

Solar B - EIS

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SOLAR B -EIS DOCUMENT IDENTIFICATION

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1. INTRODUCTION

This document describes how documents prepared specifically for the Solar B - EIS Project shall be identified.

An identity numbering system shall be employed and a record of these documents shall be kept in a document administered by MSSL (MSSL/SLB-EIS/PA/001).

2. IDENTITY SYSTEM

Each document shall have a title describing the document's contents.

A master copy of each issue of each document shall be delivered to MSSL where it will be made available to interested parties. Electronic versions will be accessible in a read-only format via the WWW.

Whether the document is in hard copy or electronic format, a printed front sheet having the document's title, issue number, date, author's signature and the authorizing signature, shall be delivered to MSSL by post or fax.

This identity system is based on a system used at MSSL and shall be used for documents that are raised specifically for the Solar B – EIS Project. Where standard documents are applicable they should be used unaltered and a record of them should be included in the appropriate paragraph in the Solar B –EIS document List.

The identity shall take the following form:

AAAA/SLB-EIS/YY/234.56

Where:

AAAA is a unique identity for the relevant organization:

BU for Birmingham University
NRL for Naval Research Laboratory
RAL for Rutherford Appleton Laboratory
MSSL for Mullard Space Science Laboratory

SLB-EIS is an abbreviation for Solar B Extreme Ultraviolet Imaging Spectrometer

YY will reflect the type of document and will use one of the following:

AD for administration (probably only used by MSSL)
MN for meeting notes
PA for product assurance
PR for progress report
PS for process specification or procedure
SP for specification
TN for technical note
TR for test report

234 will be an identifying number starting at 001 for each organization and for each type of document

56 will be an issue number starting at 01; dr may be used to represent a draft document.