

**Safety and Mission Assurance  
Agreement for the  
Biological and Physical Research Enterprise**

**EXPIRED**

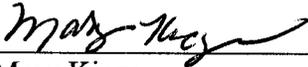
**October 17, 2003**

## 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 providing safe programs, technologies, operations, and facilities and by protecting the environment. It is also NASA policy to hold NASA leaders, managers, and supervisors responsible and accountable for safety and mission success within their functional areas. NASA Policy Directive (NPD) 8700.1 establishes Safety and Mission Assurance (SMA) policies, and defines the requirements and responsibilities that implement these policies. NPD 8700.1 is incorporated in this agreement by reference.

This SMA Agreement between the Office of Safety and Mission Assurance (OSMA) and the Biological and Physical Research Enterprise establishes the overall cooperative approach to be used by both organizations to satisfy NASA safety and mission success policy.

Signatures:



Mary Kicza

Associate Administrator for Biological and Physical Research



Bryan O'Connor

Associate Administrator for Safety and Mission Assurance



Faith Chandler

Safety and Mission Assurance Biological and Physical Research Enterprise

Point of Contact

## **1.0 Introduction**

The objective of this agreement is to define the overall approach and to establish the working relationship between OSMA and the Biological and Physical Research Enterprise that implement policies and 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 OSMA provides SMA functional leadership and policy direction to all Agency programs, projects, facilities, operations, and activities. OSMA conducts reviews, surveillance, and independent assessments to ensure that NASA Enterprises have implemented appropriate risk management practices and that Safety and Mission Success risks are properly identified and dispositioned for all NASA programs, projects, facilities, and activities.
- 2.2 The AA for the Biological and Physical Research Enterprise is responsible and accountable for the safety and mission success of their Enterprise programs and projects. The Enterprise AA will provide the programmatic executive leadership to ensure Agency safety, mission success, and risk management policies, plans, techniques, procedures, and standards are implemented throughout the Enterprise.

## **3.0 Roles and Responsibilities**

### **3.1 OSMA Responsibilities**

- 3.1.1 The OSMA AA provides the SMA functional leadership that promotes the safe accomplishment of NASA missions in accordance with NPD 8700.1.
- 3.1.2 The OSMA AA will provide the NASA Administrator with input to the annual performance evaluation of the Enterprise AA.
- 3.1.3 The focal point for the OSMA AA on all SMA matters at each Center is the SMA Director.
- 3.1.4 The OSMA AA will designate one of its staff members to serve as a point of contact (POC) (OSMA Enterprise POC) with the Enterprise. The OSMA Enterprise POC will serve as the matrixed "Safety Officer" for the Biological and Physical Research Enterprise. In this role, he/she will provide technical advice and counsel the Enterprise on SMA-related matters, and upon request, will perform or provide support to special technical studies of SMA-related issues. The OSMA Enterprise POC will keep the Enterprise informed of pertinent information, e.g., OSMA policy modifications, OSMA initiatives, independent assessments, Annual Operating Agreements (AOA's) and Process Verifications (PV's), as appropriate and applicable to Enterprise.

- 3.1.5 OSMA will independently assess Enterprise programs and projects for compliance with Agency SMA policies and requirements and will report the results to the Enterprise for resolution.
- 3.1.6 OSMA will review for concurrence the Center-developed SMA AOA. The AOA will be forwarded to the Enterprise for review subsequent to OSMA review. OSMA AA concurrence on an AOA will indicate that all applicable SMA requirements have been adequately addressed. The AOA will be used as one of the basis for conducting biennial PV's of a Center's SMA program.
- 3.1.7 OSMA will assist the Enterprise in the investigation, analysis, and reporting of NASA mishaps.
- 3.1.8 OSMA will also designate OSMA Center POC's for each Center. The Center POC's will track Center SMA issues, performance, serve as a technical consultant as necessary, assist SMA performance planning with the Center, and provide SMA status to the OSMA Enterprise POC.
- 3.1.9 OSMA will ensure that adequate resources are available to support OSMA obligations under this agreement. OSMA will manage its R&D budget for the development of SMA technology to support Enterprise activities.
- 3.2 Enterprise Responsibilities
  - 3.2.1 The Enterprise AA will ensure that the Agency safety and mission success requirements are implemented in all Enterprise programs and projects. With the assistance of OSMA, the Enterprise AA will conduct formal and informal reviews as necessary to ensure requirements of NPD 8700.1 are met within the activities of the Enterprise.
  - 3.2.2 The Enterprise AA will ensure that adequate resources are available to support the SMA management requirements established by NPD 8700.1 for programs and projects, as appropriate and applicable to the Enterprise. Resource requirements and requests will be documented within the program/projects' Center AOA.
  - 3.2.3 The Enterprise AA will be provided the option to review and approve AOA's that outline Centers' SMA management plans for those Centers that implement the Enterprise's programs and projects.
  - 3.2.4 The Enterprise Deputy AA – Programs will be the primary POC with the OSMA Enterprise POC. The Enterprise DAA-Programs will facilitate the active participation of the OSMA Enterprise POC in Enterprise weekly staff meetings and program/project reviews. The Enterprise DAA-Programs will keep the OSMA Enterprise POC informed of new programs, projects, and initiatives that may require SMA support.