

National Aeronautics and
Space Administration

Headquarters

Washington, DC 20546-0001



March 25, 2004

Reply to Attn of:

QE

Vie,

EXPIRED

TO: R/Associate Administrator for Aeronautics
FROM: Q/Associate Administrator for Safety and Mission Assurance
SUBJECT: Enterprise Safety and Mission Assurance (SMA) Agreement

A proposed Enterprise SMA Agreement between our two offices is enclosed. Members of both our staffs have reviewed this final version of the document and concur with its content; it includes all changes recently recommended by your Chief Engineer. I have signed the Agreement and fully support its contents. I am asking that you approve and sign the Agreement and return a copy to me. Under this agreement, my Enterprise Liaison to your office will remain Ms. Pamela Richardson.

Resp/O'Connor

Bryan O'Connor

Enclosure

cc:
Q/J. Lloyd

**Safety and Mission Assurance Agreement
for the Aeronautics Enterprise**

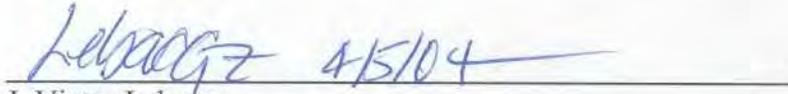
March 29, 2004

Forward

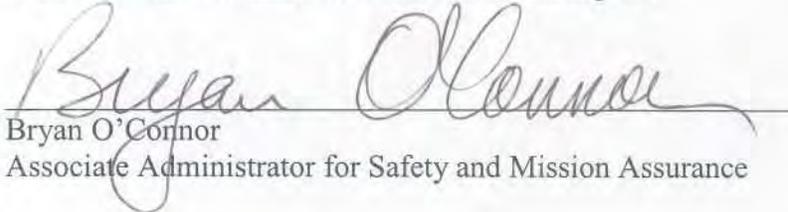
It is NASA policy to protect the public, astronauts and pilots, NASA workforce, and high-value equipment and property from potential harm as a result of NASA activities and operations by engendering a management culture that insists on safe programs, technologies, operations, and facilities, and protecting the environment. It is also NASA policy to hold NASA leaders, managers, supervisors, and employees responsible for safety and mission success within their functional areas. NASA Policy Directive (NPD) 8700.1 establishes Safety and Mission Success (SMS) policies and defines the requirements and responsibilities that implement these policies. NPD 8700.1 is incorporated into this agreement by reference.

This Safety and Mission Assurance (SMA) Agreement between the Office of SMA and the Aeronautics Enterprise establishes the overall approach for how the OSMA will work in concert with the Enterprise to satisfy NASA safety and mission success policy.

Signatures:



J. Victor Lebacqz
Associate Administrator for Aeronautics Enterprise



Bryan O'Connor
Associate Administrator for Safety and Mission Assurance

1.0 Introduction

This agreement defines the overall approach and the working relationships between the Office of Safety and Mission assurance (OSMA) and the Aeronautics Enterprise that support the implementation of policies and the fulfillment of responsibilities contained in NPD 8700.1. This agreement shall be revised as required, but shall be reviewed and renewed at least every 3 years.

2.0 Principles of Operation

2.1 The Associate Administrator (AA) for SMA will provide safety, reliability, maintainability, and quality assurance (SRM&QA) policy direction for all Agency programs, projects, facilities, operations, and activities and functional leadership for the Center SMA organizations. In support of the Aeronautics Enterprise AA, the AA, OSMA, will review, survey, and assess to ensure that NASA programs and projects have implemented appropriate practices for safety and mission success and that there is an appropriate and effective mechanism to properly identify and disposition risks for all NASA programs, projects, facilities, and activities.

2.2 The AA for the Aeronautics Enterprise is accountable for the safety and mission success of all Enterprise programs and projects, including related facilities, operations, and activities. The Aeronautics Enterprise AA will provide the programmatic executive leadership to ensure Agency SMS policies, plans, techniques, procedures, and standards are implemented throughout the Enterprise and that risks that negatively impact safety or mission success are properly dispositioned.

3.0 Roles and Responsibilities

3.1 Enterprise Responsibilities

The AA for the Aeronautics Enterprise:

3.1.1 Accepts accountability for the safety and mission success of all Enterprise programs and projects, including related facilities, operations and activities.

3.1.2 Ensures SMA Annual Operating Agreements (AOAs) that establish Center-wide SMA annual planning, processes, and performance metrics are developed by the Center Directors for which the Enterprise AA has Institutional Program Office (IPO) responsibility. The Enterprise AA will review and approve a Center's AOA when provided to the Enterprise by OSMA. The Enterprise AA can expect, at a minimum, to receive AOAs for which the Enterprise has IPO responsibility. The Enterprise AA may request to review other AOAs for which the Enterprise has programmatic responsibility.

3.1.3 Facilitates as may be appropriate, the participation of the OSMA Enterprise Liaison in Enterprise weekly staff meetings, monthly tag-ups, and program/project reviews.

3.1.4 Ensures that resources are available to support the SMS and SMA requirements established by NPD 8700.1 for Enterprise programs and projects, including related facilities and operations. SMA resource requirements for all Enterprises will be documented within a Center's SMA AOA.

3.2 OSMA Responsibilities

The AA for SMA (AA, OSMA) will:

3.2.1 Provide the SMA functional leadership that promotes the safe accomplishment of NASA missions as one of NASA's core values and in accordance with NPD 8700.1.

3.2.2 Provide the NASA Administrator with input to the annual performance evaluation of the Enterprise AA.

3.2.3 Provide annual performance evaluations of the Enterprise Center Directors and Center SMA Directors for the use by the Enterprise AA.

3.2.4 Consider the Center SMA Director as the focal point for all SMA matters at a Center.

3.2.5 Designate an individual from OSMA as an Enterprise Liaison to serve as the point of contact with the Enterprise.

3.2.6 Assess Enterprise programs, projects, facilities, and operations for compliance with Agency SMS policies and requirements and report the results to the Enterprise AA.

3.2.7 Review, for concurrence, the Center-developed SMA AOAs. The AOAs will be forwarded to the Enterprise for review and approval, subsequent to OSMA review. The OSMA AA's signature on an AOA will indicate that all applicable SMA requirements have been adequately addressed. OSMA will coordinate with the Enterprise to resolve any SMA issues or shortfalls identified in a Center's AOA. The AOA will be used as a basis for conducting Process Verification reviews (PV) of a Center's SMA program. PVs will review the Enterprise and Centers' SMA processes to ensure compliance with NPD 8700.1 requirements.

3.2.8 Establish review processes to certify the safety and operational readiness of flight hardware/software, mission critical support equipment, hazardous facilities/operations, and high-energy ground-based systems. OSMA or a

designated Center SMA person will lead these review processes. OSMA will assure the active participation of the Enterprise SMA Liaison or other Enterprise designee(s) in these review processes.

3.2.9 Assist the Enterprise in the investigation, analysis, and reporting of significant (type A) NASA mishaps.

3.2.10 Designate a person to serve as a functional liaison for individual Centers. The Center Liaisons will track Center SMA issues, monitor performance metrics, serve as a technical consultant as necessary, assist in SMA performance planning with the Center, and develop SMA input for inclusion in annual performance evaluations of the Enterprise AA, the Center Director, and the Center SMA functional managers as provided by the AA, OSMA.

3.2.11 Assure that adequate resources are available to support OSMA obligations under this agreement.

3.2.12 Manage its research and development (R&D) budget for the development of SMA technology to support both Agency and Enterprise activities.