DATA ITEM DESCRIPTION

1. DID NUMBER: DID-V&V-MGT-FI&TP-V4.1
2. TITLE: Final Inspection & Test Plan
3. DESCRIPTION and intended use

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

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

The Commonwealth uses the FI&TP to:

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

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

1. INTER-RELATIONSHIPS

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

Supplies Acceptance Certificates;

Application for a Deviation;

Final Inspection and Test Reports (FI&TRs);

Contract Status Reports; and

agenda and minutes of review meetings.

1. APPLICABLE DOCUMENTS

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

|  |  |
| --- | --- |
| 1. Nil |  |

1. CONTENT
   1. Generic Format and Content

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

* 1. Specific Content
     1. General

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

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

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

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

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

* + 1. FI&T Procedures

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

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

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

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

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

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

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

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

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

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

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

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

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

the work has been completed in accordance with the Contract;

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

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

* + 1. FI&T Reports

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