

## DATA ITEM DESCRIPTION

**Title:** CONFIGURATION AUDIT PLAN

**Number:** DI-SESS-81646

**AMSC Number:** N7528

**DTIC Applicable:** No

**Office of Primary Responsibility:** N/PMA-263

**Applicable Forms:** N/A

**Approval Date:** 20040616

**Limitation:** N/A

**GIDEP Applicable:** No

**Use/relationship:** The Configuration Audit Plan provides information required for conducting Functional Configuration Audits and Physical Configuration Audits.

- a. This Data Item description (DID) contains the content and preparation instructions for configuration audit plan specific task requirements as delineated in the contract.
- b. This DID is applicable to system/equipment acquisition contracts containing requirements for configuration audits.
- c. It is not intended that all the requirements contained herein should be applied to all configuration audits. Portions of this DID are subject to tailoring, depending on the scope of the particular audit.
- d. This DID supersedes DI-CMAN-80556A.

### Requirements:

1. Reference documents.
  - a. MIL-STD-973 (cancelled; for guidance only), Notice 3, 13 Jan 95
  - b. MIL-HDBK-61A (guidance only), 7 Feb 01
2. Format. The Configuration Audit Plan shall be in contractor format.
3. Content. The Configuration Audit Plan shall include the following data; use of MIL-STD-973 and MIL-HDBK-61A for guidance is encouraged:
  - 3.1 Purpose of the audit. State the purpose and objectives of the audit in terms of the contract requirement for the audit.
  - 3.2 Hardware Configuration Items (HWCI) to be audited. Identify each HWCI by:
    - a. Nomenclature

- b. Specification identification number
- c. Serial number
- d. Other applicable identification numbers.

3.3 Computer Software Configuration Items (CSCI) to be audited. Identify each CSCI by:

- a. Software title.
- b. Code identification number.
- c. Software inventory numbering system.
- d. Drawing and part number.
- e. Specification identification number.
- f. Other applicable identification numbers.

3.4 Documentation to be audited. Identify the following, applicable:

- a. Engineering drawings.
- b. Applicable specifications.
- c. Engineering change proposals.
- d. Test plans and procedures.
- e. Operating and support manuals.
- f. Configuration documentation release procedures.
- g. Quality assurance documentation and procedures.
- h. Requests for deviation/waivers.
- i. Software descriptions flow charts, manuals and lists.

3.5 Reference materials. Identify the following supporting documentation as applicable:

- a. Systems engineering technical data.
- b. Trade study results.
- c. Producibility analysis results.

- d. Risk analysis results.
- e. Reports.
- f. Hardware and software mockups.
- g. Deviation and waiver list.
- h. Minutes of related prior reviews.

3.6 Scope of audit. Include the following:

- a. Summary of the hardware and software contractual requirements against which the audit will be conducted as specified in work statements, specifications and approved plans.
- b. Outline of the proposed audit procedure for each item to be audited.

3.7 Location(s) and date(s). Identify proposed date(s) and location(s) for the audit(s).

3.8 Team composition. Identify:

- a. Contractor representatives and their function in the audit.
- b. Proposed Government participation and functions in the audit.

3.9 Administrative requirements. Include:

- a. Description of facilities and support equipment to be available.
- b. Administrative support to be available.
- c. Security requirements.

4. END OF DI-SESS-81646