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<b>A</b>	N/A	Initial Release	B. Klatt	R. Goeke	01/07/91
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<b>C</b>	N/A	General Editorial Update	B. Klatt	M. Bautz	07/16/14
<b>D</b>	N/A	General Review and Update	B. Klatt	R. Goeke	11/06/14
<b>E</b>	37-405	Extensive rewrite	J. Montigny	RFGoeke	05/13/16

**Massachusetts Institute of Technology**  
**Kavli Institute for Astrophysics and Space Research (MKI)**

**ALERT SYSTEM**

Dwg. No. 99-01001  
Revision E  
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## **1.0 Preface**

Revision A was the Initial Release of 99-01001 written by Brian Klatt 12/18/90 and checked by R.F. Goeke on 01/07/91.

Revision B issued a General Review on 05/18/06.

Revision C issued a new format and general editorial update 07/16/14.

Revision D issued a complete review and updating on 11/06/14.

Revision E issued an extensive rewrite to clarify the review of flight parts with the GIDEP database; procedure scope and methods; and responsibilities and roles.

## 2.0 Scope

This procedure provides methods for participation in the Government-Industry Data Exchange Program (GIDEP) and the NASA Alert System; it is applicable to MKI Flight Projects.

## 3.0 Applicable Documents

DD Form 1938 99-02004	Government-Industry Data Exchange Program: Alert Nonconforming Material and Nonconforming Material Reports
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## 4.0 Alert Review

There are many types of Alerts: GIDEP ALERTS, GIDEP SAFE-ALERTS, GIDEP Problem Advisories, GIDEP Agency Action Notices, NASA Advisories, Urgent Data Requests, and Lessons Learned; they are collectively described within as *Alerts*. These Alerts rapidly disseminate information about a significant part, component, material, specification, software, facility, manufacturing process, test equipment or safety problem.

NASA distributes potentially applicable Alerts to MKI Flight Projects on a monthly basis. Mission Assurance shall receive and respond to the Alert notifications. MKI is a GIDEP Member and Mission Assurance serves as the GIDEP Representative and User; this enables direct review of relevant notices in the GIDEP database. The GIDEP database is located at [www.gidep.org](http://www.gidep.org).

Upon receipt, Alerts are reviewed for applicability to the MKI hardware, material, and/or processes and with respect to development, fabrication, or integration project phases. Alerts which are relevant to the program are communicated to the appropriate management and engineering groups; this may include subcontractors or suppliers.

## 5.0 Response to Alerts

Mission Assurance shall respond to the sponsor with information such as applicability, impact, and proposed action. The response format shall comply with the expectations of the sponsor. Alert trends and impacts shall be reviewed in the program monthly management review or other relevant project status meetings.

Impacts to the program shall be addressed by the MKI *Nonconforming Material and Nonconforming Material Reports* procedure when formal control and disposition are appropriate. Analysis and response to relevant Alerts should be performed on a cooperative basis within MKI and with associated parties.

## **6.0 Generation of Alerts**

MKI may submit an Alert to the GIDEP or NASA systems based on a qualifying observation warranting dissemination:

- Nonconformance to specifications (MIL-SPEC)
- Notable failures or defect rate
- Counterfeit product or fraud
- Safety risk

Alerts submitted to GIDEP are provided on DD Form 1938. Alerts submitted to NASA are provided by email to the project's Chief Safety and Mission Assurance Officer and the NASA or Project Alert Coordinator.

## **7.0 Parts Procurement Review**

A core function of Alert system participation is risk mitigation. This is with respect to significant part, component, material, specification, software, facility, manufacturing process, test equipment or safety problems.

Electrical, electronic, and electro-mechanical components for MKI and subcontractor designs shall be reviewed for applicable GIDEP Alerts before the program Critical Design Review and again before flight assembly or integration take place or as directed by the program contract. Typically, this is performed by submitting a parts list to the GIDEP Batch Match service; they will reply with Alert matches. Alert matches shall be reviewed and dispositioned per this procedure.

## **8.0 Acronyms**

GIDEP	Government-Industry Data Exchange Program
NASA	National Aeronautics and Space Administration