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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 8553.1A

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Subject: NASA Environmental Management System (EMS) w/Change 2 (04/26/2006)

Responsible Office: Environmental Management Division

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Chapter 5. Checking and Corrective Action

5.1 Monitoring and Measurement

5.1.1 Purpose. To perform periodic monitoring and measurement of the EMS.

5.1.2 Roles and Responsibilities

5.1.2.1 NASA Mission Directorates and Mission Support Offices are responsible for, as appropriate, establishing and maintaining documented procedures to track, monitor, and measure the key characteristics of operations associated with EMS objectives and targets and associated with Headquarters high priority environmental aspects.

5.1.2.2 NASA Centers are responsible for, establishing and maintaining documented procedures to track, monitor, and measure the key characteristics of operations associated with EMS objectives and targets and EMS high priority environmental aspects.

5.1.3 Requirements. Equipment used for monitoring shall be appropriately calibrated and calibration records maintained.

5.2 Nonconformance, Corrective, and Preventive Action

5.2.1 Purpose. To establish and maintain a procedure for defining responsibility and authority for identifying, handling, and investigating nonconformances.

5.2.2 Roles and Responsibilities

NASA Centers are responsible for establishing procedures to identify and track nonconformance and corrective action. Center quality management system procedures may be used.

5.2.3 Requirements

- a. Preventive and corrective actions shall be appropriate to the magnitude of the environmental impact.
- b. Action shall be taken to mitigate any environmental impacts caused by a nonconformance and provide for both initiation and completion of corrective and preventive action.

5.3 Records

5.3.1 Purpose. To provide evidence of ongoing operations and maintenance of the EMS.

5.3.2 Roles and Responsibilities

NASA Centers are responsible for --

- a. For EMS records, conformance with this NPR, and applicable NASA records requirements including: NASA NPD 1440.6, NASA Records Management, NPR 1441.1, Records Retention Schedules, and NPD 2800.1 Managing Information Technology, and
- b. Retaining records of compliance activities in accordance with legal and regulatory guidelines.

5.3.3 Requirements

- a. A records retention matrix for EMS records shall be established and maintained.
- b. Environmental records shall be legible, identifiable, and traceable to an activity, product, or service.
- c. Environmental records shall be maintained and stored in a manner that --
 1. Allows for their ready retrieval, and
 2. Protects them from loss, damage, or deterioration.
- d. A list of records that have been identified as pertaining to the EMS is provided in Appendix B.
- e. Compliance records are not subject to EMS record requirements but shall be maintained according to external requirements and shall be readily available.

5.4 EMS Audit

5.4.1 Purpose.

To assess conformance to this NPR's requirements using EMS auditing techniques, and environmental compliance using compliance auditing techniques, as appropriate through:

- a. NASA Headquarters Environmental Management Division - led environmental functional reviews,
- b. Independent self-declaration assessments of Center EMSs, and
- c. Center-led internal:
 1. Annual EMS reviews, and
 2. Reviews of compliance with local environmental regulations.

5.4.2 Roles and Responsibilities

5.4.2.1 NASA Headquarters Environmental Management Division is responsible for --

- a. Providing guidance on Center-led internal annual EMS reviews of conformance with this NPR's requirements and EMS performance (see Appendix Z, Parts 1 and 2).
- b. Establishing oversight and evaluation of Center operations through EMS audits, performance metrics, or other means to ascertain that appropriate environmental, compliance, and management techniques are used.
- c. Providing functional oversight and conducting environmental functional reviews to ensure that environmental activities are conducted in accordance with statutory, regulatory, and fiduciary responsibilities including the requirements of this NPR.
- d. Establishing and maintaining programs and procedures for environmental functional reviews.
- e. Establishing and maintaining the NASA Environmental Management System Checklist (see Appendix Z, Part 2).

5.4.2.2 NASA Centers are responsible for --

- a. Supporting Headquarters Environmental Management Division-led environmental functional reviews as necessary to ensure that Center programs, projects, facilities, systems, and operations comply with all environmental requirements.
- b. Establishing and maintaining programs and procedures for internal annual EMS reviews and internal reviews of compliance with local environmental regulations.
- c. Internal, annual EMS reviews, in years that Headquarters Environmental Management Division -led environment functional reviews are not conducted.
- d. At a minimum, in conducting its annual EMS reviews, each Center shall internally review all elements of its EMS for conformance with this NPR, as applicable to its internal sub-organizations, over a 3-year period.

- e. Periodic internal reviews of compliance with local environmental regulations. At a minimum compliance with all applicable local environmental regulations shall be reviewed over a 3-year period.
- f. If self-declaring their EMS:
 - 1. Annual EMS reviews utilizing the current NASA Environmental Management System Checklist (see Appendix Z, Part 2), as it applies across the Center and to internal sub-organizations.
 - 2. Independent self-declaration assessments every third year. The environmental management portion of a Headquarters Environmental Management Division conducted environmental functional review is a source of an independent self-declaration assessment.

5.4.3 Requirements

- a. Headquarters Environmental Management Division -led environmental functional reviews shall be conducted every 3 years.
- b. Results of previous environmental functional reviews, shall be considered by Headquarters Environmental Management Division, when conducting environmental functional reviews.
- c. Results of previous Headquarters Environmental Management Division -led environmental functional reviews, independent self-declaration assessments, Center-led annual EMS reviews and reviews of compliance with local regulations shall be considered, as appropriate, by Centers when conducting EMS reviews and reviews of compliance with local environmental regulations.
- d. Results of annual EMS reviews, self-declaration assessments, and reviews of compliance with local environmental regulations and environmental functional reviews shall be provided to Center Senior Management.
- e. Headquarters Environmental Management Division and Center auditing procedures shall address auditor competence.

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