DATA ITEM DESCRIPTION

1. DID NUMBER: DID-ENG-DES-GPR-V4.0

2. TITLE: GROWTH PROGRAM REPORT

3. DESCRIPTION AND INTENDED USE

3.1 The Contractor’s program for the management of technology changes for the system, during the Contract and over its Life-of-Type (LOT), is described in the Systems Engineering Management Plan (SEMP). The Growth Program Report (GPR) documents the outcomes of the growth, evolution and Obsolescence program, and enables its success to be assessed. Where the term ‘system’ is used in this DID, it encompasses both the Mission System and the critical, high-value Support System Components.

3.2 The Contractor uses the GPR to:
   a. document the approach and procedures for managing technology changes over the LOT of the Mission System;
   b. document the approach and procedures that avoid Obsolescence problems at the time of delivery;
   c. present analysis to identify technological opportunities that might lead to improved Supportability of the Mission System and Support System Components; and
   d. present the progress of these activities up to Final Acceptance.

3.3 The Commonwealth uses the GPR to:
   a. gain an accurate insight into the approach and procedures being employed by the Contractor in the execution of activities related to the management of technology changes;
   b. ensure that the Contractor’s design, development and production programs will not deliver equipment that has Obsolescence problems at the time of delivery;
   c. ensure that the Contractor’s solutions for the Mission System and Support System minimise Life Cycle Cost (LCC) when system growth, Supportability and Obsolescence issues are taken into consideration, and
   d. monitor progress in achieving the above activities up to Final Acceptance.

4. INTER-RELATIONSHIPS

4.1 The GPR is subordinate to the SEMP, and should be consistent with the standardisation aspects of the Integrated Support Plan (ISP) and the System Specification (SS).

5. APPLICABLE DOCUMENTS

5.1 The following documents form a part of this DID to the extent specified herein:
   Nil.

6. PREPARATION INSTRUCTIONS

6.1 Generic Format and Content

6.1.1 The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled ‘General Requirements for Data Items’.

6.1.2 The data item shall include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.
6.2 Specific Content

6.2.1 General

6.2.1.1 The GPR shall be developed progressively during the Contract so that the Commonwealth may assess that:

a. the Contractor's design, development and production programs will not deliver equipment that has Obsolescence problems at the time of delivery; and

b. the Contractor's solution for the Materiel System minimises LCC when system growth and Obsolescence issues are taken into consideration.

6.2.2 Candidate Elements with Potential for Growth

6.2.2.1 The GPR shall document the reasons for selecting elements assessed by the Contractor to have the potential to change during the post-design phase (ie, post-DDR) or over the LOT of the Mission System due to:

a. evolution of technology,

b. changes to threats,

c. changes to user needs,

d. changes to external systems and interfaces; or

e. system enhancements or upgrades.

6.2.2.2 Choice of candidate elements should include a consideration of both system hardware and Software, and elements that interface with humans. An element may be identified at any level of the system hierarchy and is not necessarily a Hardware Configuration Item (HWCI) or Computer Software Configuration item (CSCI) (ie, elements may include subsystems, segments or groups of design components).

6.2.2.3 The primary candidate elements are expected to come from the Mission System; however, some may be identified from critical, high-value Support System Components. Candidate elements are to include those elements under the control of Subcontractors.

6.2.3 Design Aspects

6.2.3.1 The GPR shall explain how the system design has made provision for those candidate elements to be either replaced or modified with new or updated technology. Examples of relevant design aspects include the use of architectural features such as:

a. standardised internal and external interfaces with the greatest potential design lifetime (ideally greater than the LOT);

b. an open, flexible infrastructure, capable of adaptation, extension and scaling to counter Obsolescence and to provide new functions and capacity;

c. modularity of design;

d. use of standards and 'openness' of architecture; and

e. minimisation of Software dependence upon the hardware platform.

6.2.3.2 Key interfaces are those most likely to be subject to change or with the greatest desired design life. The GPR shall identify the key internal and external interfaces at which future change is likely to occur and discuss the design approach taken to ensure interface longevity.

6.2.3.3 The GPR shall identify likely impacts upon performance of the system that may be expected due to 'natural' evolution of technology and the consequence of that increased performance to the longevity of the overall design.

6.2.4 Support Phase

6.2.4.1 For the identified candidate elements, the GPR shall identify the expected need for upgrades over the LOT due to the evolution of technology, as well as the Contractor's plans and timeframes for incorporating any such upgrades.
6.2.4.2 The GPR shall identify and explain any implications for the Commonwealth of not maintaining the system delivered to the Commonwealth with the most current configuration of that system as it is upgraded by the Contractor through the LOT. The GPR shall also identify any implications should the Commonwealth choose not to proceed with any particular upgrade.

6.2.5 Technical Data and Software Rights

6.2.5.1 For each of the areas of potential system growth over the LOT, including the key interfaces discussed in response to clause 6.2.3.2, the GPR shall identify any issues and limitations associated with Technical Data and Software rights (including limits caused by the licensing of Intellectual Property) and how the Contractor proposes that these be addressed.
DATA ITEM DESCRIPTION

1. DID NUMBER: DID-ENG-DES-IRMTPR-V4.0

2. TITLE: INTEGRATED RELIABILITY, MAINTAINABILITY, AND TESTABILITY PROGRAM REPORT

3. DESCRIPTION AND INTENDED USE

3.1 The Integrated Reliability, Maintainability and Testability (IRMT) Program Report (IRMTPR) describes how the methodologies and processes of the IRMT Program have been developed and implemented to meet the requirements of the Contract.

3.2 The Contractor uses the IRMTPR to:
   a. describe the activities conducted as part of the IRMT engineering program for each level of the Mission System design, including any specific analysis techniques employed; and
   b. describe how the IRMT engineering program activities have addressed the IRMT requirements of the Contract.

3.3 The Commonwealth uses the IRMTPR to:
   a. understand and evaluate the Contractor’s approach to meeting the IRMT engineering program; and
   b. identify and understand the Commonwealth’s involvement in the Contractor’s IRMT engineering program, including the monitoring of the Contractor’s IRMT engineering program.

4. INTER-RELATIONSHIPS

4.1 The IRMTPR is subordinate to the following data items, where these data items are required under the Contract:
   a. Systems Engineering Management Plan (SEMP); and
   b. Integrated Support Plan (ISP).

5. APPLICABLE DOCUMENTS

5.1 The following documents form a part of this DID to the extent specified herein:
   Nil.

6. PREPARATION INSTRUCTIONS

6.1 Generic Format and Content

6.1.1 The data item shall comply with the general format, content and preparation instructions contained in the CDRL clauses entitled ‘General Requirements for Data Items’.

6.1.2 The data item shall include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.

6.2 Specific Content

6.2.1 Activities and Results

6.2.1.1 The IRMTPR shall:
   a. describe the activities conducted as part of the IRMT engineering program for each level of the Mission System design, including any specific analysis techniques employed; and
   b. describe how the IRMT engineering program activities have addressed the IRMT requirements of the Contract.
6.2.2 Standards

6.2.2.1 The IRMTPR shall identify the standards utilised by the Contractor, and Subcontractors, to undertake the IRMT engineering program, including standards pertaining to hardware and Software.

6.2.2.2 The IRMTPR shall describe tailoring of the identified standards to meet the IRMT-related requirements of the Contract for both hardware and Software, including:
   a. the tasks or processes undertaken from each standard, including the rationale for either including or excluding a task or process;
   b. the outcomes resulting from implementing each of the tasks or processes;
   c. how these outcomes relate to the requirements of the Contract and the Contractor's solutions for the Mission System and Support System;
   d. how these outcomes have been documented / captured;
   e. the data used from other programs (eg, SE program), to enable these outcomes to be achieved; and
   f. the tools utilised to undertake the tasks or processes; and
   g. the expected role of the Commonwealth in reviewing the outcomes.

6.2.3 Design and Analysis Products

6.2.3.1 The IRMTPR shall identify and describe each of the design and analysis products generated from each identified IRMT engineering program activity.

6.2.4 Software Reliability, Maintainability and Testability

6.2.4.1 The IRMTPR shall provide a detailed description of how the Contractor has addressed reliability, maintainability and testability for Software.

6.2.4.2 The IRMTPR shall identify each of the Software design and analysis products generated from each identified IRMT engineering program activity.
DATA ITEM DESCRIPTION

1. DID NUMBER: DID-ENG-MGT-SEMP-2-V4.0

2. TITLE: SYSTEMS ENGINEERING MANAGEMENT PLAN

3. DESCRIPTION AND INTENDED USE

3.1 The Systems Engineering Management Plan (SEMP) describes the Contractor’s strategy, plans, methodologies and processes for the management of a fully integrated engineering program in accordance with the Contract. The SEMP describes the relationships between concurrent activities as well as between sequential activities to demonstrate that a fully integrated engineering program has been achieved.

3.2 The Contractor uses the SEMP to provide the primary direction and guidance to the technical team responsible for conducting the scope of work.

3.3 The Commonwealth uses the SEMP as a benchmark against which Contractor performance and changes in technical risk can be evaluated.

4. INTER-RELATIONSHIPS

4.1 The SEMP shall be consistent with, and subordinate to, the Project Management Plan (PMP).

4.2 The SEMP shall be the single planning and controlling document for all engineering program activities and related efforts, and shall have authority over, and give direction to, any subordinate engineering plans.

4.3 The SEMP inter-relates with the following data items, where these data items are required under the Contract:
   a. Integrated Support Plan (ISP);
   b. Configuration Management Plan (CMP);
   c. Verification and Validation Plan (V&VP); and
   d. Quality Plan (QP).

5. APPLICABLE DOCUMENTS

5.1 The following documents form a part of this DID to the extent specified herein:
   ANSI/EIA-632-1999 Processes for Engineering a System

6. PREPARATION INSTRUCTIONS

6.1 Generic Format and Content

6.1.1 The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled ‘General Requirements for Data Items’.

6.1.2 When the Contract has specified delivery of another data item that contains aspects of the required information, the SEMP shall summarise these aspects and refer to the other data item.

6.1.3 The data item shall include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.

6.2 Specific Content

6.2.1 Technical Plan Summary

6.2.1.1 The SEMP shall define its relationship to other planning documentation, including subordinate engineering plans and key non-technical plans such as the PMP.

6.2.1.2 The SEMP shall define the scope and purpose of subordinate engineering plans, including the interrelationships between subordinate plans.
6.2.2 Engineering Management

6.2.2.1 The SEMP shall define the engineering organisation for the Contract, including the key engineering positions and the partitioning of engineering effort between the various Contractor and Subcontractor organisations.

6.2.2.2 The SEMP shall describe how technical effort will be coordinated to meet cost, schedule and performance objectives.

6.2.2.3 The SEMP shall summarise planned personnel needs, applicable to the various phases of the Contract, by discipline and level of expertise.

6.2.2.4 The SEMP shall identify the standards (e.g., EIA-632 and ISO 12207) to be utilised by the Contractor and Subcontractors to undertake the Systems Engineering, Software, Configuration Management (CM), and Verification and Validation (V&V) program activities, including the proposed tailoring of those standards to meet requirements of the Contract.

6.2.3 Systems Engineering Process

6.2.3.1 The SEMP shall define the tailored application of the Contractor's Systems Engineering process to the activities of the Contract, including:

   a. the major products and/or increments to be delivered;
   b. the major outcomes to be achieved;
   c. the major Systems Engineering tools that will be used for the Contract;
   d. the methods for documentation and control of engineering and technical information, including expected specifications and Configuration Baselines;
   e. the methods and tools for analysis and Validation of system requirements;
   f. the required implementation tasks, including the integration and assembly of the system; and
   g. the approach, methods, procedures and tools to be used for systems analysis and control, including establishing and maintaining requirements traceability.

6.2.4 Technical Risk Management

6.2.4.1 Risks associated with the Systems Engineering program shall be documented in the Risk Register; however, the SEMP shall describe the risk management strategies associated with any global, engineering-related risks.

6.2.5 Software Development and Management

6.2.5.1 The SEMP shall define the tailored application of the Contractor's Software processes to the activities of the Contract, including:

   a. the management of Software development activities undertaken by Subcontractors; and
   b. the development of Software being undertaken by the Contractor.

6.2.6 Verification and Validation

6.2.6.1 The SEMP shall, for the Contractor's V&V program:

   a. describe the overall V&V program objectives, activities and schedule;
   b. describe the use of the VCRM and the extent to which previous V&V results are proposed to be used for Acceptance Verification purposes;
   c. describe the process for recording Failure reporting and analysis, and the approach to regression testing; and
   d. identify the requirements for Commonwealth Personnel and other resources in order to conduct the V&V program.

6.2.7 Configuration Management

6.2.7.1 The SEMP shall describe the Contractor’s CM methodology, processes and activities for meeting the CM requirements of the Contract, including:
a. the approach planned to establish and maintain Configuration Control and audit of identified system products and processes;

b. the requirements for establishing Configuration Baselines and the documentation to be used to define each baseline; and

c. the approach planned to establish and maintain control of external and internal interfaces.

6.2.8 System Reviews

6.2.8.1 The SEMP shall describe the approach planned to establish and conduct all System Reviews (ie, Mandated System Reviews and Internal System Reviews) required under the Contract.

6.2.8.2 The SEMP shall describe the objectives for each engineering related System Review and the relationship of each review to other engineering program activities.

6.2.8.3 Based on the SOW clauses for System Reviews and the Contractor’s internal processes, the SEMP shall detail the following information for each of the engineering related System Reviews:

a. organisations and individuals involved in the review and their specific review responsibilities;

b. proposed review venue;

c. pre-requisites for the conduct of the review (ie, entry criteria);

d. actions to be addressed during the System Review, including the documentation to be reviewed;

e. essential review completion criteria (ie, exit criteria); and

f. applicable Milestone criteria specified in Annex B to Attachment B, Schedule of Payments, when included in the Contract.

6.2.8.4 If checklists for Mandated System Reviews are required under the Contract, the SEMP shall incorporate, as annexes, Mandated System Review checklists that include:

a. the objectives, entry criteria, review actions and exit criteria, including applicable Milestone criteria, as required by clause 6.2.8.3, for all technical programs (eg, engineering, Integrated Logistic Support, CM and V&V); and

b. any additional requirements that are provided, in writing, by the Commonwealth (eg, checklist items for the review and specific entry and exit criteria).

6.3 Specific Content – Specialty Engineering

6.3.1 Growth, Evolution and Obsolescence

6.3.1.1 The SEMP shall, for the Contractor’s growth, evolution and Obsolescence program:

a. describe the technical measures and methods to be used to identify and assess candidate elements, including hardware and Software items, and the primary candidate elements to be addressed under by program;

b. describe the application of design aspects (eg, modularity and ‘open architectures’) to improve system growth, facilitate evolution, and to counter Obsolescence;

c. identify the steps to be undertaken during the acquisition phase to balance technological maturity and Obsolescence risks, and solutions to minimise the complexity (and cost) of through-life upgrades; and

d. identify the steps to be undertaken during the support phase to maintain effective and supportable equipment configurations and the expected need for upgrades.

6.3.2 Integrated Reliability, Maintainability and Testability Engineering

6.3.2.1 If an Integrated Reliability, Maintainability and Testability (IRMT) engineering program is required under the Contract, the SEMP shall, for the Contractor’s IRMT engineering program:
a. outline the IRMT engineering activities, tools, and the products to be generated, consistent with the design activities and the integration of COTS / MOTS items;
b. identify the standards to be used, and describe the application of those standards to meet the IRMT-related requirements of the Materiel System; and
c. describe the sources, methods and systems to be used to obtain, analyse and record IRMT-related data from internal and external sources.

6.3.3 Human Engineering

6.3.3.1 If a Human Engineering (HE) program is required under the Contract, the SEMP shall, for the Contractor's HE program:
a. identify the standards to be used, and that have been used for COTS / MOTS items, and describe the application of those standards to meet the HE requirements of the Materiel System;
b. describe the expectations of the Contractor with respect to the Commonwealth in order to ensure the HE objectives are met;
c. describe the activities, including system functional requirements analysis, equipment design and procedures development activities, to be undertaken in order to meet the HE program required under the Contract; and
d. describe the Verification methods to be applied for the HE program.

6.3.4 Electromagnetic Environmental Effects

6.3.4.1 If an Electromagnetic Environmental Effects (E3) program is required under the Contract, the SEMP shall, for the Contractor's E3 program:
a. identify the standards to be used, and that have been used for COTS / MOTS items, and describe the application of those standards to the Materiel System;
b. identify the E3-related requirements applicable to the Materiel System, including certification and regulatory requirements;
c. describe the approach to ensure that the E3-related requirements are met and all applicable certifications are obtained; and
d. describe the Verification methods to be used to assess that the Materiel System's E3-related requirements have been met.

6.3.5 System Safety

6.3.5.1 The SEMP shall, for the Contractor's system safety program:
a. identify the standards to be used, and that have been used for COTS / MOTS items, and describe the application of those standards to meet the system safety required under the Contract;
b. identify the Materiel Safety-related requirements applicable to the operation and support of the Materiel System, including certification and regulatory requirements, and describe the approach to ensure that the Materiel Safety-related requirements are met and all applicable certifications are obtained;
c. describe the hazard analyses to be undertaken to identify and assess health and safety hazards and risks in the Materiel System, and to eliminate hazards and reduce associated risks so far as is reasonably practicable;
d. describe the Verification methods to be used to assess the minimisation of Materiel Safety-related risks and the treatment of those residual risks; and
e. describe the approach to managing Materiel Safety data and the provision of documentary evidence to the Commonwealth, and regulatory authorities when applicable, in order to demonstrate that the Materiel System is, so far as is reasonably practicable, without risks to health and safety.
6.3.6 **System Security**

6.3.6.1 If a system security program is required under the Contract, the SEMP shall, for the Contractor's system security program:
   a. identify the security-related requirements applicable to the Materiel System;
   b. describe the approach to ensure that the security-related requirements are met and all applicable certifications are obtained; and
   c. describe the Verification methods to be used to assess that the Materiel System's security-related requirements have been met.

6.3.7 **System Certification**

6.3.7.1 If the Mission System requires certification in accordance with the Contract, the SEMP shall, for the Contractor's system certification program:
   a. identify the certification requirements, including related design standards, and the applicable certification authorities that will be involved in the certification process;
   b. describe the approach to the collection, collation and presentation of evidentiary information required for certification; and
   c. outline the certification process to be followed and the interrelationships between the certification process and applicable Milestones.

6.3.8 **Environmental Engineering**

6.3.8.1 If an environmental engineering program is required under the Contract, the SEMP shall, for the Contractor's environmental engineering program:
   a. identify the environmental-related requirements, including regulatory requirements and environmental-protection aspects of the design, applicable to the operation and support of the Materiel System;
   b. describe the approach to ensure that the environmental-related requirements are met and all applicable certifications are obtained; and
   c. describe the Verification methods to be used to assess that the Materiel System's environmental-related requirements have been met.
DATA ITEM DESCRIPTION

1. DID NUMBER: DID-ENG-SOL-MSA-V4.0

2. TITLE: MATERIEL SAFETY ASSESSMENT

3. DESCRIPTION AND INTENDED USE

3.1 The Materiel Safety Assessment (MSA) provides evidence of safety hazards and their associated risks, and how they have been eliminated or treated, prior to test or operation of the system, following system modification, or prior to Acceptance of the applicable Supplies (i.e., physical items including Mission Systems and applicable Support System Components, as applicable to the Contract). The MSA, including by reference to other safety related data items, identifies the hazards, associated risks, and measures to ensure that hazards have been eliminated so far as is reasonably practicable or, if it is not reasonably practicable to eliminate hazards, the measures to eliminate (or, otherwise, minimise) the associated risks so far as is reasonably practicable – in summary, all of the evidence required to demonstrate that the Materiel Safety requirements of the Contract have been, or will be¹, met.

3.2 The Contractor uses the MSA to present an argument that:

a. when used in relation to the Acceptance of Supplies, the applicable Supplies are safe for the purpose or purposes contemplated by the Contract;

b. applicable safety requirements, including relevant Australian legislation, design rules, standards and codes of practice have been satisfied; and

c. the safety requirements established by any applicable certification authorities have been satisfied.

3.3 The Commonwealth uses the MSA:

a. to determine that the hazards and risks to health and safety have been identified and that Safety Outcomes have been, or will be, met;

b. to determine that the associated certification requirements have been satisfied;

c. when applicable, as a basis for evaluating the applicable Supplies prior to the Acceptance of those Supplies;

d. to obtain the necessary safety certifications from Defence regulatory and safety authorities; and

e. as a basis for assessing and managing the health and safety risks of the applicable Supplies.

4. INTER-RELATIONSHIPS

4.1 The MSA inter-relates with the following data items, where these data items are required under the Contract:

a. Systems Engineering Management Plan (SEMP); and

b. Project Management Plan (PMP).

5. APPLICABLE DOCUMENTS

5.1 The following documents form a part of this DID to the extent specified herein:

Nil.

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¹ Reference to ‘will be’ acknowledges that some measures can only be established through Defence processes and training.
6. PREPARATION INSTRUCTIONS

6.1 Generic Format and Content

6.1.1 The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled ‘General Requirements for Data Items’.

6.1.2 When the Contract has specified delivery of another data item that contains aspects of the required information, the data item shall summarise these aspects and refer to the other data item.

6.1.3 The data item shall include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.

6.2 Specific Content

6.2.1 General

6.2.1.1 The MSA shall include a summary of the information presented as evidence of Materiel Safety for each item of plant (eg, new or modified equipment), structure and substances (eg, Consumables) delivered under the Contract (the ‘applicable Supplies’).

6.2.1.2 The MSA shall provide a description of the system safety program, including the processes employed by the Contractor to collect and confirm the validity of extant safety related data, to develop the assessment of Materiel Safety for the applicable Supplies.

6.2.2 Materiel Safety Assessment

6.2.2.1 The MSA shall contain adequate information to demonstrate the Materiel Safety of each of the applicable Supplies, including:

a. the purpose for which the item was designed and manufactured, including limits on equipment operation and allowable environmental conditions,

b. the results of any calculations, analysis, tests or examinations necessary to demonstrate the Materiel Safety of the applicable Supplies;

c. any conditions necessary to ensure that the Materiel Safety of the applicable Supplies is maintained;

d. any additional supporting evidence reasonably required by the Commonwealth for the purposes of demonstrating Materiel Safety; and

e. evidence that the requirements of relevant Australian legislation and applicable design and safety standards have been met.

6.2.2.2 The MSA shall include, for the Mission System subsystems (eg, pressure vessels) and Support System Components (eg, hoists, cranes) included in the Supplies that are, or that contain, items of plant where registration of the design of that plant is required under WHS Legislation, copies of the registration documents provided by the Commonwealth, State or Territory regulator.

6.2.2.3 The MSA shall include evidence that all applicable certifications (other than Australian design registration details included in accordance with clause 6.2.2.2) and necessary safety-related compliance assurance activities, as required by the applicable third party regulatory and safety authorities, have been met.

6.2.3 Safety Hazards and Risk Log

6.2.3.1 The MSA shall contain, at Annex A, a log of hazards and associated risks to health and safety, including:

a. hazard identification (eg, radiation leakage from waveguide);

b. a description of the hazard and its associated risks to health and safety;

c. identification of the relevant item, system element or component of the applicable Supplies;

d. if in relation to a Problematic Substance, the log details shall include:
(i) identification of the Problematic Substance, a cross-reference to the Safety Data Sheet (SDS), which shall be prepared in accordance with DID-PM-HSE-SDS and included as supporting information annexed to the MSA;

(ii) the location(s) of the Problematic Substance within the applicable Supplies and/or for use in Maintenance or other support processes; and

(iii) the quantity of the Problematic Substance in each location identified under clause 6.2.3.1d(ii);

e. other applicable factors (eg, equipment configuration, operating environment, system events or modes) when the hazard or risk are present;

f. identification of the risks associated with each hazard;

g. treatments that have been implemented to eliminate safety risks and to minimise residual risks where elimination was not reasonably practicable; and

h. references to information regarding safe practices and other measures relevant to minimising the remaining risks (eg, operator and maintenance manuals, training materials and other references).

6.3 Annexes

Annex A: Safety Hazards and Risk Log

Other Annexes as necessary to provide all Materiel Safety information required by this DID that has not already been provided under another data item in accordance with the Contract.
DATA ITEM DESCRIPTION

1. DID NUMBER: DID-ILS-MGT-ISP-2-V4.0

2. TITLE: INTEGRATED SUPPORT PLAN

3. DESCRIPTION AND INTENDED USE

3.1 The Integrated Support Plan (ISP) describes the Contractor's strategy, plans, methodologies and processes for meeting the ILS program requirements of the Contract.

3.2 The Contractor uses the ISP to:
   a. define, manage and monitor the ILS program;
   b. ensure that those parties who are undertaking ILS activities understand their responsibilities, the processes to be used, and the time-frames involved; and
   c. ensure that those parties who are providing data to enable ILS activities to be undertaken understand their responsibilities, the data required and the time-frames for providing that data.

3.3 The Commonwealth uses the ISP to:
   a. understand the Contractor's approach to meeting the ILS program requirements;
   b. form the basis for monitoring the Contractor's progress under the ILS program; and
   c. understand the Contractor's expectations for Commonwealth's involvement in the ILS program.

4. INTER-RELATIONSHIPS

4.1 The ISP is subordinate to, the Project Management Plan (PMP).

4.2 The ISP shall be the single planning and controlling document for all ILS program activities and related efforts, and shall have authority over, and give direction to, any subordinate ILS plans.

4.3 The ISP inter-relates with the following data items, where these data items are required under the Contract:
   a. Systems Engineering Management Plan (SEMP);
   b. Configuration Management Plan (CMP);
   c. Verification and Validation Plan (V&VP);
   d. the Technical Data List (TDL) (a part of the Master Technical Data Index (MTDI));
   e. Quality Plan (QP); and

5. APPLICABLE DOCUMENTS

5.1 The following documents form a part of this DID to the extent specified herein:
   DEF(AUST)1000C ADF Packaging
   DEF(AUST)5691 Logistic Support Analysis

6. PREPARATION INSTRUCTIONS

6.1 Generic Format and Content

6.1.1 The ISP shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled 'General Requirements for Data Items'.
6.1.2 When the Contract has specified delivery of another data item that contains aspects of the required information, the ISP shall summarise these aspects and refer to the other data item.

6.1.3 The data item shall include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.

6.2 Specific Content

6.2.1 ILS Program Organisation

6.2.1.1 The ISP shall describe the organisational arrangements for the ILS program, including the identification of the individual within the Contractor's organisation who will have managerial responsibility and accountability for meeting the ILS requirements of the Contract.

6.2.1.2 Risks associated with the ILS program shall be documented in the Risk Register; however, the ISP shall describe the risk-management strategies associated with any global risks related to the ILS program.

6.2.2 ILS Program Activities

6.2.2.1 The ISP shall describe the Contractor’s program for meeting the ILS requirements of the Contract, including:

a. the major activities to be undertaken, when, and by whom, showing the linkages between these activities and the ILS outcomes required;

b. the integration of Subcontractors into the Contractor’s ILS program;

c. the hierarchy of ILS program plans, showing the relationships between plans;

d. the processes and procedures to be used to undertake the ILS activities;

e. for any new or modified procedures, an overview of their scope and the responsibilities and timeframes for developing and approving those procedures;

f. the strategy for the use of any extant data when undertaking logistics-related analyses and Support System development;

g. the personnel (including categories, numbers and associated skills/competencies) required by the Contractor and Subcontractors to meet the ILS requirements of the Contract, including the proposed sources for obtaining those personnel;

h. the interfaces between the ILS program and the Systems Engineering (SE), the Configuration Management (CM), and Verification and Validation (V&V) programs, including the mechanisms for ensuring that ILS-related activities are integrated with these other programs, to ensure that the objectives of the ILS program and other programs are achieved;

i. the proposed interfaces between the Commonwealth and the Contractor, including the role of ILS personnel within the Resident Personnel (RP) team, if applicable;

j. the expectations for Commonwealth input into the Contractor’s ILS program; and

k. the provision of any training required by Commonwealth Personnel to enable them to undertake the review of Contractor analyses and any other expected roles identified by the Contractor, including details of proposed courses.

6.2.2.2 Standards

6.2.2.2.1 The ISP shall identify the standards (eg, DEF(AUST)5691, Logistic Support Analysis) to be used by the Contractor and Subcontractors to undertake the ILS program.

6.2.2.2.2 The ISP shall describe, in annexes to the ISP (with separate annexes for each standard), the Contractor’s tailoring of the identified standards to meet the ILS-related requirements of the Contract.

6.2.2.3 The ISP shall describe how the Contractor will integrate the identified standards with each other and with other ILS-related activities to achieve the ILS-related outcomes required under the Contract.
6.2.2.3 Candidate Items
6.2.2.3.1 The ISP shall describe the processes for identifying Candidate Items.
6.2.2.3.2 The ISP shall identify the hardware and Software items for which Support Resource determination will be performed and documented. The list shall include each item's name, CWBS reference number for both the Mission System and the Support System Components (if a CWBS is required under the Contract), NATO Stock Number (if available), and reason(s) for selection.
6.2.2.3.3 The ISP shall identify the candidate items that have been the subject of previous analyses and for which the Contractor expects to only perform a Validation activity.

6.2.2.4 Verification and Validation Planning
6.2.2.4.1 The ISP shall describe the strategy for the Verification and, if required under the Contract, the Validation of the Support System and Support System Components.

6.2.3 ILS Program Data Management
6.2.3.1 Logistic Support Analysis Record
6.2.3.1.1 Where the Contract requires a Logistic Support Analysis Record (LSAR), the ISP shall:
   a. describe the LSA control numbering structure to be used; and
   b. identify the LSAR tables and data elements to be used to document, disseminate and control LSA data.

6.2.3.2 Data from External Sources
6.2.3.2.1 The ISP shall outline the information that the Contractor needs to obtain from organisations external to the Contractor's organisation (e.g., Subcontractors, the Commonwealth, overseas agencies, and other company divisions) to conduct the ILS program.

6.2.3.3 Configuration Management
6.2.3.3.1 The ISP shall describe the approach planned to establish and maintain Configuration Control of Support Resources.

6.2.4 System Reviews
6.2.4.1 The ISP shall describe how each applicable System Review inter-relates and interacts with other ILS program activities.
6.2.4.2 The ISP shall describe the approach planned to establish and conduct ILS-related System Reviews (i.e., Mandated System Reviews (MSRs) and Internal System Reviews) and ILS involvement in other System Reviews necessary for effective conduct of the ILS program.
6.2.4.3 The ISP shall, including by cross-reference to the SEMP when appropriate (and MSR checklists when included in the Contract), detail the following information for each of the ILS-related System Reviews:
   a. the organisations and individuals involved and their specific review responsibilities;
   b. proposed review venue;
   c. review objectives;
   d. pre-requisites for conducting the review (i.e., entry criteria);
   e. actions to be addressed during the System Review, including the documentation to be reviewed;
   f. essential review completion criteria (i.e., exit criteria); and
   g. applicable Milestone criteria specified in Annex B to Attachment B, Schedule of Payments, when included in the Contract.
6.2.5 ILS Sub-Programs

6.2.5.1 General

6.2.5.1.1 The ISP shall describe the Contractor’s program of activities associated with, as applicable, the identification, design, development, acquisition, installation, set-to-work, commissioning, and Verification and, if required under the Contract, Validation of:

a. Spares and packaging;
b. Technical Data;
c. Training (including Training Equipment and Training Materials);
d. Support and Test Equipment (S&TE);
e. Facilities; and
f. Software support.

6.2.5.2 General Support Resource Requirements

6.2.5.2.1 The ISP shall, for each category of Support Resources required under the Contract, detail the strategy, methodology, and activities for:

a. performing item / product range and quantity analyses and to identify the locations / echelons of support (including Commonwealth locations and support contractors) where Support Resources would be located;
b. undertaking standardisation and offsetting of identified Support Resources with corresponding Support Resources already in service with the Commonwealth;
c. confirming that the proposed Spares, Packaging, S&TE, and Training Equipment are able to be accommodated, in terms of space, installation and required services at Defence facilities or within the Mission System (eg, on-board as applicable);
d. categorising each type of Support Resource based on its intended purpose, origin / supplier, management approach or other applicable criteria;
e. provisioning of the Support Resources, including Long Lead Time Items (LLTIs) and Life-of-Type (LOT) procurements;
f. the compilation and management of Codification Data (to be provided in accordance with DID-ILS-TDATA-CDATA);
g. providing and tracking of certificates of conformance, where applicable;
h. the packaging, delivery, installation, commissioning and testing of Support Resources (as applicable);
i. identification and labelling of Support Resources (eg, ‘Unique ID’ (UID) and bar-coding), including referencing applicable standards;
j. identification and management of security requirements, releasability issues and transportation requirements associated with classified items (eg, COMSEC);
k. identification and management of safety requirements, including Problematic Substances within the Support Resources;
l. identification and management of special transportation, handling and storage requirements for the Support Resources;
m. preparing for and enabling the Acceptance of Support Resources;
n. Validation of the provisioning list for recommended Support Resources;
o. Verification of the Support Resources;
p. the provision of any training associated with the delivery and/or set-up of the Support Resources; and
q. the identification of configuration documentation for each item of the Support Resources.
6.2.5.3 Technical Data

6.2.5.3.1 In addition to clause 6.2.5.2, the ISP shall describe:

a. the Contractor’s strategy and methodology for any electronic data interchange, including, as applicable, the use of such facilities as a Contractor Integrated Technical Information Service (MIL-STD-974 refers); and

b. any issues or implications for the development and delivery of, or access to, Technical Data, which arise from restrictions on Technical Data and Software rights, export licences, Technical Assistance Agreements, or other.

6.2.5.3.2 The ISP shall describe how existing Technical Data, which is to be delivered or incorporated into manuals and other publications to be delivered, will be evaluated and updated, as required, for the configuration, role, environment and target users of the Materiel System.

6.2.5.3.3 The ISP shall describe:

a. the software tools to be applied to the generation and interpretation (authoring and viewing) of Technical Data;

b. the procedures, by category of Technical Data, for the receipt, review, Configuration Control, amendment, production and delivery of all Technical Data for the Mission System and Support System;

c. the procedures for the management and update of the TDL;

d. the standards, by Technical Data category, for the preparation of Technical Data;

e. the strategy, methodology and processes for validating the TDL;

f. the procedures to identify the amendments required to existing Commonwealth publications and the management of amendment incorporation;

g. the strategy, methodology and processes associated with Technical Data to meet regulatory requirements;

Note: The terms validation and verification in the following sub-clauses are unique to the DEF(AUST) 5629A standard and do not apply to other sections of the Contract.

h. the strategy, methodology and processes for the Contractor to validate Technical Data, including an indicative schedule and the standards to be used; and

i. the proposed strategy and methodology for the Contractor to assist the Commonwealth in verifying Technical Data.

6.2.5.4 Training

6.2.5.4.1 In addition to clause 6.2.5.2, the ISP shall describe the Contractor’s strategy, methodology, and processes (highlighting any differences from the Defence Training manuals identified in the SOW) for undertaking and managing, as applicable:

a. the identification of new / modified performance needs for operators and support Personnel;

b. an analysis / review of Training methods to satisfy the performance needs;

c. the derivation / review of required learning outcomes and Training program design;

d. the identification and evaluation of Training Equipment requirements;

e. the development and/or update of Training (learning and assessment) materials;

f. the evaluation of new and existing Training courses delivered under the Contract; and

g. when applicable, accreditation against nationally recognised units of competency.

6.2.5.4.2 The ISP shall list the positions and personnel involved in the design, development, update, and delivery of Training. This list shall contain the following information:

a. position title;
b. name of occupant (if available);
c. formal qualifications;
d. teaching experience; and
e. related technical / subject matter experience.

6.2.5.4.3 The ISP shall describe the standards, methodology and processes to be used for the development and update, as applicable, of:

- Training specifications including units of competency;
- Learning Management Packages;
- Training Materials and Training Equipment; and
- Training course evaluation reporting requirements.

6.2.5.5 Facilities

6.2.5.5.1 In addition to clause 6.2.5.2, the ISP shall detail the Contractor’s strategy, methodology, and processes for:

- confirming the suitability of the existing Commonwealth facilities for the Contractor’s proposed Mission System and associated Support System Components; and
- if required under the Contract, undertaking a facilities requirements analysis (and documenting outcomes in the Facilities Requirements Analysis Report (FRAR)).

6.2.5.5.2 The ISP shall detail the applicable requirements for any Facilities to be built or modified, by the Contractor or the Commonwealth, including specific requirements for:

- security (including physical security, electronic security and ‘TEMPEST’ ratings);
- Work Health and Safety; and
- Environmental Outcomes.

6.2.6 ILS Program Traceability Matrix

6.2.6.1 The ISP shall include a traceability matrix, showing how the ILS requirements of the Contract will be accomplished by the Contractor’s ILS program.
DATA ITEM DESCRIPTION

1. DID NUMBER: DID-ILS-SUP-RPL-V4.0

2. TITLE: RECOMMENDED PROVISIONING LIST

3. DESCRIPTION AND INTENDED USE

3.1 The Recommended Provisioning List (RPL) documents the range and quantity of Spares, Packaging, Training Equipment, and Support and Test Equipment (S&TE) to be procured or developed and manufactured by the Contractor and, where applicable, delivered to the Commonwealth. The RPL identifies the Spares, Packaging, Training Equipment, and S&TE required for Defence and Contractors (Support) to support the Mission System and Support System throughout the Life-of-Type (LOT) and, where applicable, the equipment that needs to be installed in Commonwealth Facilities. The RPL also provides details associated with the Spares analysis tools and models.

3.2 The Contractor uses the RPL to:
   a. summarise the outcomes that resulted from implementing the Spares, Packaging, Training Equipment, and S&TE analysis activities in the Approved ISP, including analysis of the range and quantity of Support Resources;
   b. document the Spares analysis tools and models and the results of Spares analysis activities undertaken;
   c. advise the Commonwealth of the recommended set of Spares, Packaging, Training Equipment, and S&TE required to enable the in-service support of the Mission System and Support System Components; and
   d. assist with demonstrating to the Commonwealth that the Contractor’s proposal for the Support System represents an effective and economical solution.

3.3 The Commonwealth uses the RPL to:
   a. assist with the evaluation of the Contractor’s proposed Support System;
   b. understand, evaluate and monitor the Contractor’s scope of work under the Contract with respect to Spares, Packaging, Training Equipment, and S&TE;
   c. understand the range and quantity of applicable Support Resources to be procured by the Commonwealth under the Contract and/or from other sources; and
   d. identify and understand the Commonwealth’s scope of work with respect to Spares, Packaging, Training Equipment, and S&TE.

4. INTER-RELATIONSHIPS

4.1 The RPL is subordinate to the following data items, where these data items are required under the Contract:
   a. Integrated Support Plan (ISP); and

4.2 The RPL inter-relates with the following data items, where these data items are required under the Contract:
   a. Contract Work Breakdown Structure (CWBS);
   b. Technical Data Plan (TDP);
   c. Software Support Plan (SWSP);
   d. Verification and Validation Plan (V&VP); and
   e. Logistic Support Analysis Record (LSAR).
5. **APPLICABLE DOCUMENTS**

5.1 The following documents form a part of this DID to the extent specified herein.

   DEF(AUST)1000C ADF Packaging

6. **PREPARATION INSTRUCTIONS**

6.1 **Generic Format and Content**

6.1.1 The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled ‘General Requirements for Data Items’.

6.1.2 The data item shall include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.

6.2 **Specific Content**

6.2.1 **General**

6.2.1.1 The RPL shall describe the approach adopted by the Contractor to ensure that the Contractor’s Spares, Packaging, Training Equipment, and S&TE recommendations enable the Mission System and Support System to be effectively and economically supported in accordance with the operational and support requirements and concepts defined in the DOR.

6.2.1.2 Unless otherwise specified in the Contract, the RPL shall address Support Resource requirements for:

   a. the Commonwealth; and
   b. the Contractor (Support) and Subcontractors (Support).

6.2.1.3 The Spares, Packaging, Training Equipment, and S&TE recommended to be procured by the Commonwealth shall be derived from the range and quantity analyses conducted in accordance with the Approved ISP.

6.2.1.4 The RPL shall provide details of the analysis process used to produce the recommendations of Spares, Packaging, Training Equipment, and S&TE for the categories identified in clause 6.2.1.2 (particularly highlighting any differences from the analysis process outlined in the Approved ISP), including:

   a. a description of the methodology employed;
   b. identification of the data sources used;
   c. identification of the key assumptions on which the analysis is based;
   d. sample calculations (if applicable);
   e. justification for the range and quantity of Spares, Packaging, Training Equipment, and S&TE required to support both the Mission System and the Support System;
   f. the processes for ensuring that the proposed Spares, Packaging, S&TE, and Training Equipment are able to be accommodated, including space, installation and services requirements, in the destination Defence Facilities or Mission System;
   g. the processes and methodology for the identification of the recommended Spares, Packaging, Training Equipment, and S&TE, including undertaking standardisation and offsetting with equipment that is already in service with the Commonwealth;
   h. details of the sensitivity analyses conducted and results obtained, including results obtained from conducting sensitivity analyses to quantify the impact of varying:
      (i) reliability and maintainability values;
      (ii) operational parameters, such as monthly rate of effort; and
      (iii) logistics delay times; and
   i. a description of the trade-off analyses conducted and results obtained.
6.2.2 Spares

6.2.2.1 Spares Analysis Tools and Models

The RPL shall describe the Spares analysis tools and models used by the Contractor in accordance with the Approved ISP, including:

a. definitions of all terms, acronyms, and parameters used;

b. any assumptions underpinning, or limitations with, the Spares analysis tools and models, including:
   (i) the scope of the Mission System that has been modelled including the indenture level of the product build structure and applicable subsystems;
   (ii) the modelling of the operational environment and Rate of Effort (ROE); and
   (iii) the modelling of the support environment;

c. any departures from the planned data sources;

d. any departures from the build structure of, or any of the assumptions underpinning:
   (i) the CWBS (if applicable);
   (ii) the LSAR (if applicable);
   (iii) acquisition and sustainment cost estimates; and
   (iv) any other models utilised by the Contractor to model the Mission System and/or the Support System; and

e. the input data used for Spares analysis tools and models, including:
   (i) the source of the data;
   (ii) the date that the data was first generated;
   (iii) if the data is an estimate, the nature of the estimate; and
   (iv) the justification for the use of the data. Examples of the data that should be justified include Turn-Around Time (TAT) data, Administration and Logistics Delay Time (ALDT) data, and reliability and maintainability data.

6.2.2.2 Spares Analysis Data Files

The RPL shall include the data files for the Spares analysis models in a form that does not require the Commonwealth to separately key the data into the Spares analysis models.

Where the Spares analysis tool(s) used by the Contractor is not held by the Commonwealth, the RPL shall include:

a. executable input files for the Spares analysis models; and

b. sufficient details of the Spares analysis tools to enable the Commonwealth to undertake Independent Verification and Validation (IV&V) of the Spares analysis models.

6.2.3 Recommendations - General

The RPL shall provide the following information (using sub-reports and cross-references as appropriate), for the recommended Spares, Packaging, Training Equipment and S&TE:

a. a specific record for each unique type of item (ie, each line item);

b. identification details, including:
   (i) item name / provisioning nomenclature, including the model or type;
   (ii) NATO Stock Number (NSN), if known, or if the item requires codification;
   (iii) manufacturer’s name and Commercial and Government Entity (CAGE) code;
   (iv) manufacturer’s reference number / part number; and
   (v) manufacturer’s address;
c. details describing the nature and use of each line item, including:
   (i) Work Breakdown Structure (WBS) identification, Functional Group Code (FGC), or allocated LSA Control Number (LCN), where applicable;
   (ii) when a LSAR is required in the SOW, the End Item Acronym Code and Useable On Code for each applicable type or model of the parent system; and
   (iii) standards / specifications reference number(s);

d. identification of those items that require special handling because:
   (i) of security reasons;
   (ii) they contain Problematic Substances; and/or
   (iii) they are fragile or sensitive;

e. recommended quantity by location, including Commonwealth and Contractor (Support) locations (noting that the Contract may allow for the Commonwealth to elect to own specific items that would be used by support contractors);

f. provisioning information for each line item, including:
   (i) a unit price for each item, which shall be the Contractor’s most favoured customer price for the delivery of that item;
   (ii) provisioning lead time, including the identification of Long Lead Time Items;
   (iii) the delivery location; and
   (iv) a recommended delivery date;

g. total quantity that is recommended for procurement by the Commonwealth through the Contract; and

h. recommendations for items to be procured by the Commonwealth from sources external to the Contract, including for the purposes of standardisation or offsetting with items already in the Commonwealth inventory.

6.2.4 Support and Test Equipment – Supplementary Requirements

6.2.4.1 The RPL shall provide the following information for each of the items of S&TE recommended to be procured by the Commonwealth:

a. configuration data including, when applicable, identification of the configurations of Mission Systems and Support System Components that the S&TE is useable on;

b. details of the associated Technical Data to be delivered to the Commonwealth, including:
   (i) operator manuals;
   (ii) maintenance manuals;
   (iii) calibration procedures; and
   (iv) Software product information; and

c. when applicable, details of installation requirements for the item for the Commonwealth facility in which the item is to be installed.

6.2.5 Spares – Supplementary Requirements

6.2.5.1 The RPL shall provide the following information for each of the Spares recommended to be procured by the Commonwealth:

a. the nature of the Spare (ie, repairable, consumable);

b. shelf life, for Spares with finite storage lives;

c. whether the Spares are safety critical components, including an annotation of the criticality and how the items are managed (eg, serial number tracking); and
d. when applicable, the Economic Order Quantity and the recommended maximum and minimum holding levels at each level of maintenance.

6.2.6 Training Equipment – Supplementary Requirements

6.2.6.1 The RPL shall list all of the Training Equipment required by students, instructors and course content managers to undertake and provide Training in accordance with the Learning Management Packages (LMPs) delivered under the Contract, including as applicable:

a. simulators;

b. part-task trainers;

c. the Computer Based Training (CBT) or Computer Aided Instruction (CAI) hardware and Software environment;

d. other instructional Training aids; and

e. related tools and calibration equipment.

6.2.6.2 The RPL shall provide the following information for each of the items of Training Equipment recommended to be procured by the Commonwealth:

a. course name and course code / LMP identifier for the related course; and

b. when applicable, details of installation requirements for the item for the Commonwealth facility in which the item is to be installed.
DATA ITEM DESCRIPTION

1. DID NUMBER: DID-ILS-TDATA-MTDI-2-V4.0

2. TITLE: MASTER TECHNICAL DATA INDEX

3. DESCRIPTION AND INTENDED USE

3.1 The Master Technical Data Index (MTDI) is a master list of deliverable Technical Data for the Contract. The MTDI enables the production of subordinate lists to address specific requirements for individual data items pertaining to categories of Technical Data, including lists of Mission System specifications and design documentation, engineering drawings, and Support System Technical Data, including subordinate lists for publications and Training Materials. The MTDI is used to identify and describe all of the Technical Data required:
   a. to enable the Support System requirements to be met;
   b. to enable use of the Supplies, as described in the Contract; and
   c. to enable the Commonwealth to meet its obligations and exercise its rights under the Contract.

3.2 The Contractor uses the MTDI to:
   a. document and advise the Commonwealth of the Technical Data to be delivered to the Commonwealth and Associated Parties in relation to the Contract;
   b. in relation to the Mission System, identify the structure of the set of specifications and the design documentation to be used for the Contract, and identify their associated management information; and
   c. in relation to the Support System, document the outcomes of its Technical Data requirements analysis and inform the Commonwealth of the Technical Data required to enable the Materiel System to be operated and supported through life.

3.3 The Commonwealth uses the MTDI to:
   a. understand, evaluate and monitor the Contractor's scope of work with respect to Technical Data;
   b. understand the scope of Technical Data to be used to document the design of the Mission System;
   c. understand the scope of Technical Data to be delivered to the Commonwealth and Associated Parties, and the rights associated with that Technical Data;
   d. inform the evaluation of Technical Data required to enable the Materiel System to be operated and supported through life;
   e. provide input to the Commonwealth's own planning; and
   f. understand the scope of Technical Data required to support the Australian Industry Capability (AIC) program.

4. INTER-RELATIONSHIPS

4.1 The MTDI is subordinate to the following data items, where these data items are required under the Contract:
   a. Technical Data Plan (TDP);
   b. Integrated Support Plan (ISP);
   c. Systems Engineering Management Plan; and
4.2 The MTDI inter-relates with the following data items, where these data items are required under the Contract:

a. Configuration Status Accounting Reports;

b. AIC Plan or AIC Schedule; and

c. all other data items that identify, list, or which are Technical Data.

4.3 The MTDI inter-relates with the Technical Data and Software Rights (TDSR) Schedule.

5. APPLICABLE DOCUMENTS

5.1 The following documents form a part of this DID to the extent specified herein:

- DEF(AUST)5629B Production of Military Technical Manuals
- DI-IPSC-81431A System/Subsystem Specification (SSS)
- DI-IPSC-81432A System/Subsystem Design Description (SSDD)
- DI-IPSC-81433A Software Requirements Specification (SRS)
- DI-IPSC-81434A Interface Requirements Specification (IRS)
- DI-IPSC-81435A Software Design Description (SDD)
- DI-IPSC-81436A Interface Design Description (IDD)
- DI-IPSC-81437A Database Design Description (DBDD)
- DI-IPSC-81438A Software Test Plan (STP)
- DI-IPSC-81439A Software Test Description (STD)
- DI-IPSC-81440A Software Test Report (STR)
- DI-IPSC-81441A Software Product Specification (SPS)
- DI-IPSC-81442A Software Version Description (SVD)
- DI-SESS-81632 Interface Specification
- MIL-STD-490A Specification Practices
- MIL-STD-961E Defense and Program-Unique Specifications Format and Content
- S1000D™ International specification for technical publications using a common source database

6. PREPARATION INSTRUCTIONS

6.1 Generic Format and Content

6.1.1 The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled ‘General Requirements for Data Items’.

6.1.2 The MTDI shall be provided in soft copy as a structured data file (eg, one or more databases, spreadsheets or other structured data format) that enables the MTDI content to be accessed, queried, read, printed, and used to generate soft copy tabulated text reports.

6.1.3 When records from the MTDI are to be provided to meet the specific requirements of an individual data item (ie, a subset of the records within the MTDI), the Commonwealth’s expectation is that:

a. the records will be provided from a filtered set of current data from the MTDI; or

b. the MTDI will be delivered, and the records for the required data item can be easily filtered from the other records within the MTDI.

6.1.4 Except where the soft copy data file is compatible with a standard Software application defined elsewhere in the Contract, or otherwise agreed in advance and in writing by the Commonwealth Representative, the MTDI shall be accompanied by any Software and Technical Data required to enable those functions identified in clause 6.1.2.
The MTDI shall be updated as the Contractor’s Materiel System solution matures, so as to keep track of the status of Technical Data during the period of the Contract.

### 6.2 Specific Content

#### 6.2.1 General

The MTDI shall list all of the Technical Data:

a. delivered, or required to be delivered, to the Commonwealth or an Associated Party in relation to the Contract;

b. required to enable the Commonwealth to meet its obligations and exercise its rights under the Contract, and to use the Supplies as described in the Contract;

c. required to inform decision-making by the Commonwealth in relation to operational and/or Maintenance considerations, Defects, and Configuration Changes including Deviations;

d. required for obtaining and maintaining product certification, including satisfying regulatory requirements; and

e. that is used (or required to be used) by the Commonwealth in meeting its broader obligations (eg, in relation to financial accountability).

The MTDI is a master index of Technical Data from which subordinate lists may be derived in order to address specific requirements for Technical Data under the Contract. Delivery or update of a list for a specific requirement involves the delivery or update of the relevant data within the MTDI.

When a data item specified within this DID is required under the Contract, the data item shall meet the common requirements of clause 6.2.2 and the specific requirement being requested, which is, for:

a. a Mission System Technical Documentation Tree (MSTDT), detailed in clause 6.2.3;

b. a Drawing List, detailed in clause 6.2.4;

c. a Technical Data List (TDL), detailed in clause 6.2.5;

d. a Publication Tree (PUBTREE), detailed in clause 6.2.6; and

e. a Training Materials List (TML), detailed in clause 6.2.7.

#### 6.2.2 Common Requirements

Each list of Technical Data, delivered as part of the MTDI, shall include the following common information requirements for each item of Technical Data:

a. the item reference number, document number or drawing number, as applicable;

b. the name or title of the item of Technical Data;

c. the version (eg, draft, final);

d. the revision number / amendment status and release / issue date, as applicable;

e. a brief description of the item of Technical Data (or the amendment to an existing item of Technical Data), including its purpose or use;

f. the unique product identifier for the system/sub-system/CI/end-product (including hardware and Software) to which the item of Technical Data relates;

g. the name of the system/sub-system/CI/end-product (including hardware and Software) to which the item of Technical Data relates;

h. the source (eg, name of the Subcontractor / supplier that created or provided it);

i. if Commonwealth rights to the Technical Data, as defined through clause 5 of the COC (eg, Intellectual Property rights), are restricted:

   (i) cross-reference(s) to the ‘Unique Line Item Description’ of any line item in the TDSR Schedule that applies to the item of Technical Data;
(ii) whether the item of Technical Data is Commercial TD; and

(iii) if the item of Technical Data is Commercial TD that is not related to a Key Commercial Item, cross-reference to the terms on which the item of Technical Data is licensed to the Commonwealth;

j. if Commonwealth rights to the Technical Data are restricted for reasons other than those defined through clause 5 of the COC (eg, Export Approvals), a cross-reference to the applicable licence or agreement (eg, Technical Assistance Agreement);

k. any applicable Australian or foreign security classification;

l. the Technical Data category (eg, manual, specification, drawing, presentation for a system review, Software Source Code, etc), as identified in the Approved TDP or the Approved ISP, whichever is the governing plan under the Contract;

m. the standards to which the item of Technical Data will be, or has been, prepared (eg, a data item description, S1000D™, or DEF(AUST)5629B);

n. the schedule requirements for update and/or maintenance;

o. delivery details, including:

(i) if the item of Technical Data is to be delivered to the Commonwealth;

(ii) details of the recipient (which includes the Commonwealth, Subcontractors, regulatory authorities, Escrow Agent (if applicable), Associated Parties, and other support organisation(s)), including (or cross-referencing) the location, organisation, and position of the recipient; and

(iii) the delivery date, and any milestone to which delivery relates (eg, a System Review that uses the Technical Data);

p. the intended end user (ie, Commonwealth, Contractor, Subcontractors, and in-service support organisations such as the Contractor (Support) and Subcontractors (Support) where these organisations may include the Contractor and related entities involved in the provision of support); and

q. applicability of the item of Technical Data as being Technical Data that is required to enable the Materiel System to be operated and supported through life.

6.2.3 Specific Requirements – Mission System Technical Documentation Tree

Note: The CDRL may specify individual delivery requirements for this element of the MTDI.

6.2.3.1 Mission System Technical Documentation Tree

6.2.3.1.1 The MTDI shall, pursuant to clause 6.1.2, enable the Commonwealth to derive a subset of the MTDI representing a hierarchical list of all of the specifications and design documentation for the Mission System, with this hierarchical list to be structured in accordance with the product breakdown structure (or the system breakdown structure) for the Mission System (‘Mission System Technical Documentation Tree (MSTDT)’).

Note: Clause 6.2.3.1.1 requires the MTDI to be structured in accordance with the CWBS. The product breakdown structure should be wholly contained within the CWBS.

6.2.3.1.2 When this DID is invoked under the Contract to define a MSTDT, the data item shall include, for each item of Technical Data, the common information required by clause 6.2.2.1 and:

a. the current document control authority (ie, the organisation responsible for content of the document and the only authority that can effect changes to it); and

b. the Commonwealth’s action period and required action (eg, Review or Approve) in accordance with clause 6.2.3.2.

6.2.3.1.3 The MSTDT shall define, for the set of documents:

a. the hierarchical (parent-child) relationships between all specifications that define the system, from the Commonwealth’s contractual input specifications through to the lowest level CI specifications; and

b. the relationships between the documents in the Contractor’s program.
6.2.3.1.4 For system elements that have not been defined, due to the limited maturity of the design when the MSTDT is produced, the MSTDT shall define generic elements (eg, a generic subsystem) and the associated design documentation that is expected for that element (eg, subsystem specification, interface specification, subsystem design document).

6.2.3.2 MSTDT Specific Commonwealth Management Requirements

6.2.3.2.1 When the MSTDT includes documents that are explicitly listed in the CDRL, it shall refer to the CDRL to define the obligations with respect to those documents.

6.2.3.2.2 Except where otherwise defined in this DID, the SOW or CDRL, the MSTDT shall identify all specifications and design documentation as subject to Review by the Commonwealth Representative.

6.2.3.2.3 Except where otherwise agreed by the Commonwealth Representative, the MSTDT shall identify the following types of documents as subject to Approval by the Commonwealth Representative:

   a. specifications and design documentation for all external interfaces (ie, those elements of each Mission System that interface to other Commonwealth systems and equipment); and

   b. specifications and design documentation for human-system interfaces.

6.2.3.2.4 Except where otherwise agreed by the Commonwealth Representative, the MSTDT shall identify that a draft of all specifications at the level subordinate to the Mission System level (ie, subsystem or segment) will be delivered prior to the System Definition Review (SDR), to enable the finalisation of the Mission System Functional Baseline at the SDR.

6.2.3.2.5 Except where otherwise agreed by the Commonwealth Representative, the MSTDT shall identify that the Commonwealth’s action period for all delivered documents is 20 Working Days.

6.2.3.3 MSTDT Documentation Standards

6.2.3.3.1 Although not mandated, the following table provides guidance for the expected level of detail associated with the specifications and design documentation. The Contractor may propose the use of these or similar publicly available standards or, where appropriate, the Contractor’s internal standards. If the Contractor proposes to use an internal standard for a document the standard shall be delivered with the MSTDT.

<table>
<thead>
<tr>
<th>Design Element</th>
<th>Document</th>
<th>Expected Level (or equivalent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Segments / Subsystem</td>
<td>Specification</td>
<td>SSS  DI-IPSC-81431A</td>
</tr>
<tr>
<td></td>
<td>Interface Specification</td>
<td>IS    DI-SESS-81632</td>
</tr>
<tr>
<td></td>
<td>Design Document</td>
<td>SSDD  DI-IPSC-81432A</td>
</tr>
<tr>
<td>Hardware</td>
<td>Specification</td>
<td>MIL-STD-961E</td>
</tr>
<tr>
<td></td>
<td>Interface Control Document</td>
<td>ICD  MIL-STD-490A</td>
</tr>
<tr>
<td></td>
<td>Design Document</td>
<td>SSDD  DI-IPSC-81432A</td>
</tr>
<tr>
<td>Software</td>
<td>Requirement Specification</td>
<td>SRS  DI-IPSC-81433A</td>
</tr>
<tr>
<td></td>
<td>Interface Specification</td>
<td>IRS    DI-IPSC-81434A</td>
</tr>
<tr>
<td></td>
<td>Software Design Description</td>
<td>SDD  DI-IPSC-81435A</td>
</tr>
<tr>
<td></td>
<td>Interface Design Description</td>
<td>IDD  DI-IPSC-81436A</td>
</tr>
<tr>
<td></td>
<td>Software Test Description</td>
<td>STD  DI-IPSC-81439A</td>
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<tr>
<td></td>
<td>Software Test Report</td>
<td>STR    DI-IPSC-81440A</td>
</tr>
<tr>
<td></td>
<td>Software Product Specification</td>
<td>SPS  DI-IPSC-81441A</td>
</tr>
<tr>
<td></td>
<td>Software Version Description</td>
<td>SVD  DI-IPSC-81442A</td>
</tr>
</tbody>
</table>
6.2.4 Specific Requirements – Drawing List

Note: The CDRL may specify individual delivery requirements for this element of the MTDI. In this DID, engineering drawings refers to technical drawings and data sets for physical design data (eg, three-dimensional modelling and computer-aided design data), which represent hardware products of the Materiel System.

6.2.4.1 The MTDI shall, pursuant to clause 6.1.2, enable the Commonwealth to derive a subset of the MTDI that lists all drawings (both new and existing) that relate to the Mission System and Support System (‘Drawing List’).

6.2.4.2 The Drawing List shall include all drawings:

a. associated with the installation of Mission System and Support System elements at a Defence site (if applicable);

b. that are necessary, in conjunction with other Technical Data, to disclose the physical, functional, and performance characteristics of all external interfaces;

c. that define key internal interfaces to assist with the management of growth, evolution and Obsolescence; and

d. required to enable other requirements of the Contract to be met (eg, in relation to Codification, parts determination, structural integrity, and weight and balance).

6.2.4.3 When this DID is invoked under the Contract to define a Drawing List, the data item shall include, for each identified drawing, the common information required by clause 6.2.2.1 and:

a. manufacturer’s code (eg, CAGE code or other enterprise identifier);

b. drawing size (eg, for drawings in aperture card format);

c. number of sheets, including the identification of the individual sheet numbers;

d. next higher assembly or ‘used on’; and

e. details of electronic files including:
   (i) the file name and file format; and
   (ii) if applicable, the storage media (eg, the volume name when stored over multiple media items).

6.2.4.4 The Drawing List shall also include the common information (as required by clause 6.2.2.1) for the following types of documents, when applicable:

a. ‘interpretation documents’, used to facilitate interpretation of each applicable Contractor and Subcontractor drawing system; and

b. ‘associated lists’, which tabulate the engineering information pertaining to items depicted on an engineering drawing or a set of drawings (eg, parts list, data list, and index list).

6.2.5 Specific Requirements – Technical Data List

Note: The CDRL may specify individual delivery requirements for this element of the MTDI.

6.2.5.1 The TDL shall, pursuant to clause 6.1.2, enable the Commonwealth to derive a subset of the MTDI that represents the complete list of Technical Data required to enable the Materiel System to be operated and supported through life, and shall be based upon:

a. the CDRL;

b. the Technical Data requirements analysis conducted by the Contractor in accordance with the Approved TDP or the Approved ISP, whichever is the governing plan under the Contract;

c. updates to the Technical Data requirements, as the developmental status of the Mission System and the Support System matures; and

d. the data that comprises a Configuration Baseline for the Supplies, including in relation to the Mission System, Support System Components, and for Training.
6.2.5.2 When this DID is invoked under the Contract to define a TDL the data item shall include, for each item of Technical Data, the *common information* required by clause 6.2.2.1 and:

a. if applicable, the title of the related Australian Industry Activities and the associated Subcontractors;

b. the native format of the item of Technical Data and:
   
   (i) if digital, the file name and type and, for Technical Data other than Commercial TD, the authoring application, the document / data type definition and translator files (if applicable), and the standards that have been applied and that will be applied for any subsequent development under the Contract; or

   (ii) if not digital, the type of hard copy format (ie, paper, microfilm, aperture card, etc) and, for Technical Data other than Commercial TD, the standards that have been applied and that will be applied for any subsequent development under the Contract;

c. the quantity (ie, number of copies) to be delivered and the method of delivery (eg, hard copy or electronic form (ie, soft copy or transfer via a Data Management System, if applicable, or to an agreed information system));

d. for items of Technical Data to be delivered to the Commonwealth, the CDRL reference (if applicable); and

e. if not included in the Technical Data category, the developmental status of the item of Technical Data (eg, existing and not to be modified, existing and to be modified, or new).

6.2.5.3 The TDL shall enable items of Technical Data to be listed and sorted, including by:

a. the applicable Support System Constituent Capability (SSCC);

b. the applicable system, sub-system, Configuration Item (CI) or end-product (including both hardware and software CIs or end-products), with the breakdown structure being consistent with the Contract Work Breakdown Structure (CWBS);

c. the source of the Technical Data;

d. the intended end-user (including the Contractor and related entities involved in the provision of support);

e. if applicable, the Australian Industry Activities to which the Technical Data relates; and

f. data attributes that identify an item of Technical Data as being included in one or more Technical Data categories, types and sub-types assigned by the Contractor (eg, if an item of Technical Data is part of a particular system review package).

6.2.6 Specific Requirements – Publications Tree

*Note: The CDRL may specify individual delivery requirements for this element of the MTDI.*

6.2.6.1 The MTDI shall, pursuant to clause 6.1.2, enable the Commonwealth to derive a subset of the MTDI representing a list of publications (new, existing and amended) that relate to the Mission System and Support System (‘Publications Tree’).

6.2.6.2 The Publications Tree shall:

a. define the range of publications resulting from the Technical Data requirements analysis;

b. identify the hierarchy of, and inter-relationships between, all publications including the distribution of information between each publication; and

c. provide the ability for hard copies to be produced in a logical and hierarchical format that allow quick and easy reference so that either experienced or inexperienced operational or logistics-support personnel can identify the publication reference that they require.
Note: The Publications Tree identifies items of Technical Data (eg, operator and support manuals) that are required to enable the Materiel System to be operated and supported through life and, therefore, is a subset of the items in the TDL.

6.2.6.3 When this DID is invoked under the Contract to define a Publications Tree the data item shall include, for each publication, the information required for the TDL by clause 6.2.5.2 and the schedule for the development and production of the publication.

6.2.7 Specific Requirements – Training Materials List

Note: The CDRL may specify individual delivery requirements for this element of the MTDI.

6.2.7.1 The MTDI shall, pursuant to clause 6.1.2, enable the Commonwealth to derive a subset of the MTDI representing a list of Training Materials (new and existing) that are required to enable Training when the Materiel System is in-service (‘Training Materials List’).

6.2.7.2 The Training Materials List shall list all of the Training Materials required to enable the provision of Training courses when the Materiel System is in-service, including:

a. competency standards and/or course graduation requirements, as applicable;
b. student materials (eg, précis, workbooks, exercise and tutorial materials);
c. instructor materials including lesson plans, presentations and exercise materials;
d. all materials used for the assessment of students and related Training records;
e. documents required for Training course evaluation and reporting;
f. any other documents that enable Training delivery or administration; and
g. manuals and handbooks used in the provision of Training but not developed for Training purposes.

Note: The Training Materials List identifies items of Technical Data that are required to enable Training for the operation and support of the Materiel System through life and, therefore, is a subset of the items in the TDL. Additional data is to be recorded for these items (as below).

6.2.7.3 When this DID is invoked under the Contract to define a Training Materials List the data item shall include, for each item of the Training Materials, the information required for the TDL by clause 6.2.5.2 and:

a. the unique code for the Training course / Learning Management Package;
b. the name of the Training course / Learning Management Package; and
c. if the document was developed specifically for Training purposes.

6.2.7.4 The Training Materials List shall be capable of being filtered and sorted by the data required under clause 6.2.7.3.
DATA ITEM DESCRIPTION

1. DID NUMBER: DID-ILS-TNG-TNGRECR-V4.0

2. TITLE: TRAINING RECOMMENDATIONS REPORT

3. DESCRIPTION AND INTENDED USE

3.1 The Training Recommendations Report (TNGRECR) details the Training programs and significant resources recommended by the Contractor to the Commonwealth in order to achieve the operational and support requirements defined in the Contract. The TNGRECR outlines the performance needs of Personnel and describes recommended Training solutions for the various job classifications and skill levels of Personnel working with the Mission System and Support System. The TNGRECR identifies requirements for the differing types of Training (eg, Introductory Training and Sustainment Training), to be delivered under the Contract and, if applicable, the Contract (Support).

3.2 The Contractor uses the TNGRECR to:
   a. advise the Commonwealth of the performance needs and recommended Training solutions for the operation and support of the Mission System and the Support System;
   b. assist with demonstrating that the designs for the Mission System and the Support System represent a solution that minimises Life Cycle Cost (LCC); and
   c. provide the basis for the further development of recommended Training solutions.

3.3 The Commonwealth uses the TNGRECR to:
   a. understand, evaluate and provide a basis for monitoring the Contractor’s scope of work with respect to Training;
   b. assist with the evaluation of the designs for the Mission System and the Support System (eg, in terms of complexity and ease of use); and
   c. understand the Commonwealth’s scope of work with respect to Training.

4. INTER-RELATIONSHIPS

4.1 The TNGRECR is subordinate to the Integrated Support Plan (ISP).

5. APPLICABLE DOCUMENTS

5.1 The following documents form a part of this DID to the extent specified herein:
   - Systems Approach to Defence Learning (SADL) Practitioner Guide
   - ADF Service Training Manual(s), as specified in the Statement of Work

6. PREPARATION INSTRUCTIONS

6.1 Generic Format and Content

6.1.1 The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled ‘General Requirements for Data Items’.

6.1.2 When the Contract has specified delivery of another data item (eg, a database) that contains aspects of the required information, the data item shall summarise these aspects and refer to the other data item.

6.1.3 The data item shall include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.
6.2 Specific Content

6.2.1 General

6.2.1.1 The TNGRECR shall be divided into sections for the employment categories of trainees and, when applicable to Training design, the type of Training (eg, Introduction into Service Training or Sustainment Training).

6.2.1.2 Unless otherwise specified in the Contract, the TNGRECR shall describe the Contractor’s recommended Training solution for Commonwealth Personnel, the Contractor (Support), and Subcontractors (Support).

6.2.1.3 The TNGRECR shall include a summary of the analysis process used to assess the performance needs of Personnel, the options for Training delivery methods and the rationale, including the cost-effectiveness over the LOT of the Mission System for the recommended Training solution.

6.2.2 Performance Needs and Training Requirements

6.2.2.1 The TNGRECR shall:
   a. summarise the tasks and performance needs for which Training will be required;
   b. describe the required Personnel competencies (including skills, knowledge, attitudes and behaviours) applicable to the tasks and performance needs for which Training will be required;
   c. estimate the number of Personnel to be trained initially, and on an annual basis, by employment category and skill level (or rank);
   d. describe the evaluation results associated with the selection of Training methods, including the need for significant items of Training Equipment; and
   e. list the recommended Learning Management Packages for each Training course.

6.2.3 Recommended Training Courses

6.2.3.1 The TNGRECR shall, for each recommended Training course, include:
   a. the identifying course code (if known), course name, and short name;
   b. the highest security classification of the Training Material (as defined in the Security Classification and Categorisation Guide, if included in the Contract);
   c. a statement of the course aim;
   d. a brief course description, including an overview of the scope of the learning outcomes to be covered and the core learning activities;
   e. the type of course (eg, continuation, familiarisation, or specialist training);
   f. the minimum and maximum number of participants per course;
   g. the primary method of delivery (eg, distance learning, instructor led, etc);
   h. applicable trade / profession (ie, ‘category’ or ‘job family’) of the participants;
   i. the total course duration and the proposed number of courses per annum;
   j. a list of the course learning outcomes and descriptions;
   k. course pre-requisites, including required qualifications and experience;
   l. an outline of the course assessment requirements;
   m. the location at which Training will be conducted, and a description of any specific requirements for the Training Facilities;
   n. details of any significant Training Equipment requirements;
   o. a summary of Training Materials requirements;
   p. an estimate of the time required to develop or update the course; and
   q. additional information relevant to the course, as determined by the Contractor.
DATA ITEM DESCRIPTION

1. DID NAME: DID-PM-DEF-CMS-2-V4.0

2. TITLE: CONTRACT MASTER SCHEDULE

3. DESCRIPTION AND INTENDED USE

3.1 The Contract Master Schedule (CMS) describes the Contractor’s planned sequence of activities, milestones and decision points to enable the objectives of the Contract to be met. Additionally, the CMS defines the current Contract schedule status, comparing the current schedule to the contracted schedule. The CMS also compares the current schedule status with any applicable baseline schedule.

3.2 The Contractor uses the CMS, including or supplemented by subordinate schedules, to:
   a. plan the activities and sequencing of those activities to achieve the requirements of the Contract; and
   b. provide schedule direction and status to the management team responsible for conduct of the work.

3.3 The Commonwealth uses the CMS to:
   a. achieve assurance that the Contractor can meet its contractual obligations;
   b. gain visibility into the Contractor’s planning;
   c. understand and evaluate the Contractor’s approach to meeting the requirements of the Contract;
   d. assist with monitoring the progress of the Contractor in meeting the requirements of the Contract; and
   e. provide input into the Commonwealth’s planning.

4. INTER-RELATIONSHIPS

4.1 The CMS inter-relates with the following data items, where these data items are required under the Contract:
   a. Project Management Plan (PMP); and

5. APPLICABLE DOCUMENTS

5.1 The following documents form a part of this DID to the extent specified herein:
   Nil.

6. PREPARATION INSTRUCTIONS

6.1 Generic Format and Content

6.1.1 The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled ‘General Requirements for Data Items’.

6.1.2 The CMS shall be the primary schedule for the Contract, and all other schedules shall be subordinate to the CMS.

6.1.3 The CMS shall be capable of being displayed in a variety of formats, including:
   a. a Gantt chart;
   b. a list of all tasks, together with their planned and actual start and completion dates; and
   c. a listing of milestones (including Milestones in the Contract), together with their original, rescheduled, forecast and actual completion dates.
6.1.4 The CMS shall be delivered as a soft copy of the CMS database using the software package identified in accordance with clause 3.2.3 of the SOW. The CMS database shall include all database elements used by the Contractor to develop, manage and update the CMS (eg, filter definitions, resources and notes). Any non-database elements of the CMS shall be delivered in accordance with the CDRL.

6.2 Specific Content

6.2.1 Data to be Included

6.2.1.1 The CMS shall graphically depict the Contract schedule and progress at the activity level (known as the work package level under Earned Value Management).

6.2.1.2 The CMS shall graphically present or otherwise identify:

a. activities and their estimated durations;

b. milestones, including Milestones in the Contract;

c. the relationships and dependencies between activities and milestones to be accomplished by or for the Contractor in the performance of its obligations under the Contract;

d. earliest and latest start and finish dates for all activities and milestones;

e. critical and non-critical paths;

f. floats available on all activities and milestones;

g. allocated resources for each activity; and

h. notes on the use of the CMS, including a glossary of terms and symbols used.

6.2.1.3 The CMS shall include:

a. all other schedules required under the Contract (eg, the Systems Engineering schedule and the Integrated Logistic Support schedule);

b. Subcontractor schedules, to a level of detail that is consistent with the level of detail for the Contractor's own schedule;

c. milestones, including Milestones (eg, in Attachment B) and all milestones identified in the Contractor's plans;

d. other major events, as agreed between the Contractor and the Commonwealth Representative;

e. Commonwealth Representative tasks, where such tasks interface with, and may affect, Contractor tasks; and

f. significant reviews, such as System Reviews.

6.2.1.4 Each submission of the CMS shall provide visibility of progress against the current Approved schedule baseline.

6.2.1.5 Forecast milestone completion dates shall reflect anticipated actual performance that differs from the original milestone completion dates (or rescheduled dates established by an Approved rescheduled baseline).

6.2.2 Integration with Other Management Information

6.2.2.1 The CMS shall be traceable to the CWBS and to Milestones in the Contract.

6.2.3 Narrative Analysis

6.2.3.1 Each submission of the CMS shall contain an explanation of the cause of each Milestone’s rescheduled forecast date that is later than the Milestone’s current Approved scheduled baseline date for the issue of the CMS in which the rescheduled forecast date was first reported. Subsequent issues of the CMS need only address changes from previously reported dates. The narrative analysis for the CMS shall address possible impact on other milestones and activities, and shall describe work-around plans to minimise the impact.
DATA ITEM DESCRIPTION

1. DID NUMBER: DID-PM-MGT-PMP-2-V4.0

2. TITLE: PROJECT MANAGEMENT PLAN

3. DESCRIPTION AND INTENDED USE

3.1 The Project Management Plan (PMP) provides an overview of the different project processes and how they fit together to form a totally integrated management system for the Contract. It should provide an overview and show how all of the detailed processes and plans fit together.

3.2 The Contractor uses the PMP, including or supplemented by subordinate plans, to provide direction and guidance to the Contractor’s management team responsible for coordinating and conducting the work required under the Contract.

3.3 The Commonwealth uses the PMP to:
   a. gain visibility into the Contractor’s planning;
   b. understand and evaluate the Contractor’s approach to managing the scope of work associated with the Contract; and
   c. provide input into the Commonwealth’s planning.

4. INTER-RELATIONSHIPS

4.1 The PMP is the primary plan for the Contract. All other plans related to the Contract fit beneath the umbrella of the PMP.

5. APPLICABLE DOCUMENTS

5.1 The following documents form a part of this DID to the extent specified herein:
   - DEFLOGMAN Part 2 Volume 5  Chapter 17  **Stocktaking of Defence Assets and Inventory**
   - DSPF  **Defence Security Principles Framework**

6. PREPARATION INSTRUCTIONS

6.1 Generic Format and Content

6.1.1 The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled ‘General Requirements for Data Items’.

6.1.2 The PMP shall be a stand-alone document that provides sufficient information to allow the reader to understand, without referring to other documents, how the scope of work associated with the Contract will be managed. It is not acceptable to simply reference a document, procedure or standard, without providing an overview of the relevant information within the PMP.

6.1.3 The PMP shall be the master planning document, integrating, summarising and referencing other plans and schedules required in this DID and elsewhere in the SOW.

6.1.4 The PMP need not be developed as one document. It may be divided into volumes, sections and/or sub-plans provided that the head document links all sub-documents together as a cohesive whole.

6.1.5 When the Contract has specified delivery of another data item that contains aspects of the required information, the PMP shall summarise these aspects and refer to the other data item.

6.1.6 The data item shall include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.
6.2 Specific Content

6.2.1 System Overview
6.2.1.1 The PMP shall give a brief overview of the system being developed and its purpose.

6.2.2 Scope
6.2.2.1 The PMP shall clearly identify:
   a. the scope of work associated with the Contract, including the scope undertaken by the Contractor and Approved Subcontractors; and
   b. areas that are not within scope, if there is a possibility of the reader misinterpreting the scope (e.g., interfaces with existing infrastructure, other projects or systems are typical areas that may be misinterpreted).

6.2.3 Organisation
6.2.3.1 The PMP shall describe the organisational structure responsible for managing and performing the scope of work associated with the Contract, including:
   a. the Contractor's company organisation structure;
   b. the Contractor's project management organisation;
   c. the Contractor's contractual relationship with Approved Subcontractors;
   d. each Approved Subcontractor's organisational structure to the extent applicable to the scope of their Subcontract; and
   e. the identification and purpose of relevant teams employed in the performance of the Contract (e.g., integration and test team, project management team, and so on).

6.2.4 Personnel Management
6.2.4.1 If Key Persons management is required under the Contract, the PMP shall describe the Contractor's methodology for identifying Key Staff Positions and for managing Key Persons, including:
   a. the identification of Key Staff Positions within the Contractor's and Approved Subcontractor's organisations (e.g., typically Project Manager, SE Manager and ILS Manager and key technical personnel, as applicable to the Contract scope);
   b. the definition of the person/position specifications, or responsibilities and authorities for each Key Staff Position and the skill sets needed to fill that position (e.g., SE Manager with 10 years of experience in managing medium-sized, moderately complex projects); and
   c. the identification of relevant background skills and experience of each Key Person.

6.2.5 Structure of Contractor Plans
6.2.5.1 The PMP shall contain an indentured list of the plans to be used by the Contractor in the execution of the Contract, showing the hierarchical relationship of the plans.

Note: The following structure is an example of a plan hierarchy. Italicised text indicates sub-plans that may be incorporated within the next higher-level plan. Regular text indicates stand-alone sub-plans. If a plan contains stand-alone sub-plans, it is to reference all such sub-plans at the next lower level. The hierarchy of plans is to be tailored to the needs of the Contract.

Project Management Plan
   - Business Resource Plan
   - Subcontractor Management Plan
   - Partnering Plan
   - Communications Plan

Australian Industry Capability Plan
Systems Engineering Management Plan
Integrated Support Plan

6.2.6 Contract Work Breakdown Structure
6.2.6.1 The PMP shall contain the Contract Work Breakdown Structure (CWBS) as an indented list to level 4.

6.2.7 Contract Master Schedule
6.2.7.1 The PMP shall contain an overview of the Contract Master Schedule (CMS), including the critical path, to the same level of detail as required for the CWBS in clause 6.2.6.

6.2.8 Business Resource Planning
6.2.8.1 If business resource planning is required under the Contract, the PMP shall demonstrate that company resources are available to meet the current and future obligations of this Contract. In particular, the PMP shall address:
   a. the Contractor’s obligations in regard to current and future project / work;
   b. the Contractor’s use of resources, such as:
      (i) human capital in relation to current and envisaged projects;
      (ii) financial resources;
      (iii) physical resources;
      (iv) other organisational resources; and
      (v) Subcontractor relationships and other supply arrangements;
   c. details of the company’s capabilities to satisfactorily discharge its responsibilities under the Contract in relation to the use of the identified resources; and
   d. arrangements for reprioritising resources across the company’s span of obligations, including the criteria used to determine when reprioritisation is required.
6.2.8.2 The PMP shall describe the Contractor’s strategy for recruiting and retaining staff.

6.2.9 Planning and Control
6.2.9.1 The PMP shall contain an overview of the processes and tools used by the Contractor to ensure the integration of technical, cost and schedule planning and control for the management of the work associated with the Contract.

6.2.10 Engineering Program
6.2.10.1 The PMP shall provide an overview of the engineering program for the Contract, referring to the engineering plan(s) as appropriate.

6.2.11 Integrated Logistics Support Program
6.2.11.1 The PMP shall provide an overview of the Integrated Logistic Support (ILS) program for the Contract, referring to the ILS plan(s) as appropriate.

6.2.12 Configuration Management
6.2.12.1 The PMP shall provide an overview of the Configuration Management (CM) arrangements for the Contract, referring to the governing plan for CM (eg, Configuration Management Plan) as appropriate.

6.2.13 Quality Management
6.2.13.1 The PMP shall describe the Quality Management program for the Contract, referring to the Quality Management System if one is required under the Contract.

6.2.14 Risk Management
6.2.14.1 The PMP shall describe the Risk Management processes (in accordance with AS/NZS ISO 31000:2009 or other Approved standard), tools and Risk Register to be used by the Contractor.
6.2.14.2 The PMP shall describe the procedures for the management of risks to Work Health and Safety (WHS), which shall, to the extent that the WHS Legislation applies to the work under the Contract, be consistent with the requirements of the WHS Legislation.

6.2.14.3 The PMP shall describe the Risk Register used by the Contractor for recording each risk and its attributes, evaluation, treatments and the individual responsible for managing it.

6.2.14.4 The Risk Register shall be a separate entity from the PMP (due to the dynamic nature of the content of the Risk Register).

6.2.15 Issue Management

6.2.15.1 The PMP shall describe the Contractor's processes and tools used for managing Issues for the Contract.

6.2.15.2 The PMP shall describe the Issue Register used by the Contractor for recording Issues and the associated action(s) for addressing each Issue.

6.2.15.3 The Issue Register shall be a separate entity from the PMP (due to the dynamic nature of the content of the Issue Register).

6.2.16 Subcontract Management

6.2.16.1 The PMP shall provide an overview describing how the Contractor intends to manage Subcontractors, including:
   a. the communications, meeting and review plan for each Approved Subcontractor;
   b. the method for ensuring that each Approved Subcontractor has an integrated technical, cost and schedule control mechanism in place;
   c. the method for ensuring that each Approved Subcontractor is collecting and analysing relevant metrics to enable progress and performance to be tracked against applicable schedules and plans; and
   d. the method for ensuring that each Approved Subcontractor is managing its own Subcontractors.

6.2.17 Security Management

6.2.17.1 The PMP shall provide an overview of the processes to be used by the Contractor to satisfy the requirements of the Defence Security Principles Framework (DSPF), referring to any separate Security Management Plan if such a plan exists.

6.2.18 Communications Management

6.2.18.1 The PMP shall describe the processes and information flows associated with Contract communications between the Contractor and the Commonwealth.

6.2.19 Commonwealth Resources

6.2.19.1 If Resident Personnel are required under the Contract, the PMP shall describe the arrangements for the collocation of any Resident Personnel (RP) at the Contractor's premises.

6.2.20 Transition

6.2.20.1 The PMP shall describe the processes to be used by the Contractor to meet the Transition requirements of the Contract. The description of Transition shall include the linkages with the phase-in of Commonwealth and contracted in-service support services, including services that are associated with any linked Contract (Support).

6.2.20.2 If a Transition Register is required under the Contract, but a separate Contractor Transition Plan is not required, the PMP shall describe the management and use of the Transition Register, used to identify and track the progress of each Transition activity.

6.2.21 Government Furnished Material, Facilities and Services

6.2.21.1 The PMP shall describe the Contractor's arrangements for the receipt, custody, storage, care, maintenance and use, as applicable, of any Government Furnished Material, Government Furnished Facilities and Government Furnished Services.
6.2.22 **Technical Data and Software Rights Management**

6.2.22.1 The PMP shall describe the arrangements for managing the Technical Data and Software rights (including Intellectual Property (IP) rights) under the Contract, including:

a. the identification of the responsible manager(s) and their responsibilities;

b. the processes for obtaining and providing, as applicable, the Technical Data and Software rights required under the Contract (including rights required for the through-life operation, support and disposal of the Materiel System);

c. the processes to manage the Contractor’s and Subcontractors’ use of sublicensed Technical Data and Software, including processes to manage and monitor compliance, in accordance with the rights and restrictions in the Contract and applicable licences; and

d. the processes used to maintain the Technical Data and Software Rights Schedule, related Attachments, and the allocation of rights through data items such as the Master Technical Data Index and the Software List, as applicable.

6.2.23 **Health and Safety Management**

6.2.23.1 The PMP shall describe (including by reference to applicable plans, management systems and procedures) how the Contractor will ensure that the work performed under the Contract will meet WHS requirements, as identified in the Contract and as required by relevant legislation and regulations (including the WHS Legislation).

6.2.24 **Environmental Management**

6.2.24.1 If environmental management is required under the Contract, then the PMP shall describe how the Contractor will ensure that the performance of work under the Contract will meet Defence environmental requirements, as identified in the Contract, relevant legislation and regulations.

6.2.25 **Commonwealth Assets Stocktaking Plan**

6.2.25.1 The PMP shall contain a Commonwealth Assets Stocktaking Plan (CASP), which shall describe the stocktaking program to be used by the Contractor to account for Contractor Managed Commonwealth Assets (CMCA), including inventory holdings.

6.2.25.2 The CASP shall include:

a. the strategy, processes, procedures, systems and tools for:

   (i) accounting for CMCA, including physical counting, measuring, and weighing, as applicable to the different types of CMCA; and

   (ii) reporting the results from the stocktake of CMCA;

b. the frequency with which stocktaking will be carried out in respect of the different types of CMCA, and the applicable stocktaking regime as detailed in DEFLOGMAN Part 2 Volume 5 Chapter 17; and

c. the Contractor’s regime for the investigation of stocktake discrepancies.

6.2.25.3 The CASP shall describe the Assets Register(s) used by the Contractor for recording CMCA.

6.2.25.4 The Assets Register(s) shall be separate from the CASP (due to the dynamic nature of the content of the Assets Register(s)).

6.2.25.5 Without limiting the contents of the CASP, the Assets Register(s) shall:

a. identify all CMCA;

b. identify the locations and/or accounts to be counted, or otherwise measured, during stocktakes and other assurance checks; and

c. outline the proposed start and finish dates of stocktakes and other assurance checks.
DATA ITEM DESCRIPTION

1. DID NUMBER: DID-PM-STAT-CSR-2-V4.0

2. TITLE: CONTRACT STATUS REPORT

3. DESCRIPTION AND INTENDED USE

3.1 The Contract Status Report (CSR) is the Contractor’s principal statement and explanation of the status of the Contract at the end of each reporting period.

3.2 The Contractor uses the CSR to inform the Commonwealth and to provide regular updates on:
   a. progress;
   b. planned activities; and
   c. problems and risks.

3.3 The Commonwealth uses the CSR:
   a. to assist with monitoring the performance of the Contractor; and
   b. as a document that forms part of the historical record of contractual performance.

4. INTER-RELATIONSHIPS

4.1 The CSR is subordinate to the following data items, where these data items are required under the Contract:
   a. Project Management Plan (PMP); and
   b. Australian Industry Capability (AIC) Plan or AIC Schedule, as applicable.

4.2 The CSR inter-relates with the following data items, where these data items are required under the Contract:
   a. Contract Master Schedule (CMS); and
   b. all other reports and minutes of meetings required under the Contract.

4.3 The CSR inter-relates with the Technical Data and Software Rights (TDSR) Schedule.

5. APPLICABLE DOCUMENTS

5.1 The following documents form a part of this DID to the extent specified herein:
   Nil

6. PREPARATION INSTRUCTIONS

6.1 Generic Format and Content

6.1.1 The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled ‘General Requirements for Data Items’.

6.1.2 When the Contract has specified delivery of another data item (eg, schedule or register) that contains aspects of the required information (including for the same reporting period), the CSR shall summarise these aspects and refer to the other data item.

6.1.3 The data item shall include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.
6.2 Specific Content

6.2.1 Contract Progress

6.2.1.1 The CSR shall identify the date at which the CSR is statused and the time period since the status date of the previous CSR (the ‘reporting period’).

6.2.1.2 The CSR shall include the following information:

a. a summary of significant work activities (including those undertaken by Approved Subcontractors) undertaken during the reporting period;

b. a summary of significant work activities (including those to be undertaken by Subcontractors) expected to be undertaken in the next reporting period;

c. a summary of progress (including progress by Subcontractors) against the CMS;

d. a report identifying the status of all outstanding data items, the data items delivered during the reporting period the data items to be delivered in the next reporting period, including delivered / due dates (as applicable), review cycles and results;

e. a report providing a list of those data items that have been reviewed for accuracy in accordance with the maintenance requirements of the CDRL, and found not to need updating;

f. a financial report, including payments envisaged during the next three months;

g. a human resources report, including details of the actual versus planned head count (both total and by skill category) and any issues with respect to Key Persons and staffing levels;

h. a report on progress of any required Export Approvals (if applicable);

i. an engineering report, giving the status of engineering activity;

j. an Integrated Logistic Support (ILS) report, giving the status of ILS activity;

k. a list of all progress meeting action items and their status;

l. a list of correspondence that requires a response from the Commonwealth, but for which no response has been received; and

m. a list of Commonwealth correspondence to the Contractor for which a response is outstanding, and an estimate of the response date.

6.2.1.3 The CSR shall include one of the two following statements from the Contractor (along with any additional information required by the statement) pursuant to COC clause 11.2:

a. ‘During the reporting period, there has been no event or series of events that has triggered any of the Contractor’s reporting obligations pursuant to COC clause 11.2’; and

b. ‘During the reporting period, there has been an event or series of events that has triggered one or more of the Contractor’s reporting obligations pursuant to COC clause 11.2. A summary of those events is set out below.’ [... Contractor to insert details of non-conformance(s) / trigger event(s) …].

6.2.2 Risk Report

6.2.2.1 The CSR shall include a Risk Report, which reflects the current status of risk for the Contract.

6.2.2.2 The Risk Report shall include the 10 most significant Contract risks, including all of the details required in the Risk Register for those risks.

6.2.2.3 The Risk Report shall include highlights of progress in risk mitigation activities and any changes in risk status since the previous CSR.
6.2.3 Problem Identification Report

6.2.3.1 The CSR shall include a Problem Identification Report, which describes the significant problems experienced during the reporting period and any potential problems. For each problem, the description shall include:

a. an account of the problem;

b. the effect of the problem on the Contract to date;

c. the proposed resolution;

d. any requested Commonwealth Representative actions to overcome or mitigate the problem;

e. the effect on the Contract if the proposed actions are put into effect; and

f. the effect on the Contract if the proposed actions are not taken or fail.

6.2.4 Configuration Change Register

6.2.4.1 The CSR shall include a Configuration Change Register (CCR), which records all activities relating to Contract Change Proposals (CCPs), Engineering Change Proposals (ECPs) and Deviations (including variances) during the reporting period. The first section of the CCR shall contain active items and the second section shall contain brief details of closed and completed items.

6.2.4.2 The active items section of the CCR shall include information such as reference number, title, abstract, date raised, date approved, affected Contract clause number, responsible party, cost/savings involved, date of last action, status at last action, target date for completion of next action, target status at completion of next action, and target date for completion of the CCP, ECP or Deviation.

6.2.4.3 The closed and completed section of the CCR shall include information such as reference number, title, abstract, affected Contract clause number, cost/savings involved, and closure/completion date.

6.2.5 Quality Assurance Report

6.2.5.1 If an accredited Quality Management System (QMS) is required under the Contract, the CSR shall include a Quality Assurance Report, which addresses:

a. Certification status and external audit results;

b. a summary of Subcontractor audits performed and details of non-conformances detected;

c. a summary of the actions taken to resolve non-conformances and of any outstanding actions that are still pending; and

d. any significant changes to Quality Management procedures likely to impact the design, development and production program.

6.2.6 Australian Industry Capability Report

6.2.6.1 If an AIC Plan or an AIC Schedule is required under the Contract, the CSR shall include an AIC Report that shall report on the achievement of the AIC program during the reporting period.

6.2.6.2 The AIC Report shall:

a. address the reporting requirements specified in the AIC Plan;

b. provide financial and schedule data on Australian Industry Activities (AIA) achievement and a forecast for the next reporting period (see clauses 6.2.6.3 and 6.2.6.4 for specific financial requirements);

c. provide an explanation for over or under performance of the AIC Plan, including identifying any AIA which are over or under performing. Additional detail is required if any underperforming AIA relates to a Sovereign Industrial Capability Priority (SICP); and
d. describe what actions will be taken to address under performance of the AIC Plan, identify any emerging risks that could prevent full achievement of the AIC Plan and the proposed mitigation.

6.2.6.3 The AIC Report shall include (in dollar amounts):

a. AIC achievement (referencing the tabulated data in Table 1 and Table 2 of the AIC Plan) during the reporting period;

b. cumulative AIC achievement during the reporting periods to date;

c. the forecast AIC value for the next reporting period; and

d. the total AIC value,

for the Contract and individually for each SICP applicable to the Contract.

6.2.6.4 The AIC Report shall include, for the AIC program, graphical representations of:

a. forecast values for each reporting period;

b. achieved values for each reporting period to date; and

c. cumulative actual and forecast values,

for the Contract and individually for each SICP applicable to the Contract.

6.2.7 Technical Data and Software Rights Report

6.2.7.1 The CSR shall include a Technical Data and Software Rights Report (TDSRR), which facilitates a review of the activities to manage Technical Data and Software rights under the Contract undertaken during the reporting period.

6.2.7.2 The TDSRR shall:

a. summarise any significant events (eg, completing a development stage) during the reporting period, and any significant events expected in the next reporting period, that affect Technical Data and Software rights, identifying the scope of Technical Data and Software affected;

b. report on the progress made to grant, or have granted, rights to Technical Data and Software in accordance with the Contract, including rights to enable the delivery of Technical Data and Software in accordance with the Approved TDL and the Approved SWLIST, as applicable;

c. identify the risks and any Issues in relation to obtaining Intellectual Property licences or any other Authorisations required for Technical Data and Software; and

d. describe and justify any proposed changes to the assignment of the Commonwealth’s rights to items of Technical Data and Software, including:

(i) identification of the relevant items of Technical Data and Software;

(ii) the effect of the change on the value of Technical Data and Software deliverables to the Commonwealth (eg, LCC increase from a monopolistic supply or a reduction in work accessible by Australian Industry);

(iii) any effect on the Contract schedule;

(iv) changes to claims pending (eg, reductions for reduced rights); and

(v) any effect on the performance of the Mission System, or limitations applicable to the implementation of the Support System.

6.2.7.3 The TDSRR shall cross-reference other data items, the TDSR Schedule, and other Attachments, as appropriate.

6.2.8 Subcontractor Status Report

6.2.8.1 The CSR shall include a Subcontractor Status Report, which shall summarise for each Approved Subcontractor:

a. significant work activities undertaken during the reporting period;
b. significant work activities expected to be undertaken in the next reporting period; and

c. progress against the Subcontract elements of the CMS.

6.2.9 Business Resource Planning Report

6.2.9.1 Where Business Resource Planning is required under the Contract, the CSR shall include a Business Resource Planning Report, which demonstrates that the Contractor is able to perform the remaining obligations under the Contract. In particular, the Business Resource Planning Report shall address:

a. the Contractor’s obligations in regard to current and future projects / work;

b. the Contractor’s use of resources, such as:
   (i) human capital in relation to current and envisaged contracts / projects;
   (ii) financial resources;
   (iii) physical resources;
   (iv) other organisational resources; and
   (v) Subcontractor relationships and other supply arrangements;

c. details of the company’s capabilities to satisfactorily discharge its responsibilities under the Contract in relation to the above; and

d. actions taken to reprioritise resources across the company’s span of commitment.

6.2.10 Health Safety and Environment Report

6.2.10.1 The CSR shall include a Health Safety and Environment (HSE) Report applicable to the work performed under the Contract during the reporting period.

6.2.10.2 The HSE Report shall, in relation to work performed under the Contract to which the WHS Legislation and environmental legislation applies, include where applicable:

a. for the statistical measures related to WHS that are routinely collected by the Contractor and Approved Subcontractors for the measurement period(s) ending within the CSR reporting period (eg, lost-time injuries, incident rates (per 100 workers), frequency rates (per hours worked) and average time lost rate (per occurrence) by company and/or relevant work location):
   (i) a summary of the results; and
   (ii) a comparison with previous results to enable the identification of trends;

b. for Notifiable Incidents, a tabulated summary of Notifiable Incidents including cause, effect, remedial actions completed and those yet to be completed, if applicable;

c. a summary of:
   (i) the formal notices, written communications and written undertakings required to be provided under clause 12.4.5b of the COC; and
   (ii) any legal proceedings and prosecutions related to applicable legislation, including the WHS Legislation;

d. where environmental management is required under the Contract, a summary of Environmental Incidents, including cause, effect, remedial actions completed and those yet to be completed, if applicable:

e. information concerning events related to WHS and the Environment that may affect work performed under the Contract (eg, changes to legislation or directions by a regulator) and, if applicable, activities to address those events; and

f. where an WHSMS and/or ENVMS are required under the Contract to be certified, the certification status of the WHSMS and/or ENVMS.
6.2.11 Commonwealth Assets Stocktaking Report

*Note: The CDRL may specify a delivery schedule for this element of the CSR that is different from the remainder of the CSR.*

6.2.11.1 The CSR shall include a Commonwealth Assets Stocktaking Report (CASR), which provides:

a. the current version of the Assets Register for the Contractor Managed Commonwealth Assets;

b. a summary of stocktakes completed in the last reporting period detailing:
   (i) the stocktake number;
   (ii) the storage location of all goods included in the stocktake;
   (iii) all stocktake codes;
   (iv) stocktake start and end dates; and
   (v) statistical data including the quantity and value of all discrepancies, shelf stock held, shelf stock stocktaked, surpluses and deficiencies;

c. a summary of all stocktakes programmed for the next reporting period;

d. the percentage of completed stocktakes as a percentage of the total number of stocktakes programmed to meet the Contractor Assets Stocktaking Plan (CASP) requirements of the PMP; and

e. if the CASP requirements are not being achieved, a description of actions taken to ensure the CASP requirements are achieved in future.
DATA ITEM DESCRIPTION

1. DID NUMBER: DID-V&V-MGT-V&VP-2-V4.0

2. TITLE: VERIFICATION AND VALIDATION PLAN

3. DESCRIPTION AND INTENDED USE

3.1 The Verification and Validation Plan (V&VP) is the Contractor's plan for Verification of Supplies to be offered for Acceptance under the Contract.

3.2 The Contractor uses the V&VP to document and to gain Approval for the Verification arrangements for the Supplies.

3.3 The Commonwealth uses the V&VP to:
   a. gain assurance that the Contractor's proposed Verification activities will be adequate to assure the quality of Supplies offered for Acceptance under the Contract and to Verify that the requirements have been met;
   b. monitor the progress of the Contractor's Verification and Validation (V&V) program; and
   c. identify the Commonwealth's involvement in the program.

4. INTER-RELATIONSHIPS

4.1 The V&VP is subordinate to the following data items, where these data items are required under the Contract:
   a. Systems Engineering Management Plan (SEMP); and
   b. Integrated Support Plan (ISP).

4.2 The V&VP inter-relates with the following data items, where these data items are required under the Contract:
   a. Verification Cross-Reference Matrix (VCRM);
   b. Previous V&V Results Package (PV&VRP); and
   c. Contract Master Schedule (CMS).

5. APPLICABLE DOCUMENTS

5.1 The following documents form a part of this DID to the extent specified herein:
   Nil.

6. PREPARATION INSTRUCTIONS

6.1 Generic Format and Content

6.1.1 The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled 'General Requirements for Data Items'.

6.1.2 When the Contract has specified delivery of another plan that contains aspects of the required information, the V&VP shall summarise these aspects and refer to the other plan.

6.1.3 The data item shall include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.

6.2 Specific Content

6.2.1 General

6.2.1.1 The V&VP shall describe the objectives, scope, constraints, and assumptions associated with the Contractor's Verification activities. Any risks associated with these activities shall be documented in the Risk Register in accordance with the Approved PMP, as required
under the Contract; however, the V&VP shall describe the risk-management strategies associated with any global, Verification-related risks.

6.2.2 Organisation and Management

6.2.2.1 The V&VP shall include the Contractor’s organisational arrangements (including Subcontractors) for its Verification program, and the inter-relationships between the V&V organisation and the other parts of the Contractor’s organisation for the project.

6.2.2.2 The V&VP shall identify the individual within the Contractor’s organisation who will have managerial responsibility and accountability for meeting the Verification requirements of the Contract.

6.2.3 Verification Activities

6.2.3.1 The V&VP shall describe the Verification activities to be conducted to demonstrate that the Supplies offered for Acceptance comply with the requirements of the Contract.

6.2.3.2 The V&VP should draw comprehensively on the VCRM, and shall describe all test activities to be included in the Verification of the Supplies.

6.2.3.3 The V&VP should outline the Contractor's V&V program schedule, describing how the schedule supports the achievement of the CMS.

6.2.3.4 The V&VP shall detail requirements and procedures for the Commonwealth provision of resources for, and involvement in, or witnessing of, Verification activities.

6.2.3.5 Where the Contractor proposes to claim previous Verification results as precluding the need for specific Verification activities within the V&V program, the V&VP shall summarise:
   a. the scope and context of the previous Verification activities;
   b. the reasons why the previous results preclude the need for specific Verification activities including how the previous results are valid for the configuration of the Supplies, and the intended operational role and environment described in Description of Requirement; and
   c. how the previous Verification results, delivered in a Contractor’s PV&VRP, will be integrated into the planned Verification activities and the VCRM.

6.2.4 Flow Diagram

6.2.4.1 The V&VP shall include an overall flow diagram of the Verification program for both the Mission System and significant Support System Components. This flow shall be sequentially arranged to include:
   a. all significant Verification milestones and efforts in the development phase associated with each class of Verification;
   b. hardware and software integration schedules;
   c. requirements for concurrency of Verification activities;
   d. the contractor or group responsible for each Verification event; and
   e. any additional information that clarifies the description of the test program.

6.2.4.2 The flow diagram shall reflect predicted dates for significant milestones.

6.2.5 Verification Objectives

6.2.5.1 The V&VP shall specify the broad objective for each Verification phase for both the Mission System and Support System Components. Objectives shall be specified in terms of Verifying part or all of system or lower level specifications (eg, subsystem specifications). It is important that the V&VP support a unified set of objectives for the entire V&V program, so that redundant activities are eliminated and the program can evolve smoothly through each succeeding phase.

6.2.6 Test Readiness Reviews

6.2.6.1 The V&VP shall outline the procedures for conducting Test Readiness Reviews (TRRs), based on the SOW clauses for System Reviews and for TRRs, the SEMP, the ISP, and the Contractor’s internal processes.
6.2.6.2 The V&VP shall, including by cross-reference to the SEMP when appropriate (and MSR checklists when included in the Contract), detail the following information for the TRR(s):
   a. the organisations and individuals involved and their specific review responsibilities;
   b. proposed review venue;
   c. review objectives;
   d. pre-requisites for the conduct of the review (ie, entry criteria);
   e. actions to be addressed during the TRR, including the documentation to be reviewed;
   f. essential review completion criteria (ie, exit criteria); and
   g. applicable Milestone criteria specified in Annex B to Attachment B, Schedule of Payments, when included in the Contract.

6.2.7 Failure and Corrective Action Management

6.2.7.1 The V&VP shall describe the Problem Resolution System used for the collection of Failure data for both the Mission System and the Support System Components (including that of Subcontractors) and shall identify when it will be established.

6.2.7.2 The V&VP shall identify the process used to analyse Failures and track the corrective action taken as a result of a Failure, and the interaction with the engineering development groups, logistic organisation, Subcontractors and the Commonwealth.

6.2.7.3 The V&VP shall identify how regression testing for both the Mission System and the Support System Components will be managed following test failure or design change throughout the V&V program.
DATA ITEM DESCRIPTION

1. DID NUMBER: DID-V&V-TST-ATP&P-V4.0

2. TITLE: ACCEPTANCE TEST PLAN AND PROCEDURES

3. DESCRIPTION AND INTENDED USE

3.1 The Acceptance Test Plan and Procedures (ATP&P) describes the organisations, schedule, responsibilities, procedures and other details that are necessary for the conduct of the test program, as required under the Contract and the Approved governing plan for Verification and Validation (V&V) (eg, the V&V Plan (V&VP)). The activities defined by the ATP&P are used to confirm the quality of the Supplies and that the Contract requirements have been met.

3.2 The Contractor uses the ATP&P to:
   a. define, manage and monitor the plans and procedures for conducting specific segments or phases of the overall test program; and
   b. ensure that those parties (including Subcontractors) who are undertaking Acceptance testing activities understand their respective responsibilities, the processes to be used, and the time-frames involved.

3.3 The Commonwealth uses the ATP&P to:
   a. understand and evaluate the Contractor’s approach to meeting the Acceptance testing requirements of the Contract;
   b. assist with monitoring the Acceptance testing activities; and
   c. provide input to the Commonwealth Representative’s planning for Commonwealth involvement in Acceptance testing activities.

4. INTER-RELATIONSHIPS

4.1 The ATP&P is subordinate to the following data items, where these data items are required under the Contract:
   a. Systems Engineering Management Plan (SEMP); and
   b. V&VP.

4.2 The ATP&P inter-relates with the following data items, where these data items are required under the Contract:
   a. Verification Cross-Reference Matrix (VCRM);
   b. Acceptance Test Reports (ATRs); and
   c. Contractor’s Previous V&V Results Package (PV&VRP).

5. APPLICABLE DOCUMENTS

5.1 The following documents form a part of this DID to the extent specified herein:
   Nil.

6. PREPARATION INSTRUCTIONS

6.1 Generic Format and Content

6.1.1 The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled ‘General Requirements for Data Items’.

6.1.2 The data item shall include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.
6.2 Specific Content

6.2.1 Detailed Requirements – Plan

6.2.1.1 The ATP&P shall separately identify each requirement, and in respect of each requirement:

a. provide a summary description of the test, including the organisation(s) involved in the test and the responsibilities of key individuals;

b. reference the VCRM entries that detail which requirements are being tested, and whether Verification of a requirement and Validation (if required under the Contract) will be established by test, demonstration, inspection, analysis, simulation, modelling, experiment, audit, walk-through, documentation review, comparison, historical data, compliance certificate, or other means;

c. provide a description of the test article, including test configuration identification;

d. detail system configuration and initial conditions for test;

e. identify any limitations, assumptions and constraints associated with the V&V activity, including any measurements that need to be taken at the time of the V&V activity to record uncontrollable conditions (eg, ambient temperature);

f. identify any location or environmental considerations for the conduct of the V&V activities;

g. state the means, or combination of means, which will be used to Verify compliance with the requirement, for example, stand alone system, integration test;

h. identify, with respect to the means stated in subclause g above, whether the Verification of the requirement will be fully established by either a discrete test, as part of a test of the complete functioning system, or both;

i. identify the precursor test activities and the immediate successor test activities covered by a separate ATP&P, as applicable;

j. identify the subordinate test procedures that describe the test steps for each test case listed in the ATP&P; and

k. include details of the test organisation and the significant test equipment, documentation and facilities required for the conduct of the V&V activity, with cross-references to the applicable test procedures for additional detail.

6.2.1.2 The ATP&P shall define the procedures to be undertaken when a test result indicates that the test article has failed, and to provide traceability of any investigation or technical follow-up, corrective actions, and retest / regression testing, to maintain the integrity of the final results and reports.

6.2.1.3 The ATP&P shall list those Acceptance Test Reports (ATRs) that are generated by the ATP&P.

6.2.1.4 The ATP&P shall reference the VCRM that provides traceability of each requirement to test item and test procedures that will verify satisfactory compliance.

6.2.2 Detailed Requirements – Procedures

Note: Test procedures should include a range of scenarios to enable testing of the test article in situations and under environmental conditions, where applicable, that are indicative of the stresses that would be present in the scenarios described in the Description of Requirement.

6.2.2.1 For each test procedure identified under clause 6.2.1.1j, the ATP&P shall include, using separate annexes for each procedure:

a. a description of the scope of the test, including a test method, which shall provide a general description of the test activity;

b. a description of the configuration of the item(s) under test and initial conditions for test, including any preparatory requirements or other pre-test activities;

c. a description of the test equipment (including the configuration of test equipment), documentation (including details of calibration and certification of test equipment if required), venue and personnel required for the conduct of the test;
d. all safety precautions necessary for the performance of the test procedure;
e. a description of any data inputs or data files required for the conduct of the test; and
f. step-by-step procedures for the performance of the test, in sufficient detail to identify every action necessary for the conduct of the test, including:
   (i) pre-test actions;
   (ii) any notes, cautions or warnings that are necessary at each stage of the test procedure;
   (iii) required operator test input;
   (iv) expected outcomes or results;
   (v) space for recording actual results;
   (vi) space for comments;
   (vii) a block for sign-off signatures for all parties present at the test;
   (viii) a space for recording the configuration of the item(s) under test, including all major hardware and Software Configuration Items;
   (ix) a space for recording all test equipment utilised and the calibration date of the equipment;
   (x) if applicable, a space for recording details of test-recording media that will support test analysis; and
   (xi) a space for recording any post-test actions.

Note: Ideally, test procedures should be modular where possible, in order to permit a failed test activity to be repeated, without repeating other parts of the test.

6.2.2.2 In conjunction with each test step, the test procedure shall define what measurements, readings, or observations are required for a correct response. As part of the test assessment data, PASS/FAIL criteria or the expected qualitative or quantitative result shall also be defined. Where a quantitative result is declared, this shall include the allowable tolerance. Where a qualitative result is declared, this shall include a description of the expected results of the test.
DATA ITEM DESCRIPTION

1. DID NUMBER: DID-V&V-TST-ATREP-2-V4.0

2. TITLE: ACCEPTANCE TEST REPORT

3. DESCRIPTION AND INTENDED USE

3.1 The Acceptance Test Report (ATR) is used to document the results of the system test activity. In particular, the ATR formally documents the results, conclusions and recommendations of testing conducted according to the governing plan for V&V (eg, V&VP) and associated Acceptance Test Plan and Procedures (ATP&Ps).

3.2 The Contractor uses the ATR to:
   a. record the outcome of Verification activities, and to determine any corrective action required; and
   b. inform the Commonwealth of the outcome of the relevant Verification activities in support of offering Supplies for Acceptance.

3.3 The Commonwealth uses the ATR to:
   a. support considerations on the suitability of Supplies offered for Acceptance; and
   b. assist with monitoring the performance of the Contractor.

4. INTER-RELATIONSHIPS

4.1 The ATR is subordinate to the following data items, where these data items are required under the Contract:
   a. Systems Engineering Management Plan (SEMP); and
   b. Verification & Validation Plan (V&VP).

4.2 The ATR inter-relates with the following data items, where these data items are required under the Contract:
   a. ATP&Ps;
   b. Verification Cross-Reference Matrix (VCRM); and
   c. Contractor’s Previous V&V Results Package (PV&VRP).

5. APPLICABLE DOCUMENTS

5.1 The following documents form a part of this DID to the extent specified herein:
   Nil.

6. PREPARATION INSTRUCTIONS

6.1 Generic Format and Content

6.1.1 The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled ‘General Requirements for Data Items’.

6.1.2 The data item shall include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.

6.2 Specific Content

6.2.1 The ATR shall include:
   a. data to uniquely identify the Supplies being Verified, which may include:
      (i) item names;
      (ii) stock numbers;
(iii) part numbers;
(iv) item quantity;
(v) serial numbers; and
(vi) configuration status;

b. references to relevant ATP&P and details of any differences between the ATP&P and the ‘as run’ test procedure;

c. reports of the relevant Verification results, supported by the applicable raw results / measurement data, calculations, etc, as attachments;

d. reports on any corrective action found necessary as a result of Verification activities, and of any subsequent re-Verification activities required; and

e. names of the Commonwealth representative(s) who witnessed the Verification activities, or reference to the authority given to conduct the Verification activities without a Commonwealth presence.