MSR cHecklisT

1. Identification: MSR-CHECKLIST-FACRR-V5.3
2. TITLE: Facilities readiness REVIEW Checklist
3. DESCRIPTION and intended use

The objectives of the Facilities Readiness Review (FACRR) are to:

review the state of Facilities that are new, refurbished, fitted-out, or otherwise modified by the Contractor to confirm that the Facilities are complete and ready for the Commonwealth and/or other agencies (eg, the Contractor under a Contract (Support)), as applicable, to occupy; and

enable the co-ordination of the hand-over of Facilities with the Verification and Validation (V&V) program, leading to the Acceptance of Facilities from the Contractor.

The FACRR is applicable when new or modified Facilities are being supplied under the Contract. The Defence Security and Estate Group (SEG) is the Commonwealth entity responsible for Commonwealth Premises/Facilities and should be consulted for advice and direction (through the Commonwealth Representative).

The FACRR provides the Commonwealth and the Contractor with the opportunity to review the implementation of new, refurbished, fitted-out, or otherwise modified Facilities as required under the Contract. The FACRR also assists the Commonwealth with ensuring that all necessary measures for the future support and upkeep of Facilities have been appropriately planned for (eg, through in-house support arrangements or via support contracts).

The FACRR is one of the steps leading to the Acceptance of Facilities by the Commonwealth. In general, the determination as to whether or not a Facility is fit for purpose will not be able to occur until the Facility is occupied and the actual activities to be undertaken within that Facility are performed. The FACRR, therefore, provides an initial check that Facilities are ready for occupation, with the Acceptance of those Facilities occurring after the Facilities have been Validated in accordance with the Contract (eg, through maintenance support effectiveness demonstrations, supply support effectiveness demonstrations, etc).

This Mandated System Review (MSR) Checklist sets out the Commonwealth’s requirements and minimum expectations for the conduct of a FACRR.

Note: This checklist refers to Facilities and their applicable equipment fit-out. “Fit-out” refers to permanent fixtures required for the building to perform its functions, including utilities and “hotel services”. Fit-out will include electricity (mains and back-up systems), water, water extraction, air-conditioning, heating, air and water filtration, fire-suppression, security and surveillance, communications, lifts, compressed air, overhead cranes, etc, as applicable.

1. INTER-RELATIONSHIPS

The FACRR shall be conducted in accordance with the Approved System Review Plan (SRP), and shall be consistent with the following data items, where these data items are required under the Contract:

Integrated Support Plan (ISP);

Site Installation Plan (SIP); and

Verification and Validation Plan (V&VP).

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

Facilities Requirements Analysis Report (FRAR);

Logistic Support Analysis Record (LSAR); and

Task Resources Report, which identifies the Facilities associated with each of the Support System Constituent Capabilities (SSCCs).

As the FACRR may consider a range of Facilities types (eg, maintenance, training, storage, etc), data and information specific to the use of each Facility will also be required to support FACRR unless the Commonwealth Representative agrees that all relevant information has been incorporated into the FRAR.

Note: The Status column in the following three tables indicates whether or not the associated Checklist items are able to be tailored by the Contractor in its SRP, based on the following definitions:

1. Mandatory items are not to be tailored;
2. Highly Desirable items should not be tailored, but may be tailored depending upon the specifics of the Contract and the Contractor’s internal processes; and
3. Optional items may be tailored, based upon the specifics of the Contract and the Contractor’s internal processes.

Notwithstanding the Status assigned to each Checklist item, the items are to be included in the SRP if they are applicable.

1. Review Entry Criteria

| Item | Entry Criteria | Status |
| --- | --- | --- |
|  | 1. The data items required to be delivered before, and linked to, the FACRR have been delivered and the Commonwealth Representative considers the data items to be suitable for the purposes of conducting FACRR. | 1. Mandatory |
|  | 1. Action items from any previous reviews affecting FACRR have been successfully addressed or action plans agreed with the Commonwealth Representative. | 1. Mandatory |
|  | 1. Building inspections required by government legislation/by-laws/etc for new or structurally modified Facilities have been conducted and the applicable reports/certificates provided to the Commonwealth Representative. | 1. Highly Desirable |
|  | 1. All required building inspections related to use (eg, explosive storage rating, security, electromagnetic shielding, energy efficiency, etc) have been performed and applicable reports and/or certificates have been provided to the Commonwealth Representative. | 1. Highly Desirable |
|  | 1. If applicable, all necessary licences, permits and workplace registrations (eg, Work Health and Safety (WHS) and environmental) for the Facilities and/or for the activities to be conducted in the Facilities are in place, or sufficient progress has been made in obtaining these licences, permits and workplace registrations to enable FACRR to be entered. | 1. Mandatory |

1. Review Checklist

| Item | Checklist Item | Status |
| --- | --- | --- |
|  | 1. Were all entry criteria satisfied before starting FACRR? | 1. Mandatory |
|  | 1. Has the impact of Approved and pending Contract Change Proposals (CCPs) been assessed? | 1. Highly Desirable |
|  | 1. Have all Commonwealth Representative review comments against data items been adequately addressed? | 1. Mandatory |
|  | 1. Do the new/modified Facilities accord with the Facilities requirements documented in the Approved FRAR or other Approved Facilities requirements document, as required under the Contract? | 1. Mandatory |
|  | 1. Has the required Facilities information been documented in the LSAR or the Task Resources Report(s), as required under the Contract? | 1. Optional |
|  | 1. Do the new/modified Facilities, and applicable equipment fit-out, support the functions required to achieve the Mission System availability and sustainability described in the Functional Baselines (FBLs) and in the Operational Concept Document (OCD) (ie, will the Facilities be able to perform their required functions)? | 1. Mandatory |
|  | 1. Do the new/modified Facilities, and applicable equipment fit-out, have the capacity to undertake the predicted workload (ie, utilisation rate) required to achieve the Mission System availability and sustainability described in the FBLs (ie, can the Facilities, for example, accommodate the maintenance throughput or student courses per year)? | 1. Mandatory |
|  | 1. Do the new/modified Facilities, and applicable equipment fit-out, meet the Commonwealth's support concepts for each of the SSCCs (ie, concepts for Operating Support, Engineering Support, Maintenance Support, Supply Support and Training Support), as documented in the OCD? | 1. Highly Desirable |
|  | 1. Will the new/modified Facilities, and applicable equipment fit-out, enable the Mission System to successfully undertake the contingency requirements described in the Mission System and Support System FBLs and in the OCD? | 1. Highly Desirable |
|  | 1. Will the new/modified Facilities, and equipment fit-out, enable the requirements documented in the Support System FBL to be met at a minimised Life Cycle Cost (LCC)? | 1. Mandatory |
|  | 1. If applicable, have plans or support contracts been put in place for the upkeep and maintenance of the new/modified Facilities and equipment fit-out? | 1. Highly Desirable |
|  | 1. Have applicable provisioning lists been prepared to ensure that the required Support System Components to be procured (eg, Spares for back-up power generators, S&TE, Training Equipment, etc) have been included but not duplicated? | 1. Highly Desirable |

1. Review Exit Criteria

|  |  |  |
| --- | --- | --- |
| Item | Exit Criteria | Status |
|  | 1. All checklist items have been addressed to the satisfaction of the Contractor and the Commonwealth Representative. | 1. Mandatory |
|  | 1. All major problem and risk areas have been identified and resolved and, for minor problems and risks, corrective action plans have been recorded and agreed by the Commonwealth Representative. | 1. Mandatory |
|  | 1. If applicable, plans and/or support contracts for Facility upkeep and maintenance are deemed to be realistic and achievable. | 1. Highly Desirable |
|  | 1. All risks identified during the course of FACRR have been documented and analysed. | 1. Mandatory |
|  | 1. The risks associated with occupying the Facilities, and then commencing use and/or additional Acceptance Validation activities, are acceptable to the Commonwealth Representative. | 1. Mandatory |
|  | 1. All major action items have been closed. | 1. Mandatory |
|  | 1. All minor action items have been documented and assigned with agreed closure dates. | 1. Mandatory |
|  | 1. Review Minutes have been prepared, Approved, and distributed in accordance with the Contract. | 1. Mandatory |