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Gravity Probe B Relativity Mission

## **CLEAN ROOM POLICY REVIEW PROCEDURE**

**GP-B P0038 Rev -**

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Date

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Date

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Approved by: B. Taller  
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Date

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Hardware Manager

Date

## CLEAN ROOM POLICY REVIEW PROCEDURE

### SCOPE

This document outlines the procedures to follow to change any Clean Room Policy. It is recognized that as the use of the clean room evolves there will be a need to change the rules to reflect the project's current needs.

### PROCEDURE

#### Temporary Changes

Requests for temporary changes to the Clean Room Policy should be submitted to the Chairman of the Clean Room Committee in writing. He will review the proposed change, discussing it with other committee members and any affected users where appropriate, and if satisfactory, approve the temporary change for a specified duration. Temporary changes of a duration longer than one week will require concurrence of the Hardware Manager.

A copy of all proposed temporary changes will be filed for review by the Clean Room Committee at its next regularly scheduled meeting, at least once each quarter, for incorporation as permanent changes.

#### Permanent Changes

Changes to any Clean Room Policy require review and approval of the Clean Room Committee and the Hardware Manager.

Requests for changes to be considered should be submitted in writing, along with supporting information, to the Chairman of the Clean Room Committee. The Clean Room Committee will review the request, gather necessary information, and determine the appropriate action to take.

When a change has been approved, an updated version of the affected policy will be issued, a copy placed in the Clean Room Policy book located in the anteroom, and a notice of latest revision posted on the Clean Room bulletin board.

#### Annual Review

The Clean Room Committee will review current clean room practice and clean room policy on an annual basis, making changes as required to bring these into agreement.