: Project Data Management applications, software development tools and authoring software for drawings, MBD datasets, specifications and manuals.

e. Data Deliverables: Specifications, standards, MBD datasets, drawings, reports, and TDPs required as deliverables.