

GENERAL GUIDANCE FOR ANNEX A, LIST OF PRODUCTS BEING SUPPORTED

<u>Status:</u>	Core
<u>Purpose:</u>	To specify the Products Being Supported under the Contract and to cross-refer Services to those Products.
<u>Policy:</u>	To be determined.
<u>Guidance:</u>	This Annex is used to describe the Products (eg, one or more Mission Systems, elements of the Mission System(s) and Items associated with the Support System) supported under the Contract. The 'List of Products Being Supported' is included in the RFT and the Contract, and is critical to defining the scope of work. Drafters need to produce these lists and include sufficient detail to enable the support required to be cross-referenced to the Products within each list (or provide access to suitable alternative lists in an electronic format).

The nature of the support required will depend on the Products Being Supported. For example, for Operating Support, the support may apply to equipment that the Contractor is required to operate; for Engineering Support, equipment that would be subject to engineering investigations if required, Software needing support / updates, or where design-related responsibility is allocated to the Contractor; for Maintenance Support, Repairable Items (RIs); for Supply Support, Items to be supplied to the Commonwealth or Commonwealth items to be held in a warehouse; and for Training Support, the Training Materials to be kept up to date and the Training Equipment requiring support.

Products should be allocated to lists within Annex A based on what they are and how they will be supported and managed. For example, if a simulator and a Software test bed are to be managed like a Mission System (eg, for safety and/or regulatory reasons), then they may be listed as Mission Systems rather than Training Equipment and Support and Test Equipment (S&TE), respectively. Often it is necessary to divide the lists in this Annex into sub-lists, so that the Products can be referred to explicitly from the DSDs. For example, the list of Software could be divided into separate lists of administrative and operational Software, or the Mission System RIs could be divided into hardware and Software if DSD clauses will be tailored in a way that refers to whole tables or lists within tables. Columns may also be added to tables to identify smaller lists of Products requiring different Service requirements. For example, the Engineering Responsibility column is used to identify a subset of the Products within a list for which the Contractor has Engineering Responsibility (with other Products in the table having such support provided by another party). Likewise, columns can be used to identify Software that requires helpdesk support or Software where the Contractor will manage user licenses, noting that some Software Products will fall into one or both lists. DSDs can then require the Contractor to provide Services to particular Products within a table that are 'annotated' for particular Contractor responsibilities.

The lists of Products should be based on authoritative sources, such as an Illustrated Parts Breakdown / Catalogue (IPB/IPC), from Configuration Status Account (CSA) records, or other data from the original equipment manufacturer. These source documents may need to be included in the list of referenced documents in draft Annex D to the SOW, and made accessible to tenderers.

If a Product Being Supported is also an Item of Government Furnished Equipment (GFE), the list of GFE at Attachment E must also include the Item.

When the Contractor is given access to Government Furnished Facilities (GFF), the associated support responsibilities are normally documented in the GFF Licence (at Attachment O), and through SOW clause 9. However, this Annex also enables support for Facilities (both GFF and non-GFF) to be added where the Contractor is to provide specialised support that will not be provided by the Defence Security and Estate Group (SEG), such as calibration Services for a test facility or measurement range.

Drafters should be aware that Annex A does not differentiate between Commonwealth-owned Products and Contractor-owned Products. If visibility of Contractor-owned Products is required, and Contractor-owned Products are listed, drafters can segregate Contractor-owned Products from Commonwealth-owned Products through the use of additional columns or tables.

If the Services for Technical Data and Software Products include the development of changes / updates by the Contractor (ie, not just incorporating changes from a vendor / manufacturer), then any restrictions on the Contractor's ability to use or sublicense the Technical Data and Software should be included within Attachment S, as required by clause 5.6 of the COC.

If there is a list of technical manuals for a single Product, drafters should include the list or series of manuals in Annex D to the SOW, and then add cross-references from the Product within Annex A to the applicable list of manuals in Annex D.

If the draft Contract (Support) is to be released with a draft Contract (Acquisition), drafters may not be able to complete the lists in Annex A (except in general terms) in preparation for the RFT because the details of the Products will not be known until after design and development activities are complete. In this case, drafters need to include provisions to update the lists in Annex A (ie, using a CCP to finalise Annex A prior to the Operative Date). Drafters should refer to the *ASDEFCON Linkages Module (Strategic)* for these provisions and guidance.

Related Clauses/Documents:

SOW clauses 2.1, Scope of Work, and 9, Support Resources.

All Detailed Service Descriptions

ASDEFCON Linkages Module (Strategic) template

Optional SOW Clauses:

None

GENERAL GUIDANCE FOR SECTIONS 1, 2 AND 3

- Purpose:** To specify the Mission Systems and other Repairable Items that will be supported.
- Guidance:** Section 1 identifies the Mission System(s) being supported and those subordinate Products of the Mission System(s) that are excluded from this support (except for remove and replace tasks, if applicable). This approach is intended to avoid the need to list every subordinate Product in a complex Mission System (ie, thousands of components). However, section 2 of this Annex allows the drafter to list all Mission System Repairable Items if this approach is appropriate for the proposed contract-management framework or because information must be provided against each Mission System Repairable Item. Hence, both sections may be used. Alternatively, it may be suitable to include all subordinate Products by listing the Mission System(s) in section 1 (except for those specifically excluded) and not use section 2 at all. Refer to the notes to drafters in those sections.
- Section 3 refers to Support System Repairable Items, which are repairable Support System Components and exclude Mission System spares (which are addressed through section 2).
- Section 3 is separated from section 2 (and also section 1 if section 2 is 'not used') to enable different Service requirements to be applied to each group of Repairable Items. For example, S&TE, as a Repairable Item, may be managed using a different Maintenance management system to the Mission System(s) supported under the same contract.
- For Information and Communications Technology (ICT) Systems, additional tables are provided in sections 1 to 3 to enable them to be treated either as a Mission System (eg, a command and control system that is the focus of the Contract) or as part of the Support System (eg, a bespoke trainee management system).
- Sections 1 to 3 are for the support of Repairable Items, which can include the use of Non-Repairable Items (eg, the Contractor uses Non-Repairable Items in Maintenance Services). By contrast, section 4 identifies Non-Repairable Items that are provided to support Defence activities (eg, to support in-house maintenance).
- Implementing different sets of Service requirements for Mission System Repairable Items versus Support System Repairable Items requires DSD clauses to be tailored to refer to the applicable sections or tables of this Annex. Using the Maintenance management system as an example, the Maintenance management system clause in DSD-MNT-MGT would need to be duplicated with the first clause referring to the Mission System(s) and the Mission System Repairable Items in section 2 of Annex A, identifying the name of the applicable Maintenance management system. The second clause would refer to the Support System Repairable Items (eg, S&TE), in section 3 of Annex A, with the name of the second Maintenance management system inserted.
- If Repairable Items of the Mission System(s) and the Support System are managed, supported, and reported upon in the same manner, then DSDs can remain as per the templates by referring to Repairable Items collectively.

Related Clauses/Documents:

Most DSDs when tailored appropriately.

LIST OF PRODUCTS BEING SUPPORTED

SECTION ONE - MISSION SYSTEM(S)

Note to drafters: Major end-items, such as Mission Systems, are separated from other Repairable Items because the major end-items are treated differently within Defence information management systems. For management reasons, if there is more than one type of Mission System for which Contractor support is required, each should be identified in this section.

Different tables should be used if management requirements are significantly different between types of Mission Systems (eg, between an aircraft, a flight simulator, and an Integration and Test Facility that are all treated as Mission Systems). Additionally, when there are different excluded subordinate Products for each Mission System, a separate set of tables for each Mission System type will provide a clearer definition of scope. Excluded subordinate Products will usually be supported under separate arrangements.

Unless listing subordinate RIs in section 2, with arising rates, etc, drafters should consider how information will be provided to tenderers in relation to the list of subordinate Repairable Items, their / failure rates / maintenance arisings, as well as the skills, effort (ie, work hours) and Non-Repairable Items consumed in the performance of Maintenance.

To assist in developing this section, the following guidance refers to the scenarios in Annex A to the SOW Tailoring Guide:

- a. Under Scenario #1, performance measures for each type of Mission System could be availability based (eg, 'x' Mission Systems available each day, or for x-days of deployment, or on a 24/7 basis). The Contractor is usually not responsible for Products that they do not manage; hence, identified Mission Systems and excluded subordinate Products should be consistent with the Performance Measures. In this regard, Annex A may be used to exclude subordinate Products from performance-related calculations. Performance measures are specified in draft Attachment P.
- b. Under Scenario #2, performance measures for each type of Mission System could be availability based (ie, systems available to Defence) or schedule based (eg, date out of Maintenance to achieve an agreed schedule). As per Scenario #1, the Mission System and excluded Products lists can help to define Performance Measures by identifying those Products that are excluded from calculations.
- c. As Scenarios #3 and #4 do not include Mission System responsibilities, the contents of this section of Annex A should be replaced with a single 'Not used'.

1. MISSION SYSTEM(S)

1.1 Mission System #1

Note to drafters: Insert an explanation of the depths / grades of Maintenance for Mission System #1 to be performed by the Contractor, as it appears in the relevant technical manual (eg, Light, Medium, Heavy; Operational, Intermediate, Depot / Deeper; S1, S2, S3; or as described in a Fleet / Technical Maintenance Plan), providing additional context where appropriate (eg, if the same work is undertaken by Defence and the Contractor depending upon location).

Note: Differences between builds and modification states can create variants of the Mission System identified in Table 1-1. Accordingly, the following clauses and Table 1-1 apply to variants created during the course of the Contract.

- 1.1.1 The Contractor acknowledges that the following depths / grades of Maintenance, as defined in [...INSERT REFERENCE WHERE THE DEPTH/GRADE OF MAINTENANCE IS DESCRIBED (EG, TECHNICAL MANUAL OR MAINTENANCE PLAN)...], are applicable to the support of Mission System #1 (including variants) identified in Table 1-1:
 - a. [...INSERT DEPTH/GRADE OF MAINTENANCE...];
 - b. [...INSERT DEPTH/GRADE OF MAINTENANCE...]; and
 - c. [...INSERT DEPTH/GRADE OF MAINTENANCE...].

- 1.1.2 The Contractor shall provide support for the Mission System and the variants of the Mission System identified in Table 1-1, including all subordinate Products, with the exception of

those subordinate Products listed under clause 1.2, in accordance with the requirements of the SOW and this Annex.

1.1.3 The Contractor acknowledges that the scope of the Services required for the Mission System and the variants of the Mission System identified in Table 1-1 is further defined through the columns and technical references identified in Table 1-1. An explanation of each column is detailed below:

- a. System Identifier Logistic Control Number (LCN) / Technical Management Code (TMC) / Common Management Code (CMC): A unique identifier for the Product, as used in the applicable technical manuals, configuration data or supply management system;
- b. Product Nomenclature: The name of the Product, which may include Product class/group categories and functional descriptors;

Note to drafters: If the list of technical references is extensive, drafters should develop a table in SOW Annex D and then cross-refer to that table or (table entries) from column c in Table 1-1.

- c. Technical Reference(s): The Technical Data (eg, a hardcopy manual, interactive electronic technical manual, list in Annex D, or information management system) that defines the Maintenance and other support requirements for the Product;
- d. Depth / Grade: The depth / grade of Maintenance for which the Contractor has responsibility, as specified in clause 1.1.1; and
- e. Engineering Responsibility (Eng. Resp.): The Contractor has the Engineering Responsibility required for providing the Engineering Services described in the SOW for this Mission System type ('Y' = yes, 'N' or blank = no).

Note to drafters: Other columns may be added to Table 1-1, as necessary, with descriptions included above. For example, Help Desk Services for Mission System use and support.

Option: For when the Contractor will manage the list of Repairable Items and Non-Repairable Items that comprises the build structure for Mission System #1.

1.1.4 The Contractor further acknowledges that the list of Repairable Items and Non-Repairable Items required to support Mission System #1 is held and maintained by the Contractor and access by Commonwealth authorised users is to be provided through the Data Management System (DMS) in accordance with clause 2.3 of the SOW.

Table 1-1: Mission System #1 (including variants)

System Identifier LCN/TMC/CMC	Product Nomenclature	Technical Reference(s)	Depth / Grade	Eng. Resp. Y/N
a.	b.	c.	d.	e.

1.2 Excluded Subordinate Products for Mission System #1

Note to drafters: Listing the excluded subordinate Products is an alternative to listing all Mission System Products in section 2 Table 2-1 (unless requirements against individual Products, such as Reserve Stockholding Quantity (RSQ) visibility, is required). As all Mission System subordinate Products included, except those listed here, they do not need to be listed again in section 2, unless there is another reason to do so.

1.2.1 The Contractor acknowledges that the Products in Table 1-2 are subordinate to the Mission System (including variants) identified in Table 1-1 but will not be maintained under this Contract (with the exception of remove and replace Maintenance tasks).

Table 1-2: Excluded Subordinate Products for Mission System #1

Parent Identifier LCN/TMC/CMC	System Identifier LCN/TMC/CMC	Product Nomenclature

1.3 Mission System #2

Note: Differences between builds and subsequent modifications can create variants of the Mission System identified in Table 1-3. Accordingly, the following clauses and Table 1-3 apply to variants created during the course of the Contract.

Note to drafters: Select from the following options for the description of Maintenance being specific to Mission System #2 (Option A) or the same as Mission System #1 (Option B).

Option A: For when the levels of Maintenance are described differently to Mission System #1. Insert the applicable explanation of the depth / grade of Maintenance for Mission System #2 to be performed by the Contractor, as it appears in the relevant technical manual (eg, Light, Medium, Heavy; Operational, Intermediate, Depot / Deeper; R1, R2, R3; or as described in a Technical Maintenance Plan).

1.3.1 The Contractor acknowledges that the following depths/grades of Maintenance, as defined in [...INSERT REFERENCE WHERE THE DEPTH/GRADE OF MAINTENANCE IS DESCRIBED (EG, TECHNICAL MANUAL OR MAINTENANCE PLAN)...], are applicable to the support of Mission System #2 (including variants) identified in Table 1-3:

- a. [...INSERT DEPTH/GRADE OF MAINTENANCE...];
- b. [...INSERT DEPTH/GRADE OF MAINTENANCE...]; and
- c. [...INSERT DEPTH/GRADE OF MAINTENANCE...].

Option B: For when the depths / grades of Maintenance for Mission System #2 are the same as Mission System #1.

1.3.2 The Contractor acknowledges that the depths/grades of Maintenance applicable to the support of Mission System #2 are the same as for Mission System #1, which are specified at clause 1.1.1.

1.3.3 The Contractor shall provide support for the Mission System and variants of the Mission System identified in Table 1-3, including all subordinate Products, with the exception of those subordinate Products listed under clause 1.4, in accordance with the requirements of the SOW and this Annex.

1.3.4 The Contractor acknowledges that the scope of the Services required for the Mission System and variants of the Mission System identified in Table 1-3 is further defined through the columns and technical references identified in Table 1-3. An explanation of each column is detailed at clause 1.1.3.

Option: For when the Contractor will manage the list of Repairable Items and Non-Repairable Items that comprises the build structure for Mission System #2.

1.3.5 The Contractor further acknowledges that the list of Products required to support Mission System #2 is held and maintained by the Contractor and access by Commonwealth authorised users is to be provided through the Data Management System (DMS) in accordance with clause 2.3 of the SOW.

Note to drafters: If the list of technical references is extensive, consideration should be given to providing the list within Annex D to the SOW and then cross-referring to the applicable clause or table in that annex from within the following table.

Table 1-3: Mission System #2 (including variants)

System Identifier LCN/TMC/CMC	Product Nomenclature	Technical Reference(s)	Depth / Grade	Eng. Resp. Y/N
a.	b.	c.	d.	e.

1.4 Excluded Subordinate Products for Mission System #2

Note to drafters: Listing the excluded subordinate Products is an alternative to listing all Mission System Products in section 2 Table 2-1 (unless requirements against individual Products, such as RSQ visibility, is required). As all Mission System subordinate Products are included, except those listed here, they do not need to be listed again in section 2.

- 1.4.1** The Contractor acknowledges that the Products identified in Table 1-4 are subordinate to the Mission System (including variants) identified in Table 1-3 but will not be maintained under this Contract (with the exception of remove and replace Maintenance tasks).

Table 1-4: Excluded Subordinate Products for Mission System #2

Parent Identifier LCN/TMC/CMC	System Identifier LCN/TMC/CMC	Product Nomenclature

1.5 Mission System #3

Note to drafters: For situations where one of the primary elements requiring support is an ICT System (eg, Joint Command Support Environment (JCSE)), Mission System #3 enables these types of systems to be appropriately incorporated into the SOW. This approach assumes that support is required at the system level (ie, not support for a loose collection of individual hardware and Software Products). Mission System #3 adapts the previous clauses in this section 1 of SOW Annex A to be appropriately linked to the applicable DSDs, particularly DSD-MNT-SA. If there are no ICT Systems of this nature requiring support under the Contract, then Mission System #3 should be deleted. If the ICT System is used in a supporting / administrative role, and is not supported in the same manner as Mission System(s) #1 and #2, then drafters may find it more effective to include the ICT System under Section 3.

Note to drafters: If an ICT System is the only Mission System requiring support, then the earlier clauses may be deleted and this clause renamed as Mission System #1.

Note: Differences between builds, via subsequent hardware modifications and Software changes, can create variants of the Mission System identified in Table 1-5. Accordingly, the following clauses and Table 1-5 apply to variants created during the course of the Contract.

Note to drafters: The following clauses assume that specific depths/grades of Maintenance will need to be identified for the ICT System and that linking to Mission System #1 (as per the optional approach under Mission System #2) is not appropriate.

- 1.5.1** The Contractor acknowledges that the following depths/grades of Maintenance, as defined in [...INSERT REFERENCE WHERE THE DEPTH/GRADE OF MAINTENANCE IS DESCRIBED (EG, TECHNICAL MANUAL OR MAINTENANCE PLAN)...], are applicable to the support of Mission System #3 (including variants) identified in Table 1-5:

- a. [...INSERT DEPTH/GRADE OF MAINTENANCE...];
- b. [...INSERT DEPTH/GRADE OF MAINTENANCE...]; and
- c. [...INSERT DEPTH/GRADE OF MAINTENANCE...].

1.5.2 The Contractor shall provide support for the Mission System and variants of the Mission System identified in Table 1-5, including all subordinate hardware and Software Products, with the exception of those subordinate Products listed under clause 1.6, in accordance with the requirements of the SOW and this Annex.

1.5.3 The Contractor acknowledges that the scope of the Services required for the Mission System and variants of the Mission System identified in Table 1-5 is further defined through the columns and technical references identified in Table 1-5. An explanation of each column is detailed below.

- a. System Identifier Logistic Control Number (LCN) / Technical Management Code (TMC) / Common Management Code (CMC): A unique identifier for the Product, as used in the applicable technical manuals, configuration data or supply management system;
- b. Product Nomenclature: The name of the Product, which may include Product class/group categories and functional descriptors;

Note to drafters: If the list of technical references is extensive, drafters should consider developing a table in SOW Annex D and then cross-referring to the applicable table or (table entries) in that Annex from the column in Table 1-5.

- c. Technical Reference(s): The Technical Data (eg, hardcopy manual, interactive electronic technical manual, list in Annex D, or information management system) that defines the Maintenance and other support requirements for the Product;
- d. Depth / grade: The depth / grade of Maintenance for which the Contractor has responsibility, as specified in clause 1.5.1;
- e. Help Desk (HLPDSK): The Contractor is required to provide help desk Services described in the SOW for this Product and its subordinate hardware and Software components ('Y' = yes, 'N' or blank = no);
- f. Engineering Responsibility (Eng. Resp.): The Contractor has the Engineering Responsibility required for providing the Engineering Services described in the SOW for this Mission System type ('Y' = yes, 'N' or blank = no);
- g. System Administration (SA): The Contractor is required to provide system administration Services described in the SOW for this product ('Y' = yes, 'N' or blank = no); and

Note to drafters: Other columns may be added to Table 1-5, as necessary. Each additional column should be explained in this list of subclauses, with the subclause number matching the column number. If not required, the following subclause and column h in Table 1-5 should be deleted.

- h. [...To Be Determined (TBD) by drafter...].

Option: For when the Contractor will manage the list of hardware and Software Products that comprises the build structure for Mission System #3.

1.5.4 The Contractor further acknowledges that the list of hardware and Software Products required to support Mission System #3 is held and maintained by the Contractor and access by Commonwealth authorised users is to be provided through the Data Management System (DMS) in accordance with clause 2.3 of the SOW.

Note to drafters: If the list of technical references is extensive, consideration should be given to providing the list within Annex D to the SOW and then cross-referring to the applicable clause or table in that annex from within the following table.

Table 1-5: Mission System #3 (including variants)

System Identifier LCN/TMC/CMC	Product Nomenclature	Technical Reference(s)	Depth / Grade	HLP- DSK	Eng. Resp.	SA	TBD
a.	b.	c.	d.	e.	f.	g.	h.

1.6 Excluded Subordinate Products for Mission System #3

Note to drafters: Listing the excluded subordinate Products is an alternative to listing all Mission System hardware and Software Products in section 2 Table 2-1 (unless RSQ visibility is required). As all Mission System subordinate Products are included, except those listed here, they do not need to be listed again in section 2.

- 1.6.1** The Contractor acknowledges that the Products identified in Table 1-6 are subordinate to the Mission System (including variants) identified in Table 1-5 but will not be maintained under this Contract (with the exception of remove and replace Maintenance tasks).

Table 1-6: Excluded Subordinate Products for Mission System #3

Parent Identifier LCN/TMC/CMC	System Identifier LCN/TMC/CMC	Product Nomenclature

Note to drafters: Insert additional tables as required to address all Mission Systems.

SECTION TWO - MISSION SYSTEM REPAIRABLE ITEMS

Note to drafters: To assist in developing this section, the following guidance refers to the scenarios in Annex A to the SOW Tailoring Guide:

- a. Under Scenario #1, where the Contractor is responsible for all support, management of Repairable Items may not need to be specified separately from the Mission System unless specifying RSQs or other item-level requirements is necessary. If not required, the contents of this section may be deleted and replaced with a single 'Not used'.
- b. Under Scenario #2, where support is required for the Mission System and individual Repairable Items, this section could be extensive. Performance measures for support of Repairable Items under this scenario may use specific measures (eg, demand satisfaction) specified in the draft Attachment P, and supported by this section (ie, by identifying which Performance Measures or other factors apply to which Repairable Items). Specification of RSQs may also be required.
- c. Under Scenario #3, support is not required to a Mission System and only support to Repairable Items is required. The arrangements here should be similar to Scenario #2.
- d. Under Scenario #4, performance management of Repairable Items should be based upon meeting turn-around times, which would normally be specified in the Price and Payment Schedule. Maintaining RSQs is not required under this scenario.

If maintaining RSQs is not a requirement of the Contract, then all RSQ-related clauses should be replaced with 'Not used' and the 'RSQ' column deleted from the following table(s).

Note to drafters: This section includes a single table for listing Mission System Repairable Items. If there are differing support management requirements for groups of Repairable Items (eg, Commonwealth-owned and Contractor-owned Mission System spares), drafters should consider including these differing requirements into clause 2.1 below and using additional tables for each group. As these Products could also be GFE, care should be taken to ensure that all lists and support requirements across the draft Contract are consistently defined.

There is no requirement to divide the Mission System Repairable Items along the same lines as Mission Systems in section 1 of this Annex, unless there are differing levels of Maintenance or other management requirements that dictate otherwise (as per the note above). If additional divisions are required to address differing types of Mission System Repairable Items, then these should be inserted after this clause or managed by adding columns to Table 2-1.

Note to drafters: For situations where the proposed Contract (Support) will follow a Contract (Acquisition) or a current support contract, drafters should consider how information will be provided to tenderers in relation to failure rates and arisings for the Repairable Items, as well as the skills, effort and Non-Repairable Items required to perform the necessary Maintenance.

2. MISSION SYSTEM REPAIRABLE ITEMS

2.1 Support Requirements

Note to drafters: An optional note to tenderers is included below for use by drafters when the RFT is for a Contract (Support) following a current support contract period (eg, when the market is being retested) and when the contracting strategy is to use Phase In as a due diligence period. This note to tenderers assumes that the Mission System Repairable Items will not be managed by the Contractor using a Commonwealth Maintenance Management System. Drafters need to amend the Note to insert the applicable file name or make other amendments, as required. If the Note is not required, it should be deleted.

A similar note to tenderers may be used with a combined RFT (ie, for acquisition and support) to explain the mechanism for populating the Annex as the Contract (Acquisition) progresses.

Note to tenderers: The list of Mission System Repairable Items is provided in the accompanying file entitled '[...DRAFTER TO INSERT...]'. During Phase In, the tenderer is required to validate this list, populate Table 2-1 below to include the applicable Mission System Repairable Items, raise a CCP to incorporate the revised table into the Contract, and incorporate the list of Mission System Repairable Items into its Maintenance Management System.

Note to drafters: Insert the applicable depths/ grades of Maintenance for Mission System Repairable Items to be performed by the Contractor, as these appear in the relevant technical manual (eg, Light, Medium, Heavy; Operational, Intermediate, Depot / Deeper, etc).

2.1.1 The Contractor acknowledges that the following depths / grades of Maintenance, as defined in [...INSERT REFERENCE WHERE THE DEPTH/GRADE OF MAINTENANCE IS DESCRIBED (EG, TECHNICAL MANUAL OR MAINTENANCE PLAN)...], are applicable to the support of the Mission System Repairable Items identified in Table 2-1:

- a. [...INSERT DEPTH/GRADE OF MAINTENANCE...];
- b. [...INSERT DEPTH/GRADE OF MAINTENANCE...]; and
- c. [...INSERT DEPTH/GRADE OF MAINTENANCE...].

Note to drafters: Select the applicable option, depending upon how the Mission System Repairable Items will be managed. Selecting Option B requires that the applicable information system contains data relevant to the allocation of responsibilities, replacing those otherwise documented via the columns of Table 2-1 (eg, responsibilities for CM, engineering, DSR, RSQs and others as may be required by the Contract). Additionally, if the Mission System Repairable Items are to be managed using a Commonwealth Maintenance Management System or Configuration Management System, then Option B would need to be modified accordingly. If Option B is selected, Table 2-1 will also need to be deleted.

Option A: For when the Mission System Repairable Items are to be identified in this section of Annex A.

2.1.2 The Contractor shall provide support for the Mission System Repairable Items identified in Table 2-1, including through the replacement of subordinate Non-Repairable Items, in accordance with the requirements of the SOW and this Annex.

2.1.3 The Contractor acknowledges that the scope of the Services required for the Mission System Repairable Items identified in Table 2-1 is further defined through the columns and technical references identified in Table 2-1. An explanation of each column is detailed below:

Note to drafters: Column a of Table 3-1 may be formatted as an indented list where this assists to better understand the product breakdown structure(s).

- a. System Identifier LCN/TMC/CMC: A unique identifier for the Repairable Item, as used in the applicable technical manuals or supply management system;
- b. Product Nomenclature: The name of the Repairable Item, which may include Product class/group categories and functional descriptors;

Note to drafters: If the list of technical references is extensive, consideration should be given to providing this list within Annex D to the SOW and then cross-referring to the applicable clause or table in that annex from within the following table.

- c. Technical References: The Technical Data (eg, a hardcopy manual, interactive electronic technical manual, list in Annex D, or information management system) that defines the Maintenance and other support requirements for the Repairable Item;
- d. Depth / grade: The depth / grade of Maintenance for which the Contractor has responsibility, as used within the associated technical Maintenance plan / reference applicable to each Repairable Item, as described in clause 2.1.1;
- e. Engineering Responsibility (Eng. Resp.): The Contractor has the Engineering Responsibility required for providing the Engineering Services described in the SOW for this Repairable Item ('Y' = yes, 'N' or blank = no);
- f. Configuration Management (CM) Responsibility: The Contractor is required to provide Configuration Management Services described in the SOW for this Repairable Item ('Y' = yes, 'N' or blank = no);

Note to drafters: If RSQs are not a requirement for Mission System Repairable Items (eg, in Scenario #4), the RSQ column in the table, the following subclause and any associated clauses (eg, in the Supply Support DSDs) should be deleted and replaced with 'Not used'.

- g. Reserve Stockholding Quantity (RSQ): The quantity of serviceable Repairable Items to be maintained by the Contractor as an RSQ (no entry means that an RSQ is not applicable to that Repairable Item);

Note to drafters: If DSR, as a Performance Measure, is not divided into priority categories, the following clause should be amended (eg, 'Identifies that a Product is included in the Performance Measure for DSR ('Y' = yes and 'N' or blank = not included.'). If DSR is not required, the column may be deleted.

- h. Demand Satisfaction Rate (DSR): Where a Performance Measure for DSR is divided into two or more priority categories, this column identifies the relevant priority category for the Repairable Item (A= [...DRAFTER TO INSERT...], B= [...DRAFTER TO INSERT...], C= [...DRAFTER TO INSERT...] and 'N' or blank = not included in DSR calculation). DSR is specified at Attachment P; and

Note to drafters: The drafter may add columns to Table 2-1: Mission System Repairable Items in order to allocate further responsibilities and/or provide additional information to describe the scope of Services required for each Product. Each additional column should be explained in this list of subclauses with the subclause number matching the column number. If not required, column i should be deleted. Refer to the SOW Tailoring Guide for further guidance.

- i. [...To Be Determined (TBD) by drafter...].

Option B: For when the Contractor will manage the list of Mission System Repairable Items in its Maintenance Management System.

- 2.1.4** The Contractor shall provide support for the Mission System Repairable Items identified in its Maintenance Management System, including through the replacement of subordinate Non-Repairable Items, in accordance with the requirements of the SOW and this Annex.

Note to drafters: Amend the following list to describe how responsibilities for Services are allocated using the Contractor's Maintenance Management System. The following list may also be divided up into a Maintenance Management System and a Supply Management System, or between Contractor and Defence systems.

Note to tenderers: The following lists may be further defined, with actual data fields identified from the information management system(s), prior to ED.

- 2.1.5** The Contractor shall, with respect to the Mission System Repairable Items identified in its Maintenance Management System, provide:
- a. Engineering Services, for all Repairable Items excluding:
 - (i) [...DRAFTER TO INSERT SUB-SYSTEM CODES TITLES...]; and
 - (ii) [...DRAFTER TO INSERT SUB-SYSTEM CODES TITLES...];
 - b. Maintenance Services, for all Repairable Items at the depths / grades, as described in clause 2.1.1;
 - c. Supply Services, including procurements and Disposal, for:
 - (i) [...DRAFTER TO INSERT SUB-SYSTEM CODES TITLES...]; and
 - (ii) [...DRAFTER TO INSERT SUB-SYSTEM CODES TITLES...];
 - d. Supply Services, including the maintenance of RSQs for all Repairable Items designated as [...DRAFTER TO INSERT CLASS DESIGNATORS OR OTHER DESCRIPTIONS...]; and
 - e. Supply Services, including warehousing and distribution, for all Repairable Items.

2.1.6	The Contractor acknowledges that the list of Mission System Repairable Items is maintained and held by the Contractor and is to be provided to the Commonwealth Representative promptly upon request and in the format requested.
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Table 2-1: Mission System Repairable Items

System Identifier LCN/TMC/CMC	Product Nomenclature	Technical Reference(s)	Depth/ Grade	Eng. Resp.	CM Resp	RSQ	DSR	TBD
a.	b.	c.	d.	e.	f.	g.	h.	i.

2.2 Information and Communications Technology System Support Requirements

Note to drafters: For situations where one of the primary elements requiring support is an ICT System (eg, a command and control system); however, elements of that Mission System have differing support Services requirements that need to be specified. For example, within the one ICT System some network hardware may be mandated GFE, required for commonality with other Defence systems, while some Software may be unique and other Software provided as part of a broader corporate licence. Accordingly, some support Services may be defined at a system level while other Services are defined at a sub-system or hardware / Software component level. If there are no ICT Systems of this nature requiring support under the Contract, then the clause should be deleted and replaced with 'Not used'. For alternative options:

- a. if all support can be defined at a system level, drafters should use section 1;
- b. if the ICT System has a supporting role, and not treated as a Mission System, drafters may find it more effective to include the ICT System(s) under section 3; or
- c. for individual Software Products, rather than ICT Systems, use section 5.

Note to drafters: ICT Systems may be subject to differing Performance Measures to other Mission Systems and other Repairable Items (although this does not have to be the case). Drafters need to ensure that the appropriate sections of the draft Attachment P include any unique Performance Measures required for the ICT System(s).

Note: Differences between builds, via subsequent hardware modifications and Software changes, can create variants of the Mission System identified in Table 2-2. Accordingly, the following clauses and Table 2-2 apply to variants created during the course of the Contract.

Note to drafters: Insert the applicable depths/ grades of Maintenance for the ICT System's hardware to be performed by the Contractor. The description of depth / grade could be 'reboot and configuration setting only', 'removal and replacement' and 'full' or as otherwise described in DSDs. Responsibilities are likely to vary depending on what tasks will be undertaken by the Commonwealth and other Contractors.

2.2.1 The Contractor acknowledges that the following depths/ grades of Maintenance, as defined in [...INSERT REFERENCE WHERE THE DEPTH/GRADE OF MAINTENANCE IS DESCRIBED (EG, TECHNICAL MANUAL OR MAINTENANCE PLAN)...], are applicable to the support of the Information and Communications Technology (ICT) System's hardware Products identified in Table 2-2:

- a. [...INSERT DEPTH/GRADE OF MAINTENANCE...];
- b. [...INSERT DEPTH/GRADE OF MAINTENANCE...]; and
- c. [...INSERT DEPTH/GRADE OF MAINTENANCE...].

2.2.2 The Contractor shall provide support for the ICT System and variants of the ICT System identified in Table 2-2, including subordinate hardware and Software Products and the replacement of subordinate Non-Repairable Items, in accordance with the requirements of the SOW and this Annex.

2.2.3 The Contractor acknowledges that the scope of the Services required for the ICT System and ICT System components identified in Table 2-2 is further defined through the columns and technical references identified in Table 2-2. An explanation of each column is detailed below:

- a. System Identifier: A unique identifier for the hardware or Software Products, as used in the applicable technical manuals or system work breakdown structure;

Note to drafters: For Software Products it can be useful to avoid including version and release numbers as this may result in inconsistencies (addressed by the earlier note regarding versions) or regular CCPs to update the table.

- b. Product Nomenclature: The name of the system, or hardware or Software Product, which may include Product class/group categories and functional descriptors;

Note to drafters: If the list of technical references is extensive, consideration should be given to providing this list within Annex D to the SOW and then cross-referring to the applicable clause or table in that Annex from within the following table.

- c. Technical References: The Technical Data (eg, a hardcopy manual, interactive electronic technical manual, list in Annex D, or information management system) that defines the Maintenance and other support requirements for the hardware / Software Product;
- d. Depth / grade: The depth / grade of hardware Maintenance for which the Contractor has responsibility, as described in clause 3.3.1;

Note to drafters: If the Contractor is required to provide different levels of help desk support for different Products, codes 'Y' and 'N' may be replaced with '1, 2, 3' or other suitable description.

- e. Help Desk (HLPDSK): The Contractor is required to provide help desk Services described in the SOW for this Product and its subordinate hardware and Software components ('Y' = yes, 'N' or blank = no);

Note to drafters: Engineering responsibility may need to be divided into further columns if different Services are to be provided to different Products. For example, if engineering investigations and Software changes apply to some Software, but only investigations apply to others. Alternatively, additional codes could be used within the same column for the one Product (eg, EI = engineering investigations, SC = Software change, etc). A minimum number of columns / codes should be created based on the Services required.

- f. Engineering Responsibility (Eng. Resp.): The Contractor has the Engineering Responsibility required for providing the Engineering Services described in the SOW for this Product ('Y' = yes, 'N' or blank = no);
- g. Configuration Management (CM) Responsibility: The Contractor is required to provide Configuration Management Services described in the SOW for this Product ('Y' = yes, 'N' or blank = no);

Note to drafters: System administration may need to be divided into further columns if different Services are to be provided to different Products. For example, if access administration and licence management apply to some Software Products but not others. Alternatively, additional codes could be used within the same column for the one Product (eg, AA = access administration, LM = licence management, etc). A minimum number of columns / codes should be created based on the Services required.

- h. System Administration (SA): The Contractor is required to provide system administration Services described in the SOW for this Product ('Y' = yes, 'N' or blank = no);
- i. Quantity (Qty): The quantity of Products Being Supported, either as physical hardware Products or installed Software Products / licences, as applicable; and

Note to drafters: The drafter may add columns to the table in order to allocate further responsibilities and/or provide additional information to describe the scope of Services required for each Product. For example, if the Contractor will be responsible for purchasing and replacing selected hardware on a cyclic basis (eg, every three years) the replacement period could be added. Each additional column should be explained in this list of subclauses with the subclause number matching the column number. If not required, the following subclause and column j in Table 2-2 should be deleted.

- j. [...To Be Determined (TBD) by drafter...].

Table 2-2: ICT Systems (including variants)

System Identifier	Product Nomenclature	Technical Reference(s)	Depth/ Grade	HLP- DSK	Eng. Resp.	CM	SA	Qty	TBD
a.	b.	c.	d.	e.	f.	g.	h.	i.	j.

SECTION THREE - SUPPORT SYSTEM REPAIRABLE ITEMS

Note to drafters: This section is used when Repairable Items that are Support System Components are to be supported by the Contractor. These include Support and Test Equipment (S&TE) and Training Equipment (and their repairable components), and other repairable equipment. This excludes Mission System Repairable Items, which are either identified in section 2 or as subordinate Products to the Mission System(s) in section 1. If not required, this section of Annex A should be deleted and replaced with 'Not used'.

In tailoring this section, drafters should consider the following issues:

- a. Care should be taken if the same Repairable Item is fitted to both a Mission System and a Support System Component (eg, a Product that is both part of the Mission System and a Maintenance test set). In this case, the Product would usually be listed as a Mission System Repairable Item to satisfy the more stringent management requirements. Alternatively, the same Repairable Items may appear in both sections 2 and 3 if they are tracked and managed separately.
- b. Under Scenarios #1 to #3, performance management of Support System Repairable Items used by the Commonwealth may be based on some measure of availability (eg, for S&TE and Training Equipment) and/or demand satisfaction or Item availability (eg, for component parts) as well as the possibility of maintaining RSQs. Each type of Performance Measure would need to be specified in the draft Attachment P, with possible reference to this section.
- c. Under Scenario #4, performance management of Repairable Items should be based upon meeting turn-around times. Maintaining RSQs is not required under this scenario.

Note to drafters: This section may include both Commonwealth-owned and Contractor-owned Repairable Items that are supported. Contractor-owned Repairable Items would be included in a number of cases (eg, where they are used by the Commonwealth, important for Australian Industrial Capability, controlled items, must be able to be transferred to contractors of subsequent contracts, or if they will become Commonwealth-owned at some time in the future). Consideration should be given to developing separate tables, similar to Table 3-1, when both Commonwealth-owned and Contractor-owned Repairable Items are involved.

Note to drafters: For situations where the proposed Contract (Support) will either follow from a Contract (Acquisition) (eg, when using a combined RFT) or from a current period of support, drafters should consider how information will be provided to tenderers in relation to failure rates and arisings for the Repairable Items, as well as the skills, effort and Non-Repairable Items required to perform the necessary Maintenance.

3. SUPPORT SYSTEM REPAIRABLE ITEMS

3.1 Support Requirements for Repairable Support and Test Equipment

Note to drafters: This clause only covers Repairable Items of S&TE. Non-Repairable Items of S&TE (eg, hand tools) should be addressed in section 4 of this annex. If repairable S&TE is not required to be supported under the Contract, this clause should be replaced with 'Not used'.

Repairable Items of S&TE may be subject to differing management and Performance Measures to Mission System Repairable Items. The support requirements for S&TE are addressed via clause 9.3 of the SOW.

Note to drafters: An optional note to tenderers is included below for use if the proposed Contract follows a current support contract (eg, when the market is being retested) and when the strategy is to use Phase In as a due diligence period. Amend the note to insert the applicable file name. If the note to tenderers is not required, it should be deleted.

A similar note to tenderers may be used with a combined RFT (ie, for acquisition and support) to explain the mechanism for populating the annex as the Contract (Acquisition) progresses.

Note to tenderers: The list of repairable S&TE is provided in the accompanying file entitled '[...DRAFTER TO INSERT...]'. During Phase In, the tenderer is required to validate this list, populate Table 3-1 below to include the applicable S&TE, raise a Contract Change Proposal

(CCP) to incorporate the revised table into the Contract, and incorporate the list of S&TE into its Maintenance Management System.

Note to drafters: Insert the applicable depths / grades of Maintenance for the repairable S&TE and their associated Repairable Items (if applicable) to be performed by the Contractor, as these appear in the relevant technical manual (eg, Light, Medium, Heavy; Operational, Intermediate, Depot / Deeper; Calibration, Limited Repair, or as described in a Technical Maintenance Plan).

3.1.1 The Contractor acknowledges that the following depths / grades of Maintenance, as defined in [...INSERT REFERENCE WHERE THE DEPTH/GRADE OF MAINTENANCE IS DESCRIBED (EG, TECHNICAL MANUAL OR MAINTENANCE PLAN)...], are applicable to the support of the repairable S&TE and the associated Repairable Items of the repairable S&TE identified in Table 3-1:

- a. [...INSERT DEPTH/GRADE OF MAINTENANCE...];
- b. [...INSERT DEPTH/GRADE OF MAINTENANCE...]; and
- c. [...INSERT DEPTH/GRADE OF MAINTENANCE...].

Note to drafters: Select the applicable option, depending upon how the repairable S&TE will be managed. Additionally, if the list of repairable S&TE is to be managed using a Commonwealth information system, then Option B would need to be modified accordingly. If Option B is selected, Table 3-1 will need to be deleted.

There may be situations where both options are required (eg, when different management regimes are established for Commonwealth-owned and Contractor-owned repairable S&TE), and drafters should select and modify the clauses below accordingly.

Option A: For when the repairable S&TE is to be identified in this section of Annex A.

3.1.2 The Contractor shall provide support for the repairable S&TE and associated Repairable Items identified in Table 3-1, including through the replacement of subordinate Non-Repairable Items, in accordance with the requirements of the SOW and this Annex.

3.1.3 The Contractor acknowledges that the scope of the Services required for the repairable S&TE and associated Repairable Items identified in Table 3-1 is further defined through the columns and technical references identified in Table 3-1. An explanation of each column is detailed below:

- a. System Identifier LCN/TMC/CMC: A unique identifier for the Repairable Item, as used in the applicable technical manuals or supply management system;
- b. Item Nomenclature: The name of the Repairable Item, which may include Item class/group categories and functional descriptors;

Note to drafters: If the list of technical references is extensive, consideration should be given to providing this list within Annex D to the SOW and then cross-referring to the applicable clause or table in that annex from within the following table.

- c. Technical References: The Technical Data (eg, a hardcopy manual, interactive electronic technical manual, list in Annex D, or information management system) that defines the Maintenance and other support requirements for the Repairable Item;
- d. Depth / grade: The depth / grade of Maintenance for which the Contractor has responsibility, as used within the associated technical Maintenance plan / reference applicable to each Repairable Item, as described in clause 3.1.1;
- e. Engineering Responsibility: The Contractor has the Engineering Responsibility required for providing the Engineering Services described in the SOW for this Repairable Item ('Y' = yes, 'N' or blank = no);
- f. Configuration Management (CM) Responsibility: The Contractor is required to provide Configuration Management Services described in the SOW for this Repairable Item ('Y' = yes, 'N' or blank = no);

Note to drafters: If RSQs are not a requirement for repairable S&TE, the RSQ column g in Table 3-1 and any associated S&TE RSQ clauses should be deleted and replaced with 'Not used'.

- g. Reserve Stockholding Quantity (RSQ): The quantity of serviceable Repairable Items to be maintained by the Contractor as an RSQ (no entry means that an RSQ is not applicable to that Repairable Item);

Note to drafters: There are likely to be centrally-managed support arrangements for common items of repairable S&TE that the Contractor will be required to use (eg, ADF Calibration Laboratories for calibration and limited repair services). If this is not the case, delete the subclause below and column h from Table 3-1.

- h. Calibration (CAL): Calibration for this Repairable Item will be provided as GFS ('Y' = yes, 'N' = no); and

Note to drafters: The drafter may add columns to Table 3-1 in order to allocate further responsibilities and/or provide additional information to describe the scope of Services required for each Repairable Item. Each additional column should be explained in this list of subclauses with the subclause number matching the column number. If not required, column i in Table 3-1 should be deleted.

- i. [...To Be Determined (TBD) by drafter...].

Option B: For when the Contractor will manage the list of repairable S&TE and associated Repairable Items in its Maintenance Management System.

- 3.1.4** The Contractor shall provide support for the repairable S&TE and associated Repairable Items identified in its Maintenance Management System, including through the replacement of subordinate Non-Repairable Items, in accordance with the requirements of the SOW and this Annex.

Note to drafters: Drafters are to amend the following list as necessary. For a more extensive range of optional clauses, refer to the example clause for Mission System Repairable Items.

Note to tenderers: The following lists may be further defined, with actual data fields identified from the information management system(s), prior to ED.

- 3.1.5** The Contractor shall, with respect to the repairable S&TE and associated Repairable Items identified in its Maintenance Management System, provide:
- a. Maintenance Services, for all Repairable Items at the depths / grades, as described in clause 3.1.1; and
 - b. Supply Services, including inventory management, and warehousing and distribution only.
- 3.1.6** The Contractor acknowledges that the list of repairable S&TE and associated Repairable Items is maintained and held by the Contractor and is to be provided to the Commonwealth Representative promptly upon request and in the format requested.

Table 3-1: Repairable S&TE

System Identifier LCN/TMC/CMC	Item Nomenclature	Technical Reference(s)	Depth / grade	Eng. Resp.	CM Resp	RSQ	CAL	TBD
a.	b.	c.	d.	e.	f.	g.	h.	i.

3.2 Support Requirements for Repairable Training Equipment

Note to drafters: This clause covers Repairable Items of Training Equipment. Non-Repairable Items of Training Equipment should be addressed in section 4 of this annex. If repairable Training Equipment is not required to be supported under the Contract, this clause should be replaced with 'Not used'.

Repairable Items of Training Equipment may be subject to differing management and Performance Measures to Mission System Repairable Items. The support requirements for Training Equipment are addressed via clause 9.4 of the SOW.

Note to drafters: Insert the depths/ grades of Maintenance for the repairable Training Equipment and their associated Repairable Items (if applicable) to be performed by the Contractor, as these appear in the relevant technical manual (eg, Light, Medium, Heavy; Operational, Intermediate, Depot / Deeper; Calibration, Limited Repair, or as described in a Technical Maintenance Plan).

3.2.1 The Contractor acknowledges that the following depths / grades of Maintenance, as defined in [...INSERT REFERENCE WHERE THE DEPTH/GRADE OF MAINTENANCE IS DESCRIBED (EG, TECHNICAL MANUAL OR MAINTENANCE PLAN)...], are applicable to the support of the repairable Training Equipment and the associated Repairable Items of the repairable Training Equipment identified in Table 3-2:

- a. [...INSERT DEPTH/GRADE OF MAINTENANCE...];
- b. [...INSERT DEPTH/GRADE OF MAINTENANCE...]; and
- c. [...INSERT DEPTH/GRADE OF MAINTENANCE...].

Note to drafters: Refer to the optional clauses under clause 3.1 if alternative management arrangements (eg, use of Contractor Maintenance Management Systems) are required for repairable Training Equipment and associated Repairable Items.

3.2.2 The Contractor shall provide support for the repairable Training Equipment and associated Repairable Items identified in Table 3-2, including through the replacement of subordinate Non-Repairable Items, in accordance with the requirements of the SOW and this Annex.

3.2.3 The Contractor acknowledges that the scope of the Services required for the repairable Training Equipment and associated Repairable Items identified in Table 3-2 is further defined through the columns and technical references identified in Table 3-2. An explanation of each column is detailed below:

- a. System Identifier LCN/TMC/CMC: A unique identifier for the Repairable Item, as used in the applicable technical manuals or supply management system;
- b. Item Nomenclature: The name of the Repairable Item, which may include Item class/group categories and functional descriptors;

Note to drafters: If the list of technical references is extensive, consideration should be given to providing this list within Annex D to the SOW and then cross-referring to the applicable clause or table in that annex from within the following table.

- c. Technical References: The Technical Data (eg, a hardcopy manual, interactive electronic technical manual, list in Annex D, or information management system) that defines the Maintenance and other support requirements for the Repairable Item;
- d. Depth / grade: The depth / grade of Maintenance for which the Contractor has responsibility, as used within the associated technical Maintenance plan / reference applicable to each Repairable Item, as described in clause 3.2.1;
- e. Engineering Responsibility: The Contractor has the Engineering Responsibility required for providing the Engineering Services described in the SOW for this Repairable Item ('Y' = yes, 'N' or blank = no);
- f. Configuration Management (CM) Responsibility: The Contractor is required to provide Configuration Management Services described in the SOW for this Repairable Item ('Y' = yes, 'N' or blank = no);

Note to drafters: If RSQs are not a requirement for repairable Training Equipment, the RSQ column g in Table 3-2 and any associated Training Equipment RSQ clauses should be deleted and replaced with 'Not used'.

- g. Reserve Stockholding Quantity (RSQ): The quantity of serviceable items of repairable Training Equipment to be maintained by the Contractor as an RSQ (no entry means that an RSQ is not applicable to that Repairable Item); and

Note to drafters: The drafter may add columns to the table in order to allocate further responsibilities and/or provide additional information to describe the scope of Services required for each Repairable Item. Each additional column should be explained in this list of subclauses with the subclause number matching the column number. If not required, the following subclause and column h in Table 3-2 should be deleted.

- h. [...To Be Determined (TBD) by drafter...].

Table 3-2: Repairable Training Equipment

System Identifier LCN/TMC/CMC	Item Nomenclature	Technical Reference(s)	Depth / grade	Eng. Resp.	CM Resp	RSQ	TBD
a.	b.	c.	d.	e.	f.	g.	h.

3.3 Support Requirements for Information and Communications Technology Systems

Note to drafters: This section would include ICT System(s), comprising hardware and Software Products, used to support Mission Systems identified in Section 1 or 2 (ie, an ICT System that is not managed the same way as Mission System(s) supported under the Contract). If the ICT System is to be managed as a Mission System then it should be identified in Sections 1 and/or 2 of this Annex. If the Contractor will be responsible for individual Software Products, rather than an ICT System, drafters should consider using Section 5. If there are no ICT Systems required to be supported under the Contract, this clause should be replaced with 'Not used'.

Note to drafters: ICT Systems may be subject to differing management and Performance Measures to Mission Systems and other Repairable Items. Drafters need to ensure that the draft Attachment P includes any unique Performance Measures required.

Note: Differences between builds, via subsequent hardware modifications and Software changes, can create variants of the Mission System identified in Table 3-3. Accordingly, the following clauses and Table 3-3 apply to variants created during the course of the Contract.

Note to drafters: Insert the applicable depths / grades of Maintenance for the ICT System's hardware to be performed by the Contractor. The description of depth / grade could be 'reboot and configuration setting only', 'removal and replacement' and 'full' or as otherwise described in DSDs. Responsibilities are likely to vary depending on what tasks will be undertaken by the Commonwealth and other Contractors.

3.3.1 The Contractor acknowledges that the following depths/ grades of Maintenance, as defined in [...INSERT REFERENCE WHERE THE DEPTH/GRADE OF MAINTENANCE IS DESCRIBED (EG, TECHNICAL MANUAL OR MAINTENANCE PLAN)...], are applicable to the support of the Information and Communications Technology (ICT) System's hardware Items identified in Table 3-3:

- a. [...INSERT DEPTH/GRADE OF MAINTENANCE...];
- b. [...INSERT DEPTH/GRADE OF MAINTENANCE...]; and
- c. [...INSERT DEPTH/GRADE OF MAINTENANCE...].

3.3.2 The Contractor shall provide support for the ICT System and variants of the ICT System identified in Table 3-3, including subordinate hardware and Software Products and the replacement of subordinate Non-Repairable Items, in accordance with the requirements of the SOW and this Annex.

3.3.3 The Contractor acknowledges that the scope of the Services required for the ICT System components identified in Table 3-3 is further defined through the columns and technical references identified in Table 3-3. An explanation of each column is detailed below:

- a. System Identifier: A unique identifier for the hardware or Software Product, as used in the applicable technical manuals or system work breakdown structure;

Note to drafters: For Software Products it can be useful to avoid including version and release numbers as this may result in inconsistencies (hence the need for the above note regarding versions) or regular CCPs to update the table.

- b. Item Nomenclature: The name of the system, or hardware or Software Product, which may include Item class/group categories and functional descriptors;

Note to drafters: If the list of technical references is extensive, consideration should be given to providing this list within Annex D to the SOW and then cross-referring to the applicable clause or table in that annex from within the following table.

- c. Technical References: The Technical Data (eg, a hardcopy manual, interactive electronic technical manual, list in Annex D, or information management system) that defines the Maintenance and other support requirements for the hardware / Software Product;
- d. Depth / grade: The depth / grade of hardware Maintenance for which the Contractor has responsibility, as described in clause 3.3.1;

Note to drafters: Where a Contractor is required to provide different levels of help desk support for different Items, the codes 'Y' and 'N' should be replaced with '1, 2, 3' or other description, as appropriate.

- e. Help Desk (HLPDSK): The Contractor is required to provide help desk Services described in the SOW for this Item and its subordinate hardware and Software components ('Y' = yes, 'N' or blank = no);

Note to drafters: Engineering responsibility may need to be divided into further columns if different Services are to be provided to different Items. For example, if engineering investigations and Software changes apply to some Software, but only investigations apply to others, then different requirements must be specified. Alternatively, additional codes could be used within the same column for the one Item (eg, EI = engineering investigations, SC = Software change, etc). A minimum number of columns / codes should be created based on the Services required.

- f. Engineering Responsibility (Eng. Resp.): The Contractor has the Engineering Responsibility required for providing the Engineering Services described in the SOW for this Item ('Y' = yes, 'N' or blank = no);
- g. Configuration Management (CM) Responsibility: The Contractor is required to provide Configuration Management Services described in the SOW for this Item ('Y' = yes, 'N' or blank = no);

Note to drafters: System administration may need to be divided into further columns if different Services are to be provided to different Items. For example, if access administration and licence management apply to some Software Products but not others. Alternatively, additional codes could be used within the same column for the one Item (eg, AA = access administration, LM = licence management, etc). A minimum number of columns / codes should be created based on the Services required.

- h. System Administration (SA): The Contractor is required to provide system administration Services described in the SOW for this Item ('Y' = yes, 'N' or blank = no);
- i. Quantity (Qty): The quantity of Items supported, either as physical hardware Items or Software licences, as applicable; and

Note to drafters: The drafter may add columns to the table in order to allocate further responsibilities and/or provide additional information to describe the scope of Services required for each Item. For example, if the Contractor will be responsible for purchasing and replacing selected hardware on a cyclic basis (eg, every three years) a column for replacement periods could be added. Each additional column should be explained in this list of subclauses with the subclause number matching the column number. If not required, the following subclause and column j in Table 3-3 should be deleted.

- j. [...To Be Determined (TBD) by drafter...].

Table 3-3: ICT Systems (including variants)

System Identifier	Item Nomenclature	Technical Reference(s)	Depth / grade	HLP- DSK	Eng. Resp.	CM	SA	Qty	TBD
a.	b.	c.	d.	e.	f.	g.	h.	i.	j.

3.4 Support Requirements for other Repairable Items

Note to drafters: *This clause can be used to include any other repairable equipment not defined by other clauses within section 3 of Annex A (eg, individual Items of computer equipment). If no other repairable items required, this clause should be replaced with 'Not used'.*

Other repairable equipment Items may be subject to differing management and Performance Measures. Drafters need to ensure that the draft Attachment P includes any unique Performance Measures required.

Note to drafters: *Insert the applicable depths / grades of Maintenance for other repairable equipment, to be performed by the Contractor, as these appear in the relevant technical manual (eg, Light, Medium, Heavy; Operational, Intermediate, Depot / Deeper; Calibration, Limited Repair, or as described in a Technical Maintenance Plan).*

3.4.1 The Contractor acknowledges that the following depths/ grades of Maintenance, as defined in [...INSERT REFERENCE WHERE THE DEPTH/GRADE OF MAINTENANCE IS DESCRIBED (EG, TECHNICAL MANUAL OR MAINTENANCE PLAN)...], are applicable to the support of the other repairable equipment and the associated Repairable Items of the other equipment identified in Table 3-4:

- a. [...INSERT DEPTH/GRADE OF MAINTENANCE...];
- b. [...INSERT DEPTH/GRADE OF MAINTENANCE...]; and
- c. [...INSERT DEPTH/GRADE OF MAINTENANCE...].

Note to drafters: *Refer to the optional clauses under clause 3.1 if alternative management arrangements are required for other repairable equipment and associated Repairable Items.*

3.4.2 The Contractor shall provide support for the other repairable equipment and associated Repairable Items identified in Table 3-4, including through the replacement of subordinate Non-Repairable Items, in accordance with the requirements of the SOW and this Annex.

3.4.3 The Contractor acknowledges that the scope of the Services required for the other repairable equipment and associated Repairable Items identified in Table 3-4 is further defined through the columns and technical references identified in Table 3-3. An explanation of each column is detailed below:

- a. System Identifier LCN/TMC/CMC: A unique identifier for the Repairable Item, as used in the applicable technical manuals or supply management system;
- b. Item Nomenclature: The name of the Repairable Item, which may include Item class/group categories and functional descriptors;

Note to drafters: *If the list of technical references is extensive, consideration should be given to providing this list within Annex D to the SOW and then cross-referring to the applicable clause or table in that annex from within the following table.*

- c. Technical References: The Technical Data (eg, a hardcopy manual, interactive electronic technical manual, list in Annex D, or information management system) that defines the Maintenance and other support requirements for the Repairable Item;
- d. Depth / grade: The depth / grade of Maintenance for which the Contractor has responsibility, as used within the associated technical Maintenance plan / reference applicable to each Repairable Item, as described in clause 3.4.1;
- e. Engineering Responsibility (Eng. Resp.): The Contractor has the Engineering Responsibility required for providing the Engineering Services described in the SOW for this Repairable Item ('Y' = yes, 'N' or blank = no);
- f. Configuration Management (CM) Responsibility: The Contractor is required to provide Configuration Management Services described in the SOW for this Repairable Item ('Y' = yes, 'N' or blank = no);

Note to drafters: If RSQs are not a requirement for the other repairable equipment, the RSQ column g in Table 3-3 and any associated RSQ clauses for other repairable equipment should be deleted and replaced with 'Not used'.

- g. Reserve Stockholding Quantity (RSQ): The quantity of serviceable Repairable Items to be maintained by the Contractor as an RSQ (no entry means that an RSQ is not applicable to that Repairable Item); and

Note to drafters: The drafter may add columns to the table in order to allocate further responsibilities and/or provide additional information to describe the scope of Services required for each Repairable Item. Each additional column should be explained in this list of subclauses with the subclause number matching the column number. If not required, the following subclause and column h in Table 3-3 should be deleted.

- h. [...To Be Determined (TBD) by drafter...].

Table 3-4: Other Repairable Equipment

System Identifier LCN/TMC/CMC	Item Nomenclature	Technical Reference(s)	Depth / grade	Eng. Resp.	CM Resp	RSQ	TBD
a.	b.	c.	d.	e.	f.	g.	h.

SECTION FOUR - NON-REPAIRABLE ITEMS

4. NON-REPAIRABLE ITEMS

Note to drafters: To assist in developing this section, the following guidance refers to the scenarios in Annex A to the SOW Tailoring Guide:

- a. Under Scenario #1, where the Contractor is responsible for all support, management of Non-Repairable Items is unlikely to need to be separately specified from the Mission System (and Repairable Item requirements), unless visibility of RSQs is deemed necessary to ensure that preparedness requirements can be met. Alternatively, there may be a requirement to have certain Non-Repairable Items subject to Order Response Times (ie, delivery within an agreed time-frame). If not required, this section of Annex A should be deleted and replaced with 'Not used'.
- b. Under Scenario #2, performance management for the majority of Non-Repairable Items should be based on some measure of demand satisfaction as well as maintaining RSQs, both of which need to be specified in the draft Attachment P. Nevertheless, there may be a requirement to have certain Non-Repairable Items subject to Order Response Times (ie, delivery within an agreed time-frame). If this latter situation is not required, however, clause 4.2 should be deleted and replaced with 'Not used'.
- c. Under Scenario #3, the arrangements here should be similar to Scenario #2.
- d. Under Scenario #4, performance management of Non-Repairable Items should be based upon meeting Order Response Times (ie, delivery within an agreed time-frame), which would normally be specified in the Price and Payment Schedule. Maintaining RSQs is also not required under this scenario and, therefore, clause 4.1 should be deleted and replaced with 'Not used'.

Note to drafters: If maintaining RSQs is not a requirement of the Contract, then all RSQ-related clauses and the 'RSQ' column in Table 4-1 should be deleted.

Drafters may wish to consider a parallel structure to sections 2 and 3 of this annex to separately identify those Non-Repairable Items that are applicable to the Mission System(s), Mission System Repairable Items, repairable S&TE, repairable Training Equipment and Other Repairable Items.

Drafters should consider the different Supply Services to be provided by the Contractor involving Non-Repairable Items and any related need to divide the Non-Repairable Items into further lists or to add additional explanatory columns. For example, if the Contractor will be required to hold local stock levels drawn from Commonwealth sources and procured by the Contractor through DSD-SUP-SERV or DSD-SUP-PROC, then separate tables or a column to flag procurement responsibilities may be used. Also note that, where the Non-Repairable Items are drawn from Commonwealth sources, Performance Measures may differ or these Non-Repairable Items may be excluded from the Performance Measures.

If reasonably regular updates to the Non-Repairable Items List are likely to be required (eg, six monthly) and the list is large, drafters should consider including the requirements for these updates as a CDRL Line Item to ensure that the Contract remains consistent with the actual work. If all of the Non-Repairable Items are being managed through a Defence ICT system, the data item for this deliverable may simply be able to be a standard report from that system.

Note to drafters: An optional note to tenderers is included below for use if the proposed Contract follows a current support contract (eg, when the market is being retested) and when the strategy is to use Phase In as a due diligence period. Amend the note to insert the applicable file name. If the Note is not required, it should be deleted.

A similar note to tenderers may be used with a combined RFT (ie, for acquisition and support) to explain the mechanism for populating the annex as the Contract (Acquisition) progresses.

Note to tenderers: The list of Non-Repairable Items applicable to the Contract is provided in the accompanying file entitled '[...DRAFTER TO INSERT...]'. During Phase In, the tenderer is

required to validate this list and incorporate the list of Non-Repairable Items into its Contractor Supply Management System in accordance with DSD-SUP-SERV.

4.1 Non-Repairable Items Subject to Demand Satisfaction Performance Measures

Note to drafters: The Non-Repairable Items managed under this clause would be managed very similarly to Repairable Items that are also subject to demand satisfaction Performance Measures (although the required measurements and specific values may be different).

4.1.1 The Contractor shall provide the Non-Repairable Items identified in Table 4-1 in accordance with the requirements of the SOW and this Annex.

4.1.2 The Contractor acknowledges that the scope of the Services required for the Non-Repairable Items identified in Table 4-1 is further defined through the columns identified in Table 4-1. An explanation of each column is detailed below:

- a. Item Identifier LCN/TMC/CMC: A unique identifier for the Non-Repairable Item, as used in the applicable technical manuals or supply management system;
- b. Item Nomenclature: The name of the Non-Repairable Item, which may include Item class/group categories and functional descriptors;
- c. NSN: The 13-digit identifier used in NATO and allied cataloguing systems for the Non-Repairable Item;

Note to drafters: If RSQs are not a requirement for the Items, the RSQ column d in Table 4-1 and any associated RSQ clauses should be deleted and replaced with 'Not used'.

- d. RSQ: The quantity of Non-Repairable Items to be held by the Contractor as an RSQ (no entry means that an RSQ is not applicable to that Item);
- e. DSR: Where a Performance Measure for DSR is divided into two or more priority categories, this column identifies the relevant priority category for the Non-Repairable Item (A= [...DRAFTER TO INSERT...], B= [...DRAFTER TO INSERT...] and C= [...DRAFTER TO INSERT...]); and

Note to drafters: Additional columns may be added to Table 4-1 if required to allocate further responsibilities and/or provide additional information to describe the scope of Services. For example, if Engineering Responsibility is applicable to the Non-Repairable Items (eg, for investigating defects, etc). Each additional column should be explained in this list of subclauses with the subclause number matching the column number. If not required, the following subclause and column f in Table 4-1 should be deleted.

- f. [...To Be Determined (TBD) by drafter...].

Table 4-1: Non-Repairable Items Subject to Demand Satisfaction Performance Measures

Item Identifier LCN/TMC/CMC	Item Nomenclature	NSN	RSQ	DSR	TBD
a.	b.	c.	d.	e.	f.

4.2 Non-Repairable Items Subject to Order Response Time Performance Measures

Note to drafters: In using this clause, drafters should consider the mechanisms for obtaining the Order Response Time information and subsequently placing it in the Contract. It is likely that tenderers will be initially required to provide this information as part of their tender responses, and regular updates will be required throughout the Term as the list of Non-Repairable Items changes and/ or the Order Response Times change. Potentially, there may be some opportunity to manage these Non-Repairable Items directly through a Commonwealth information system, and drafters should investigate this possibility. Alternatively, drafters may simply append a list obtained directly from the Contractor Supply Management System (refer DSD-SUP-SERV), which could be incorporated onto the Contract at regular intervals (eg, six monthly) through Contract amendment. Notwithstanding, drafters

should consider whether the Order Response Time information might be better placed in the Price and Payment Schedule at Attachment B.

4.2.1 The Contractor shall provide the Non-Repairable Items identified in Table 4-2 in accordance with the requirements of the SOW and this Annex.

4.2.2 The Contractor acknowledges that the scope of the Services required for the Non-Repairable Items identified in Table 4-2 is further defined through the columns identified in Table 4-2. An explanation of each column is detailed below:

- a. Item Identifier Part No./LCN (or TMC/CMC): A unique identifier for the Non-Repairable Item, as used in the applicable technical manuals or supply management system;
- b. Item Nomenclature: The name of the Non-Repairable Item, which may include Item class/group categories and functional descriptors;
- c. NSN: The 13-digit identifier used in NATO and allied cataloguing systems for the Non-Repairable Item;

Note to drafters: If RSQs are not a requirement for the Items, the RSQ column d and any associated RSQ clauses should be deleted and replaced with 'Not used'.

- d. Order Response Time: Identifies if the Non-Repairable Item is to be provided to Defence within stated Order Response Times. The three sub-entries are:
 - (i) Unit of Measure / Unit of Issue (UOM/UOI) for the Non-Repairable Item (eg, kg, lt, ea, 8-pack);
 - (ii) Quantities for orders placed by Defence units (eg, Defence units usually order '4' (or multiples of) of the UOM/UOI per order); and
 - (iii) The Response Time required (ie, the time taken from Defence placing the order with the Contractor until the time when the order is delivered by the Contractor to the required Defence location); and

Note to drafters: Additional columns may be added to Table 4-2 if required to allocate further responsibilities and/or provide additional information to describe the scope of Services. Each additional column should be explained in this list of subclauses with the subclause number matching the column number. If not required, the following subclause and column e in Table 4-2 should be deleted.

- e. [...To Be Determined (TBD) by drafter...].

Table 4-2: Non-Repairable Items Subject to Order Response Time Performance Measures

Item Identifier (Part No./ LCN)	Item Nomenclature	NSN	Order Response Time			TBD
			UOM/ UOI	Order Qty	Res. Time	
a.	b.	c.	d.			e.

SECTION FIVE - SOFTWARE PRODUCTS

5. SOFTWARE PRODUCTS

Note to drafters: This section is to include Software Products that the Contractor is to support, such as Software resident within the Mission System, Support System Components, or administrative Software applications. Embedded Software may be included in other sections of this Annex, as a component of a Mission System or RI. If Software is included in other sections of this Annex, drafters may copy applicable columns and column details to those sections. If there are no Software Products to be supported (or they are identified in other sections), this section should be replaced with 'Not used'.

If there are different support requirements for different Software Products, drafters should include these requirements into clause 5.1 below - refer to Sections 1, 2 and 3 for examples. It is implicit that the Contractor would have Engineering Responsibility for the Software Products identified here. Nevertheless, if there are limitations on this Engineering Responsibility (eg, the Contractor only incorporates third-party updates of some Software), define these limitations by adding columns to Table 5-1 to ensure that the Engineering Support DSDs operate as intended.

Restrictions on Contractor rights to use and sublicense Software and its subordinate components, as per applicable licences, are to be coordinated in Attachment S, as required by clause 5.6 of the COC.

5.1 Support Requirements for Software

5.1.1 The Contractor shall provide support for the Software identified in Table 5-1 in accordance with the requirements of the SOW and this Annex.

5.1.2 The Contractor acknowledges that the scope of the Services required for the Software identified in Table 5-1 is further defined through the columns in Table 5-1. An explanation of each column is detailed below:

- a. Identifier LCN/TMC/CMC: A unique identifier for the Software Product, or the hardware that the embedded Software is hosted on;
- b. Item Nomenclature: The name of the item / Software application, which may include Item class / group categories and functional descriptors;
- c. NSN: If applicable, the 13-digit identifier used in NATO and allied cataloguing systems;
- d. Engineering Responsibility: The Contractor has the Engineering Responsibility for providing the Engineering Services described in the SOW (eg, defect investigations) for this Item ('Y' = yes, 'N' or blank = no);
- e. SW Update: The Contractor is required to develop and provide Software Updates to Defence as part of the Services ('Y' = yes, 'N' or blank = no);
- f. Help Desk: The Contractor is required to provide help desk Services for the authorised users of this Software ('Y' = yes, 'N' or blank = no); and

Note to drafters: Add columns to Table 5-1 to allocate responsibilities and describe the scope of Services (eg, subscription Services or data management Services). Each additional column should be explained in this list of subclauses. If not required, the following subclause and column g in Table 5-1 should be deleted.

- g. [...To Be Determined (TBD) by drafter...].

Table 5-1: Software Products

Identifier LCN/TMC/CMC	Item Nomenclature	NSN	Eng. Resp.	SW Update	Help Desk	TBD
a.	b.	c.	d.	e.	f.	g.

SECTION SIX - TECHNICAL DATA

Note to drafters: General support for Technical Data is addressed by clause 9.2 of the SOW. Specific support requirements may be described in DSDs (eg, Training Materials supported as a Training Support Service). Restrictions on Contractor rights to use and sublicense Technical Data Products are to be coordinated in Attachment S, as required by clause 5.6 of the COC.

An optional note to tenderers (below) is for use by drafters when the RFT is for a Contract (Support) that follows an existing support contract, and when the contracting strategy is to use Phase In as a due diligence period. If used, drafters need to insert the applicable file name. If not required, the note should be deleted.

A similar note to tenderers may be included for a combined RFT (ie, for both acquisition and support) to explain how this section will be updated to list Technical Data developed under the Contract (Acquisition). Refer to the ASDEFCON Linkages Module (Strategic) for guidance.

Note to tenderers: The list of Technical Data requiring support is provided in the accompanying file entitled '[...DRAFTER TO INSERT...]'. During Phase In under any resultant Contract, the Contractor is required to validate this list and incorporate the list into its Technical Data management system.

6. TECHNICAL DATA

6.1 Support Requirements for Publications

Note to drafters: This clause would include any publications that the Contractor will be required to support, with additional details such as publications for which the Contractor is to act as the sponsor. If there are no publications to be supported, this clause should be replaced with 'Not used'. Note that publications used as Training Materials are listed under clause 6.3.

This clause may be simplified by identifying publications to be supported within Annex D to the SOW – refer to the notes to drafters in Annex D.

Drafters should select either Option A or Option B, depending upon how the publications will be managed. Typically, Option B would be selected if the list of publications is large, but only if the responsibilities (eg, for update or sponsorship) applicable to the Contract can be defined within a Contractor's Technical Data management system, as required by (optional) clause 9.2 of the SOW. If Option B is selected, then Table 6-1 should be deleted.

Option A: For when the publications will be identified in this section of Annex A.

6.1.1 The Contractor shall provide support for the publications identified in Table 6-1 in accordance with the requirements of the SOW and this Annex.

6.1.2 The Contractor acknowledges that the scope of the Services required for the publications identified in Table 6-1 is further defined through the columns identified in Table 6-1. An explanation of each column is detailed below:

- a. Document Number or series: A unique identifying number for the publication (or series of publications), which may be based on functional group codes for the system and publication type;
- b. Title: The title of the publication (or series);
- c. Update Service: The Contractor's responsibilities include a publications update Service in accordance with SOW clause 9.2 ('Y' = yes, 'N' or blank = no);
- d. Publication Sponsorship: The Contractor's responsibilities include acting as the sponsor for these publications in accordance with SOW clause 9.2 ('Y' = yes, 'N' or blank = no);
- e. Library: The Contractor's responsibilities include maintaining the publication as part of a library in accordance with SOW clause 9.2 ('Y' = yes, 'N' or blank = no); and

Note to drafters: The drafter may add columns to Table 6-1 in order to allocate further responsibilities and/or provide additional information to describe the scope of Services required for each Item. Each additional column should be explained in this list of subclauses

with the subclause number matching the column number. If not required, the following subclause and column e in Table 6-1 should be deleted.

f. [...To Be Determined (TBD) by drafter...].

Table 6-1: Publications

Document Number or series	Title	Update Service	Publication Sponsorship	Library	TBD
a.	b.	c.	d.	e.	f.

Option B: For when the Contractor will manage the list of publications.

6.1.3 The Contractor shall provide support for the publications identified as Products Being Supported in the Contractor's Technical Data management system, in accordance with clause 9.2.7 of the SOW.

6.1.4 The Contractor acknowledges that the list of applicable publications is held and maintained by the Contractor and that access by Commonwealth authorised users is to be provided through the Data Management System (DMS), in accordance with clause 2.3 of the SOW.

6.2 Support Requirements for Engineering Drawings

Note to drafters: This section would include any engineering drawings for which the Contractor is required to provide support under the Contract. If there are no engineering drawings required to be supported under the Contract or these requirements are adequately covered under the Configuration Management processes, this clause should be replaced with 'Not used'.

Drafters should select either Option A or Option B, depending upon how the engineering drawings will be managed. Typically, Option B would be selected if the list of engineering drawings is large. If Option B is selected, then Table 6-2 should be deleted.

Option A: For when the engineering drawings will be identified in this section of Annex A.

6.2.1 The Contractor shall provide support for the engineering drawings identified in Table 6-2 in accordance with the requirements of the SOW and this Annex.

6.2.2 The Contractor acknowledges that the scope of the Services required for the publications identified in Table 6-2 is further defined through the columns identified in Table 6-2. An explanation of each column is detailed below:

- a. Drawing Number / Set: A unique identifying number for the drawing or drawing set; and
- b. Title: The title of the drawing or drawing set.

Option B: For when the Contractor will manage the list of engineering drawings.

6.2.3 The Contractor shall provide support for the engineering drawings identified in the Contractor's Technical Data management system in accordance with clause 9.2 of the SOW.

6.2.4 The Contractor acknowledges that the list of engineering drawings is held and maintained by the Contractor and access by Commonwealth authorised users is to be provided through the DMS in accordance with clause 2.3 of the SOW.

Table 6-2: Engineering Drawings

Drawing Number / Set	Title
a.	b.

Drawing Number / Set	Title
a.	b.

6.3 Support Requirements for Training Materials

Note to drafters: This section would include any Training Materials for which the Contractor will be required to support under the Contract. If there are no Training Materials required to be supported under the Contract, this clause should be replaced with 'Not used'.

6.3.1 The Contractor shall provide support for the Training Materials identified in Table 6-3 in accordance with the requirements of the SOW and this Annex.

6.3.2 The Contractor acknowledges that the scope of the Services required for the Training Materials identified in Table 6-3 is further defined through the columns identified in Table 6-3. An explanation of each column is detailed below:

- a. Course Identifier: An identifying unit code or number for a Defence or nationally recognised training program or individual module, or other;
- b. Item Type: An abbreviation for the type of Training Material that the Item is classified as, which includes:

Note to drafters: Amend the following list of types of Training Materials for use in the Table 6-3.

- (i) Learning Management Package (LMP);
- (ii) Training Requirements Specification (TRS);
- (iii) Unit of Competency (UC) description;
- (iv) Training and Assessment Strategy (TAS);
- (v) participant workbook (PW);
- (vi) exercise materials (EM); and
- (vii) examination / assessment materials (EX);
- c. Document Number: A unique identifying number for the document; and
- d. Item Name and Details: The name or title of the Item of Training Materials and, optionally, other details such as version numbers or excluded components (eg, LMP XYZ, excluding section 1).

6.3.3 Where a LMP is identified in column b of the Table 6-3, the Contractor shall provide support for all of the LMP, unless explicitly excluded in column d.

Table 6-3: Training Materials

Course Identifier	Item Type	Document Number	Item Name and Details
a.	b.	c.	d.

6.4 Support Requirements for other Technical Data

Note to drafters: This section may include any other Technical Data to be supported under the Contract. Drafters should amend the following table to meet the specific support requirements for this Technical Data, and define each column of the table in a similar manner to the preceding clauses. If not required this clause and table should be replaced with 'Not used'.

6.4.1 The Contractor shall provide support for the Technical Data identified in Table 6-4 in accordance with the requirements of the SOW and this Annex.

Table 6-4: Other Technical Data

Technical Data Reference Number	Title

SECTION SEVEN - FACILITIES

7. FACILITIES

Note to drafters: This section is used to define any specialised support for GFF that the Contractor is required to provide and may only be required if that specialised support is not available, or not cost effective, for SEG and their contractors to provide. Drafters need to liaise with SEG to determine if such a requirement exists. If all Facilities support requirements are addressed through the GFF Licence, then this section of Annex A should be replaced with 'Not used'. If required, drafters need to ensure that additional supplementary information (eg, facilities plans, authorised work procedures, etc) are made available to the Contractor.

7.1 Specialised Support Requirements for Facilities

7.1.1 In addition to the general care and maintenance obligations described in the applicable GFF Licence(s), the Contractor shall provide specialised support Services for the Facilities described in Table 7-1.

7.1.2 The Contractor acknowledges that the scope of the Services required for the Facilities identified in Table 7-1 is further defined through the columns included in Table 7-1. An explanation of each column is detailed below:

- a. Building / Facility Number: Building or facility number as designated by Defence Security and Estate Group;
- b. Known As: The common name for the building / Facility (eg, battery shop, firing range);
- c. Services / Comments: A description of the Services to be provided in respect of the Facility(ies) and/or specific embedded equipment within the Facility; and
- d. References: Cross-reference to the applicable technical manuals / work description (eg, the calibration procedure for a test and measurement range).

Table 7-1: Facilities

Building/ Facility Number	Known As	Services / Comments	References
a.	b.	c.	d.

ANNEX B

CONTRACT SERVICES REQUIREMENTS LIST

GENERAL GUIDANCE FOR ANNEX B

- Status: Core
- Purpose: To consolidate a list of the DSDs that are required to be included with the SOW.
- Policy: Nil
- Guidance: The Contract Services Requirements List (CSRL) is used as a focal point to list the DSDs requested throughout the SOW clauses.
- DSDs are sections of the SOW, which can be added or subtracted from the SOW to tailor the scope of Services defined in the draft Contract without requiring the drafter to 'cut and paste' large sections of text. Unlike the Contract Data Requirements List (CDRL) at Annex C to the SOW, which adds information to the Contract regarding data item schedules and Commonwealth action, the purpose of the CSRL is primarily to consolidate the list of required DSDs for inclusion as part of the SOW.
- Notes may be added to identify DSDs applied continuously or on a periodic or ad hoc basis, or only to specific locations, all of which would be reflected in the Price and Payment Schedule (Attachment B).
- Drafter's Action: Before releasing an RFT, drafters are to:
- a. determine which DSDs will meet their specific requirements for Services;
 - b. tailor the DSDs to the needs of the proposed contract;
 - c. if modifying the template DSDs is not adequate, develop new DSDs;
 - d. amend the CSRL list to reflect the DSDs chosen and any new DSDs developed;
 - e. amend the SOW to refer to the applicable lines of the CSRL; and
 - f. if printed versions of the draft Contract will be required, attach the DSDs to the CSRL as schedules to Annex B.

ANNEX B

SUPPORT SERVICES – CONTRACT SERVICES REQUIREMENTS LIST

1. PURPOSE

Note to drafters: Not all DSDs will be required for every contract and the DSDs provided here may not cover every type of Service required by a draft Contract. Additional DSDs may be drafted and, in some cases, DSDs may need to be split and redeveloped to define similar but different Services in different locations. Refer to the SOW Tailoring Guide and the guidance section at the start of each DSD for further information.

- 1.1 This Annex lists the Detailed Service Descriptions (DSDs), and outlines the relationship between DSDs, the Contract Services Requirements List (CSRL), and the SOW.

2. EXPLANATION OF THE CONTRACT SERVICES REQUIREMENTS LIST

- 2.1 Application of this CSRL is specified in the SOW. An explanation of each CSRL column is detailed below:

- a. Line Number: This field provides the unique sequential number that identifies each DSD within different functional groups (eg, MNT-100, etc). Additional DSDs can be added as they are required, for example, another maintenance DSD could be numbered MNT-150.
- b. Detailed Service Description Title: This field identifies the title of the DSD.
- c. SOW Clause: This field shows the major clause in the SOW where the DSD is referenced. There may be multiple references in the SOW; however, generally only the first (or one) reference is shown in the CSRL.
- d. Detailed Service Description Reference: This field provides the identification of the DSD, using a short title form.
- e. Notes: This field may be used for any purpose deemed necessary. It may be used to denote properties of individual DSDs, such as only being applicable to Services at a specific location, provided on a periodic basis or being dependent upon a defined event. As an example, a contract-unique DSD for Contingency Maintenance may only be applicable to specific Surge events.

ANNEX B

3. SUPPORT SERVICES – CONTRACT SERVICES REQUIREMENTS LIST

Note to drafters: The DSDs must be attached to the draft Contract as schedules to the CSRL – see ‘Schedule 1’ below.

When any resultant Contract is executed, the DSDs appropriate to the Contract, subject to any negotiated changes, are to be attached to the resultant Contract.

Line Number	Detailed Service Description Title	SOW Clause	Detailed Service Description Reference	Notes
a	b	c	d	e
OPS-100	Help Desk Services	4.4	DSD-OPS-HLPDSK	
ENG-100	Routine Engineering Services	5.5	DSD-ENG-SERV	
ENG-200	Configuration Management Services	5.5	DSD-ENG-CM	
ENG-300	Software Support Services	5.5	DSD-ENG-SW	
ENG-400	System Security Services	5.5	DSD-ENG-SEC	
MNT-100	Generic Requirements for the Management of Maintenance Services	6.5	DSD-MNT-MGT	
MNT-200	Routine Maintenance Services	6.5	DSD-MNT-SERV	
MNT-300	Systems Administration Services	6.5	DSD-MNT-SA	
SUP-100	Routine Supply Services	7.4	DSD-SUP-SERV	
SUP-200	Procurement Services	7.4	DSD-SUP-PROC	
SUP-300	Stock Assessment, Codification and Cataloguing Services	7.4	DSD-SUP-SACC	
SUP-400	Defence ERP – Supply Chain Management	7.4	DSD-SUP-DESCM	
SUP-500	Warehousing and Distribution Services	7.4	DSD-SUP-W&D	
TNG-100	Training Management Services	8.4	DSD-TNG-MGT	
TNG-200	Training Delivery Services	8.4	DSD-TNG-DEL	
TNG-300	Training Material Support Services	8.4	DSD-TNG-TMS	

SCHEDULE 1 TO ANNEX B

DETAILED SERVICE DESCRIPTIONS

Note to drafters: Insert the required DSDs for the Contract into this Schedule 1.

ANNEX C

CONTRACT DATA REQUIREMENTS LIST

GENERAL GUIDANCE ON ANNEX C

<u>Status:</u>	Core
<u>Purpose:</u>	To: a. list the data deliverables required under the Contract and to define their parameters, including required delivery times, Commonwealth actions, and required standards; and b. set out the processes and procedures for preparation, delivery, management and maintenance of data items by the Contractor.
<u>Policy:</u>	Nil
<u>Guidance:</u>	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:

- a. data items that define processes, such as the Contractor's plans; and
- b. 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:

- a. CCP approval,
- b. Accept,
- c. Approve, and
- d. Review.

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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, updates to Attachment G) 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:

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- a. the size and complexity of the document;
- b. whether a preliminary or draft version would already have been reviewed;
- c. the need to involve external agencies or Approval authorities; and
- d. conflicting requirements (eg, the need to review 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 Management 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 'V5.3' of the Support Services Management Plan DID will be referenced as DID-SSM-SSMP-V5.3.

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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:

- a. 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;
- b. ensure that the latest versions of the DIDs are referenced;
- c. 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 for clause 2.4 of the SOW;
- d. ensure that the scheduling of the delivery times for data items reflects the requirements of the Contract and the interactions between data items;
- e. ensure that the Commonwealth action times for data items are manageable and reflect the factors discussed in the guidance;
- f. reflect the method of delivery (eg, hard copy, soft copy, or via the DMS);
- g. reflect the required distribution of data items;
- h. reflect those data items for which prior Approval would be provided (eg, 'by ED' following pre-contract work / negotiations); and
- i. 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.

ANNEX C TO ATTACHMENT A**CONTRACT DATA REQUIREMENTS LIST****1. PURPOSE**

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

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

2. MANAGEMENT OF THE DATA ITEM DESCRIPTIONS

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

3. MANAGEMENT OF DATA ITEMS

3.1 The Contractor shall implement Configuration Management procedures for each data item (including reissues or amendments) in accordance with the SOW and the Approved plan that governs Configuration Management (eg, the Approved Configuration Management Plan (CMP) or the Approved 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.

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

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

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

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

- a. the data item has been uploaded to the DMS;
- b. each of the Commonwealth officials nominated in the CDRL has been electronically notified that the data item has been uploaded to the DMS; and
- c. the Commonwealth Authorised Users are (subject to any restrictions defined by the Commonwealth Representative) able to access and download the data item.

4. EXPLANATION OF THE CDRL

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

- a. CDRL Line Number: This field provides the unique sequential number that identifies each data item within different functional groups (eg, MGT-100, etc).
- b. Data Item Title: This field identifies the title of the data item.
- c. 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.

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- d. Ref. This field provides a reference number used to identify individual deliveries of a data item.
- e. Version. This field identifies the particular individual delivery of a data item during its lifecycle (ie, draft, final).
- f. Delivery Schedule. This field specifies the date(s) and/or events by which the data item is required to be delivered. The data items shall be delivered before 1700 hrs (local time) on the date specified, or the last Working Day before the specified date if the specified day is not a Working Day. The date of delivery applies to all delivery locations and quantities unless otherwise specified, 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:
 - (i) 'ED' means Effective Date, 'POD' means Planned Operative Date, 'OD' means Operative Date, 'MSR' means Mandated System Review and 'PPR' means Periodic Performance Review;
 - (ii) Numerals indicate the number of Working Days unless specified otherwise;
 - (iii) '+' means after the specified date or event; and
 - (iv) '-' means before the specified date or event.

If a data item is required to be delivered before an event having a duration of greater than one day, 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.

- g. 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 3.5 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.
- h. Delivery Location. This field shows the short title of the Commonwealth official(s) to whom:
 - (i) electronic notification of the delivery of data items via the DMS shall be provided; and
 - (ii) the hard and/or soft copies of the data items shall be delivered.

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

- i. DID Reference. This field provides the identification of the DID with which the data item must comply.
- j. Commonwealth Action Period. This field defines the number of Working Days available to the Commonwealth to action the data item and respond to the Contractor, if that action requires a response. The period begins upon the date the action copy of the data item is received at the first nominated delivery location. The action period applies to all deliveries, including first deliveries, amendments and re-issues. If a data item is delivered earlier than the first delivery date shown in the 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 MSR' for a data item delivered prior to a Mandated System Review, the action period ends when the exit criteria for the review have been met per clause 6.2.10 in DSD-ENG-SERV. If the action period states 'by ED', with 'Approval' as the 'Commonwealth Action Required', this means that, prior to ED,

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the Contractor had developed the data item, the Commonwealth had reviewed the data item, and the parties had agreed a version of the data item that would be Approved by the Commonwealth. On both parties signing the Contract, the version of the data item that was agreed between the parties is Approved in accordance with the Contract.

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

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

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

- k. Commonwealth Action Required: This field indicates the purpose for which the data item is being submitted to the Commonwealth. This will either be Acceptance, Approval, Review or CCP approval.
- l. Maintenance: This field specifies either the timings or the time intervals, 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:
 - (i) xM – every x calendar months; and
 - (ii) NA – not applicable.
- m. Notes: When necessary, this field provides additional details and/or explanatory information relating to a data item or the actions associated with it.

5. 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.

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

CR Commonwealth Representative
(refer to the Details Schedule)

RPTM Resident Personnel Team Manager
(RPTM email address, RPTM postal address at Contractor's facility)

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

6. GENERAL REQUIREMENTS FOR DATA ITEMS**6.1 Data Item Media**

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

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

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- (i) searchable Portable Document Format (PDF), [...SPECIFY PREFERRED VERSION...];
 - (ii) [...SPECIFY PREFERRED PRODUCTS AND VERSIONS...]; and
 - (iii) [...SPECIFY PREFERRED PRODUCTS AND VERSIONS...]; and
- b. all hard copies (referred to as 'H' in the CDRL) of data items shall be prepared and delivered on ISO 216: A0-A4 size paper.

Note to drafters: Drafters should note that USA based contractors will, as normal business practice, use letter size paper. Requiring the use of 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.

6.2 Format Instructions

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

- 6.2.1** Subject to clause 6.4, the format instructions contained in this clause 6.2 shall be applied to all data items prepared under the Contract for delivery to the Commonwealth, unless otherwise specified in the appropriate DID or otherwise agreed, in writing, by the Commonwealth Representative.
- 6.2.2** When data is delivered in the form of a document, it shall include the following identification information:
- a. the document reference number;
 - b. the document title and date of issue;
 - c. the volume number (only applicable to multi-volume data items);
 - d. the version number/revision indicator;
 - e. the security markings or other restrictions, which shall not contravene Contract requirements on the handling of the document;
 - f. the Contract number;
 - g. the CDRL line number, if the data is a data item;
 - h. the organisation for which the document has been prepared; and
 - i. the name and address of the preparing organisation.
- 6.2.3** When a data item is delivered in the form of a paginated document, and the body of that document is greater than five pages in length, it shall contain a table of contents.
- 6.2.4** When a data item is delivered in the form of a paginated document, each page shall contain a unique page number and preferably display the document number, version, volume and date of issue, as applicable.
- 6.2.5** When a data item is delivered in the form of a paginated soft copy document (including a text, spreadsheet or presentation file), and unless otherwise specified in the Contract or agreed by the Commonwealth Representative, the document shall be in a format that is compatible with Microsoft® Office applications or, if appropriate, in PDF.
- 6.2.6** When a data item is revised or updated, and where the software used to create the data item is able to produce revision marks, the Contractor shall mark all changes made, since the previous release of the data item to the Commonwealth, with:
- a. a side bar in the margin of the data item to aid review, or
 - b. an alternate means of revision marking that is acceptable to the Commonwealth.
- 6.2.7** When 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.

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

6.3 Content Instructions

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

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

- 6.3.4** Subject to clause 6.4, data items prepared under the Contract for delivery to the Commonwealth shall contain sections providing the following information unless otherwise specified in the applicable DID:
- a. identification of the Contract, system, program, plan, item, as applicable, to which the data item applies;
 - b. background that helps to situate the data item and state the intended use of the item(s) to which the data item applies;
 - c. an overview of the data item;
 - d. a list of referenced documents;
 - e. a list of acronyms and abbreviations; and
 - f. a set of definitions.
- 6.3.5** The Contractor shall ensure that all data items delivered under the Contract are marked in accordance with the markings and Confidential Information provisions of the Contract.

6.4 Use of Existing Data

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

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7. CONTRACT DATA REQUIREMENTS LIST

Note to drafters: Before releasing an RFT, drafters:

- a. must determine which DIDs will meet their Contract's specific requirements for specifying data items;
- b. must download the latest version of the required DIDs from the ASDEFCON intranet website or the Internet website at:
<https://www.defence.gov.au/business-industry/procurement/contracting-templates/asdefcon-suite/support>
- c. 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
- d. must amend the CDRL to reflect the data items and DIDs chosen.

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

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

References to the DMS in the CDRL table, for deliveries scheduled prior to the DMS being implemented, may be replaced with soft copies (eg, '1S').

In compiling the CDRL, drafters should determine which data items are required to be delivered to and actioned by the Commonwealth by ED, and reflect this in the CDRL. This approach, when Contract-ready documents are prepared prior to ED, assumes that pre-contract activities will be undertaken by the preferred tenderer and the Commonwealth. Data items forming part of the Contract (eg, Technical Data and Software Rights (TDSR) Schedule) must be completed during ODIA or other pre-contract work activities. Tendered data items that are not actioned 'by ED', whether upgraded pre-contract or not, may not form part of the Contract unless included as draft data items at Attachment K. If ODIA / pre-contract activities are not planned, drafters should not identify data items for delivery at ED (unless an Attachment to the Contract), and the CDRL should be amended for the staggered delivery of data items after ED. Drafters should schedule later deliveries of data items to accord with the specific requirements of the Contract (eg, many default times are not suited to individual contracts).

Government policy is to preference the delivery of soft copy documents whenever possible. Requesting hard copy data items often relates to a need for signatures. If electronic signatures are not acceptable, amend the relevant CDRL entries to include the number of hard copies (eg, 1H) required.

References to delivery by the DMS in the following table should be reviewed and amended as required for when the DMS is expected to be operational. Such as from ED, POD, or another date.

Some data items are scheduled, by default, for delivery before the OD, and the examples in the CDRL table assume a Phase In period of 80 Working Days or more. Drafters should review those data items due between ED and OD to include a meaningful sequence of deliveries.

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

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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) period or other pre-contract activity) 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	DID Reference	C'wealth Action Period	C'wealth Action Required	Maintenance	Notes
a	b	c	d	e	f	g	h	i	j	k	l	m
MGT-100	Support Services Management Plan	3.2.1	a	Final	ED	1S (initial), DMS (thereafter)	CR	DID-SSM-SSMP	by ED	Approval	12M	
MGT-110	Support Services Master Schedule (SSMS)	3.2.2	a	Draft	ED	1S	CR	DID-SSM-SSMS	by ED	Review	NA	Draft required to confirm the veracity of the proposed SSMS for the Contract, particularly the early Contract activities. In addition to Maintenance updates, an update is required after a change of scope has been agreed via CCP, or when any of the conditions in SOW clause 3.2.2.5 will or are likely to occur.
			b	Final	POD - 20	DMS	CR		20	Approval	NA	
			c	Updates	As required (see notes)	DMS	CR		20	Approval	3M	
MGT-120	Contract Work Breakdown Structure (CWBS)	3.2.3	a	Draft	ED	1S	CR	DID-SSM-CWBS	by ED	Review	NA	Draft is to confirm the veracity of the CWBS as a basis for subsequent development of execution plans by the Contractor.
			b	Final	POD - 20	DMS	CR		20	Approval	NA	
			c	Updates	As required	DMS	CR		20	Approval	NA	
MGT-140	Quality Plan	11.2	a	Final	POD - 40	1S (initial). DMS (thereafter)	CR	DID-SSM-QP	20	Approval	12M	
MGT-150	Supplies Acceptance Certificate (SAC)	COC 6.8	a	Final	As required	2H (see notes), DMS	As per form, CR	DID-PM-MGT-SAC	See note.	Approval	NA	When a SAC is delivered with Products to locations specified in DSD-SUP-SERV or via a Defence Supply information management system, the SAC shall be delivered as hard copies (in addition to the DMS copy). Commonwealth action period is in accordance with COC clause 6.8.

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CDRL Line Number	Data Item Title	SOW Clause Ref	Ref	Version	Delivery Schedule	Quantity	Delivery Location	DID Reference	C'wealth Action Period	C'wealth Action Required	Maintenance	Notes
a	b	c	d	e	f	g	h	i	j	k	l	m
MGT-160	Application for a Deviation (AFD)	11.4	a	Final	As required	2H (see notes), DMS	As per form, CR	DID-PM-MGT-AFD	See note.	Approval	NA	When an AFD is delivered in support of a hard copy of a SAC, the AFD and any supporting documents shall be delivered as hard copies (in addition to the DMS copy). Commonwealth action period depends on the extent of the Deviation and availability of supporting information.
MGT-200	Innovation / Efficiency Implementation Plan	13.2	a	Final	POD - 20	DMS	CR	DID-SSM-IEIP	20	Approval	12M if no Update	For each new Approved Innovation / Efficiency
			b	Update	Innovation / Efficiency Approval + 20	DMS	CR		20	Approval	NA	
MGT-210	Innovation / Efficiency Analysis and Implementation Report	13.3	a	Final	CR notice + 20	DMS	CR	DID-SSM-IEAIR	10	Review	NA	The applicable CR notice is provided in response to a proposed Innovation / Efficiency.
MGT-300	Contract Status Report (CSR)	3.4.2	a	Final	OD + 60	DMS	CR	DID-SSM-CSR	10	Review	NA	An AIC Compliance Certificate in accordance with SOW clause 10.1 and Annex F to Attachment I is not required for this initial delivery.
			b	Updates	Contract Performance Review - 5	DMS	CR		10	Review	NA	An AIC Compliance Certificate in accordance with SOW clause 10.1 and Annex F to Attachment I is only required annually.
	Performance Measurement Report portion of CSR		c	Updates	End of Review Period + 5	DMS	CR		10	Review	NA	
	Capability Innovations and Efficiencies Report portion of CSR		d	Updates	End of Review Period + 5	DMS	CR		10	Review	NA	
	AIC program portions of the CSR		e	Updates	TBD drafter	DMS	CR		10	Review	NA	Note to drafters: AIC reporting is usually required 6 or 12 monthly. If CSR updates need to be scheduled more often (Ref b), use this line to schedule the AIC reports, otherwise this line may be deleted.
MGT-350	Combined Services Summary Report (CSSR)	3.4.3	a	Final	OD + 20	DMS	CR	DID-SSM-CSSR	10	Review	NA	AIC program portions of the CSR include the AIC Management Report, AIA Report and ACE Progress Report.

ANNEX C

CDRL Line Number	Data Item Title	SOW Clause Ref	Ref	Version	Delivery Schedule	Quantity	Delivery Location	DID Reference	C'wealth Action Period	C'wealth Action Required	Maintenance	Notes
a	b	c	d	e	f	g	h	i	j	k	l	m
	CASR portion of the CSSR	3.11.6	b	Updates	Combined Services Performance Review – 10	DMS	CR		10	Review	NA	
	Operating Support Services portion of CSSR	4.2.1	c	Updates	3 monthly after initial delivery	DMS	CR		10	Approval	NA	
	Engineering Services portion of CSSR	5.2.1	d	Updates	PPR - 10	DMS	CR		10	Review	NA	To be delivered to enable the report to be addressed at the PPRs where Operating Support is discussed.
	Maintenance Services portion of CSSR	6.2.1	e	Updates	PPR - 10	DMS	CR		10	Review	NA	To be delivered to enable the report to be addressed at the PPRs where Engineering Support is discussed.
	Supply Services portion of CSSR	7.2.1	f	Updates	PPR - 10	DMS	CR		10	Review	NA	To be delivered to enable the report to be addressed at the PPRs where Maintenance Support is discussed.
	Training Services portion of CSSR	8.2.1	g	Updates	PPR - 10	DMS	CR		10	Review	NA	To be delivered to enable the report to be addressed at the PPRs where Supply Support is discussed.
MGT-370	Performance Measure Monthly Report	3.2.5	h	Updates	PPR - 10	DMS	CR		10	Review	NA	To be delivered to enable the report to be addressed at the PPRs where Training Support is discussed.
			a	Draft	POD - 40	1S	CR	DID-SSM-PMMR	15	Review	NA	
			b	Final	POD - 20	DMS	CR		20	Approval	NA	
			c	Progressive	Monthly, commencing at OD + 1 month	DMS	CR		20	Review	NA	Draft to confirm the proposed approach for reporting Performance Measures.
MGT-400	Remediation Plan	COC 6.12	a	Final	When required iaw COC clause 6.12	DMS	CR	DID-PM-MGT-RP	20	Approval	NA	
MGT-500	Meeting Agenda	3.4.1	a	Final	Start Meeting Date - 10	DMS	CR	DID-PM-MEET-AGENDA	5	Review	NA	
MGT-510	Meeting Minutes	3.4.1	a	Final	End Meeting Date + 2	DMS	CR	DID-PM-MEET-MINUTES	10	Approval	NA	
MGT-600	Phase In Plan	2.6.1	a	Final	ED	1S	CR	DID-SSM-PHIP	by ED	Approval	As agreed with CR	

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CDRL Line Number	Data Item Title	SOW Clause Ref	Ref	Version	Delivery Schedule	Quantity	Delivery Location	DID Reference	C'wealth Action Period	C'wealth Action Required	Maintenance	Notes
a	b	c	d	e	f	g	h	i	j	k	l	m
MGT-610	Phase In Progress Report	2.6.4	a	Final	ED + 20	1S	CR	As per Approved Phase In Plan	10	Review	NA	
			b	Updates	Monthly until OD	1S	CR		10	Review	NA	
MGT-620	Ramp Up Management Plan	2.7.1	a	Final	POD - 20	DMS	CR	DID-SSM-RUMP	by OD	Approval	NA	Update 3-monthly and on change to a Milestone until Ramp Up activities are completed or notified by CR.
			b	Updates	See note.	DMS	CR		20	Approval	NA	
MGT-630	Ramp Up Progress Report	2.7.3	a	Final	OD + 20	DMS	CR	As per Approved Ramp Up Management Plan	10	Review	NA	
			b	Updates	Monthly until end of Ramp Up	DMS	CR		10	Review	NA	
MGT-800	Technical Data and Software Rights (TDSR) Schedule	3.12	a	Final	ED	1S	CR	See note.	by ED	See note.	NA	Format as per the tables in Attachment G. Include at Attachment G.
			b	Update	POD - 30	DMS	CR		40	CCP approval	6M	Updates to Attachment G require a CCP.
			c	Update	When update required. See note.	DMS	CR		40	CCP approval	NA	CCP required, as above. Updates may be required in accordance with COC clause 5.12. After update, revert to maintenance as per MGT-800b.
MGT-900	Attachment E, GFM and GFS	3.11.5	a	Updates	As requested	DMS	CR	See note.	20	CCP approval	NA	Data item format shall be as per existing Attachment E, to amend the list of GFM.
MGT-910	Annex A to the SOW	3.11.5	a	Updates	As requested	DMS	CR	See note.	20	CCP approval	NA	Data item format shall be as per existing Annex A to the SOW, to amend the listed GFM that is also a Product Being Supported.
MGT-1000	Quote for Survey and Quote Services	3.3.1	a	Final	As requested in part 1 of data item	DMS	CR	DID-SSM-S&Q	10	Approval	NA	Approval is notified by the issue of a Survey and Quote Order under COC clause 3.15.
MGT-1100	Safety Data Sheet (SDS)	12.1	a	NA	POD - 20 Advice to CR of a Problematic Substance + 10	DMS	CR	DID-PM-HSE-SDS	20	Review	NA	Data item may not require delivery if it is already held by Defence - refer DID. Any change to an SDS is to be advised immediately to CR.
MGT-1110	Manifest of Hazardous Chemicals	12.1	a	Final	POD - 20	DMS	CR	See note.	10	Review	NA	Manifest of Harardous Chemicals as required by regulation 347 of the <i>Work Health and Safety Regulations 2011</i> (Cth).

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CDRL Line Number	Data Item Title	SOW Clause Ref	Ref	Version	Delivery Schedule	Quantity	Delivery Location	DID Reference	C'wealth Action Period	C'wealth Action Required	Maintenance	Notes
a	b	c	d	e	f	g	h	i	j	k	l	m
			b	Updates	See note.	DMS	CR		10	Review	NA	To be submitted in accordance with Defence Safety Manual.
MGT-1200	DMS Concept of Operation Document	2.3	a	Final	ED + 40	1S	CR	DID-PM-DEF-DCOD	20	Approval	NA	Updates for change to DMS functions or procedures.
			b	Update	Change – 20 See note.	DMS	CR		15	Approval	NA	
MGT-1300	Phase Out Plan	2.8.1	a	Draft	Off Ramp Date – 80 or CR notice + 40	DMS	CR	DID-SSM-PHOP	20	Review	NA	
			b	Final	Off Ramp Date or as agreed with CR	DMS	CR		20	Approval	3M	
MGT-1400	Environmental Management Plan	12.2	a	Final	POD - 40	1S (initial), DMS (thereafter)	CR	DID-SSM-ENVMP	20	Approval	12M	
MGT-1500	Health and Safety Management Plan (HSMP)	12.3	a	Final	POD - 40	1S (initial), DMS (thereafter)	CR	DID-SSM-HSMP	20	Approval	12M	HSMP maintenance continues, notwithstanding Ref b (requirement to update the HSMP annex). For update of the HSMP annex for Problematic Substances and Problematic Sources following change or discovery.
		12.1	b	Update	Notice to CR + 10. See note.	DMS	CR		10	Approval	N/A	
MGT-1600	Surge Management Plan	3.2.4	a	Final	POD - 20	DMS	CR	DID-SSM-SMP	by OD	Approval	12M	
OPS-100	Operating Support Plan	4.1	a	Final	ED + 40	1S (initial), DMS (thereafter)	CR	DID-OPS-OSP	20	Approval	12M	
ENG-100	Contractor Engineering Management Plan	5.1	a	Final	ED + 40	1S (initial), DMS (thereafter)	CR	DID-ENG-CEMP	20	Approval	12M	
ENG-130	Design Certificate	DSD-ENG-SERV 6.2.5	a	Draft	FCA + 10	DMS	CR	DID-ENG-SOL-DCERT	20	Review	N/A	Draft is to confirm that the Design Certificate is likely to satisfy the applicable regulatory / assurance requirements.
			b	Final	Product Acceptance - 20	DMS	CR		20	Approval	N/A	

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CDRL Line Number	Data Item Title	SOW Clause Ref	Ref	Version	Delivery Schedule	Quantity	Delivery Location	DID Reference	C'wealth Action Period	C'wealth Action Required	Maintenance	Notes
a	b	c	d	e	f	g	h	i	j	k	l	m
ENG-200	Supportability Data	DSD-ENG-SERV 6.2.8	a	Progressive Delivery	when produced	DMS	CR	Requirements to be agreed with the CR on a case-by-case basis.	20	Approval	NA	
ENG-210	Review Agenda	DSD-ENG-SERV 6.2.10	a	Final	MSR - 20	DMS	CR	DID-PM-MEET-AGENDA	20	Review	NA	
ENG-220	Review Package	DSD-ENG-SERV 6.2.10	a	Final	MSR - 20	DMS	CR	DID-PM-RVW-PACKAGE	by MSR	Review	NA	
ENG-230	Review Minutes	DSD-ENG-SERV 6.2.10	a	Final	MSR + 5	DMS	CR	DID-PM-MEET-MINUTES	10	Approval	NA	
ENG-300	Configuration Management Plan	DSD-ENG-CM 6.2.1	a	Final	POD - 40	1S (initial), DMS (thereafter)	CR	DID-ENG-CMP	20	Approval	12M	
ENG-310	Configuration Status Accounting Reports	DSD-ENG-CM 6.2.6	a	Updates	As per Approved CMP	DMS	CR	DID-CM-DATA-CSAR	20	Review	NA	
ENG-315	CSA Exchange Data	DSD-ENG-CM 6.2.6	a	Final	TBD by drafter	DMS	CR	DID-CM-DATA-XDATA	20	Acceptance	TBD by drafter	Note to drafters: Delete if CSA data transfer is not required.
ENG-400	Engineering Drawings	9.2.6	a	Updates	As Required	DMS	CR	DID-ENG-DWGS	20	Acceptance	NA	
ENG-500	Application for Engineering Organisation Approval	5.4	a	Final	ED + 40	1S	CR	DID-ENG-AEOA	30	Approval	NA	
ENG-600	Software Management Plan	DSD-ENG-SW 6.2.5	a	TBD by drafter	TBD by drafter	DMS	CR	DID-ENG-SW-SWMP	20	Approval	12M	
ENG-650	Systems Engineering Management Plan	DSD-ENG-SERV 6.2.5	a	Final	OD + 40	DMS	CR	DID-ENG-MGT-SEMP-2	20	Approval	12M	
ENG-660	Integrated Support Plan	DSD-ENG-SERV 6.2.5	a	Final	OD + 40	DMS	CR	DID-ILS-MGT-ISP-2	20	Approval	12M	
ENG-700	In-service Materiel Safety Plan	DSD-ENG-SERV 6.2.7	a	Final	ED + 40	1S (initial), DMS (thereafter)	CR	DID-ENG-IMSP	20	Approval	12M	

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CDRL Line Number	Data Item Title	SOW Clause Ref	Ref	Version	Delivery Schedule	Quantity	Delivery Location	DID Reference	C'wealth Action Period	C'wealth Action Required	Maintenance	Notes
a	b	c	d	e	f	g	h	i	j	k	l	m
ENG-710	Safety Case Report (SCR)	DSD-ENG-SERV 6.2.7	a	TBD by drafter	as defined in ECP for Major Change	DMS	CR	DID-ENG-SOL-SCR	20	TBD by drafter	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.
			b	Update		DMS	CR		20	Acceptance	NA	
ENG-720	Materiel Safety Assessment (MSA)	DSD-ENG-SERV 6.2.7	a	TBD by drafter	as defined in ECP for Major Change	DMS	CR	DID-ENG-SOL-MSA	20	TBD by drafter	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.
			b	Update		DMS	CR		20	Acceptance	NA	
ENG-750	Software Support Plan	DSD-ENG-SW 6.2.1	a	Final	POD - 40	1S (initial), DMS (thereafter)	CR	DID-ILS-SW-SWSP	20	Approval	12M	
ENG-760	Engineering Change Proposal	DSD-ENG-SERV 6.2.5	a	Final	As required	DMS	CR	DID-CM-MGT-ECP	end CCB review	Approval	NA	
ENG-770	Software Change Proposal	DSD-ENG-SW 6.2.4 DSD-MNT-SA 6.2.9	a	Final	As required	DMS	CR	DID-CM-MGT-ECP	end CCB review	Approval	NA	
ENG-800	In-Service Security Management Plan (ISSMP)	DSD-ENG-SEC 6.2.1	a	Final	POD - 40	1S (initial), DMS (thereafter)	CR	DID-SSM-ISSMP	20	Approval	12M	
ENG-810	System Security Plan (SSP)	DSD-ENG-SEC 6.2.5	a	TBD by drafter	TBD by drafter (eg, POD - 30)	DMS	CR	DID-ENG-SOL-SSP	NA	TBD by drafter	NA	Note to drafters: Version (draft or final), delivery, and the action required will depend on if the SSP is to be fully developed or if it will already have been developed under a prior contract and provided as GFI/GFD.
			b	Update	As required	DMS	CR		20	Approval	NA	

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CDRL Line Number	Data Item Title	SOW Clause Ref	Ref	Version	Delivery Schedule	Quantity	Delivery Location	DID Reference	C'wealth Action Period	C'wealth Action Required	Maintenance	Notes
a	b	c	d	e	f	g	h	i	j	k	l	m
ENG-820	Security Risk Management Plan (SRMP)	DSD-ENG-SEC 6.2.5	a	TBD by drafter	TBD by drafter (eg, POD - 30)	DMS	CR	DID-ENG-SOL-SRMP	NA	TBD by drafter	NA	Note to drafters: Version (draft or final), delivery, and the action required will depend on if the SRMP is to be fully developed or if it will already have been developed under a prior contract and provided as GFI/GFD.
			b	Update	As required	DMS	CR		20	Approval	NA	Note to drafters: If the SRMP already exists, this 'update' may be the only version required.
ENG-830	Security Standard Operating Procedures (SSOPs)	DSD-ENG-SEC 6.2.5	a	TBD by drafter	TBD by drafter (eg, POD - 30)	DMS	CR	DID-ENG-SOL-SSOP	NA	TBD by drafter	NA	Note to drafters: Version (draft or final), delivery, and the action required will depend on if the SSOPs are to be fully developed or if they will already have been developed under a prior contract and provided as GFI/GFD.
			b	Update	As required	DMS	CR		20	Approval	NA	Note to drafters: If the SSOPs already exist, this 'update' may be the only version required.
ENG-840	Cyber Security Case Report (CSCR)	DSD-ENG-SEC 6.2.5	a	TBD by drafter	TBD by drafter (eg, POD - 30)	DMS	CR	DID-ENG-SOL-CSCR	NA	TBD by drafter	NA	Note to drafters: Version (draft or final), delivery, and the action required will depend on if the CSCR is to be fully developed or if it will already have been developed under a prior contract and provided as GFI/GFD.
			b	Update	As required	DMS	CR		20	Approval	NA	Note to drafters: If the CSCR already exists, this 'update' may be the only version required.
ENG-850	Cyber Supply Chain Risk Plan (CSCRCP)	DSD-ENG-SEC 6.2.6	a	TBD by drafter	TBD by drafter (eg, POD - 30)	DMS	CR	DID-ENG-SOL-CSCRCP	NA	TBD by drafter	NA	Note to drafters: Version (draft or final), delivery, and the action required will depend on if the CSCRCP is to be fully developed or if it will already have been developed under a prior contract and provided as GFI/GFD.
			b	Update	As required	DMS	CR		20	Approval	NA	Note to drafters: If the CSCRCP already exists, this 'update' may be the only version required.

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CDRL Line Number	Data Item Title	SOW Clause Ref	Ref	Version	Delivery Schedule	Quantity	Delivery Location	DID Reference	C'wealth Action Period	C'wealth Action Required	Maintenance	Notes
a	b	c	d	e	f	g	h	i	j	k	l	m
ENG-860	Emanation Security Control Plan (ESCP)	DSD-ENG-SEC 6.2.5	a	TBD by drafter	TBD by drafter (eg, POD - 30)	DMS	CR	DID-ENG-SOL-ESCP	NA	TBD by drafter	NA	Note to drafters: Version (draft or final), delivery, and the action required will depend on if the ESCP is to be fully developed or if it will already have been developed under a prior contract and provided as GFI/GFD.
			b	Update	As required	DMS	CR		20	Approval	NA	Note to drafters: If the ESCP already exists, this 'update' may be the only version required.
MNT-100	Maintenance Management Plan	6.1	a	Final	ED + 40	1S (initial), DMS (thereafter)	CR	DID-MNT-MMP	20	Approval	12M	
MNT-500	Application for Maintenance Organisation Approval	6.4	a	Final	ED + 40	1S (initial), DMS (thereafter)	CR	DID-MNT-AMOA	30	Approval	NA	
SUP-100	Contractor Supply Support Plan	7.1	a	Final	POD - 40	1S (initial), DMS (thereafter)	CR	DID-SUP-CSSP	20	Approval	12M	
SUP-200	Codification Data	DSD-SUP-SACC 6.2.3	a	Progressive Delivery	40 Working Days before new Stock Items are introduced	DMS	CR	DID-ILS-TDATA-CDATA	20	Approval	3M	Maintenance requirement relates to addressing errors or changes in Codification Data identified by either party.
SUP-300	Disposal Plan	DSD-SUP-SERV 6.2.9	a	Final	POD - 30	DMS	CR	DID-SUP-DISP	20	Approval	NA	
			b	Updates	40 Working Days before new Stock Items are introduced	DMS	CR		20	Approval	NA	
TNG-100	Training Support Plan	8.1	a	Final	ED + 40	1S (initial), DMS (thereafter)	CR	DID-TNG-TSP	20	Approval	12M	
TNG-200	Training Requirements Specification (TRS)	DSD-TNG-TMS 6.2.4	a	Final	Training needs analysis review – 10	DMS	CR	DID-ILS-DEF-TRS	20	Approval	NA	The TRS may be a new TRS or updates to an existing TRS.
			b	Update	Training design review - 10	DMS	CR		20	Approval	NA	Update to incorporate changes resulting from Training 'design' activity.

ANNEX C

CDRL Line Number	Data Item Title	SOW Clause Ref	Ref	Version	Delivery Schedule	Quantity	Delivery Location	DID Reference	C'wealth Action Period	C'wealth Action Required	Maintenance	Notes
a	b	c	d	e	f	g	h	i	j	k	l	m
TNG-210	Draft Learning Management Package (LMP)	DSD-TNG-TMS 6.2.4	a	Final	Training design review - 10	DMS	CR	DID-ILS-TNG-LMP	20	Approval	NA	The LMP may be a new LMP or updates to an existing LMP. The 'Draft' LMP is a complete version of sections 1 to 4, but not section 5.
TNG-220	Final LMP	DSD-TNG-TMS 6.2.4	a	Draft	Pre-pilot course review - 20	DMS	CR	DID-ILS-TNG-LMP		Approval	NA	The 'Final' LMP includes all 5 sections of the LMP.
			b	Final	Training change completion audit – 10	DMS	CR			Acceptance	NA	The final version is to include updates resulting from pilot course(s).
SR-100	Technical Data List	9.2.2	a	Final	POD - 30	DMS	CR	DID-TDATA-TDL	20	Approval	6M	After an update, revert to maintenance as per SR-100a.
			b	Update	If required with change to TDSR Schedule	DMS	CR		40	Approval	NA	
SR-110	Technical Data Management Plan	9.2.1	a	Final	ED + 40	1S (initial), DMS (thereafter)	CR	DID-TDATA-TDMP	20	Approval	12M	
AIC-100	Australian Industry Capability Plan	10.1	a	Draft	ED + 20	1S	CR	DID-SSM-AICP	20	Review	NA	
			b	Final	POD - 20	DMS	CR		20	Approval	12M, or if change required	

ANNEX D

LIST OF REFERENCED MANUALS

GENERAL GUIDANCE FOR ANNEX D

<u>Status:</u>	Core
<u>Purpose:</u>	To list the referenced manuals used to support the Products in Annex A to the SOW.
<u>Policy:</u>	Nil
<u>Guidance:</u>	Annex D is presented as a table in a Word® document; however, where the list is extensive, reference to a controlled electronic list is usually preferred. The electronic list may refer to an existing document index, for a set of electronic technical manuals, if the appropriate information is captured. Otherwise, a list will need to be prepared with the required details, and cross-refer to the document index for the full list of publications / references. An electronic list may be prepared on separate media (eg, a USB drive) labelled as 'Annex D to the SOW' or labelled by the publisher (eg, an Original Equipment Manufacturer), identified in this Annex and 'attached' to the Contract. Although the tables in Annex A include a column to identify technical references, complex Products may have many technical references and listing all of these within Annex A would be difficult. Instead, the technical reference field in Annex A can cross-refer to tables or indexes in the tables in Annex D, to list sets of manuals. For example, Annex A entries could refer to index number XXX, where index XXX is inserted into an index column (added to the example table) against each applicable manual or set of manuals. Alternatively, the technical reference column in Annex A could refer to functional group codes or system-subsystem numbers used within document numbers for a series of publications. For example, 'AA-BB' may relate to a Product in Annex A, while many documents identified in Annex D would contain 'AA-BB' within the document number (this option would require the column explanation in Annex A to be amended). When technical references are also GFI or GFD, the drafter must ensure that the technical manuals referenced in this Annex D are also listed within Attachment E. Section 6 of Annex A to the SOW identifies the 'Technical Data' as Products Being Supported, which could include some or all of the publications in this Annex. To ensure that all Products Being Supported are captured in Annex A, drafters may list all of the applicable Technical Data in Annex A and Annex D (noting the duplication), or section 6 of SOW Annex A can cross-refer to this Annex (usually preferred). In the latter case, this Annex needs to separate the publications being supported from any that are not supported, and the 'Contractor Support' column is shown as an example of this. In a combined tender for acquisition and support, much of the required data for this Annex may not be available when the SOW is drafted. In this instance, the Annex will need to be revised, usually in preparation for the Operative Date. Refer to the <i>ASDEFCON Linkages Module (Strategic)</i> for further guidance on this issue. Drafters should adapt this Annex to best suit the needs of the individual program.

Related Clauses/Documents:

SOW clause 9.2

Optional SOW Clauses:

None

ANNEX D

LIST OF REFERENCED MANUALS

Notes to drafters: Include the lists of applicable technical references / manuals in the table below. Add further tables or indices as required. Drafters should ensure that it is clear as to which items in Annex A that each manual, series of manuals, or other publications apply.

Publications to be supported by the Contractor may also be identified in this annex, which can simplify section 6 of Annex A to the SOW. This approach uses optional clause 1.2 and the last column in the example table. If this annex will not be used to identify publications as Products Being Supported, delete the optional clause 1.2 and the last column in the example table.

The optional Note to tenderers below is for use when the proposed Contract (Support) follows an existing support contract and Phase In will be used as a due diligence period. If used, drafters need to insert the applicable file name. If not required, the note should be deleted.

When linked acquisition and support contracts are to be tendered, the ASDEFCON Linkages Module (Strategic) lists this Annex in the CDRL for update by CCP approval. If preferred, the following note to tenderers may be amended to explain the mechanism for populating the annex when linked to a Contract (Acquisition).

Option: For when the proposed Contract (Support) follows an existing support contract.

Note to tenderers: A list of operator and maintenance manuals, and other publications required to operate and support the Products Being Supported, is provided in the accompanying file entitled [...DRAFTER TO INSERT...]. During Phase In under any resultant Contract, the Contractor is required to validate this list, populate the table below to include the applicable publications, raise a CCP to incorporate the revised table into the Contract, and incorporate the list into the Contractor's Technical Data management system.

1. REQUIREMENTS

- 1.1 The Contractor shall support the Products Being Supported in accordance with the publications identified in Table 1-1.

Option: Include when technical references are also Products Being Supported.

- 1.2 The Contractor shall provide support, in accordance with the SOW, for the publications and series of publications identified Table 1-1 where Contractor Support = 'Y'.

Table 1-1: Publications for [...DRAFTER TO INSERT...]

Document Number or Series	Title	Sponsor	Contractor Support
DX-XXX-XX (AL1)	Title	Appointment	Y

ANNEX E

KNOWN HAZARDS AT COMMONWEALTH PREMISES

GENERAL GUIDANCE FOR ANNEX E

<u>Status:</u>	Optional
<u>Purpose:</u>	To list hazards to the health and safety that are or may be present at the Commonwealth Premises to be used by the Contractor.
<u>Policy:</u>	WHS Legislation Defence Safety Manual (SafetyMan)
<u>Guidance:</u>	This Annex is used to list WHS hazards known to be present at, or in the proximity of, Commonwealth Premises where work may be performed under the Contract. Hazards can include Problematic Substances, Problematic Sources, Asbestos Containing Materiel (ACM), high-voltage electricity, noise and other hazards. This annex informs the Contractor and Subcontractors when preparing Work Health and Safety (WHS) risk assessments, in compliance with WHS Legislation. Annex E includes a standard introduction (clauses 1 and 2) outlining the purpose of the Annex and the Contractor's acknowledgement of the hazards. This is followed by specific details in clause 3, which may be repeated for each of the applicable Commonwealth Premises (eg, each Defence base). Where there are multiple sites and a large amount of detail for each site, an enclosure for each site can be a more usable document structure. Problematic Substances include Hazardous Chemicals, Dangerous Goods, Ozone Depleting Substances (ODSs) and Synthetic Greenhouse Gases (SGGs). For WHS purposes, the focus is on Hazardous Chemicals and Dangerous Goods. These are present at many Commonwealth Premises and common examples include fuels, cleaning agents, solvents and compressed gases. ODSs and SGGs are not as important in this Annex unless they also pose a risk to health and safety (eg, fire suppressants in a confined work area). Drafters should refer to the Defence <i>ChemAlert</i> database, on the Defence Restricted Network, and transfer identifying details for the applicable Problematic Substances into Table E-1. ACM may be present in Commonwealth buildings where the Contractor and/or Subcontractors are required to work. If applicable, details of ACM can be obtained from Security and Estate Group and summarised in Table E-1. Problematic Sources may be present at or near locations where the Contractor and/or Subcontractors will perform work. Examples include microwave radars, lasers and some chemicals used in non-destructive testing. Drafters must identify and include applicable Problematic Sources in Table E-2. Other hazards, if applicable, should be added to Table E-3. These may include high levels of noise, high-voltage electrical installations, and any other hazards. Drafters should consult WHS representatives in order to identify these hazards. Drafters should enter details in the appropriate tables. If the RFT includes location options (eg, on or off-base options to be proposed by tenderers) then the Annex should be updated during pre-contract period, or otherwise prior to Effective Date (ED). Changes to Annex E after the ED will require a CCP.
<u>Related Clauses:</u>	Paragraph 5 of Annex E to Attachment A of the Conditions of Tender (Risk Assessment) SOW Clause 12, Health, Safety and Environment

ANNEX E

KNOWN HAZARDS AT COMMONWEALTH PREMISES

1. PURPOSE

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

2. WHS HAZARDS

Note to drafters: Each of the applicable Commonwealth Premises should be listed under clause 2.1. Details must then be added for each of the applicable Commonwealth Premises under clauses 3, 4, and so on (or as enclosures for each of the Commonwealth Premises).

- 2.1 The Contractor acknowledges that this Annex E provides a list of known Problematic Substances, ACM, Problematic Sources and other hazards present at ('the applicable Commonwealth Premises'):

- a. [...INSERT THE NAME OF THE COMMONWEALTH PREMISES AT WHICH WORK WILL BE UNDERTAKEN...]; and
- b. [...INSERT THE NAME OF THE COMMONWEALTH PREMISES AT WHICH WORK WILL BE UNDERTAKEN...].

- 2.2 The Contractor further acknowledges, regarding known hazards, that:

- a. details in this Annex E are not intended to be comprehensive or exhaustive, but provide an overview of the general location of known Problematic Substances, ACM, Problematic Sources and other hazards, where applicable;
- b. the referenced survey reports identified in the 'Comments / Survey Report' column of each table, for each of the applicable Commonwealth Premises, should be consulted for specific details of the known hazards;
- c. the referenced survey reports may be amended or superseded during the Term and the latest documents should be sought from the Commonwealth Representative prior to any undertaking work at each location; and

Note to drafters: The selection of the HSMP or SSMP in clause 2.2d should match the option selected in clause 12.3.2 of the SOW.

- d. this Annex E is not intended to repeat the information that is contained in the list of Approved Problematic Substances and Problematic Sources within the Approved [...INSERT 'HSMP' OR 'SSMP'...], or the Approved Substances identified within Government Furnished Information and Government Furnished Data, such as Maintenance manuals.

Note to drafters: Drafters are to copy clause 3 and create new clauses (ie, clauses 4, 5, etc) for each additional Commonwealth Premises (eg, each base or building) where the Contractor and/or Subcontractors may work (or create enclosures if preferred). Drafters should insert the name of the Commonwealth Premises into the level 1 clause headings, as indicated below. Where sites are near-identical, such as ships, each heading and set of clauses may address multiple sites (eg, insert the name of the class of ship as the heading).

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

Note to drafters: Table E-1 should be populated with information relevant to the Commonwealth Premises that Contractor and/or Subcontractor Personnel are likely to occupy in relation to work under the Contract (eg, GFF or site visited for the removal and replacement of items from fixed installations). All entries in the draft table below are given as suggestions only and must be replaced with details specific to the Contract. If there are no Problematic Sources or 'other

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hazards', reference to Table E-2 or Table E-3, respectively, should be deleted from the note to tenderers.

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

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

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

PROBLEMATIC SUBSTANCE / ACM	SUBSTANCE LOCATION		COMMENTS / SURVEY REPORT
	Facility / Area	Location	
ACM	Building numbers [...TBD Drafter...]	Roof cladding and eaves. Wall cladding in boiler rooms.	[...TBD Drafter...] Asbestos Hazard Register.
ACM	Building number [...TBD Drafter...]	Standby generator facility – roof cladding, lining and wall cladding.	[...TBD Drafter...] Asbestos Hazard Register.
Lead	All buildings	Lead-based paint used extensively throughout buildings.	Lead Management Report, dated [...TBD Drafter...].
Hydrocarbons	Area X 'Fuel Farm'	All areas inside perimeter fence.	Hydrocarbon Report, dated [...TBD Drafter...].
Hydrocarbons	Building number [...TBD Drafter...]	Standby generator facility.	Hydrocarbon Report, dated [...TBD Drafter...].
[...TBD Drafter...]	[...TBD Drafter...]	[...TBD Drafter...]	[...TBD Drafter...]

Note to drafters: Include and amend the following clause and table when Problematic Sources (eg, RADHAZ) are present in the proximity of areas that Contractor and/or Subcontractor staff may occupy on Commonwealth Premises (including ships). All entries in the draft table below are given as suggestions only and must be replaced with details specific to the Contract.

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

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

PROBLEMATIC SOURCE	LOCATION	COMMENTS / SURVEY REPORT
Defence ATC Radar	As identified in RADHAZ Survey Report	[... DRAFTER TO INSERT REFERENCE...] RADHAZ Survey Report dated [... DRAFTER TO INSERT...]
Non Destructive Testing Equipment	Non Destructive Inspection workshop	Source Licence [... DRAFTER TO INSERT REFERENCE...], Facility Licence [... DRAFTER TO INSERT REFERENCE...]
Gaseous Tritium Light Sources	Electrical and Instrument Repair Workshop	Standing Orders [... DRAFTER TO INSERT REFERENCE...]
[...TBD Drafter...]	[...TBD Drafter...]	[... DRAFTER TO INSERT REFERENCE...] RADHAZ Survey Report dated [... DRAFTER TO INSERT...]

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Note to drafters: Include and amend the following clause and table for any other known hazards present in the areas where Contractor and/or Subcontractor staff may work on Commonwealth Premises (including ships). These may include high-voltage electrical substations, high-noise areas and any other hazard. If there are no other relevant safety hazards, the clause and table may be deleted.

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

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

HAZARD	LOCATION	COMMENTS / SURVEY REPORT
[... DRAFTER TO INSERT NAME...]	[... DRAFTER TO INSERT LOCATION...]	[... DRAFTER TO INSERT REFERENCE...] dated [... DRAFTER TO INSERT...]
		[... DRAFTER TO INSERT REFERENCE...], dated [... DRAFTER TO INSERT ...]

ANNEX F

CONTRACT SUMMARY WORK BREAKDOWN STRUCTURE

1. PUROSE

- 1.1 This Annex sets out the Contract Summary Work Breakdown Structure (CSWBS) and associated CSWBS dictionary at Table 1. The CSWBS defines the highest level decomposition of the Contract scope, and the Contract Work Breakdown Structure (CWBS) is derived from it.

Note to drafters: Before releasing an RFT, drafters should review the list of CSWBS elements in the second column and amend the set of elements to ensure that the full scope of the Contract is properly identified. For example:

- a. **Delete any of the deliverable Services (CSWBS 1.01 to 1.05) not required under the draft Contract (under SOW clauses 4 to 8).**
- b. **Ensure that the associated CSWBS Dictionary definitions below are consistent with the scope of the required Services, as defined in the selected and tailored DSDs.**
- c. **If Workstreams are incorporated into the Contract, it may be necessary to align the CSWBS definitions with the respective Workstreams.**

Drafters should be aware that the CSWBS forms the highest-level breakdown of the pricing for Core Services, as set out in the 'menu' worksheet of the Support Pricing Work.

Table 1 - CSWBS and Associated Dictionary

CSWBS ID	CSWBS Element	Definition
1.01	Operating Support	This element includes the provision of the Operating Support Services required to achieve the Contract Outcomes, requirements and objectives, including the management efforts that are specific to the provision of those Services. This element includes all work required to satisfy the Operating Support provisions of the SOW and DSDs, including within the Approved plan(s) specific to the provision of Operating Support Services. Includes any Operating Support efforts required to support activities under other CSWBS Elements (eg, development of plans and reports and participation in Contract reviews). This element includes all of the Support Resources and any other goods and services specifically required for the provision of Operating Support Services, with the exception of those Support Resources or other goods or services that are addressed though other CSWBS Elements (eg, common resources not specific to Operating Support). This element excludes the support of the Support Resources. These activities are covered under other CSWBS Elements (eg, Maintenance of Operating Support equipment is covered under Maintenance Support, provision of Non-RLs for Operating Support equipment is covered under Supply Support, and personnel management for Operating Support personnel is covered under Support Services Management).
1.02	Engineering Support	This element includes the provision of the Engineering Services required to achieve the Contract Outcomes, requirements and objectives, including the management efforts that are specific to the provision of those Services. This element includes all work required to satisfy the Engineering Support provisions of the SOW and DSDs, including within the Approved plan(s) specific to the provision of Engineering Services. Includes any Engineering Support efforts required to support activities under other CSWBS Elements (eg, development of plans and reports and participation in Contract reviews). This element includes all of the Support Resources and any other goods and services specifically required for the provision of Engineering Services, with the exception of those Support Resources or other goods or services that are

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CSWBS ID	CSWBS Element	Definition
		addressed though other CSWBS Elements (eg, common resources not specific to Engineering Support). This element excludes the support of the Support Resources. These activities are covered under other CSWBS Elements (eg, Maintenance of Engineering equipment is covered under Maintenance Support, provision of Non-RIs for Engineering equipment is covered under Supply Support, and personnel management for Engineering personnel is covered under Support Services Management).
1.03	Maintenance Support	This element includes the provision of the Maintenance Services required to achieve the Contract Outcomes, requirements and objectives, including the management efforts that are specific to the provision of those Services. This element includes all work required to satisfy the Maintenance Support provisions of the SOW and DSDs, including within the Approved plan(s) specific to the provision of Maintenance Services. Includes any Maintenance Support efforts required to support activities under other CSWBS Elements (eg, development of plans and reports and participation in Contract reviews). This element includes all of the Support Resources and any other goods and services specifically required for the provision of Maintenance Services, with the exception of those Support Resources or other goods or services that are addressed though other CSWBS Elements (eg, common resources not specific to Maintenance Support). Except in relation to Maintenance, this CWBS Element excludes the support of the Support Resources. These activities are covered under other CSWBS Elements (eg, Engineering support for Maintenance equipment (eg, S&TE) is covered under Engineering Support, provision of Non-RIs for Maintenance equipment is covered under Supply Support, and personnel management for Maintenance personnel is covered under Support Services Management).
1.04	Supply Support	This element includes the provision of the Supply Services required to achieve the Contract Outcomes, requirements and objectives, including the management efforts that are specific to the provision of those Services. This element includes the costs for the procurement of RIs, Non-RIs, Consumables and Packaging required by other CSWBS Elements, particularly Operating Support, Engineering Support, Maintenance Support and Training Support. This element includes all work required to satisfy the Supply Support provisions of the SOW and DSDs, including within the Approved plan(s) specific to the provision of Supply Services. Includes any Supply Support efforts required to support activities under other CSWBS Elements (eg, development of plans and reports and participation in Contract reviews). This element includes all of the Support Resources and any other goods and services specifically required for the provision of Supply Services, with the exception of those Support Resources or other goods or services that are addressed though other CSWBS Elements (eg, common resources not specific to Supply Support). This element excludes the support of the Support Resources. These activities are covered under other CSWBS Elements (eg, Maintenance of Supply equipment (eg, materials handling equipment) is covered under Maintenance Support and personnel management for Supply personnel is covered under Support Services Management).
1.05	Training Support	This element includes the provision of the Training Services required to achieve the Contract Outcomes, requirements and objectives, including the management efforts that are specific to the provision of those Services.

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CSWBS ID	CSWBS Element	Definition
		Includes all work required to satisfy the Training Support provisions of the SOW and DSDs, including within the Approved plan(s) specific to the provision of Training Services. Includes any Training Support efforts required to support activities under other CSWBS Elements (eg, development of plans and reports and participation in Contract reviews). This element includes all of the Support Resources and any other goods and services specifically required for the provision of Training Services, with the exception of those Support Resources or other goods or services that are addressed though other CSWBS Elements (eg, common resources not specific to Training Support). This element excludes the support of the Support Resources. These activities are covered under other CSWBS Elements (eg, Maintenance of Training Equipment is covered under Maintenance Support, provision of Non-RIs for Training Equipment is covered under Supply Support, and personnel management for Training personnel is covered under Support Services Management).
1.06	Support Resources	This element includes the physical resources and work for the provision, management and support of Support Resources, which are not covered under other CSWBS Elements. For example, this element may include training of contractor personnel, provision of Technical Data Services, provision and support of common-use facilities, and provision, support and updating of Information and Communications Technology (ICT) systems.
1.07	Support Services Management	This element includes the business and administrative planning, organising, directing, co-ordinating, controlling, reporting and approval actions designated to accomplish Contract Outcomes, requirements and objectives, which are not included within the scope of the CSWBS Elements for the SSCCs. This element includes contract management and administration; cost, schedule and performance management; Defect claims administration; contract data management; vendor liaison; GFM management, Subcontract management; risk management; Life Cycle Cost; Ramp Up; Phase Out; AIC and Technical Data and Software rights management. This element includes work performed to satisfy the requirements of: - SOW clause 2, General Requirements; - SOW clause 3, Support Services Management; - SOW clause 10, Australian Industry Capability; - SOW clause 11, Quality Management; - SOW clause 12, Health, Safety and Environment; and - SOW clause 13, Capability Innovations and Efficiencies; and - the work necessary for compliance with the COC.