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| --- | --- | --- | --- | --- |
| Physical Configuration Audit Checklist | | | | |
| Do you have? | **Yes** | **No** | | **NA** | |
| 1. Approved final draft of the configuration item (CI) specification |  |  |  | |
| 2. A list of approved changes to the configuration item |  |  |  | |
| 3. Test procedures and associated test data |  |  |  | |
| 4. Minutes from the Test Readiness Review (TRR) I, TRR II (if Limited Deployment was conducted), and Operational Test Readiness Review (OTRR) (if Operational Test and Evaluation (OT&E) was conducted) |  |  |  | |
| 5. Manuscript copy of all CI manuals (*i.e. RS, ITP, ITD, OM, UM, etc.*). |  |  |  | |
| 6. Version Description Document Form |  |  |  | |
| 7. Current set of listings and updated design descriptions or other means of design portrayal for each CI. |  |  |  | |
| 8. FCA report, if applicable |  |  |  | |
| 9. Integrated Test Report (ITR) and OT&E Report (if OT&E was conducted) |  |  |  | |
| 10. All open Action Items from previous reviews |  |  |  | |
| 11. All [PCA](https://www.dau.mil/cop/bes/DAU%20Sponsored%20Documents/Physical%20Configuration%20Audit%20Procedure.doc) procedure tasks accomplished. |  |  |  | |
| **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).  **Project Manager:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |

**Source:** Adapted from Military Handbook Configuration Management Guidance, MIL-HDBK-61A