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| Physical Configuration Audit (PCA) Checklist | | | |
| The following requirements and tasks shall be available and accomplished at the PCA. | | | |
| Requirements | **Yes** | **No** | **NA** |
| 1. Approved final draft of the configuration item product specification. |  |  |  |
| 2. A list delineating both approved and outstanding changes against the configuration item. |  |  |  |
| 3. Complete list of shortages in CSCI production. |  |  |  |
| 4. Acceptance test procedures and associated test data. |  |  |  |
| 5. Findings/Status of quality assurance programs. |  |  |  |
| 6. Manuscript copy of all software CI manuals (*i.e. SSS, SRS, STP, STD, SCOM, SUM, etc.*). |  |  |  |
| 7. Computer Software Version Description Document. |  |  |  |
| 8. Current set of listings and updated design descriptions or other means of design portrayal for each software CI. |  |  |  |
| 9. FCA minutes for each configuration item. |  |  |  |
| Tasks |  |  |  |
| 1. Define Product Baseline. |  |  |  |
| 2. Specification Review and Validation. |  |  |  |
| 3. Record in the minutes of the PCA the differences between the CSCI being audited and its CM records. |  |  |  |
| 4. Ensure the discrepancies noted during the FCA on each CSCI have been corrected. |  |  |  |
| 5. Ensure CSCI design descriptions properly reflect labels, references, and data descriptions. |  |  |  |
| 6. Ensure each CSCI design description is consistent. |  |  |  |
| 7. Review acceptance test plan, procedures, records and results as well as specification records to ensure the product complies with its design requirements. |  |  |  |
| 8. Review shortages and design changes. |  |  |  |
| 9. Review deviations/waivers. |  |  |  |
| 10. Ensure each CSCI’s system evaluation documents are completed and properly formatted. |  |  |  |
| 11. Ensure all system documentation is complete and conforms to its data item description. |  |  |  |
| 12. Review system allocation document. |  |  |  |
| 13. Review Software User’s Manuals, and Software Programmer’s Manuals. |  |  |  |
| 14. Review software CIs for the following:   * Preliminary and detail Software Component design descriptions. * Preliminary and detail software Interface requirements. * Database characteristics, storage allocation charts and timing and sequencing characteristics. |  |  |  |
| 15. Review packaging plan and requirements. |  |  |  |
| 16. Review release records and procedures. |  |  |  |
| 17. Ensure that approved software coding standards have been used and documented. |  |  |  |
| 18. Certify that each CSCI accepted has been built in accordance with the specifications. |  |  |  |
| **Signature of PCA Team Members: Date:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Check one:**  Results reviewed satisfy the requirements and are accepted (See attached comments).  Results reviewed do not satisfy requirements (See attached comments and list of deficiencies).  **Approved by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |