

DATA ITEM DESCRIPTION

1. DID NUMBER: DID-ENG-DES-GPR-V5.2

2. TITLE: GROWTH PROGRAM REPORT

3. DESCRIPTION AND INTENDED USE

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

3.2 The Contractor uses the GPR to:

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

3.3 The Commonwealth uses the GPR to:

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

4. INTER-RELATIONSHIPS

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

5. APPLICABLE DOCUMENTS

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

Nil.

6. PREPARATION INSTRUCTIONS

6.1 Generic Format and Content

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

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

6.2 Specific Content

6.2.1 General

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

- a. the Contractor's design, development and production programs will not deliver equipment that has Obsolescence problems at the time of delivery; and
- b. the Contractor's solution for the Materiel System minimises LCC when system growth and Obsolescence issues are taken into consideration.

6.2.2 Candidate Elements with Potential for Growth

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

- a. evolution of technology,
- b. changes to threats,
- c. changes to user needs,
- d. changes to external systems and interfaces; or
- e. system enhancements or upgrades.

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

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

6.2.3 Design Aspects

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

- a. standardised internal and external interfaces with the greatest potential design lifetime (ideally greater than the LOT);
- b. an open, flexible infrastructure, capable of adaptation, extension and scaling to counter Obsolescence and to provide new functions and capacity;
- c. modularity of design;
- d. use of standards and 'openness' of architecture; and
- e. minimisation of Software dependence upon the hardware platform.

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

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

6.2.4 Support Phase

6.2.4.1 For the identified candidate elements, the GPR shall identify the expected need for upgrades over the LOT due to the evolution of technology, as well as the Contractor's plans and timeframes for incorporating any such upgrades.

6.2.4.2 The GPR shall identify and explain any implications for the Commonwealth of not maintaining the system delivered to the Commonwealth with the most current configuration of that system as it is upgraded by the Contractor through the LOT. The GPR shall also identify any implications should the Commonwealth choose not to proceed with any particular upgrade.

6.2.5 Technical Data and Software Rights

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

DATA ITEM DESCRIPTION

- 1. DID NUMBER: DID-ENG-DES-IRMTTPR-V5.2**
- 2. TITLE: INTEGRATED RELIABILITY, MAINTAINABILITY, AND TESTABILITY PROGRAM REPORT**
- 3. DESCRIPTION AND INTENDED USE**
 - 3.1** The Integrated Reliability, Maintainability and Testability (IRMT) Program Report (IRMTTPR) describes how the methodologies and processes of the IRMT Program have been developed and implemented to meet the requirements of the Contract.
 - 3.2** The Contractor uses the IRMTTPR to:
 - a. describe the activities conducted as part of the IRMT engineering program for each level of the Mission System design, including any specific analysis techniques employed; and
 - b. describe how the IRMT engineering program activities have addressed the IRMT requirements of the Contract.
 - 3.3** The Commonwealth uses the IRMTTPR to:
 - a. understand and evaluate the Contractor's approach to meeting the IRMT engineering program; and
 - b. identify and understand the Commonwealth's involvement in the Contractor's IRMT engineering program, including the monitoring of the Contractor's IRMT engineering program.
- 4. INTER-RELATIONSHIPS**
 - 4.1** The IRMTTPR is subordinate to the following data items, where these data items are required under the Contract:
 - a. Systems Engineering Management Plan (SEMP); and
 - b. Integrated Support Plan (ISP).
 - 4.2** The IRMTTPR is inter-relates with the following data items, where these data items are required under the Contract:
 - a. Logistic Support Analysis Record (LSAR);
 - b. Software Support Plan (SWSP); and
 - c. Growth Program Report (GPR).
- 5. APPLICABLE DOCUMENTS**
 - 5.1** The following documents form a part of this DID to the extent specified herein:
Nil.
- 6. PREPARATION INSTRUCTIONS**
 - 6.1 Generic Format and Content**

 - 6.1.1** The data item shall comply with the general format, content and preparation instructions contained in the CDRL clauses entitled 'General Requirements for Data Items'.
 - 6.1.2** The data item shall include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.
 - 6.2 Specific Content**

 - 6.2.1 Activities and Results**
 - 6.2.1.1** The IRMTTPR shall:

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

6.2.2 Standards

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

6.2.2.2 The IRMTPR shall describe tailoring of the identified standards to meet the IRMT-related requirements of the Contract for both hardware and Software, including:

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

6.2.3 Design and Analysis Products

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

6.2.4 Software Reliability, Maintainability and Testability

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

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

DATA ITEM DESCRIPTION

1. DID NUMBER: DID-ENG-MGT-SEMP-2-V5.2

2. TITLE: SYSTEMS ENGINEERING MANAGEMENT PLAN

3. DESCRIPTION AND INTENDED USE

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

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

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

4. INTER-RELATIONSHIPS

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

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

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

- a. Integrated Support Plan (ISP);
- b. Configuration Management Plan (CMP);
- c. Verification and Validation Plan (V&VP); and
- d. Quality Plan (QP).

5. APPLICABLE DOCUMENTS

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

ANSI/EIA-632-2003 *Processes for Engineering a System*

AS/NZS ISO/IEC/IEE *Systems and Software Engineering - Software life cycle*
12207:2019 *processes*

The specialty engineering standards identified in the SOW (eg, in relation to system safety, system security and Electromagnetic Environmental Effects (E3))

6. PREPARATION INSTRUCTIONS

6.1 Generic Format and Content

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

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

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

6.2 Specific Content

6.2.1 Technical Plan Summary

6.2.1.1 The SEMP shall describe the objectives, scope, constraints, and assumptions associated with the Contractor's systems engineering program.

6.2.1.2 Risks associated with the Contractor's systems engineering program, including risks associated with the development and implementation of the required products, shall be documented in the Risk Register; however, the SEMP shall describe the risk-management strategies associated with any risks where the mitigation strategy underpins the overall systems engineering program (clause 6.2.5 refers).

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

6.2.1.4 The SEMP shall define the scope and purpose of subordinate engineering plans, including the interrelationships between subordinate plans.

6.2.2 Systems Engineering Key Activities

6.2.2.1 The SEMP shall describe the Contract technical objectives, with reference to the proposed solution and with particular emphasis on the technical products to be delivered and the extent of development required for them.

6.2.2.2 The SEMP shall identify the key engineering elements and events of the Contract, including the key events in the lifecycle of each product in the design hierarchy, the interrelationships between them, and those significant engineering events within the Contract schedule.

6.2.3 Engineering Management

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

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

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

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

6.2.4 Systems Engineering Process

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

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

6.2.5 Technical Risk Management

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

6.2.6 Software Development and Management

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

- a. the integration of Software activities into the systems engineering program for the various products and/or increments to be delivered;
- b. the management of Software development activities undertaken by Subcontractors; and
- c. the development of Software being undertaken by the Contractor.

6.2.7 Verification and Validation

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

- a. describe the V&V strategy, particularly describing how the V&V activities are integrated into the systems engineering program for the various products and/or increments to be delivered;
- b. summarise the V&V program activities and schedule;
- c. describe the use of the VCRM and the extent to which previous V&V results are proposed to be used for Acceptance Verification purposes;
- d. describe the process for recording Failure reporting and analysis, and the approach to regression testing; and
- e. identify the requirements for Commonwealth Personnel and other resources in order to conduct the V&V program.

6.2.8 Configuration Management

6.2.8.1 The SEMP shall describe the Contractor's CM methodology, processes and activities for meeting the CM requirements of the Contract, including:

- a. the approach planned to establish and maintain Configuration Control and audit of identified system products and processes;
- b. the requirements for establishing Configuration Baselines and the documentation to be used to define each baseline; and
- c. the approach planned to establish and maintain control of external and internal interfaces, including (if applicable) the conduct of Interface Control Working Groups (ICWGs).

6.2.9 System Reviews

6.2.9.1 The SEMP shall describe the approach planned for the conduct of all System Reviews (ie, Mandated System Reviews (MSRs) and Internal System Reviews) required under the Contract.

6.2.9.2 The SEMP shall describe the objectives for each engineering-related System Review and the relationship between each System Review and other engineering program activities.

Note: *The following clause only relates to the engineering-related System Reviews. The main governing plans for each of the Level 2 subject area clauses in the SOW address the other System Reviews (eg, the PMP addresses project management System Reviews, the ISP addresses ILS-related System Reviews, and the CMP or SEMP addresses CM-related System Reviews).*

6.2.9.3 The SEMP shall detail the following information for each of the engineering-related System Reviews, incorporating the associated SOW requirements (including entry criteria, exit criteria and checklist items) for these System Reviews and supplemented where required by the Contractor's internal processes:

- a. the organisations and individuals involved in the review and their specific review responsibilities;
- b. the proposed review venue;
- c. the pre-requisites for the conduct of the review (ie, entry criteria);
- d. the checklist items to be addressed during the System Review, including the documentation to be reviewed;
- e. the essential review completion criteria (ie, exit criteria); and
- f. the applicable Milestone criteria specified in Attachment C, Delivery Schedule.

6.3 Specific Content – Specialty Engineering

6.3.1 Growth, Evolution and Obsolescence

6.3.1.1 If a growth, evolution and Obsolescence program is required under the Contract, the SEMP shall, for the growth, evolution and Obsolescence program:

- a. describe the technical measures and methods to be used to identify and assess candidate elements (ie, those system elements that are candidates for change over the LOT due to the evolution of technology, changes to threats or user needs, or Obsolescence), including hardware and Software items, and the primary candidate elements to be addressed under the program;
- b. describe the application of design aspects (eg, modularity and 'open architectures') to improve system growth, facilitate evolution, and to counter Obsolescence;
- c. identify the steps to be undertaken during the acquisition phase to balance technological maturity and Obsolescence risks, and solutions to minimise the complexity (and cost) of through-life upgrades; and
- d. identify the steps to be undertaken during the support phase to maintain effective and supportable equipment configurations and the expected need for upgrades.

6.3.2 Integrated Reliability, Maintainability and Testability Engineering

6.3.2.1 If an Integrated Reliability, Maintainability and Testability (IRMT) engineering program is required under the Contract, the SEMP shall, for the Contractor's IRMT engineering program:

- a. outline the IRMT engineering activities, tools, and the products to be generated, consistent with the design activities and the integration of COTS / MOTS items;
- b. identify the standards to be used (including those identified at clause 5.1), and describe the application of those standards to meet the IRMT-related requirements of the Materiel System;
- c. describe the sources, methods and systems to be used to obtain, analyse and record IRMT-related data from internal and external sources;
- d. describe how IRMT engineering program activities and outputs are integrated into the system engineering program for the various products, including identifying the outputs to be provided for the System Reviews; and
- e. describe the Verification methods to be applied for the IRMT engineering program.

6.3.3 Human Engineering

6.3.3.1 If a Human Engineering (HE) program is required under the Contract, the SEMP shall, for the Contractor's HE program:

- a. identify the standards to be used (including those identified at clause 5.1), and that have been used for COTS / MOTS items, and describe the application of those standards to meet the HE requirements of the Materiel System;
- b. describe the expectations of the Contractor with respect to the Commonwealth in order to ensure the HE objectives are met;

- c. describe the activities, including system functional requirements analysis, equipment design and procedures development activities, to be undertaken in order to meet the HE program required under the Contract;
- d. describe how HE program activities and outputs are integrated into the system engineering program for the various products, including identifying the outputs to be provided for the System Reviews; and
- e. describe the Verification methods to be applied for the HE program.

6.3.4 Electromagnetic Environmental Effects

6.3.4.1 If an Electromagnetic Environmental Effects (E3) program is required under the Contract, the SEMP shall, for the Contractor's E3 program:

- a. identify the standards to be used (including those identified at clause 5.1), and that have been used for COTS / MOTS items, and describe the application of those standards to the Materiel System;
- b. identify the E3-related requirements applicable to the Materiel System, including Certification and regulatory requirements;
- c. describe the approach to ensure that the E3-related requirements are met and all applicable Certifications are obtained;
- d. describe how E3 program activities and outputs are integrated into the system engineering program for the various products, including identifying the outputs to be provided for the System Reviews; and
- e. describe the Verification methods to be used to assess that the Materiel System's E3-related requirements have been met.

6.3.5 System Safety

6.3.5.1 The SEMP shall, for the Contractor's system safety program:

- a. identify the standards to be used (including those identified at clause 5.1), and that have been used for COTS / MOTS items, and describe the application of those standards to meet the system safety required under the Contract;
- b. identify the Materiel Safety-related requirements applicable to the operation and support of the Materiel System, including Certification and regulatory requirements, and describe the approach to ensure that the Materiel Safety-related requirements are met and all applicable Certifications are obtained;
- c. describe how system safety program activities and outputs are integrated into the system engineering program for the various products, including identifying the outputs to be provided for the System Reviews;
- d. describe the hazard analyses to be undertaken to identify and assess health and safety hazards and risks in the Materiel System, and to eliminate hazards and reduce associated risks so far as is reasonably practicable;
- e. describe the Verification methods to be used to assess the minimisation of Materiel Safety-related risks and the treatment of those residual risks; and
- f. describe the approach to managing Materiel Safety data and the provision of documentary evidence to the Commonwealth, and regulatory authorities when applicable, in order to demonstrate that the Materiel System is, so far as is reasonably practicable, without risks to health and safety.

6.3.6 System Security

6.3.6.1 If a system security program is required under the Contract, the SEMP shall, for the Contractor's system security program:

- a. identify the standards to be used (including those identified at clause 5.1), and that have been used for COTS / MOTS items, and describe the application of those standards to meet the system security requirements of the Contract;

- b. identify the security-related requirements applicable to the Materiel System and summarise the approach to ensure that the security-related requirements are met;
- c. if the Contractor will support the Commonwealth to obtain and/or maintain Security Authorisations in relation to ICT security and cyber security:
 - (i) identify each Security System-of-Interest (SSoI) and the Targets of Security Assessment (ToSAs) within each SSoI;
 - (ii) identify, as applicable, the System Owner, security requirements authorities, Security Authorisation authorities, and other Associated Parties;
 - (iii) describe the technical requirements that must be met in relation to each SSoI/ToSA (eg, as set out in the Governing Security Documents);
 - (iv) describe the risk management processes to be applied, including to conduct security threat and risk assessments and for maintaining a risk register; and
 - (v) explain the Contractor's role in achieving Security Authorisations to be obtained for each SSoI/ToSA;
- d. if 'Cyber Security Assessment Information' is required, describe how this data item is to be prepared and how the security risk assessment details will be maintained;
- e. describe how system security program activities and outputs are integrated into the system engineering program for the various products, including identifying the outputs to be provided for the System Reviews; and
- f. describe the Verification methods to be used to assess that the Materiel System's security-related requirements have been met.

6.3.7 System Certification

6.3.7.1 If the Mission System requires Certification in accordance with the Contract, the SEMP shall, for the Contractor's system Certification program:

- a. identify the Certification requirements, including related design standards, and the applicable certifying authorities that will be involved in the Certification process;
- b. describe the approach to the collection, collation and presentation of Objective Evidence required for Certification; and
- c. outline the Certification process to be followed and the interrelationships between the Certification process and applicable Milestones.

6.3.8 Environmental Engineering

6.3.8.1 If an environmental engineering program is required under the Contract, the SEMP shall, for the Contractor's environmental engineering program:

- a. identify the standards to be used (including those identified at clause 5.1), and that have been used for COTS / MOTS items, and describe the application of those standards to meet the environmental engineering requirements of the Contract;
- b. identify the environmental-related requirements, including regulatory requirements and environmental-protection aspects of the design, applicable to the operation and support of the Materiel System;
- c. describe the approach to ensure that the environmental-related requirements are met and all applicable Certifications are obtained;
- d. describe how environmental engineering program activities and outputs are integrated into the system engineering program for the various products, including identifying the outputs to be provided for the System Reviews; and
- e. describe the Verification methods to be used to assess that the Materiel System's environmental-related requirements have been met.

TENDER DATA ITEM DESCRIPTION

1. DID NUMBER: DID-ENG-SOL-CSAI-V5.2

2. TITLE: CYBER SECURITY ASSESSMENT INFORMATION

3. DESCRIPTION AND INTENDED USE

3.1 The Cyber Security Assessment Information (CSAI) provides the necessary security information in relation to the Mission System solution ('**System Solution**') to enable the Commonwealth to:

- a. judge the cyber-security risks and vulnerabilities associated with the System Solution, including when integrated into, or with, other system(s) and equipment;
- b. incorporate the information into its broader security arguments for any system(s) into which the System Solution is being integrated (eg, for the purposes of achieving Information and Communications Technology (ICT) and cyber Security Authorisations for the system(s)); and
- c. meet its security obligations under both Defence and Government policy requirements, including as required by the respective security authorities.

3.2 The Contractor uses the CSAI to provide the necessary information required by the Commonwealth for the purposes of ICT and cyber security, as set out in clause 3.1.

3.3 The Commonwealth uses the CSAI:

- a. to determine whether the cyber threats to Defence operations and system integrity associated with the System Solution, as set out in the Contract, have been identified and addressed;
- b. to understand any required changes to existing components of the System Solution or to a system into which the System Solution will be installed/integrated to address ICT and/or cyber security risks arising out of the use of the System Solution;
- c. when applicable, as a basis for evaluating System Solution security prior to Acceptance of Supplies; and
- d. as the basis for identifying, assessing and managing ICT and cyber risks associated with the System Solution.

4. INTER-RELATIONSHIPS

4.1 The CSAI is subordinate to the following data items, where these data items are required under the Contract:

- a. Project Management Plan (PMP);
- b. Systems Engineering Management Plan (SEMP);
- c. Software Management Plan (SWMP);
- d. Support Services Management Plan (SSMP); and
- e. Contractor Engineering Management Plan (CEMP).

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

- a. Design Documentation; and
- b. Technical Data List.

5. APPLICABLE DOCUMENTS

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

Governing Security Documents (see the Glossary for the definition of this term)

NIST SP 800-53A	Assessing Security and Privacy Controls in Information Systems and Organizations, Revision 5, January 2022
ISA/IEC 62443 series	Security for Industrial Automation and Control Systems
NIST CSF 2.0	National Institute of Standards and Technology (NIST) Cybersecurity Framework (CSF), Version 2.0, February 26, 2024
	CASG Risk Management Product Risk Matrix

6. PREPARATION INSTRUCTIONS

6.1 Generic Format and Content

- 6.1.1** The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled 'General Requirements for Data Items'.
- 6.1.2** When the Contract has specified delivery of another data item that contains aspects of the required information, the CSAI shall summarise these aspects and refer to the other data item.
- 6.1.3** The data item shall include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.

6.2 Specific Content

6.2.1 System Solution Design Information

- 6.2.1.1** The CSAI shall provide a general description of the System Solution, including its overall mission and capabilities, both functional and non-functional from a security perspective. This general description shall also identify the external systems to which the System Solution interfaces, including providing a brief description of the purpose of the interactions between the System Solution and each external system.
- 6.2.1.2** If known by the Contractor, the CSAI shall include a brief (one to three paragraphs) general description of the security environment that the System Solution operates within, including the context of that environment on a location basis (eg, when the System Solution is part of a larger system). This description shall include any environmental or technical factors that raise special security concerns.
- 6.2.1.3** For each of the interfaces to external systems, the CSAI shall describe the technical implementation of the data flows between the System Solution and the external systems, including where data is stored and transiting to, protocols, and what protection the data is given. This information only needs to be provided from the perspective of the System Solution.
- 6.2.1.4** The CSAI shall identify and describe the component subsystems of the System Solution, including:
- internal network interface diagram(s);
 - System Solution block diagram(s);
 - internal System Solution interface block diagram(s); and
 - system / software architecture diagram(s).

6.2.2 Security Controls

- 6.2.2.1** The CSAI shall describe the security controls implemented by the System Solution, including reference to the security controls from the ISM, DSPF and other applicable standards (eg, ISA/IEC 62443 or NIST 800-53A for Operational Technology Equipment) that are, and are not, applicable to security for the System Solution and the associated rationale for this assessment. This description shall address the controls applicable during System Solution build, operations and support to ensure the confidentiality, integrity and availability of data and information processed, stored and/or communicated by the System Solution.
- 6.2.2.2** The CSAI shall:

- a. identify the eight mitigation strategies from the Essential Eight Maturity Model;
- b. identify the assessed maturity level for the System Solution against each of these strategies; and
- c. provide the associated justification for this assessment.

6.2.3 Security Risk Assessment

6.2.3.1 The CSAI shall include a security risk assessment for the System Solution, which shall be undertaken in accordance with the risk management processes set out in the PMP or SSMP (as applicable) and using the consequence and likelihood descriptors for Security and Cyber from the CASG Risk Management Product Risk Matrix.

6.2.3.2 The CSAI shall address security risks in relation to:

- a. confidentiality, integrity and availability of systems and data; and
- b. the cybersecurity functions of Identify, Protect, Detect, Respond and Recover (as these terms are defined in NIST CSF 2.0).
- c. authorised users.

6.2.3.3 The CSAI shall include the following information for each security risk:

- a. title and unique identifier;
- b. brief description, including threat type, likely source and characteristics;
- c. asset(s) affected (ie, which subsystems are vulnerable to the threat);
- d. overview (ie, a short description of how the threat sources and assets link to the threat for the System Solution);
- e. likelihood of occurrence;
- f. consequence of realisation in terms of confidentiality, integrity and availability of information, and the impacts of these three on the mission, safe operation of the Mission System, information security, or some other function or combination of functions;
- g. existing controls;
- h. resultant risk exposure;
- i. treatment option (ie, acceptance, reduction, transfer or avoidance);
- j. treatment owner;
- k. treatment recommendation(s);
- l. residual likelihood of occurrence;
- m. residual consequence of realisation; and
- n. residual risk exposure.

6.2.3.4 The CSAI shall include an aggregate or summary of the overall security risk for the System Solution.

DATA ITEM DESCRIPTION

1. DID NUMBER: DID-ENG-SOL-MSA-V5.2

2. TITLE: MATERIEL SAFETY ASSESSMENT

3. DESCRIPTION AND INTENDED USE

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

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

- a. when used in relation to the Acceptance of Supplies, the applicable Supplies are safe for the purpose or purposes contemplated by the Contract;
- b. applicable safety requirements, including relevant Australian legislation, design rules, standards and codes of practice have been satisfied; and
- c. the safety requirements established by any applicable certification authorities have been satisfied.

3.3 The Commonwealth uses the MSA:

- a. to determine that the hazards and risks to health and safety have been identified and that Safety Outcomes have been, or will be, met;
- b. to determine that the associated certification requirements have been satisfied;
- c. when applicable, as a basis for evaluating the applicable Supplies prior to the Acceptance of those Supplies;
- d. to obtain the necessary safety certifications from Defence regulatory and safety authorities; and
- e. as a basis for assessing and managing the health and safety risks of the applicable Supplies.

4. INTER-RELATIONSHIPS

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

- a. Systems Engineering Management Plan (SEMP); and
- b. Project Management Plan (PMP).

5. APPLICABLE DOCUMENTS

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

Nil.

¹ Reference to 'will be' acknowledges that some measures can only be established through Defence processes and training.

6. PREPARATION INSTRUCTIONS

6.1 Generic Format and Content

- 6.1.1** The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled 'General Requirements for Data Items'.
- 6.1.2** When the Contract has specified delivery of another data item that contains aspects of the required information, the data item shall summarise these aspects and refer to the other data item.
- 6.1.3** The data item shall include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.

6.2 Specific Content

6.2.1 General

- 6.2.1.1** The MSA shall include a summary of the information presented as evidence of Materiel Safety for each item of plant (eg, new or modified equipment), structure and substances (eg, Consumables) delivered under the Contract (the 'applicable Supplies').
- 6.2.1.2** The MSA shall provide a description of the system safety program, including the processes employed by the Contractor to collect and confirm the validity of extant safety related data, to develop the assessment of Materiel Safety for the applicable Supplies.

6.2.2 Materiel Safety Assessment

- 6.2.2.1** The MSA shall contain adequate information to demonstrate the Materiel Safety of each of the applicable Supplies, including:
- the purpose for which the item was designed and manufactured, including limits on equipment operation and allowable environmental conditions,
 - the results of any calculations, analysis, tests or examinations necessary to demonstrate the Materiel Safety of the applicable Supplies;
 - any conditions necessary to ensure that the Materiel Safety of the applicable Supplies is maintained;
 - any additional supporting evidence reasonably required by the Commonwealth for the purposes of demonstrating Materiel Safety; and
 - evidence that the requirements of relevant Australian legislation and applicable design and safety standards have been met.
- 6.2.2.2** The MSA shall include, for the Mission System subsystems (eg, pressure vessels) and Support System Components (eg, hoists, cranes) included in the Supplies that are, or that contain, items of plant where registration of the design of that plant is required under WHS Legislation, copies of the registration documents provided by the Commonwealth, State or Territory regulator.
- 6.2.2.3** The MSA shall include evidence that all applicable certifications (other than Australian design registration details included in accordance with clause 6.2.2.2) and necessary safety-related compliance assurance activities, as required by the applicable third party regulatory and safety authorities, have been met.

6.2.3 Safety Hazards and Risk Log

- 6.2.3.1** The MSA shall contain, at Annex A, a log of hazards and associated risks to health and safety, including:
- hazard identification (eg, radiation leakage from waveguide);
 - a description of the hazard and its associated risks to health and safety;
 - identification of the relevant item, system element or component of the applicable Supplies;
 - if in relation to a Problematic Substance, the log details shall include:

- (i) identification of the Problematic Substance, a cross-reference to the Safety Data Sheet (SDS), which shall be prepared in accordance with DID-PM-HSE-SDS and included as supporting information annexed to the MSA;
 - (ii) the location(s) of the Problematic Substance within the applicable Supplies and/or for use in Maintenance or other support processes; and
 - (iii) the quantity of the Problematic Substance in each location identified under clause 6.2.3.1d(ii);
- e. other applicable factors (eg, equipment configuration, operating environment, system events or modes) when the hazard or risk are present;
- f. identification of the risks associated with each hazard;
- g. treatments that have been implemented to eliminate safety risks and to minimise residual risks where elimination was not reasonably practicable; and
- h. references to information regarding safe practices and other measures relevant to minimising the remaining risks (eg, operator and maintenance manuals, training materials and other references).

6.3 Annexes

Annex A: Safety Hazards and Risk Log

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

DATA ITEM DESCRIPTION

1. DID NUMBER: DID-ILS-MGT-ISP-2-V5.2

2. TITLE: INTEGRATED SUPPORT PLAN

3. DESCRIPTION AND INTENDED USE

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

3.2 The Contractor uses the ISP to:

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

3.3 The Commonwealth uses the ISP to:

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

4. INTER-RELATIONSHIPS

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

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

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

- a. Systems Engineering Management Plan (SEMP);
- b. Configuration Management Plan (CMP);
- c. Verification and Validation Plan (V&VP);
- d. the support-related data items derived from the Master Technical Data Index (MTDI), particularly the Support System Technical Data List (SSTD);
- e. Training Recommendations Report (TNGRECR);
- f. Learning Management Packages (LMPs);
- g. all data items associated with the design, development, delivery, Verification and Validation (V&V) and, where applicable, Acceptance of Support Resources, including (for example) the Logistic Support Analysis Record (LSAR) and the Recommended Provisioning List (RPL);
- h. Quality Plan (QP); and
- i. Contract Master Schedule (CMS).

5. APPLICABLE DOCUMENTS

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

DEF(AUST)1000C *ADF Packaging*

DEF(AUST)5629C *Production of Military Technical Manuals*

DEF(AUST)IPS-5630	<i>Developing S1000D Interactive Electronic Technical Publications (IETPs)</i>
DEF(AUST)5691	<i>Logistic Support Analysis</i>
S1000D™	<i>International specification for technical publications using a common source database, Issue 5.0</i>
SADL Guide	<i>Systems Approach to Defence Learning (SADL) Practitioner Guide</i>
	ADF Service Training Manual(s), as specified in the Statement of Work
	ADF Service Publication standard(s) for Technical Data, as specified in the Statement of Work

6. PREPARATION INSTRUCTIONS

6.1 Generic Format and Content

- 6.1.1** The ISP shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled 'General Requirements for Data Items'.
- 6.1.2** When the Contract has specified delivery of another data item that contains aspects of the required information, the ISP shall summarise these aspects and refer to the other data item.
- 6.1.3** The data item shall include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.

6.2 Specific Content

6.2.1 ILS Program Organisation

- 6.2.1.1** The ISP shall describe the organisational arrangements for the ILS program, including the identification of the individual within the Contractor's organisation who will have managerial responsibility and accountability for meeting the ILS requirements of the Contract.
- 6.2.1.2** Risks associated with the ILS program shall be documented in the Risk Register; however, the ISP shall describe the risk-management strategies associated with any risks where the mitigation strategy underpins the overall ILS program.

6.2.2 ILS Program Activities

- 6.2.2.1** The ISP shall describe the Contractor's program for meeting the ILS requirements of the Contract, including:
- the major activities to be undertaken, when, and by whom, showing the linkages between these activities and the ILS outcomes required;
 - the integration of Subcontractors into the Contractor's ILS program;
 - the hierarchy of ILS program plans, showing the relationships between plans;
 - the processes and procedures to be used to undertake the ILS activities;
 - for any new or modified procedures, an overview of their scope and the responsibilities and timeframes for developing and approving those procedures;
 - the strategy for the use of any extant data when undertaking logistics-related analyses and Support System development;
 - the personnel (including categories, numbers and associated skills/competencies) required by the Contractor and Subcontractors to meet the ILS requirements of the Contract, including the proposed sources for obtaining those personnel;
 - the interfaces between the ILS program and the Systems Engineering (SE), the Configuration Management (CM), and Verification and Validation (V&V) programs, including the mechanisms for ensuring that ILS-related activities are integrated with

these other programs, to ensure that the objectives of the ILS program and other programs are achieved;

- i. the proposed interfaces between the Commonwealth and the Contractor, including the role of ILS personnel within the Resident Personnel (RP) team, if applicable;
- j. the expectations for Commonwealth input into the Contractor's ILS program; and
- k. the provision of any training required by Commonwealth Personnel to enable them to undertake the review of Contractor analyses and any other expected roles identified by the Contractor, including details of proposed courses.

6.2.2.2 Standards

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

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

6.2.2.2.3 The ISP shall describe how the Contractor will integrate the identified standards with each other and with other ILS-related activities to achieve the ILS-related outcomes required under the Contract.

6.2.2.3 Candidate Items

6.2.2.3.1 The ISP shall describe the processes for identifying Candidate Items.

6.2.2.3.2 The ISP shall identify the hardware and Software items for which Support Resource determination will be performed and documented. The list shall include each item's name, CWBS reference number for both the Mission System and the Support System Components (if a CWBS is required under the Contract), NATO Stock Number (if available), and reason(s) for selection.

6.2.2.3.3 The ISP shall identify the candidate items that have been the subject of previous analyses and for which the Contractor expects to only perform a Validation activity.

6.2.2.4 Verification and Validation Planning

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

6.2.3 ILS Program Data Management

6.2.3.1 Logistic Support Analysis Record

6.2.3.1.1 Where the Contract requires a Logistic Support Analysis Record (LSAR), the ISP shall:

- a. describe the LSA control numbering structure to be used; and
- b. identify the LSAR tables and data elements to be used to document, disseminate and control LSA data.

6.2.3.2 Data from External Sources

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

6.2.3.3 Configuration Management

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

6.2.4 System Reviews

6.2.4.1 The ISP shall describe the approach planned for the conduct ILS-related System Reviews (ie, Mandated System Reviews (MSRs) and Internal System Reviews) and ILS involvement in other MSRs, necessary for effective conduct of the ILS program.

6.2.4.2 The ISP shall describe the objectives for each ILS-related System Review and the relationship between each System Review and other ILS program activities.

Note: The following clause only relates to the ILS-related System Reviews. The main governing plans for each of the Level 2 subject area clauses in the SOW address the other System Reviews (eg, the PMP addresses project management System Reviews, the SEMP addresses engineering-related System Reviews, and the CMP or SEMP addresses CM-related System Reviews).

6.2.4.3 The ISP shall detail the following information for each of the ILS-related System Reviews (cross-referring to the SEMP where appropriate), incorporating the associated SOW requirements (including entry criteria, exit criteria and checklist items) for these System Reviews and supplemented where required by the Contractor's internal processes:

- a. the organisations and individuals involved in the review and their specific review responsibilities;
- b. the proposed review venue;
- c. the pre-requisites for conducting the review (ie, entry criteria);
- d. the checklist items to be addressed during the System Review, including the documentation to be reviewed;
- e. the essential review completion criteria (ie, exit criteria); and
- f. the applicable Milestone criteria specified in Attachment C, Delivery Schedule.

6.2.5 ILS Sub-Programs

6.2.5.1 General

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

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

6.2.5.2 General Support Resource Requirements

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

- a. performing item / product range and quantity analyses and to identify the locations / echelons of support (including Commonwealth locations and support contractors) where Support Resources would be located;
- b. undertaking standardisation and offsetting of identified Support Resources with corresponding Support Resources already in service with the Commonwealth;
- c. confirming that the proposed Spares, Packaging, S&TE, and Training Equipment are able to be accommodated, in terms of space, installation and required services at Defence facilities or within the Mission System (eg, on-board as applicable);
- d. categorising each type of Support Resource based on its intended purpose, origin / supplier, management approach or other applicable criteria;
- e. provisioning of the Support Resources, including Long Lead Time Items (LLTIs) and Life-of-Type (LOT) procurements;
- f. the compilation and management of Codification Data (to be provided in accordance with DID-ILS-TDATA-CDATA);
- g. providing and tracking of certificates of conformance, where applicable;
- h. the packaging, delivery, installation, commissioning and testing of Support Resources (as applicable);

- i. identification and labelling of Support Resources (eg, 'Unique ID' (UID) and bar-coding), including referencing applicable standards;
- j. identification and management of security requirements, releasability issues and transportation requirements associated with classified items (eg, COMSEC);
- k. identification and management of safety requirements, including Problematic Substances within the Support Resources;
- l. identification and management of special transportation, handling and storage requirements for the Support Resources;
- m. preparing for and enabling the Acceptance of Support Resources;
- n. Validation of the provisioning list for recommended Support Resources;
- o. Verification of the Support Resources;
- p. the provision of any training associated with the delivery and/or set-up of the Support Resources; and
- q. the identification of configuration documentation for each item of the Support Resources.

6.2.5.3 Technical Data

Note: *In accordance with clause 6.1.2, the ISP should only include a summary of the approach to Technical Data when a separate TDP is required under the Contract.*

6.2.5.3.1 The ISP shall describe any issues or implications for the development and delivery of, or access to, Technical Data required for the Support System, which arise from restrictions on Technical Data and Software rights, export licences, Technical Assistance Agreements, security issues, or other.

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

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

- a. the Contractor's strategy, methodology and processes for the identification, development and delivery of publications, including the procedures to identify required amendments to existing Commonwealth publications and other Technical Data;
- b. the software tools to be applied to the generation and interpretation (authoring and viewing) of Technical Data;
- c. the procedures, by category of Technical Data, for the receipt, review, Configuration Control, amendment, production and delivery of all Technical Data for the Mission System and Support System;
- d. the procedures for the management and update of the MTDI, including the SSTDL;
- e. the strategy, methodology and processes for validating the MTDI, including the SSTDL;
- f. the standards, by Technical Data category, for the preparation of Technical Data;
- g. the procedures to identify the amendments required to existing Commonwealth publications and the management of amendment incorporation;
- h. the strategy, methodology and processes to meet any associated regulatory / assurance requirements as they relate to Technical Data;

Note: *The terms 'validate' and 'verify' in the following sub-clauses are derived from DEF(AUST) 5629C and DEF(AUST)IPS-5630, are unique to the standards, and do not apply to other sections of the Contract.*

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

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

Note: The term 'Business Rules' in the following clause has the meaning given in DEF(AUST)IPS-5630.

6.2.5.3.4 If S1000D Technical Data is applicable to the Contract, the ISP shall, for Technical Data that is produced as Common Source Database (CSDB) Objects in accordance with DEF(AUST)IPS-5630 and S1000D™:

- a. include (as an annex) a Business Rules Index that:
 - (i) includes the (common) Defence Business Rules specified in DEF(AUST)IPS-5630 and any additional or modified Business Rules specified at Annex A to the SOW or in the ADF Service Publication standard(s) identified in the SOW;

Note: Commonwealth agreement to the Contractor-proposed BRDP will be provided through Approval of the ISP.

- (ii) specifies the Business Rules Decision Points (BRDP) proposed by the Contractor for those BRDP designated in Annex B to DEF(AUST)IPS-5630 as "Contractor to propose, Commonwealth to agree"; and
 - (iii) if applicable, identifies the Business Rules applicable to the update of legacy publications produced in previous versions of S1000D (ie, prior to issue 5);
- b. describe the methodology and processes to validate that the structure and set of the eXtensible Markup Language (XML) accords with the required Business Rules; and
- c. describe the method of data exchange and transfer, including data transfer points, in accordance with DEF(AUST)IPS-5630, or as otherwise agreed by the Commonwealth.

6.2.5.4 Training

Notes:

- a. ***In accordance with clause 6.1.2, the ISP should only include a summary of the approach to Training when a separate TSP is required under the Contract.***
- b. ***While the SADL Guide recognises different methods of learning, the Contract seeks formal Training methods that can be delivered by a Defence unit or support contractor.***

6.2.5.4.1 The ISP shall summarise the objectives, scope, constraints, global risks and assumptions for the Contractor's learning development and Training systems implementation activities.

6.2.5.4.2 The ISP shall list the positions and personnel, or groups of personnel, involved in the learning development program, the delivery of the Training system solution, and the implementation of any Training courses delivered under the Contract. This list shall contain the following information:

- a. position title or role;
- b. names of personnel (if available) in management / team leader roles;
- c. formal qualifications; and
- d. as applicable, teaching experience and related technical / subject matter experience.

6.2.5.4.3 In addition to clause 6.2.5.2, the ISP shall describe the Contractor's strategy, methodology, standards and processes (highlighting any differences from the SADL and any ADF Service Training Manuals identified in the SOW) for undertaking and managing, as applicable:

- a. the analysis of performance needs and identification of recommended Training solutions (intervention solutions) including:

Note: Refer to the Analyse Phase in the SADL for a description of a full-scale analysis process.

- (i) the identification of job / task requirements and the specification of new / modified performance needs for operators and support Personnel;
- (ii) analysis of the gap between baseline competencies (including skills, knowledge, attitudes and behaviours) and the identified performance needs;

- (iii) the identification of learning / Training methods to satisfy the performance needs, and the risk and feasibility analyses for their implementation; and
- (iv) the identification and evaluation of existing LMPs, and the need for new or modified LMPs, leading to the recommendation of Training requirements (as required to be delivered in the TNGRECR);

b. the reuse, update, or design and development of the LMPs, including:

Note: If an existing LMP requires substantial update, or a new LMP is to be developed, refer to the SADL for detailed guidance for the sections of an LMP.

- (i) learning management information;
- (ii) the course curricula, including the derivation / review of required learning outcomes and course design;
- (iii) the identification and evaluation of major resource requirements, including personnel and Training Equipment requirements; and
- (iv) the development and/or update of Training Materials (including learning and assessment materials);

c. when applicable, accreditation against nationally recognised Units of Competency.

6.2.5.4.4 The ISP shall describe any additional standards, methodologies and processes to be used for the development of deliverables under the Contract, including:

- a. the Training Requirements Report (TNGRECR);
- b. draft Learning Management Packages (LMPs);
- c. complete (final) LMPs, including Training Materials;
- d. the Training Materials List (TML);
- e. the Training Equipment list as part of the Recommended Provisioning List (RPL); and
- f. Training course evaluation reporting requirements.

6.2.5.4.5 The ISP shall describe the strategy, methodology and processes to be used for the implementation and evaluation of the Training and Training Support solution, including (as applicable):

- a. the development and implementation of Training Equipment;
- b. Training courses to be delivered under the Contract, including the conduct of any trial courses; and
- c. Training course evaluation requirements, including in relation to the V&V program and the Acceptance of Training and Training Support solutions under the Contract.

6.2.5.5 Facilities

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

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

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

- a. security (including physical security, emanations security and cyber security);
- b. Work Health and Safety; and
- c. Environmental Outcomes.

6.2.6 ILS Program Traceability Matrix

- 6.2.6.1** The ISP shall include a traceability matrix, showing how the ILS requirements of the Contract will be accomplished by the Contractor's ILS program.

DATA ITEM DESCRIPTION

1. DID NUMBER: DID-ILS-SUP-RPL-V5.2

2. TITLE: RECOMMENDED PROVISIONING LIST

3. DESCRIPTION AND INTENDED USE

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

3.2 The Contractor uses the RPL to:

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

3.3 The Commonwealth uses the RPL to:

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

4. INTER-RELATIONSHIPS

4.1 The RPL is subordinate to the following data items, where these data items are required under the Contract:

- a. Integrated Support Plan (ISP); and
- b. Training Recommendations Report (TNGRECR).

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

- a. Contract Work Breakdown Structure (CWBS);
- b. Technical Data Plan (TDP);
- c. Software Support Plan (SWSP);
- d. Verification and Validation Plan (V&VP); and
- e. Logistic Support Analysis Record (LSAR).

5. APPLICABLE DOCUMENTS

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

DEF(AUST)1000C *ADF Packaging*

6. PREPARATION INSTRUCTIONS

6.1 Generic Format and Content

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

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

6.2 Specific Content

6.2.1 General

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

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

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

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

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

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

6.2.2 Spares**6.2.2.1 Spares Analysis Tools and Models**

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

- a. definitions of all terms, acronyms, and parameters used;
- b. any assumptions underpinning, or limitations with, the Spares analysis tools and models, including:
 - (i) the scope of the Mission System that has been modelled including the indenture level of the product build structure and applicable subsystems;
 - (ii) the modelling of the operational environment and Rate of Effort (ROE); and
 - (iii) the modelling of the support environment;
- c. any departures from the planned data sources;
- d. any departures from the build structure of, or any of the assumptions underpinning:
 - (i) the CWBS (if applicable);
 - (ii) the LSAR (if applicable);
 - (iii) acquisition and sustainment cost estimates; and
 - (iv) any other models utilised by the Contractor to model the Mission System and/or the Support System; and
- e. the input data used for Spares analysis tools and models, including:
 - (i) the source of the data;
 - (ii) the date that the data was first generated;
 - (iii) if the data is an estimate, the nature of the estimate; and
 - (iv) the justification for the use of the data. Examples of the data that should be justified include Turn-Around Time (TAT) data, Administration and Logistics Delay Time (ALDT) data, and reliability and maintainability data.

6.2.2.2 Spares Analysis Data Files

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

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

- a. executable input files for the Spares analysis models; and
- b. sufficient details of the Spares analysis tools to enable the Commonwealth to undertake Independent Verification and Validation (IV&V) of the Spares analysis models.

6.2.3 Recommendations - General

6.2.3.1 The RPL shall provide the following information (using sub-reports and cross-references as appropriate), for the recommended Spares, applicable Packaging (ie, special-to-type or other high-value Packaging), Training Equipment and S&TE:

- a. a specific record for each unique type of item (ie, each line item);
- b. identification details, including:
 - (i) item name / provisioning nomenclature, including the model or type;
 - (ii) NATO Stock Number (NSN), if known, or if the item requires codification;
 - (iii) manufacturer's name and NATO Commercial and Government Entity (NCAGE) code;
 - (iv) manufacturer's reference number / part number; and

- (v) manufacturer's address;
- c. details describing the nature and use of each line item, including:
 - (i) Work Breakdown Structure (WBS) identification, Functional Group Code (FGC), or allocated LSA Control Number (LCN), where applicable;
 - (ii) when a LSAR is required in the SOW, the End Item Acronym Code and Useable on Code for each applicable type or model of the parent system; and
 - (iii) standards / specifications reference number(s);
- d. identification of those items that require special handling because:
 - (i) of security reasons;
 - (ii) they contain Problematic Substances; and/or
 - (iii) they are fragile or sensitive;
- e. the recommended quantity of items by location, including Commonwealth and Contractor (Support) locations (noting that the Contract may allow for the Commonwealth to elect to own specific items that would be used by support contractors);
- f. total quantity that is recommended for procurement by the Commonwealth through the Contract including, when applicable, subordinate quantities against each of the following:
 - (i) peacetime requirements;
 - (ii) deployment requirements;
 - (iii) Insurance Spares; and
 - (iv) Reserve Stockholding Levels (which may include quantities from the previous two subordinate quantities);
- g. provisioning information for each line item, including:
 - (i) a unit price for each item, which shall be the Contractor's most favoured customer price for the delivery of that item;
 - (ii) the source currency, for the unit price for the line item;
 - (iii) customs duties and other government duties, as applicable;
 - (iv) a total price for each line item;
 - (v) provisioning lead time, including the identification of Long Lead Time Items;
 - (vi) the delivery location; and
 - (vii) a recommended delivery date; and
- h. recommendations for items to be procured by the Commonwealth from sources external to the Contract, including for the purposes of standardisation or offsetting with items already in the Commonwealth inventory.

6.2.4 Support and Test Equipment – Supplementary Requirements

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

- a. configuration data including, when applicable, identification of the configurations of Mission Systems and Support System Components that the S&TE is useable on;
- b. details of the associated Technical Data to be delivered to the Commonwealth, including:
 - (i) operator manuals;
 - (ii) set-up and pack-up procedures;
 - (iii) Maintenance manuals;

- (iv) calibration procedures; and
 - (v) Software product information; and
- c. when applicable, details of installation requirements for the item for the Commonwealth facility in which the item is to be installed.

6.2.5 Spares – Supplementary Requirements

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

- a. the nature of the Spare (ie, repairable, consumable);
- b. shelf life, for Spares with finite storage lives;
- c. whether the Spares are safety critical components, including an annotation of the criticality and how the items are managed (eg, serial number tracking); and
- d. when applicable, the Economic Order Quantity and the recommended maximum and minimum holding levels at each level of maintenance.

6.2.6 Training Equipment – Supplementary Requirements

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

- a. simulators;
- b. part-task trainers;
- c. the Computer Based Training (CBT) or Computer Aided Instruction (CAI) hardware and Software environment;
- d. other instructional Training aids; and
- e. related tools and calibration equipment.

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

- a. course name and course code / LMP identifier for the related course; and
- b. configuration data including, when applicable, identification of the configurations of Mission Systems, or Support System Components, that the Training Equipment is suitable for;
- c. details of the associated Technical Data to be delivered to the Commonwealth, including:
 - (i) operator manuals;
 - (ii) set-up and pack-up procedures;
 - (iii) Maintenance manuals;
 - (iv) calibration procedures; and
 - (v) Software product information; and
- d. when applicable, details of installation requirements for the item for the Commonwealth facility in which the item is to be installed.

DATA ITEM DESCRIPTION

1. DID NUMBER: DID-ILS-TDATA-MTDI-2-V5.2

2. TITLE: MASTER TECHNICAL DATA INDEX

3. DESCRIPTION AND INTENDED USE

3.1 The Master Technical Data Index (MTDI) is a master list of the Technical Data required to be delivered under the Contract, including the Technical Data required for the purposes identified in this clause 3 and clause 6.2.1.1. The MTDI enables the creation of subordinate lists to address *specific requirements* for individual data items, identified in clause 6.2.1.2, pertaining to particular categories of Technical Data. Delivery or update of a list for a *specific requirement* involves the delivery or update of the relevant data within the MTDI.

3.2 The Contractor uses the MTDI to:

- a. document and advise the Commonwealth of the Technical Data to be delivered to the Commonwealth and Associated Parties in relation to the Contract;
- b. in relation to the Mission System, identify the set of specifications, design documentation and associated product data, and identify their associated management information; and
- c. in relation to the Support System, document the outcomes of its Technical Data requirements analysis and inform the Commonwealth of the Technical Data required to enable the Materiel System to be operated and supported through life; and
- d. manage Technical Data rights, including to benefit from those rights and to meet its obligations, including in regards to any restrictions arising under clause 5 of the COC.

3.3 The Commonwealth uses the MTDI to:

- a. understand, evaluate and monitor the scope of Technical Data under the Contract;
- b. understand the scope of Technical Data to be used to document the design and undertake the Verification and Validation (V&V) of the Mission System and Support System, including evaluating the Technical Data required to enable the Materiel System to be operated and supported through life;
- c. understand the scope of Technical Data to be delivered to the Commonwealth and Associated Parties, and to identify the actions required with respect to that Technical Data;
- d. understand the scope of Technical Data required to support the Australian Industry Capability (AIC) program; and
- e. benefit from its Technical Data rights and to meet its obligations, including in regards to any restrictions arising under clause 5 of the COC.

4. INTER-RELATIONSHIPS

4.1 The MTDI is subordinate to the following data items, where these data items are required under the Contract:

- a. Technical Data Plan (TDP);
- b. Integrated Support Plan (ISP);
- c. Systems Engineering Management Plan (SEMP); and
- d. Configuration Management Plan (CMP).

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

- a. Software List (SWLIST);
- b. all data items required under the AIC clause in the SOW; and

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

4.3 The MTDI also inter-relates with:

- a. the Technical Data and Software Rights (TDSR) Schedule; and
- b. the systems used under the Contract for the management of Technical Data, including the Data Management System (DMS), Logistic Support Analysis Record (LSAR) (if applicable) and Configuration Status Accounting (CSA) system.

5. APPLICABLE DOCUMENTS

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

DEF(AUST)IPS-5629C	<i>Production of Military Technical Manuals</i>
DEF(AUST)IPS-5630	<i>Automation systems and integration — Product data representation and exchange</i>
DI-IPSC-81431A	<i>System/Subsystem Specification (SSS)</i>
DI-IPSC-81432A	<i>System/Subsystem Design Description (SSDD)</i>
DI-IPSC-81433A	<i>Software Requirements Specification (SRS)</i>
DI-IPSC-81434A	<i>Interface Requirements Specification (IRS)</i>
DI-IPSC-81435A	<i>Software Design Description (SDD)</i>
DI-IPSC-81436A	<i>Interface Design Description (IDD)</i>
DI-IPSC-81437A	<i>Database Design Description (DBDD)</i>
DI-IPSC-81438A	<i>Software Test Plan (STP)</i>
DI-IPSC-81439A	<i>Software Test Description (STD)</i>
DI-IPSC-81440A	<i>Software Test Report (STR)</i>
DI-IPSC-81441A	<i>Software Product Specification (SPS)</i>
DI-IPSC-81442A	<i>Software Version Description (SVD)</i>
DI-SESS-81632	<i>Interface Specification</i>
MIL-STD-490A	<i>Specification Practices</i>
MIL-STD-961E	<i>Defense and Program-Unique Specifications Format and Content</i>
S1000D™	<i>International specification for technical publications using a common source database, Issue 5.0</i>

6. PREPARATION INSTRUCTIONS

6.1 Generic Format and Content

- 6.1.1** The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled 'General Requirements for Data Items'.
- 6.1.2** The MTDI shall be provided in soft copy as a structured data file (eg, one or more databases, spreadsheets or other structured data format) that enables the MTDI content to be accessed, queried, read, printed, and used to generate soft copy tabulated text reports.
- 6.1.3** When records from the MTDI are to be provided to meet the *specific requirements* of an individual data item, the Commonwealth's expectation is that either:
- a. the data item will be delivered, with the records being derived from a filtered set of current data from the MTDI; or
 - b. the MTDI will be delivered, and the records for the required data item can be easily filtered from the other records within the MTDI.

6.1.4 Except where the soft copy data file is compatible with a standard Software application defined elsewhere in the Contract, or otherwise agreed in advance and in writing by the Commonwealth Representative, the MTDI shall be accompanied by any Software and Technical Data required to enable those functions identified in clause 6.1.2.

6.1.5 The MTDI shall be updated as the Contractor's Materiel System solution matures, so as to keep track of the status of Technical Data during the period of the Contract.

6.2 Specific Content

6.2.1 General

6.2.1.1 The MTDI shall identify all of the Technical Data:

- a. delivered, or required to be delivered, to the Commonwealth or an Associated Party in relation to the Contract;
- b. required to enable the Commonwealth to undertake Contract governance, to meet its obligations and exercise its rights under the Contract, and to use and support the Supplies as described in the Contract and Contract (Support) (if applicable);
- c. required to enable the Materiel System to be operated and supported through life;
- d. required to inform decision-making by the Commonwealth in relation to the Contract and the Materiel System, including in relation to Capability, cost (including Life Cycle Cost), schedule, operational and/or Maintenance considerations, Defects, and Configuration Changes including Deviations;
- e. related to the Software identified in the SWLIST, when a SWLIST is required under the Contract, including Software Design Data, Source Code, and Software test plans, procedures and reports;
- f. required for obtaining and maintaining product certification, including satisfying government and Defence regulatory and assurance requirements; and
- g. that is used (or required to be used) by the Commonwealth in meeting its broader obligations (eg, in relation to financial accountability, security, safety and environmental protection).

6.2.1.2 When a data item for Technical Data is required to be derived from the MTDI under the Contract, the data item shall meet the *common requirements* of clause 6.2.2 and the *specific requirement* being requested, which may include:

- a. a Mission System Technical Documentation Tree (MSTDT), detailed in clause 6.2.3;
- b. a Drawing List, detailed in clause 6.2.4;
- c. a Support System Technical Data List (SSTD), detailed in clause 6.2.5;
- d. a Publication Tree (PUBTREE), detailed in clause 6.2.6;
- e. a Training Materials List (TML), detailed in clause 6.2.7; and
- f. standalone DIDs for particular categories of Technical Data (eg, product certification data, Codification item list, and manufacturing and assembly data).

6.2.2 Common Requirements

6.2.2.1 Each list of Technical Data, derived from the MTDI, shall include the following *common information* requirements for each item of Technical Data:

- a. the unique item reference number, document number, drawing number or S1000D Data Management List (DML) control number, as applicable;
- b. the name or title of the item of Technical Data;
- c. the version (eg, draft, final);
- d. the revision number / amendment status and release / issue date, as applicable;
- e. a brief description of the item of Technical Data (or the amendment to an existing item of Technical Data), including its purpose or use;

- f. the unique product identifier for the system / sub-system / Configuration Item (CI) / end-product (including hardware and Software) to which the item of Technical Data relates;
- g. the name of the system / sub-system / CI / end-product (including hardware and Software) to which the item of Technical Data relates;
- h. the source (eg, name of the Subcontractor / supplier that created or provided it);
- i. if Commonwealth rights to the Technical Data, as defined through clause 5 of the COC (eg, Intellectual Property rights), are restricted:
 - (i) cross-reference to the 'Unique Line Item Description' of any line item in the TDSR Schedule that applies to the item of Technical Data;
 - (ii) whether the item of Technical Data is Commercial TD; and
 - (iii) if the item of Technical Data is Commercial TD that is not related to a Key Commercial Item, cross-reference to the terms on which the item of Technical Data is licensed to the Commonwealth;
- j. if Commonwealth rights to the Technical Data are restricted for reasons other than those defined through clause 5 of the COC (eg, Export Approvals), a cross-reference to the applicable licence or agreement (eg, a Technical Assistance Agreement);
- k. any applicable Australian or foreign security classification;
- l. the Technical Data category (eg, manual, specification, drawing, presentation for a system review, Software Source Code, etc), as identified in the Approved TDP or the Approved ISP, whichever is the governing plan under the Contract;
- m. the standards to which the item of Technical Data will be, or has been, prepared (eg, a data item description, S1000D™, or DEF(AUST)5629C);
- n. the schedule requirements for update and/or maintenance;
- o. delivery details, including:
 - (i) if the item of Technical Data is to be delivered to the Commonwealth;
 - (ii) details of the recipient (which includes the Commonwealth, Subcontractors, regulatory authorities / assurance agencies, Escrow Agent (if applicable), Associated Parties, and other support organisation(s)), including (or cross-referencing) the location, organisation, and position of the recipient; and
 - (iii) the delivery date, and any milestone to which delivery relates (eg, a System Review that uses the Technical Data);
- p. the intended end user (ie, Commonwealth, Contractor, Subcontractors, and in-service support organisations such as the Contractor (Support) and Subcontractors (Support) where these organisations may include the Contractor and related entities involved in the provision of support); and
- q. if a current or intended end-user of the Technical Data is an ANZ Subcontractor:
 - (i) the activities to be performed by the ANZ Subcontractor to which the TD relates;
 - (ii) if Australian Industry Activities (AIAs) are applicable to the Contract, the AIA to which the item of TD relates;
 - (iii) if rights to the TD are restricted due to IP, patents, or similar, details of or cross-references to the licenses or other arrangements to allow the ANZ Subcontractor to perform the work allocated to it under the Contract; and
 - (iv) if the use of TD is restricted for reasons other those defined for clause 6.2.2.1q(iii) (eg, Export Controls), details of the applicable approvals (eg, Technical Assistance Agreements) required to allow the Subcontractor to perform the work allocated to it under the Contract.

6.2.3 Specific Requirements – Mission System Technical Documentation Tree

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

6.2.3.1 Mission System Technical Documentation Tree

6.2.3.1.1 The MTDI shall, pursuant to clauses 6.1.2 and 6.1.3, enable a subset of the MTDI to be derived representing a hierarchical list of all of the specifications and design documentation for the Mission System, with this hierarchical list to be structured in accordance with the product breakdown structure (or the system breakdown structure) for the Mission System ('**Mission System Technical Documentation Tree (MSTDT)**').

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

- a. the current document control authority (ie, the organisation responsible for content of the document and the only authority that can effect changes to it); and
- b. the Commonwealth's action period and required action (eg, Review or Approve) in accordance with clause 6.2.3.2.

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

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

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

6.2.3.2 MSTDT Specific Commonwealth Management Requirements

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

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

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

- a. specifications and design documentation for all external interfaces (ie, those elements of each Mission System that interface to other Commonwealth systems and equipment);
- b. specifications and design documentation for human-system interfaces; and
- c. if the Mission System is a system-of-systems, specifications and design documentation for the internal interfaces between the component systems, including the internal interfaces to any control system and/or management system (eg, mission management system or combat management system).

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

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

6.2.3.3 MSTDT Documentation Standards

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

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

6.2.4 Specific Requirements – Drawing List

Note: The CDRL may specify individual delivery requirements for this element of the MTDI. In this DID, engineering drawings includes 'Engineering Design Data' as defined in DEF(AUST) 5085C and refers to technical drawings and data sets for physical design data (eg, three-dimensional modelling and computer-aided design data), which represent hardware products of the Materiel System.

6.2.4.1 The MTDI shall, pursuant to clauses 6.1.2 and 6.1.3, enable a subset of the MTDI to be derived that lists all drawings (both new and existing) that relate to the Mission System and Support System ('**Drawing List**').

6.2.4.2 The Drawing List shall include all drawings:

- associated with the installation of Mission System and Support System elements at a Defence site or onto a Defence platform (if applicable);
- that are necessary, in conjunction with other Technical Data, to disclose the physical, functional, and performance characteristics of all external interfaces;
- that define key internal interfaces to assist with the management of growth, evolution and Obsolescence, including those identified pursuant to clause 6.2.3.2.3c; and
- required to enable other requirements of the Contract to be met (eg, in relation to Codification, parts determination, structural integrity, and weight and balance).

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

- manufacturer's code (eg, CAGE code or other enterprise identifier);

- b. drawing size (eg, for drawings in aperture card format);
- c. number of sheets, including the identification of the individual sheet numbers;
- d. next higher assembly or 'used on'; and
- e. details of electronic files including:
 - (i) the file name and file format; and
 - (ii) if applicable, the storage media (eg, the volume name when stored over multiple media items).

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

- a. 'interpretation documents', used to facilitate interpretation of each applicable Contractor and Subcontractor drawing system; and
- b. 'associated lists', which tabulate the engineering information pertaining to items depicted on an engineering drawing or a set of drawings (eg, parts list, data list, and index list).

6.2.5 Specific Requirements – Support System Technical Data List

6.2.5.1 Support System Technical Data List

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

6.2.5.1.1 The SSTDL shall, pursuant to clauses 6.1.2 and 6.1.3, enable a subset of the MTDI to be derived that represents the complete list of Technical Data required to enable the Materiel System to be operated and supported through life, and shall be based upon:

- a. the CDRL;
- b. the support-related elements under clause 6.2.1.1 (including in relation to product evolution through life) and clause 6.2.5.2.1;
- c. the Technical Data requirements analysis conducted by the Contractor in accordance with the Approved TDP or the Approved ISP, whichever is the governing plan under the Contract;
- d. updates to the Technical Data requirements, as the developmental status of the Mission System and the Support System matures; and
- e. the data that comprises a Configuration Baseline for the Supplies, including in relation to the Mission System, Support System Components, and for Training.

6.2.5.1.2 When particular Technical Data does not currently exist, but will be created as an outcome of a particular activity under the Contract or the Contract (Support), the SSTDL shall identify the Technical Data generically.

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

- a. if applicable, the title of the related AIAs required for the in-service phase and the associated contractor and/or subcontractors;
- b. the native format of the item of Technical Data and:
 - (i) if digital, the file name and type and, for Technical Data other than Commercial TD, the authoring application, the document / data type definition and translator files (if applicable), and the standards that have been applied and that will be applied for any subsequent development under the Contract; or
 - (ii) if not digital, the type of hard copy format (eg, paper, microfilm, aperture card) and, for Technical Data other than Commercial TD, the standards that have been applied and that will be applied for any subsequent development under the Contract;

- c. the quantity (ie, number of copies) to be delivered and the method of delivery (eg, hard copy or electronic form (ie, soft copy or transfer via a Data Management System, if applicable, or to an agreed information system));
- d. for items of Technical Data to be delivered to the Commonwealth, the CDRL reference (if applicable); and
- e. if not included in the Technical Data category, the developmental status of the item of Technical Data (eg, existing and not to be modified, existing and to be modified, or new).

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

- a. the applicable Support System Constituent Capability (SSCC);
- b. the applicable system, sub-system, CI or end-product (including both hardware and software CIs or end-products), with the breakdown structure being consistent with the Contract Work Breakdown Structure (CWBS);
- c. the source of the Technical Data;
- d. the intended end-user (including the Contractor and related entities involved in the provision of support);
- e. if applicable, the AIAs to which the Technical Data relates; and
- f. data attributes that identify an item of Technical Data as being included in one or more Technical Data categories, types and sub-types assigned by the Contractor (eg, if an item of Technical Data is part of a particular System Review package).

6.2.5.2 Support System Technical Data to be Delivered to the Commonwealth

6.2.5.2.1 Without limiting any other requirement in the SOW or this DID, the SSTDL shall identify, as a minimum, the following Technical Data as required to be delivered to the Commonwealth in accordance with clause 5.12 of the COC:

- a. all Technical Data explicitly identified in the SOW for delivery to the Commonwealth (including Technical Data identified in the SSTDL generically), and related (ie, supporting) Technical Data, required to enable the support of the Supplies, such as:
 - (i) all data items that are or that contain Technical Data (eg, Hazard Analysis Reports, the Hazard Log, Software Support Plan (SWSP), and Learning Management Packages (LMPs)); and
 - (ii) Technical Data created as an outcome of activities under the Contract including, as applicable, Objective Evidence for System Certification, Engineering Change Proposals (ECPs) / Engineering Change Orders (ECOs) and Deviations (Requests For Variance) related to the build state of 'as delivered' Supplies, and Acceptance Test Reports (and supporting information) that verify compliance with a Configuration Baseline for Supplies;
- b. the Technical Data required to be identified in accordance with clause 6.2.5.1.1; and
- c. all Technical Data required to enable the support of the Materiel System by Defence and the performance of the Contract (Support), which can be reasonably derived from the Contract (eg, technical maintenance plans and servicing schedules);
- d. to the extent not covered by subclauses a and b above, the Technical Data required to enable the Commonwealth, or a person on behalf of the Commonwealth, to:
 - (i) install or configure the Supplies;
 - (ii) integrate the Supplies with other systems;
 - (iii) operate or maintain the Supplies;
 - (iv) identify, isolate, and rectify defects in the Supplies, consistent with the scope of in-service Engineering and Maintenance activities as set out in the Contract and the Contract (Support) (if applicable);
 - (v) undertake training in relation to the Supplies;

- (vi) remove or uninstall the Supplies;
- (vii) decommission or destroy the Supplies; and
- (viii) modify and upgrade the Supplies as may be required to meet the growth, evolution and Obsolescence management objectives and requirements set out in the Contract and the Contract (Support) (if applicable).

6.2.5.2.2 Except where otherwise defined in this DID, the SOW or CDRL or agreed by the Commonwealth Representative, the SSTDL shall identify all Technical Data to be delivered to the Commonwealth as:

- a. subject to Review by the Commonwealth Representative; and
- b. required to be delivered to the Commonwealth within 20 Working Days of the Approval of the SSTDL or an update to the SSTDL.

6.2.6 Specific Requirements – Publications Tree

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

6.2.6.1 The MTDI shall, pursuant to clauses 6.1.2 and 6.1.3, enable a subset of the MTDI to be derived representing a list of publications (new, existing and amended) that relate to the Mission System and Support System ('**Publications Tree**').

6.2.6.2 The Publications Tree shall:

- a. define the range of publications resulting from the Technical Data requirements analysis;
- b. for publications that are to be delivered as S1000D-compliant source files, include the S1000D DML; or
- c. for publications that are not required to be delivered as S1000D source files:
 - (i) identify the hierarchy of, and inter-relationships between, all publications including the distribution of information between each publication; and
 - (ii) provide the ability for hard copies to be produced in a logical and hierarchical format that allow quick and easy reference so that either experienced or inexperienced operational or logistics-support personnel can identify the publication reference that they require.

Note: The Publications Tree identifies items of Technical Data (eg, operator and support manuals) that are required to enable the Materiel System to be operated and supported through life and, therefore, is a subset of the items in the SSTDL.

6.2.6.3 When this DID is invoked under the Contract to define a Publications Tree the data item shall include, for each publication, the information required for the SSTDL by clause 6.2.5.1.3 and the schedule for the development and production of the publication.

6.2.7 Specific Requirements – Training Materials List

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

6.2.7.1 The MTDI shall, pursuant to clauses 6.1.2 and 6.1.3, enable a subset of the MTDI to be derived representing a list of Training Materials (new and existing) that are required for the Training courses required to be developed under the Contract ('**Training Materials List**').

6.2.7.2 The Training Materials List shall list all of the Training Materials required for the Training courses required to be developed under the Contract, including:

- a. competency standards and/or course graduation requirements, as applicable;
- b. student materials (eg, précis, workbooks, exercise and tutorial materials);
- c. instructor materials including lesson plans, presentations and exercise materials;
- d. all materials used for the assessment of students and related Training records;
- e. documents required for Training course evaluation and reporting;
- f. any other documents that enable Training delivery or administration; and

- g. manuals and handbooks used in the provision of Training but not developed for Training purposes.

6.2.7.3 When this DID is invoked under the Contract to define a Training Materials List, the data item shall include, for each item of the Training Materials, the information required for the SSTDL by clause 6.2.5.1.3 and:

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

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

DATA ITEM DESCRIPTION

1. DID NUMBER: DID-ILS-TNG-TNGRECR-V5.2

2. TITLE: TRAINING RECOMMENDATIONS REPORT

3. DESCRIPTION AND INTENDED USE

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

3.2 The Contractor uses the TNGRECR to:

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

3.3 The Commonwealth uses the TNGRECR to:

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

4. INTER-RELATIONSHIPS

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

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

- a. Learning Management Packages (LMPs);
- b. Recommended Provisioning List (RPL), which identifies Training Equipment to be procured; and
- c. Training Materials List (TML), derived from the Master Technical Data Index (MTDI) as a consolidated list of Training Materials that are deliverable under the Contract.

5. APPLICABLE DOCUMENTS

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

SADL Guide Systems Approach to Defence Learning (SADL) Practitioner Guide

ADF Service Training Manual(s), as specified in the Statement of Work

6. PREPARATION INSTRUCTIONS

6.1 Generic Format and Content

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

- 6.1.2** When the Contract has specified delivery of another data item (eg, a database) that contains aspects of the required information, the data item shall summarise these aspects and refer to the other data item.
- 6.1.3** The data item shall include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.

6.2 Specific Content

Note: While the SADL Guide recognises different methods of learning, the Contract seeks formal Training methods that can be delivered by a Defence unit or support contractor.

6.2.1 General

- 6.2.1.1** The TNGRECR shall be divided into sections for the employment categories of trainees and, when applicable to Training design, the type of Training (eg, Introduction into Service Training or Sustainment Training).
- 6.2.1.2** Unless otherwise specified in the Contract, the TNGRECR shall describe the Contractor's recommended Training solution for Commonwealth Personnel, the Contractor (Support), and Subcontractors (Support).
- 6.2.1.3** The TNGRECR shall include a summary of the analysis process used to assess the performance needs of Personnel, including:
- the options for Training delivery methods and the rationale for the recommended solution;
 - when applicable, the review and evaluation of existing training courses undertaken to determine their suitability for the purposes of the Contract; and
 - the cost-effectiveness over the LOT of the Mission System for the recommended Training solution.

6.2.2 Performance Needs and Training Requirements

Note: As a minimum, clause 6.2.2.1 requires a summary of the analysis to identify and evaluate the suitability of LMPs, with or without modification. If there is no existing Training solution / LMP, a more detailed analysis would be performed following the Analyse Phase activities as described in the SADL Guide, in order to provide this summary. Refer to the SADL Guide for Analyse Phase products, and section 1 of the LMP, for more information.

- 6.2.2.1** The TNGRECR shall:
- summarise the job tasks and job specifications, including performance needs, for those jobs where there is a need for learning intervention and for which a Training solution will be required;
 - describe the required Personnel competencies (including skills, knowledge, attitudes and behaviours) applicable to the job tasks and performance needs for which a Training solution will be required;
 - describe the assessed gap between the target population (eg, Defence and/or support contractor staff) and the Training requirements identified under subclause b;
 - estimate the number of Personnel to be trained initially under the Contract, and then on an annual basis, by employment category and skill level (or rank if applicable) for each job;
 - describe the analysis and evaluation results associated with the selection of Training methods, including the need for significant items of Training Equipment; and
 - identify the LMP(s) for each recommended Training course (to be detailed in accordance with clause 6.2.3), including whether the LMP(s) is/are existing, required to be modified, or required to be developed.

6.2.3 Recommended Training Courses and Learning Management Packages

Note: This information outlines the requirements for applicable Learning Management Packages. As such, this may be derived from existing LMPs that are considered suitable, with or without modification, and/or will form the basis of section 1 for any new LMPs, as applicable.

- 6.2.3.1** The TNGRECR shall, for each recommended Training course / LMP, include:
- a. the identifying course code, course name, and short name;
 - b. the highest security classification of the Training Material (as defined in the Security Classification and Categorisation Guide, if included in the Contract);
 - c. a statement of the course aim;
 - d. a brief course description, including an overview of the scope of the learning outcomes to be covered, the core learning activities and other associated learning programs that, together, form a learning and development solution;
 - e. the type of course (eg, continuation, familiarisation, or specialist training);
 - f. the minimum and maximum number of participants per course;
 - g. the primary delivery method (eg, distance learning, instructor led, etc);
 - h. applicable trade / profession (ie, 'skill domain' or 'job family') of the participants;
 - i. total course duration; and
 - j. if applicable, the Registered Training Organisation.
- 6.2.3.2** In respect of the implementation Training and Training Support solutions, the TNGRECR shall describe:
- a. the expected number of courses per annum;
 - b. a list of the course learning outcomes and descriptions;
 - c. course pre-requisites, including qualifications and experience;
 - d. an outline of the course assessment requirements;
 - e. the location at which Training will be conducted, and a description of any specific requirements for the Training Facilities;
 - f. details of any specific Equipment requirements for the course(s), including both Training Equipment and equipment procured / developed for another purpose (eg, operational equipment and Support and Test Equipment (S&TE));
 - g. a summary of Training Materials requirements for the course(s), including materials developed for another purpose (eg, operating and maintenance manuals);
 - h. an estimate of the time required to update or develop the course; and
 - i. any additional information relevant to the recommendation of the course and its design, development and implementation, as determined by the Contractor.

DATA ITEM DESCRIPTION

1. DID NUMBER: DID-PM-AIC-AICP-2-V5.2

2. TITLE: AUSTRALIAN INDUSTRY CAPABILITY PLAN

3. DESCRIPTION AND INTENDED USE

3.1 The Australian Industry Capability (AIC) Plan sets out the Contractor's strategy, plans, processes and responsibilities for achieving the AIC Objectives and satisfying the AIC Obligations, including describing the management of the AIC program for the period of the Contract. To the maximum practicable extent, the AIC Plan is written to contain specific and measureable commitments by the Contractor.

3.2 The Contractor uses the AIC Plan to:

- a. set out the strategies, plans, processes, responsibilities and timeframes for the delivery of the AIC program and achieving the AIC Objectives and satisfying the AIC Obligations;
- b. manage, coordinate and monitor the delivery of the AIC program;
- c. ensure that those parties (including AIC Subcontractors) who are undertaking AIC-related activities understand their responsibilities, the commitments to be achieved, and the time-frames involved;
- d. integrate the AIC activities being performed by AIC Subcontractors with the Contractor's AIC activities to ensure that a coherent and cohesive AIC program is realised; and
- e. provide assurance to the Commonwealth that the Contractor's plan for delivering the AIC program will enable the AIC Objectives and AIC Obligations to be achieved while satisfying the other requirements of the Contract.

3.3 The Commonwealth uses the AIC Plan to:

- a. evaluate and gain assurance that the Contractor's AIC program will achieve the AIC requirements of the Contract and, if applicable, the Contract (Support);
- b. provide a basis for monitoring and assessing the Contractor's performance in relation to the execution of the AIC program;
- c. assess the Contractor's willingness and ability to work collaboratively with the Commonwealth and Australian Industry to achieve the AIC Objectives and AIC Obligations; and
- d. identify the Commonwealth's involvement in the AIC program.

4. INTER-RELATIONSHIPS

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

- a. Project Management Plan (PMP);
- b. Contract Work Breakdown Structure (CWBS);
- c. Contract Master Schedule (CMS);
- d. Contract Status Report (CSR); and
- e. Support System Technical Data List (SSTD).

4.2 The AIC Plan inter-relates with the AIC requirements at Attachment F, the associated AIC financial information in Attachment B, and the relevant delivery requirements in Attachment C.

5. APPLICABLE DOCUMENTS

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

2018 DES	2018 Defence Export Strategy
2019 DPIIP	2019 Defence Policy on Industry Participation
	2019 Defence Industry Skilling and STEM Strategy
	2024 Defence Industry Development Strategy
	ACE Measurement Rules

6. PREPARATION INSTRUCTIONS

6.1 Generic Format and Content

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

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

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

6.1.4 The AIC Plan shall be written in accordance with the following requirements:

- a. the Contractor's commitments are to be separated from any background or descriptive information;
- b. the background or descriptive information is to be no more than 25% of the overall size of the AIC Plan (measured by page count), and is to be clearly identified as background and/or descriptive material;
- c. the Contractor's commitments are to be set out using the following terminology as appropriate:
 - (i) except when using one of the forms in paragraph (ii) below, the words, "the Contractor shall [...]", are to be used to set out absolute commitments;
 - (ii) the words, "the Contractor shall use its best endeavours to [...]" or "the Contractor shall use its reasonable endeavours to [...]", are to be used when the Contractor is not able to make an absolute commitment, but a qualified commitment is required; and
 - (iii) the words, "the Contractor may [...]", are to be used when there is little-to-no certainty that a particular path or decision will actually occur or be made, or the matter is discretionary; and
- d. any matters or assumptions which qualify the Contractor's commitments are to be clearly stated individually in respect of each commitment, and the relevant commitment is to be expressed to be subject to those qualifications using specific cross references. Any background or descriptive information is not to qualify the Contractor's commitments. Generic words, such as "where appropriate", "when appropriate", or "as required" are not to be used to qualify the Contractor's commitments.

6.2 Specific Content

6.2.1 AIC Program Summary

Note: This section should be no more than three pages. It should provide an introduction and summary of the strategic intent, objectives and commitments underpinning the AIC Plan consistent with the Australian industry policy requirements identified at clause 5.

6.2.1.1 The AIC Plan shall provide a summary of:

- a. the Contractor's strategy for achieving each of the AIC Objectives, including summarising the Contractor's and AIC Subcontractors' commitments over the period of the Contract for achieving these AIC Objectives;
- b. any Sovereign Defence Industrial Priorities (SDIPs) and Detailed SDIPs applicable to the Contract;
- c. the Contractor's and AIC Subcontractors' commitments for delivering against the Australian Industry Activities (AIAs) , including Defence-Required Australian Industrial Capabilities (DRAICs), applicable to the Contract;
- d. the overall Prescribed ACE Percentage for the Contract;
- e. the Contractor's and AIC Subcontractors' commitments over the period of the Contract to promote innovation and research and development (R&D) relating to the Contract and/or the Supplies;
- f. the Contractor's commitments to employing veterans (previous members of the Australian Defence Force), as applicable to the Contract;
- g. the Contractor's and AIC Subcontractors' commitments to Australian Industry over the longer term, particularly Small-to-Medium Enterprises (SMEs), including:
 - (i) newly-proposed long-term partnering arrangements with particular Australian Entities;
 - (ii) enhancements to existing long-term partnering arrangements with particular Australian Entities; and
 - (iii) long-term engagement of particular Australian Entities in the Contractor's supply chain; and
- h. any other commitments or matters of note that demonstrate the Contractor's commitment to achieving the AIC Objectives.

6.2.2 AIC Management

6.2.2.1 The AIC Plan shall:

- a. identify the AIC manager, including name, title, contact details and the AIC manager's responsibilities, position in the organisation, and describing the scope of influence of the AIC manager to promote and achieve the AIC Objectives;
- b. describe the organisational arrangements for managing and undertaking the AIC program and related activities for the Contract, including identifying the number of people involved in the AIC program and their respective responsibilities; and
- c. where AIC Subcontractors are applicable to the Contract, identifying the arrangements and division of responsibilities between the Contractor's AIC organisation and each of the AIC Subcontractor's AIC organisations.

6.2.2.2 The AIC Plan shall describe:

- a. the assurance process used to ensure that the AIC Obligations are met and the AIC Objectives are being pursued, including:
 - (i) the data to be captured, monitored and reported on;
 - (ii) the nature of, and the indicative frequency of, assurance activities; and
 - (iii) the reporting process for assurance activities planned / conducted during each reporting period;
- b. the strategy and processes used to identify and remediate potential or actual problems with achieving the AIC Obligations, including:
 - (i) describing the different processes to be employed when the problems are internal to the Contractor or are due to a Subcontractor, including the triggers that will be used to identify potential or actual problems;

- (ii) the processes to be used to assist Australian Entities to address identified problems; and
 - (iii) the processes to be followed and associated timeframes to escalate the identified problems within the Contractor's organisation, including to advise the Commonwealth of the problems in accordance with clauses 4 and 11.2.2 of the COC; and
- c. the details and outcomes that will be recorded in relevant Contract progress reporting.

6.2.3 AIC Schedule

6.2.3.1 The AIC Plan shall include an AIC Schedule that details the activities being performed under the Contract and over the period of the Contract in Australia or New Zealand and/or by each Australian Entity.

6.2.3.2 The AIC Schedule required by clause 6.2.3.1 shall be in the format defined in Annex B, or as otherwise agreed between the parties.

6.2.4 Opportunities for Australian Industry

Note: The Contractor's and AIC Subcontractors' commitments to provide work to particular ANZ Subcontractors are provided in response to clause 6.2.8.

6.2.4.1 The AIC Plan shall include a table (refer Table 1), at Level 3 of the CWBS, which identifies those elements of the Contract for which the exact source of supply for particular goods and services has not yet been finalised (including goods that are subject to make or buy decisions by the Contractor), including:

- a. a description of the specific goods and services for which the source of supply has not yet been finalised, including in relation to any goods and/or services that the Contractor will be acquiring through an Approved Subcontractor (ie, the Approved Subcontractor has not yet finalised the source of supply for the elements that it will be providing to the Contractor and these elements could be acquired through a lower-tier Subcontract);
- b. identification as to whether or not the Contractor considers that one or more opportunities exist for Australian Industry to provide those goods and/or services;
- c. if the Contractor considers that one or more opportunities exist, a brief description of the nature and scope of those opportunities, including:
 - (i) the identification of the Australian Entities that have been identified by the Contractor as potentially suitable (if any), including whether or not they are SMEs and a brief description of the goods and/or services that those companies offer;
 - (ii) the likely timings associated with each opportunity; and
 - (iii) whether or not the Contractor plans to compete the opportunity with overseas companies; and
- d. if the Contractor considers that opportunities for Australian Industry do not exist for the particular goods and/or services, the rationale for that assessment, including whether or not such an opportunity may exist at some future time and, if so, the conditions required for the opportunity to be considered viable.

Note: For clarity, the table should not include any elements for which the Contractor has already made a binding commitment to an Australian supplier.

Table 1: Opportunities for Australian Industry

CWBS Level 3 Element	Description of the goods / services for which the source of supply is still to be determined	Opportunities for the participation of Australian Industry	Description of opportunity, or rationale for no opportunity

6.2.4.2 Where the Contractor has proposed in its tender response (or subsequently) to utilise a particular Australian or New Zealand supplier, but the actual supplier, or the scope of actual goods and/or services to be provided from that supplier, will be determined as an outcome of a market testing process that is yet to be conducted, the AIC Plan shall identify:

- a. the supplier; and
- b. the details in relation to the nature and timing of the associated market testing process.

6.2.5 Contract Market Testing / Subcontract Establishment

Note: *This clause requires consideration of the industry engagement processes, such as the use of industry associations, supplier advocates, professional networks, the Office of Defence Industry Support (ODIS), AusIndustry, Supply Nation or other forms of advertising and/or promotion used to publicise opportunities for Australian Industry.*

6.2.5.1 The AIC Plan shall describe the approach, actions, processes and clear commitments in relation to industry engagement, market testing and Subcontract establishment that will be undertaken by the Contractor to promote and achieve the AIC Objectives and satisfy the AIC Obligations, particularly in relation to the opportunities identified in response to clause 6.2.4, including in relation to:

- a. scanning Australian Industry to identify potential Australian or New Zealand suppliers to deliver the contracted requirements and further the AIC Objectives, including the timeframes when the Contractor commits to undertaking these activities (which, for clarity, may be defined in relation to Milestones);
- b. advising Australian Industry of the potential opportunities to participate in the work required under the Contract, such as advertising through industry associations, forums and the Contractor's website, and the timeframes when the Contractor commits to undertaking these activities (which, for clarity, may be defined in relation to Milestones);
- c. establishing Subcontracts with Australian Industry, including:
 - (i) an overview of the Contractor's standard procurement processes, including identifying the typical linkages that exist with the Contractor's design teams for the Mission System and Support System;
 - (ii) a description of how procurement activities will be structured, including in relation to timings and use of selection criteria, to maximise opportunities for Australian Industry to participate in the procurement activities on a fair and equitable basis; and
 - (iii) describing how any commercial requirements and constraints, which may apply to particular types of procurement activities, will be addressed, including in relation to Intellectual Property (IP), security, and export controls, so that the widest possible market engagement can be undertaken to satisfy the AIC Objectives; and
- d. ensuring that AIC Subcontractors will undertake their own market testing activities to promote and achieve the AIC Objectives.

- 6.2.5.2** The AIC Plan shall also describe the Contractor's commitments to employ veterans (previous members of the Australian Defence Force), including through suppliers that employ veterans, as part of delivering the Contract requirements.

6.2.6 Creation, Enhancement and Maintenance of ANZ Industrial Capabilities

Note: This clause is intended to address all ANZ Industrial Capabilities being created, enhanced or maintained under the Contract and not be limited to those Industrial Capabilities that are identified as AIAs in Attachment F.

- 6.2.6.1** The AIC Plan shall identify and describe the Contractor's commitments and any AIC Subcontractors' commitments under the Contract in relation to the creation or enhancement of Industrial Capabilities in Australia or New Zealand, including:

- a. a brief description of each Industrial Capability, including:
 - (i) the identification (where known) of the Australian Entity(ies) in which the Industrial Capability will be created or enhanced; and
 - (ii) whether or not the Industrial Capability is identified as an AIA in Attachment F;
- b. the outcomes being sought in terms of:
 - (i) the specific Industrial Capabilities to be created or enhanced, including describing the specific creation of, or enhancements to, skills, knowledge, systems, technology and/or infrastructure;

Note: The purpose of the following clause is to establish the exact boundaries of each Industrial Capability. For example, an Industrial Capability established to undertake Software development may only undertake a portion of the overall work in relation to the Software to be delivered under the Contract.

- (ii) the utilisation of the newly-created or newly-enhanced Industrial Capabilities by the Contractor and/or the AIC Subcontractors under the Contract and, if applicable, the Contract (Support) (ie, the specific work to be performed by the Industrial Capability, and explicitly identifying any work that could be done by the Industrial Capability, but is proposed to be undertaken by overseas companies); and
- (iii) the potential opportunities that may exist more broadly to utilise the Industrial Capabilities for future work with the Contractor and/or AIC Subcontractors, including for future work with Defence;

Note: The purpose of the following clause is to obtain the Contractor's and, if applicable, the AIC Subcontractors' plans (ie, the who, what, when, where, how and why), as a series of commitments, for implementing each Industrial Capability.

- c. the specific initiatives and activities to be undertaken to achieve these outcomes, including:
 - (i) where the Industrial Capabilities will be established and/or evolved in Australian Entities other than the Contractor or AIC Subcontractors, the identification of the specific sectors of Australian Industry for which assistance will be provided, including, where known, the specific companies to receive the assistance (by company name and ACN/NZCN) and whether or not the company is an SME;
 - (ii) the specific commitments of the Contractor, AIC Subcontractor(s) and, where applicable, other companies (eg, a parent company or an Original Equipment Manufacturer (OEM) under a Subcontract) to achieve the identified outcomes, including in relation to the transfer of technology, know-how, know-why, and Technical Data and IP (TD/IP);
 - (iii) the timeframes and costs associated with these commitments, including stages of implementation, when any new or enhanced Industrial Capabilities will be available, and whether or not the commitments involve the utilisation of government grants;

- (iv) any assumptions, constraints and/or risks associated with the Industrial Capability and/or the plan for its creation, enhancement or maintenance (as applicable), including the proposed mechanisms and/or activities to address or mitigate the identified assumptions, constraints and risks;
 - (v) whether or not there are any specific Authorisations (eg, Export Approvals) required to enable the initiatives to be undertaken and, if so, the specific details and timings (which, for clarity, may be defined in relation to Milestones) associated with each different type of Authorisation;
 - (vi) whether or not these initiatives relate to skills requirements identified within the Defence skilling programs – either currently targeted or future gaps that have been identified – and, if so, the specific details in relation to each skill category being targeted;
 - (vii) any expectations of the Contractor with respect to the Commonwealth associated with the Industrial Capability and/or the plan for its creation, enhancement or maintenance (as applicable); and
 - (viii) if a DRAIC Readiness Review (DRAICRR) is required under the Contract, the proposed approach to satisfying the requirements for this review, including the organisations and individuals involved and their specific responsibilities, the proposed review venue, the detailed pre-requisites for conducting the review, actions to be undertaken during the review (eg, documentation to be reviewed), and the detailed review completion criteria.
- d. how achievement of the specific enhancements and/or outcomes will be measured and reported; and
 - e. any planned follow-on activities or opportunities to ensure that the new or enhanced Industrial Capabilities are maintained and will remain viable.

6.2.6.2 The AIC Plan shall identify and describe the Contractor's commitments and any AIC Subcontractors' commitments under the Contract to support the maintenance of existing Industrial Capabilities within Australian Industry, including:

- a. the specific sectors of Australian Industry for which assistance will be provided or activities will be undertaken, including, where known, the specific companies to receive the assistance (by company name and ACN/NZCN) and whether or not the company is an SME; and
- b. the specific activities and/or initiatives to be undertaken, including a brief description as to how these activities assist with the maintenance of existing Industrial Capabilities in Australia or New Zealand.

Note: The 2018 Defence Export Strategy sets out the Australian Government's approach to achieving greater export success in order to build a stronger, more sustainable and globally competitive Australian Defence Industry.

6.2.6.3 The AIC Plan shall identify any commitments of the Contractor or AIC Subcontractors to promote the long-term sustainability of Industrial Capabilities within Australian Industry, including identifying and describing:

- a. any new Australian Industry company that has entered, or will be entering, the Contractor's global supply chain as a result of the Contract, including:
 - (i) the nature of each company's current or projected contribution; and
 - (ii) the estimated timeframe for each new company to enter the Contractor's global supply chain; and
- b. how Australian Industry has or will be provided with opportunities to enter export markets or facilitate domestic sales of goods or services as a result of the Contract.

6.2.7 Supply Chain Assurance

6.2.7.1 The AIC Plan shall describe the Contractor's plan, including the associated measures, to undertake assurance activities to monitor and assess the ANZ Sovereignty-related elements of their supply chain for the Materiel System, as required by the SOW, including:

- a. identifying the Subcontractors to be monitored;
- b. describing the specific activities to be undertaken, including the methodologies to be employed and associated timeframes;
- c. describing how AIC Subcontractors will be incorporated into these assurance activities; and
- d. describing the mechanisms for reporting to the Commonwealth, including through the CSR, the outcomes of the Contractor's monitoring and assurance activities, including:
 - (i) progress against the schedule of planned assurance activities;
 - (ii) a brief summary of the health of the implemented Industrial Capabilities, including an assessment of each Subcontractor's abilities to undertake the required sustainment activities; and
 - (iii) identification of any areas of concern, including the suggested plan to rectify, if required, any actions proposed to be undertaken by the Commonwealth, and a risk assessment if no action were to be taken to resolve the identified concerns.

6.2.8 Contractor and AIC Subcontractor Activities Contributing to ACE

Note: *The Contractor's activities will be described in various Contract plans, including the CWBS and CMS. The intent here is for the AIC Plan to set out the specific aspects of the Contractor's and AIC Subcontractors' activities that contribute to ACE, including:*

- a. *all activities being conducted directly by the Contractor or an AIC Subcontractor, which are classified as ACE;*
- b. *all activities being conducted by Subcontractors to the Contractor and AIC Subcontractors, which are classified as ACE; and*
- c. *where the Contractor or an AIC Subcontractor is an overseas entity, all activities being conducted by the Contractor or AIC Subcontractor in support of ANZ Subcontractors, which are not classified as ACE, but enable ACE through the related ANZ Subcontract (eg, delivery of training and TD to transfer skills).*

6.2.8.1 For those Contractor and AIC Subcontractor activities contributing to ACE (including Subcontractor activities), the AIC Plan shall provide a breakdown at Level 3 of the CWBS, which:

- a. provides a breakdown that clearly describes the elements of the work being conducted in Australia or New Zealand (by postcode) and the elements being conducted overseas (by country), including separately identifying the activities being conducted by the Contractor from those being conducted by each AIC Subcontractor and cross-referring to the response provided to clause 6.2.6 where appropriate;
- b. separately identifies the Contractor's and each AIC Subcontractor's activities in direct support of each Subcontractor activity being conducted in Australia or New Zealand (ie, identifying the specific activities pertaining to each Subcontractor), including:
 - (i) identifying whether the Subcontractor is an SME; and
 - (ii) cross-referring to the response provided to clause 6.2.6, and supplemented by the identification of any other support being provided by the Contractor and/or each AIC Subcontractor to those Subcontractors, such as (for example) the provision of technical assistance, training, TD and equipment, and the secondment of Contractor personnel;
- c. if the delivery of Industrial Capabilities as AIAs are applicable to the Contract, identifies the specific AIAs to be created, enhanced or maintained by the Contractor (and/or a Subcontractor to the Contractor, including through an AIC Subcontractor), cross-referring to the response provided to clauses 6.2.6 where appropriate; and

- d. separately identifies the Contractor's and each AIC Subcontractor's activities to foster and promote innovation and to undertake R&D in conjunction with Australian Industry, Defence Science and Technology Group (DSTG), Commonwealth Scientific and Industrial Research Organisation (CSIRO), state governments, academia and other Commonwealth agencies in support of the Commonwealth's requirements under the Contract and, if applicable, the Contract (Support).

6.2.8.2 For the set of Contractor and AIC Subcontractor activities contributing to ACE, the AIC Plan shall provide a summary of the Australian and/or New Zealand workforce profile for the Contractor and each AIC Subcontractor over the period of the Contract, as derived from the Staff / Skills Profile provided in the PMP and which identifies:

- a. any increase or decrease in the total Australian and/or New Zealand workforce numbers for the Contractor and each AIC Subcontractor as an outcome of the Contract, including by location (postcode); and
- b. the areas impacted (eg, full-time vs part-time employees, apprenticeships and particular labour categories impacted), using the same breakdown of the workforce into the labour categories identified in the Staff / Skills Profile in the PMP.

6.2.8.3 Where the Contractor's and each AIC Subcontractor's activities contributing to ACE are facilitated or made possible due to technology transfer (or similar assistance) from another company (eg, from a parent company or from an OEM under a Subcontract), the AIC Plan shall describe the specific commitments of the other company(ies) to enable this work to be undertaken in Australia or New Zealand, including:

- a. specific details in relation to transfer of technology, TD/IP, know-how and know-why; and
- b. the mechanisms and timeframes associated with this assistance.

Annexes:

- A. Public AIC Plan
- B. Australian Industry Capability Schedule

ANNEX A

PUBLIC AIC PLAN

Notes:

- a.** *The Public AIC Plan is designed to facilitate transparency and promote opportunities for Australian Industry to compete on merit throughout the period of the Contract by publishing these opportunities on the Commonwealth's internet website.*
- b.** *The initial Public AIC Plan is to be developed from the successful tender response and any negotiated changes prior to being submitted to the Commonwealth for Approval.*
- c.** *Updates to the Public AIC Plan are to be prepared, in accordance with the CDRL, to ensure that the plan accurately reflects forthcoming industry opportunities for publication on the Commonwealth internet website.*

1. GENERIC FORMAT AND CONTENT

- 1.1** The Public AIC Plan shall be written on a company letterhead, signed by a duly authorised officer of the Contractor, and presented in a format that can be published on a Commonwealth internet website.
- 1.2** The Public AIC Plan shall only contain information of an appropriate security classification for publication on a public Internet website.
- 1.3** The Public AIC Plan shall, to the extent practicable, comply with the Australian Government Style Manual, which can be found at: <https://www.stylemanual.gov.au/>.
- 1.4** The Public AIC Plan shall include the information required under section 2, including using the same headings and structure.

2. SPECIFIC CONTENT: PUBLIC AIC PLAN**2.1 Company Details**

- 2.1.1** The Public AIC Plan shall include the following company details:

- a. company name;
- b. address for the relevant company office; and
- c. website details.

2.2 Executive Summary

- 2.2.1** The Public AIC Plan shall contain an *executive summary* that includes:

- a. the Defence project number and the Contract number;
- b. an overview of the scope of the Contract, including the major equipment systems and services to be provided and the scope of work to be performed by Australian Industry;
- c. the Contract Price and the overall Prescribed ACE Percentage for the Contract;
- d. the Contract duration and forecast completion date; and
- e. identification of the SDIPs, Detailed SDIPs, and DRAICs and other AIAs applicable to the Contract.

- 2.2.2** This section of the Public AIC Plan shall be consistent with the "AIC Program Summary" required under clause 6.2.1.

2.3 Subcontracted Work

- 2.3.1** The Public AIC Plan shall describe the work to be subcontracted to Australian Industry, including:

- a. a summary of the overall scope of work to be subcontracted;

ANNEX A

- b. the total forecast value of Subcontracts (in Australian dollars at Base Date), including those Subcontracts that have been signed;
- c. ACE, as a percentage of the total forecast value of the Subcontracts;
- d. for each AIC Subcontractor, the company name, location and nature of work that they have been contracted to perform; and
- e. a list of Subcontractors within the supply chain that are a Small to Medium Enterprise, and/or that have signed the Veterans employment commitment.

2.3.2 In addition to the information required by clause 2.3.1d, the Public AIC Plan should summarise any other notable Subcontracts (ie, other than Subcontracts with AIC Subcontractors) that demonstrate and promote the benefits of the Contract in achieving the AIC Objectives.

2.4 Creation, Enhancement and Maintenance of Australian Industrial Capabilities

2.4.1 The Public AIC Plan shall summarise the Contractor's commitments, and any AIC Subcontractors' commitments, to the creation of new Industrial Capabilities, or the enhancement or maintenance of existing Industrial Capabilities within Australia or New Zealand, including:

- a. the sectors in Australian Industry for which assistance is being or will be provided, and the outcomes being sought from providing that assistance;
- b. a brief summary of the specific work being conducted or the initiatives being implemented to assist with the creation, enhancement and/or maintenance of Industrial Capabilities, particularly where these provide benefits to Defence, such as:
 - (i) transfer of technology;
 - (ii) related AIAs, particularly DRAICs; and
 - (iii) training and skills development programs.

2.4.2 This section of the Public AIC Plan shall be consistent with the "Creation, Enhancement and Maintenance of ANZ Industrial Capabilities" required under clause 6.2.6.

2.5 Future Work Opportunities

2.5.1 The Public AIC Plan shall summarise the future work opportunities available to Australian Industry, including:

- a. a summary of the goods and services for which the source of supply is still to be determined and for which there are one or more opportunities for Australian Industry;
- b. the nature of each opportunity, in terms of the scope of each proposed Subcontract for the goods and services identified in response to clause 2.5.1a; and
- c. if applicable, the location(s) where it is required or desirable for the work to be performed (eg, if installation work is required to be performed on a Defence base).

2.5.2 This section of the Public AIC Plan shall be consistent with the "Opportunities for Australian Industry" required under clause 6.2.4.

2.6 Market Engagement

2.6.1 The Public AIC Plan shall describe the process for Australian Entities to apply for the work opportunities described in response to clause 2.5, including:

- a. indicative timeframes for advertising, tendering and Subcontract award;
- b. how the opportunity will be advertised (eg, through the use of supplier advocates, industry forums, professional networks, and the Contractor's webpage); and
- c. contact details for an appropriate representative from the Contractor to enable Australian companies to discuss the opportunities and register their interest.

2.6.2 This section of the Public AIC Plan shall be consistent with the "Contract Market Testing / Subcontract Establishment" required under clause 6.2.5.

ANNEX B

AUSTRALIAN INDUSTRY CAPABILITY SCHEDULE

Table 2: Australian Industry Capability Schedule

Entity Name	ACN/NZCN (if applicable)	CWBS X-refs (Subcontractors only)	Scope of Work to be conducted in Australia or New Zealand and/or by each Australian Entity	Location	SME	Veterans
a.	b.	c.	d.	e.	f.	g.
[...Contractor name...]		[... 'not applicable' for Contractor ...]	[... cross-refer to response to clauses 6.2.6 and 6.2.8 ...]			
[...AIC Subcontractor A...]		[... 'not applicable' for AIC Subcontractor ...]	[... cross-refer to response to clauses 6.2.6 and 6.2.8 ...]			
[... Entity C (Subcontractor to AIC Subcontractor A)...]			[... cross-refer to response to clauses 6.2.6 and 6.2.8 ...]			

Notes for Table 2:

- a. **Entity Name:** The name of the company or other entity if known. If not known at the time of submitting the AIC Plan to the Commonwealth, insert “To be determined” where the Contractor expects to subcontract that element of the work, but no subcontractor has yet been identified. Also identify the approximate timing(s) / timeframes when this subcontracting activity will be undertaken.
- b. **ACN/NZCN:** If applicable, the Australian Company Number or New Zealand Company Number.
- c. **CWBS Cross-references:** Identify the Level 3 CWBS Element(s) in which the scope of work for the identified entity is captured. This requirement does not apply to the Contractor or AIC Subcontractors when the work effort is described in response to clauses 6.2.6 and 6.2.8.
- d. **Scope of Work:** A brief description (eg, 2-3 bullet points) of the scope of work to be performed in Australia or New Zealand and/or by each Australian Entity, including the approximate timing(s) / timeframes when the work will be undertaken and, if applicable, cross-references to DRAICs and other AIAs. For the Contractor and each AIC Subcontractor, cross-refer to the descriptions of work scope prepared in response to clauses 6.2.6 and 6.2.8. If a particular Subcontractor, which is not an Australian Entity, is not performing any work in Australia or New Zealand, enter ‘Nil’ in this cell.
- e. **Location:** The location(s), including postcode(s), where the majority of work is to be performed. For the Contractor and each AIC Subcontractor, leave this column blank (this information is provided in response to clauses 6.2.6 and 6.2.8).
- f. **SME:** Is the organisation a Small-to-Medium Enterprise (yes/no)?
- g. **Veterans:** Has the organisation signed the Veterans Employment Commitment (yes/no)? Refer to <https://www.veteransemployment.gov.au/> for details.

DATA ITEM DESCRIPTION

- 1. DID NAME: DID-PM-DEF-CMS-2-V5.2**
- 2. TITLE: CONTRACT MASTER SCHEDULE**
- 3. DESCRIPTION AND INTENDED USE**
 - 3.1** The Contract Master Schedule (CMS) describes the Contractor's planned sequence of activities, milestones and decision points to enable the objectives of the Contract to be met. Additionally, the CMS defines the current Contract schedule status, comparing the current schedule to the contracted schedule. The CMS also compares the current schedule status with any applicable baseline schedule.
 - 3.2** The Contractor uses the CMS, including or supplemented by subordinate schedules, to:
 - a. plan the activities and sequencing of those activities to achieve the requirements of the Contract; and
 - b. provide schedule direction and status to the management team responsible for conduct of the work.
 - 3.3** The Commonwealth uses the CMS to:
 - a. achieve assurance that the Contractor can meet its contractual obligations;
 - b. gain visibility into the Contractor's planning;
 - c. understand and evaluate the Contractor's approach to meeting the requirements of the Contract;
 - d. assist with monitoring the progress of the Contractor in meeting the requirements of the Contract; and
 - e. provide input into the Commonwealth's planning.
- 4. INTER-RELATIONSHIPS**
 - 4.1** The CMS inter-relates with the following data items, where these data items are required under the Contract:
 - a. Project Management Plan (PMP); and
 - b. Contract Work Breakdown Structure (CWBS).
- 5. APPLICABLE DOCUMENTS**
 - 5.1** The following documents form a part of this DID to the extent specified herein:

Nil.
- 6. PREPARATION INSTRUCTIONS**
 - 6.1 Generic Format and Content**

 - 6.1.1** The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled 'General Requirements for Data Items'.
 - 6.1.2** The CMS shall be the primary schedule for the Contract, and all other schedules shall be subordinate to the CMS.
 - 6.1.3** The CMS shall be capable of being displayed in a variety of formats, including:
 - a. a Gantt chart;
 - b. a list of all tasks, together with their planned and actual start and completion dates; and
 - c. a listing of milestones (including Milestones in the Contract), together with their original contracted baseline, current baseline, forecast and actual completion dates.

- 6.1.4** The CMS shall be delivered as a soft copy of the CMS database using the software package identified in accordance with clause 3.2.2 of the SOW. The CMS database shall include all database elements used by the Contractor to develop, manage and update the CMS (eg, filter definitions, resources and notes). Any non-database elements of the CMS shall be delivered in accordance with the CDRL.

6.2 Specific Content

6.2.1 Data to be Included

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

- 6.2.1.2** The CMS shall graphically present or otherwise identify:

- a. activities and their estimated durations;
- b. milestones, including the Milestones identified in the Contract;
- c. the relationships and dependencies between activities and milestones to be accomplished by or for the Contractor in the performance of its obligations under the Contract;
- d. earliest and latest start and finish dates for all activities and milestones;
- e. critical and non-critical paths;
- f. floats available on all activities and milestones;
- g. allocated resources for each activity; and
- h. notes on the use of the CMS, including a glossary of terms and symbols used.

- 6.2.1.3** The CMS shall include:

- a. all other schedules required under the Contract (eg, the Systems Engineering schedule and the Integrated Logistic Support schedule);
- b. Subcontractor schedules, to a level of detail that is consistent with the level of detail for the Contractor's own schedule;
- c. Milestones, and all milestones identified in the Contractor's plans and delivery milestones in Attachment C (if not already identified as Milestones);
- d. other major events, as agreed between the Contractor and the Commonwealth Representative;
- e. Commonwealth Representative tasks and tasks performed by Associated Parties, where such tasks interface with, and may affect, Contractor tasks; and
- f. significant reviews, such as System Reviews.

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

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

6.2.2 Integration with Other Management Information

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

6.2.3 Narrative Analysis

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

DATA ITEM DESCRIPTION

1. DID NUMBER: DID-PM-MGT-PMP-2-V5.2

2. TITLE: PROJECT MANAGEMENT PLAN

3. DESCRIPTION AND INTENDED USE

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

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

3.3 The Commonwealth uses the PMP to:

- a. gain visibility into the Contractor's planning;
- b. understand and evaluate the Contractor's approach to managing the scope of work associated with the Contract; and
- c. provide input into the Commonwealth's planning.

4. INTER-RELATIONSHIPS

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

5. APPLICABLE DOCUMENTS

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

DSPF	<i>Defence Security Principles Framework</i>
LCAM	<i>Logistics Compliance and Assurance Manual</i>
AS/NZS ISO 31000:2018	<i>Risk Management—Principles and guidelines</i>

6. PREPARATION INSTRUCTIONS

6.1 Generic Format and Content

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

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

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

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

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

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

6.2 Specific Content

6.2.1 System Overview

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

6.2.2 Scope

6.2.2.1 The PMP shall clearly identify:

- a. the scope of work associated with the Contract, including the scope undertaken by the Contractor and Approved Subcontractors; and
- b. areas that are not within scope, if there is a possibility of the reader misinterpreting the scope (eg, interfaces with existing infrastructure, other projects or systems are typical areas that may be misinterpreted).

6.2.3 Organisation

6.2.3.1 The PMP shall describe the organisational structure responsible for managing and performing the scope of work associated with the Contract, including:

- a. the Contractor's company organisation structure;
- b. the Contractor's project management organisation;
- c. the Contractor's contractual relationship with Approved Subcontractors;
- d. each Approved Subcontractor's organisational structure to the extent applicable to the scope of their Subcontract; and
- e. the identification and purpose of relevant teams employed in the performance of the Contract (eg, *Integration and Test team*, *Project Management team*, and so on).

6.2.4 Structure of Contractor Plans

6.2.4.1 The PMP shall contain an indented list of the plans to be used by the Contractor in the execution of the Contract, showing the hierarchical relationship of the plans.

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

Project Management Plan

Subcontractor Management Plan

Partnering Plan

Communications Plan

Australian Industry Capability Plan

Systems Engineering Management Plan

Integrated Support Plan

6.2.5 Contract Work Breakdown Structure

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

6.2.6 Contract Master Schedule

6.2.6.1 The PMP shall provide an overview of the Contract Master Schedule (CMS), including the critical path, to the same level of detail as required for the CWBS in clause 6.2.5.

6.2.7 Personnel Management

6.2.7.1 The PMP shall describe the Contractor's strategy for recruiting and retaining staff.

6.2.7.2 If Key Persons management is required under the Contract, the PMP shall describe the Contractor's methodology for identifying Key Staff Positions and for managing Key Persons, including:

- a. the identification of Key Staff Positions within the Contractor's and Approved Subcontractor's organisations (eg, *typically Project Manager, SE Manager and ILS Manager and key technical personnel, as applicable to the Contract scope*);
- b. the definition of the person/position specifications, or responsibilities and authorities for each Key Staff Position and the skill sets needed to fill that position (eg, *SE Manager with 10 years of experience in managing medium-sized, moderately complex projects*); and
- c. the identification of relevant background skills and experience of each Key Person.

6.2.8 Business Resource Planning

6.2.8.1 If business resource planning is required under the Contract, the PMP shall demonstrate that company resources are available to meet the current and future obligations of this Contract. In particular, the PMP shall address:

- a. the Contractor's obligations in regard to current and future contracts / work;
- b. the Contractor's resource needs in relation to current and envisaged contracts / work, such as:
 - (i) skilled personnel / human capital;
 - (ii) financial resources;
 - (iii) physical infrastructure, including equipment, facilities and other resources;
 - (iv) other organisational resources; and
 - (v) Subcontractor relationships and other supply arrangements;
- c. details of the company's capabilities to satisfactorily discharge its responsibilities under the Contract in relation to the use of the identified resources; and
- d. arrangements for reprioritising resources across the company's span of commitment, including the criteria used to determine when reprioritisation is required.

6.2.9 Planning and Control

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

6.2.10 Engineering Program

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

6.2.11 Integrated Logistics Support Program

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

6.2.12 Configuration Management

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

6.2.13 Verification and Validation Program

6.2.13.1 The PMP shall provide an overview of the Verification and Validation (V&V) program for the Contract, referring to the V&V program plans as appropriate.

6.2.14 Quality Management

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

6.2.15 Risk Management

- 6.2.15.1** The PMP shall describe the Risk Management processes and tools used for managing risks under the Contract, in a manner consistent with AS/NZS ISO 31000:2018 (or other Approved standard).
- 6.2.15.2** The PMP shall describe the procedures for the management of risks to Work Health and Safety (WHS), which shall, to the extent that the WHS Legislation applies to the work under the Contract, be consistent with the requirements of the WHS Legislation.
- 6.2.15.3** The PMP shall describe the Risk Register used by the Contractor for recording and managing risk, which includes in a separate record for each risk:
- a risk identification number;
 - an outline of the risk, including the relevant CWBS element number, the risk source, and the individual responsible for managing it;
 - the risk priority;
 - an evaluation, considering the likelihood and consequence of the risk event;
 - the risk treatment adopted (eg, eliminate, avoid, remove the source, reduce the likelihood, reduce the consequence, transfer, or retain); and
 - the actions taken to eliminate the source or reduce the risk, which for WHS-related risks demonstrates that the risk has been reduced so far as is reasonably practicable.
- 6.2.15.4** The Risk Register shall be a separate entity from the PMP (due to the dynamic nature of the content of the Risk Register).

6.2.16 Issue Management

- 6.2.16.1** The PMP shall describe the Contractor's processes and tools used for managing Issues for the Contract.
- 6.2.16.2** The PMP shall describe the Issue Register used by the Contractor for recording Issues and the associated action(s) for addressing each Issue.
- 6.2.16.3** The Issue Register shall be a separate entity from the PMP (due to the dynamic nature of the content of the Issue Register).

6.2.17 Subcontract Management

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

6.2.18 Security Management

- 6.2.18.1** The PMP shall provide an overview of the processes to be used by the Contractor to satisfy the security requirements of the Contract (other than system security for the Mission System and Support System), including applicable requirements of the Defence Security Principles Framework (DSPF), and referring to any separate Security Management Plan if such a plan exists.

6.2.19 Communications Management**6.2.19.1 General**

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

6.2.19.1.2 The PMP shall detail the type, frequency and subject coverage of the various Contract-related meetings, including progress meetings to be conducted with the Commonwealth.

6.2.19.1.3 The PMP shall identify the reports, including any non-routine reports, to be provided to the Commonwealth to meet Contract requirements.

6.2.19.2 System Reviews

6.2.19.2.1 The PMP shall set out the general management requirements pertaining to all System Reviews, including both Mandated System Reviews (MSRs) and Internal System Reviews.

Note: *The following clause only relates to the project-management-related System Reviews, such as the Resource and Schedule Review (RSR) and the System Acceptance Audit (SAA). The main governing plans for each of the Level 2 subject area clauses in the SOW address the other System Reviews (eg, the SEMP addresses SE-related System Reviews, the ISP addresses ILS-related System Reviews, and the CMP or SEMP addresses CM-related System Reviews).*

6.2.19.2.2 The PMP shall detail the following information for each of the project-management-related System Reviews, incorporating the associated SOW requirements (including entry criteria, exit criteria and checklist items) for these System Reviews and supplemented where required by the Contractor's internal processes:

- a. the organisations and individuals involved in the review and their specific review responsibilities;
- b. the proposed review venue;
- c. the pre-requisites for the conduct of the review (ie, entry criteria);
- d. the checklist items to be addressed during the System Review, including key documentation to be reviewed;
- e. the essential review completion criteria (ie, exit criteria); and
- f. the applicable Milestone criteria in Attachment C, Delivery Schedule.

6.2.20 Commonwealth Resources

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

6.2.21 Transition

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

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

6.2.22 Government Furnished Material, Facilities and Services

6.2.22.1 The PMP shall describe the Contractor's arrangements for the receipt, custody, storage, care, maintenance and use, as applicable, of any Government Furnished Material, Government Furnished Facilities and Government Furnished Services.

6.2.23 Technical Data and Software Rights Management

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

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

- b. the processes for obtaining and providing, as applicable, the Technical Data and Software rights required under the Contract (including rights required for the through life operation, support and disposal of the Materiel System);
- c. the processes for managing the Contractor's and Subcontractors' use of sublicensed Technical Data and Software, and to ensure compliance with the rights and restrictions in the Contract and applicable licences; and
- d. the processes for maintaining the Technical Data and Software Rights Schedule, related Attachments, and data items such as the Master Technical Data Index and the Software List (if applicable).

6.2.24 Health and Safety Management

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

6.2.25 Environmental Management

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

6.2.26 Commonwealth Assets Stocktaking Plan

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

- 6.2.26.2** The CASP shall include:

- a. the strategy, processes, procedures, systems and tools for:
 - (i) accounting for CMCA, including physical counting, measuring, and weighing, as applicable to the different types of CMCA; and
 - (ii) reporting the results from the stocktake of CMCA;
- b. the frequency with which stocktaking will be carried out in respect of the different types of CMCA and the applicable stocktaking regime as detailed in the LCAM Volume 2 Part 1; and
- c. the Contractor's regime for the investigation of stocktake discrepancies.

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

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

- 6.2.26.5** Without limiting the content of the CASP, the Assets Register(s) shall:

- a. identify all CMCA;
- b. identify the locations and/or accounts to be counted, or otherwise measured, during stocktakes and other assurance checks; and
- c. outline the proposed start and finish dates of stocktakes and other assurance checks.

DATA ITEM DESCRIPTION

- 1. DID NUMBER: DID-PM-STAT-CSR-2-V5.2**
- 2. TITLE: CONTRACT STATUS REPORT**
- 3. DESCRIPTION AND INTENDED USE**
 - 3.1** The Contract Status Report (CSR) is the Contractor's principal statement and explanation of the status of the Contract at the end of each reporting period.
 - 3.2** The Contractor uses the CSR to inform the Commonwealth and to provide regular updates on:
 - a. progress;
 - b. planned activities; and
 - c. problems, risks and Issues.
 - 3.3** The Commonwealth uses the CSR:
 - a. to assist with monitoring the performance of the Contractor; and
 - b. as a document that forms part of the historical record of contractual performance.
- 4. INTER-RELATIONSHIPS**
 - 4.1** The CSR is subordinate to the following data items, where these data items are required under the Contract:
 - a. Project Management Plan (PMP);
 - b. Australian Industry Capability (AIC) Plan; and
 - c. all other plans for which there is a reporting requirement identified in this DID.
 - 4.2** The CSR inter-relates with the following data items, where these data items are required under the Contract:
 - a. Contract Master Schedule (CMS);
 - b. Support System Technical Data List (SSTD);
 - c. Software List (SWLIST); and
 - d. all other reports and minutes of meetings required under the Contract.
 - 4.3** The CSR inter-relates with the Technical Data and Software Rights (TDSR) Schedule.
- 5. APPLICABLE DOCUMENTS**
 - 5.1** The following documents form a part of this DID to the extent specified herein:

Nil
- 6. PREPARATION INSTRUCTIONS**
 - 6.1 Generic Format and Content**

 - 6.1.1** The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled 'General Requirements for Data Items'.
 - 6.1.2** When the Contract has specified delivery of another data item (eg, schedule or register) that contains aspects of the required information (including for the same reporting period), the CSR shall summarise these aspects and refer to the other data item.
 - 6.1.3** The data item shall include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.

6.2	Specific Content
6.2.1	Contract Progress
6.2.1.1	The CSR shall identify the date at which the CSR is statused and the time period since the status date of the previous CSR (the 'reporting period').
6.2.1.2	<p>The CSR shall include the following information:</p> <ul style="list-style-type: none"> a. a summary of significant work activities (including those undertaken by Approved Subcontractors) undertaken during the reporting period, cross-referring to the Risk Report and the Problem Report as applicable; b. a summary of significant work activities (including those to be undertaken by Approved Subcontractors) expected to be undertaken in the next reporting period; c. an engineering and Verification and Validation (V&V) report, giving the status of engineering and V&V activities; d. a summary of the Contractor's Configuration Control Board (CCB) minutes, including documentation of the major decisions of the Contractor CCB meetings; e. an Integrated Logistic Support (ILS) report, giving the status of ILS activity; f. a report identifying the status of all outstanding data items, the data items delivered during the reporting period and the data items to be delivered in the next reporting period, including delivered / due dates (as applicable), review cycles and results; g. a report providing a list of those data items that have been reviewed for accuracy in accordance with the maintenance requirements of the CDRL, and found not to need updating; h. a list of all progress meeting action items and their status; i. a financial report, including payments envisaged during the next three months; j. a report on progress of any required Export Approvals (if applicable); k. a list of correspondence that requires a response from the Commonwealth, but for which no response has been received; and l. a list of Commonwealth correspondence to the Contractor for which a response is outstanding, and an estimate of the response date.
6.2.1.3	<p>The CSR shall include one of the two following statements from the Contractor (along with any additional information required by the statement) pursuant to COC clause 11.2:</p> <ul style="list-style-type: none"> a. 'During the reporting period, there has been no event or series of events that has triggered any of the Contractor's reporting obligations pursuant to COC clause 11.2'; and b. 'During the reporting period, there has been an event or series of events that has triggered one or more of the Contractor's reporting obligations pursuant to COC clause 11.2. A summary of those events is set out below.' [... Contractor to insert details of non-conformance(s) / trigger event(s) ...].
6.2.2	Risk Report
6.2.2.1	The CSR shall include a Risk Report, which reflects the current status of risk for the Contract.
6.2.2.2	The Risk Report shall include the 10 most significant Contract risks, including all of the details required in the Risk Register for those risks.
6.2.2.3	The Risk Report shall include highlights of progress in risk mitigation activities and any changes in risk status since the previous CSR.
6.2.3	Problem Report
6.2.3.1	The CSR shall include a Problem Report, which describes the significant problems experienced during the reporting period and any potential problems. For each problem, the description shall include:

- a. an account of the problem;
- b. the effect of the problem on the Contract to date;
- c. the proposed resolution;
- d. any requested Commonwealth Representative actions to overcome or mitigate the problem;
- e. the effect on the Contract if the proposed actions are put into effect; and
- f. the effect on the Contract if the proposed actions are not taken or fail.

6.2.4 Configuration Change Register

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

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

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

6.2.5 Quality Assurance Report

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

- a. Certification status and external audit results;
- b. a summary of Subcontractor audits performed and details of non-conformances detected; and
- c. a summary of the actions taken to resolve non-conformances and any outstanding actions that are still pending.

6.2.6 Personnel Report

6.2.6.1 For those Contracts with a Contract Price greater than AUD20m (GST inclusive), the CSR shall include a Personnel Report, which provides the following information:

- a. the number of Full-Time Equivalent (FTE) personnel being employed by the Contractor and each Approved Subcontractor for the purposes of the Contract, including the location (by country and within Australia by the postcode of the place of employment);
- b. details of the actual versus planned FTE (both total and by skill category) for the Contractor, including any issues with respect to fulfilling the personnel requirements in relation to numbers, skills and experience);
- c. any issues with respect to Key Persons, including any proposed changes to Key Persons or Key Staff Positions;
- d. a statement as to whether or not the Contractor's obligations in regard to current and future contracts / work has any implications for the Contract in relation to fulfilling the personnel requirements; and
- e. a brief description as to how any identified issues are being addressed.

6.2.7 Australian Industry Capability Management Report

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

- 6.2.7.1** If an AIC Plan or an AIC Schedule is required under the Contract, the CSR shall include an AIC Management Report that describes the implementation of the AIC Plan and the overall achievements of the AIC program.
- 6.2.7.2** The AIC Management Report shall include the following information for the reporting period:
- a. a description of the activities undertaken to provide assurance that AIC Obligations were met and AIC Objectives were pursued, in accordance with the Approved AIC Plan;
 - b. an explanation for over- or under-performance in relation to the AIC Plan, including what actions will be taken to address any under-performance;
 - c. identify any emerging risks (eg, skills shortages for Industrial Capabilities) that could prevent full achievement of the AIC Plan and the proposed mitigation;
 - d. if the CDRL requires the AIC Management Report to be delivered at a different time to the remainder of the CSR, the AIC Management Report shall include:
 - (i) the Subcontractor Report in accordance with clause 6.2.11; and
 - (ii) the Personnel Report in accordance with clause 6.2.6;
 - e. details of any specific activities to engage with Small-to-Medium Enterprises (SMEs) during the reporting period and any forecast engagement activities for the next reporting period;
 - f. details of any specific activities or commitments by the Contractor and Approved Subcontractors to provide further support to the Indigenous Procurement Policy or the engagement and employment of ANZ veterans;
 - g. identification of any achievements, suitable for publication, that demonstrate the benefits of the AIC program to Defence and/or to promote the value of the Contract to the Australian economy; and
 - b. any other the reporting requirements specified in the AIC Plan.
- 6.2.7.3** If Supply Chain Management is required by the SOW, the AIC Management Report shall include a summary of any new Subcontracts planned to be tendered by the Contractor, in respect of the next reporting period, including:
- a. tenders for which Australian Entities are expected to be competitive; and
 - b. tenders that will not be open to Australian Entities or for which Australian Entities are not expected to compete, the reason for that conclusion and, when applicable, the limitations to be overcome that would enable Australian Industry to participate.
- 6.2.7.4** If AIC Subcontractors are applicable to the Contract, the AIC Management Report shall include the following information for each AIC Subcontractor in relation to implementing their Subcontractor AIC Plan:
- a. any opportunities being pursued by the AIC Subcontractor, or being promoted to their Subcontractors, which will enhance Australian Industry participation; and
 - b. details of any risks or Issues, including in relation to IP rights, Technical Data, skills transfer or other factors, that could hinder continued and enhanced Australian Industry participation by the AIC Subcontractor and their Subcontractors.

6.2.8 Australian Industry Activity Report

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

- 6.2.8.1** Where Australian Industry Activities (AIAs) are applicable to the Contract, the CSR shall include an AIA Report, which provides the following information for the reporting period:
- a. a summary of the activities undertaken, outcomes achieved, any difficulties experienced, any emerging risks identified, and the activities for the next reporting period to address the identified difficulties and/or risks, including reference to any associated AIC Remediation Plan; and

- b. where Defence-Required Australian Industrial Capabilities (DRAICs) are applicable to the Contract, the following information for each DRAIC in addition to the information provided in response to paragraph a above:
 - (i) identification of the funds expended (in AUD) over the reporting period and to date against the total planned expenditure for the DRAIC; and
 - (ii) where a DRAIC has progressed through Acceptance, an assessment of the ongoing viability and sustainability of the DRAIC, particularly to ensure that it is available when required, in the form required and with the capability required, either under the Contract or the Contract (Support).

6.2.9 Australian Contract Expenditure Progress Report

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

6.2.9.1 The CSR shall include an Australian Contract Expenditure (ACE) Progress Report, which provides the following information:

- a. the ACE and Imported Contract Expenditure (ICE), both in numerical form and as a graphical representation, including:

Note: Planned ACE and ICE only include those elements that form part of the Contract Price.

- (i) the total values of ACE and ICE planned for the Contract;
 - (ii) the values of ACE and ICE for the current reporting period;
 - (iii) the cumulative values of ACE and ICE to the end of the reporting period;
 - (iv) the Achieved ACE Percentage versus the Prescribed ACE Percentage for the last ACE Measurement Point prior to the end of the reporting period;
 - (v) the forecast values of ACE and ICE for the next reporting period;
 - (vi) the forecast values of ACE and ICE for the next ACE Measurement Point;
 - (vii) the Achieved ACE Percentage forecast for the next ACE Measurement Point; and
 - (viii) the forecast cumulative value of ACE and ICE for the remainder of the Contract;
- b. a report on the progress towards achieving the Prescribed ACE Percentages up until the end of the reporting period, which:
 - (i) in respect of the cumulative ACE value that had been budgeted by the Contractor to the end of the reporting period, provides an explanation for any over- or under-expenditure of the ACE, where over- or under-performance is defined as a variance from the cumulative baseline plan to the end of the reporting period by greater than the following amounts:
 - (a) where the Contract Price is less than, or equal to, AUD100m, +/- 5% or +/- AUD1m (whichever is greater);
 - (b) where the Contract Price is greater than AUD100m but less than, or equal to, AUD500m, +/- 1% or +/- AUD2.5m (whichever is greater); and
 - (c) where the Contract Price is greater than AUD500m, +/- 0.5% or +/- AUD5m (whichever is greater);
 - (ii) provides an explanation for over- or under-performance achieved in relation to the Prescribed ACE Percentage at the last ACE Measurement Point prior to the end of the reporting period and that is expected to be achieved at the next ACE Measurement Point;
 - (iii) describes what actions will be or are being taken to address under-performance of ACE, including reference to any AIC Remediation Plan; and
 - (iv) identifies any emerging risks that could prevent full achievement of ACE; and

- c. a breakdown of the ACE by postcode, including for each postcode:
 - (i) the cumulative value of ACE achieved to the end of the reporting period; and
 - (ii) the forecast cumulative value of ACE for the remainder of the Contract.

6.2.10 Technical Data and Software Rights Report

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

6.2.10.2 The TDSRR shall:

- a. summarise any significant events (eg, completing a development stage) during the reporting period, and any significant events expected in the next reporting period, that affect Technical Data and Software rights, identifying the scope of Technical Data and Software affected;
- b. report on the progress made to grant, or have granted, rights to Technical Data and Software in accordance with the Contract, including rights to enable the delivery of Technical Data and Software in accordance with the Approved SSTDL and the Approved SWLIST, as applicable;
- c. identify the risks and any Issues in relation to obtaining Intellectual Property licences or any other Authorisations required for Technical Data and Software; and
- d. describe and justify any proposed changes to the assignment of the Commonwealth's rights to items of Technical Data and Software, including:
 - (i) identification of the relevant items of Technical Data and Software;
 - (ii) the effect of the change on the value of Technical Data and Software deliverables to the Commonwealth (eg, LCC increase from a monopolistic supply or a reduction in work accessible by Australian Industry);
 - (iii) any effect on the Contract schedule;
 - (iv) changes to claims pending (eg, reductions for reduced rights); and
 - (v) any effect on the performance of the Mission System, or limitations applicable to the implementation of the Support System.

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

6.2.11 Subcontractor Report

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

6.2.11.1 The CSR shall include a Subcontractor Report, which shall report on ANZ and overseas Subcontractors in separate sections, and provides the following information for both the reporting period and cumulatively for the Contract:

- a. number by the location (by country and within Australia by postcode where the Subcontract is placed) and value (in AUD) of all Subcontracts signed or to be signed by the Contractor:
 - (i) prior to the reporting period;
 - (ii) in the reporting period;
 - (iii) forecast for the next reporting period; and
 - (iv) any significant Issues or risks associated with establishing the Subcontract; and
- b. a summary for each Approved Subcontractor of:
 - (i) significant work activities undertaken during the reporting period;
 - (ii) significant work activities expected to be undertaken in the next reporting period;

- (iii) progress against the Subcontract elements of the Approved CMS; and
- (iv) any significant Issues or risks associated with the subcontracted work, including the status of key deliverables that are either overdue or non-compliant to requirements or likely to become so.

6.2.11.2 The Subcontractor Report shall provide an overview of any activities conducted with contracted SMEs during the reporting period, particularly any activities that are assisting the SMEs with building or enhancing their capabilities.

6.2.12 Health Safety and Environment Report

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

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

- a. for the statistical measures related to WHS that are routinely collected by the Contractor and Approved Subcontractors for the measurement period(s) ending within the CSR reporting period (eg, lost-time injuries, incident rates (per 100 workers), frequency rates (per hours worked) and average time lost rate (per occurrence) by company and/or relevant work location):
 - (i) a summary of the results; and
 - (ii) a comparison with previous results to enable the identification of trends;
- b. for Notifiable Incidents, a tabulated summary of Notifiable Incidents, including cause, effect, remedial actions completed and those yet to be completed, if applicable;
- c. a summary of:
 - (i) the formal notices, written communications and written undertakings required to be provided under clause 12.4.5b of the COC; and
 - (ii) any legal proceedings and prosecutions related to applicable legislation, including the WHS Legislation;
- d. where environmental management is required under the Contract, a summary of Environmental Incidents, including cause, effect, remedial actions completed and those yet to be completed, if applicable;
- e. information concerning events related to WHS and the Environment that may affect work performed under the Contract (eg, changes to legislation or directions by a regulator) and, if applicable, activities to address those events; and
- f. where a WHSMS and/or ENVMS are required under the Contract to be certified, the certification status of the WHSMS and/or ENVMS.

6.2.13 Commonwealth Assets Stocktaking Report

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

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

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

- c. a summary of all stocktakes programmed for the next reporting period;
- d. the percentage of completed stocktakes as a percentage of the total number of stocktakes programmed to meet the Contractor Assets Stocktaking Plan (CASP) requirements of the PMP; and
- e. if the CASP requirements are not being achieved, a description of actions taken to ensure the CASP requirements are achieved in future.

DATA ITEM DESCRIPTION

- 1. DID NUMBER: DID-V&V-MGT-V&VP-2-V5.2**
- 2. TITLE: VERIFICATION AND VALIDATION PLAN**
- 3. DESCRIPTION AND INTENDED USE**
 - 3.1** The Verification and Validation Plan (V&VP) is the Contractor's plan for Verification of Supplies to be offered for Acceptance under the Contract.
 - 3.2** The Contractor uses the V&VP to document and to gain Approval for the Verification arrangements for the Supplies.
 - 3.3** The Commonwealth uses the V&VP to:
 - a. gain assurance that the Contractor's proposed Verification activities will be adequate to assure the quality of Supplies offered for Acceptance under the Contract and to Verify that the requirements have been met;
 - b. monitor the progress of the Contractor's Verification and Validation (V&V) program; and
 - c. identify the Commonwealth's involvement in the program.
- 4. INTER-RELATIONSHIPS**
 - 4.1** The V&VP is subordinate to the following data items, where these data items are required under the Contract:
 - a. Systems Engineering Management Plan (SEMP); and
 - b. Integrated Support Plan (ISP).
 - 4.2** The V&VP inter-relates with the following data items, where these data items are required under the Contract:
 - a. Verification Cross-Reference Matrix (VCRM);
 - b. Acceptance Test Plans and Procedures (ATP&Ps);
 - c. Acceptance Test Reports (ATRs);
 - d. Previous V&V Results Package (PV&VRP); and
 - e. Contract Master Schedule (CMS).
- 5. APPLICABLE DOCUMENTS**
 - 5.1** The following documents form a part of this DID to the extent specified herein:

Nil.
- 6. PREPARATION INSTRUCTIONS**
 - 6.1 Generic Format and Content**

 - 6.1.1** The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled 'General Requirements for Data Items'.
 - 6.1.2** When the Contract has specified delivery of another plan that contains aspects of the required information, the V&VP shall summarise these aspects and refer to the other plan.
 - 6.1.3** The data item shall include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.

6.2	Specific Content
6.2.1	General
6.2.1.1	The V&VP shall describe the objectives, scope, constraints, and assumptions associated with the Contractor's Verification activities. Any risks associated with these activities shall be documented in the Risk Register in accordance with the Approved PMP, as required under the Contract; however, the V&VP shall describe the risk-management strategies associated with any risks where the mitigation strategy underpins the overall V&V program.
6.2.2	Organisation and Management
6.2.2.1	The V&VP shall include the Contractor's organisational arrangements (including Subcontractors) for its Verification program, and the inter-relationships between the V&V organisation and the other parts of the Contractor's organisation for the project.
6.2.2.2	The V&VP shall identify the individual within the Contractor's organisation who will have managerial responsibility and accountability for meeting the Verification requirements of the Contract.
6.2.3	Verification Activities
6.2.3.1	The V&VP shall describe the Verification activities to be conducted to demonstrate that the Supplies offered for Acceptance comply with the requirements of the Contract.
6.2.3.2	The V&VP should draw comprehensively on the VCRM, and shall describe all test activities to be included in the Verification of the Supplies.
6.2.3.3	The V&VP should outline the Contractor's V&V program schedule, describing how the schedule supports the achievement of the CMS.
6.2.3.4	The V&VP shall detail requirements and procedures for the Commonwealth provision of resources for, and involvement in, or witnessing of, Verification activities.
6.2.3.5	Where the Contractor proposes to claim previous Verification results as precluding the need for specific Verification activities within the V&V program, the V&VP shall summarise: <ul style="list-style-type: none"> a. the scope and context of the previous Verification activities; b. the reasons why the previous results preclude the need for specific Verification activities including how the previous results are valid for the configuration of the Supplies, and the intended operational role and environment described in Description of Requirement; and c. how the previous Verification results, delivered in a Contractor's PV&VRP, will be integrated into the planned Verification activities and the VCRM.
6.2.4	Flow Diagram
6.2.4.1	The V&VP shall include an overall flow diagram of the Verification program for both the Mission System and significant Support System Components. This flow shall be sequentially arranged to include: <ul style="list-style-type: none"> a. all significant Verification milestones and efforts in the development phase associated with each class of Verification; b. hardware and software integration schedules; c. requirements for concurrency of Verification activities; d. the contractor or group responsible for each Verification event; and e. any additional information that clarifies the description of the test program.
6.2.4.2	The flow diagram shall reflect predicted dates for significant milestones.
6.2.5	Verification Objectives
6.2.5.1	The V&VP shall specify the broad objective for each Verification phase for both the Mission System and Support System Components. Objectives shall be specified in terms of Verifying part or all of system or lower level specifications (eg, subsystem specifications). It is important that the V&VP support a unified set of objectives for the entire V&V program,

so that redundant activities are eliminated and the program can evolve smoothly through each succeeding phase.

6.2.6 Test Readiness Reviews

6.2.6.1 The V&VP shall describe the approach for the conduct of Test Readiness Reviews (TRRs) as Mandated Systems Reviews (MSRs), V&V involvement in other MSRs, and any Internal System Reviews necessary for the effective conduct of the V&V program.

6.2.6.2 The V&VP shall describe the objectives for each V&V-related System Review and the relationship between each System Review and other V&V program activities

Note: *The following clause only relates to the V&V-related System Reviews. The main governing plans for each of the Level 2 subject area clauses in the SOW address the other System Reviews (eg, the PMP addresses project management System Reviews, the SEMP addresses engineering-related System Reviews, and the CMP or SEMP addresses CM-related System Reviews).*

6.2.6.3 The V&VP shall detail the following information for each of the V&V-related System Reviews (cross-referring to the SEMP where appropriate), incorporating the associated SOW requirements (including entry criteria, exit criteria and checklist items) for these System Reviews and supplemented where required by the Contractor's internal processes:

- a. the organisations and individuals involved in the review and their specific review responsibilities;
- b. the proposed review venue;
- c. the pre-requisites for the conduct of the review (ie, entry criteria);
- d. the checklist items to be addressed during the System Review, including the documentation to be reviewed;
- e. the essential review completion criteria (ie, exit criteria); and
- f. the applicable Milestone criteria specified in Attachment C, Delivery Schedule.

6.2.7 Failure and Corrective Action Management

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

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

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

DATA ITEM DESCRIPTION

- 1. DID NUMBER: DID-V&V-TST-ATP&P-V5.2**
- 2. TITLE: ACCEPTANCE TEST PLAN AND PROCEDURES**
- 3. DESCRIPTION AND INTENDED USE**
 - 3.1** The Acceptance Test Plan and Procedures (ATP&P) describes the organisations, schedule, responsibilities, procedures and other details that are necessary for the conduct of the test program, as required under the Contract and the Approved governing plan for Verification and Validation (V&V) (eg, the V&V Plan (V&VP)). The activities defined by the ATP&P are used to confirm the quality of the Supplies and that the Contract requirements have been met.
 - 3.2** The Contractor uses the ATP&P to:
 - a. define, manage and monitor the plans and procedures for conducting specific segments or phases of the overall test program; and
 - b. ensure that those parties (including Subcontractors) who are undertaking Acceptance testing activities understand their respective responsibilities, the processes to be used, and the time-frames involved.
 - 3.3** The Commonwealth uses the ATP&P to:
 - a. understand and evaluate the Contractor's approach to meeting the Acceptance testing requirements of the Contract;
 - b. assist with monitoring the Acceptance testing activities; and
 - c. provide input to the Commonwealth Representative's planning for Commonwealth involvement in Acceptance testing activities.
- 4. INTER-RELATIONSHIPS**
 - 4.1** The ATP&P is subordinate to the following data items, where these data items are required under the Contract:
 - a. Systems Engineering Management Plan (SEMP); and
 - b. V&VP.
 - 4.2** The ATP&P inter-relates with the following data items, where these data items are required under the Contract:
 - a. Verification Cross-Reference Matrix (VCRM);
 - b. Acceptance Test Reports (ATRs); and
 - c. Contractor's Previous V&V Results Package (PV&VRP).
- 5. APPLICABLE DOCUMENTS**
 - 5.1** The following documents form a part of this DID to the extent specified herein:
Nil.
- 6. PREPARATION INSTRUCTIONS**
 - 6.1 Generic Format and Content**

 - 6.1.1** The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled 'General Requirements for Data Items'.
 - 6.1.2** The data item shall include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.

6.2 Specific Content

6.2.1 Detailed Requirements – Plan

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

- a. provide a summary description of the test, including the organisation(s) involved in the test and the responsibilities of key individuals;
- b. reference the VCRM entries that detail which requirements are being tested, and whether Verification of a requirement and Validation (if required under the Contract) will be established by test, demonstration, inspection, analysis, simulation, modelling, experiment, audit, walk-through, documentation review, comparison, historical data, compliance certificate, or other means;
- c. provide a description of the test article, including test configuration identification;
- d. detail system configuration and initial conditions for test;
- e. identify any limitations, assumptions and constraints associated with the V&V activity, including any measurements that need to be taken at the time of the V&V activity to record uncontrollable conditions (eg, ambient temperature);
- f. identify any location or environmental considerations for the conduct of the V&V activities;
- g. state the means, or combination of means, which will be used to Verify compliance with the requirement, for example, stand alone system, integration test;
- h. identify, with respect to the means stated in subclause g above, whether the Verification of the requirement will be fully established by either a discrete test, as part of a test of the complete functioning system, or both;
- i. identify the precursor test activities and the immediate successor test activities covered by a separate ATP&P, as applicable;
- j. identify the subordinate test procedures that describe the test steps for each test case listed in the ATP&P; and
- k. include details of the test organisation and the significant test equipment, documentation and facilities required for the conduct of the V&V activity, with cross-references to the applicable test procedures for additional detail.

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

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

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

6.2.2 Detailed Requirements – Procedures

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

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

- a. a description of the scope of the test, including a test method, which shall provide a general description of the test activity;
- b. a description of the configuration of the item(s) under test and initial conditions for test, including any preparatory requirements or other pre-test activities;
- c. a description of the test equipment (including the configuration of test equipment), documentation (including details of calibration and certification of test equipment if required), venue and personnel required for the conduct of the test;

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

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

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

DATA ITEM DESCRIPTION

- 1. DID NUMBER: DID-V&V-TST-ATREP-2-V5.2**
- 2. TITLE: ACCEPTANCE TEST REPORT**
- 3. DESCRIPTION AND INTENDED USE**
 - 3.1** The Acceptance Test Report (ATR) is used to document the results of the system test activity. In particular, the ATR formally documents the results, conclusions and recommendations of testing conducted according to the governing plan for V&V (eg, V&VP) and associated Acceptance Test Plan and Procedures (ATP&Ps).
 - 3.2** The Contractor uses the ATR to:
 - a. record the outcome of Verification activities, and to determine any corrective action required; and
 - b. inform the Commonwealth of the outcome of the relevant Verification activities in support of offering Supplies for Acceptance.
 - 3.3** The Commonwealth uses the ATR to:
 - a. support considerations on the suitability of Supplies offered for Acceptance; and
 - b. assist with monitoring the performance of the Contractor.
- 4. INTER-RELATIONSHIPS**
 - 4.1** The ATR is subordinate to the following data items, where these data items are required under the Contract:
 - a. Systems Engineering Management Plan (SEMP); and
 - b. Verification & Validation Plan (V&VP).
 - 4.2** The ATR inter-relates with the following data items, where these data items are required under the Contract:
 - a. ATP&Ps;
 - b. Verification Cross-Reference Matrix (VCRM); and
 - c. Contractor's Previous V&V Results Package (PV&VRP).
- 5. APPLICABLE DOCUMENTS**
 - 5.1** The following documents form a part of this DID to the extent specified herein:

Nil.
- 6. PREPARATION INSTRUCTIONS**
 - 6.1 Generic Format and Content**

 - 6.1.1** The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled 'General Requirements for Data Items'.
 - 6.1.2** The data item shall include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.
 - 6.2 Specific Content**

 - 6.2.1** The ATR shall include:
 - a. data to uniquely identify the Supplies being Verified, which may include:
 - (i) item names;
 - (ii) stock numbers;

- (iii) part numbers;
 - (iv) item quantity;
 - (v) serial numbers; and
 - (vi) configuration status;
- b. references to relevant ATP&P and details of any differences between the ATP&P and the 'as run' test procedure;
- c. reports of the relevant Verification results, supported by the applicable raw results / measurement data, calculations, etc, as attachments;
- d. reports on any corrective action found necessary as a result of Verification activities, and of any subsequent re-Verification activities required; and
- e. names of the Commonwealth representative(s) who witnessed the Verification activities, or reference to the authority given to conduct the Verification activities without a Commonwealth presence.