

- b. Task 102 Specification revision history excepting that reference to SCNs does not apply;
- c. Task 103 Drawing revision level;
- d. Task 104 Drawing revision history;
- e. Task 105 Software version level;
- f. Task 106 Software version history; and
- g. Task 107 CI component indentured listing.

6.2.4 The CSAR shall include current and if requested, date filtered information, about active change processing meeting the requirements of MIL-STD-973, Appendix H, paragraph H5.1.2:

- a. Task 201 Changes being processed status;
- b. Task 202 Changes being processed history;
- c. Task 211 Event Date Entries; and
- d. Task 212 Change processing history.

6.2.5 The CSAR shall include current information about approved changes to CIs meeting the requirements of MIL-STD-973, Appendix H, paragraph H5.1.3.

6.2.6 The CSAR shall include current information about implementation of approved changes meeting the requirements of MIL-STD-973, Appendix H, paragraphs H5.1.4, H5.1.5:

- a. Task 401 Approved change implementation activities;
- b. Task 412 Drawing revision activity;
- c. Task 413 Software revision activity;
- d. Task 414 Technical manual and other related document preparation/revision;
- e. Task 415 Spares purchase and distribution;
- f. Task 416 Support equipment design, purchase or modification; and
- g. Task 417 Retrofit / modification kit development.

6.2.7 The CSAR shall include current information about configuration of items meeting the requirements of MIL-STD-973, Appendix H, paragraph H5.1.6.

6.2.8 The CSAR shall include current information about audit action items meeting the requirements of MIL-STD-973, Appendix H, paragraph H5.1.7.

DATA ITEM DESCRIPTION

1. **DID NUMBER: DID-CM-DATA-MRI-V2.3**
2. **TITLE: MASTER RECORD INDEX**
3. **DESCRIPTION AND INTENDED USE**
 - 3.1 The Master Record Index (MRI) defines the standard of build of the System. The index comprises a key to the approved drawings and associated records and lists all design changes introduced by amendments and modifications.
 - 3.2 The MRI is used by the Contractor to define the system product.
 - 3.3 The MRI is used by the Commonwealth Representative to ensure that the system product meets its build standard.
4. **INTER-RELATIONSHIPS**
 - 4.1 The MRI is subordinate to the following data items, where these data items are required under the Contract:
 - a. Configuration Management Plan (CMP);
 - b. Systems Engineering Management Plan (SEMP); and
 - c. Support Services Management Plan (SSMP).
 - 4.2 The MRI inter-relates with the following data items, where these data items are required under the Contract:
 - a. Engineering Drawings; and
 - b. Logistic Support Analysis Record (LSAR).
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 **Overview**
 - 6.2.1.1 As a minimum, the MRI shall consist of the following:
 - a. Cover Sheet;
 - b. Index of amendments and modifications;
 - c. Index of Subsidiary Master Record Indexes;
 - d. Index of Configuration Items (CIs);
 - e. Index of Components;
 - f. Indentured Drawing List;

- g. Index of Configuration Documentation;
- h. Index of Technical Manuals;
- i. Index of Major (Class I) Engineering Change Proposals;
- j. Index of Minor (Class II) Engineering Change Proposals;
- k. Index of Requests for Deviations and Waivers; and
- l. Index of Ancillary Equipment.

6.2.2 Index of Configuration Items

6.2.2.1 The Index of Configuration Items shall list, in hierarchical form, all the CIs constituting the Mission System. The Index of Configuration Items shall be developed from data from the Configuration Item List.

6.2.2.2 For each CI, the Index of Configuration Items shall detail the following information:

- a. CI Reference Number. This field shall detail the reference number allocated to the CI by the Contractor. This number is to relate the CI to higher level assembly to which it belongs in a hierarchical manner to system level;
- b. CI Nomenclature. This field shall detail the name allocated to the CI;
- c. CI Type. This field shall detail whether the CI is a Hardware Configuration Item (HWCI) or a Computer Software Configuration Item (CSCI);
- d. HWCI. This field is applicable to CSCIs only and shall detail the HWCI the CSCI is resident in;
- e. Subsystem. This field shall detail the CI's parent Subsystem;
- f. System. This field shall detail the CI's parent System; and
- g. Design Organisation. This field shall detail the organisation responsible for design of the CI.

6.2.2.3 The Index of Configuration Items shall be sorted in System and then Subsystem order.

6.2.2.4 Headings shall be positioned in the Index of Configuration Items to identify where each System and Subsystem begin.

6.2.3 Index of Components

6.2.3.1 The Index of Components (IOC) shall detail, in hierarchal form, the physical build structure of the System and shall go down to and include piece parts. The Index of Components shall be developed from data contained in the Logistics Support Analysis Record (LSAR).

6.2.3.2 For each Item in the IOC, the IOC shall detail the following information:

- a. Indenture Level. This field shall document the indenture level of the Item. The System is indenture level 1;
- b. Part Number. This field shall document the Item's Part Number;
- c. Variant Number. When more than one variant of an Item has been used in the construction of the System, the Part Number of each variant is to be given a variant number (eg 1, 2, 3). This field shall default to one (1) when only one variant of an Item has been used;
- d. Part Number Status. This field shall contain the status of the Part Number (eg PROPOSED, CURRENT, OBSOLETE and HISTORICAL);
- e. Quantity Fitted. This field shall document the quantity of the Item fitted to the Item's next higher assembly;
- f. Drawing Number. This field shall document the Drawing Number of the Item; and
- g. Nomenclature. This field shall document the Item's nomenclature.

6.2.3.3 The IOC shall be sorted in System then Subsystem then CI order.

6.2.3.4 Headings shall be positioned in the IOC to identify where each System, Subsystem and CI begin.

6.2.4 Indentured Drawing List

6.2.4.1 The Indentured Drawing List (IDL) shall list, in hierarchal form, all the drawings constituting the System design, including Subcontractor drawings.

6.2.4.2 For each drawing, the IDL shall detail the following information:

- a. Indenture Level. This field shall document the indenture level of the drawing;
- b. Drawing Number. This field shall document the drawing number;
- c. Revision Letter. This field shall document the latest revision letter of the drawing applicable to the System;
- d. Drawing Title. This field shall document the title of the drawing;
- e. Drawing Type. This field shall document the drawing type which the drawing belongs to eg Detail Assembly Drawing, Specification Control Drawing, Wiring List, etc;
- f. Drawing Size. This field shall document the sheet size of the drawing eg A2, A3, etc; and
- g. Number of Sheets. This field shall document the number of sheets making up the drawing.

6.2.5 Index of Configuration Documentation

6.2.5.1 The Index of Configuration Documentation (IOCD) shall list the Configuration Documentation describing the functional, allocated and product baselines for the System (drawings are to be excluded from the IOCD as they have been listed elsewhere).

6.2.5.2 For each document, the IOCD shall detail the following information:

- a. CI Reference Number. This field shall detail the CI Reference Number the Document is applicable to;
- b. CI Nomenclature. This field shall detail the CI's nomenclature;
- c. Document Reference Number. This field shall detail the Document's Reference Number;
- d. Document Revision Number. This field shall detail the Revision Number of the Document; and
- e. Document Type. This field shall detail the type of document the Document belongs to (eg, Development Specification, Test Requirement Document, Software Requirements Specification etc).

6.2.5.3 The following types of Configuration Documentation, as a minimum where produced, shall be included in the list:

- a. System Specifications;
- b. Development Specifications;
- c. Product Specifications;
- d. Interface Control Documents;
- e. Software Requirements Specifications;
- f. Interface Requirements Specifications;
- g. Software Product Specifications;
- h. Software Version Descriptions;
- i. Software Design Descriptions;
- j. Interface Design Descriptions;

- k. Database Design Descriptions;
- l. Material Specifications; and
- m. Process Specifications.

6.2.5.4 The IOCD shall be divided into two (2) sections. Section 1 shall be sorted in System then Subsystem then CI order. Section 2 shall be sorted in Document Type then Document Reference Number order.

6.2.5.5 Headings shall be positioned in Section 1 to indicate where each System, Subsystem and CI begins.

6.2.5.6 Headings shall be positioned in Section 2 to indicate where each Document Type begins.

6.2.6 Index of Technical Manuals

6.2.6.1 The Index of Technical Manuals (IOTM) shall list the technical manuals developed under the Contract.

6.2.6.2 For each Technical Manual, the IOTM shall detail the following information:

- a. AAP Number or equivalent. This field shall detail the Australian Air Publication (AAP) Number or equivalent allocated to the Technical Manual. Where there is no need to allocate an AAP Number to a Technical Manual this field is to contain the following entry: NOT REQUIRED;
- b. Contractor Reference Number. This field shall detail the Contractor Reference Number for the Technical Manual;
- c. Title. This field shall detail the title of the Technical Manual; and
- d. Related CIs. This field shall detail the Configuration Items the Technical Manual is applicable to.

6.2.6.3 The IOTM shall be divided into two (2) sections. Section 1 shall be sorted in System then Subsystem then CI order. Section 2 shall be sorted in AAP Number then Contractor Reference Number order.

6.2.6.4 Headings shall be positioned in Section 1 to indicate where each System, Subsystem and CI begins.

6.2.6.5 No headings need to be positioned in Section 2.

6.2.7 Index of Major Engineering Change Proposals

6.2.7.1 The Index of Major Engineering Change Proposals (ECPs) shall document all Major ECPs raised against the System and its constituent Items during the Contract, including those raised by the Subcontractors.

6.2.7.2 For each ECP, the Index of Major ECPs shall detail the following information:

- a. ECP Number. This field shall document the unique ECP identification number;
- b. ECP Revision Letter. This field shall document the revision level of the ECP;
- c. ECP Justification Code. This field is as defined in MIL-HDBK-61A-;
- d. ECP Title. This field shall document the title of the ECP;
- e. Date Raised. This field shall document the date the ECP was raised;
- f. ECP Status. This field shall document the status of the ECP;
- g. Status Date. This field shall document the date the status of the ECP changed;
- h. CCB Decision. This field shall document the decision made by the Configuration Control Board (CCB);
- i. Decision Date. This field shall document the date of the CCB decision;
- j. Impacted CIs. This field shall document the CIs impacted by the ECP;

- k. Affected Part Numbers. This field shall document the CI Part No variants impacted by the ECP;
- l. New Part Numbers. This field shall document the new CI Part No variants introduced as a result of the ECP. Where the new Part No is simply a re-identification of an existing Part No this relationship shall be clearly shown;
- m. Production Effectivity. This field shall document the production effectivity of the ECP; and
- n. Retrofit Effectivity. This field shall document the retrofit effectivity of the ECP.

6.2.8 Index of Minor Engineering Change Proposals

6.2.8.1 The Index of Minor Engineering Change Proposals (ECPs) shall document all Minor ECPs raised against the System and its constituent Items during the Contract, including those raised by the Subcontractors.

6.2.8.2 For each ECP, the Index of Minor ECPs shall detail the following information:

- a. ECP Number. This field shall document the unique ECP identification number;
- b. ECP Revision Letter. This field shall document the revision level of the ECP;
- c. ECP Title. This field shall document the title or a brief description of the ECP;
- d. Date Raised. This field shall document the date the ECP was raised;
- e. ECP Status. This field shall document the status of the ECP;
- f. Approval Authority. This field shall document who approved or rejected the ECP;
- g. Decision Date. This field shall document the date the approval authority approved or rejected the ECP;
- h. Impacted CI. This field shall document the CI impacted by the ECP;
- i. CI Part Numbers. This field shall document the CI Part No variants impacted by the ECP; and
- j. Production Effectivity. This field shall document the production effectivity of the ECP.

6.2.9 Index of Requests for Deviation

6.2.9.1 The Index of Requests for Deviation (RFDs) shall document all RFDs raised against the System and its constituent Items during the Contract, including those raised by the Subcontractors.

6.2.9.2 For each RFD, the Index of RFDs shall detail the following information:

- a. RFD Reference Number. This field shall document the unique RFD identification number;
- b. RFD Title/Description. This field shall document the title or provide a brief description of the RFD;
- c. RFD Class. This field shall document the class of the RFD ie Critical, Major or Minor;
- d. Date Raised. This field shall document the date the RFD was raised;
- e. RFD Status. This field shall document the status of the RFD;
- f. Approval Authority. This field shall document who approved or rejected the RFD;
- g. Decision Date. This field shall document the date the approval authority approved or rejected the RFD;
- h. Impacted CI. This field shall document the CI impacted by the RFD;
- i. CI Part Number. This field shall document the CI Part Number variant impacted by the RFD;

- j. Affected Part Number. This field shall document the Part Number of the Item subject to the RFD;
- k. Affected Serial Numbers. This field shall document the Serial Number(s) of the Item subject to the RFD;
- l. MMI Part Number. If the affected Item is not a Maintenance Managed Item (MMI) and does not build directly to the CI then this field shall document the Part Number of the higher level MMI; and
- m. MMI Serial Number(s). This field shall document the Serial Number(s) of the MMI specified at subparagraph (l).

6.2.9.3 The Index of RFDs shall be divided into three (3) sections. Section 1 shall list RFDs classified as Critical, Section 2 shall list RFDs classified as Major and Section 3 shall list RFDs classified as Minor.

6.2.9.4 Each Section shall be further subdivided into two (2) Subsections. Subsection 1 shall be sorted in RFD Reference Number order. Subsection 2 shall be sorted in System then Subsystem then CI order.

6.2.9.5 Headings shall be positioned in Subsection 2 to indicate where each System, Subsystem and CI begins.

6.2.9.6 No headings need to be positioned in Subsection 1.

6.2.10 Index of Ancillary Equipment

6.2.10.1 The Index of Ancillary Equipment (IAE) shall list the Support and Test Equipment (S&TE) and Training Equipment (hereinafter known as Ancillary Equipment) required to support the maintenance/operation of the System and its constituent Items.

6.2.10.2 For each piece of Ancillary Equipment, the IAE shall detail the following information:

- a. Ancillary Equipment Designation. This field shall document the designation of the Ancillary Equipment;
- b. Nomenclature. This field shall document the nomenclature of the Ancillary Equipment;
- c. Ancillary Equipment Type. This field shall document the support equipment type the Ancillary Equipment belongs to (for example Ground Support Equipment, Automatic Test Equipment, Special to Type Tooling, etc);
- d. Supported CI(s). This field shall document the CI(s) supported by the Ancillary Equipment;
- e. CI Part Number Variants. This field shall document the CI Part Number variant(s) supported by the Ancillary Equipment; and
- f. Affected Part Numbers. If the Item(s) supported by the Ancillary Equipment is (are) below the CI level then this field shall document the Part Number(s) of the Item(s) supported by the Ancillary Equipment.

6.2.10.3 The IAE shall be divided into two (2) Sections. Section 1 shall be sorted by Ancillary Equipment Type then by Ancillary Equipment Designation. Section 2 shall be sorted by Supported CI then Ancillary Equipment Type then Ancillary Equipment Designation order.

6.2.10.4 Headings shall be positioned in Section 1 to indicate where each Ancillary Equipment Type begins.

6.2.10.5 Headings shall be positioned in Section 2 to indicate where each CI begins.

DATA ITEM DESCRIPTION

1. **DID NUMBER: DID-CM-MGT-CMP-V2.3**
2. **TITLE: CONFIGURATION MANAGEMENT PLAN**
3. **DESCRIPTION AND INTENDED USE**
 - 3.1 The Configuration Management Plan (CMP) defines the Contractor's policy, procedures and responsibilities for configuration management during the conduct of the Contract.
 - 3.2 The CMP shall include the definition of Configuration Management (CM) activities for all software related to the Contract.
 - 3.3 The Contractor uses the CMP to manage, coordinate and monitor the CM program for the Contract.
 - 3.4 The Commonwealth uses the CMP to:
 - a. evaluate the way the Contractor will conduct the Contract;
 - b. assess the adequacy and monitor the progress of the Contract; and
 - c. identify the Commonwealth's involvement in the CM program.
4. **INTER-RELATIONSHIPS**
 - 4.1 The CMP is subordinate to the following data items, where these data items are required under the Contract:
 - a. Project Management Plan (PMP); or
 - b. Support Services Management Plan (SSMP).
 - 4.2 The CMP inter-relates with the following data items, where these data items are required under the Contract:
 - a. Systems Engineering Management Plan (SEMP),
 - b. Software Management Plan (SMP),
 - c. Integrated Support Plan (ISP),
 - d. System Review Plan (SRP),
 - e. Verification and Validation Plan (V&VP), and
 - f. Quality Plan (QP).
5. **APPLICABLE DOCUMENTS**
 - 5.1 The following data items 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 Configuration Management Organisation

6.2.1.1 The CMP shall describe the CM organisation for the Contract, including:

- a. the functional structure of the Contractor's and Approved Subcontractors' CM organisation;
- b. lines of authority within the CM organisation and between the CM and engineering and project management organisations;
- c. details of the formal links between the Contractor's CM organisation and Subcontractors; and
- d. the responsibilities and authority of participating groups, organisations and individuals involved in CM, including their role in Configuration Control Boards (CCBs) and Interface Control Working Groups (ICWGs).

6.2.2 Configuration Management Integration

6.2.2.1 The CMP shall:

- a. identify and detail the integration of CM functions with other Contract activities;
- b. detail the Commonwealth's involvement and responsibilities in the Contractor's CM process, including the Commonwealth's involvement in CCBs and ICWGs; and
- c. describe the integration of CM functions with other Contract activities, such as System Reviews.

6.2.3 Configuration Management Phasing and Milestones

6.2.3.1 The CMP shall describe and graphically portray the sequence of events and milestones for implementation of CM in phase with major Contract milestones and events. Where possible, this shall be done by cross-referencing to the applicable document (eg, the SRP). Events should include:

- a. the release and submission of Configuration Documentation in relation to Contract events (eg, System Reviews);
- b. the establishment of internal developmental configuration and contractual baselines;
- c. the implementation of internal and Commonwealth configuration control;
- d. the establishment of CCBs and ICWGs;
- e. the implementation of the Configuration Status Accounting (CSA) Database (CSAD); and
- f. the conduct of configuration audits.

6.2.4 Data Management

6.2.4.1 Specification Tree and Configuration Item List

6.2.4.1.1 The CMP shall define the relationship between the specification tree, as captured in the technical documentation tree and Configuration Item (CI) list and define how these will be managed.

6.2.4.2 Document Management

6.2.4.2.1 The CMP shall define the process and procedures to be used for managing the documentation required for the conduct of the Contract, including both formal deliverables and internal Contractor and Subcontractor documentation.

6.2.4.3 Drawing Management

6.2.4.3.1 The CMP shall define the process and procedures to be used for managing the engineering drawings and shall include, as a minimum:

- a. identification of the engineering drawing practices standard used both by the Contractor and Subcontractors;
- b. a statement of any need for deviation from the content of this standard during the program; and
- c. an overview of the drawing management system including:
 - (i) a description of any information system tools used (eg, Drawing Management Database) to support the drawing management system; and
 - (ii) a definition of the drawing procedures to be used.

6.2.5 Configuration Identification

6.2.5.1 Selection of Configuration Items

6.2.5.1.1 The CMP shall define the procedures for the selection of CIs, and detail the criteria used for their selection. The CMP shall, by inclusion or reference, define the list of CIs and their respective specifications and other defining top-level documentation.

6.2.5.2 Configuration Identifiers

6.2.5.2.1 The CMP shall define the procedures for assignment and physical marking of configuration identifiers, including:

- a. document numbers and revision markings to documentation;
- b. nomenclature, serial numbers and part numbers to hardware; and
- c. software identifiers to software and firmware.

6.2.5.3 Developmental Configuration

6.2.5.3.1 The CMP shall define the procedures for establishing and controlling the documentation and repositories containing the elements of the developmental configuration, including:

- a. the procedures for reporting, processing, tracking, rectifying and recording problems identified in the documentation defining the developmental configuration; and
- b. the procedures for the establishment and control of a documentation library, drawing library and software development library.

6.2.5.4 Configuration Baselines

6.2.5.4.1 The CMP shall define the requirements for establishing Configuration Baselines, and include:

- a. the procedures for the establishment of, at least, the Functional, Allocated and Product baselines; and
- b. the documentation to be used to define each baseline.

6.2.5.5 Engineering Release

6.2.5.5.1 The CMP shall define the procedures for issuing approved configuration documentation, and amendments to this documentation, to functional activities (eg manufacturing, logistics, and acquisition) within the Contractor's organisation.

6.2.5.6 Configuration Control

6.2.5.6.1 The CMP shall define and detail the functions, membership, responsibilities and authority of the CCBs planned for the Contract.

6.2.5.6.2 The CMP shall define the procedures, including Commonwealth involvement, and associated documentation for processing the following:

- a. classification of changes, and the level of authority for change approval/concurrence;
- b. Contract Change Proposals (CCPs)
- c. Major Changes;

- d. Minor Changes;
- e. requests for Deviations;
- f. Advance Change Study Notices, and
- g. Specification Change Notices.

6.2.6 Configuration Status Accounting

6.2.6.1 The CMP shall define the procedures for CSA, including:

- a. methods for collecting, recording, processing and maintaining the data required to provide the status of accounting information through reports and / or access to a CSAD.
- b. a complete description of the CSAD with respect to the areas related to:
 - (i) the identification of the currently approved configuration documentation and configuration identifiers associated with each CI;
 - (ii) the status of proposed engineering changes from initiation to implementation;
 - (iii) the results of configuration audits, and the status and disposition of discrepancies;
 - (iv) the status of requests for deviations;
 - (v) the ability to trace changes from the baseline documentation of each CI; and
 - (vi) the effectiveness and installation status of configuration changes to all CIs at all locations; and
 - (vii) identification and description of the reports available from the CSAD and their frequency of reporting and distribution.

6.2.7 Configuration Audits

6.2.7.1 If an SRP is not a requirement under the Contract, the CMP shall:

- a. describe the Contractor's methodology and processes to establish and conduct Functional Configuration Audits (FCAs) and Physical Configuration Audits (PCAs);
- b. detail, for each audit, the proposed audit venue(s) and the details of the organisation(s) and individuals involved in the audits and their specific audit responsibilities;
- c. define entry, exit and checklist items for each of the audits, as defined by the Contract, incorporating the DMO checklists for these Mandated System Reviews (DMO-CHECKLIST-xxx) where these checklists are a requirement under the Contract, supplemented where required by the Contractor's internal processes
- d. describe the plans, procedures, documentation, and schedules for the audits; and
- e. describe the format for reporting results of in-process audits.

6.2.7.2 If an SRP is required under the Contract, the CMP shall summarise the information contained in the SRP regarding FCA and PCA, and provide any additional information in the CMP necessary to address the information requirements defined under clause 6.2.7.1.

6.2.8 Subcontractor Control

6.2.8.1 The CMP shall define the methods used to ensure that Subcontractors comply with the CM requirements of the Contract.

6.2.9 Master Record Indexes

6.2.9.1 If required under the Contract, the CMP shall define the production and management of Master Record Indexes (MRIs), including schedule, organisational responsibilities, and maintenance.