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Project/WP: PDM Administration

ESO PDM Document Types and Definitions

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1. General

1.1 Scope

The ESO PDM system classifies documents in document types and subdocuments so that they can be easily sorted and can follow different approval workflows.

Document types are in close relation to the ESO Document Requirement Definitions (DRDs) listed and described in ESO-213265 Version 1. Appendix 2 maps the relation of the Document Type to the DRD.

1.2 Introduction

The resulting list of document types has been selected in the framework of the introduction of the ESO PDM Tool and implemented in the PDM Configuration. Document subtypes have been introduced for selected document types to group similar documents and allow a detailed description.

1.3 Reference Documents

The following Reference Documents (RD) contain useful information relevant to the subject of the present document.

RD Nr	Document No.	Version	Document Title
RD1			ECCS Standards
RD2	ESO-213265	1	Document Requirement Definition
RD3	GEN-PLA-ESO- 12000-5747	1	The ESO Project Management

1.4 Abbreviations and Acronyms

This document employs several abbreviations and acronyms to refer concisely to an item, after it has been introduced. The following list is aimed to help the reader in recalling the extended meaning of each short expression:

- DRD Document Requirement Definition
- FEM Finite Element Model
- MTBF Mean Time Between Failure
- PDM Product Data Management
- RAM Reliability, Availability, Maintainability



1.5 Summary of ESO Document Types

1AILAction Item List2ANRAnalysis Report3AURAudit Report4BOMBill of Materials5CERCertificate6CIDLConfiguration Item Data List7CMXCompliance Matrix8CODCode9CONContractual Document10CORCorrespondence/Memo11CREChange Request12DASData Sheet13DERDesign Report14DPLData Package List15DWGDrawing16ICDInterface Control Document17INRInspection Report18KRMKronomail19LISList20LOGLog Book21MANManual22MEDMedia23MINMinutes of Meeting24MODModel25NCRNon-Conformance Report26PLAPlan27POLPolicy28PREPresentation29PROProcedure30PRRRequest for Waiver33RILReview Report34RRRRisk Register35SCDSchedule36SOWStatement of Work37SPESpecification38STDStandard39TNOTechnical Note40TRPTest Report <t< th=""><th></th><th></th><th>, ,</th></t<>			, ,		
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36SOWStatement of Work37SPESpecification38STDStandard39TNOTechnical Note40TRPTest Report	34	RRR	Risk Register		
37SPESpecification38STDStandard39TNOTechnical Note40TRPTest Report	35	SCD	Schedule		
38STDStandard39TNOTechnical Note40TRPTest Report	36	SOW	Statement of Work		
39TNOTechnical Note40TRPTest Report	37		Specification		
40 TRP Test Report	38		Standard		
	39	TNO	Technical Note		
41 VMX Verification Matrix	40	TRP			
	41	VMX	Verification Matrix		



2. ESO PDM Document Types

In the following sections the individual document types and subtypes are listed and explained. Acronyms for document types common at ESO are given in brackets, however it is recommended to use the full name in the document title and not the acronym.

2.1 Action Item List (AIL)

List of Action Items collected in the framework of a given activity: project, meeting, review, etc.)

2.2 Analysis Report (ANR)

Report summarizing the results of analysis through objective data such as: FEM Analysis, Error Budgets, MTBF Reports, RAM Analysis, etc.

Analysis Reports can be further categorized according to their subdocument types.

2.2.1 Structural Analysis

Analysis which proves the integrity of structures under operational and survival loads, usually relevant for the safety verification.

2.2.2 Performance Analysis

Analysis which predicts the performance of systems or structures for design evaluations, or which verifies the performance of systems at design level.

2.2.3 RAM/MTBF Analysis

Analysis in the area of Reliability, Availability and Maintainability of systems.

2.2.4 Budget Analysis

Analysis which provides the input for a budget, summarizing the predicted or measured performance or characteristics of subsystems and calculates the predicted performance or characteristics of the main system.

2.2.5 Hazard Analysis

Analysis which assesses and classifies the risk in a particular environment, system or operation.

2.2.6 Safety Compliance Assessment

This document summarizes the process of the safety conformity assessment for a product and reports the outcome.

2.2.7 Other Analysis

Any other analysis not mentioned in one of the subdocument types.



2.3 Audit Report (AUR)

Report summarizing the results of an internal or external audit or evaluation.

2.4 Bill of Materials (BOM)

Structured multilevel list of items. It lists the sub-assemblies, intermediate assemblies, sub-components, components, parts and the quantities of each, needed to build an end product and is usually delivered in a spread sheet format.

2.5 Certificate (CER)

A document that is official proof that something has taken place.

2.6 Configuration Item Data List (CIDL)

Reporting instrument in the form of a list defining the programme or project items subject to a configuration management process.

2.7 Compliance Matrix (CMX)

Matrix of all requirements as defined in the verification matrix with their compliance status and the reference to the verification documents.

2.8 Code (COD)

Coding of any type: source code or compiled programs, or files delivered with commercial products.

2.9 Contractual Document (CON)

Contract or other contractual documents issued by ESO Contract and Procurements.

2.10 Correspondence/Memo (COR)

Any kind of written communication.

Correspondence/Memo can be further categorized according to their subdocument types.

2.10.1 Internal Memo

Memorandum issued by ESO organizational units or individuals and addressed to ESO employees covering ESO internal subjects.

2.10.2 <u>Fax</u>

An exact copy of a document made by electronic scanning and transmitted as data by telecommunications links.

2.10.3 Letter

A written, typed, or printed communication sent in an envelope by post and addressed to a person or organisation.



2.10.4 Emails

Messages distributed by electronic means from one computer user to one or more recipients via a network.

2.10.5 Red Flag Report

Formal written notification from a Contractor to ESO or viceversa in which the recipient is informed of the occurrence of a major problem.

2.10.6 Request for Information

Formal request from ESO to a Contractor to provide technical or commercial information on a subject.

2.10.7 Technical Memo

Formal and recorded exchange between ESO project management and a Contractor about technical details of a project.

2.11 Change Request (CRE)

Change requests only apply to permanent changes, by contrast to exceptions, which must be dealt with by way of Requests for Waiver (RFW).

2.12 Data Sheet (DAS)

A product-specific document that contains the essential information about a component product, particularly the characterization information such as electrical specifications, thermal properties, mechanical specifications, etc.

2.13 Design Report (DER)

Report describing the design of products, including design trade-offs and verifications by design.

Design Reports can be further categorized according to their subdocument types.

2.13.1 Design

Describes the design of products and verifies that the design meets requirements. It shall include the relevant requirements, design description to the required detail, the reasoning for selected design solution and explain how requirements are met.

2.13.2 Budget

Summarizes quantitative characteristics of designed or built products in order to verify requirements.

2.14 Data Package List (DPL)

List of documents accompanying the delivery of a data package.



2.15 Drawing (DWG)

Document presenting a graphical representation of a physical part.

Drawings can be further categorized according to their subdocument types.

2.15.1 Assembly

Drawing showing the assembly of parts or subsystems into a main assembly, often with a parts list.

2.15.2 <u>Part</u>

Drawing showing all information needed to manufacture a part.

2.15.3 Interface & Design Volume

Drawing specifying interface details and/or the maximum design volume for a system to be designed.

2.15.4 Layout

Drawing, usually without scale, representing all components of a system and their functional interconnections, such as hydraulic diagrams or piping &instrumentation drawings.

2.15.5 Electrical-Electronical

Drawings specifying electric and electronic systems such as wiring diagrams, PCB layouts, functional/architecture diagrams.

2.16 Interface Control Document (ICD)

Document describing, with the help of drawings, a product's physical and functional boundaries with other systems, sub-systems and equipment. It also describes and documents the boundaries of all groups or individuals involved in the design and construction.

2.17 Inspection Report (INR)

Report summarizing the results of an inspection according to requirements.

2.18 Kronomail (KRM)

Document type necessary for an internal function of the PDM system software. It is not to be used for new ESO documents (only used by administrators).

2.19 List (LIS)

A number of connected items or names written consecutively, typically one below the other.

Lists can be further categorized according to their subdocument types.



2.19.1 Generic List

Flat succession of elements.

2.19.2 Hazmat List

List of hazardous substances or materials.

2.19.3 Shipping List

Shipping document which accompanies delivery packages, also packing lists, and informs agencies and authorities involved in the shipment about the content of the package.

2.19.4 Spare Parts Lists

List of parts, materials or subassemblies which are needed for the maintenance and repair of systems, contains also information about the sourcing of the components and their storage.

2.19.5 Assembly Parts List

List of parts or sub-assemblies which are needed to build an assembly. It can contain position references used on the assembly drawing, quantities needed, and alternative parts.

2.20 Log Book (LOG)

A written record of activities.

2.21 Manual (MAN)

Document describing the execution of a specific task or group of tasks (maintenance manual, user manual, safety manual).

Manuals can be further categorized according to their subdocument types.

2.21.1 Maintenance Manual

A manual produced by the manufacturer of a product that details the approved methods of maintenance.

2.21.2 Operational Manual

A document that describes in detail the processes to operate a system that is used to produce goods and provide services.

2.21.3 Repair Manual

A document with instructions on how return to working conditions.

2.21.4 Safety Manual

A document which defines and describes the basic procedures for operating a system in a safe manner.

2.21.5 Training Manual

A document designed to teach a person how to perform a specific task in a better way.



2.21.6 User Manual

A document created by the manufacturer of a device that provides detailed installation and operation instructions.

2.22 Media (MED)

Any means of communications used to store and deliver information or data.

Media can be further categorized according to their subdocument types.

2.22.1 <u>Audio</u>

A recorded sound.

2.22.2 CAD Rendition (3D Model)

A computer-aided design showing an engineer's idea of a finished item.

2.22.3 Photo

An image of an object or person in the form of an electronic print.

2.22.4 Video

A recording of moving visual images made digitally.

2.22.5 Other Media

Any visual or audio document not listed above.

2.23 Minutes of Meeting (MIN)

Minutes of Meeting include all pertinent information that was relayed during the meeting. They identify the characteristics of the meeting, and may later be used as a reference. They may be used for records of Video Conferences and telephone conversations.

2.24 Model (MOD)

Computer model which simulates certain characteristics of products. It is usually archived as compressed set of files (.zip or similar).

Models can be further categorized according to their subdocument types.

2.24.1 CAD Model

Computer Aided Design Model.

2.24.2 Control Model

Represents dynamic behaviour of systems, controller, transfer functions.

2.24.3 FE Model

Represents geometry, stiffness, mass, strength, deflections of parts and assemblies.



2.24.4 Optical Model

Represents optical surfaces, location of optical elements, optical beams and rays.

2.24.5 System Model

Conceptual model that describes and represents a system. A system comprises multiple views such as planning, requirement (analysis), design, implementation, deployment, structure, behavior, input data, and output data views.¹

2.24.6 Other Model

Any model not listed above.

2.25 Non-Conformance Report (NCR)

Non-conformance reports shall document deviations with respect to binding or nonbinding requirements.

2.26 Plan (PLA)

Official document describing a set of actions that have been thought of as a way to do or achieve a result.

Plans can be further categorized according to their subdocument types.

2.26.1 Project Management Plan

The project management plan is the main document describing how the management of a particular project will be carried out through all its phases (from initiation through planning, execution and closure).

2.26.2 Product Assurance Plan

The Product Assurance Plan defines how products accomplish their defined objectives in a safe and reliable way.

2.26.3 Configuration Control Plan

The Configuration Control Plan describes how the project intends to carry out configuration control.

2.26.4 Verification Plan

This document describes the overall planning of what needs to be tested in order for the product to fulfil the technical specification.

2.26.5 Safety Plan

The safety plan describes the projected implementation of safety regulations in a given organizational entity (department, project,...) over time.

¹ Source: Wiki (<u>http://en.wikipedia.orgl</u>)



2.26.6 Commissioning Plan

The commissioning plan provides the details for the implementation of the commissioning process.

2.26.7 <u>AIV Plan</u>

The Assembly Integration and Verification (AIV) Plan describes integration, assembly, test organization, test description and test control during the project.

2.26.8 Operation Plan

The Operation plan establishes the activities and budgets for a given part of the organization for a period of time. They link the strategic plan with the activities the organization will deliver and the resources required to deliver them.

2.26.9 Cost Breakdown Plan

The Cost Breakdown plan is a document which details and summaries the projected or actual costs of projects, procurements or contracts.

2.26.10 <u>Test Plan</u>

Describes the test procedure and requirements to be verified by a test.

2.26.11 Other Plan

Any plan not listed above.

2.27 Policy (POL)

Expression of global principles or expression of a political will without implementation details.

2.28 Presentation (PRE)

Document created to show and explain the content of a topic to an audience.

2.29 Procedure (PRO)

Mandatory description or instruction of how a certain task or process should be executed.

2.30 Progress Reports (PRR)

Report summarizing the progress of activities during a specified time period.

2.31 Review Report (RER)

Report summarizing the results of a Review and contains recommendations to be executed.

2.32 Request for Waiver (RFW)

Official request to be exempted from a requirement without modification of the other requirements or specifications for this item.



2.33 Review Item List (RIL)

Collection of Review Items: discrepancies, questions and comments.

2.34 Risk Register (RRR)

It is a central repository for all risks identified by the project or organisation and, for each risk, includes information such as risk probability, impact, counter-measures, risk owner and so on.

2.35 Schedule (SCD)

Document listing a project's milestones with intended start and finish dates.

2.36 Statement of Work (SOW)

Formal document that captures and defines the work activities, deliverables and timeline a contractor must execute in performance of specified work for a contract or task. A statement of work is generally supported by a technical specification as applicable document.

2.37 Specification (SPE)

Document stating requirements and describing the performance of a product or service.

Specifications can be further categorized according to their subdocument types.

2.37.1 Procurement Specification

A procurement specification refers to a set of requirements to be satisfied for existing commercial products to be procured in a competitive process.

2.37.2 Technical Specification

A technical specification states a set of requirements to be satisfied by a custom product that is going to be designed or constructed. It forms the input to the design activity of a project or contract.

2.37.3 Process Specification

A process specification is a set of requirements outlining a procedure that a project, activity or service, is expected to carry out. It can therefore be for business processes or technical processes.

2.37.4 Requirements Specification

It is the direct result of a requirements analysis. The requirement specification is a document that specifies the requirements the stakeholder (often science) expects to be fulfilled.

2.38 Standard (STD)

Document describing or listing standards criteria for a system, a product or a process: norms, regulations, international standards and glossaries. Standards are considered to be design constraints and not requirement specifications as explained in 2.36.4



Standards can be further categorized according to their subdocument types.

2.38.1 ESO Standard

Standard developed by ESO and applied to ESO projects.

2.38.2 External Standard

Standard developed by official institutes.

2.39 Technical Note (TNO)

Generic document used to record technical concepts, ideas or views to be stored in the archive.

2.40 Test Report (TRP)

Document describing the results of a test according to a test procedure.

2.41 Verification Matrix (VMX)

The verification matrix lists on the vertical axis all requirements of a configuration item, and on the horizontal axis the minimum applicable verification attributes (Design, Analysis, Inspection and Test) for specific project milestones.



APPENDIX (1): Document Types Examples

ESO PDM Document Type	Document Content and characteristics	Subdocument Types	Examples of Documents
Action Item List (AIL)	List of Action Items collected in the framework of a given activity: project, meeting, review, etc.)		Action Item List
Analysis Report (ANR)	Report summarizing the results of analysis through objective data such as: FEM analysis, Error Budgets, MTBF Reports, RAM Analysis, etc.	a) Structural Analysis b) Performance Analysis c) RAM/MTBF Analysis d) Budget Analysis e) Hazard Analysis f) Safety Compliance Assessment g) Other Analysis	RAM Analysis Hazard Analysis Safety Compliance Assessment Analysis Report MTBF Report Performance Analysis Budget Analysis Report Structural Analysis Control Loop Analysis
Audit Report (AUR)	Report summarizing the results of an internal or external audit or evaluation.		BID Evaluations Evaluations of Proposals QA Audit Report Financial Audit Report
Bill of Materials (BOM)	Structured multilevel list of items. It lists the sub-assemblies, intermediate assemblies, sub-components, components, parts and the quantities of each, needed to build an end product and is usually delivered in a spread sheet format.		Bill of Materials
Certificate (CER)	A document that is official proof that something has taken place.		CE Declaration of Conformity Declaration of Incorporation Certificate of Conformance Provisional Acceptance Certificate
Configuration Item Data List (CIDL)	Reporting instrument in the form of a list defining the programme or project items subject to configuration management process		CIDL ABCL Software Transfer Document As-Built Report
Compliance Matrix (CMX)	List of all requirements as defined in the verification matrix with their compliance status and the reference to their verification documents		Compliance Matrix
Code (COD)	Coding of any type: source code or compiled programs, or files delivered with commercial products.		Code
Contractual Document (CON)	Contract or other contractual documents issued by ESO Contracts and Procurement		Contract Contract Amendment
Correspondence/ Memo (COR)	Any kind of written communication.	a) Internal Memo b) Fax c) Letter d) Emails c) Red Flag Report f) Request for Information g) Technical Memo	Letter Internal Memo Red Flag Report Technical Memo
Change Request (CRE)	Change requests only apply to permanent changes, by contrast to exceptions, which must be dealt with by way of requests for waiver.		Change Request
Data Sheet (DAS)	A product-specific document that contains the essential information about a component product, particularly the characterization information such as electrical specifications, thermal properties, mechanical specifications, etc.		Data Sheet



ESO PDM Document	Document Content and characteristics	Subdocument Types	Examples of
Type Design Report	Report describing the design of products,	a) Design	Documents Design Report
(DER)	including design trade-offs and verifications	b) Budget	Error Budget
(==:;)	by design.	2) 200got	Technical Budget
	2) 200.g.n		Power Budget
			Performance Budget
			Mass and Balance
			Budget
			Software Design
			Description Document
			Throughput Budget
Data Package List	List of documents accompanying the delivery		Data Package List
(DPL)	of a data package.		Review Data Package
· · ·	1 0		Summary
			Acceptance Data
			Package
Drawing	Document presenting a graphical	a) Assembly	Drawing Set
(DWG)	representation of a physical part.	b) Part	6
. ,		c) Interface & Design	
		Volume	
		d) Layout	
		e) Electrical-Electronical	
Interface Control	Document describing, with the help of		Interface Control
Document	drawings, a product's physical and functional		Document
(ICD)	boundaries with other systems, sub-systems		
()	and equipment. It also describes and		
	documents the boundaries of all groups or		
	individuals involved in the design and		
	construction.		
Inspection Report	Report summarizing the results of an		Inspection Report
(INR)	inspection according to requirements.		Interface Verification
Kronomail	Document type necessary for an internal		
(KRM)	function of the PDM system software, not to		
	be used for new ESO documents (Only used		
	by administrators)		
List	A number of connected items or names	a) Caparia Liat	
	A number of connected items or names	a) Generic List b) Hazmat List	
(LIS)	written consecutively, typically one below the other.		
	other.	c) Shipping List	
		d) Spare Parts List	
Les Deek	A written record of activities	e) Assembly Parts List	Las Daak
Log Book (LOG)	A written record of activities		Log Book
Manual	Document describing the execution of a	a) Maintenance	Site Safety Manual
(MAN)	specific task or group of tasks (maintenance	b) Operational	Software Configuration
(111/11)	manual, user manual, safety manual).	c) Repair	and Release Notes
	manual, user manual, salety manual).	d) Safety	Operations Manual
		e) Training	Maintenance Manual
		f) User	Software User Manual
		I) User	
			Software Programmer
			Manual Training Manual
		1	Training Manual
Modia	Any mappe of communication used to store	b) Audio	
Media (MED)	Any means of communication used to store	b) Audio	Video
Media (MED)	Any means of communication used to store or deliver information or data	c) CAD Rendition (3D	Video Photo
		c) CAD Rendition (3D Model)	Video Photo Animation
		c) CAD Rendition (3D Model) e) Photo	Video Photo
		c) CAD Rendition (3D Model) e) Photo f) Video	Video Photo Animation
(MED)	or deliver information or data	c) CAD Rendition (3D Model) e) Photo	Video Photo Animation CAD Rendition
(MED) Minutes of Meetings	or deliver information or data Minutes of Meeting include all pertinent	c) CAD Rendition (3D Model) e) Photo f) Video	Video Photo Animation CAD Rendition Meeting Minutes
(MED)	or deliver information or data Minutes of Meeting include all pertinent information that was relayed during the	c) CAD Rendition (3D Model) e) Photo f) Video	Video Photo Animation CAD Rendition
(MED) Minutes of Meetings	or deliver information or data Minutes of Meeting include all pertinent information that was relayed during the meeting. They identify the characteristics of	c) CAD Rendition (3D Model) e) Photo f) Video	Video Photo Animation CAD Rendition Meeting Minutes
(MED) Minutes of Meetings	or deliver information or data Minutes of Meeting include all pertinent information that was relayed during the meeting. They identify the characteristics of the meeting, and may later be used as a	c) CAD Rendition (3D Model) e) Photo f) Video	Video Photo Animation CAD Rendition Meeting Minutes
(MED) Minutes of Meetings	or deliver information or data Minutes of Meeting include all pertinent information that was relayed during the meeting. They identify the characteristics of the meeting, and may later be used as a reference. They may be used for records of	c) CAD Rendition (3D Model) e) Photo f) Video	Video Photo Animation CAD Rendition Meeting Minutes
(MED) Minutes of Meetings	or deliver information or data Minutes of Meeting include all pertinent information that was relayed during the meeting. They identify the characteristics of the meeting, and may later be used as a	c) CAD Rendition (3D Model) e) Photo f) Video	Video Photo Animation CAD Rendition Meeting Minutes



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ESO PDM Document Type	Document Content and characteristics	Subdocument Types	Examples of Documents
Model (MOD)	Computer model which simulates certain characteristics of products. It is usually archived as compressed set of files (.zip or similar)	a) CAD Model b) Control Model c) FE Model d) Optical Model e) System Model f) Other Model	Model Drawing Set
Non-Conformance Report (NCR)	Non-conformance reports shall document deviations with respect to binding or non- binding requirements.		Non-Conformance Report
Plan (PLA)	Official document describing a set of actions that have been thought of as a way to do or achieve something.	 a) Project Management Plan b) Product Assurance Plan c) Configuration Control Plan d) Verification Plan e) Safety Plan f) Commissioning Plan g) AIV Plan h) Operation Plan i) Test Plan i) Other Plan j) Cost Breakdown Plan 	Project Management Plan Safety Management Plan Integrated Logistic Support Plan Configuration Control Plan Product Assurance Plan Analysis Tree EMC Control Plan Manufacturing and Production Plan Shipment Plan On Site Assembly Plan Test Plan Inspection Plan Software Development Plan Cost Assessment Cost Estimate
Policy (POL)	Expression of global principles without implementation details. Expression of a political will.		Policy
Presentation (PRE)	Document created to show and explain the content of a topic to an audience		Presentation
Procedure (PRO)	Mandatory description/instruction of how a certain task or process should be executed		Assembly, Integration and Alignment Procedure Integration Procedure Inspection Procedure Test Procedure
Progress Report (PRR)	Report summarizing the progress of activities during a specified time period		Progress Report Status Report Quarterly Reports
Request For Waiver (RFW)	Official request to be exempted from a requirement without modification of the other requirements or specifications for this item		Request for Waiver
Review Item List (RIL)	Collection of Review Items (Discrepancies, Questions and Comments)		Review Item List
Review Report (RER)	Report summarizing the results of a Review with recommendations to be executed.		Review Reports Board Reports
Risk Register (RRR)	It is a central repository for all risks identified by the project or organisation and, for each risk, includes information such as risk probability, impact, counter-measures, risk owner and so on		Risk Register Risk Analysis Risk Assessment
Schedule (SCH)	Document listing a project's milestones with intended start and finish dates		Project Schedule Master Schedule



ESO PDM Document Type	Document Content and characteristics	Subdocument Types	Examples of Documents
Statement of Work (SOW)	Formal document that captures and defines the work activities, deliverables and timeline a contractor must execute in performance of specified work for a contract or task. A statement of work is generally supported by a technical specification as applicable document.		Statement of Work
Specification (SPE)	Document stating requirements and describing the performance of a product.	 a) Procurement Specification b) Technical Specification c) Process Specification d) Requirements Specification 	Lower Level Specification Procurement Specification Technical Specification
Standard (STD)	Document describing or listing standards criteria for a system, a product or a process. E.g. norms, regulations, international standards and glossaries. Standards are considered to be design constraints and not requirement specifications	a) ESO Standard b) External Standard	Standard
Technical Note (TNO)	Generic document used to record technical concepts, ideas or views to be stored in the archive.		Technical Note
Test Report (TRP)	Document describing the results of a test according to a test procedure.		Test Report Commissioning Report
Verification Matrix (VMX)	The verification matrix lists on the vertical axis all requirements of a configuration item, and on the horizontal axis the minimum applicable verification attributes (Design, Analysis, Inspection and Test) for specific project milestones.		Verification Matrix



APPENDIX (2): DRDs and Document Types

DRD Type (ESO-213265_1)	ESO Document Type	ESO Subdocument Type
DRD010 Project Management Plan	Plan (PLA)	Project Management Plan
DRD020 Progress Report	Progress Report (PRR)	
DRD030 Action Item List	Action Item List (AIL)	
DRD040 Red Flag Report	Correspondence (COR)	Red Flag Report
DRD050 Risk Register	Risk Register (RRR)	
DRD060 Safety Management Plan	Plan (PLA)	Safety Plan
DRD070 Integrated Logistic Support Plan	Plan (PLA)	Other Plan
DRD100 Configuration Management Plan	Plan (PLA)	Configuration Control Plan
DRD110 Product Assurance Plan	Plan (PLA)	Product Assurance Plan
DRD120 Nonconformity Report	Request for Waiver (RFW)	
DRD130 Change Request	Change Request (CRE)	
DRD140 Request for Waiver/Deviation	Request for Waiver (RFW)	
DRD150 CIDL	Configuration Item Data List (CIDL)	
DRD160 RAM Analysis	Analysis Report (ANR)	RAM/MTBF Analysis
DRD170 Hazard Analysis	Analysis Report (ANR)	Hazard Analysis
DRD180 Hazardous Material List	List (LIS)	Hazmat List
DRD190 Safety Compliance Assessment	Analysis Report (ANR)	Safety Compliance Assessment
DRD200 Analysis Tree	Plan (PLA)	Other Plan
DRD210 Design Report	Design Report (DER)	Design
DRD220 Analysis Report	Analysis Report (ANR)	Structural Analysis
DRD230 Lower Level Specification	Specification (SPE)	Technical Specification
DRD240 Drawing Sets	Drawing (DWG) or Model (MOD)	
DRD250 BoM/Parts List	Bill of Materials (BOM)	
DRD260 Spare Parts List	List (LIS)	Spare Parts List
DRD270 Technical/Error Budget	Design Report (DER)	Budget
DRD280 Mass and Balance Budget	Design Report (DER)	Budget
DRD290 EMC Control Plan	Plan (PLA)	Other Plan
DRD300 Manufacturing and Production Plan	Plan (PLA)	Other Plan
DRD310 Shipment Plan	Plan (PLA)	Other Plan
DRD400 On Site Assembly Plan	Plan (PLA)	AIV Plan
DRD410 Site Safety Manual	Manual (MAN)	Safety
DRD420 Assembly, Integration and Alignment Procedure	Procedure (PRO)	
DRD500 Validation and Verification Plan	Plan (PLA)	Verification Plan
DRD510 Test Plan	Plan (PLA)	Test Plan
DRD520 Inspection Plan	Plan (PLA)	Other Plan
DRD530 Test Procedure	Procedure (PRO)	
DRD535 Inspection Procedure	Procedure (PRO)	
DRD540 Test Report	Test Report (TRP)	
DRD545 Inspection Report	Inspection Report (INR)	
DRD550 Compliance Matrix	Compliance Matrix (CMX)	
DRD600 Software Development Plan	Plan (PLA)	Other Plan
DRD610 Software Design Description	Design Report (DER)	Design
DRD620 Software Configuration and Release Notes	Manual (MAN)	Operational
DRD660 Software Transfer Document	CIDL	
DRD700 Operations Manual	Manual (MAN)	Operational



DRD Type (ESO-213265_1)	ESO Document Type	ESO Subdocument Type
DRD710 Maintenance Manual	Manual (MAN)	Maintenance
DRD720 Software User Manual	Manual (MAN)	User
DRD730 Training Manual	Manual (MAN)	Training
DRD800 Review Data Package Summary	Data Package List (DPL)	

*** End of document ***