

**ANNEX A TO ATTACHMENT A**

**LIST OF PRODUCTS BEING SUPPORTED**

Contents:

Section One: Repairable Items

Section Two: Non-Repairable Items

Section Three: Software

Section Four: Technical Data

## ANNEX A TO ATTACHMENT A

## SECTION ONE – REPAIRABLE ITEMS

**Note to drafters: This section is for Repairable Items (RIs) that are to be supported by the Contractor. These include individual items of equipment or components of complex Mission Systems, Support and Test Equipment, Training Equipment, and other repairable equipment (and the repairable components of each). Non-repairable equipment (eg, hand tools) should be included in the following section of this annex relating to Non-RIs.**

**If not required (ie, the Contract does not include the Maintenance of Repairable Items), this section of Annex A should be deleted and replaced with 'Not Used'.**

## 1. SUPPORT REQUIREMENTS

1.1 The Contractor shall provide support Services for the Repairable Items (RIs) specified in Table A-1 in accordance with the SOW. The scope of these Services is further defined through the columns and technical references included in Table A-1. An explanation of each column is detailed below:

- a. **System Identifier LCN/TMC/CMC.** A unique identifier for the RI, as used in the applicable technical manuals or supply management system.
- b. **Item Nomenclature.** The name of the RI, which may include RI class / group categories and functional descriptors.

**Note to drafters: If the list of technical references in Table A-1 is extensive, consideration should be given to providing a separate table and then cross-referring to the applicable groups of entries in that other table from within Table A-1.**

- c. **Technical References.** The Technical Data (which could be a hardcopy Maintenance manual, interactive electronic technical manual or information management system) that defines the Maintenance and other support requirements for the RI.
- d. **Depth/Grade of Maint.** The depth/grade of Maintenance for which the Contractor has responsibility, as used in the associated technical maintenance plan / reference applicable to each RI:

**Note to drafters: Insert an abbreviation/code and description for the applicable depths/ grades of Maintenance for the associated RIs (eg, Light, Medium, Heavy; Operational, Intermediate, Depot/ Deeper; or as described in a Technical Maintenance Plan). The applicable depths/ grades to be performed by the Contractor are to be added to column d.**

- (i) 'O' - Operational / Organisational Maintenance undertaken in or near the environment in which the RI or parent system is operated;
- (ii) [...INSERT DEPTH/GRADE OF MAINTENANCE...];
- (iii) [...INSERT DEPTH/GRADE OF MAINTENANCE...]; and
- (iv) 'All' – all of the above.
- e. **Engineering Responsibility.** The Contractor is required to provide Engineering Services described in the SOW for this RI ('Y' = yes, 'N' or blank = no).
- f. **Configuration Management (CM) Responsibility.** The Contractor is required to provide Configuration Management Services described in the SOW for this RI ('Y' = yes, 'N' or blank = no).
- g. **Calibration.** The RI has a requirement for calibration that is assigned to the Contractor ('Y' = yes, 'N' or blank = no).

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**Note to drafters: RSLs are not applicable when turn-around times are used. If maintaining RSLs is not required, then RSL-related clauses should be replaced with 'Not used' and the 'RSL' column deleted from Table A-1.**

- h. **Reserve Stockholding Level (RSL).** The quantity of serviceable RIs to be held by the Contractor as an RSL (no entry means that an RSL is not applicable to that RI).

**Note to drafters: The following is an example of a performance measure or set performance level is assigned to a group of RIs (but not all RIs). Refer to the SOW Tailoring Guide and Performance Based Contracting Guide for guidance. If not applicable, the definition and column should be deleted.**

- i. **Demand Satisfaction Rate (DSR).** Identifies if the RI is to be included in the group where performance measurement is based on DSR ('Y' = yes, 'N' or blank = no).

**Note to drafters: The drafter may add columns to Table A-1 in order to provide additional information to describe the Services required for each RI. Each additional column should be explained in a subclause under this clause 1.1. If not required, column 'j' should be deleted. Refer to the SOW Tailoring Guide for guidance regarding groups and columns.**

- j. [...TO BE DETERMINED (TBD) BY DRAFTER...].

**Note to drafters: There may be existing support arrangements for items of Support and Test Equipment that the Contractor will be required to use (eg, a common support contract for calibration services). If so, drafters may consider adding columns to Table A-1, and expanding this description clause, to link these support arrangements to individual RIs.**

**Where columns in Table A-1 are not applicable to all groups of RIs, shading the non-applicable cells can help to visually clarify that the column is not applicable to that RI.**

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Table A-1: Repairable Items

System Identifier LCN/TMC/CMC (a)	Item Nomenclature (b)	Technical Reference(s) (c)	Depth/ Grade of Maint. (d)	Eng. Resp (Y/N) (e)	CM Resp (Y/N) (f)	Calib (Y/N) (g)	RSL (h)	DSR (i)	TBD / not used (j)
<b>Repairable Items of Primary Equipment / Components</b>									
<b>Support and Test Equipment</b>									
<b>Training Equipment</b>									
<b>Other Repairable Equipment</b>									

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## SECTION TWO - NON-REPAIRABLE ITEMS

**Note to drafters:** This section is for Non-RIs that the Contractor is to provide to Defence units to enable them to undertake operational and Maintenance activities – it does not include Non-RIs that the Contractor uses to perform Maintenance, even though they could be the same items. If not required, this section of Annex A should be deleted and replaced with 'Not used'.

If additional requirements applying to Non-RIs are not included below, drafters should add these to Table A-2 and provide the explanation in subclauses below clause 2.1.1 (eg, if the Contractor is to obtain stock through MILIS, then a column to identify the applicable items may be used). Refer to the SOW Tailoring Guide for further explanation.

Table A-2 includes example performance measures: Order Response Time and Demand Satisfaction Rate (DSR). Refer to the SOW Tailoring Guide and Performance Based Contracting Guide for guidance.

## 2. NON-REPAIRABLE ITEMS LIST

### 2.1 Non-Repairable Items used in Services

**2.1.1** The Contractor shall provide the Non-Repairable Items specified in Table A-2 in accordance with the requirements of the SOW and this Annex. The scope of these Services is further defined through the columns included in Table A-2. An explanation of each column is detailed below:

- a. **System Identifier LCN/TMC/CMC.** A unique identifier for the Non-RI, as used in the applicable technical manuals or supply management system.
- b. **Item Nomenclature.** The name of the Non-RI, which may include Non-RI class / group categories and functional descriptors.
- c. **NATO Stock Number (NSN).** The 13-digit identifier used in NATO and allied cataloguing systems and which may be used for Non-RIs ordered by Defence.
- d. **Engineering Responsibility.** The Contractor is required to provide Engineering Services described in the SOW (eg, defect reporting, if required) for this Non-RI ('Y' = yes, 'N' or blank = no).
- e. **Reserve Stockholding Level (RSL).** The quantity of serviceable Non-RIs to be held by the Contractor as an RSL (no entry means that an RSL is not applicable).

**Note to drafters:** If different DSRs apply to different Non-RIs, replace the 'Y' in the following clause with group letters 'A', 'B', etc, that can be referenced from other Attachments.

- f. **DSR.** Identifies if the Non-RI is to be included in the group where performance measurement is based on DSR ('Y' = yes, 'N' or blank = no).
- g. **Order Response Time.** Identifies if the Non-RI is to be provided to Defence within stated Order Response Times. The three sub-entries are:
  - (i) Unit of Measure / Unit of Issue (UOM/UOI) for the Non-RI (eg, kg, lt, ea, 8-pack);
  - (ii) quantities for orders placed by Defence units (eg, Defence units usually order '4' (or multiples of) of the UOM/UOI per order);
  - (iii) the Response Time required (ie, the time taken from Defence placing the order with the Contractor until the time when the order is delivered by the Contractor to the required Defence location); and
- h. [...TBD BY DRAFTER...].

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Table A-2: Non-Repairable Items

Item Identifier LCN/Part No. (a)	Item Nomenclature (b)	NSN (c)	Eng. Resp. (Y/N) (d)	RSL (e)	DSR (Y/N) (f)	Order Response (g)			TBD (h)
						UOM / UOI	Order Qty	Resp. Time	

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SECTION THREE - SOFTWARE ITEMS

3. SOFTWARE

**Note to drafters: This section identifies software for which support is required, such as Software within RIs or specialist information systems requiring support. If Software support is not applicable, this section of Annex A should be deleted and replaced with 'Not used'.**

**Note to drafters: Support for Software may include a number of Services if defined in the SOW; examples are included in the SOW Tailoring Guide. A Software Product may have different Service requirements assigned to it by populating the columns in Table A-3. Alternatively, drafters may add Software to Section 1 of this annex (Repairable Items) if that better describes the Service requirements of the Contract.**

**Note to drafters: If there are additional support requirements for the Software, not included below, drafters should include these into Table A-3 and provide an explanation in subclauses below clause 3.1.1. Refer to the SOW Tailoring Guide for further explanation.**

3.1 Support Requirements

3.1.1 The Contractor shall provide support for the Software specified in Table A-3 in accordance with the requirements of the SOW and this Annex. The scope of these Services is further defined through the columns included in Table A-3. An explanation of each column is detailed below:

- a. **Identifier LCN/TMC/CMC.** A unique identifier for the Software Product, or the hardware Product that it is hosted on.
- b. **Item Nomenclature.** The name of the Software Product, which may include class / group categories and functional descriptors.
- c. **NATO Stock Number (NSN).** 13-digit identifier used in NATO and allied cataloguing systems.
- d. **Engineering Responsibility.** The Contractor is required to provide Engineering Services described in the SOW (eg, defect investigations) for this Software Product ('Y' = yes, 'N' or blank = no).
- e. **SW Update.** The Contractor is required to provide Software updates to Defence (eg, may be part of regular upgrade program or to incorporate third party updates) in accordance with the SOW ('Y' = yes, 'N' or blank = no).
- f. **Help Desk.** The Contractor is required to provide Help Desk support for Defence, in accordance with the SOW, for this software ('Y' = yes, 'N' or blank = no).
- g. [...TBD BY DRAFTER...].

Table A-3: Software Items

Identifier LCN/TMC/CMC (a)	Item Nomenclature (b)	NSN (c)	Eng. Resp (d)	SW Update (e)	Help Desk (f)	TBD (g)

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SECTION FOUR - TECHNICAL DATA

**Note to drafters: This section is for use when the Contractor is to provide support to Technical Data. Support may apply to those publications for which the Contractor is the OEM for a Stock Item and/or the incorporation of Commonwealth-approved updates from third-party OEMs into Defence documents, as defined in the SOW. Training materials may also be listed, where these are to be maintained under the Contract. If there is no requirement to support Technical Data, the clauses and table should be deleted and replaced with 'Not used'.**

4. SUPPORTED TECHNICAL DATA

4.1 Support Requirements

4.1.1 The Contractor shall provide support for the publications specified in Table A-4, including updated versions / editions of the Technical Data, in accordance with the requirements of the SOW and this Annex. The scope of these Services is further defined through the columns included in Table A-4. An explanation of each column is detailed below:

**Note to drafters: The publication number may be a catalogue number or based on a functional group hierarchy. Drafters may amend the following description of column (a) to identify the type of numbering system used.**

- a. **Reference Number.** The unique identifier for the published item(s) of Technical Data, which may include publication numbers, drawing numbers (including computer-aided design drawings / models) or reference numbers for a set or series of publications or drawings, as applicable.
- b. **Title.** The title of the item of Technical Data.
- c. **Contractor Updates.** The Contractor is responsible for distributing Technical Data updates, which they have developed, into the versions of the Technical Data held by the Commonwealth.
- d. **3<sup>rd</sup> Party Updates.** The Contractor is responsible for incorporating Technical Data updates that are sourced from third party providers and approved for incorporation by the Commonwealth Representative.

**Note to drafters: The drafter may add columns to Table A-4 in order to allocate further responsibilities and/or provide additional information to describe the scope of Services required for each item. Each additional column should be explained in this list of subclauses with the subclause number matching the column number. If not required, column 'e' should be deleted. Refer to the SOW Tailoring Guide for further guidance.**

- e. [...TBD BY DRAFTER...].

**Note to drafters: Drafters may wish to divide the table into separate tables or use additional headings to separate types of Technical Data into logical groups.**

Table A-4: Technical Data

Reference Number (a)	Title (b)	Contr. Updates (c)	3 <sup>rd</sup> Party Updates (d)	TBD (e)



## ANNEX B TO ATTACHMENT A

## MANDATED DEFENCE INFORMATION SYSTEM USE

## 1. GENERAL USE OF MANDATED DEFENCE INFORMATION SYSTEMS

**Note to drafters:** This annex addresses the use of Defence Information Systems for stocktaking CMCA and Supply Support Services. Where the use of Defence information systems is required for other purposes, such as Maintenance recording, drafters should use clause 1.2. Refer to the SOW Tailoring Guide for further information.

**Note to drafters:** Depending on the date of RFT release, some ERP solutions may have been deployed, or otherwise adequately defined, to be included in this Annex. In this case, drafters will need to modify the following note to tenderers.

**Note to tenderers:** The Defence Enterprise Resource Planning (ERP) program will replace existing Defence information systems over a number of years, with inventory management and stock control functions scheduled in the initial tranche of replacement systems. For information, refer: <https://www.defence.gov.au/business-industry/industry-capability-programs/enterprise-resource-planning-program>

References to MILIS below should be considered as references to the Defence ERP System, used to perform stocktaking functions.

Changes to the draft Contract, for the introduction of the Defence ERP System (and an updated references to applicable policy manuals and procedures) may be included during negotiations for any resultant Contract. If applicable Defence ERP System functions have not been implemented by the ED, then one or more CCPs will be required once the relevant functions in the Defence ERP System become available.

Refer to clause 2.3 for training in the use of Defence information systems.

### 1.1 Identified Mandated Defence Information Systems

1.1.1 The Contractor shall provide the required Services using the following mandated Defence information systems in accordance with the requirements of the SOW and this Annex:

**Note to drafters:** Edit the list of Defence information systems / functions to be used.

- a. Military Integrated Logistics Information System (MILIS), and
- b. [INSERT OTHER INFORMATION SYSTEMS AS APPLICABLE].

### 1.2 Use of Mandated Defence Information Systems for Supply Services

**Note to drafters:** For Contractor use of MILIS refer to DEFLOGMAN Part 3 (ESCM) Volume 2 Section 3 Chapter 1 Annex A, 'MILIS Security' (<http://escmweb/2139.htm>). Refer to the Defence ERP System website for the Supply Chain Management function and related roles.

1.2.1 The Contractor shall use MILIS to provide Supply Services for the following types of Stock Items:

- a. Commonwealth-owned Stock Items, including GFE; and
- b. Commonwealth Software, for Software that is managed as a Stock Item.

1.2.2 The Contractor shall use the MILIS in accordance with the Logistics Compliance and Assurance Manual (LCAM):

- a. Volume 2, Part 1, [...INSERT APPLICABLE CHAPTERS...] (stocktaking);

**Note to drafters:** Insert references applicable to the scope of information system use.

- b. [DRAFTER TO INSERT]; and
- c. [DRAFTER TO INSERT].

1.2.3 The Contractor shall, for each Contractor and Approved Subcontractor employee who is proposed for being provided with access to MILIS, prepare and submit to the

Commonwealth Representative for Approval a form AC847, *Application for Contractor Access to MILIS*, in accordance with the ESCM Volume 2 Section 3 Chapter 1 Annex A.

- 1.2.4** The Contractor shall use MILIS for the Stock Items listed in clause 1.2.1 to provide the following Supply Services:
- a. accounting for Stock Items;
  - b. tracking of Stock Items;
  - c. receiving and processing Demands for Stock Items;
  - d. issue and receipt of Stock Items; and
  - e. [DRAFTER TO INSERT OTHER ACTIVITIES AS APPLICABLE].

- 1.2.5** Except where otherwise agreed in writing by the Commonwealth Representative, the Contractor shall not use MILIS to undertake the procurement of Stock Items.

**Note to drafters:** *Times in the following clause may be adjusted to meet specific requirements of the Contract. Drafters should note that the clause provides flexibility for certain data, such as progress updates during a Maintenance activity, which may exceed the timeframe specified.*

- 1.2.6** Unless otherwise allowed for in the Contract, the Contractor shall ensure that the information on MILIS for the Stock Items listed in clause 1.2.1 is never more than 24 hours out-of-date.

**Note to drafters:** *The following clause helps to ensure that the mandated use of Defence information systems does not impact upon the Contractor's ability to meet any performance measures (eg, demand satisfaction). Requirements Determination is listed below, but drafters may amend the following clause for other functions applicable to the Contract.*

- 1.2.7** The Contractor may use MILIS to undertake the following Supply Services if required by the Contract; however, the use of MILIS for these Services shall not relieve the Contractor from satisfying the Contract performance measures (if applicable):
- a. Requirements Determination for RIs; and
  - b. Requirements Determination for Non-RIs.
- 1.2.8** The Contractor shall inform the Commonwealth:
- a. if MILIS is/was not available for use;
  - b. how long it was not available; and
  - c. if known, the reason why it was not available.

### **1.3 Use of Mandated Defence Information Systems for Maintenance Services**

**Note to Drafters:** *If Defence information systems are to be used for Maintenance Services, use clause 1.2 as a template for this clause, and any additional clauses below. Refer to the SOW Tailoring Guide for further information. If no additional information systems are required, clause 1.3.1 may be retained as 'Not used'.*

- 1.3.1** Not used.

## **2. ACCESS AND TRAINING**

### **2.1 Access to Mandated Defence Information Systems**

**Note to drafters:** *This clause includes reference to what the Commonwealth will provide to the Contractor to allow the use of mandated Defence information systems. If different mandated Defence information systems have different arrangements, drafters should amend the clauses accordingly. Caution needs to be used in this clause as any offer to provide GFM must be implemented on time, or the Contractor may claim an act of prevention or performance relief.*

- 2.1.1** The Commonwealth shall provide the Contractor with access to mandated Defence information systems, for the purposes of undertaking the requirements of the Contract.

**Note to drafters: Select from the following optional clauses based on the access to be provided. Drafters must ensure that Attachment G is updated to capture the associated GFM.**

**Option A: For when the Contractor will be provided with hardware and software for access to the mandated Defence information systems.**

2.1.2 The Commonwealth shall provide the Contractor with terminals and/or interfaces, to enable use of the mandated Defence information systems, as detailed in Attachment G.

**Option B: For when the Contractor will be provided with DREAMS tokens for access to MILIS.**

2.1.3 The Commonwealth shall provide the Contractor with tokens for the Defence Remote Electronic Access Mobility Service, as detailed in Attachment G, in order to access the mandated Defence information systems via remote logon.

**Option C: For when access to terminals located on Commonwealth Premises will be provided. Drafters should insert the number of terminals available and conditions of use.**

2.1.4 The Commonwealth shall provide access to [INSERT NUMBER] of terminals for the mandated Defence information systems at [INSERT LOCATION/TIME DETAILS].

2.1.5 The Commonwealth shall be responsible for maintaining the mandated Defence information system equipment provided as GFE to the Contractor.

## 2.2 General Provisions for Access to Defence Information Systems

**Note to drafters: When the Contractor is given access to mandated Defence Information Systems, this is considered to be a Government Furnished Services (GFS). When hardware is also provided (eg, DREAMS tokens) this is considered to be Government Furnished Equipment. Drafters should identify this GFS and GFE within Attachment G.**

2.2.1 If the Contractor is provided with access to any Defence information systems for the purposes of providing the Services ('GFS (IT)'), the Contractor shall ensure that it and all Contractor Personnel accessing the GFS (IT):

- a. hold an appropriate Defence security clearance for accessing or using the GFS (IT);
- b. comply with any policies and processes applicable to the access or use of the GFS (IT), including as required by clause 11.10 of the COC, Defence Security, and any additional requirements specific to the GFS (IT) that may be provided by the Commonwealth;
- c. not access, use or obtain information from the GFS (IT) except to the extent strictly required for the performance of the Contractor's obligations under the Contract; and
- d. store any Contract Material delivered to the Commonwealth on the GFS (IT) in an approved document management system, such as [...INSERT eg, 'Objective' OR REPLACEMENT ERP SOLUTION...].

2.2.2 The Contractor acknowledges and agrees that:

- a. the GFS (IT) shall be provided to the Contractor on the same basis, configuration and availability as provided generally to Commonwealth users; and
- b. no modifications or additions to the functionality of the GFS (IT) shall be made by the Commonwealth to provide the Contractor any particular access, Software or service level not otherwise provided in accordance with clause 2.2.2a, unless agreed to by the Commonwealth Representative in writing.

2.2.3 The Contractor shall take all reasonable steps to ensure that any use of GFS (IT) does not damage, interfere with or otherwise compromise the GFS (IT), any information contained within it, or within any other Defence information system.

2.2.4 The Contractor shall not establish any interface between the GFS (IT) and any information system owned or controlled by the Contractor, or by a third party, without the prior written consent of the Commonwealth Representative.

2.2.5 If the Commonwealth fails to provide the GFS (IT) to the Contractor in accordance with clause 2.2.2a, the Contractor may be entitled to may make a claim under clause 6.2 (Delay)

or clause 6.4 (Performance Relief) of the COC, except to the extent that the failure to provide the GFS (IT) was caused by a Contractor Default.

- 2.2.6** The Contractor acknowledges and agrees that, despite any obligation on the Commonwealth to provide GFS (IT), the Commonwealth may refuse to provide or cease provision of the GFS (IT) if the Contractor fails to comply with this clause 2.2.

### **2.3 Training in Mandated Defence Information Systems**

- 2.3.1** The Contractor shall ensure that all relevant Contractor Personnel, including Subcontractor Personnel, are trained in the operation of mandated Defence information systems.

**Note to drafters: Amend the following clause based on the expected start-up time period for the Contract and the expected availability of information system training.**

- 2.3.2** Within [INSERT NUMBER OF DAYS, EG, 15] Working Days after the Effective Date, the Commonwealth will make available the requisite training needed to allow the Contractor to use the mandated Defence information systems in the performance of the Services.

- 2.3.3** Subsequent to the initial training provided under clause 2.3.2, the Commonwealth shall provide appropriate training for any new or upgraded mandated Defence information system provided to the Contractor by the Commonwealth. The Commonwealth shall provide such appropriate training to the Contractor in advance of when the new or upgraded Defence information system is required to be used in the performance of the Services.

**Note to drafters: Insert systems, roles and numbers of personnel for training in various Defence information systems / applications on an annual basis (ie, for staff turnover). For example, "for the X maintenance management system, training for maintenance co-ordinators, up to two persons per year".**

- 2.3.4** In addition to the initial training and any training for new or upgraded Defence information systems, the Commonwealth will make training available for Contractor and Subcontractor Personnel who are replacing existing staff, and who will be directly engaged in Services for the Contract, as follows:

- a. for the [INSERT SYSTEM NAME], training for [INSERT USER / ROLE NAME], up to [INSERT NUMBER OF PERSONS, EG, TWO] persons per year; and
- b. for the [INSERT SYSTEM NAME], training for [INSERT USER / ROLE NAME], up to [INSERT NUMBER OF PERSONS, EG, TWO] persons per year.

- 2.3.5** Training provided to Contractor Personnel, including Subcontract Personnel, under clauses 2.3.2 to 2.3.4 shall be provided free of charge by the Commonwealth, after which the Commonwealth may recover costs from the Contractor for any additional training.

- 2.3.6** For the training to be provided under this clause 2.3, the Contractor shall:

- a. nominate the personnel requiring training and provide sufficient personal details to the Commonwealth to enable training co-ordination (eg, for when access controls to information systems and facilities apply);
- b. ensure that the personnel nominated for training meet any applicable Defence requirements (eg, personnel security clearances) and have a suitable level of general competence in the use of electronic information systems; and
- c. ensure that it and its Subcontractors meet all employer responsibilities, including all salaries, travel, accommodation and allowances for employees during the training.

## ANNEX C TO ATTACHMENT A

## CONTRACT DATA ITEMS

## 1. DATA ITEMS AND DATA ITEM DESCRIPTIONS

1.1 The following data items and data item descriptions are applicable to the Contract:

**Table C-1: Deliverable Data Items**

Data Item	Data Item Description	Related Clause(s)
Support Services Management Plan (SSMP)	DID-SPTS-SSMP	SOW clause 3.1
Contract Status Report (CSR)	DID-SPTS-CSR	SOW clause 3.2
Services Summary Report (SSR)	DID-SPTS-CSR Part B	SOW clause 3.2
Commonwealth Assets Stocktaking Report (CASR)	DID-SPTS-CSR Part C	SOW clauses 3.2 and 3.10
Australian Industry Capability Report	DID-SPTS-CSR Part D	SOW clause 3.15
Quote for S&Q Services	DID-SPTS-S&Q	COC clause 3.12, SOW clause 3.13
Engineering Change Proposal (ECP)	DID-CM-MGT-ECP	SOW clause 5.3.2
Configuration Status Accounting Report (CSAR)	DID-CM-DATA-CSAR	SOW clause 5.3.3
Maintenance Management Plan (MMP)	DID-SPTS-MMP	SOW clause 6.1
Training Schedule	Not specified	SOW clause 8.2
Technical Data List	DID-SPTS-TDL	SOW clause 9.2
Supplies Acceptance Certificate	DID-PM-MGT-SAC	COC clause 3.5
Application for a Deviation	DID-PM-MGT-AFD	SOW clause 10.4
Safety Data Sheet (SDS)	DID-PM-HSE-SDS	SOW clause 11.1

**Note to drafters: Drafters need to amend Table C-1 to reflect the data items and DIDs chosen for the draft Contract. DIDs should be included in this annex as 'Schedule 1 to Annex C – Data Item Descriptions', as either hard copies or in soft copy. If providing DIDs in soft copy, the DIDs provided should include a version of the files in a non-editable form.**

## ANNEX D TO ATTACHMENT A

## TRAINING COURSE DETAILS

## 1. TRAINING COURSES (GENERAL)

- 1.1 The Contractor shall provide Training Services in accordance with the SOW, this Annex, and the Approved Training Schedule, for each Training course identified in this Annex.

**Note to drafters: Copy the following section for each Training course to be provided, and fill in the appropriate details or refer to an external reference (to be provided to tenderers) where those details are already documented (eg, a Learning Management Package (LMP)). Clauses should be amended as required. Refer to the SOW Tailoring Guide for further guidance.**

## 2. TRAINING COURSE DETAILS - [INSERT COURSE NAME (AND IDENTIFIER)]

## 2.1 Course Delivery

**Note to drafters: If all of these courses will be delivered as a Task Priced Service, do not include subclause 2.1.1a. Otherwise, amend the clause as required for the draft contract.**

- 2.1.1 The Contractor shall deliver the [INSERT NAME OF COURSE] course:
- [INSERT NUMBER OF COURSES] courses per year, for the Term of the Contract;
  - for [INSERT NUMBER OF DAYS] days per course;
  - for up to [INSERT NUMBER OF PARTICIPANTS] participants; and

**Note to drafters: Delivery standards may be "defined in the Learning Management Package".**

- d. to the delivery standard [INSERT NAME OF APPLICABLE STANDARD].

## 2.2 Panelling

- 2.2.1 The Commonwealth shall panel all participants for each course to be conducted and provide a copy of the panel to the Contractor [INSERT NUMBER OF WEEKS] weeks prior to each course commencing.

## 2.3 Training Venue

**Option A: For when the Contractor is to provide the venue:**

- 2.3.1 The Contractor shall arrange the provision of Training venues for this course.

**Option B: For when the Commonwealth is to provide the venue:**

- 2.3.2 The Commonwealth shall provide the following Training venues for this course:
- [INSERT DETAILS (OR REFERENCES) OF COMMONWEALTH VENUES AND PERIOD OF AVAILABILITY FOR THIS COURSE, AS APPLICABLE].

## 2.4 Training Equipment and Training Materials

- 2.4.1 The Contractor shall use the following Commonwealth-provided master-copies of Training Materials as the basis for Training course delivery:

- participant workbook: [INSERT DETAILS (OR REFERENCE) FOR MATERIALS REQUIRED FOR COURSE];
- presenter / facilitator guide: [INSERT DETAILS (OR REFERENCE) FOR MATERIALS REQUIRED FOR COURSE]; and
- exercise booklet: [INSERT DETAILS (OR REFERENCE) FOR MATERIALS REQUIRED FOR COURSE].

- 2.4.2 The Contractor shall utilise the following Training Equipment for Training course delivery:

- [INSERT DETAILS (OR REFERENCE) FOR EQUIPMENT REQUIRED FOR COURSE]; and
- [INSERT DETAILS (OR REFERENCE) FOR EQUIPMENT REQUIRED FOR COURSE].

ANNEX D TO ATTACHMENT A

**2.5 Course Assessment**

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***Note to drafters: Assessment requirements may cross-reference details in the applicable LMP.***

**2.5.1** [INSERT DETAILS (OR REFERENCE) FOR ASSESSMENT, INCLUDING COMPETENCY BASED TRAINING REQUIREMENTS].