

16 November 1990

To: HAL Staff

Re: HAL Part Number System and Configuration Management

I have recently up-dated the "Parts Numbering Standard" (1/16/78). The new version shows all categories as they presently exist (11/16/90). We have some conflicts to resolve.

Within the coming month, I will establish a Configuration Management Plan at HAL Communications. This plan will conform to the Quality Assurance requirements of MIL-I-45208. The plan will impact many areas and I am presently tailoring the plan to cause the least change and/or disruption to HAL operations. In most cases, the plan will only formalize what we have been doing (or should have been doing).

In regard to HAL part numbers - adding new numbers, changing or deleting old numbers - we need some controls.

To demonstrate "control" I must establish a "Configuration Management Board" - "CMB". The CMB will include the Configuration Manager, Quality Assurance Manager, R&D Representative, Purchasing Agent, and Manufacturing Manager. In addition, the Marketing and Administration Managers may at times participate. For the present, I will serve as both "Configuration Manager" and "Quality Assurance Manager". Rex Debolt will be the R&D Representative. Linda Scott will represent Purchasing and Tom Spitz, Manufacturing. The "CMB" is "informal" and may "meet" at any time. Actually, all that is required is that all permanent members authorize by signature changes which may affect "configuration".

In regard to HAL part numbers, ALL additions, changes, or deletions must be approved by the CMB - particularly by the Configuration and Quality Assurance Managers. Changes cannot be issued by non-CMB members or without Q/A and CM Management signature. I suggest the following:

1. R&D (Rex) should initiate P/N additions or changes for HAL production parts.
2. Purchasing (Linda) should initiate P/N additions or changes for Personal Computer items.
3. Marketing (Ken or I) should initiate P/N additions or changes for Accesories, Manuals, Spare Kits or Assemblies, and all non-standard Shipping Materials.

Regardless of who initiates an addition or change, it must be approved by the CMB before it is

entered into the inventory control computer.

In preparing the up-dated version of the "Parts Numbering Standard", I note several group identifier conflicts - placement of Heat-Shrink in both "831-xxxxx" and "881-xxxx" and hardware listing at "880-xxxx" instead of "400-xxxx" are examples. The CMB is intended to prevent this in the future.

I also note several "group" categories that have completely broken-down. "333-xxxxx", "440-xxxxx", "850-xxxxx" and "851-xxxxx" are good examples. All of the "300" series (connectors) has confusing contradictions. Also, our original scheme for "9xx" series of part numbers needs serious over-haul. This is the time to attack these problem areas. I suggest that we must clear-up these problem areas as soon as possible.

The first step is to make sure that the "Parts Numbering Standard" is really organized the way we need it to be. HAL has no doubt out-grown some of the original ideas and new categories and sections are no doubt desirable.