CONTRACT DATA REQUIREMENTS LIST

GENERAL GUIDANCE ON ANNEX c

Status: Core

Purpose: To:

1. list the data deliverables required under the Contract and to define their parameters, including required delivery times, Commonwealth actions, and required standards; and
2. set out the processes and procedures for preparation, delivery, management and maintenance of data items by the Contractor.

Policy: Nil

Guidance: This guidance provides a detailed discussion of each clause within Annex C.

**1. PURPOSE**

Clause 1 explains the purpose of the Contract Data Requirements List (CDRL). There is no requirement for drafters to amend this clause.

The Contract data items, listed in the CDRL, act as one of the prime vehicles for information transfer between the Contractor and the Commonwealth.

Data items should be considered in the context of the relevant processes. Data items listed in the CDRL can be divided into two basic types:

1. data items that define processes, such as the Contractor’s plans; and
2. data items that result from undertaking these processes, such as the Contract Status Report (CSR) or a Supplies Acceptance Certificate.

Data items that define processes should be delivered before those processes are implemented and, in general, are required either before ED or OD. Ideally, these should be considered as a set to ensure that the processes form a complete set and are harmonised across the scope of the Contract (even though it may not be practical to deliver and review all of these data items simultaneously).

Data items that are the products of the process should be delivered as they are produced. Of course, these data items will also pass through the Contractor’s internal review and approval processes. For iterative processes, such as an engineering change, draft data items may be required to reflect the current status.

**2. MANAGEMENT OF THE DATA ITEM DESCRIPTIONS**

A common misconception is that a CDRL item and the Data Item Description (DID) represent the same thing. The CDRL line number (column ‘a’ in the table in clause 7) refers to a particular line number that is referenced in the SOW or DSD and is required to be delivered under the Contract. A DID is called out for each CDRL line number (column ‘i’ of the table) and specifies the purpose and minimum requirements for the document. There is no 1:1 relationship between them because a given DID may be called out for a number of CDRL line numbers, and the same DID can be used by multiple contracts that use ASDEFCON templates.

Depending on the significance of the deliverable, the Commonwealth action results in differing levels of endorsement. These are, in order of most to least significance:

1. CCP approval,
2. Accept,
3. Approve, and
4. Review.

These differing levels of endorsement are defined in clause 2.4 of the draft SOW, with related guidance included in the *ASDEFCON (Support)* SOW Tailoring Guide.

All data items should be internally reviewed and, if necessary, approved by the Contractor before presentation to the Commonwealth Representative.

Data items that define support processes (eg, plans) must be Approved by the Commonwealth Representative.

Data items that will become an Attachment (eg, Australian Industry Capability Plan) should be subject to CCP approval by the Commonwealth Representative.

Data items that form part of the operational system (eg, updated operator manuals) should be Accepted by the Commonwealth Representative.

Data items that define the output from key design stages of an ECP (eg, design review minutes, which include decisions and actions placed on the Commonwealth) should be Approved by the Commonwealth Representative.

Data items that permit the ongoing support and development of updates to the system are divided into two cases. Where the Contractor provides the whole-of-life support for the system, these data items should be Reviewed. Where the Contractor may not support the system over its entire life and the data will be used by Defence or a third party, these data items should be either Approved or Accepted.

Data items that monitor progress (eg, CSR) and verify that the processes are being followed should be Reviewed by the Commonwealth Representative. As the series of CSRs represents the history of the Contract, the comments by the Commonwealth Representative are needed to ensure accuracy. Note that, in the case of the progress reports, some items may still need Approval for contractual reasons (eg, the Cost Performance Reports).

Data items that provide visibility of activities (eg, engineering databases) or provide early feedback on the design (eg, design documents) should be supplied to the Commonwealth Representative for Review.

There is no requirement for drafters to amend clause 2.

**3. MANAGEMENT OF DATA ITEMS**

Clause 3 sets out a number of obligations that the Contractor must undertake in relation to the management of data items, including configuration management. There is no requirement for drafters to amend clause 3.

**4. EXPLANATION OF THE CDRL**

The drafter must ensure that each line item in the CDRL has been referenced from the SOW and that each line item has been given a unique identifier, name and cross reference that are consistent with the SOW.

Delivery schedules for the data items should consider the expected maturity of each data item, the ability of the Commonwealth to adequately disposition it in the specified time, and the risk to the program.

Due to archiving requirements, government policy is to minimise the use of hard copy documents and a hard copy should only be requested when essential (eg, because an original signature is required). Whenever possible, use of the Data Management System (DMS) or softcopies is encouraged, although the ability of the Commonwealth to interpret and review the relevant file format needs to be addressed in the wording of the CDRL (refer clause 6.1) and the SOW (eg, in specialist areas, such as the scheduling software and the Total Cost of Ownership model).

The DIDs need to be carefully chosen and uniquely identified, as discussed in the guidance for clause 7.

The drafter needs to consider the actual period required for the Commonwealth to disposition each data item before inserting periods in the CDRL. Factors to be considered include:

1. the size and complexity of the document;
2. whether a preliminary or draft version would already have been reviewed;
3. the need to involve external agencies or Approval authorities; and
4. conflicting requirements (eg, the need to review more than one data item concurrently).

**5. DELIVERY ADDRESSES**

Drafters should think carefully about the distribution of data items listed in the CDRL before the RFT is released. Wherever possible, arrange via the Contract for the Contractor to send the appropriate quantities of data items to all Commonwealth locations that require the data item. Add to the distribution list in the CDRL as required.

**6. GENERAL REQUIREMENTS FOR DATA ITEMS**

**6.1 Data Item Media**

Clause 6.1 sets requirements for hard copy and soft copy data item deliverables.

For hard copies, ‘metric’ ISO 216 ‘A-series’ paper is specified. As per the note to drafters, USA-based contractors will base normal business practices on letter size paper and requiring the use of A4 paper will increase administrative costs. One option is to obtain plans and reports on letter size paper with margins suitable for photocopying to A4 (sometimes referred to in the US as ‘international A4’).

Drafters should consider the preferred electronic formats. Electronic format requirements are specified in some DIDs including the Technical Data Plan and Drawings. The requirements specified in clause 6.1 of the CDRL should be consistent with the requirements in the SOW and DIDs. Other than for specific applications, the drafter should identify the standard Microsoft Office® products used by Defence, including the applicable versions.

**6.2 Format Instructions**

Clause 6.2 outlines basic format requirements and avoids repeating this information in each DID. The requirements in this area may be expanded or reduced as assessed by the procurement team on a risk basis. For example, Commonwealth Representative staff may need to control the document reference number and format to integrate with an existing suite of documentation.

**6.3 Content Instructions**

The requirement for submitted data items (eg, manuals) to satisfy a certain reading grade level (eg, RGL 9) could be included as necessary. This is to ensure that the data item is written focussed at an acceptable level of reading difficulty. Otherwise, drafters may include this clause without alteration.

**6.4 Use of Existing Data**

There is no requirement for drafters to amend clause 6.4.

**7. Contract Data Requirements List**

DIDs can be downloaded from the ASDEFCON intranet site. Drafters should note that some DIDs in *ASDEFCON (Support)* are re‑used from other templates, such as *ASDEFCON (Strategic Materiel)* and *ASDEFCON (Complex Materiel) Volume 2.* These DIDs can be recognised by the four-part title (eg, ‘DID-ENG-SOL-DCERT’) and are usually included in a separate download as ‘supplementary DIDs’.

Drafters should download the most recent DID version from the website, and specify the version under the Data Item Description Reference column of the CDRL table. For example, Version ‘V5.0’ of the Support Services Management Plan DID will be referenced as DID-SSM-SSMP-V5.0.

If Contract-specific data items are required (eg, to meet regulatory requirements), drafters should generate these additional DIDs using the standard format and approach utilised for the ASDEFCON DIDs. The short title for the DID should then be incorporated into the CDRL, along with the other information required. To the extent practicable, drafters should avoid using Contract-specific DIDs unless no other option is available. Drafters also need to ensure that access to all DIDs is provided to tenderers in accordance with the note to drafters.

Drafter’s Action: The CDRL is to be amended, both prior to release of the RFT and prior to Contract signature, to:

1. ensure that all (and only) those data items called up in the draft SOW (including though other data items, such as progress reports defined within plans) are invoked;
2. ensure that the latest versions of the DIDs are referenced;
3. ensure that the appropriate Commonwealth action (ie, Review, Approval, Acceptance or CCP approval) is applied to each version of each data item, consistent with the guidance provided herein and the principle of Clear Accountability In Design (CAID);
4. ensure that the scheduling of the delivery times for data items reflects the requirements of the Contract and the interactions between data items;
5. ensure that the Commonwealth action times for data items are manageable and reflect the factors discussed in the guidance;
6. reflect the method of delivery (eg, hard copy, soft copy, or via the DMS);
7. reflect the required distribution of data items;
8. reflect those data items for which prior Approval would be provided (eg, ‘by ED’ following pre-contract work / negotiations); and
9. for any draft versions of data items, include a reason for the draft in the Notes column.

Drafters must attach the DIDs to the CDRL list as ‘Schedule 1 to Annex C – Data Item Descriptions’.

Related Clauses: Clause 2.3 of the draft SOW requires the Contractor to implement a DMS.

Clause 2.4 of the draft SOW requires the Contractor to produce, update and deliver the data items referenced in the CDRL. The clause also details the Contractor’s obligations and the Commonwealth’s rights with respect to processing the data items.

Further Reading: Refer to the *ASDEFCON (Support) SOW Tailoring Guide* for guidance in relation to clause 2.3 (DMS) and clause 2.4 (Deliverable Data Items) of the SOW.

CONTRACT DATA REQUIREMENTS LIST

1. PURPOSE

This Annex outlines the relationship between data items, Data Item Descriptions (DIDs) and the Contract Data Requirements List (CDRL) at clause 7 of this Annex. The Annex also sets out the processes and procedures for the preparation, delivery, management and maintenance of data items by the Contractor, and the Commonwealth action required.

The CDRL included with this Annex is a consolidated list of data items to be delivered during the course of the Contract and includes CDRL management information. The CDRL defines the data item version, delivery schedule, quantity by type, delivery location(s), Commonwealth action period and type, maintenance requirements, and, through reference to the associated DID, the title, purpose, content and, if applicable, format requirements for each data item.

1. MANAGEMENT OF THE DATA ITEM DESCRIPTIONS

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

1. MANAGEMENT OF DATA ITEMS

The Contractor shall implement Configuration Management procedures for each data item (including reissues or amendments) in accordance with the SOW and the Approved plan that governs Configuration Management (eg, the Approved Configuration Management Plan (CMP) or the Approved Support Services Management Plan (SSMP)) to ensure that the version or issue (as appropriate) and amendment status of each data item is identified and controlled.

The Contractor shall review, update and deliver amendments or reissued data items, or confirm the continuing accuracy of data items annotated with a maintenance period, in accordance with the CDRL.

Delivery of amended, reissued or resubmitted data items shall be to the location(s) and in the format and quantities specified in the CDRL for the initial submission of the data items.

Unless otherwise agreed in writing by the Commonwealth Representative, if a data item is to be amended and reissued, or the delivery was delayed, the schedule for subsequent deliveries of that data item remains unaffected.

Delivery via the Data Management System (DMS) specified in clause 2.3 of the SOW shall mean that:

the data item has been uploaded to the DMS;

each of the Commonwealth officials nominated in the CDRL has been electronically notified that the data item has been uploaded to the DMS; and

the Commonwealth Authorised Users are (subject to any restrictions defined by the Commonwealth Representative) able to access and download the data item.

1. EXPLANATION OF THE CDRL

Application of this CDRL is specified in the SOW. An explanation of each CDRL column is detailed below and applies to each data item:

CDRL Line Number: This field provides the unique sequential number that identifies each data item within different functional groups (eg, MGT-100, etc).

Data Item Title: This field identifies the title of the data item.

SOW Clause Ref: This field shows the major clause in the SOW (including DSDs) where the data item is identified. There may be multiple references to the data item in the SOW, but generally only the first (or one) reference is shown in the CDRL.

Ref: This field provides a reference number used to identify individual deliveries of a data item.

Version: This field identifies the particular individual delivery of a data item during its lifecycle (ie, draft, final).

Delivery Schedule: This field specifies the date(s) and/or events by which the data item is required to be delivered. The data items shall be delivered before 1700 hrs (local time) on the date specified, or the last Working Day before the specified date if the specified day is not a Working Day. The date of delivery applies to all delivery locations and quantities unless otherwise specified, including delivery via the DMS in accordance with clause 3.4 of this Annex. Following are some of the abbreviations and symbols used with this column:

‘ED’ means Effective Date, ‘POD’ means Planned Operative Date, ‘OD’ means Operative Date, and ‘PPR’ means Periodic Performance Review;

Numerals indicate the number of Working Days unless specified otherwise;

‘+’ means after the specified date or event; and

‘-‘ means before the specified date or event.

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

Quantity: This field specifies the total number of data items to be delivered to the associated delivery location(s), including the copy delivered via the DMS, and the number of hard (H) and soft (S) copies. Delivery to the DMS means that on-line access to the data item is provided to the Commonwealth Authorised Users in accordance with clause 3.4 of this Annex and clause 2.3 of the SOW. Clause 6.1 of this Annex provides specific requirements relating to hard and soft copies of data items.

Delivery Location: This field shows the short title of the Commonwealth official(s) to whom:

electronic notification of the delivery of data items via the DMS shall be provided; and

the hard and/or soft copies of the data items shall be delivered.

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

Data Item Description Reference: This field provides the identification of the DID with which the data item must comply.

Commonwealth Action Period: This field defines the number of Working Days available to the Commonwealth to action the data item and respond to the Contractor, if that action requires a response. The period begins upon the date the action copy of the data item is received at the first nominated delivery location. The action period applies to all deliveries, including first deliveries, amendments and re-issues. If a data item is delivered earlier than the first delivery date shown in the CDRL, the Commonwealth is not obliged to action it until after that date. If the action period states ‘by PPR’ for a data item delivered prior to a Periodic Performance Review, the action period ends when the minutes for that review are Approved. If the action period states ‘by ED’, with ‘Approval’ as the ‘Commonwealth Action Required’, this means that, prior to ED, the Contractor had developed the data item, the Commonwealth had reviewed the data item, and the parties had agreed a version of the data item that would be Approved by the Commonwealth. On both parties signing the Contract, the version of the data item that was agreed between the parties is Approved in accordance with the Contract.

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

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

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

Commonwealth Action Required: This field indicates the purpose for which the data item is being submitted to the Commonwealth. This will either be Acceptance, Approval, Review or CCP approval.

Maintenance: This field specifies either the timings or the time intervals, after each delivery, at which the data item shall be reviewed by the Contractor and either have its continuing accuracy status confirmed, in writing, or be updated and reissued. The Maintenance column does not apply to draft or preliminary versions of data items. The following abbreviations and codes are applicable to this column:

xM – every x calendar months; and

NA – not applicable.

Notes: Where necessary, additional explanatory information relating to a CDRL data item is provided in this column.

1. DELIVERY ADDRESSES

Note to drafters: Drafters should think about the distribution of data items listed in the CDRL before the RFP, RFQ or RFT is released. Wherever possible, arrange via the Contract for the Contractor to send the appropriate quantities of data items to all Commonwealth locations that require the data item. Add to the delivery location in the CDRL table and expand the delivery details below as required.

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

CR Commonwealth Representative

**(CR email address, postal address)**

**RPTM Resident Personnel Team Manager**

**(RPTM email address, RPTM postal address at Contractor’s facility)**

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

1. GENERAL REQUIREMENTS FOR DATA ITEMS
   1. Data Item Media

Subject to clause 6.4 and unless otherwise specified in a DID:

all electronic copies (referred to in the CDRL as DMS and/or as soft (S) copy, delivered via electronic data transfer or using an agreed media), shall have margins consistent with ISO 216: A0‑A4 size paper, in the following file formats:

searchable Portable Document Format (PDF), […SPECIFY PREFERRED VERSION…];

[…SPECIFY PREFERRED PRODUCTS AND VERSIONS…]; and

[…SPECIFY PREFERRED PRODUCTS AND VERSIONS…]; and

all hard copies (referred to as ‘H’ in the CDRL) of data items shall be prepared and delivered on ISO 216: A0‑A4 size paper.

Note to drafters: Drafters should note that USA based contractors will, as normal business practice, use letter size paper. Requiring the use of A4 type / ISO 216 paper may increase cost.

Drafters should carefully consider the preferred electronic format. The SOW may specify particular electronic format requirements for particular categories or items of Technical Data, and the requirements specified here should be consistent with those requirements.

* 1. Format Instructions

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

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

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

the document reference number;

the document title and date of issue;

the volume number (only applicable to multi-volume data items);

the version number/revision indicator;

the security markings or other restrictions, which shall not contravene Contract requirements on the handling of the document;

the Contract number;

the CDRL line number, if the data is a data item;

the organisation for which the document has been prepared; and

the name and address of the preparing organisation.

When a data item is delivered in the form of a document, and the body of that document is greater than five pages in length, it shall contain a table of contents.

When a data item is delivered in the form of a document, each page shall contain a unique page number and preferably display the document number, version, volume and date of issue, as applicable.

When a data item is delivered in the form of a soft copy document (including a text, spreadsheet or presentation file), and unless otherwise specified in the Contract or agreed by the Commonwealth Representative, the document shall be in a format that is compatible with Microsoft® Office applications or, if appropriate, in PDF.

Where a data item is revised or updated, and where the software used to create the data item is able to produce revision marks, the Contractor shall mark all changes made since the previous release of the data item to the Commonwealth with a side bar in the margin of the data item to aid review.

Where the software is not able to produce revision marks, the Contractor shall accompany those affected data items with revision lists containing a summary of all changes made since the previous release to the Commonwealth.

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

* 1. Content Instructions

If a preliminary or draft version of a data item is scheduled for delivery prior to Approval or Acceptance of a final version, the Contractor shall comply with the following requirements:

the preliminary version shall contain information on all of the topics pertinent to the data item and shall be:

commensurate with the status of design, development or installation of the Products at the time the data item is due for delivery; and

suitable for the intended purpose as stated in the Notes in column m of the CDRL; and

unless otherwise specified, the draft version shall be developed from the preliminary version, if a preliminary version was required, and to the stage where it reflects the content of the final version of the data item, but may be missing low level detail.

Where information specified for one data item has also been specified for other data items in the same format and at the same issue status, the Contractor may provide the information in one data item only and include cross-references to that data item in the other data items.

The Contractor shall ensure that all data items provided to the Commonwealth are written in grammatically correct English.

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

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

identification of the Contract, system, program, plan, item, as applicable, to which the data item applies;

background that helps to situate the data item and state the intended use of the item(s) to which the data item applies;

an overview of the data item;

a list of referenced documents;

a list of acronyms and abbreviations; and

a set of definitions.

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

* 1. Use of Existing Data

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

1. Contract Data Requirements List

Note to drafters: Before releasing an RFT, drafters:

1. must determine which DIDs will meet their Contract’s specific requirements for specifying data items;
2. must download the latest version of the required DIDs from the ASDEFCON website: (<http://drnet.defence.gov.au/casg/commercial/CommercialPolicyFramework/Pages/ASDEFCON-Support.aspx>);
3. may tailor the DIDs, but standard DIDs are to be used whenever possible (to the avoid costs to industry of non-standard data items); and
4. must amend the CDRL to reflect the data items and DIDs chosen.

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

1. ‘Schedule 1 to Annex C to the SOW - Data Item Descriptions’;
2. the Contract number; and
3. a version control identifier.

References to the DMS in the following table may be amended for deliveries scheduled prior to a DMS being implemented (eg, before OD). In these instances ‘DMS’ in the CDRL should be replaced with ‘1S’.

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

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

Some data items are scheduled, by default, for delivery before the OD, and the CDRL table assumes a Phase In period of 80 Working Days or more. Drafters should review those data items due after ED and before OD to ensure that a meaningful sequence of deliveries is included.

The CDRL entries do not assume that the draft Contract (Support) will be issued in conjunction with a draft Contract (Acquisition) as part of a combined Request For Tender (RFT). For changes to the CDRL in a combined RFT, refer to the ASDEFCON Linkages Module (Strategic).

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

| CDRL Line Number | Data Item Title | SOW Clause Ref | Ref | Version | Delivery Schedule | Quantity | Delivery Location | Data Item Description Reference | C'wealth Action Period | C'wealth Action Required | Maintenance | Notes |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| a | b | c | d | e | f | g | h | i | j | k | l | m |
| 1. MGT-100 | 1. Support Services Management Plan | 1. 3.2.1 | 1. a | 1. Final | 1. ED | 1. 1H, DMS | 1. CR | 1. DID-SSM-SSMP | 1. by ED | 1. Approval | 1. 12M |  |
| 1. MGT-110 | 1. Support Services Master Schedule (SSMS) | 1. 3.2.2 | 1. a | 1. Draft | 1. ED | 1. DMS | 1. CR | 1. DID-SSM-SSMS | 1. by ED | 1. Approval | 1. NA | 1. Draft required to confirm the veracity of the proposed SSMS for the Contract, particularly the early Contract activities. |
|  |  |  | 1. b | 1. Final | 1. POD - 20 | 1. DMS | 1. CR |  | 1. 20 | 1. Approval | 1. NA |  |
|  |  |  | 1. c | 1. Updates | 1. Monthly | 1. DMS | 1. CR |  | 1. 20 | 1. Approval | 1. NA |  |
| 1. MGT-120 | 1. Contract Work Breakdown Structure (CWBS) | 1. 3.2.3 | 1. a | 1. Draft | 1. ED + 20 | 1. DMS | 1. CR | 1. DID-SSM-CWBS | 1. 20 | 1. Approval | 1. NA | 1. Draft required to confirm the veracity of the CWBS as a basis for subsequent development of execution plans by the Contractor. |
|  |  |  | 1. b | 1. Final | 1. POD - 20 | 1. DMS | 1. CR |  | 1. 20 | 1. Approval | 1. NA |  |
|  |  |  | 1. c | 1. Updates | 1. As required | 1. DMS | 1. CR |  | 1. 20 | 1. Approval | 1. NA |  |
| 1. MGT-130 | 1. Support Performance Measurement Plan | 1. 3.2.5 | 1. a | 1. Final | 1. POD - 20 | 1. DMS | 1. CR | 1. DID-SSM-SPMP | 1. 20 | 1. Approval | 1. 12M |  |
| 1. MGT-140 | 1. Quality Plan | 1. 11.2 | 1. a | 1. Final | 1. POD - 40 | 1. DMS | 1. CR | 1. DID-SSM-QP | 1. 20 | 1. Approval | 1. 12M |  |
| 1. MGT-150 | 1. Supplies Acceptance Certificate | 1. COC 6.8 | 1. a | 1. Final | 1. As required | 1. 2H, DMS | 1. With supplied Products | 1. DID-PM-MGT-SAC | 1. See note. | 1. Approval | 1. NA | 1. Commonwealth action period is in accordance with COC clause 6.8. 2. This data item (H) is delivered with Products to locations specified in DSD-SUP-SERV or the Supply information management system. |
| 1. MGT-160 | 1. Application for a Deviation | 1. 11.4 | 1. a | 1. Final | 1. As required | 1. 2H, DMS | 1. As per form | 1. DID-PM-MGT-AFD | 1. See note. | 1. Approval | 1. NA | 1. Commonwealth action period depends on the extent of the Deviation and availability of supporting information. 2. If an application requires supporting documents, then two hard copies and one soft / DMS copy shall be provided. |
| 1. MGT-200 | 1. Innovation / Efficiency Implementation Plan | 1. 13.2 | 1. a | 1. Final | 1. POD - 20 | 1. DMS | 1. CR | 1. DID-SSM-IEIP | 1. 20 | 1. Approval | 1. 12M if no Update |  |
|  |  |  | 1. b | 1. Update | 1. Innovation / Efficiency Approval + 20 | 1. DMS | 1. CR |  | 1. 20 | 1. Approval | 1. NA | 1. For each new Approved Innovation / Efficiency |
| 1. MGT-210 | 1. Innovation / Efficiency Analysis and Implementation Report | 1. 13.3 | 1. a | 1. Final | 1. CR notice + 20 | 1. DMS | 1. CR | 1. DID-SSM-IEAIR | 1. 10 | 1. Review | 1. NA | 1. The applicable CR notice is provided in response to a proposed Innovation / Efficiency. |
| 1. MGT-300 | 1. Contract Status Report (CSR) | 1. 3.4.1 | 1. a | 1. Initial | 1. OD + 60 | 1. DMS | 1. CR | 1. DID-SSM-CSR | 1. 10 | 1. Review | 1. NA | 1. An AIC Compliance Certificate in accordance with SOW clause 10.1 and Annex F to Attachment I is not required for this initial delivery. |
|  |  |  | 1. b | 1. Updates | 1. Contract Performance Review - 5 | 1. DMS | 1. CR |  | 1. 10 | 1. Review | 1. NA | 1. An AIC Compliance Certificate in accordance with SOW clause 10.1 and Annex F to Attachment I is only required annually. |
|  | 1. Performance Measurement Report portion of CSR |  | 1. c | 1. Updates | 1. End of Review Period + 5 | 1. DMS | 1. CR |  | 1. 10 | 1. Review | 1. NA |  |
|  | 1. Capability Innovations and Efficiencies Report portion of CSR |  | 1. d | 1. Updates | 1. End of Review Period + 5 | 1. DMS | 1. CR |  | 1. 10 | 1. Review | 1. NA |  |
| 1. MGT-350 | 1. Combined Services Summary Report (CSSR) | 1. 3.4.1 | 1. a | 1. Initial | 1. OD + 20 | 1. DMS | 1. CR | 1. DID-SSM-CSSR | 1. 10 | 1. Review | 1. NA |  |
|  |  |  | 1. b | 1. Updates | 1. Combined Services Performance Review – 10 | 1. DMS | 1. CR |  | 1. 10 | 1. Review | 1. NA |  |
|  | 1. CASR portion of the CSSR | 1. 3.11.5 | 1. c | 1. Updates | 1. 3 monthly after initial delivery | 1. DMS | 1. CR |  | 1. 10 | 1. Approval | 1. NA |  |
|  | 1. Operating Support Services portion of CSSR | 1. 4.2.1 | 1. d | 1. Updates | 1. PPR - 10 | 1. DMS | 1. CR |  | 1. 10 | 1. Review | 1. NA | 1. To be delivered to enable the report to be addressed at the PPRs where Operating Support is discussed. |
|  | 1. Engineering Services portion of CSSR | 1. 5.2.1 | 1. e | 1. Updates | 1. PPR - 10 | 1. DMS | 1. CR |  | 1. 10 | 1. Review | 1. NA | 1. To be delivered to enable the report to be addressed at the PPRs where Engineering Support is discussed. |
|  | 1. Maintenance Services portion of CSSR | 1. 6.2.1 | 1. f | 1. Updates | 1. PPR - 10 | 1. DMS | 1. CR |  | 1. 10 | 1. Review | 1. NA | 1. To be delivered to enable the report to be addressed at the PPRs where Maintenance Support is discussed. |
|  | 1. Supply Services portion of CSSR | 1. 7.2.1 | 1. g | 1. Updates | 1. PPR - 10 | 1. DMS | 1. CR |  | 1. 10 | 1. Review | 1. NA | 1. To be delivered to enable the report to be addressed at the PPRs where Supply Support is discussed. |
|  | 1. Training Services portion of CSSR | 1. 8.2.1 | 1. h | 1. Updates | 1. PPR - 10 | 1. DMS | 1. CR |  | 1. 10 | 1. Review | 1. NA | 1. To be delivered to enable the report to be addressed at the PPRs where Training Support is discussed. |
| 1. MGT-370 | 1. Support Services Verification Matrix | 1. 3.2.5 | 1. a | 1. Draft | 1. POD - 40 | 1. 1S | 1. CR | 1. DID-SSM-SSVM | 1. 15 | 1. Review | 1. NA | 1. Draft is required to confirm the veracity of the proposed approach for undertaking Performance Measurement. |
|  |  |  | 1. b | 1. Final | 1. POD - 20 | 1. DMS | 1. CR |  | 1. 20 | 1. Approval | 1. NA |  |
|  |  |  | 1. c | 1. Progressive | 1. Monthly | 1. DMS | 1. CR |  | 1. 20 | 1. Review | 1. NA | 1. Performance results are not included until after the first measurement period. |
| 1. MGT-400 | 1. Remediation Plan | 1. COC 6.12 | 1. a | 1. Final | 1. When required iaw COC clause 6.12 | 1. DMS | 1. CR | 1. DID-PM-MGT-RP | 1. 20 | 1. Approval | 1. NA |  |
| 1. MGT-500 | 1. Meeting Agenda | 1. 3.4 | 1. a | 1. Final | 1. Start Meeting Date - 10 | 1. DMS | 1. CR | 1. DID-PM-MEET-AGENDA | 1. 5 | 1. Review | 1. NA |  |
| 1. MGT-510 | 1. Meeting Minutes | 1. 3.4 | 1. a | 1. Final | 1. End Meeting Date +2 | 1. 1H, DMS | 1. CR | 1. DID-PM-MEET-MINUTES | 1. 10 | 1. Approval | 1. NA | 1. Hard copy to be signed. |
| 1. MGT-600 | 1. Phase In Plan | 1. 2.6.1 | 1. a | 1. Final | 1. ED | 1. 1S | 1. CR | 1. DID-SSM-PHIP | 1. by ED | 1. Approval | 1. As agreed with CR |  |
| 1. MGT-610 | 1. Phase In Progress Report | 1. 2.6.4 | 1. a | 1. Initial | 1. ED + 20 | 1. 1S | 1. CR | 1. As per Approved Phase In Plan | 1. 10 | 1. Review | 1. NA |  |
|  |  |  | 1. b | 1. Updates | 1. Monthly until OD | 1. DMS | 1. CR |  | 1. 10 | 1. Review | 1. NA |  |
| 1. MGT-620 | 1. Ramp Up Management Plan | 1. 2.7.1 | 1. a | 1. Final | 1. POD - 20 | 1. DMS | 1. CR | 1. DID-SSM-RUMP | 1. by OD | 1. Approval | 1. NA |  |
|  |  |  | 1. b | 1. Updates | 1. See note. | 1. DMS | 1. CR |  | 1. 20 | 1. Approval | 1. NA | 1. Update 3-monthly and on change to a Milestone until Ramp Up activities are completed or notified by CR. |
| 1. MGT-630 | 1. Ramp Up Progress Report | 1. 2.7.3 | 1. a | 1. Final | 1. OD + 20 | 1. DMS | 1. CR | 1. As per Approved Ramp Up Management Plan | 1. 10 | 1. Review | 1. NA |  |
|  |  |  | 1. b | 1. Updates | 1. Monthly until end of Ramp Up | 1. DMS | 1. CR |  | 1. 10 | 1. Review | 1. NA |  |
| 1. MGT-800 | 1. Technical Data and Software Rights (TDSR) Schedule | 1. 3.13 | 1. a | 1. Final | 1. ED | 1. 2H, DMS | 1. CR | 1. As per Attachment G | 1. by ED | 1. See note. | 1. NA | 1. Include at Attachment G. |
|  |  |  | 1. b | 1. Update | 1. POD - 30 | 1. 2H, DMS | 1. CR |  | 1. 40 | 1. CCP approval | 1. 6M | 1. Updates to Attachment G require a CCP. |
|  |  |  | 1. c | 1. Update | 1. When update required. See note. | 1. 2H, DMS | 1. CR |  | 1. 40 | 1. CCP approval | 1. NA | 1. CCP required, as above. Updates may be required in accordance with COC clause 5.12. After update, revert to maintenance as per MGT-800b. |
| 1. MGT-900 | 1. Attachment E, GFM and GFS | 1. 3.11.4 | 1. a | 1. Updates | 1. As requested | 1. 1H, DMS | 1. CR | 1. See note. | 1. 20 | 1. CCP approval | 1. NA | 1. Data item format shall be as per existing Attachment E and Annex A to the SOW for any GFM also included in that annex. |
| 1. MGT-1000 | 1. Quote for Survey and Quote Services | 1. 3.3.1 | 1. a | 1. Final | 1. As requested in part 1 of data item | 1. 1H, DMS | 1. CR | 1. DID-SSM-S&Q | 1. 10 | 1. Approval | 1. NA | 1. Approval is notified by the issue of a Survey and Quote Order. |
| 1. MGT-1100 | 1. Safety Data Sheet (SDS) | 1. 12.1 | 1. a | 1. NA | 1. POD - 20 2. Advice to CR of a Problematic Substance + 10 | 1. DMS | 1. CR | 1. DID-PM-HSE-SDS | 1. 20 | 1. Review | 1. NA | 1. Data item may not require delivery if it is already held by Defence - refer DID. 2. Any change to an SDS is to be advised immediately to CR. |
| 1. MGT-1110 | 1. Manifest of Hazardous Chemicals | 1. 12.1 | 1. a | 1. Final | 1. POD - 20 | 1. DMS | 1. CR | 1. DID-SSM-MHC | 1. 10 | 1. Review | 1. NA |  |
|  |  |  | 1. b | 1. Updates | 1. See note. | 1. DMS | 1. CR |  | 1. 10 | 1. Review | 1. NA | 1. To be submitted in accordance with Defence Safety Manual. |
| 1. MGT-1200 | 1. DMS Concept of Operation Document | 1. 2.3 | 1. a | 1. Final | 1. ED + 40 | 1. 1H, 1S | 1. CR | 1. DID-PM-DEF-DCOD | 1. 20 | 1. Approval | 1. NA |  |
|  |  |  | 1. b | 1. Update | Change – 20 See note. | 1. DMS | 1. CR |  | 1. 15 | 1. Approval | 1. NA | 1. Updates for change to DMS functions or procedures. |
| 1. MGT-1300 | 1. Phase Out Plan | 1. 2.8.1 | 1. a | 1. Draft | 1. Off Ramp  Date – 80 or CR notice + 40 | 1. DMS | 1. CR | 1. DID-SSM-PHOP | 1. 20 | 1. Review | 1. NA |  |
|  |  |  | 1. b | 1. Final | 1. Off Ramp Date or as agreed with CR | 1. DMS | 1. CR |  | 1. 20 | 1. Approval | 1. 3M |  |
| 1. MGT-1400 | 1. Environmental Management Plan | 1. 12.2 | 1. a | 1. Final | 1. POD - 40 | 1. DMS | 1. CR | 1. DID-SSM-ENVMP | 1. 20 | 1. Approval | 1. 12M |  |
| 1. MGT-1500 | 1. Health and Safety Management Plan (HSMP) | 1. 12.3 | 1. a | 1. Final | 1. POD - 40 | 1. DMS | 1. CR | 1. DID-SSM-HSMP | 1. 20 | 1. Approval | 1. 12M | 1. HSMP maintenance continues, notwithstanding Ref b (requirement to update the HSMP annex). |
|  |  | 1. 12.1 | 1. b | 1. Update | 1. Notice to CR + 10. See note. | 1. DMS | 1. CR |  | 1. 10 | 1. Approval | 1. N/A | 1. For update of the HSMP annex for Problematic Substances and Problematic Sources following change or discovery. |
| 1. MGT-1600 | 1. Surge Management Plan | 1. 3.2.4 | 1. a | 1. Final | 1. POD - 20 | 1. DMS | 1. CR | 1. DID-SSM-SMP | 1. by OD | 1. Approval | 1. 12M |  |
| 1. OPS-100 | 1. Operating Support Plan | 1. 4.1 | 1. a | 1. Final | 1. ED + 40 | 1. DMS | 1. CR | 1. DID-OPS-OSP | 1. 20 | 1. Approval | 1. 12M |  |
| 1. ENG-100 | 1. Contractor Engineering Management Plan | 1. 5.1 | 1. a | 1. Final | 1. ED + 40 | 1. 1H, DMS | 1. CR | 1. DID-ENG-CEMP | 1. 20 | 1. Approval | 1. 12M |  |
| 1. ENG-130 | 1. Design Certificate | 1. DSD-ENG-SERV 6.2.5 | 1. a | 1. Draft | 1. FCA + 10 | 1. 1H, DMS | 1. CR | 1. DID-ENG-SOL-DCERT | 1. 20 | 1. Review | 1. N/A | 1. Draft required to confirm that the Design Certificate is likely to satisfy the applicable regulatory / assurance requirements. |
|  |  |  | 1. b | 1. Final | 1. Product Acceptance - 20 | 1. 1H, DMS | 1. CR |  | 1. 20 | 1. Approval | 1. N/A |  |
| 1. ENG-200 | 1. Supportability Data | 1. DSD-ENG-SERV 6.2.8 | 1. a | 1. Progressive Delivery | 1. when produced | 1. DMS | 1. CR | 1. Requirements to be agreed with the CR on a case-by-case basis. | 1. 20 | 1. Approval | 1. NA |  |
| 1. ENG-210 | 1. Review Agenda | 1. DSD-ENG-SERV 6.2.10 | 1. a | 1. Final | 1. Review - 20 | 1. DMS | 1. CR | 1. DID-PM-MEET-AGENDA | 1. 20 | 1. Review | 1. NA |  |
| 1. ENG-220 | 1. Review Package | 1. DSD-ENG-SERV 6.2.10 | 1. a | 1. Final | 1. Review - 20 | 1. DMS | 1. CR | 1. DID-PM-RVW-PACKAGE | 1. by MSR | 1. Review | 1. NA |  |
| 1. ENG-230 | 1. Review Minutes | 1. DSD-ENG-SERV 6.2.10 | 1. a | 1. Final | 1. Review + 5 | 1. 1H, DMS | 1. CR | 1. DID-PM-MEET-MINUTES | 1. 10 | 1. Approval | 1. NA |  |
| 1. ENG-300 | 1. Configuration Management Plan | 1. DSD-ENG-CM 6.2.1 | 1. a | 1. Final | 1. POD - 40 | 1. 1H, DMS | 1. CR | 1. DID-ENG-CMP | 1. 20 | 1. Approval | 1. 12M |  |
| 1. ENG-310 | 1. Configuration Status Accounting Reports | 1. DSD-ENG-CM 6.2.6 | 1. a | 1. Updates | 1. As per CMP | 1. DMS | 1. CR | 1. DID-CM-DATA-CSAR | 1. 20 | 1. Review | 1. NA |  |
| 1. ENG-315 | 1. CSA Exchange Data | 1. DSD-ENG-CM 6.2.6 | 1. a | 1. Final | TBD by drafter | 1. DMS | 1. CR | 1. DID-CM-DATA-XDATA | 1. 20 | 1. Acceptance | TBD by drafter | Note to drafters: Delete if CSA data transfer is not required. |
| 1. ENG-400 | 1. Engineering Drawings | 1. 9.2.6 | 1. a | 1. Updates | 1. As Required | 1. DMS | 1. CR | 1. DID-ENG-DWGS | 1. 20 | 1. Acceptance | 1. NA |  |
| 1. ENG-500 | 1. Application for Engineering Organisation Approval | 1. 5.4 | 1. a | 1. Final | 1. ED + 40 | 1. 1H, DMS | 1. CR | 1. DID-ENG-AEOA | 1. 30 | 1. Approval | 1. NA |  |
| 1. ENG-600 | 1. Software Management Plan | 1. DSD-ENG-SW 6.2.5 | 1. a | TBD by drafter | TBD by drafter | 1. DMS | 1. CR | 1. DID-ENG-SW-SWMP | 1. 20 | 1. Approval | 1. 12M |  |
| 1. ENG-650 | 1. Systems Engineering Management Plan | 1. DSD-ENG-SERV 6.2.5 | 1. a | 1. Final | 1. OD + 40 | 1. DMS | 1. CR | 1. DID-ENG-MGT-SEMP‑2 | 1. 20 | 1. Approval | 1. 12M |  |
| 1. ENG-660 | 1. Integrated Support Plan | 1. DSD-ENG-SERV 6.2.5 | 1. a | 1. Final | 1. OD + 40 | 1. DMS | 1. CR | 1. DID-ILS-MGT-ISP‑2 | 1. 20 | 1. Approval | 1. 12M |  |
| 1. ENG-700 | 1. In-service Materiel Safety Plan | 1. DSD-ENG-SERV 6.2.7 | 1. a | 1. Final | 1. ED + 40 | 1. 1H, DMS | 1. CR | 1. DID-ENG-IMSP | 1. 20 | 1. Approval | 1. 12M |  |
| 1. ENG-710 | 1. Safety Case Report (SCR) | 1. DSD-ENG-SERV 6.2.7 | 1. a | TBD by drafter |  | 1. 1H, DMS | 1. CR | 1. DID-ENG-SOL-SCR | 1. 20 | TBD by drafter | 1. NA | Note to drafters: Version (draft or final), delivery and the action required will depend on if the SCR is to be developed or if it is initially provided as GFI/GFD. |
|  |  |  | 1. b | 1. Update | 1. as defined in ECP for Major Change | 1. 1H, DMS | 1. CR |  | 1. 20 | 1. Acceptance | 1. NA | Note to drafters: If the SCR already exists, this ‘update’ may be the only version required. |
| 1. ENG-720 | 1. Materiel Safety Assessment (MSA) | 1. DSD-ENG-SERV 6.2.7 | 1. a | TBD by drafter |  | 1. 1H, DMS | 1. CR | 1. DID-ENG-SOL-MSA | 1. 20 | TBD by drafter | 1. NA | Note to drafters: This is an alternative to the SCR (above) – refer DSD-ENG-SERV. Version, delivery and action required will depend on whether an existing SCR or MSA was provided as GFI/GFD. |
|  |  |  | 1. b | 1. Update | 1. as defined in ECP for Major Change | 1. 1H, DMS | 1. CR |  | 1. 20 | 1. Acceptance | 1. NA | Note to drafters: If an SCR or MSA already exists, this ‘update’ may be the only version required. |
| 1. ENG-750 | 1. Software Support Plan | 1. DSD-ENG-SW 6.2.1 | 1. a | 1. Final | 1. POD - 40 | 1. DMS | 1. CR | 1. DID-ILS-SW-SWSP | 1. 20 | 1. Approval | 1. 12M |  |
| 1. ENG-800 | 1. Engineering Change Proposal | 1. DSD-ENG-SERV 6.2.5 | 1. a | 1. Final | 1. As required | 1. DMS | 1. CR | 1. DID-CM-MGT-ECP | 1. end CCB review | 1. Approval | 1. NA |  |
| 1. ENG-810 | 1. Software Change Proposal | 1. DSD-ENG-SW 6.2.4 2. DSD-MNT-SA 6.2.9 | 1. a | 1. Final | 1. As required | 1. DMS | 1. CR | 1. DID-CM-MGT-ECP | 1. end CCB review | 1. Approval | 1. NA |  |
| 1. MNT-100 | 1. Maintenance Management Plan | 1. 6.1 | 1. a | 1. Final | 1. ED + 40 | 1. 1H, DMS | 1. CR | 1. DID-MNT-MMP | 1. 20 | 1. Approval | 1. 12M |  |
| 1. MNT-500 | 1. Application for Maintenance Organisation Approval | 1. 6.4 | 1. a | 1. Final | 1. ED + 40 | 1. 1H, DMS | 1. CR | 1. DID-MNT-AMOA | 1. 30 | 1. Approval | 1. NA |  |
| 1. SUP-100 | 1. Supply Support Plan | 1. 7.1 | 1. a | 1. Final | 1. POD - 40 | 1. 1H, DMS | 1. CR | 1. DID-SUP-SSP | 1. 20 | 1. Approval | 1. 12M |  |
| 1. SUP-200 | 1. Codification Data | 1. DSD-SUP-SACC 6.2.3 | 1. a | 1. Progressive Delivery | 1. 40 Working Days before new Stock Items are introduced | 1. DMS | 1. CR | 1. DID-ILS-TDATA-CDATA | 1. 20 | 1. Approval | 1. 3M | 1. Maintenance requirement relates to addressing errors or changes in Codification Data identified by either party. |
| 1. SUP-300 | 1. Disposal Plan | 1. DSD-SUP-SERV 6.2.9 | 1. a | 1. Final | 1. POD - 30 | 1. DMS | 1. CR | 1. DID-SUP-DISP | 1. 20 | 1. Approval | 1. NA |  |
|  |  |  | 1. b | 1. Updates | 1. 40 Working Days before new Stock Items are introduced | 1. DMS | 1. CR |  | 1. 20 | 1. Approval | 1. NA |  |
| 1. TNG-100 | 1. Training Support Plan | 1. 8.1 | 1. a | 1. Final | 1. ED + 40 | 1. 1H, DMS | 1. CR | 1. DID-TNG-TSP | 1. 20 | 1. Approval | 1. 12M |  |
| 1. TNG-200 | 1. Training Requirements Specification (TRS) | 1. DSD-TNG-TMS 6.2.4 | 1. a | 1. Final | 1. Training needs analysis review – 10 | 1. DMS | 1. CR | 1. DID-ILS-DEF-TRS | 1. 20 | 1. Approval | 1. NA | 1. The TRS may be a new TRS or updates to an existing TRS. |
|  |  |  | 1. b | 1. Update | 1. Training design review - 10 | 1. DMS | 1. CR |  | 1. 20 | 1. Approval | 1. NA | 1. Update to incorporate changes resulting from Training ‘design’ activity. |
| 1. TNG-210 | 1. Draft Learning Management Package (LMP) | 1. DSD-TNG-TMS 6.2.4 | 1. a | 1. Final | 1. Training design review - 10 | 1. DMS | 1. CR | 1. DID-ILS-TNG-LMP | 1. 20 | 1. Approval | 1. NA | 1. The LMP may be a new LMP or updates to an existing LMP. 2. The ‘Draft’ LMP is a complete version of sections 1 to 4, but not section 5. |
| 1. TNG-220 | 1. Final LMP | 1. DSD-TNG-TMS 6.2.4 | 1. a | 1. Draft | 1. Pre-pilot course review - 20 | 1. DMS | 1. CR | 1. DID-ILS-TNG-LMP |  | 1. Approval | 1. NA | 1. The ‘Final’ LMP includes all 5 sections of the LMP. |
|  |  |  | 1. b | 1. Final | 1. Training change completion audit - 10 | 1. DMS | 1. CR |  |  | 1. Acceptance | 1. NA | 1. The final version is to include updates resulting from pilot course(s). |
| 1. SR-100 | 1. Technical Data List | 1. 9.2.2 | 1. a | 1. Final | 1. POD - 30 | 1. DMS | 1. CR | 1. DID-TDATA-TDL | 1. 20 | 1. Approval | 1. 6M |  |
|  |  |  | 1. b | 1. Update | 1. If required with change to TDSR Schedule | 1. DMS | 1. CR |  | 1. 40 | 1. Approval | 1. NA | 1. After an update, revert to maintenance as per SR-100a. |
| 1. SR-110 | 1. Technical Data Management Plan | 1. 9.2.1 | 1. a | 1. Final | 1. ED + 40 | 1. DMS | 1. CR | 1. DID-TDATA-TDMP | 1. 20 | 1. Approval | 1. 12M |  |
| 1. AIC-100 | 1. Australian Industry Capability Plan | 1. 10.1 | 1. a | 1. Draft | 1. ED + 20 | 1. DMS | 1. CR | 1. DID-SSM-AICP | 1. 20 | 1. Review | 1. NA |  |
|  |  |  | 1. b | 1. Final | 1. POD - 20 | 1. DMS | 1. CR |  | 1. 20 | 1. Approval | 1. 12M, or when change required |  |