

ANNEX A

DESCRIPTION OF REQUIREMENT – PART A
SPECIFICATION

Note to drafters: Drafters should insert the specifications for the Materiel System supplies in this annex as Part A. If a Function and Performance Specification (FPS) has been prepared, it may be included as Part A. Other specifications, including tendered product specifications and System Specifications and Support System Component specifications (if applicable) developed by the Contractor are subsequently added to this annex, after the Operational and Support Concepts, as Parts C, D, etc.

Drafters should refer to the Statement of Work Tailoring Guide for guidance and some common requirements statements.

[...INSERT SPECIFICATION(S) AS APPROPRIATE...]

ANNEX A

DESCRIPTION OF REQUIREMENT – PART B
OPERATIONAL AND SUPPORT CONCEPTS

Note to drafters: Drafters should insert a description of the operational and support concepts in this annex as Part B. If an Operational Concept Document (OCD) has been prepared, it should be included as Part B. If a separate 'Support Concept' document has been prepared, this document should also be included here.

Drafters should refer to the Statement of Work Tailoring Guide for guidance.

[...INSERT OPERATIONAL AND SUPPORT CONCEPTS AS APPROPRIATE...]

ANNEX B

CONTRACT DATA REQUIREMENTS LIST

1. PURPOSE

- 1.1** This Annex outlines the relationship between data items, Data Item Descriptions (DIDs) and the Contract Data Requirements List (CDRL) at clause 7 of this Annex. The Annex also sets out the processes and procedures for the preparation, delivery, management and maintenance of data items by the Contractor, and the Commonwealth action required.
- 1.2** The CDRL included with this Annex is a consolidated list of data items to be delivered during the course of the Contract and includes CDRL management information. The CDRL defines the data item version, delivery schedule, quantity by type, delivery location(s), Commonwealth action period and type, maintenance requirements, and, through reference to the associated DID, the title, purpose, content and, if applicable, format requirements for each data item.

2. MANAGEMENT OF THE DATA ITEM DESCRIPTIONS

- 2.1** Where DIDs provide the specifications for data items to be delivered to the Commonwealth for Review, Approval, Acceptance and CCP approval, those DIDs are attached to this Annex, and form part of the Contract.

3. MANAGEMENT OF DATA ITEMS

- 3.1** The Contractor shall implement Configuration Management procedures for each data item (including reissues or amendments) in accordance with the SOW and the Approved plan that governs Configuration Management (eg, the Approved Configuration Management Plan (CMP) or the Approved Systems Engineering Management Plan (SEMP)) to ensure that the version or issue (as appropriate) and amendment status of each data item is identified and controlled.
- 3.2** The Contractor shall review, update and deliver amendments or reissued data items, or confirm the continuing accuracy of data items annotated with a maintenance period, in accordance with the CDRL.
- 3.3** Delivery of amended, reissued or resubmitted data items shall be to the location(s) and in the format and quantities specified in the CDRL for the initial submission of the data items.
- 3.4** Unless otherwise agreed in writing by the Commonwealth Representative, if a data item is to be amended and reissued, or the delivery was delayed, the schedule for subsequent deliveries of that data item remains unaffected.

Note to drafters: Include the following clause when DMS requirements have been included at clause 2.3 of the SOW.

- 3.5** Delivery via the Data Management System (DMS) specified in clause 2.3 of the SOW shall mean that:
- a. the data item has been uploaded to the DMS;
 - b. each of the Commonwealth officials nominated in the CDRL has been electronically notified that the data item has been uploaded to the DMS; and
 - c. the Commonwealth Authorised Users are (subject to any restrictions defined by the Commonwealth Representative) able to access and download the data item.

4. EXPLANATION OF THE CDRL

- 4.1** Application of this CDRL is specified in the SOW. An explanation of each CDRL column is detailed below and applies to each data item:
- a. CDRL Line Number: This field provides the unique sequential number that identifies each data item within different functional groups (eg, MGT-100, ENG-100, etc).
 - b. Data Item Title: This field identifies the title of the data item.

ANNEX B

- c. SOW Clause Ref: This field shows the major clause in the SOW where the data item is identified. There may be multiple references to the data item in the SOW but generally only the first (or one) reference is shown in the CDRL.
- d. Ref: This field provides a reference number used to identify individual deliveries of a data item.
- e. Version: This field identifies the particular individual delivery of a data item during its lifecycle (ie, draft, final).

Note to drafters: Amend the following subclause, depending upon whether or not the DMS requirements have been included at clause 2.3 of the SOW.

- f. Delivery Schedule: This field specifies the date(s) and/or events by which the data item is required to be delivered. The data items shall be delivered before 1700 hrs (local time) on the date specified, or the last Working Day before the specified date if the specified day is not a Working Day. The date of delivery applies to all delivery locations and quantities unless otherwise specified [...INSERT “, including delivery via the DMS in accordance with clause 2.3 of the SOW” IF REQUIRED...]. Following are some of the abbreviations and symbols used with this column:
 - (i) ‘ED’ means Effective Date;
 - (ii) Numerals indicate the number of Working Days unless specified otherwise;
 - (iii) ‘+’ means after the specified date or event; and
 - (iv) ‘-’ means before the specified date or event.

If a data item is required to be delivered before an event having a duration of greater than one day (eg, SRR), the data item delivery date shall be calculated from the first day of that event. If a data item is required to be delivered after an event having a duration of greater than one day (eg, SRR), the data item delivery date shall be calculated from the last day of that event.

Note to drafters: Amend the following subclause, depending upon whether or not the DMS requirements have been included at clause 2.3 of the SOW.

- g. Quantity: This field specifies the total number of data items to be delivered to the associated delivery location(s), including [...INSERT “the copy delivered via the DMS and” IF REQUIRED...] the number of hard (H) and soft (S) copies. [...INSERT “Delivery to the DMS means that on-line access to the data item is provided to the Commonwealth Authorised Users in accordance clause 2.3 of the SOW.” IF REQUIRED...] Clause 6.1 of this Annex provides specific requirements relating to hard and soft copies of data items.

Note to drafters: Amend the following subclause, depending upon whether or not the DMS requirements have been included at clause 2.3 of the SOW.

- h. Delivery Location: This field shows the short title of the Commonwealth official(s) to whom:
 - (i) electronic notification of the delivery of data items via the DMS shall be provided; and
 - (ii) the hard and/or soft copies of the data items shall be delivered.

Clause 5 of this Annex shows the full delivery addresses for the hard and soft copies. The action hard copy of the data item shall be delivered to the first nominated location in this field.

- i. Data Item Description Reference: This field provides the identification of the DID with which the data item must comply.
- j. Commonwealth Action Period: This field defines the number of Working Days available to the Commonwealth to action the data item and respond to the Contractor, if that action requires a response. The period begins upon the date the action copy of the data item is received at the first nominated delivery location. The action period applies to all deliveries, including first deliveries, amendments and re-issues. If a data item is delivered earlier than the first delivery date shown in the

ANNEX B

CDRL, the Commonwealth is not obliged to action it until after that date. If the action period states 'by MSR' for a data item delivered prior to a Mandated System Review (MSR), the action period ends when the minutes for that MSR are Approved. If the action period states 'by ED', with 'Approval' as the 'Commonwealth Action Required', this means that, prior to ED, the Contractor had developed the data item, the Commonwealth had reviewed the data item, and the parties had agreed a version of the data item that would be Approved by the Commonwealth. On both parties signing the Contract, the version of the data item that was agreed between the parties is Approved in accordance with the Contract.

Note to drafters: Commonwealth staff are to consider the actual period required to review each data item before inserting or amending periods in the CDRL. Factors to be considered include:

- a. the size and complexity of the data item;**
- b. whether a draft version would already have been reviewed;**
- c. the need to involve external agencies or approval authorities; and**
- d. conflicting requirements (eg, the need to review several data items concurrently).**

Working Days should be used to ensure that public holidays are taken into account.

- k. Commonwealth Action Required: This field indicates the purpose for which the data item is being submitted to the Commonwealth. This will either be Acceptance, Approval, Review or CCP approval.
- l. Maintenance: This field specifies either the timings or the time intervals, relative to the date and/or event specified in the Delivery Schedule column, at which the data item shall be reviewed by the Contractor and either have its continuing accuracy status confirmed, in writing, or be updated and reissued. The Maintenance column does not apply to draft or preliminary versions of data items. The following abbreviations and codes are applicable to this column:
 - (i) xM – every x calendar months (in addition to any other Contract requirement);
 - (ii) R – to enable it to be considered at each MSR;
 - (iii) RSR – to enable it to be considered at the Resource and Schedule Review as set out in clause 3.2.5 of the SOW (if required by the SOW);
 - (iv) R(E) – to enable it to be considered at each MSR set out in clause 4 and clause 6 of the SOW;
 - (v) R(L) – to enable it to be considered at each MSR set out in clause 5 of the SOW;
 - (vi) SA – to enable it to be provided for the purposes of conducting Acceptance of each Mission System;
 - (vii) FA – to enable it to be provided for the purposes of Final Acceptance; and
 - (viii) NA – not applicable.
- m. Notes: Where necessary, additional explanatory information relating to a CDRL data item is provided in this column.

5. DELIVERY ADDRESSES

Note to drafters: Consider the distribution of data items when preparing the draft Contract. Wherever possible, arrange for the Contractor to send the data items to applicable Commonwealth locations. Amend the delivery details below and update the CDRLs as required.

- 5.1** For the purposes of delivery of hard and soft copies of data items, the addresses of delivery points are:

CR Commonwealth Representative
Project [...INSERT...]
 (refer to the Details Schedule)

ANNEX B

RPTM Resident Project Team Manager
Project [...INSERT...]
 (RPTM email address, Contractor's address)

5.2 The delivery addresses may be amended at any time by notice in writing from the Commonwealth Representative to the Contractor.

6. GENERAL REQUIREMENTS FOR DATA ITEMS

6.1 Data Item Media

Note to drafters: Amend the following subclause, depending upon whether or not the DMS requirements have been included at clause 2.3 of the SOW.

6.1.1 Subject to clause 6.4.1 and unless otherwise specified in a DID:

- a. all electronic copies (referred to in the CDRL [...as DMS and/or ...] as soft (S) copy, delivered via electronic data transfer or using an agreed media), shall have margins consistent with ISO 216: A0-A4 size paper, in the following file formats:
 - (i) searchable Portable Document Format (PDF), [SPECIFY PREFERRED VERSION];
 - (ii) [SPECIFY PREFERRED PRODUCTS AND VERSIONS]; and
 - (iii) [SPECIFY PREFERRED PRODUCTS AND VERSIONS]; and
- b. all hard copies (referred to as 'H' in the CDRL) of data items shall be prepared and delivered on ISO 216: A0-A4 size paper.

Note to drafters: Drafters should note that USA based contractors will, as normal business practice, use 'letter' size paper. Requiring the use of ISO 216 metric paper sizes (eg, A4) may increase cost.

Drafters should carefully consider the preferred electronic format. The ILS clause of the SOW and the Approved TDP specify electronic format requirements for all Technical Data and the requirements specified here should be consistent with those requirements.

6.2 Format Instructions

Note to drafters: The requirements in this area may be expanded or reduced as assessed by each project on a risk basis. For example, Commonwealth Representative staff may need to control the data item reference number and format.

6.2.1 Subject to clause 6.4, the format instructions contained in this clause 6.2 shall be applied to all data items prepared under the Contract for delivery to the Commonwealth, unless otherwise specified in the appropriate DID or otherwise agreed, in writing, by the Commonwealth Representative.

6.2.2 When data is delivered in the form of a document, it shall include the following identification information:

- a. the document reference number;
- b. the document title and date of issue;
- c. the volume number (only applicable to multi-volume data items);
- d. the version number / revision indicator;
- e. the security markings or other restrictions, which shall not contravene Contract requirements on the handling of the document;
- f. the Contract number;
- g. the CDRL line number, if the data is a data item;
- h. the organisation for which the document has been prepared; and

ANNEX B

- i. the name and address of the preparing organisation.
- 6.2.3** When a data item is delivered in the form of a paginated document, and the body of that document is greater than five pages in length, it shall contain a table of contents.
- 6.2.4** When a data item is delivered in the form of a paginated document, each page shall contain a unique page number and preferably display the document number, version, volume and date of issue, as applicable.
- 6.2.5** When a data item is delivered in the form of a paginated soft copy document (including a text, spreadsheet or presentation file), and unless otherwise specified in the Contract or agreed by the Commonwealth Representative, the document shall be in a format that is compatible with Microsoft® Office applications or, if appropriate, in PDF.
- 6.2.6** Where a data item is revised or updated, and where the software used to create the data item is able to produce revision marks, the Contractor shall mark all changes made since the previous release of the data item to the Commonwealth with:
 - a. a side bar in the margin of the data item to aid review, or
 - b. an alternate means of revision marking that is acceptable to the Commonwealth.
- 6.2.7** Where the software is not able to produce revision marks, the Contractor shall accompany those affected data items with revision lists containing a summary of all changes made since the previous release to the Commonwealth.

Note to drafters: Amend the following subclause, depending upon whether or not the DMS requirements have been included at clause 2.3 of the SOW.

- 6.2.8** Where a data item is delivered in soft copy [...or by the DMS ...], and unless otherwise agreed by the Commonwealth Representative, the data item shall be able to be copied and saved by the Commonwealth and capable of further manipulation (including searching, the inspection of meta-data, and printing) in the native document format.

6.3 Content Instructions

- 6.3.1** Where a preliminary or draft version of a data item is scheduled for delivery prior to Approval or Acceptance of a final version, the Contractor shall comply with the following requirements:
 - a. the preliminary version shall contain information on all of the topics pertinent to the data item and shall be:
 - (i) commensurate with the status of design, development or installation of the Supplies at the time the data item is due for delivery; and
 - (ii) suitable for the intended purpose as stated in the Notes in column m of the CDRL; and
 - b. unless otherwise specified, the draft version shall be developed from the preliminary version, if a preliminary version was required, and to the stage where it reflects the content of the final version of the data item, but may be missing low level detail.
- 6.3.2** Where information specified for one data item has also been specified for other data items in the same format and at the same issue status, the Contractor may provide the information in one data item only and include cross-references to that data item in the other data items.
- 6.3.3** The Contractor shall ensure that all data items provided to the Commonwealth are written in grammatically correct English.

Note to drafters: The requirement for submitted data items to meet a standard (eg, Simplified Technical English derived from ASD-STE100, which is included in some DIDs) or to satisfy a certain reading grade level (eg, RGL 9) could be included as necessary. This is to ensure that the data item is written focussed at an acceptable level of reading difficulty. Talk to experts on this topic if you wish to invoke it. If you have this requirement, insert it in the relevant DIDs.

- 6.3.4** Subject to clause 6.4, data items prepared under the Contract for delivery to the Commonwealth shall contain sections providing the following information unless otherwise specified in the applicable DID:

ANNEX B

- a. identification of the project, system, program, plan, item, as applicable, to which the data item applies;
- b. background that helps to situate the data item and state the intended use of the item(s) to which the data item applies;
- c. an overview of the data item;
- d. a list of referenced documents;
- e. a list of acronyms and abbreviations; and
- f. a set of definitions.

6.3.5 The Contractor shall ensure that all data items delivered under the Contract are marked in accordance with the markings and Confidential Information provisions of the Contract.

6.4 Use of Existing Data

6.4.1 Data required under the Contract may currently exist in a different format or use a different content structure than that specified in this Annex. In such cases, the data may be acceptable providing that it contains the specified information and meets the requirement for its intended use. Where the Contractor wishes to submit existing data that does not meet the format or content structure requirements contained in this Annex, then the Contractor shall seek Commonwealth Representative Approval to submit the existing data, in sufficient time for the data to be reformatted or restructured prior to the required delivery date should Approval be denied.

7. CONTRACT DATA REQUIREMENTS LIST

Note to drafters: Before releasing an RFT, drafters:

- a. must determine which DIDs will meet their project's specific requirements for specifying data items;
- b. must download the latest version of the required DIDs from the ASDEFCON website;
- c. may tailor the DIDs, but standard DIDs are to be used whenever possible (to avoid the costs to industry of non-standard data items); and
- d. must amend the CDRL to reflect the data items and DIDs chosen.

DIDs are to be 'attached' to the RFT, and any subsequent contract, as 'Schedule 1 to Annex B to the SOW – Data Item Descriptions'. If providing DIDs in soft copy, the DIDs should be saved (in a non-editable form) on appropriate media and 'attached' to the Contract by labelling the media with:

- a. 'Schedule 1 to Annex B to the SOW - Data Item Descriptions';
- b. the Contract number; and
- c. a version control identifier.

References to the DMS in the following table need to be amended if a DMS has not been included at clause 2.3 of the draft SOW. In general, if there is no DMS, then 'DMS' in the CDRL should be replaced with '1S'.

In compiling the CDRL, drafters should take into account which data items are required to be delivered to and actioned by the Commonwealth by ED, and ensure that this is reflected in the CDRL. This approach, where tender data requirements are converted into Contract-ready documents prior to ED, assumes that pre-contract work will be undertaken. Data items forming part of the Contract must be completed during Offer Definition and Improvement Activities (ODIA) or other pre-contract work / negotiations. If ODIA / pre-contract work is not planned, drafters should not identify any data items for delivery at ED (other than those forming part of the Contract) and the CDRL delivery times for the data items should be adjusted to reflect a staggered delivery for these data items after ED. Drafters should review and adjust the delivery requirements for the other CDRL Line Numbers to accord with the specific requirements of the Contract (eg, many default times are not suited to individual contracts).

Government policy is to preference delivery of soft copy documents whenever possible. Requesting hard copy data items (eg, 1H) often relates to a need for signatures. If electronic signatures are acceptable, data items should be delivered in soft copy only (including via a DMS, if available), and the CDRL amended accordingly.

Note to tenderers: Data items scheduled for delivery and Commonwealth action by ED are to be developed pre-contract (eg, during an Offer Definition and Improvement Activities (ODIA) process or other pre-contract work) with the preferred tenderer(s).

ANNEX B

CDRL Line Number	Data Item Title	SOW Clause Ref	Ref	Version	Delivery Schedule	Quantity	Delivery Location	Data Item Description Reference	C'wealth Action Period	C'wealth Action Required	Maintenance	Notes
a	b	c	d	e	f	g	h	i	j	k	l	m
MGT-100	Project Management Plan (PMP)	3.2.1	a	Final	ED	1H, 1S	CR	DID-PM-MGT-PMP-2	by ED	Approval	12M	Maintenance of the PMP and other plans may also be required as exit criteria for MSRs.
MGT-110	Contract Master Schedule (CMS)	3.2.2	a	Draft	ED+20	1S	CR	DID-PM-DEF-CMS-2	20	Review	NA	The status of the CSR and the CMS must be aligned.
			b	Final	RSR-20	DMS	CR		by end of RSR	Approval	NA	
			c	Updates	With CSRs	DMS	CR		20	Approval	NA	
MGT-120	Contract Work Breakdown Structure (CWBS)	3.2.3	a	Draft	ED+20	1S	CR	DID-PM-DEF-CWBS	20	Review	NA	Draft required to confirm the veracity of the CWBS as a basis for subsequent development of execution plans by the Contractor.
			b	Final	RSR-20	DMS	CR		by end of RSR	Approval	NA	
			c	Updates	When changed	DMS	CR		20	Approval	NA	Refer to SOW clause 3.2.3.
MGT-140	Quality Plan	8.2.1	a	Final	ED+60	DMS	CR	DID-PM-MGT-QP	20	Approval	12M	
MGT-300	Contract Status Report (CSR)	3.3.1 3.5 3.6 3.7 3.12.4 3.13 3.16 10.1 10.4.3	a	Final	ED+40	DMS	CR	DID-PM-STAT-CSR-2	10	Review	NA	An AIC Compliance Certificate in accordance with SOW clause 10.1 and Annex G to Attachment I is not required for this initial delivery.
			b	Updates	Thereafter 6 monthly	DMS	CR		10	Review	NA	Additional deliveries will be required if the CR determines that the volume of active CCPs, ECPs, and Deviations is significant. An AIC Compliance Certificate in accordance with SOW clause 10.1 and Annex G to Attachment I is only required annually.

ANNEX B

CDRL Line Number	Data Item Title	SOW Clause Ref	Ref	Version	Delivery Schedule	Quantity	Delivery Location	Data Item Description Reference	C'wealth Action Period	C'wealth Action Required	Maintenance	Notes
a	b	c	d	e	f	g	h	i	j	k	l	m
			c	Updates	CASR portion of CSR, 3 monthly after initial delivery	DMS	CR		20	Approval	NA	
MGT-410	Review Agenda	3.9.4	a	Final	Review - 20	DMS	CR	DID-PM-MEET-AGENDA	20	Review	NA	
MGT-420	Review Package	3.9.4	a	Final	Review - 20	DMS	CR	DID-PM-RVW-PACKAGE	by MSR	Review	NA	
MGT-430	Review Minutes	3.9.4	a	Final	End of Review Review + 5 for DMS	1H, DMS	CR	DID-PM-MEET-MINUTES	10	Approval	NA	Hard copy for signature at end of meeting, to agree action list.
MGT-500	Meeting Agenda	3.9.1 3.9.2			Start Meeting Date - 10	DMS	CR	DID-PM-MEET-AGENDA	5	Review	NA	
MGT-510	Meeting Minutes	3.9.1 3.9.2			End Meeting Date Meeting +5 for DMS	1H, DMS	CR	DID-PM-MEET-MINUTES	10	Approval	NA	Hard copy for signature at end of meeting, to agree action list.
MGT-700	Technical Data and Software Rights Schedule	3.13 COC 5.12	a	Final	ED	1H,DMS	CR	As per Attachment G		See note.	3M	Include at Attachment G.
			b	Update	DDR-20	1H, DMS	CR		40	CCP approval	3M	Updates in accordance with COC clause 5.12 require a CCP. as above
MGT-710	Government Furnished Material and Government Furnished Services	3.12.3	a	Final	ED	1H, DMS	CR	As per Attachment E	by ED	See note.	NA	Include at Attachment E.
			b	Update	See note	1H, DMS	CR		20	CCP approval		Update in accordance with SOW clause 3.12.3.
MGT-800		3.14										Note to drafters: Data items for Contract-related security (eg, ICT and physical security plans) should be inserted here.
MGT-1000	Contractor Transition Plan (CTXP)	3.11.1	a	Final	PDR-20	DMS	CR	DID-PM-TRANS-CTXP	20	Approval	NA	

ANNEX B

CDRL Line Number	Data Item Title	SOW Clause Ref	Ref	Version	Delivery Schedule	Quantity	Delivery Location	Data Item Description Reference	C'wealth Action Period	C'wealth Action Required	Maintenance	Notes
a	b	c	d	e	f	g	h	i	j	k	l	m
			b	Update	DDR+20	DMS	CR		20	Approval	12M	
MGT-1010	Transition Register	3.11.3	a	Progressive	Weekly after Initial Pre-Transition Meeting	DMS	CR	As per Approved [...INSERT CTXP OR PMP...]	5	Review	NA	
MGT-1100	Safety Data Sheet	9.1	a	NA	Advice to CR of a Problematic Substance + 10	DMS	CR	DID-PM-HSE-SDS	20	Review	NA	An SDS may not require delivery if already held by Defence - refer to DID-PM-HSE-SDS. Any change to an SDS is to be advised to the CR
MGT-1110	Health and Safety Management Plan (HSMP)	9.3.3	a	Final	ED+40	DMS	CR	DID-PM-HSE-HSMP	20	Approval	12M	Note to drafters: The delivery schedule may be amended to reflect a time closer before the start of work on Commonwealth Premises.
		9.1	b	Update	Advice to CR of a Problematic Substance or a Problematic Source +10	DMS	CR		20	Approval	NA	This update applies to the annex of Problematic Substances and Problematic Sources Approved for use on Commonwealth Premises (and not Approved in the HL).
MGT-1200	DMS Concept of Operation Document	2.3	a	Final	ED+40	1S	CR	DID-PM-DEF-DCOD	20	Approval	NA	
			b	Update	Change – 20 See note.	DMS	CR		15	Approval	NA	Updates for change to DMS functions or procedures.
MGT-1300	Supplies Acceptance Certificate	COC 6.5	a	Final	When Acceptance of Supplies is required	1H, DMS	CR	DID-PM-MGT-SAC	See note.	Approval	NA	Commonwealth Action Period is in accordance with COC clause 6.5. Delivery locations for data items are specified by this CDRL. Other deliverables are specified through the Delivery Schedule.
MGT-1400	Application for a Deviation	4.2 8.4	a	Final	As required	1H, DMS See note.	CR	DID-PM-MGT-AFD	See note.	Approval	NA	Commonwealth action period is dependent on the extent of the Deviation and availability of supporting information. If an application requires supporting documents, then two hard copies and one soft copy shall be provided.

ANNEX B

CDRL Line Number	Data Item Title	SOW Clause Ref	Ref	Version	Delivery Schedule	Quantity	Delivery Location	Data Item Description Reference	C'wealth Action Period	C'wealth Action Required	Maintenance	Notes
a	b	c	d	e	f	g	h	i	j	k	l	m
ENG-100	Systems Engineering Management Plan (SEMP)	4.1.1	a	Final	ED	1H, 1S, DMS	CR	DID-ENG-MGT-SEMP-2	by ED	Approval	12M	Updates (after ED) by DMS.
ENG-110	Application for Engineering Organisation Approval	4.1.4	a	Final	[...TBD...]	1H, 1S	CR	DID-ENG-AEOA	20	Approval	NA	Note to drafters: Amend the delivery schedule as required.
ENG-120	Application for Maintenance Organisation Approval	4.1.5	a	Final	[...TBD...]	1H, 1S	CR	DID-MNT-AMOA	20	Approval	NA	Note to drafters: Amend the delivery schedule as required..
ENG-200	System Specification (SS)	4.2.2	a	Draft	SRR-20	DMS	CR	DID-ENG-DEF-SS	by MSR	Approval	NA	Include as Part C of Annex A to Attachment A. Updates to this data item must be accompanied by a CCP.
			b	Final	SDR-20	1H, DMS	CR		By MSR	CCP approval	R(E)	
ENG-250	Requirements Traceability Matrix (RTM)	4.5.2	a	Final, see note.	SRR-20	DMS	CR	DID-ENG-TRACE-RTM	by MSR	Approval	NA	Includes all trace requirements between DOR Part 1 and Part 2 and SS, as defined by the SOW.
			b	Update	SDR-20	DMS	CR		by MSR	Approval	NA	Includes all trace requirements to enable the Functional Baseline to be established.
			c	Update	PDR-20	DMS	CR		by MSR	Approval	NA	6M, R(E) and each SA and FA
			d	Update	DDR-20	DMS	CR		by MSR	Approval	NA	
ENG-300	Site Installation Plan (SIP)	4.4.1	a	Draft 1	PDR-20	DMS	CR	DID-ENG-MGT-SIP	by MSR	Review	NA	To ensure that site-installation considerations have been appropriately considered in the Mission System design.
			b	Draft 2	DDR-20	DMS	CR		by MSR	Review	NA	To ensure that site-installation considerations have been appropriately considered in the Mission System design.
			c	Final	Initial Site Installation - 60 (see Notes)	1H, DMS	CR		20	Approval	NA	This instance of the SIP only needs to address the scope of initial site installation activities.

ANNEX B

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a	b	c	d	e	f	g	h	i	j	k	l	m
			d	Update	Each Site Installation – 40 (see Notes)	1H, DMS	CR		20	Approval	See Notes	The SIP is to be updated to cover the scope of installation activities for each new installation location, as it becomes available to enable installation activities to occur.
ENG-310	Software Management Plan (SWMP)	4.4.2	a	Final	ED+20	1H, DMS	CR	DID-ENG-SW-SWMP	20	Approval	12M	
ENG-320	Software List	4.4.2	a	Draft 1	ED+40	DMS	CR	DID-ENG-SW-SWLIST	20	Review	NA	To understand the scope of software, particularly software development, associated with the Contract.
			b	Draft 2	SDR-20	DMS	CR		20	Review	NA	To identify any changes in the software program and assess their implications for the Contract.
			c	Draft 3	PDR-20	DMS	CR		20	Review	NA	as above
			d	Final	DDR-20	DMS	CR		20	Approval	each SA	
ENG-400	Mission System Technical Documentation Tree (MSTDT)	4.5.1	a	Final	ED+40	DMS	CR	DID-ILS-TDATA-MTDI-2	20	Approval	R(E), 3M after DDR	
ENG-410	Design Documentation	4.5.1	a	as per Approved MSTDT	as per Approved MSTDT	DMS	CR	as per Approved MSTDT	as per Approved MSTDT	as per Approved MSTDT	R(E) and FA	
ENG-450	Drawing List	4.5.3	a	Draft	PDR-40	DMS	CR	DID-ILS-TDATA-MTDI-2	by MSR	Approval	NA	
			b	Final	DDR-40	DMS	CR		by MSR	Approval	NA	
			c	Update	PCA-20	DMS	CR		by MSR	Approval	each SA and FA	
ENG-460	Engineering Drawings	4.5.3	a	Draft	DDR-40	DMS	CR	DID-ENG-HW-DWGS	by MSR	Review	NA	To confirm the maturity of the Mission System design.
			b	Final	PCA-20	1S	CR		by MSR	Acceptance	each SA and FA	This version is Accepted because it will form part of the Support System.

ANNEX B

CDRL Line Number	Data Item Title	SOW Clause Ref	Ref	Version	Delivery Schedule	Quantity	Delivery Location	Data Item Description Reference	C'wealth Action Period	C'wealth Action Required	Maintenance	Notes
a	b	c	d	e	f	g	h	i	j	k	l	m
ENG-501	Growth Program Report	4.6.1	a	Draft 1	SDR-20	DMS	CR	DID-ENG-DES-GPR	by MSR	Review	NA	To ensure that growth, evolution and obsolescence have been appropriately considered in the Mission System design.
			b	Draft 2	PDR-20	DMS	CR		by MSR	Review	NA	To ensure that growth, evolution and obsolescence have been appropriately considered in the Mission System design.
			c	Final	DDR-20	DMS	CR		by MSR	Approval	each SA	
ENG-521	Integrated RM&T Program Report	4.6.2	a	Draft 1	SDR-20	DMS	CR	DID-ENG-DES-IRMTPR	by MSR	Review	NA	To ensure that IRM&T has been appropriately considered in the Mission System design.
			b	Draft 2	PDR-20	DMS	CR		by MSR	Review	NA	To ensure that IRM&T has been appropriately considered in the Mission System design.
			c	Final	DDR-20	DMS	CR		by MSR	Approval	each SA	
ENG-541	Human Engineering Program Report	4.6.4	a	Draft 1	SDR-20	DMS	CR	DID-ENG-DES-HEPR	by MSR	Review	NA	To ensure that human engineering has been appropriately considered in the Mission System design.
			b	Draft 2	PDR-20	DMS	CR		by MSR	Review	NA	To ensure that human engineering has been appropriately considered in the Mission System design.
			c	Final	DDR-20	DMS	CR		by MSR	Approval	each SA	
ENG-600	System Safety Program Plan (SSPP)	4.6.6	a	Final	ED+40	DMS	CR	DID-ENG-MGT-SSPP	20	Approval	12M	
ENG-610	Hazard Analysis Report	4.6.6	a	Draft	SDR-20	DMS	CR	DID-ENG-SOL-HAR	by MSR	Approval	NA	Note to drafters: Selected with SCR, not MSA.
			b		PDR-20	DMS	CR		by MSR	Approval	NA	The hazard analyses to be reported are defined in the Approved SSPP.
			c	Final	DDR-20	DMS	CR		by MSR	Approval	each SA and FA	as above The hazard analyses to be reported are defined in the Approved SSPP.

ANNEX B

CDRL Line Number	Data Item Title	SOW Clause Ref	Ref	Version	Delivery Schedule	Quantity	Delivery Location	Data Item Description Reference	C'wealth Action Period	C'wealth Action Required	Maintenance	Notes
a	b	c	d	e	f	g	h	i	j	k	l	m
ENG-620	Hazard Log	4.6.6	a	Progressive	Applicable Review-20 See note.	DMS	CR	DID-ENG-SOL-HL	by MSR	Approval	NA	Note to drafters: Selected with SCR, not MSA.
			b	Final	DDR-20	DMS	CR		by MSR	Approval	NA	The HL provides information to each HAR. Applicable reviews are MSRs for which a HAR is delivered.
			c	Update	First SA-20	1S	CR		20	Acceptance	Each SA and FA	This version is Accepted because it will form part of the Support System.
ENG-650	Safety Case Report	4.6.6	a	Draft 1	PDR-20	DMS	CR	DID-ENG-SOL-SCR	by MSR	Approval	NA	Note to drafters: Select either the SCR or MSA in accordance with SOW clause 4.6.6.3.
			b	Draft 2	DDR-20	DMS	CR		by MSR	Approval	NA	To ensure that safety has been appropriately considered in the Mission System design.
			c	Final	First SA - 20	1H, 1S	CR		by MSR	Acceptance	each SA and FA	To ensure that safety has been appropriately considered in the Mission System design and Support System. This version is Accepted because it will form part of the Support System.
ENG-651	Materiel Safety Assessment	4.6.6	a	Draft	DDR-20	DMS	CR	DID-ENG-SOL-MSA	by MSR	Approval	NA	Note to drafters: Select either the SCR or MSA in accordance with SOW clause 4.6.6.3.
			b	Final	First SA-20	1H, 1S	CR		20	Acceptance	Each SA and FA	This version is Accepted because it will form part of the Support System.
ENG-700	Materiel System Security Management Plan	4.6.7	a	Final	ED+60	DMS	CR	DID-ENG-MGT-MSSMP	20	Approval	12M	
ENG-705	Cyber Security Assessment Information	4.6.7	a	Final	SRR-20	DMS	CR	DID-ENG-SOL-CSAI	by MSR	Approval	R(E) and each SA	
ENG-730	System Security Plan	4.6.7.5	a	Pt1 Draft	SDR-20	DMS	CR	DID-ENG-SOL-SSP	by MSR	Review	NA	To ensure that the system-level architecture for each SSol appropriately considers security requirements.

ANNEX B

CDRL Line Number	Data Item Title	SOW Clause Ref	Ref	Version	Delivery Schedule	Quantity	Delivery Location	Data Item Description Reference	C'wealth Action Period	C'wealth Action Required	Maintenance	Notes
a	b	c	d	e	f	g	h	i	j	k	l	m
			b	Full Draft	PDR-20				by MSR	Review	NA	To ensure that, in conjunction with the draft SRMP, the preliminary design of each SSol appropriately considers security requirements and is likely to be able to achieve the required Security Authorisations.
			c	Final	DDR-20				by MSR	Approval	each SA and FA	
ENG-735	Security Risk Management Plan	4.6.7.5	a	Draft	PDR-20	DMS	CR	DID-ENG-SOL-SRMP	by MSR	Review	NA	To ensure that, in conjunction with the draft SSP, the preliminary design of each SSol appropriately considers security requirements and is likely to be able to achieve the required Security Authorisations.
			b	Final	DDR-20				by MSR	Approval	each SA and FA	
ENG-740	In-Service Security Management Plan	4.6.7.5	a	Draft	DDR+40	DMS	CR	DID-SSM-ISSMP	20	Review	NA	<p>Note to drafters: Amend the Maintenance column to 'Each SA and FA' and delete the following notes if there is no linked Contract (Support).</p> <p>This Final version will be pulled through into the Contract (Support) to provide the governing plan for Materiel System security under that Contract.</p> <p>Maintenance and Update requirements for this data item are set out in the CDRL in the Contract (Support).</p>
			b	Final	First SA-40				20	Approval	See Notes	
ENG-745	Security Standard Operating Procedures	4.6.7.5	a	Draft	DDR+40	DMS	CR	DID-ENG-SOL-SSOP	20	Review	NA	

ANNEX B

CDRL Line Number	Data Item Title	SOW Clause Ref	Ref	Version	Delivery Schedule	Quantity	Delivery Location	Data Item Description Reference	C'wealth Action Period	C'wealth Action Required	Maintenance	Notes
a	b	c	d	e	f	g	h	i	j	k	l	m
			b	Final	First SA-40				20	Approval	See Notes	<p>Note to drafters: Amend the Maintenance column to 'Each SA and FA' and delete the following notes if there is no linked Contract (Support).</p> <p>This Final version will be pulled through into the Contract (Support) to provide the governing plan for Materiel System security under that Contract.</p> <p>Maintenance and Update requirements for this data item are set out in the CDRL in the Contract (Support).</p>
ENG-750	Cyber Supply Chain Risk Plan	4.6.7.5	a	Final	ED	DMS	CR	DID-ENG-SOL-CSCR	by ED	Approval	NA	
			b	Update	PDR-20				by MSR	Approval	R(E)	
			c	Update	PPR-20				by MSR	Approval	each SA and FA	
ENG-760	Cyber Security Case Report	4.6.7.5	a	Draft 1	PDR-20	DMS	CR	DID-ENG-SOL-CSCR	by MSR	Approval	NA	To ensure that cyber security has been appropriately considered in the Mission System design.
			b	Draft 2	DDR-20				by MSR	Approval	NA	As above.
			c	Final	First SAA-20				by MSR	Acceptance	each SA and FA	This version is Accepted because it will form part of the Support System.
ENG-800	Equipment Certification To Access Radiofrequency Spectrum (ECARS)	4.6.8	a	Draft 1	SDR-20	DMS	CR	DID-ENG-SOL-ECARS	by MSR	Review	NA	To ensure that RF spectrum considerations have been appropriately incorporated into the requirements.
			b	Draft 2	PDR-20	DMS	CR		by MSR	Review	NA	To ensure that RF spectrum considerations have been appropriately incorporated into the Mission System design.
			c	Final	DDR-20	1H, DMS	CR		by MSR	Approval	12M and each SA and FA	

ANNEX B

CDRL Line Number	Data Item Title	SOW Clause Ref	Ref	Version	Delivery Schedule	Quantity	Delivery Location	Data Item Description Reference	C'wealth Action Period	C'wealth Action Required	Maintenance	Notes
a	b	c	d	e	f	g	h	i	j	k	l	m
ENG-850		4.6.9										Note to drafters: Add data items for Environmental Engineering, SOW clause 4.6.9, as required, otherwise delete.
ENG-900		4.7.2										Note to drafters: This number has been reserved for a Certification Plan in accordance with SOW clause 4.7 if required; otherwise delete.
ENG-910	Design Certificate (DCERT)	4.7.3	a	Draft	FCA+10	DMS	CR	DID-ENG-SOL-DCERT	20	Review	NA	Draft required to confirm that the Design Certificate will satisfy the applicable regulatory requirements.
			b	Final	SA-20	1H, 1S	CR		20	Approval	NA	
ILS-100	Integrated Support Plan (ISP)	5.1.2	a	Final	ED	1H, DMS	CR	DID-ILS-MGT-ISP-2	by ED	Approval	12M	
ILS-440	Software Support Plan (SWSP)	5.2.3	a	Draft	PDR-20	DMS	CR	DID-ILS-SW-SWSP	by MSR	Review	NA	To ensure that the software-support considerations are consistent with the proposed Materiel System.
			b	Final	DDR-20	DMS	CR		by MSR	Approval	each SA and FA	
ILS-640	Disposal Plan (DISP)	5.2.3	a	Draft	PDR-20	DMS	CR	DID-ILS-DES-DISP	by MSR	Review	NA	To ensure that Disposal issues have been appropriately considered in the Mission System design and for the Support System components.
			b	Final	DDR-20	DMS	CR		by MSR	Approval	each SA and FA	
ILS-810	Recommended Provisioning List (RPL)	5.2.3	a	Draft	DRR-20	DMS	CR	DID-ILS-SUP-RPL	by MSR	Review	NA	To ensure that the requirements for Support System Components and the Mission System design are consistent.
			b	Final	PPR-20	DMS	CR		by MSR	Approval	6M	
ILS-905	Training Recommendations Report (TNGRECR)	5.2.3.3	a	Final	DDR-20	DMS	CR	DID-ILS-TNG-TNGRECR	by MSR	Review	6M	To ensure that the Training requirements are consistent with the proposed Materiel System.
			b	Update	TNGRR-20	DMS	CR		by MSR	Approval	NA	

ANNEX B

CDRL Line Number	Data Item Title	SOW Clause Ref	Ref	Version	Delivery Schedule	Quantity	Delivery Location	Data Item Description Reference	C'wealth Action Period	C'wealth Action Required	Maintenance	Notes
a	b	c	d	e	f	g	h	i	j	k	l	m
ILS-920	Learning Management Package (LMP)	5.3.4	a	Draft	DDR-20	DMS	CR	DID-ILS-TNG-LMP	By MSR	Approval	NA	This is a Draft LMP (sections 1 to 3).
			b	Final	TNGRR-20	DMS	CR		By MSR	Approval	each SA	This is a full LMP (all five sections).
			c	Update	FA-40	DMS	CR		20	Acceptance	NA	
ILS-930	Training Materials List (TML)	5.2.3.3	a	Final	DDR-20	DMS	CR	DID-ILS-TDATA-MTDI-2	by MSR	Approval	NA	TML content is mostly contained within the SSTDL, if deliveries coincide.
			b	Update	TNGRR-20	DMS	CR		by MSR	Approval	NA	
			c	Update	FA-40	DMS	CR		20	Approval	NA	Delivered with or as part of the final SSTDL update.
ILS-950	Computer Based Training (CBT)	5.3.4	a	[...TBD...]	[...TBD...]	[...TBD...]	CR	DID-ILS-TNG-CBT	20	Approval	6M	Note to drafters: Include CBT packages / materials if required in Specifications, otherwise delete.
			b	[...TBD...]	[...TBD...]	As per Att B to the Contract	CR			Acceptance		
ILS-1000	Technical Data Plan (TDP)	5.1.2	a	Final	ED+60	DMS	CR	DID-ILS-TDATA-TDP	20	Approval	12M	
ILS-1010	Support System Technical Data List (SSTDL)	5.2.3.4	a	Final	ED	DMS	CR	DID-ILS-TDATA-MTDI-2	20	Approval	R(L)	
			b	Update	DDR-20	DMS	CR		by MSR	Approval	NA	
			c	Update	Each SA-20	DMS	CR		by MSR	Approval	6M	
			d	Update	FA-40	DMS	CR		20	Approval	NA	
ILS-1030	Publications Tree	5.3.3.2	a	Final	DDR-20	DMS	CR	DID-ILS-TDATA-MTDI-2	by MSR	Approval	each SA	Publications Tree content is mostly contained in the SSTDL, if deliveries coincide.

ANNEX B

CDRL Line Number	Data Item Title	SOW Clause Ref	Ref	Version	Delivery Schedule	Quantity	Delivery Location	Data Item Description Reference	C'wealth Action Period	C'wealth Action Required	Maintenance	Notes
a	b	c	d	e	f	g	h	i	j	k	l	m
ILS-1040	Publication Packages	5.3.3.2	a	As per Approved Publications Tree	As per Approved Publications Tree	1H, DMS	CR	DID-ILS-TDATA-PUBPACK	40	See notes	each SA and FA	<p>Note to Drafters: Confirm if the authorised copy of publications must be in hard copy. If not, then hard copies (1H) may not be required.</p> <p>Commonwealth actions: for Draft Publications - Approval for Final Publications - Acceptance</p>
ILS-1050	Codification Data	5.3.3.3	a	Initial see note.	DDR+20	DMS	CR	DID-ILS-TDATA-CDATA	40	Approval	NA	For new elements of the Mission System design that are unlikely to change.
			b	Final	PPR+20	DMS	CR		40	Approval	6M	For all remaining elements of the Materiel System being delivered.
ILS-1060	Logistic Support Analysis Record (LSAR)	5.3.3.4	a	Progressive see note.	MSR-20 see note.	DMS	CR	DID-ILS-TDATA-LSAR	by MSR	Review	NA	As a minimum, data is populated to the extent described in the DID for each MSR. Not delivered for RSR.
			b	Final	Each SA-20	DMS	CR		by MSR	Approval	6M	This version is Accepted because it will form part of the Support System.
			c	Update	FA-40	1S	CR		20	Acceptance	NA	
ILS-1210	Facilities Requirements Analysis Report (FRAR)	5.2.3.5	a	Draft	SDR-20	DMS	CR	DID-ILS-FAC-FRAR	by MSR	Review	NA	To ensure that the Facilities considerations are consistent with the proposed Materiel System.
			b	Final	DDR-20	DMS	CR		by MSR	Approval	6M	
ILS-1310	Personnel Resource Requirements List	5.2.3.6	a	Draft	PDR-20	DMS	CR	DID-ILS-PERS-PRRL	by MSR	Review	NA	To ensure that the Personnel requirements are consistent with the proposed Materiel System.
			b	Final	DDR-20	DMS	CR		by MSR	Approval	each SA and FA	
CM-100	Configuration Management Plan (CMP)	6.1	a	Final	ED+40	1H, DMS	CR	DID-CM-MGT-CMP	20	Approval	12M	
CM-110	Configuration Status Accounting Reports	6.5	a	Final	SRR+20	DMS	CR	DID-CM-DATA-CSAR	by MSR	Approval	R(E)-20, and each FCA, PCA and SA	

ANNEX B

CDRL Line Number	Data Item Title	SOW Clause Ref	Ref	Version	Delivery Schedule	Quantity	Delivery Location	Data Item Description Reference	C'wealth Action Period	C'wealth Action Required	Maintenance	Notes
a	b	c	d	e	f	g	h	i	j	k	l	m
CM-120	CSA Exchange Data	6.5	a	Final	SRR	1S	CR	DID-CM-DATA-XDATA	20	Approval	3M	Note to drafters: Delete if CSA data transfer is not required.
CM-130	Engineering Change Proposal (ECP)	6.4	a		When required	DMS	CR	DID-CM-MGT-ECP	40 (or as agreed between the parties)	For Major Changes: CCP approval. For Minor Changes: Review	NA	
V&V-100	Verification and Validation Plan (V&VP)	7.1.2	a	Final	SRR-20	1H, DMS	CR	DID-V&V-MGT-V&VP-2	by MSR	Approval	R(E) and 12M after DDR	
V&V-200	Verification Cross Reference Matrix (VCRM)	7.1.3	a	Pt 1 Draft	SRR-20	DMS	CR	DID-V&V-DEF-VCRM	by MSR	Review	NA	To ensure that the Mission System requirements are verifiable and that a method of verification has been established for each requirement.
			b	Pt1 Final	SDR-20	DMS	CR		by MSR	Approval	R(E)	To correspond with the SS requirements for the Mission System.
			c	Pt2 Progressive	Monthly during testing	DMS	CR		10	Review	NA	To provide updates to the status tracking during the V&V process.
			d	Pt2 Final	FCA	DMS	CR		by MSR	Approval	each SA and FA	
V&V-250	Contractor's Previous V&V Results Package	7.1.4	a	Final	SDR-20	DMS	CR	DID-V&V-DEF-PV&VRP	by MSR	Review	R(E)	
V&V-310	Acceptance Test Plan & Procedures (ATP&Ps)	7.2.2	a	Final	Each TRR-40	DMS	CR	DID-V&V-TST-ATP&P	by MSR	Approval	NA	To include the plans and procedures applicable to the particular TRR and phase.
V&V-320	Acceptance Test Reports (ATRs)	7.2.2	a	Final	Test completion+5	1H, DMS	CR	DID-V&V-TST-ATREP-2	10	Approval	NA	The CR may agree to a revised delivery schedule and action period for more complex ATProcs.
AIC-100	Australian Industry Capability Plan	10.1	a	Draft	ED+3M	DMS	CR	DID-PM-AIC-AICP-2	20	Review	NA	
			b	Final	ED+7M	DMS	CR		20	Approval	12M, or when change required	

ANNEX B

CDRL Line Number	Data Item Title	SOW Clause Ref	Ref	Version	Delivery Schedule	Quantity	Delivery Location	Data Item Description Reference	C'wealth Action Period	C'wealth Action Required	Maintenance	Notes
a	b	c	d	e	f	g	h	i	j	k	l	m
AIC-110	Industry Forum Agenda	10.2	a	Final	Forum-10	DMS	CR	As defined by the Contractor	10	Review	NA	
AIC-120	Industry Forum Presentation Package	10.2.2	a	Final	Forum-10	DMS	CR	As defined by the Contractor	10	Review	NA	
AIC-130	Industry Forum Minutes	10.2.2	a	Final	Forum+10	DMS	CR	As defined by the Contractor	10	Review	NA	
AIC-160	AIC Remediation Plan	COC 4.4	a	Final	When required iaw COC clause 4.4	DMS	CR	DID-PM-MGT-RP	20	Approval	NA	

ANNEX C

KNOWN HAZARDS AT COMMONWEALTH PREMISES (OPTIONAL)**1. PURPOSE**

- 1.1 This Annex C summarises the hazards that are known to be present at Commonwealth Premises where work may be performed under the Contract.

2. WHS HAZARDS

Note to drafters: Applicable Commonwealth Premises should be listed under clause 2.1. Details must be added for each of the applicable Commonwealth Premises under clauses 3, 4, and so on (or as enclosures). Refer to the SOW Tailoring Guide for further guidance.

- 2.1 The Contractor acknowledges that this Annex provides a list of known Problematic Substances, ACM, Problematic Sources and other hazards are present at ('the applicable Commonwealth Premises'):
- a. [INSERT THE NAME OF THE COMMONWEALTH PREMISES AT WHICH WORK WILL BE UNDERTAKEN]; and
 - b. [INSERT THE NAME OF THE COMMONWEALTH PREMISES AT WHICH WORK WILL BE UNDERTAKEN].
- 2.2 The Contractor further acknowledges that:
- a. details in this Annex C are not intended to be comprehensive or exhaustive, but provide an overview of the general location of known Problematic Substances, ACM, Problematic Sources, and other hazards;
 - b. the referenced survey reports identified in the 'Comments / Survey Report' column of each table, for each of the Commonwealth Premises, should be consulted for specific details of the known hazards;
 - c. the referenced survey reports may be amended or superseded during the term of the Contract and the latest documents should be sought from the Commonwealth Representative prior to undertaking work at each location; and
 - d. this Annex C does not necessarily repeat the information that is contained in the Hazard Log, for hazards included within the Supplies, or the Approved Problematic Substances and Problematic Sources Register within the Approved Health and Safety Management Plan, for those Problematic Substances and Problematic Sources that the Contractor may bring onto Commonwealth Premises in the performance of the Contract.

Note to drafters: Drafters are to copy clause 3 and create new clauses (ie, clauses 4, 5, etc) for each of the Commonwealth Premises (eg, area or building) where the Contractor and/or Subcontractors may work (or include details in enclosures). Drafters should insert the name of the Commonwealth Premises into the headings, as indicated below. If sites are near-identical a clause may address multiple sites (eg, for ships, insert the class of ship as the heading).

3. KNOWN WHS HAZARDS AT [INSERT THE NAME OF THE COMMONWEALTH PREMISES AT WHICH WORK WILL BE UNDERTAKEN]

Note to drafters: Table C-1 should be populated with information relevant to the Commonwealth Premises that the Contractor's and Subcontractors' staff are likely to occupy on a temporary or long-term basis in relation to Contract work (eg, for installations, V&V or as GFF). All entries in the draft table below are given as suggestions only and must be replaced with details specific to the Contract. If there are no Problematic Sources or 'other hazards', reference to Table C-2 or Table C-3, respectively, should be deleted from the note to tenderers.

Note to tenderers: Copies of the Survey Reports in Table C-1, Table C-2, and Table C-3 are provided in the Technical Library for perusal by tenderers.

- 3.1 The Contractor acknowledges that Table C-1 lists and references survey details for the known Problematic Substances, ACM and other substances that could cause Contamination, where applicable, for the Contractor's work areas at the applicable Commonwealth Premises.

ANNEX C

Table C-1: Known Problematic Substances and ACM at applicable Commonwealth Premises

Problematic Substances / ACM	Substance Location		Comments / Survey Report
	Facility/Area	Location	
ACM	Building number [TBD Drafter]	Standby generator facility – roof cladding, lining and wall cladding.	[TBD Drafter] Asbestos Hazard Register.
Lead	All buildings	Lead-based paint used extensively throughout buildings.	Lead Management Report, dated [INSERT DATE].
Hydrocarbons	Area X 'Fuel Farm'	All areas inside perimeter fence.	Hydrocarbon Report, dated [INSERT DATE].
Hydrocarbons	Building number [TBD Drafter]	Standby generator facility.	Hydrocarbon Report, dated [INSERT DATE].
[TBD Drafter]	[TBD Drafter]	[TBD Drafter]	[TBD Drafter]

Note to drafters: Amend the following clause and table when Problematic Sources (eg, RADHAZ) are present in areas where Contractor and Subcontractor staff may work on Commonwealth Premises (including ships). Draft entries in the table below must be replaced with Contract specific details.

- 3.2 The Contractor acknowledges that Table C-2 lists and references survey details for known Problematic Sources for the Contractor's work areas at the applicable Commonwealth Premises.

Table C-2: List of Problematic Sources at Commonwealth Premises

Problematic Source	Location	Comments / Survey Report
Air Traffic Control Radar	As identified in RADHAZ Survey Report	[INSERT REFERENCE] RADHAZ Survey Report dated [INSERT DATE]
Non Destructive Testing Equipment	Non Destructive Inspection workshop	Source Licence [INSERT REFERENCE], Facility Licence [INSERT REFERENCE]
Gaseous Tritium Light Sources	Electrical and Instrument Repair Workshop	Standing Orders [INSERT REFERENCE]
[TBD Drafter]	[TBD Drafter]	[INSERT REFERENCE] RADHAZ Survey Report dated [INSERT DATE]

Note to drafters: Amend the following clause and table for any other known hazards within the areas where Contractor and Subcontractor staff may work on Commonwealth Premises. These may include high-voltage electrical substations, high-noise areas, and any other hazard. If there are no other relevant safety hazards, the clause and table may be deleted.

- 3.3 The Contractor acknowledges that Table C-3 lists other known safety hazards in proximity of the Contractor's work areas at the applicable Commonwealth Premises.

Table C-3: List of other Safety Hazards at Commonwealth Premises

Hazard	Location	Comments / Survey Report
[DRAFTER TO INSERT NAME]	[INSERT BUILDING / LOCATION]	[INSERT REFERENCE] dated [INSERT DATE]
		[INSERT REFERENCE] dated [INSERT DATE]

ANNEX D

MANDATED SYSTEM REVIEW CHECKLISTS (OPTIONAL)

Note to drafters: *This Annex may be included in the Contract if the SOW requires MSR Checklists that include Commonwealth specified requirements, and the ASDEFCON (Strategic Materiel) MSR checklists are considered too detailed. This avoids checklist requirements being given 'by notice'. Requirements in this Annex are to be included in the checklists for MSRs developed by the Contractor within their management plans, which are subject to Approval.*

This template has 'moderate' requirements for MSR Checklists, and these should be tailored to the needs of each Contract. In doing so, drafters should review the objectives for each MSR in the SOW, the Milestone criteria in Attachment C, and common requirements in SOW clause 3.9.4, when tailoring the MSR Checklists in this Annex. For contracts of high technical complexity, drafters should consider the MSR Checklists in ASDEFCON (Strategic Materiel). As background, refer to Technical Reviews in EIA-632, Process for Engineering a System.

1. INTRODUCTION

- 1.1 This Annex identifies the Commonwealth requirements for entry criteria, review items and exit criteria for those Mandated System Reviews (MSRs) that are required by the SOW.
- 1.2 The Contractor shall incorporate the Commonwealth's requirements for the MSRs included in this annex in accordance with the SOW.

2. COMMONWEALTH MSR CHECKLIST REQUIREMENTS

Note to drafters: *If two MSRs have been merged, then drafters should consolidate the applicable checklist requirements. If a MSR has been removed from the SOW, the checklist requirements in this annex for that MSR should also be removed.*

2.1 Resource and Schedule Review (Optional)

Note to drafters: *If the Contract requires an Earned Value Management System (EVMS), change the heading clause 2.1 to 'Integrated Baseline Review' and refer to MSR-CHECKLIST-IBR, from the ASDEFCON (Strategic Materiel) templates, to develop alternative or additional entry criteria, exit criteria and/or review items. If the RSR is not included in the SOW, replace the following clause with 'Not used'.*

- 2.1.1 The requirements for the Resource and Schedule Review (RSR) shall include:
- a. the following entry criteria, in addition to those set out in clause 3.9.4 of the SOW:
 - (i) the CWBS complies with the CWBS DID, reflects the entire scope of work (including the work identified in the Contractor's management plans), and is defined to an appropriate level of detail to enable review at the RSR;
 - (ii) the CMS complies with the CWBS DID, reflects the full scope of work activities to be scheduled, and includes, where applicable, Approved Subcontractor schedules; and
 - (iii) risks with the potential to impact upon the viability of the CMS have been identified and documented, including any assumptions that may need to be referenced in the future;
 - b. the following review items, including the associated objective evidence:
 - (i) the CWBS (including the CWBS dictionary, structure and elements) is structured around the major products to be delivered, includes cross-references to all scope-related elements of the Contract, and provides a suitable framework for planning, management, status reporting and cost estimation for the Contract, and for the development of the CMS;
 - (ii) the CMS (including the sequence of activities, milestones and decision points) is derived from, and traceable to, the CWBS, includes all schedule constraints identified in the Contract, is structurally sound, includes sufficient contingency to address the identified risks, identifies the required resources, and represents a logical sequence of activities to satisfy the requirements of the Contract and for evaluating progress against that schedule;

- (iii) work activities for Approved Subcontractors have been devolved into sufficient detail in both the CWBS and CMS and suitably scheduled to enable planning and monitoring of their work;
 - (iv) the CWBS and CMS are consistent with, and justify, the cost basis for the Price Schedule at Annex A to Attachment B and the schedule basis for the Delivery Schedule at Attachment C;
 - (v) the control account managers and work package managers have an adequate understanding of the CWBS and the CMS, including the relationships with any implementation of cost and schedule performance monitoring / management by the Contractor under the Contract and the proposed tools to be used; and
 - (vi) Commonwealth Representative tasks and activities to be undertaken by Associated Parties that interface with Contractor tasks, have been included in sufficient detail; and
- c. the following exit criteria, in addition to those set out in clause 3.9.4 of the SOW:
- (i) cost and schedule drivers, and associated risks, have been assessed, and adequately addressed in the Contractor's CWBS and CMS; and
 - (ii) the Commonwealth Representative considers the CMS to be realistic and achievable.

2.2 System Requirements Review (Optional)

Note to drafters: Amend the following clause if the project team wishes to include entry criteria, exit criteria and/or review items for SRR. If the SRR is not required in the SOW (ie, only an SDR will be held), replace the following clause 'Not used'.

2.2.1 There are no Commonwealth entry criteria, exit criteria or review items for System Requirements Review (SRR) in addition to the requirements in the main body of the SOW.

2.3 System Definition Review (Core)

2.3.1 The requirements for the System Definition Review (SDR) shall include:

- a. the following entry criteria, in addition to those set out in clause 3.9.4 of the SOW:
 - (i) operational and support concepts (in the Description of Requirement (DOR) Part B at Annex A to the SOW) have been reviewed and any changes proposed by the Contractor have been Approved by the Commonwealth Representative;
 - (ii) any Deviations (or variances) to the Specifications (in the DOR Part A or the Function and Performance Specification (FPS), as applicable) to address conflicts with proposed System Specification (SS) requirements, have been Approved by the Commonwealth Representative;
 - (iii) with the exception of any requirements issues to be addressed at SDR, the SS for the Mission System is complete, consistent, coherent, feasible, verifiable and, for each requirement, there is documented traceability to its source; and
 - (iv) Verification methods for the Mission System and the Support System have been documented within the Verification Cross Reference Matrix (VCRM), including traceability to the source requirements;
- b. the following review items, including the associated objective evidence:
 - (i) Mission System and Support System requirements are sufficiently defined to ensure that the Mission System can be used and supported in accordance with the scenarios described in the DOR / OCD;
 - (ii) specified functional requirements (ie, the SS and subordinate specifications) accurately reflect and are traceable to the source documents (ie, DOR / FPS);
 - (iii) all assumptions made with respect to defining system requirements for the Mission System have been analysed to ensure that they are consistent with the system being designed and developed;

- (iv) the system-level design for the Mission System (including the associated trade studies at this stage of the design process) confirms that the proposed solution to satisfy the system requirements is feasible, and will be operationally suitable, supportable and safe within acceptable levels of risk;
 - (v) all external interfaces for the Mission System and new Support System Components have been identified and are consistent with the documentation for those external interfaces, including specifications and standards;
 - (vi) Acceptance Verification methods and criteria are defined and considered to be feasible, effective and agreeable to the Commonwealth Representative;
 - (vii) the requirements to implement each Support System Constituent Capability (SSCC) are considered to be valid, feasible, and understood with respect to defining Support Resource needs, including for Personnel;
 - (viii) non-functional requirements (eg, for Reliability, Maintainability and Testability (RMT) and other 'ilities'), design constraints and technical risks, including critical failure modes, have been analysed sufficient to establish viable specifications and design goals for the next phase, including in relation to the Support System;
 - (ix) regulatory and certification requirements (eg, system safety, system security, RF spectrum, etc), addressed by the specialty engineering programs, are defined and the evaluations and accreditations are programmed into Contract plans, including in relation to the Support System; and
 - (x) the proposed solution remains consistent and compliant with applicable legislation, government policies and Contract obligations; and
- c. the following exit criteria, in addition to those set out in clause 3.9.4 of the SOW:
- (i) cost and schedule drivers, and risks, relating to both the Mission System and Support System have been assessed, and the Commonwealth Representative considers that these have been adequately addressed in the Contractor's plans for the next phase of development; and
 - (ii) the Commonwealth Representative has Approved the CCP for the SS to be incorporated into Annex A to the SOW.

2.4 Preliminary Design Review (Optional)

Note to drafters: Amend the following clause if the project team wishes to include entry criteria, exit criteria and/or review items for PDR. If the PDR is not required in the SOW (ie, only a DDR will be held), replace the following clause 'Not used'.

2.4.1 There are no Commonwealth entry criteria, exit criteria or review items for Preliminary Design Review (PDR) in addition to the requirements in the main body of the SOW.

2.5 Detailed Design Review (Core)

2.5.1 The requirements for the Detailed Design Review (DDR) shall include:

- a. the following entry criteria, in addition to those set out in clause 3.9.4 of the SOW:
 - (i) all Configuration Items (CIs) for the Mission System have been identified, the specifications for these CIs are complete, and bidirectional traceability between the SS and these CI specifications has been established;
 - (ii) a complete suite of Verification methods for each Mission System CI has been developed, including documented traceability to the source; and
 - (iii) sufficient objective evidence (eg, design metrics) has been provided to the Commonwealth Representative to confirm that the maturity of the Mission System design is sufficient for the purposes of conducting DDR, including those implications arising out of the Support System, operational Facilities and infrastructure, and external interfaces;
- b. the following review items, including the associated objective evidence:

- (i) any remaining requirements variances, voids and conflicts or any requirements 'to be determined' in the various specifications have been identified and an approach defined to address them;
 - (ii) any changes to the SS that conflict with the DOR Part A / FPS requirements have an Application for a Deviation that is Approved or proposed for Approval;
 - (iii) the detailed design will result in a Mission System (and, if applicable, a modified platform / system) that will be operationally effective, safe, secure and environmentally compliant when the Mission System is operated and supported in accordance with the operational and support concepts in the DOR Part B at Annex A to the SOW;
 - (iv) the design solution (as a set of hardware and/or Software CIs) meets the Mission System FBL and provides the required behaviour for each required state and mode, including failure modes;
 - (v) for each Software CI in the Mission System, the Software design is suitably defined to enable the implementation of design requirements, including through the assignment of detailed design characteristics to Software, functional and interface requirements, design rules, information flows, processing and storage requirements;
 - (vi) for each Software CI in the Mission System, there is sufficient evidence to justify that critical system performance characteristics will be achieved on the target Hardware CIs;
 - (vii) external interface design details for hardware and Software are defined and the available design data for interfacing systems is sufficient to enable the implementation of the system design requirements;
 - (viii) the results of significant analysis and trade studies have been presented in support of the maturity assessment for the Mission System design, including the outcomes of any Internal System Reviews conducted with Subcontractors and the outcomes of any independent analyses of the detailed design undertaken by the Contractor;
 - (ix) the design is able to be produced (including, where applicable, manufactured) within the allocated schedule with acceptable levels of risk;
 - (x) the outcomes of the specialty engineering programs demonstrate a balanced design that satisfies the specialty engineering requirements of the Mission System SS, including in relation to, for example, any required or recommended design margins (eg, for growth), useability criteria, Supportability requirements, electromagnetic compatibility (eg, with other proximate systems), and protective security, including cyber security;
 - (xi) the design solution addresses all regulatory and certification requirements (eg, system safety, system security, RF spectrum, etc) and the required evaluation / accreditation processes are achievable and programmed into Contract plans;
 - (xii) requirements for any new / modified Support System Components (including Technical Data) have been sufficiently defined to enable the development or modification of those components;
 - (xiii) operation and support activities, and the implementation requirements for each SSCC, are sufficiently defined to enable a detailed definition of all Support Resource requirements in the next phase of the Contract;
 - (xiv) Verification and Validation (V&V) documentation, including plans, VCRM, and Verification criteria and methods, are defined and documented for the Verification of the Mission System and the Support System against specified requirements, for the purposes of Acceptance; and
 - (xv) the proposed design solutions for the Mission System and the Support System are consistent with legislation, government policies, and other Contract obligations, including the Technical Data and Software rights; and
- c. the following exit criteria, in addition to those set out in clause 3.9.4 of the SOW:

- (i) designs for the Mission System, and any new Support System Components, are consistent with the specified requirements, and the Commonwealth Representative considers that the design is achievable and able to support production, installation and Verification activities; and
- (ii) the Commonwealth Representative considers that the design data is sufficient and suitable for describing the detailed design of the Mission System.

2.6 Provisioning Preparedness Review (Core)

Note to drafters: If a category of Support Resources (eg, special-to-type Packaging or Training Equipment) will not be applicable to the draft Contract, drafters may amend the following clauses accordingly. If the Commonwealth does not have additional entry criteria, exit criteria or review items for a PPR, drafters should replace the following clause with one that is similar to SRR or PDR above, but referring to PPR.

2.6.1 The requirements for the Provisioning Preparedness Review (PPR) shall include:

- a. the following entry criteria, in addition to those set out in clause 3.9.4 of the SOW:
 - (i) sufficient objective evidence (including modelling data if required under the Contract) has been provided to, and reviewed by, the Commonwealth to justify the recommended provisioning lists for Spares, special-to-type Packaging, Support and Test Equipment (S&TE) and Training Equipment (as applicable); and
 - (ii) unless otherwise agreed by the Commonwealth Representative, the provisioning lists address all requirements for the Mission System and Support System, including for normal and contingency operations (as required by the Contract), each of the SSCCs, and each level of Maintenance;
- b. the following review items, including the associated objective evidence:
 - (i) the recommended Spares, special-to-type Packaging, S&TE and Training Equipment (as applicable) are consistent with the related Technical Data (eg, maintenance manuals, Learning Management Packages (LMPs), and Mission System Configuration Management baseline);
 - (ii) the recommended quantities of Spares, special-to-type Packaging, S&TE and Training Equipment (as applicable) are consistent with the design solution and the specified requirements for the Support System and for Mission System availability and sustainability requirements, as applicable; and
 - (iii) individual price and provisioning lead time data is provided for each item of Spares, special-to-type Packaging, S&TE and Training Equipment (as applicable), including whether or not the total prices for the recommended provisioning quantities of these items fit within the corresponding Not-To-Exceed (NTE) prices within Attachment B; and
- c. the following exit criteria, in addition to those set out in clause 3.9.4 of the SOW:
 - (i) the parties agree that the provisioning lists are complete, accurate, justified and suitable for incorporation into the Contract (as a component of Attachment B) to define the deliverable items of Spares, special-to-type Packaging, S&TE and Training Equipment (as applicable).

2.7 Training Readiness Review (Optional)

Note to drafters: If the TNGRR is not included in the SOW, replace the following clause with 'Not used'.

2.7.1 The requirements for the Training Readiness Review (TNGRR) shall include:

- a. the following entry criteria, in addition to those set out in clause 3.9.4 of the SOW:
 - (i) if applicable, any new / modified Training Facilities are considered suitable (eg, as a result of a FACRR) for the purposes of commencing Training for the courses that are the subject of the TNGRR;
 - (ii) sufficient quantities of Training Equipment have been delivered, installed in Facilities (if applicable), and functionally checked;

- (iii) if applicable, Computer Based Training (CBT) has been delivered, installed and functionally checked on the intended delivery platform; and
 - (iv) Learning Management Packages (LMPs), including Training Materials, have been reviewed by the Commonwealth Representative and Training stakeholders, and are compliant with the Contract and considered suitable for the purposes of conducting the MSR;
- b. the following review items, including the associated objective evidence:
 - (i) the proposed Training courses, Training Equipment, Training Materials and all associated resources will enable training participants to develop the necessary competencies required to achieve the specified operation and support functions of the Mission System and the Support System;
 - (ii) any additional Training Equipment, Training Materials and other resources have been delivered, or are scheduled for delivery at a time that enables the delivery of Training to commence when scheduled;
 - (iii) course participants have been nominated and their prerequisite training and education requirements have been confirmed as suitable for the Training; and
 - (iv) any other resources to be provided by the Commonwealth (or a third party) are prepared or will be prepared in time for the scheduled Training; and
- c. the following exit criteria, in addition to those set out in clause 3.9.4 of the SOW:
 - (i) if applicable, Training course accreditation (eg, for Vocational Education and Training accredited courses) and accreditation of the Registered Training Organisation have been achieved, or are considered sufficient by the accreditation authority to proceed with trial Training course delivery;
 - (ii) the Contractor is ready to commence Training delivery, including in co-ordination with the V&V program and Transition activities, as applicable; and
 - (iii) all Commonwealth Facilities, Personnel, Training Equipment and any other Support Resources required, have been scheduled and will be available for the commencement of Training.

2.8 Facilities Readiness Review (Optional)

Note to drafters: If the FACRR is not included in the SOW, replace the following clause with 'Not used'.

2.8.1 The requirements for the Facilities Readiness Review (FACRR) shall include:

- a. the following entry criteria, in addition to those set out in clause 3.9.4 of the SOW:
 - (i) any building inspections required by legislation, for suitability, safety, or otherwise related to the work undertaken at the Facilities, have been conducted and copies of the applicable reports / certificates / permits have been delivered to the Commonwealth; and
 - (ii) if applicable, all necessary licences, permits and workplace registrations (eg, Work Health and Safety (WHS) and environmental) for the Facilities and/or for the activities to be conducted in the Facilities are in place, or sufficient progress has been made in obtaining these licences, permits and workplace registrations to enable FACRR to be entered;
- b. the following review items, including the associated objective evidence:
 - (i) the new / modified Facilities, and applicable equipment fit-out have the capability to provide the functions needed for the support and/or operation of the Mission System, as set out in the Contract and the associated data items;
 - (ii) the new / modified Facilities, and applicable equipment fit-out have the capacity to provide support (ie, for Operating Support, Engineering Support, Maintenance Support, Supply Support and Training Support, as applicable) to the levels that enable Mission System availability and sustainability requirements, as set out in the Contract and the associated data items, to be achieved; and

- (iii) if applicable, plans or support contracts have been put in place for the upkeep and maintenance of the new / modified Facilities and equipment fit-out; and
- c. the following exit criteria, in addition to those set out in clause 3.9.4 of the SOW:
 - (i) the Facilities are ready for occupation and, if applicable, the commencement of Training and/or V&V activities in those Facilities; and
 - (ii) if applicable, plans and/or support contracts for Facility upkeep and maintenance are deemed to be realistic and achievable.

2.9 Test Readiness Review (Optional)

Note to drafters: If the TRR is not included in the SOW, replace the following clause with 'Not used'.

2.9.1 The requirements for the Test Readiness Review (TRR) shall include:

- a. the following entry criteria, in addition to those set out in clause 3.9.4 of the SOW:

Note: The term 'item under test' in the following clauses means a Configuration Item (CI), group of CIs, subsystem, component (including Support System Constituent Capability) or system (including Mission Systems, Support System or combination thereof) that is undergoing test activities as part of Acceptance Verification and Validation (AV&V).

- (i) the status of all design and test documentation for each item under test has been established and declared to the Commonwealth Representative;
- (ii) traceability from the requirements for each item under test to the test procedures and to the Contract test (Verification) requirements has been established and declared to the Commonwealth; and
- (iii) the developmental status of each item under test is mature enough to enable effective conduct of the associated AV&V activities;
- b. the following review items, including the associated objective evidence:
 - (i) any configuration changes to items under test have been addressed in the current test procedures, including any changes since previous testing;
 - (ii) consistent configurations for the items under test and the test environment have been established;
 - (iii) test procedures have been reviewed by both parties and Approved by the Commonwealth Representative;
 - (iv) safety hazards and risks have been assessed, and appropriate safe-work methods have been defined and reviewed by an applicable safety authority and Approved by the Commonwealth Representative;
 - (v) adequate procedures are in place to capture test results and failure data;
 - (vi) a strategy for regression testing, subsequent to any test failures, has been agreed; and
 - (vii) all resources required for the test program, including access to Government Facilities, Government Furnished Services (eg, operation of exercise ranges), Personnel, Contractor and third party resources have been identified and scheduled; and
- c. the following exit criteria, in addition to those set out in clause 3.9.4 of the SOW:
 - (i) the items under test and the test procedures have been agreed, by both parties, as being satisfactory to support formal testing; and
 - (ii) all resources required for the test activities, including personnel, equipment and facilities, are available.

2.10 Functional Configuration Audit (Optional)

Note to drafters: If the FCA is not included in the SOW, replace the following clause with 'Not used'.

2.10.1 The requirements for the Functional Configuration Audit (FCA) shall include:

- a. the following entry criteria, in addition to those set out in clause 3.9.4 of the SOW:
 - (i) the Configuration Items (CIs) to be audited have been clearly identified to the Commonwealth Representative;
 - (ii) the Contractor has provided the Commonwealth Representative with a list and the details of all Deviations (including variances) and waivers, Approved and pending, for the CIs; and
 - (iii) bi-directional traceability, from system requirements to the CI, and from the CI to system requirements, has been established;
- b. the following review items, including the associated objective evidence:
 - (i) all Deviations and waivers applicable to the CIs have been Approved;
 - (ii) each requirement in each CI's functional baseline / specification has been Verified by the agreed method (including by analysis of prior V&V results or through quality assurance processes, if applicable); and
 - (iii) each CI is of the same configuration as that Verified or adequate regression testing has been performed to address any change in configuration; and
- c. the following exit criteria, in addition to those set out in clause 3.9.4 of the SOW:
 - (i) the FCA confirms that the CI conforms to its specification;
 - (ii) the test procedures, reports and data used by the FCA team have been made a matter of record in the FCA minutes;
 - (iii) any required updates to configuration data have been made and agreed by the Commonwealth Representative; and
 - (iv) the functional baseline / specifications for the CIs audited are up to date.

2.11 Physical Configuration Audit (Optional)

Note to drafters: If the PCA is not included in the SOW, replace the following clause with 'Not used'.

2.11.1 The requirements for the Physical Configuration Audit (PCA) shall include:

- a. the following entry criteria, in addition to those set out in clause 3.9.4 of the SOW:
 - (i) where specified in the Contract, the Commonwealth Representative has Approved the Functional Baseline for the CI in accordance with the Contract;
 - (ii) the final draft of the product specifications for the CIs to be audited have been delivered to the Commonwealth Representative for review; and
 - (iii) the configuration of the CIs (including build status, all Deviations, nomenclature, specification details, drawings, part numbers and Software documentation) have been clearly identified to the Commonwealth Representative;
- b. the following review items, including the associated objective evidence:
 - (i) all Deviations applicable to the CIs have been Approved;
 - (ii) if there are differences between the configuration of the CI audited and the item used for the FCA, the Contractor has demonstrated that the differences do not degrade the functional characteristics of the CI;
 - (iii) records of baseline configuration for the hardware been reviewed by direct comparison with the Contractor's engineering release system and change control procedures to establish that the configuration being produced / reviewed does accurately reflect released engineering data;
 - (iv) documentation describing the CIs being audited has been reviewed to confirm accuracy, completeness and conformance with any required standards, including those referenced in the Contract (eg, Data Item Descriptions);
 - (v) drawings and design data, as selected by the Commonwealth Representative, have been audited against hardware CIs, and the drawings (including current revisions) and design data, accurately reflect the CIs audited;

- (vi) hardware CIs, as selected by the Commonwealth Representative (eg, by part number), have been audited against respective drawings, design data and manufacturing instructions, and the CIs accurately reflect this documentation, including the configuration of subordinate components;
 - (vii) each Software CI audited accurately reflects its specifications, the top-level (application) and lower-level design descriptions, and operational and support information relating to that Software CI;
 - (viii) spare parts, provisioned and delivered prior to the PCA, remain applicable to the build standard for the Mission System / high-level CI; and
 - (ix) the Configuration Status Accounting (CSA) system and the Contractor's release process is controlled, and capable of accurately determining superseded configurations, engineering changes during production, and the configuration of each CI offered for Acceptance; and
- c. the following exit criteria, in addition to those set out in clause 3.9.4 of the SOW:
- (i) the data used by the PCA team have been made a matter of record in the PCA minutes;
 - (ii) all differences (if any) between the CI audited (as built / maintained / modified) and the CI to be qualified (build standard / baseline) have been recorded; and
 - (iii) the build records for the CIs audited confirm that the CIs have been built in accordance with the drawings, Software design documentation and specifications, and that the Product Baseline is accurate.

2.12 System Acceptance Audit (Optional)

Note to drafters: If the SAA is not included in the SOW, replace the following clause with 'Not used'.

2.12.1 The requirements for the System Acceptance Audit (SAA) shall include:

- a. the following entry criteria, in addition to those set out in clause 3.9.4 of the SOW:
- (i) the Mission Systems and Support System Components being offered for Acceptance ('**SAA Supplies**') have been delivered to the required delivery points in accordance with the Contract;
 - (ii) Acceptance V&V (AV&V) activities, as required under the Contract, have been completed for the SAA Supplies, and the configuration of the SAA Supplies has not changed since the completion of the AV&V activities, except where otherwise agreed by the Commonwealth Representative;
 - (iii) where FCAs and PCAs were conducted for any of the SAA Supplies, the exit criteria for those Configuration Audits have been satisfied;
 - (iv) system certification and design registrations, as applicable, have been achieved and evidence provided to the Commonwealth Representative;
 - (v) Operator and support (eg, Maintenance) Training has been provided to Defence Personnel, as required under the Contract; and
 - (vi) each Supplies Acceptance Certificate (SAC) required for the SAA Supplies has been delivered to the Commonwealth Representative, with supporting documents (eg, receipt documentation and certificates of conformance) and, if applicable, an Application for a Deviation (AFD) for each minor defect within the Supplies;
- b. the following review items, including the associated objective evidence:
- (i) all elements of the SOW that affect the scope of the matters to be considered in relation to the SAA Supplies have been addressed;
 - (ii) the Supplies meet their specifications, regulatory certification requirements, design registrations, and any additional legislative or statutory obligations;
 - (iii) any outstanding issues from the set of FCA and PCA activities conducted on the SAA Supplies been reviewed to ensure that all of the issues have been addressed to the satisfaction of the Commonwealth Representative;

- (iv) sufficient quantities of Support Resources, for the number and locations of Mission Systems delivered, have been delivered to Defence operational and support elements, and the Contractor (Support) if applicable, to satisfy the operational and support requirements specified in the Contract;
- (v) all Technical Data, which will be used by Defence Personnel to operate and support the SAA Supplies (eg, Publications and data required for Defence logistic information management systems), has been Accepted or Approved, as required under the Contract;

Option A: If the Contract will be linked to a Contract (Support) include the following clauses and ensure that Milestones in the Contract (Support) are linked to the applicable SAAs as 'Concurrent Contract Milestones'. See the ASDEFCON Linkages Module for guidance.

- (vi) if applicable to the SAA Supplies, the Phase In activities for any linked Contract (Support) have been checked to confirm that appropriate contractually-provided support will be in place, as required, when the relevant SAA Supplies are required to be employed by Defence operational elements;
- (vii) if applicable to the SAA Supplies, the ramp-up activities for any linked Contract (Support) have been checked to confirm that appropriate contractually-provided support will be in place, as required, when the relevant SAA Supplies are required to be employed by Defence operational elements; and

Option B: If the Contract is not formally linked to a Contract (Support) and the Contractor (Support) is treated as an Associated Party.

- (viii) if applicable to the SAA Supplies, the Contractor has done everything reasonably required under the Contract to facilitate the Phase In activities of any associated Contract (Support) to ensure that appropriate contractually-provided support will be in place, as required, when the relevant SAA Supplies are required to be employed by Defence operational elements;
- (ix) if applicable to the SAA Supplies, the Contractor has done everything reasonably required under the Contract to facilitate the ramp-up activities of any associated Contract (Support) to ensure that appropriate contractually-provided support will be in place, as required, when the relevant SAA Supplies are required to be employed by Defence operational elements; and

- (x) the applicable AIC Obligations, which are linked to the Acceptance of the SAA Supplies (eg, in relation to Australian Industry Activities (AIAs)), have been checked to confirm that these AIC Obligations have been achieved; and
- c. the following exit criteria, in addition to those set out in clause 3.9.4 of the SOW:
- (i) the Acceptance Verification activities have confirmed that the SAA Supplies have no failures that are categorised as either Failure Severity 1 or Failure Severity 2;
 - (ii) the Acceptance Verification activities have confirmed that, where the SAA Supplies have failures or anomalies that, by themselves, would be categorised as Failure Severity 3, Failure Severity 4 or Failure Severity 5, the number of failures / anomalies and/or the frequency of their occurrence does not cause them to be categorised, in aggregate, at Failure Severity 1 or Failure Severity 2;
 - (iii) subject to paragraph (ii) above, the Acceptance Verification activities have confirmed that the SAA Supplies have no more than the agreed number of failures or anomalies per CI identified in the applicable Approved Acceptance Test Plan and Procedures (ATP&P), which are categorised as Failure Severity 3, Failure Severity 4 or Failure Severity 5;
 - (iv) when required, Design Acceptance / certification for the SAA Supplies has been provided by the relevant regulatory authority;

- (v) the Commonwealth Representative has Approved each required Design Certificate for the SAA Supplies;
- (vi) evidence of ADF regulatory / assurance or third-party certification, design registration, and all applicable statutory obligations has been delivered to, and assessed as acceptable by, the Commonwealth Representative;
- (vii) where Acceptance of the SAA Supplies will enable the Commonwealth to perform specified functions or achieve a level of Capability defined in the Contract (eg, in a Milestone description), the Commonwealth Representative assesses that the elements being provided by the Contractor are satisfactory and sufficient for these purposes;

Option: If the Contract will be linked to a Contract (Support), include the following clause.

- (viii) where, in conjunction with the Acceptance of the SAA Supplies, support services also need to be provided through an accompanying Contract (Support) to perform specified functions and/or achieve a level of Capability defined in the Contract, the Commonwealth Representative assesses that the services, which are either being provided through the Contract (Support) or will be provided after the Operative Date under the Contract (Support), are satisfactory and sufficient for these purposes;
- (ix) where AIC Obligations are linked to Acceptance of the SAA Supplies, including the transfer, creation or upgrade of skills, resources and Intellectual Property, as applicable, the Commonwealth Representative assesses that these AIC Obligations have been achieved;
- (x) the Technical Data and Software Rights Schedule is up-to-date and consistent with the configuration of the SAA Supplies and the configuration of all previously Accepted Supplies, except where otherwise agreed by the Commonwealth Representative;
- (xi) the Configuration Status Account (CSA), including any related data items that define the configuration (in full or in part) of the SAA Supplies (eg, CSA Report and MSTDT), have been updated to reflect any required changes identified through the SAA;
- (xii) the SSTDL is up-to-date and consistent with the configuration of the SAA Supplies, and the Technical Data identified in the Approved SSTDL for delivery to all of the respective parties identified in the SSTDL other than the Commonwealth (eg, in-country support contractors and subcontractors) for the operation and support of the SAA Supplies, has been delivered to those respective parties; and
- (xiii) the required Supplies Acceptance Certificates for the delivered SAA Supplies have been signed by the Commonwealth Representative.

2.13 Defence-Required Australian Industrial Capability Readiness Review (Optional)

Note to drafters: Within a contract, DRAICs specify requirements for Australian Industry Activities, as part of the Australian Industry Capability (AIC) program, which are subject to Verification and Acceptance. Refer to the AIC Guide for ASDEFCON for further information. If DRAICs are to be included in the draft Contract (and specified in Attachment F), drafters are to review the DRAICRR MSR Checklist in ASDEFCON (Strategic Materiel) and incorporate the applicable entry criteria, review items and exit criteria into the following clause (or reference the ASDEFCON (Strategic Materiel) MSR Checklist directly from this clause if the DRAICs warrant the application of the full MSR Checklist).

2.13.1 Not used.