

## Checklist for NCSX Documentation and Records Archiving

WBS \_\_\_\_ Job: \_\_\_\_\_ Title: \_\_\_\_\_

Individual completing \_\_\_\_\_ Date completed \_\_\_\_\_

Guidance: Review what is on your personal computer vs. what is on the NCSX webpage to identify what is missing or is different.

No	Document/record type	Web current?	What needs to be uploaded? Location of these files?
1.	Project Files <ul style="list-style-type: none"> <li>• Memos including emails</li> <li>• Meeting Notes</li> <li>• Photos – likely will be consolidated into other files</li> </ul>		
2.	Specifications/SOWs <ul style="list-style-type: none"> <li>• Specifications (<i>Completed &amp; Draft</i>)</li> <li>• SOWs (<i>Completed &amp; Draft</i>)</li> </ul>		
3.	Design Reviews/CHITs/Calcs/R&D Reports <ul style="list-style-type: none"> <li>• Design Reviews</li> <li>• Open CHITs</li> <li>• Analysis Reports (<i>Completed &amp; Draft</i>)</li> <li>• R&amp;D Reports (<i>Completed &amp; Draft</i>)</li> </ul>		

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4.	<p>Design Data</p> <ul style="list-style-type: none"> <li>• Design Descriptions</li> <li>• Bills of Material</li> <li>• FEA Models (<i>New</i>)</li> <li>• Metrology (<i>may combine with other info</i>)</li> <li>• Material Properties</li> <li>• Vacuum Properties</li> <li>• Released Drawings (<i>N/A since link made</i>)</li> <li>• Design Studies/Presentations (e.g., interference studies, permeability analyses, etc.)</li> <li>• Models (<i>New – Primarily T Brown Effort</i>)</li> <li>• In-Process Drawings (<i>New – Primarily T Brown Effort</i>)</li> <li>• Technical Data (<i>N/A – will post latest</i>)</li> </ul>		
5.	<p>Fabrication/Assy/Construction Info</p> <ul style="list-style-type: none"> <li>• Manufacturing Plans/Procedures (<i>Complete and Drafts</i>)</li> <li>• Coil Test Results</li> <li>• Facility Layout (<i>N/A – no further work</i>)</li> <li>• Final Assembly (<i>N/A – nothing done</i>)- <i>models elsewhere</i></li> <li>• Prototype Info</li> <li>• Dimensional Control/Metrology – <i>will transfer from P Drive to Web when done</i></li> <li>• MC Mfg/FPA Punch List &amp; MC Status – <i>data base needs to be transferred</i></li> <li>• Ops Center Materials – <i>need inventory list</i></li> </ul>		

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6.	<p>Other Info</p> <ul style="list-style-type: none"> <li>• Risk Register</li> <li>• Project Control Info                             <ul style="list-style-type: none"> <li>○ CPRs</li> <li>○ Cost/Schedule Baselines</li> </ul> </li> <li>• Test Results</li> <li>• Procurement Records – <i>send to Ops Center and/or correspondence</i></li> <li>• Close Out Notes</li> <li>• Audit Reports/Notes</li> <li>• NCRs</li> <li>• Other info?</li> </ul>		
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11.	<p>Fabrication/Assy/Construction Info</p> <ul style="list-style-type: none"> <li>• Manufacturing Plans/Procedures<sup>1</sup> (<i>Complete and Drafts</i>)</li> <li>• Coil Test Results</li> <li>• Facility Layout (<i>N/A – no further work</i>)</li> <li>• Final Assembly (<i>N/A – nothing done</i>)- <i>models elsewhere</i></li> <li>• Prototype Info</li> <li>• Dimensional Control/Metrology – <i>will transfer from P Drive to Web when done</i></li> <li>• MC Mfg/FPA Punch List &amp; MC Status – <i>data base needs to be transferred</i></li> <li>• Ops Center Materials – <i>need inventory list</i></li> </ul>		

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**NOTES**

<sup>1</sup> Review draft procedures available on local computer, approved procedures which should be available on the web at the proper version, and run copies. If there are run copies issued, indicate where they are currently located, e.g., in FPA station #1, their current status, and the plans for returning them to the Operations Center.

<sup>2</sup> Concern is with deliverables. Deliverables, if in paper format, should be in the Operations Center. If electronic, should be posted on the NCSX web. These deliverables should clearly identify the hardware for which they are associated.