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**DOC: P-MIDC-MEM-0003-A**

August 18, 2020

Subject: CCAT Observatory Configuration Control Policy

Configuration Control is paramount to the long-term safe and reliable operations of CCAT Observatory facilities. Therefore, the following policy has been implemented.

- a. All facilities and equipment associated with the CCAT Summit Area and the CCAT Service Area, as identified on the respective site diagrams (P-SMPR-EDG-0001 and P-KISR-EDG-0001 respectively), are under configuration control. All equipment that will be installed or used in these areas, to include scientific instruments on the telescope, must be reviewed and approved by the Project Office prior to fielding. To ease the fielding process, coordinated interfaces are being provided for anticipated hook ups.
- b. The CCAT telescope to include all supporting equipment and infrastructure are being designed and fielded with required and recommended safety features. Chilean law and safety codes are the required baseline. In situations where an applicable Chilean law, safety code, or other requirement cannot be identified, or has been determined by the Project Office as not sufficient, United States OSHA standards will be used as long as they exceed Chilean requirements. In select situations, and at the discretion of the Director, a suitable Eurocode may be substituted as long as it exceeds Chilean requirements.
- c. All instruments (including scientific instruments), equipment, and tooling that will remain in the CCAT Summit Area or the CCAT Service Area more than 24 continuous hours must comply with the latest releases of the following documents. These documents are available in the CCAT Document Repository, or may be obtained directly from the Project Office. Waiver requests for any requirement must be submitted to the Project Office who will staff them for decision by the Director. Requests should be submitted at least 30 days prior to need.
  - 1) P-MISE-RQT-0001 (Operating & Survival Conditions)
  - 2) P-MISE-RQT-0003 (Materials Parts & Processes)
  - 3) P-OPDC-RQT-0001 (Observatory Requirements)
- d. Alterations of any kind to a fielded design, or item under configuration control, requires approval from the CCAT Project Office. Requests must be made in writing. Decisions regarding alterations come under the authority of the Director or the Director's designated representative. Depending on the complexity of a request, the Director may form a review panel to determine if a request is supportable.

Terry Herter, Director