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1.0 Purpose


This instruction defines the requirements for developing a configuration management plan for suppliers.

2.0 Scope

The instruction applies to RLS suppliers who are contractually required to set up a configuration management plan and to provide evidence that they are complying with it for the duration of the contract.

3.0 Responsibilities


The Programs Configuration Management department (PC) of BU TAC VSE is responsible for the content of this instruction.

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4.0 Terms, Definitions and Abbreviations

4.1 Abbreviations

Abbreviations	Description
AIT	Automated Identification Technology
AQAP	Allied Quality Assurance Publications
CAS	Configuration Status Accounting
CASD	Configuration Status Accounting Database
CCB	Configuration Control Board
CCP	Contract Change Proposals
CI	Configuration Item
CM	Configuration Management
CMP	Configuration Management Plan
DID	Data Item Description
ECP	Engineering Change Proposals
ISO	International Standards Organization
MGT	Management
NATO	North Atlantic Treaty Organization
QMP	Quality Management Plan
QS	Quality Specification
RLS	Rheinmetall Landsysteme GmbH
SP	Specification
TAC	Tactical

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5.0 Description

DATA ITEM DESCRIPTION

1. DID NAME: DID-CM-MGT-CMP-SUPPLIER
- 1.1. DID NUMBER: CM-105

2. TITLE: CONFIGURATION MANAGEMENT PLAN

3. DESCRIPTION AND INTENDED USE

- 3.1. The Configuration Management Plan (CMP) defines the supplier policy, procedures and responsibilities for configuration management during the conduct of the contract's (List in appendix A) for the related product's.
- 3.2. The CMP shall include the definition of Configuration Management (CM) activities for all product's related to the contract's.
- 3.3. The supplier uses the CMP to manage, coordinate and monitor the CM program for the contract's.
- 3.4. Rheinmetall Landsysteme GmbH (RLS) uses the CMP to:
 - 3.4.1. evaluate the way the supplier will conduct CM for the contract's;
 - 3.4.2. assess the adequacy and monitor the progress of the supplier's CM performance for the contract's; and
 - 3.4.3. identify RLS involvement in the CM program.

4. INTER-RELATIONSHIPS


- 4.1. The CMP inter-relates with the following documents, where these documents are required under the contract's:

On behalf of the supplier	Quality Management Plan (QMP)
Specified by RLS	SP05-TAC-011 Quality Assurance Requirements
	QS-340 Labelling of products in accordance with AIT

5. APPLICABLE DOCUMENTS

- 5.1. The following documents form a part of this DID to the extent specified herein:

ISO 10007	Quality management – Guidelines for configuration management
AQAP-2110	NATO Quality assurance requirements for design, development and production
AQAP 2210	NATO Supplementary software quality assurance requirements
AQAP 2310	NATO Quality assurance requirements for aviation, space and defence suppliers

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6. Definitions

Supplier	An organisation that acts in a contract as the provider of products to the acquirer
Product	Examples: document; facility; firmware; hardware; software; tool; material; process; service; system.

7. PREPARATION INSTRUCTIONS

7.1. Generic Format and Content

In order to ensure international collaboration, the CMP shall be written in the English language. If contractually required by the end customer, translations shall be provided.

Cover page

Representation of the contractual partners

Table with overview of technical validation and approval

	Name	Position	Signature	Date
Prepared:	Author			
Reviewed:	Reviewer			
Approved:	Authority			

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Additional descriptive pages with the following content:

List of Tables


List of Figures

Table Change Log / Document History / Version

Date	Version	Sheet / Chapter	Description of Change

Table Referenced documents

Number	Reference	Issue	Document name
[1]			
[2]			

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7.2. Specific Content

7.2.1. Configuration Management Organisation

7.2.1.1. The CMP shall describe the supplier's CM organisation, including:

- 7.2.1.1.1. the functional structure of the supplier's CM organisation and their formal lines of contract responsibility;
- 7.2.1.1.2. lines of authority within the CM organisation and between the CM organisation and, engineering, logistic support, manufacturing and project management organisations;
- 7.2.1.1.3. the responsibilities and authority of individuals involved in CM, including their role in the supplier's internal Configuration Control Board (CCB);
- 7.2.1.1.4. the implementation of internal and if contractually defined RLS configuration control; and
- 7.2.1.1.5. the establishment of (external) Configuration Control Boards (CCB) with representatives of the RLS.

7.2.2. Data Management


7.2.2.1. The CMP shall define the relationship between specifications or quality assurance requirements provided by RLS and the Configuration Items (CIs) that they describe or the corresponding delivery items. The relationship shall be shown and the CMP shall describe how the relationship will be managed.

7.2.2.2. Document Management

- 7.2.2.2.1. The CMP shall define the process and procedures to be used for managing the documentation according to standards, specifications and quality assurance requirements, including both formal deliverables and internal supplier documentation, and
- 7.2.2.2.2. the release and submission of configuration documentation according to standards, specifications and quality assurance requirement in relation to supply of delivery items.

7.2.2.3. Drawing Management

- 7.2.2.3.1. The CMP shall nominate the engineering drawing standard(s) to be used to fulfil the specifications and quality assurance requirements and state whether they are "in-house" developed, or nationally or internationally recognised, standards. Established and maintained processes and procedures for managing engineering drawings and associated information (e.g. parts lists, materials lists, change notes) shall be referenced in the CMP along with an overview of the drawing management system, including a description of any information system tools used (e.g. drawing management database) to support the drawing management system (Refer to Engineering Drawings).

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7.2.3. Configuration Identification

7.2.3.1. Configuration Identifiers

- 7.2.3.1.1. The CMP shall define the procedures for assignment and physical marking of configuration identifiers, including:
- document numbers and revision markings to documentation;
 - nomenclature, serial numbers and part numbers to hardware; and
 - software identifiers to software and firmware.

7.2.3.2. Developmental Configuration


- 7.2.3.2.1. The CMP shall define the procedures for establishing and controlling the documentation and repositories containing the elements of the developmental configuration, including:
- the procedures for reporting, processing, tracking, rectifying and recording problems identified in the documentation defining the developmental configuration; and
 - the procedures for the establishment and control of a documentation library, drawing library and software development library.

7.2.3.3. Engineering Release

- 7.2.3.3.1. The CMP shall define the procedures for issuing Configuration Documentation, and amendments to this documentation, to functional activities (e.g. manufacturing, logistics, and acquisition) within the supplier's organisation.

7.2.3.4. Configuration Control

- 7.2.3.4.1. The CMP shall define and detail the functions, membership, responsibilities and authority of the Configuration Control Boards (CCBs), or the supplier equivalent change control/ authorising body, planned for the contract's
- 7.2.3.4.2. The CMP shall define the procedures, including RLS involvement, and associated documentation for processing the following:
- classification of changes, and the level of authority for change approval / concurrence;
 - Contract Change Proposals (CCPs);
 - Engineering Change Proposals (ECPs); and
 - Concession. (Some organizations use terms such as "waivers" or "deviations" instead of "concession")
- 7.2.3.4.3. In addition to addressing the above authorities and processes related to change control, the CMP shall outline the supporting processes and mechanisms available to ensure ongoing change traceability and coordination between change-affected hardware, firmware, software and documentation.

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7.2.4. Configuration Status Accounting (CSA)

7.2.4.1. The CMP shall define the mechanism and procedures for performing CSA including:

7.2.4.1.1. methods for collecting, recording, processing and maintaining the data required to provide the status of accounting information through reports and / or access to a Configuration Status Accounting Database (CSAD)

7.2.4.1.2. a complete description of the CSAD with respect to the areas related to:

- a. the identification of the currently approved configuration documentation and configuration identifiers associated with each CI;
- b. the status of proposed engineering changes from initiation to implementation;
- c. the results of configuration audits, and the status and disposition of discrepancies;
- d. the status of requests for variance;
- e. the ability to trace changes from the baseline documentation of each CI; and
- f. the effectiveness and implementation status of configuration changes to all CIs at all locations; and
- g. identification and description of the reports available from the CSAD and their frequency of reporting and distribution.

7.2.5. Configuration Audits

7.2.5.1. The CMP shall:

- a. describe the supplier's methodology and processes to establish and conduct Configuration Audits for all CI's that are to be delivered under the Contract's;
- b. define entry, exit and checklist items for each of the Configuration Audits,
- c. describe the plans, procedures, documentation, and schedules for the Configuration Audits; and
- d. describe the format for reporting results of in-process Configuration Audits.

Appendix A

Table of Contract's

Number	Contract reference	Contract issue	Contract name
[1]			
[2]			

Appendix B

Table Acronyms / Abbreviation

Acronyms / Abbreviation	Description