

National Aeronautics and Space Administration  
Headquarters  
Washington, DC 20546-0001



May 10, 2007

NM 8621-53  
NPR 8621.1

Reply to Attn of: Safety and Assurance Requirements Division

TO: Distribution

FROM: Director, Safety and Assurance Requirements Division

SUBJECT: Interim Requirement Update to NPR 8621.1, NASA Procedural Requirements for Mishap and Close-Call Reporting, Investigating, and Recordkeeping

The Office of Safety and Mission Assurance (OSMA) was asked to respond to Aerospace Safety Advisory Panel (ASAP) recommendation number 2006-03-01. The ASAP found that, while actions of contractors reporting to other NASA organizations can have, and have had, a direct effect on mishap likelihood, all mishaps occurring at a Center are currently charged to that Center based on geographic responsibility assignment. The host Center may bear the cost of conducting the mishap investigation and implementing corrective actions without apparent reimbursement from the organization having responsibility for the program that experienced the mishap. This, and a perceived lack of Agency policy concerning host Center safety authority over contractors from other NASA organizations, can lead to an obfuscation of safety responsibility in activities involving tenant contractors. The ASAP recommended that future mishap accountability should be shifted to the programmatic organization having decision authority over the operation.

As one part of OSMA's response to this ASAP recommendation, we are issuing interim requirements via this memorandum that will be incorporated in the next revision of NPR 8621.1. The new requirements are shown in italics below.

2.1.1. The AA/OIA and each Center Director shall develop a Center Mishap Preparedness and Contingency Plan that describes the following:

- *The Work Breakdown Structure (WBS) charge code number that will be used by the Center for all Center-related mishaps including, but not limited to, facility construction, facility maintenance, industrial, ergonomic, and facility slip, trip and falls.*

2.2.1. The program/project manager shall concur in a Program/Project Mishap Preparedness and Contingency Plan that:

- *Includes the WBS charge code number that will be used by the Program/Project-related mishaps, whether they occur onsite, at contractor sites, or in flight including, but not limited to, program/project hardware and Ground Support Equipment fabrication, processing, test, inspection, operation, and decommissioning.*

We request that you incorporate these new requirements into your Center and Program Mishap Preparedness and Contingency Plans by August 1, 2007.

Please send your updated plans to Ms. Faith T. Chandler, Mishap Investigation Directives Manager, at [faith.t.chandler@nasa.gov](mailto:faith.t.chandler@nasa.gov) or at (202) 358-0411, for review and comment prior to signature. I plan to evaluate each plan to ensure its compliance with the NPR, and I will contact you if any deficiencies are noted.

Thank you for helping us modify our plans to ensure that host Centers will be reimbursed for conducting mishap investigations for programs/organizations outside their Center.



Michael G. Stamatelatos, Ph.D.

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