



**DRYDEN
POLICY
DIRECTIVE**

Directive: DPD-1440.1
Effective Date: August 1, 2003
Expiration Date: August 1, 2008

This document is uncontrolled when printed.
Before use, check the Master List to verify that this is the current version.
Compliance is mandatory.

RESPONSIBLE OFFICE: X/Center Director

SUBJECT: Document Control Systems

1. POLICY

Dryden documentation shall be controlled according to the following criteria, ensuring compliance with any NASA directives, standards, laws, and regulations applicable to the particular documentation. Document control systems shall be audited through the Dryden Management System.

All DFRC document control systems shall meet the following criteria:

- a. The Office of Primary Responsibility (OPR), responsible for the creation and maintenance of documents, shall approve for adequacy all published documentation prior to its general use.
- b. Documents are periodically reviewed and updated as necessary, and then approved for use.
- c. Revised documents are re-approved prior to use.
- d. Changes made to documents and the current revision status of those documents are identified.
- e. Relevant versions of documents are available at points of use.
- f. Documents are identifiable (e.g. document numbers),
- g. Externally controlled documents (documents of external origin) are identified, and they are managed to these criteria.
- h. The unintended use of obsolete documents is prevented (both internally and externally controlled documents). If retained for any purpose, obsolete documents must be clearly marked and retained in a clearly identifiable location.

2. SCOPE AND APPLICABILITY

This Directive is applicable to all Center documentation systems within the scope of the DMS as registered under the ISO 9001 standard as stated in the Dryden Management System Manual. Examples of documentation that must be controlled according to these criteria include, but are not limited to:

- Manuals
- Procedures
- Standards
- Policies
- Policy Letters
- Official Memos, such as those for appointments
- Plans
- Specifications
- Drawings, diagrams, and sketches
- Checklists
- Blank forms

- Items used to provide evidence (e.g., audio tapes and video tapes)
- Flow Diagrams

Any media used can require control depending upon the information they contain. The medium can be paper, websites, electronic files, magnetic, electronic or optical computer disc, photographs or master samples, or a combination thereof.

3. AUTHORITY

NPD 1280.1 NASA Management Systems Policy

4. REFERENCES

NPD 1440.6	NASA Records Management
DMSM	Dryden Management System Manual
DPD 1420.1A	Forms Management
DCP-X-011	DMS Document Review
ISO 9001:2000	Quality Management System Requirements

5. RESPONSIBILITIES

DFRC Organizations

- a. Ensure that Document Control Systems are managed and maintained.
- b. Ensure that Document Control Systems have documented procedures that establish guidance needed to ensure compliance with the established criteria.

Assistant Director for Management Systems (ADMS)

- a. Ensures compliance of DFRC document control systems to this Directive.

6. DELEGATION OF AUTHORITY

In the event that the ADMS, the Forms Manager, or the Directives Manager cannot fulfill her/his assigned duties, the ADMS may temporarily delegate authority to other personnel to ensure continuity for compliance of this Directive. Permanent delegation of these functions is the authority of the Center Director.

7. MEASUREMENTS

Measurements associated with the objectives of this Directive are included in the procedures that document the various document control systems. In addition, nonconformities obtained during DMS audits relating to this directive will be tracked and that information will be used to determine ways to improve the various processes and assess this guidance.

8. CANCELLATION

None

Document History Log

This page is for informational purposes and does not have to be retained with the document.

Status Change	Document Revision	Effective Date	Page	Description of Change
Baseline		8-1-03		
Admin. Change		11-18-04	All	<ul style="list-style-type: none"> • Added "Compliance is Mandatory" to title page. • Corrected typographical, grammatical, and some format errors.