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2012

**COMPLIANCE IS MANDATORY**

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## **Procedures For Exchanging Parts, Materials, and Safety Problem Data Utilizing the Government-Industry Data Exchange Program and NASA Advisories**

**Responsible Office: Office of Safety and Mission Assurance**

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# Change History

<b>Change No.</b>	<b>Date</b>	<b>Description</b>

# Preface

## P.1 Purpose

P.1.1 NASA Policy Directive (NPD) 8700.1, NASA Policy for Safety and Mission Success, requires NASA managers to control nonconforming products and to perform corrective and preventative actions.

P.1.2 This NASA Procedural Requirements (NPR) document establishes general requirements and procedures for NASA to ensure that information concerning significant problems involving parts, materials, and safety are exchanged both internal and external to NASA.

P.1.3 This document provides the procedures for the preparation, distribution, and closeout of GIDEP ALERTS, GIDEP SAFE-ALERTS, GIDEP Problem Advisories, GIDEP Agency Action Notices, and NASA Advisories. Appendix A provides definitions of these documents.

*Note: GIDEP (Government-Industry Data Exchange Program) is a cooperative information-sharing program between the U.S. and Canadian governments and industry participants. The goal of GIDEP is to ensure that only reliable and conforming parts are in use on all Government programs and operations. GIDEP members share technical information essential to the research, design, development, production, and operational phases of the life cycle of systems, facilities, and equipment.*

## P.2 Applicability

This NPR is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers. This NPR applies to the Jet Propulsion Laboratory (JPL) or to other contractors or international partners only to the extent specified or referenced in applicable contracts, grants, or agreements.

## P.3 Authority

- a. Office of Federal Procurement Policy Letter 91-3, Reporting Nonconforming Products.
- b. NPD 8700.1, NASA Policy for Safety and Mission Success.

## P.4 Applicable Documents

- a. NPD 2110.1, Foreign Access to NASA Technology Transfer Materials.
- b. NPR 7120.5D, NASA Space Flight Program and Project Management Requirements.
- c. NPR 8705.6, Safety and Mission Assurance Audits, Reviews, and Assessments.
- d. GIDEP S0300-BU-GYD-010, Government-Industry Data Exchange Program (GIDEP) Requirements Guide.
- e. GIDEP S0300-BT-PRO-010, GIDEP Operations Manual.

## **P.5 Measurement/Verification**

Compliance with the requirements contained in this NPR will be verified through processes contained in NPR 8705.6, Safety and Mission Assurance Audits, Reviews, and Assessments.

## **P.6 Cancellation**

NPR 8735.1A, dated August 22, 2002.

/S/

Bryan O'connor  
Chief, Safety And Mission Assurance

# Chapter 1. General Requirements

## 1.1 Overview

1.1.1 The identification, documentation, control, and correction of problems and nonconforming items are critical aspects of NASA's safety and mission assurance program. The unintended use of problem or nonconforming products or material on NASA spacecraft or facilities has the potential to compromise NASA's mission; result in unanticipated replacement, repair, or maintenance costs; and jeopardize NASA workforce and public safety and health. NASA uses a variety of means, including inspection and oversight, to ensure nonconforming items are not used by NASA or NASA contractor personnel.

1.1.2 While oversight and inspection play a pivotal role in ensuring products meet specifications, it is equally important that the NASA and Federal workforce be advised of and have access to significant problem and nonconforming item data. To this end, NASA participates in the GIDEP to exchange information among agencies and Government contractors about nonconforming products and uses NASA Advisories to communicate information within the Agency.

*Note: NASA is required by Office of Federal Procurement Policy Letter 91-3 to participate in GIDEP.*

1.1.3 This NPR provides the procedural requirements for the following:

- a. The exchange of significant problem and nonconforming item data among NASA activities and with GIDEP.
- b. The evaluation and disposition of GIDEP ALERTS, GIDEP SAFE-ALERTS, GIDEP Problem Advisories, GIDEP Agency Action Notices, and NASA Advisories.
- c. The formulation of contracts to incorporate GIDEP participation and requirements to evaluate GIDEP ALERTS, GIDEP SAFE-ALERTS, GIDEP Problem Advisories, GIDEP Agency Action Notices, and NASA Advisories, where appropriate.

*Note: Appendix B provides guidelines for contractual implementation of these requirements.*

## 1.2 Responsibilities

1.2.1 The Chief, Safety and Mission Assurance, shall:

- a. Establish Agency-wide requirements for the exchange of significant problem and nonconforming item data among NASA activities and with GIDEP (Requirement 31825).
- b. Exchange significant problem and nonconforming item data identified by Headquarters among NASA activities and with GIDEP (Requirement 31826).
- c. Designate an Agency ALERT Coordinator who serves as the NASA representative to the GIDEP (Requirement 31828).

1.2.2 The NASA Mission Directorate Associate Administrators and Center Directors shall maintain continuous oversight of their organization's processing of GIDEP ALERTS, GIDEP SAFE-ALERTS, GIDEP Problem Advisories, GIDEP Agency Action Notices, and NASA Advisories (Requirement 24003).

### 1.2.3. Center Directors and the Assistant Administrator for Infrastructure and Administration shall:

- a. Participate in GIDEP (Requirement 31833).
- b. Designate a civil service employee as the Center/Headquarters GIDEP ALERT and NASA Advisory Coordinator (with the exception of the Jet Propulsion Laboratory where a non-civil service employee may be appointed) (Requirement 31834).
- c. Develop, document, and implement Center processes for:
  - (1) The identification, control, and correction of problems and nonconforming items (Requirement 31830).
  - (2) The exchange of significant problem and nonconforming item data identified by their Center with other NASA Centers and with GIDEP (Requirement 31831).
  - (3) The evaluation and disposition of GIDEP ALERTS, GIDEP SAFE-ALERTS, GIDEP Problem Advisories, GIDEP Agency Action Notices, and NASA Advisories (Requirement 31832).

### 1.2.4 Program, Project, and Operations/Institutional Managers shall:

- a. Review all contracts to ensure incorporation of GIDEP participation requirements to evaluate GIDEP ALERTS, GIDEP SAFE-ALERTS, GIDEP Problem Advisories, GIDEP Agency Action Notices, and NASA Advisories (Requirement 31835).
- b. Ensure that all applicable GIDEP ALERTS, GIDEP SAFE-ALERTS, GIDEP Problem Advisories, GIDEP Agency Action Notices, and NASA Advisories are reviewed and dispositioned for impact to all levels under their purview (Requirement 31836).
- c. Ensure that all significant parts, material, and safety problems of a general concern are identified and corresponding data exchanged via GIDEP ALERTS, GIDEP SAFE-ALERTS, GIDEP Problem Advisories, GIDEP Agency Action Notices, and NASA Advisories (Requirement 31837).
- d. Ensure that the status of all applicable GIDEP ALERTS, GIDEP SAFE-ALERTS, GIDEP Problem Advisories, GIDEP Agency Action Notices, and NASA Advisories are reviewed at program milestones and readiness reviews (Requirement 31838).

### 1.2.5 The Headquarters and Center GIDEP ALERT and NASA Advisory Coordinators shall:

- a. Review all GIDEP ALERTS, GIDEP SAFE-ALERTS, GIDEP Problem Advisories, GIDEP Agency Action Notices, and NASA Advisories from their respective facilities for adequacy before release (Requirement 31839).
- b. Sign and release all GIDEP ALERTS, GIDEP SAFE-ALERTS, GIDEP Problem Advisories, GIDEP Agency Action Notices, and NASA Advisories from their respective facilities (Requirement 31840).

## **Chapter 2. Documenting GIDEP ALERTS, GIDEP SAFE-ALERTS, GIDEP Problem Advisories, GIDEP Agency Action Notices, and NASA Advisories**

2.1 The Headquarters and Center GIDEP ALERT and NASA Advisory Coordinators shall document significant problem and nonconforming item data for exchange among NASA Centers and GIDEP using the following decision criteria (Requirement 24007):

- a. Significant problem and nonconforming item data shall be documented and exchanged using the GIDEP unless the GIDEP reporting criteria contained in GIDEP S0300-BU-GYD-010, GIDEP Requirements Guide, Chapter 7, cannot be met, or there are restrictions on release and distribution of the information (Requirement 31841).
- b. GIDEP ALERTS, GIDEP SAFE-ALERTS, GIDEP Problem Advisories, and GIDEP Agency Action Notices shall be documented in accordance with the requirements of GIDEP S0300-BT-PRO-010, GIDEP Operations Manual (Requirement 24008).
- c. If the data cannot be released via GIDEP, a NASA Advisory shall be used (Requirement 31842).

*Note: Data designated for exchange is exchanged using either a GIDEP form (GIDEP ALERT, GIDEP SAFE-ALERT, GIDEP Problem Advisory, or GIDEP Agency Action Notice) or NASA Advisory form, but not both.*

2.2 The Headquarters and Center GIDEP ALERT and NASA Advisory Coordinators shall document NASA Advisories using the approved format available in the NASA Community Information Exchange System (CIES) forum in GIDEP, or using a Center-unique form, incorporating the following information at a minimum (Requirement 24009):

- a. A general introductory statement that reads as follows: "This is a NASA Advisory issued in accordance with the requirements of NASA Procedural Requirements 8735.1. For information concerning processing and actions required to be conducted in conjunction with this information, refer to your contract or NASA Procedural Requirements 8735.1."
- b. Date of issue.
- c. Restrictions on Release: Identify any restrictions on release of this information.
- d. Identification Number of the NASA Advisory: The standard convention is NA-Center-Year (4 digit format)-Sequential Numbers.
- e. Nomenclature of the item, part, component, material, specification, or process.
- f. Manufacturer/Manufacturers' Address(es): Enter the name and address(es) for the manufacturer of the discrepant part.
- g. Procurement Specification: Enter the procurement specification number for the discrepant part or the procurement specification number which controls the discrepant part.
- h. Manufacturer's Part Number: Enter the manufacturer's part number.

- i. Lot/Date Code: Enter the lot/date code of the discrepant part.
- j. Serial Number: Enter the serial number of the discrepant part.
- k. Problem Situation or Cause.
- l. Action Taken: Enter any actions your organization or the manufacturer is taking, plans to take, or suggests taking to preclude recurrence of the problem.
- m. Contact Points for Information.
- n. References.
- o. Alert Coordinator's Signature, Name, Phone Number, and E-mail address.

# **Chapter 3. Release and Distribution of GIDEP ALERTS, GIDEP SAFE-ALERTS, GIDEP Problem Advisories, GIDEP Agency Action Notices, and NASA Advisories**

3.1 For the release and distribution of GIDEP ALERTS, GIDEP SAFE-ALERTS, GIDEP Problem Advisories, or GIDEP Agency Action Notices, the Center/Headquarters GIDEP ALERT and NASA Advisory Coordinator shall, in the following sequence:

a. Coordinate with the Center/Headquarters Office of Chief Counsel and Center/Headquarters Export Control Official (Requirement 24012).

b. Release GIDEP ALERTS, GIDEP SAFE-ALERTS, GIDEP Problem Advisories, and GIDEP Agency Action Notices to the GIDEP Operations Center for distribution in accordance with the GIDEP requirements of S0300-BT-PRO-010, GIDEP Operations Manual (Requirement 24011).

3.2. For the release and distribution of NASA Advisories, the Center/Headquarters GIDEP ALERT and NASA Advisory Coordinator shall, in the following sequence:

a. Certify that the notice was classified as a NASA Advisory because it did not meet GIDEP release requirements (Requirement).

b. Coordinate with the Center Office of Chief Counsel and Center Export Control Official (Requirement 24012).

*Note: NASA Advisories are processed through designated official channels as determined by each Center.*

c. Release and distribute the NASA Advisory to the other Center and Headquarters GIDEP ALERT and NASA Advisory Coordinators through the NASA CIES Forum in GIDEP and/or by fax or e-mail (Requirement 24010).

d. Provide a copy of the NASA Advisory to the Deputy Assistant Inspector General in the NASA Headquarters Office of the Inspector General (Requirement 31845).

3.3 The NASA Office of the Inspector General or another Government agency might identify situations potentially involving fraud, waste, and abuse which could also impact safety and mission assurance.

3.3.1 When this information is provided by the Office of the Inspector General or other Government agency to the Office of Safety and Mission Assurance, the Agency ALERT Coordinator shall convert the information into a NASA Advisory (Requirement).

3.3.2 The Center/Headquarters GIDEP ALERT and NASA Advisory Coordinators shall exercise caution in processing and distributing these NASA Advisories to ensure distribution only to those people with a need to know the information, as this information is usually associated with an ongoing investigation (Requirement 24014).

3.4 There are special considerations for the distribution of data derived from a GIDEP ALERT, GIDEP SAFE-ALERT, GIDEP Problem Advisory, GIDEP Agency Action Notice, and NASA

Advisory to one of NASA's international partners. NASA programs/projects that involve an international partner (such as the European Space Agency) might require special review by the Headquarters/Center's Export Control Office prior to distributing to the international partner any data derived from a GIDEP ALERT, GIDEP SAFE-ALERT, GIDEP Problem Advisory, GIDEP Agency Action Notice, or NASA Advisory.

3.4.1 For distribution to the international partner, the Center/Headquarters GIDEP ALERT and NASA Advisory Coordinator or the Program, Project, or Operations/Institutional Manager shall:

- a. Release information excerpted from GIDEP ALERTS, GIDEP SAFE-ALERTS, GIDEP Problem Advisories, GIDEP Agency Action Notices, and NASA Advisories in accordance with NPD 2110.1, Foreign Access to NASA Technology Transfer Materials (Requirement 24015).
- b. Ensure that only GIDEP ALERTS, GIDEP SAFE-ALERTS, GIDEP Problem Advisories, GIDEP Agency Action Notices, and NASA Advisory information that apply to the international partner's participation in a joint NASA/international partner program is released (Requirement).

*Note: This means that only information derived from GIDEP ALERTS, GIDEP SAFE-ALERTS, GIDEP Problem Advisories, GIDEP Agency Action Notices, and NASA Advisories related to components or parts utilized in the equipment contributed by the international partner can be released. GIDEP specifically prohibits NASA's distribution of a complete GIDEP document to anyone outside of NASA - all GIDEP documents have a statement at the top which says "Distribution is not authorized outside of the GIDEP participant's organization." Further guidance may be obtained from the NASA Assessments and Technology Division at NASA Headquarters and from the GIDEP Operations Center.*

## Chapter 4. Evaluation and Disposition of GIDEP ALERTS, GIDEP SAFE-ALERTS, GIDEP Problem Advisories, GIDEP Agency Action Notices, and NASA Advisories

4.1 Upon receipt of a GIDEP ALERT, GIDEP SAFE-ALERT, GIDEP Problem Advisory, GIDEP Agency Action Notice, or NASA Advisory, all Program, Project, and Operations/Institutional Managers shall evaluate and disposition the GIDEP ALERT, GIDEP SAFE-ALERT, GIDEP Problem Advisory, GIDEP Agency Action Notice, or NASA Advisory by:

a. Determining its relevance and impact to programs, projects, and institutions (Requirement 31847). (See paragraph 4.2 and 4.3 for exceptions to Program and Project Managers' requirements for closed-loop GIDEP reporting.)

b. Identifying actions to be taken to reduce or eliminate any detrimental effects on programs, projects, and institutions or identifying other disposition actions to be taken (e.g., risk accepted after assessment, parts replaced, parts placed in segregated stores, additional testing performed) (Requirement 31848).

c. Preparing and providing a response to the GIDEP ALERT, GIDEP SAFE-ALERT, GIDEP Problem Advisory, GIDEP Agency Action Notice, or NASA Advisory in the form of a Parts, Materials, and Safety Problem Impact Statement (NASA Form 1544 (see Appendix C)) or Center-designated form (Requirement 31849).

(1) For GIDEP ALERTS, GIDEP SAFE-ALERTS, GIDEP Problem Advisories, GIDEP Agency Action Notices, or NASA Advisories that do not apply to a program, project, or institution, the Program, Project, or Operations/Institutional Manager shall provide a "no impact" response on the form (Requirement 31850).

(2) The Center/Headquarters GIDEP ALERT and NASA Advisory Coordinator shall establish local processes to identify how these documents are to be processed and retained (Requirement 31851).

(3) The Center/Headquarters GIDEP ALERT and NASA Advisory Coordinator shall ensure that these documents are maintained for a minimum of five years following the end of operations (Requirement 31852).

d. Collecting additional information as requested by the NASA Advisory initiator (Requirement 31853).

*Note: For example, NASA Advisories that deal with fraud will generally require additional information on the NASA Form 1544 to assist the NASA Office of the Inspector General in the preparation of any legal casework and to assist in cost-recovery action.*

Such additional information may include:

(1) Programs, Projects, and Institutions Impacted (Block 7): In addition to the list of programs/projects affected, the costs incurred in investigation of the impact to the programs/projects should be indicated. If there is no impact, the costs incurred to make that determination should be indicated.

(2) Impact on Programs, Projects, and Institutions (Block 8): In addition to the required impact summary, the number of parts involved and their estimated cost should be indicated (e.g., 10 lots of fasteners totaling 135 fasteners with an estimated cost of \$10,000).

(3) Action Taken (Block 9): In addition to the summary of actions taken to eliminate or minimize the impact, any additional testing or inspection should be indicated. The results of those inspections or tests should be provided (e.g., Particle Impact Noise Detection test performed on 40 items with three failures). If a scrap decision is made, the number of items scrapped and their value should be indicated.

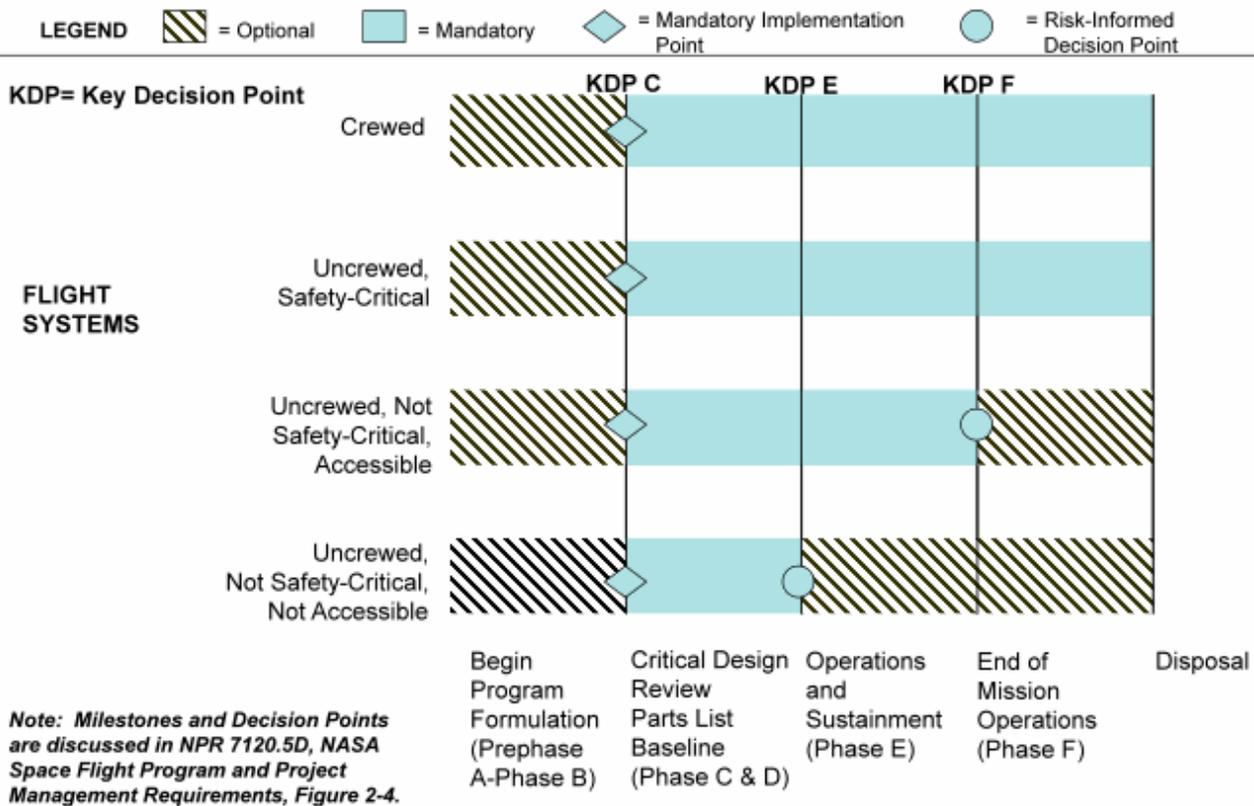
4.2 For flight operations, Program, Project, and Operations/Institutional Managers may discontinue closed-loop GIDEP reporting in accordance with Figure 1.

4.3 Program and Project Managers shall ensure that the baselining of the parts list includes a check of historical GIDEP ALERTS, GIDEP SAFE-ALERTS, GIDEP Problem Advisories, GIDEP Agency Action Notices, and NASA Advisories (Requirement).

4.4 For human flight operations and safety critical systems, Program, Project, and Operations/Institutional Managers shall continue closed-loop GIDEP processing throughout the entire program/project life until disposal (Requirement).

*Note: If the program/project does not operate in a crewed flight environment, and/or does not have any safety-critical elements, and/or is not accessible for control or repair after deployment, closed-loop processing may be terminated after deployment or completion of the designed life cycle as determined by a risk-informed management decision by the Safety and Mission Assurance Technical Authority for the program/project.*

**Figure 1. Decision Points for Discontinuing Closed-Loop GIDEP Reporting for Flight Systems**



# Appendix A. Definitions

A.1 GIDEP. This acronym stands for "Government-Industry Data Exchange Program." GIDEP is a cooperative information-sharing program between the U.S. and Canadian governments and industry participants. The goal of GIDEP is to ensure that only reliable and conforming parts are in use on all Government programs and operations. GIDEP members share technical information essential to the research, design, development, production, and operational phases of the life cycle of systems, facilities, and equipment.

A.2 GIDEP ALERT. GIDEP document for reporting a problem with parts, components, materials, specifications, software, facilities, manufacturing processes, or test equipment that can cause a functional failure.

A.3 GIDEP SAFE-ALERT. A GIDEP document for reporting a nonconforming item, product, or situation that creates a safety hazard for personnel or equipment.

A.4 GIDEP Problem Advisory. A GIDEP document for reporting a problem with parts, components, materials, manufacturing processes, specifications, software, facilities, or test equipment that has an unknown or low probability of causing problems for other users.

A.5 GIDEP Agency Action Notice. A GIDEP document for redistributing problem information issued by a Government Agency to GIDEP participants.

A.6 NASA Advisory. A NASA document for exchanging significant parts, materials, and safety problems or concerns among NASA activities.

A.7 Nonconformance. The state or situation of not fulfilling a requirement.

A.8 Safety Critical Item. A part, assembly, installation equipment, launch equipment, ground support equipment, recovery equipment, or support equipment for an aircraft, launch vehicle, or space vehicle if the part, equipment, or assembly contains a characteristic whose failure, malfunction, or absence could cause a catastrophic or critical failure resulting in the loss of or serious damage to the craft/vehicle, an unacceptable risk of personal injury, or loss of life.

A.9 Significant Problem. Any problem which is of the highest category of significance by virtue of the problem's impact on personnel safety or mission accomplishment (schedule and objectives).

# Appendix B. Guidelines for Contractual Implementation of GIDEP

B.1 Per paragraph 1.2.4 of this NPR, Program, Project, and Operations/Institutional Managers are responsible for reviewing contracts to determine if participation in the GIDEP and NASA Advisory Program is appropriate and, if so, to ensure incorporation of GIDEP participation requirements into contracts.

B.2 The following factors should be considered in this determination:

- a. Type of Procurement - consider the commodity being purchased.
- b. Acquisition Phase - consider the phase of the program and the utility of the GIDEP and NASA Advisory data to support that phase; generally, activities after the conceptual design phase can benefit most from participation.
- c. Dollar Value of Contract - consider the amount of the contract and the benefit to be obtained from participation or the risks of not participating. There is no membership fee to contractors to participate in GIDEP. There are resources required to review and evaluate GIDEP information. Participation in GIDEP should be included in all procurements for supplies that exceed \$500,000 and should be considered for all procurements for services that exceed \$500,000.
- d. Criticality of the Equipment - consider the potential for loss of or damage to the equipment or personnel if GIDEP and the NASA Advisory information are not utilized. While the primary focus of reviewing contracts for participation in GIDEP is to ensure that failure experience data is available and utilized, contractual requirements can be established for use of the other GIDEP data types. Participation in GIDEP should be included for all procurements for safety critical items as defined in paragraph B.2.e below.
- e. The following is a suggested GIDEP/NASA Advisory Participation Statement of Work requirement for failure experience data. This text may be tailored at the Center's discretion.

"The Contractor shall participate in the Government-Industry Data Exchange Program (GIDEP) in accordance with the requirements of the GIDEP Operations Manual (GIDEP S0300-BT-PRO-101) and the GIDEP Requirements Guide (S0300-BU-GYD-010), available from the GIDEP Operations Center, PO Box 8000, Corona, California 92878-8000. The Contractor shall review all GIDEP ALERTS, GIDEP SAFE-ALERTS, GIDEP Problem Advisories, GIDEP Agency Action Notices, and NASA Advisories to determine if they affect the Contractor's products/and or services provided to the Government. For GIDEP ALERTS, GIDEP SAFE-ALERTS, GIDEP Problem Advisories, GIDEP Agency Action Notices, and NASA Advisories that affect the Contractor's products and services provided to the Government, the Contractor shall take action to eliminate or mitigate any negative effect. The Contractor shall generate applicable failure experience data report(s) (GIDEP ALERT, GIDEP SAFE-ALERT, GIDEP Problem Advisory) in accordance with the requirements of GIDEP S0300-BT-PRO-010 and S0300-BU-GYD-010 whenever failed or nonconforming items, available to other buyers, are discovered during the course of the Contract.

The Contractor agrees to insert the preceding paragraph in any subcontract for supplies hereunder exceeding \$500,000.00 or supplying safety critical item(s) as identified by the Contract. When so inserted, the words, "Contractor" should be changed to "Subcontractor," and "Government" should be changed to "Customer."

DEFINITIONS. For purposes of this section, "safety-critical item" means a part, an assembly, installation equipment, launch equipment, ground support equipment, recovery equipment, or support equipment for an aircraft, launch vehicle, or space vehicle if the part, equipment, or assembly contains a characteristic whose failure, malfunction, or absence could cause a catastrophic or critical failure resulting in the loss of or serious damage to the craft/vehicle, an unacceptable risk of personal injury, or loss of life.

Information and materials concerning GIDEP are available from:

GIDEP Operations Center  
P.O. Box 8000  
Corona, CA 92878-8000

Phone: (951) 898-3207

FAX: (951) 898-3250

Website: [www.gidep.org](http://www.gidep.org)

# **Appendix C. NASA FORM 1544, Problem Impact Statement - Parts, Materials, and Safety**

 National Aeronautics and Space Administration		<h2 style="text-align: center;">Problem Impact Statement Parts, Materials, and Safety</h2>	
1. SUBJECT		2. DATE	
3. REFERENCE REPORT		4. REF. REPT DATE	
5. CONTACT POINTS FOR INFORMATION			
6. CENTER ALERT COORDINATOR (Signature)		6a. IMPACT STATEMENT PREPARER	
7. PROGRAMS AND PROJECTS IMPACTED			
8. IMPACT ON PROGRAMS AND PROJECTS			
9. ACTION TAKEN			

NASA FORM 1544 MAR 06 PREVIOUS EDITIONS ARE OBSOLETE.

# Appendix D. Problem Data Exchange Process

