



NASA Procedural Requirements

COMPLIANCE IS MANDATORY

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Subject: 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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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).

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