PROCEDURE FOR ESCC DOCUMENT AND SPECIFICATION ADMINISTRATION

ESCC 12003

Issue 3	October 2016

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DOCUMENTATION CHANGE NOTICE

(Refer to https://spacecomponents.org for ESCC DCR content)

DCR No.	CHANGE DESCRIPTION
1002	Document upissued to incorporate editorial changes per DCR.

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1   INTRODUCTION

This procedure specifies the administrative operation of the ESCC Documentation and Specification System.

The body of documentation arising from the ESCC activities is maintained under configuration control by the Executive through its Secretariat and those documents and specifications duly authorised for publication are delivered to the user community. This procedure defines the responsibilities and general operational approach of the Executive in maintaining control of and delivering the ESCC documentation to the user community.

2   SCOPE

This procedure applies to the Executive and its Secretariat. It addresses documents and specifications falling under levels 0 to 4 of the documentation architecture defined in ESCC 12001. It also applies, through its correlation with ESCC Basic Specification No. 20800, to all preparers and users of the ESCC Documents and Specifications with regard to their responsibilities in communicating with the Secretariat.

3   DEFINITIONS AND ABBREVIATIONS

3.1   DEFINITIONS

The following definitions are used in this document:

CMS   Content Management System (holds documents and specifications and
             document/specification content).

3.2   ABBREVIATIONS

The following abbreviations are used in this document:

DCR   Document Change Request

DTD   Document Type Definition

ESA   European Space Agency

ESCC   European Space Components Coordination

ESCIES   European Space Components Information Exchange System

Executive   ESCC Executive

PDF   Portable Document Format

PSWG   Policy and Standards Working Group

Secretariat The ESCC Executive Secretariat

SCSB   Space Components Steering Board

SGML   Standard Generalised Mark-up Language

4   RELATED DOCUMENTS

4.1   APPLICABLE DOCUMENTS
The following documents are applicable to the extent specified herein:

ESCC 12001   The ESCC Documentation System

ESCC 12002   Procedure for ESCC Document and Specification Management

REP001   List of ESCC Documents and Specifications under Configuration Control

REP002   List of Withdrawn ESCC Documents and Specifications

4.1.1   Applicable ESCC Basic Specifications
No. 20800   New ESCC Specifications and Specification Change Requests

4.2   REFERENCE DOCUMENTS
ESCC 00000   Charter of the European Space Components Coordination

ESCC 10200   Organisation and Basic Rules of the Executive

ESCC 11001   Configuration Management Procedure for the ESCC System

5   RESPONSIBILITIES

5.1   EXECUTIVE
The Executive shall:

- Maintain a catalogue of issued ESCC Documents and Specifications.
- Maintain a master set of currently issued ESCC Documents and Specifications.
- Maintain a catalogue of withdrawn ESCC Documents and Specifications.
- Maintain a history file for each ESCC Document or Specification so that superseded or withdrawn issues may be re-established.
- Track all DCRs from receipt to close out.
- Maintain a status report for all DCR activity.
- Track all ESCC Document and Specification drafts from initial notification to authorisation to issue.
- Maintain a status report for all draft activity.
- Provide for a technical writing function to review drafts and DCRs for compliance to the System policy and rules and to ensure clarity and consistency is maintained across the System.
- Provide and utilise an editing and document content management system appropriate to the long term support of ESCC Documents and Specifications.
- Ensure that the style of ESCC Documents and Specifications is consistently based on a set of rules.
- In so far as it is practical make the editing and style requirements, including the tools, available to all potential ESCC Document and Specification authors.
- Assign a documentation code in accordance with ESCC 12001 prior to publishing any new ESCC Document or Specification.

- Provide an electronic distribution system for the provision of all issued ESCC Documents and Specifications to users.
- Generate and use internal working procedures sufficient to implement the defined responsibilities.

5.2   ESCC DOCUMENT AND SPECIFICATION PREPARATION AND CHANGE ORIGINATORS
Any originator of an ESCC draft or of a DCR shall in accordance with ESCC Basic Specification No. 20800:

- Register the drafting activity with the Secretariat at the outset.
- Forward a completed DCR to the Secretariat.

6   PROCEDURE

6.1   CONFIGURATION MANAGEMENT
The Secretariat operates a configuration management database which contains records for every document and specification, both draft and issued, and for every DCR.

6.1.1   Code Application
On notification by an initiator of a new draft activity for an ESCC Document or Specification (Levels 0 to 3) the Secretariat shall:

- Verify the initiator has submitted the request under the auspices of an ESCC Organisational Body.
- Enter the details in the database.
- Assign a reference number, in accordance with ESCC 12001, in the database and communicate this to the initiator and the Chair of the Organisational Body concerned.

On receipt of a request to register a new draft activity for an ESCC Detail Specification (Level 4) the Secretariat shall:

- Check that an appropriate Generic Specification and at least one related Detail Specification already exist to cover the proposed Detail Specification. If not then pass to the Executive for action.
- Check that the component described in the code application for the proposed Detail Specification is:
    - Not already covered by an issued Detail Specification. If it is send a response to the initiator advising the number of the existing specification.
    - Cannot be added to an existing Detail Specification. If it can then propose to the initiator the raising of a DCR.
    - Suitable for the ESCC System. Refer any questionable components to the Executive for confirmation and act as directed.
- Check that the proposed Detail Specification is not the subject of a registered simultaneous specification writing activity elsewhere. Inform the initiator when a draft is already under preparation and provide contact details for the current preparer.
- Check if there is an existing inactive draft for the proposed Detail Specification.

When checks are complete the Secretariat shall:

- Enter the details in the database.
- Assign a reference number, in accordance with ESCC 12001, in the database and communicate this to the initiator.
- Advise the initiator of the master specification or otherwise best starting point for the new draft.
- Provide the initiator with a copy of any existing inactive draft for the proposed Detail Specification.

6.1.2 Draft Review
On receipt of a draft ready for final preparation the Secretariat shall:

- Review the draft for basic legibility and suitability for production. If there are obvious major issues then the draft shall be returned to the initiator with suitable comments.
- Submit an accepted draft to a detailed technical writing review either:
  - Before typing commences, when considerable revision is expected.
  - In parallel with the typing of the draft, when minor revision is expected.
- Ensure that the technical writing review:
  - Identifies omissions, errors, manufacturer specific content etc. and corrects as necessary.
  - For Detail Specifications, verifies the content is aligned to the policy for the family of components, correcting where necessary.
  - Draws any significant technical questions or major changes to the attention of the initiator either for the initiator to concur with the changes proposed or for the initiator to resolve the issue raised and to provide the answer required.
- Prepare the document or specification incorporating the technical writing review results.
- send the completed draft to the appropriate body for approval and subsequent authorisation:
  - For Level 0 to SCSB when prepared by SCSB.
  - For Level 0 to PSWG when prepared by PSWG.
  - For Level 1, 2, 3 to PSWG.
  - For the first Level 4 for a given family to PSWG.
  - For all other Level 4 to the Executive.
- Receive authorised drafts for publication. Verify the authorising signature:
  - For Level 0, 1, 2, 3 the SCSB Chair.
  - For the first Level 4 for a given family the SCSB Chair.
  - For all other Level 4 the Executive Manager.

Implement any final change instructions received under the authorising signature.

6.1.3 Draft Issue and Publication
On completion of an authorised draft the Secretariat shall:

- Assign the ESCC Document or Specification number and enter it in the database at Issue 1.
- Close the associated Code Application database entry cross referencing it to the assigned document or specification number.
- For a Detail specification, if a new family (first two digits) or group code (second two digits) is required then update the record of assigned codes on the appropriate website.
- File all drafts and associated correspondence pertaining to the Code Application number in the filing archive together with the authorisation to publish.
- On the draft insert the document or specification number and change the draft status to Issue 1.
- Create a PDF file of the document or specification.

- File the master file and the PDF file in the CMS.
- Update the configuration management database.
- Publish the PDF file on the ESCIES website, updating the appropriate news pages.
- Inform the initiator of the publication of the document or specification.

6.1.4   Document Change Requests
On receipt of a DCR the Secretariat shall:

- Check that all mandatory information is present, otherwise complete the missing information contacting the initiator as necessary or rejecting the DCR to the initiator together with an explanation.
- For accepted DCRs assign a serial number in the database and provide this to the initiator as an acknowledgement of receipt.
- Provide the DCR to the technical writer to verify that the change is capable of implementation as submitted. When the requested change is unclear or ambiguous contact the initiator to obtain a clarification. Verify if the change has any ramifications for other documents or specifications.
- Classify the DCR as Policy, Technical or Editorial per the definitions in ESCC 12001. When there are a combination of changes classify per the highest class, where Policy is higher than Technical which is higher than Editorial.
- Send the DCR together with any comments from the technical writing review to the appropriate approving body:
    - Policy DCRs to the PSWG.
    - Technical DCRs to Basic and Generic Specifications to the PSWG.
    - Technical DCRs to Detail Specifications to the Executive.
    - Editorial DCRs to the Executive.

On receipt of a rejected DCR the Secretariat shall update the database accordingly, file the DCR together with all correspondence and advise the initiator of the rejection.

On receipt of an approved DCR the Secretariat shall:

- Provide the DCR to the technical writer for implementation including the raising of any supplementary DCRs. (This to result in explicit implementation instructions to the editor).
- Implement the DCR into the document or specification.
- Change the issue status to the next number.
- Submit the changed document or specification for authorisation:
    - Level 0, 1, 2, 3 for policy or technical changes to SCSB.
    - Level 4 to the Executive.
    - Editorial changes to the Executive.
- Create a PDF file of the document or specification.
- File the master file and the PDF file in the CMS.
- Update the configuration management database.
- Publish the PDF file on the ESCIES website, updating the appropriate news pages.
- Inform the DCR initiator of the republication of the document or specification.

6.1.5   Document and Specification Withdrawal
The Secretariat shall upon notification by SCSB of the withdrawal of an ESCC Document or Specification:

- Change the status of the document or specification in the management database.
- Remove the PDF file from the ESCIES website updating the appropriate news pages.

6.2 WORK FLOW TRACKING
The Secretariat shall:

- Keep track of each draft or DCR activity from receipt to completion.
- Utilise standard routing sheets or similar means for moving the draft or DCR to the next step in the work flow.
- Implement the work flow by paper and wherever possible electronic means.

6.3 STATUS REPORTS
The Secretariat shall:

- Maintain data such that status reports shall be available at prescribed intervals for draft and DCR activity and the output of the activity. Produce as activity dictates:
  - A Draft status report (REP003) for consideration at each SCSB and PSWG meeting.
  - A DCR status report (REP004) for consideration at each PSWG meeting.
  - A catalogue of all published ESCC Documents and Specifications (REP001) updated at a minimum of six monthly intervals.
  - A catalogue of all withdrawn ESCC Documents and Specifications (REP002) updated at a minimum of yearly intervals if documents or specifications have been withdrawn in the period.

6.4 ESCC EDITING SYSTEM
The Secretariat utilises an sgml based editing system for the preparation of all ESCC documents and specifications. The Secretariat shall:

- Publish a summary description of the editing system on the ESCC website.
- Publish a style guide on the ESCC website.
- Publish guidelines for authors on the ESCC website to support the most efficient transfer of draft documents and specifications into the editing system.
- Provide information to organisations with an interest in producing ESCC Documents or Specifications directly as sgml files or in utilising the ESCC editing system in entirety. Upon request, make available at a minimum:
  - The ESCC DTD.
  - Details of the commercial basis for system implementation.
  - When a system is suitably implemented, the document and specification components and templates.

7 RECORDS AND REPORTING

7.1 RECORDS
The following records shall be maintained in addition to those specified in ESCC 12002:

Record	Retention Period
Completed draft files	10 years

DCR files	5 years from when all affected specifications are withdrawn
Reports REP001, 002, 003 and 004	5 years

7.2   REPORTING

The Secretariat shall produce the reports specified in ESCC 12002 and as elaborated herein.