

## DATA ITEM DESCRIPTION

**Title:** CONFIGURATION AUDIT PLAN

**Number:** DI-SESS-81646B

**AMSC Number:** 9518

**DTIC Applicable:** No

**Office of Primary Responsibility:** AS/AIR1.1.3

**Applicable Forms:** N/A

**Approval Date:** 20150224

**Limitation:** N/A

**GIDEP Applicable:** No

**Project Number:** SESS-2015-020

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

- a. This Data Item Description (DID) contain the content and preparation instructions for the data product resulting from the work task specified in paragraph 3.5.1(1) of EIA 649-1, Configuration Management Requirements for Defense Contracts and the principles in EIA-649, Configuration Management Standard. 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.
- b. This DID supersedes DI-SESS-81646 and DI-SESS-81886.
- c. Copies of the standards are available online at <http://www.sae.org> or from SAE World Headquarters, 400 Commonwealth Drive Warrendale, PA 15096-0001, Tel 877-606-7323 (inside USA and Canada) or 724-776-4970 (outside USA).

### **Requirements:**

1. Reference documents. The applicable issue of any documents cited herein, including their approval dates and dates of any applicable amendments, notices, and revisions, must be as specified in the contract
2. Format. The Configuration Audit Plan must be in contractor format unless otherwise designated in the contract
3. Content. The Configuration Audit Plan must include the following data
4. Purpose of the audit. State the purpose and objectives of the audit in terms of the contract requirement for the audit.
5. Hardware Configuration Items (HWCI) to be audited. Identify each HWCI by:
  - a. Nomenclature

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- b. Specification identification number
  - c. Serial number
  - d. Other applicable identification numbers.
6. 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. Specification identification number.
  - e. Other applicable identification numbers.
  - f. Software Development Plan/Software Project Management Plans review
7. Information items to be audited. Identify the following as 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.
  - j. Digital Models
8. 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. Variance (deviation and waiver) lists.
  - h. Minutes of related prior reviews.
  - i. Verification/Validation results
9. 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.
10. Location(s) and date(s). Identify proposed date(s) and location(s) for the audit(s).

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11. Team composition. Identify:

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

12. Administrative requirements. Include:

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

The following reference may be useful in defining content: MIL-HDBK-61, Configuration Management Guidance. This document is available online at <http://assist.daps.dla.mil/quicksearch>.

END OF DI-SESS-81646B