

CHECK LIST TO VERIFY AN ACTIVE GIDEP/NASA ADVISORY PROCESS:

NOTE: NPG 8735.1 (Procedures for Exchanging Parts, Materials, and Safety Problem Data Utilizing the Government –Industry Data Exchange Program and NASA Advisories) **requires** that PV teams verify implementation of this directive. This NPG explains the process by which a NASA center/component facility must participate in the NASA Advisory and GIDEP processes, but we do not suggest or prescribe their local site process.

- 1) A Center/component facility process exists for identifying, controlling, and correcting problems and nonconforming items. Documentation or evidence exists that represents this process
- 2) The center/component facility is actively participating in GIDEP processes. There is evidence that GIDEP ALERTS, GIDEP SAFE-ALERTS, GIDEP Problem Advisories, GIDEP Agency Action Notices, and NASA Advisories are evaluated and dispositioned in a timely fashion.
- 3) A current copy of the GIDEP operations manual is on file in the office of the Center's official lead GIDEP representative/coordinator.
- 4) There is a designated center/component facility GIDEP ALERT and NASA Advisory Coordinator. This person periodically attends a GIDEP training clinic. This person maintains a list of the civil servants and on-site contractors at the center/component facility who are registered GIDEP users
- 5) There is a center-unique form that is used when a NASA Advisory is issued by the center. (Component facilities should use the form from their associated center...) The center-unique form contains, at a minimum, the elements listed in 8735.1
- 6) NASA Advisories issued by the center/component facilities are being cleared with the center Office of Chief Council prior to release.
- 7) Program, project, and functional managers have reviewed all contracts to ensure incorporation of GIDEP participation requirements. (These are spelled out in 8735.1 Appendix 2)
- 8) Program, project, and functional managers are reviewing the status of all applicable GIDEP and NASA Advisories at appropriate milestones.