DATA ITEM DESCRIPTION

1. DID NUMBER: DID-PM-STAT-CSR-1-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, and will be one of the documents that form the historical record of contractual performance.

3.2 The Contractor uses the CSR to inform the Commonwealth in regard to:

a. progress of the Contract and the delivery of Supplies and deliverable services;

b. planned activities; and

c. risks and issues requiring management.

3.3 The Commonwealth uses the CSR:

a. to assist with monitoring the performance of the Contractor; and

b. as a record of contractual performance.

4. INTER-RELATIONSHIPS

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

a. Final Inspection and Test Plan, and

b. agenda and minutes of review meetings.

5. APPLICABLE DOCUMENTS

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

Nil

6. CONTENT

6.1 Generic Format and Content

6.1.1 The data item shall be provided in the Contractor's format and meet the requirements of clause 2.3 of the SOW.

6.2 Specific Content – Part A: Current Status

6.2.1 Progress

6.2.1.1 The CSR shall include:

a. a summary of significant work activities undertaken in the period from the date of the last report (or, for the first CSR, from the Effective Date) to the current report;

b. a summary of significant work activities expected to be undertaken in the period between the current report and the next report;

c. a summary of progress against meeting all Contract delivery requirements;

d. a projection of claims for payment envisaged during the next three months;

e. a report on progress of any export approvals (if required);

f. a list of all Contract meeting action items and their status;

g. a list of correspondence for which Commonwealth response is outstanding; and

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

6.2.2 Risk

6.2.2.1 The CSR shall include descriptions of identified risks to the Contract, and the Contractor's proposed strategy for mitigation of those risks.

6.2.2.2 The CSR shall highlight progress of risk mitigation activities for the identified risks, and any changes in risk status over the reporting period for the identified risks and for the risks identified in the previous CSR.

6.2.3 Issues

6.2.3.1 The CSR shall describe any significant issues experienced during the reporting period and any potential issues. For each issue, the description is to include:

a. an account of the issue;

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

c. the action taken or proposed to resolve the issue;

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

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 Quality Assurance

6.2.4.1 If a Contractor Quality Management System (QMS) that is Certified by a third party is a requirement of the Contract, then the CSR shall include a report on Contractor Quality Assurance, which shall address:

a. any change to the Certification status of the QMS, and any external audit results;

b. any internal audit non-conformances;

c. changes to quality management staff;

d. any significant changes to quality management procedures that may affect the Supplies; and

e. any other quality-related subject on an exception basis nominated by the Commonwealth Representative.

6.2.5 Technical Data and Software Rights

6.2.5.1 The CSR shall include a report on the progress made to ensure that the Technical Data and Software rights required by the Commonwealth under the Contract are provided, including a summary of the progress made towards meeting the Intellectual Property (IP) requirements (eg, obtaining IP licences), and on proposed remedies to any difficulties in meeting these requirements.

6.3 Specific Content – Part B: Australian Industry Capability Report

Note: The SOW may specify that the AIC Report portion of the CSR be delivered less frequently than the other requirements in the CSR.

6.3.1 If the Contract requires an AIC Schedule, the CSR shall include an AIC Report including the following information regarding work performed under the Contract:

a. a summary of the deliveries and activities for the reporting period that confirm the on-going implementation of, and identifies any exceptions to, the AIC Schedule;

b. a summary of the achievement of Australian Contract Expenditure (ACE), including (in dollar amounts for values of ACE):

(i) the value of ACE achieved against each AIC activity specified in the AIC Schedule, and the total value of ACE achieved, during the reporting period;

(ii) a breakdown, by postcode, of the ACE achieved during the reporting period;

(iii) the cumulative value of ACE achieved during all reporting periods to date;

(iv) the forecast value of ACE until the completion of the Contract; and

(v) how the cumulative value of ACE represents progress in achieving the Total ACE Value;

c. an explanation of any over- or under-performance in achieving the AIC Schedule;

d. if applicable, a description of what actions will be or are being taken to address any under-performance; and

e. a summary of any expected changes (including contract change proposals) that are expected to materially affect the AIC program.

DATA ITEM DESCRIPTION

1. DID NUMBER: DID-V&V-MGT-FI&TP-V4.0

2. TITLE: FINAL INSPECTION & TEST PLAN

3. DESCRIPTION AND INTENDED USE

3.1 The Final Inspection and Test (FI&T) Plan (FI&TP) describes the Contractor's plans and procedures for FI&T activities, for the Supplies offered for Acceptance.

3.2 The Contractor uses the FI&TP to document and gain Approval for the arrangements to be used to Verify that the Supplies satisfy the requirements of the Contract, including the Specifications at Annex A to the SOW.

3.3 The Commonwealth uses the FI&TP to:

a. gain assurance that the FI&T activities will be sufficient to confirm the quality of the Supplies offered for Acceptance; and

b. plan and prepare for Commonwealth involvement in FI&T activities.

4. INTER-RELATIONSHIPS

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

a. Supplies Acceptance Certificates;

b. Application for a Deviation;

c. Final Inspection and Test Reports (FI&TRs);

d. Contract Status Reports; and

e. agenda and minutes of review meetings.

5. APPLICABLE DOCUMENTS

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

Nil

6. CONTENT

6.1 Generic Format and Content

6.1.1 The data item shall be provided in the Contractor's format and meet the requirements of clause 2.3 of the SOW.

6.2 Specific Content

6.2.1 General

6.2.1.1 The FI&TP shall describe the FI&T activities to be conducted on all Supplies to be offered for Acceptance, in order to demonstrate the quality of the Supplies and that all specified requirements have been met.

6.2.1.2 The FI&TP should draw comprehensively on the Specification, and shall outline all inspections and test activities to be included in the FI&T of the Supplies.

6.2.1.3 Where the Contractor proposes to claim previous Verification activities (eg, including certification by third parties) as precluding the requirement for further specific FI&T activities, the FI&TP shall describe the scope and context of such Verification activities, including the rationale to justify why they preclude the need for further FI&T activities.

6.2.1.4 The FI&TP shall detail requirements for the provision of resources by the Commonwealth, if any, to enable the FI&T activities.

6.2.1.5 The FI&TP shall detail arrangements for Commonwealth involvement in, or witnessing of, FI&T activities.

6.2.2 FI&T Procedures

6.2.2.1 The FI&TP shall summarise (eg, in a table) the FI&T Procedures (FI&TProcs) to be applied to each item of Supplies during FI&T activities, including:

a. information to uniquely identify the item to be inspected and / or tested;

b. a description (eg, type) of the test procedures to be applied, and the success / failure criteria to be used; and

c. a description of inspections to be conducted, and the success/failure criteria to be used.

6.2.2.2 The FI&TP shall include the Contractor's rationale, explaining why the FI&T activities proposed are adequate for the Commonwealth to determine the quality of the Supplies and their satisfaction of Contract requirements.

Note: In accordance with the SOW, FI&TProcs may be finalised prior to the conduct of FI&T activities in an update to the FI&TP.

6.2.2.3 The FI&TP shall include (eg, in one or more annexes) the FI&TProcs.

6.2.2.4 The FI&TProcs shall include, as applicable to each item of the Supplies:

a. the scope of tests and inspections to be conducted, identifying the method to be applied, a general description of the test and inspection activity, and the success / failure criteria to be used;

b. the system / item configuration and initial conditions for test including any preparatory requirements or other pre-test activities;

c. the test equipment, documentation, venue and personnel required to conduct the test / inspection;

d. the step-by-step procedures for the performance of the test or inspection in sufficient detail to identify every action necessary for the conduct of the test or inspection; and

e. where items are to be installed in designated Commonwealth facilities, procedures for reviewing the installation and the connection of any services to the Supplies, to confirm that:

(i) the work has been completed in accordance with the Contract;

(ii) all safety-related requirements of the Contract and the WHS Legislation, including the conduct of risk assessments and the provision of safety-related information, have been met; and

(iii) the Supplies and facilities are ready for hand-over to the Commonwealth.

6.2.3 FI&T Reports

6.2.3.1 The FI&TP shall describe the format and content requirements for the FI&T Reports (FI&TRs) to be provided to the Commonwealth in accordance with the SOW.