

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 Laurier St. / 11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0A1 / Noyau 0A1**  
**Gatineau, Québec K1A 0S5**  
**Bid Fax: (819) 997-9776**

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Maintenance and Training Services	
<b>Solicitation No. - N° de l'invitation</b> W8486-123558/A	<b>Date</b> 2012-07-12
<b>Client Reference No. - N° de référence du client</b> W8486-123558	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HS-623-60835	
<b>File No. - N° de dossier</b> hs623.W8486-123558	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-08-21</b>	<b>Time Zone Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Allard, Denis	<b>Buyer Id - Id de l'acheteur</b> hs623
<b>Telephone No. - N° de téléphone</b> (819) 956-4003 ( )	<b>FAX No. - N° de FAX</b> (819) 956-5227
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 101 COLONEL BY DR. MGEN GEORGE R. PEARKES BLDG OTTAWA Ontario K1A0K2 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Industrial Vehicles & Machinery Products Division  
11 Laurier St./11, rue Laurier  
7B1, Place du Portage, Phase III  
Gatineau  
Québec  
K1A 0S5

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

**“THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT”**

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## PART 1 - GENERAL INFORMATION

### 1. Security Requirement

There is a security requirement associated with the requirement.

### 2. Introduction

The bid solicitation and resulting contract document is divided into seven (7) parts plus annexes as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security, Financial and Other Requirements includes specific requirements that must be addressed by bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The attachments include the Statement of Work, Pricing, Mandatory Technical Evaluation Criteria, Inspection and Conditioning of Materiel Returned to and Held in the Supply System, Personnel and LEMS Equipment Inspection Report and Security Requirement Check List.

### 3. Summary

The Department of National Defence (DND) requires Field Service Representatives (FSRs) for evaluation and inspection, the provision of maintenance services, including fault troubleshooting, repair and technical support, maintenance training services and train the trainer driver training course in accordance with Annex A - Statement of Work, Annex D - Inspection and Conditioning of Materiel Returned to and Held in the Supply System, Annex E - LEMS Equipment Inspection Report and Annex F - Security Requirement Check List.

The work under this requirement must be completed as requested on a task basis as detailed in form DND 626 Task Authorization.

This requirement is for an initial period of six (6) months, with an additional period of three (3) months.

This requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-Columbia Free Trade Agreement, Canada-Peru Free Trade Agreement and the Agreement on Internal Trade (AIT).

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#### 4. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within **(15) working days** of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

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## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (16/05/11) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

**Subsection 05.4** of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

**Delete:** "Bids will remain open for acceptance for a period of not less than sixty (60) days from the closing date of the bid solicitation."

**Insert:** "Bids will remain open for acceptance for a period of not less than ninety (90) calendar days from the closing date of the bid solicitation."

### 2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **seven (7)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a "proprietary" nature must be clearly marked "proprietary" at each relevant item. Items identified as proprietary will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

### 4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or

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territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

#### **5. Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications, Statement of Work or Purchase Description contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least **seven (7)** calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

First page of the Request for Proposal signed by the bidder or an authorized representative of the Bidder (1 signed copy)

Section I: Technical Bid (4 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications and Additional Information (1 hard copy)

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to :

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### Section II: Financial Bid

Bidders must submit their bid in accordance with the Basis of Payment specified in Part 7 and at Annex B - Pricing.



## 1. SACC Manual Clauses

### 1.1 Exchange Rate Fluctuation

1. Unless otherwise specified in the bid solicitation, bids must be in Canadian currency.
2. Bidders may request Canada to assume the risk for exchange rate fluctuation. This request must be specifically made at time of bidding.
3. The foreign currency component is defined as the element of the price that will be directly affected by exchange rate fluctuations. It could include the net price FOB foreign manufacturer's plant, costs associated with applicable duty, excise tax, Goods and Services Tax or Harmonized Sales Tax, if applicable, entry fees, transportation costs or delivery charges payable in a foreign currency, and any other charges associated with being the importer of record if they originated from and are required to be paid in a foreign currency.
4. The foreign value of the foreign currency component of the bid or negotiated price must be provided before contract award. Form PWGSC-TPSGC 9411, Claim for Exchange Rate Adjustments, may be used for this purpose. If milestone payments are proposed, it is recommended to indicate on the above form the foreign currency component associated with each milestone event.
5. All bids are evaluated in Canadian currency. Therefore, for evaluation purposes, the noon rate quoted by the Bank of Canada as being in effect on date of bid closing, or such other date as may be specified in the bid solicitation, will be applied as the initial conversion factor for the specified currency. (Column 3 of the above form will be completed by the Contracting Authority.)
6. Rates proposed by bidders will not be accepted for the purposes of this exchange rate adjustment provision.
7. If there are two (2) identical bids, and provided that the bid selected would still be considered the most advantageous to Canada, preference will be given to the Bidder who assumes all or part of the exchange rate adjustment risk over a bidder who does not assume any of this risk. Furthermore, preference will be given to the Bidder who assumes all of the exchange rate adjustment risk over a bidder who assumes only part of this risk.
8. Canada will pay the exchange rate adjustment amount in Canadian currency using the prevailing noon rate on the date of payment by Canada or, as applicable, in accordance with one of the following clauses: C3015C, C3020C, C3025C, or C3030C.

## Section III: Certifications and Additional Information

### 1. Certifications

Bidders must submit the certifications required under Part 5.

### 2. Additional Information

Canada requests that bidders submit the following information:

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## 2.1 Supplier Contacts

Name and telephone number of the person responsible for:

### General enquiries

Name: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Facsimile No. \_\_\_\_\_

E-mail address: \_\_\_\_\_

### Delivery follow-up

Name: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Facsimile No. \_\_\_\_\_

E-mail address: \_\_\_\_\_

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 1.1 Technical Evaluation

**1.1.1** Bids must be completed in full and provide all technical information requested in the bid solicitation, by the bid closing date and time to enable a full and complete evaluation.

##### 1.1.2 Mandatory Technical Evaluation Criteria

**1.1.2.1** Bidders must meet all the mandatory technical evaluation criteria detailed in Annex C - Mandatory Technical Evaluation Criteria.

#### 1.2 Financial Evaluation

**1.2.1** Bids must be completed in full and provide all financial information requested in the bid solicitation and at Annex B - Pricing, by the bid closing date and time to enable a full and complete evaluation.

##### 1.2.2 Mandatory Financial Evaluation Criteria

**1.2.2.1** Prices and rates will be evaluated in Canadian dollars, DDP Delivered Duty Paid at destination, Incoterms 2000, for the firm quantity and for the optional period, FCA Free Carrier at Contractor's Canadian facility or the Contractor's Canadian Distribution Point, Incoterms 2000, Canadian Custom Duties and Excise Taxes included where applicable, Goods and Services Tax or the Harmonized Sales Tax extra.

##### 1.2.3 Aggregate Evaluated Price Determination

The aggregate evaluated price of the bid will be determined by adding all the firm all inclusive hourly rates for the initial and option period, all firm prices, plus the price for Contractor Furnished Material and Parts in accordance with Annex B - Pricing.

### 2. Basis of Selection

A bid must comply with all requirements of the bid solicitation and meet all mandatory technical and financial evaluation criteria to be declared responsive. The responsive bid with the lowest aggregate evaluated price will be recommended for award of a contract.

### 3. Security Requirement

1. Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;

- 
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should consult the "" (http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31) document on the Departmental Standard Procurement Documents Website.

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### 1. Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

#### 1.1 Federal Contractors Program - \$200,000 or more

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

(a) ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada;

(b) ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

(c) ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

(d) ( ) is subject to the FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC.)

Further information on the FCP is available on the HRSDC Web site.

## **2. Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

## **3. Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 1. Security Requirement

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should consult the "" (http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31) document on the Departmental Standard Procurement Documents Website.

### 2. Financial Capability

**SACC Reference**  
A9033T

**Title**  
Financial Capability

**Date**  
16/05/11

## PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 1. Security Requirement

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), with approved Document Safeguarding at the level of PROTECTED A & B, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
2. The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
3. Processing of PROTECTED materiel electronically at the Contractor site is NOT permitted under this Contract.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex \_\_\_\_\_;
  - (b) Industrial Security Manual (Latest Edition).

### 2. Requirement

The Contractor must provide a Field Service Representative (FSR) for evaluation and inspection, the provision of maintenance services, including fault troubleshooting, repair and technical support, maintenance training services and train the trainer driver training course, in accordance with Annex A - Statement of Work, Annex D - Inspection and Conditioning of Materiel Returned to and Held in the Supply System, Annex E - LEMS Equipment Inspection Report and Annex F - Security Requirement Check List.

This requirement is for an initial period of six (6) months, with an additional period of three (3) months.

The work under this requirement must be completed as requested on a task basis as detailed in form DND 626 Task Authorization.

#### 2.1 Task Authorization Process

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (DND 626). The Work described in the TA must be in accordance with the scope of the Contract.

1. The Technical Authority and Procurement Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization form.



2. The Task Authorization (DND 626) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA (DND 626) will also include the applicable basis(bases) and methods of payment as specified in the Contract.

3. The Contractor must provide the Technical Authority, within **ten (10) working days** of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

4. The Contractor must not commence work until a Task Authorization authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a Task Authorization has been received will be done at the Contractor's own risk.

### 2.3 Identification Markings

1. When identification markings are required, the Contractor must arrange for their design and manufacture in accordance with the current issue of Canadian Forces Specification D-02-002-001/SG-001. The markings must be affixed to the deliverable end item(s) before delivery.

2. Identification markings applicable to the United States (U.S.) Navy F-18 program must be manufactured in accordance with the current issue of MIL-STD-130, except that the "U.S." must be blanked out and the Canadian contract number, prefixed with the word "CANADA", must be specified in the Contract Number block.

3. The Contractor must submit drawings for identification markings for approval through the responsible Department of National Defence Technical Authority at least sixty (60) days before production.

### 2.4 Urgent Requirement - Priority Repair Request

The Contractor must take immediate action to satisfy urgent requirements of the Department of National Defence, as and when required by the authorized representative of the Procurement Authority. The urgent requirement will be identified in a Priority Repair Request (PRR).

### 2.5 Performance and Reliability

Equipment repaired must be in accordance with the terms of this Contract to meet the standards of the applicable DND specifications. When such standards are not described or when the standards described are considered by the Contractor to be inadequate, the Contractor must submit the standards of performance and reliability to which they propose to repair the equipment through the National Defence Quality Assurance Representative (NDQAR) who will forward the standards to the Procurement Authority for approval.

### 2.6 Environmental Protection

- a. The Contractor is responsible for ensuring that all work carried out on any DND property or any other locations by staff, or duly appointed subcontractors, under this contract is:
  - i. Completed using personnel qualified and certified in the scope of work that they are undertaking; and
  - ii. In compliance with all applicable municipal, provincial, federal and statutory environmental protection laws and regulations.

- a. Prior to commencement of the work, the Contractor must have in place an Emergency/Spill Response Plan and also processes and procedures for the identification, management, handling and disposal of all substances, pollinates and material covered by the applicable municipal, federal and statutory environmental protection laws and regulations.
- b. The Contractor must have full responsibility for the disposal of any hazardous waste removed or uncovered in the performance of the work. Title to such waste must pass to the Contractor as soon as the Contractor takes possession of the waste, and the Contractor must dispose of such waste in accordance with the requirements of the Contract, if any, and in accordance with applicable law, whether federal, provincial or municipal.
- c. Copies of all Hazardous Material Disposal Certificates raised whilst completing any work under the scope of the contract are to be provided to the Technical/Inspection Authority. Furthermore, additional evidence of compliance with municipal, provincial, federal and statutory environmental laws and regulations is to be forthwith furnished by the Contractor to the Technical/Inspection Authority.
- d. Failure to comply with any of the above will be, of and by itself, grounds for termination of the contract for default.

## 2.7 Unsatisfactory Condition Reports

Upon mutual agreement, the Contractor will be required to investigate and make recommendations on Unsatisfactory Condition Reports (UCRs) submitted by the Technical Authority. The Contractor may be required to originate UCRs in accordance with CFTO C-01-015-001/AG-000.

## 2.8 Waste and Hazardous Waste Disposal

The Contractor must handle, transport and dispose of any waste and any hazardous waste removed or uncovered in the performance of the Work in accordance with any applicable law.

## 2.9 Environmental Compliance

The Contractor must perform the Work in accordance with the latest version of the Federal Halocarbon Regulations.

## 3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

### 3.1 General Conditions

2035 (2012-03-02) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

Add 44, Warranty

Delete paragraphs 2 in its entirety and replace with the following:

"3. Any defective equipment, sub-assembly or component shall be replaced or repaired, without charge for parts, labour, transportation and living expenses by the Contractor's authorized dealer and/or agent nearest identified herein. The Contractor must be responsible to ensure that prompt warranty action is taken. In the event of a warranty dispute with a component manufacturer, the Contractor must be held responsible for all warranty coverage.

4. If action to effect repairs under warranty cannot be initiated within two (2) working days and completed within a reasonable length of time or if the Contractor has no repair facilities in the immediate vicinity (within 100 kilometres) of the specified delivery destinations (consignees), the Department of National Defence reserves the right to make such repairs and be reimbursed by the Contractor at the rate of \$103.91 per hour for labour and the cost for replaced parts."

#### **4. Term of Contract**

##### **4.1 Period of Contract**

###### **4.1.1 Provision of the Field Service Representative (FSR) for the Initial and Option Period**

**Item 001** – Provision of a Field Service Representative to bring up to fifty-nine (59) BV-206 vehicles to class "S" condition, must be performed within to be inserted by PWGSC weeks/calendar days from the effective date of the contract.

###### **4.1.2 Provision of Maintenance Familiarization Training Services and Train the Trainer Driver Training Course**

**Item 001** – Maintenance Familiarization Training services, must be performed within to be inserted by PWGSC weeks/calendar days from the effective date of the contract.

**Item 002** – Train the Trainer Driver Training course, must be performed within to be inserted by PWGSC weeks/calendar days from the effective date of the contract.

#### **5. Authorities**

##### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Denis Allard  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
LEFTD - HS Division  
Place du Portage, Phase III, 7B1  
Gatineau, Quebec K1A 0S5  
Telephone: 819-956-4003  
Facsimile: 819-956-5227  
E-mail address: denis.allard@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hs623

Client Ref. No. - N° de réf. du client

W8486-123558

File No. - N° du dossier

hs623W8486-123558

CCC No./N° CCC - FMS No/ N° VME

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## 5.2 Procurement Authority

The Procurement Authority for the contract is:

### **To be inserted by PWGSC**

DLP \_\_\_\_\_

National Defence Headquarters

Mgen. George R. Pearkes Building

101 Colonel By Drive

Ottawa, Ontario K1A 0K2

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

## 5.3 Technical Authority

The Technical Authority for the Contract is:

### **To be inserted by PWGSC**

National Defence Headquarters

Mgen. George R. Pearkes Building

101 Colonel By Drive

Ottawa, Ontario K1A 0K2

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

## 5.4 Contractor's Representative

### **General enquiries**

Name: **To be inserted by PWGSC**

Telephone No. \_\_\_\_\_

Facsimile No. \_\_\_\_\_

E-mail address: \_\_\_\_\_

## Delivery follow-up

Name: **To be inserted by PWGSC**

Telephone No. \_\_\_\_\_

Facsimile No. \_\_\_\_\_

E-mail address: \_\_\_\_\_

## 6. Payment

### 6.1 Basis of Payment

#### 6.1.1 Basis of Payment for the Initial and Option Period

##### 6.1.1.1 Basis of Payment for the Provision of Field Service Representative (FSR)

The Contractor will be paid firm all inclusive hourly rate for actual hours worked, in Canadian dollars, Goods and Services Tax or the Harmonized Sales Tax Extra.

##### 6.1.1.2 Basis of Payment for the Provision of Maintenance Familiarization Training Services and Train the Trainer Driver Training Course

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in Canadian dollars, Delivered Duty Paid at destination at Canadian Forces Base (CFB), Edmonton, Alberta, Goods and Services Tax/Harmonized Sales Tax extra.

##### 6.1.1.3 Basis of Payment for the Supplied Parts and Materials for the Initial and Option Period

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid at the actual laid down cost plus the firm markup identified in Annex B - Pricing for the provision of supplied parts and materials, in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000 including Canadian Custom Duties and Excise Taxes included where applicable, Goods and Services Tax/Harmonized Sales Tax extra.

Laid down cost is defined as the cost incurred by the Contractor to acquire the parts to resale to Canada. This includes the suppliers invoice price (less trade discounts) plus any applicable charges for transportation, foreign exchange, custom duties and brokerage charges, but excludes GST/HST. Mark-up includes the applicable purchasing expense, internal handling and general and administrative overhead expenses plus profit excluding GST/HST. Costs are all inclusive.

Mark-up includes applicable purchasing expense, internal handling and G & A expenses plus profit but excludes the Goods and Services Tax and the Harmonized Sales Tax.

##### 6.1.1.4 Basis of Payment for Overtime

For authorized work in excess of the 40 hours work week, the contractor will be paid the firm all inclusive hourly rate times 1.5.

The Contractor must not perform any overtime under the Contract unless authorized in advance and in writing by the Procurement Authority. Any request for payment must be accompanied by a copy of the overtime authorization and a report containing the details of the overtime performed pursuant to the written authorization.

### 6.3 Task Pricing

Pricing for each task must be established as follows:

#### 6.3.1 Firm Price

Where a firm price has been established, the Contractor must complete the work in accordance with the specified firm price. The firm price represents the total amount payable under the Task Authorization.

#### 6.3.2 Limitation of Expenditure

A limitation of expenditure is normally established when a requirement is not well defined or is of high risk and it is not practical to utilize a firm price or a ceiling price. A limitation of expenditure represents the amount up to which the Contractor will be paid. The Contractor must not perform any work or services which would cause the total liability of Canada to exceed the authorized amount unless an increase is authorized by Canada.

#### 6.3.3 Ceiling Price

Where a ceiling price has been established, the Contractor must complete the work and the ceiling price represents the maximum amount payable under the Task Authorization. The ceiling price is subject to downward adjustment based on the actual cost reasonably incurred in the performance of the work.

### 6.4 Task Authorization Limit

Any TA (DND 626) to be issued must be authorized by the Technical Authority, Procurement Authority and Contracting Authority before issuance.

### 6.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by DSVPM 3-10. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

### 6.6 Limitation of Expenditure - Cumulative Total of all Task Authorizations

Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

when it is 75 percent committed, or

four (4) months before the contract expiry date, or

as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

## 6.7 Minimum Work Guarantee - All the Work - Task Authorizations

In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means **10% percent.**

Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

## 6.8 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report.

The data must be submitted on a monthly basis to the Contracting Authority.

The data must be submitted to the Contracting Authority no later than **five (5) calendar days** after the end of the reporting period.

### Reporting Requirement - Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process.

#### For each authorized task:

- (i) the authorized task number or task revision number(s);
- (ii) a title or a brief description of each authorized task;
- (iii) the original estimated cost, the revised estimated cost and total estimated cost specified in the authorized Task Authorization (TA) of each task, GST or HST extra;
- (iv) the total amount, GST or HST extra, expended to date against each authorized task;
- (v) the start and completion date for each authorized task; and
- (vi) the active status of each authorized task, as applicable.

**For all authorized tasks:**

- (i) the amount (GST or HST extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- (ii) the total amount, GST or HST extra, expended to date against all authorized Task.

**6.9 SACC Manual Clauses**

<b>SACC Reference</b>	<b>Title</b>	<b>Date</b>
B9031C	Canada's Obligation - Portion of the Work - Task Authorizations	2011-05-16
C2000C	Taxes - Foreign-based Contractor	2007-11-30
C0307C	Cost Submission	2008-05-12
C0710C	Time and Contract Price Verification	2007-11-30
C0711C	Time Verification	2008-05-12
H1001C	Multiple Payments	2008-05-12

**7. Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions no more than once a month. Invoices cannot be submitted until all work identified on the invoice is completed.

2. Invoices must be distributed as follows:

(a) The original must be forwarded to the Procurement Authority to the following address for certification and payment.

National Defence Headquarters  
Mgen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2  
Attention: DLP 10-2-2-4

(b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

(c) One (1) copy must be forwarded to the consignee.

**8. Certifications**

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

**9. Applicable Laws**



The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## 10. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) Annex B - Pricing;
- (c) the 2035 (02/03/12) General Conditions - Higher Complexity - Services;
- (d) Annex A - Statement of Work;
- (e) Annex D - Inspection and Conditioning of Materiel Returned to and Held in the Supply System.
- (f) Annex E - LEMS Equipment Inspection Report;
- (g) Annex F - Security requirement Check List (SRCL);
- (h) the signed Task Authorizations (including all annexes, if any);
- (i) The Contractor's bid dated **(to be inserted by PWGSC)** \_\_\_\_\_, as amended **(to be inserted by PWGSC)** \_\_\_\_\_.

## 11. SACC Manual Clauses (as applicable)

SACC Reference	Title	Date
A9006C	Defence Contract	2008-05-12
B7500C	Excess Goods	2006-06-16
C2800C	Priority Rating	2011-05-16
C2801C	Priority Rating - Canadian Contractors	2011-05-16
D5510C	Quality Assurance Authority - (DND) - Canadian Based Contractor	2010-01-11
D5515C	Quality Assurance Authority (DND) - Foreign-based and United States Contractor	2010-01-11
D5540C	ISO 9001:2008 Quality Management Systems - Requirements (QAC Q)	2010-08-16
D5604C	Release Documents (DND) - Foreign-based Contractor	2008-12-12
D5605C	Release Documents (DND) - United States-based Contractor	2010-01-11
D5606C	Release Documents (DND) - Canadian-based Contractor	2007-11-30
D5620C	Release Documents - Distribution	2007-11-30

## 12. Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Purchase Description and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

## 13. Insurance Requirements

The Contractor must comply with the insurance requirements specified herein. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements will not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible to decide if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage will be at the Contractor's expense, and for its own benefit and protection. The Contractor must forward to the Contracting Authority within ten (10) calendar days after the date of award of the Contract a Certificate of Insurance including details of the insurance coverage, exclusions, deductibles and conditions and confirming that the insurance policy complying with the requirements is in force. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

#### **14. Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000.00, per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

(a) Additional Named Insured: Canada is added as an additional named insured, but only with respect to liability arising out of the performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by the Department of National Defence and/or Public Works and Government Services Canada.

(b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(g) Employees and, if applicable, Volunteers must be included as Additional Insured.

(h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

(o) All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.

(p) Sudden and Accidental Pollution Liability (minimum 120 hours): to protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

## 15. Bailee's Customer's Goods Insurance

The Contractor must obtain Bailee's Customer's Goods insurance while Government Property is under its care, custody or control for repair or servicing, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$250,000.00. Government Property must be insured on a Replacement Cost (new) basis.

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.

2. The Bailee's Customer's Goods must include the following:

(a) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

(b) Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.

(c) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

## 16. Errors and Omissions Liability Insurance

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

3. The following endorsement must be included: Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

## 17. Canadian Forces Site Regulations

The Contractor must comply with the contract or other regulations, instructions and directives in force on the site where the Work is performed.

## 18. Identification Badge

Any person assigned to the performance of any part of the Work that is performed on government premises must wear in a conspicuous place the identification badge issued to that person by Canada. When a person is required to wear a safety helmet, the Contractor, if requested to do so by Canada, must paint the number appearing on the badge on the front of the safety helmet.

## 19. Cleanup of Site

The Contractor shall maintain the Work and its site in a tidy condition and free from an accumulation of waste material and debris.

The Contractor shall remove all surplus materials and any waste products and debris from the site of the Work.

## 20. Shipping Instructions - Delivery at Destination

1. The Contractor must ship the goods prepaid DDP - Delivered Duty Paid (... named place of destination) as specified below. Unless otherwise directed, delivery must be made by the most economical means. The Contractor is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and taxes.

2. The Contractor must deliver the goods by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the person identified below. The consignee may refuse shipments when prior arrangements have not been made.

Item 001 - The contact person at destination is: **to be inserted by PWGSC** . The goods must be delivered to **to be inserted by PWGSC**.

## 21. Post-Contract Award Meeting

Within ten (10) calendar days from the effective date of the Contract, the Contractor must contact the Contracting Authority to determine if a post-contract award meeting is required. A meeting will be convened at the discretion of the Technical Authority after contract award to review technical and contractual requirements. The Contractor shall be responsible for the preparation and distribution of the minutes of meeting within **five (5) calendar days** after the meeting has been held. The meeting will be held at the Contractor's facilities or at the Department of National Defence facility or via teleconference, at Canada's discretion at no additional cost to Canada, with representatives of the Contractor, the Department of National Defence and Public Works and Government Services Canada.

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## 22. Progress Reports

The Contractor must prepare and submit a monthly progress report electronically to the Procurement Authority, Technical Authority and Contracting Authority.

The Contractor must answer the following questions:

- (i) Is the delivery of the vehicle/equipment and related items on schedule?
- (ii) Is this requirement free of any areas of concern in which the assistance or guidance of Canada may be required?

Each negative response must be supported with an explanation.

## 23. Release Documents - Distribution

The Contractor must prepare the release documents and distribute them as follows:

- (a) Copy 1: mail to consignee marked: "Attention: Receipts Officer";
- (b) Copies 2 and 3: with shipment (in a waterproof envelope) to the consignee;
- (c) Copy 4: to the Contracting Authority;

- (d) Copy 5: to:

National Defence Headquarters  
Mgen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2

Attention: DLP 10-2-2-4

- (e) Copy 6: to the Quality Assurance Representative;
- (f) Copy 7: to the Contractor;
- (g) Copy 8: all non-Canadian contractors to:

DQA/Contract Administration  
National Defence Headquarters  
Mgen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2

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Amd. No. - N° de la modif.

File No. - N° du dossier

hs623W8486-123558

Buyer ID - Id de l'acheteur

hs623

Client Ref. No. - N° de réf. du client

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## **ANNEX A**

### **STATEMENT OF WORK**

#### **BV-206 MAINTENANCE AND TRAINING**

Annex A is attached as a separate document in Word format.

**ANNEX B****PRICING**

The Contractor will be paid in accordance with Annex B - Pricing and Basis of Payment Part 7.

**1. Field Service Representative (FSR) for the Initial and Option Period**

The Contractor will be paid a firm all-inclusive hourly rate, in Canadian dollars, Delivered Duty Paid at destination at Canadian Forces Base (CFB), Edmonton, Alberta, Incoterms 2000, Canadian Custom Duties and Excise taxes included where applicable, Goods and Services Tax or the Harmonized Sales Tax Extra.

<b>From the effective date of contract to (to be inserted by PWGSC)</b>	
<b>Field Service Representative</b>	<b>Firm All-Inclusive Hourly Rate</b>
Based on a 40 hour work week.	\$

<b>For the extended period from (to be inserted by PWGSC) to (to be inserted by PWGSC)</b>	
<b>Field Service Representative</b>	<b>Firm All-Inclusive Hourly Rate</b>
Based on a 40 hour work week.	\$

**2. Maintenance Familiarization Training Services**

The Contractor will be paid a firm unit price, in Canadian dollars, Delivered Duty Paid at destination at Canadian Forces Base (CFB), Edmonton, Alberta, Incoterms 2000, Canadian Custom Duties and Excise taxes included where applicable, Goods and Services Tax or the Harmonized Sales Tax Extra, in accordance with Annex A - Statment of Work, Article 5.0 - Provision of Maintenance Familiarization Training Services.

	<b>Duration</b>	<b>Number of Sessions</b>	<b>Firm Unit Price per eight (8) hour days</b>
Maintenance Familiarization Training Services.	16 hrs	Maximum. of two (2) eight (8) hour days	\$

### 3. Train the Trainer Driver Training Course

The Contractor will be paid a firm price, in Canadian dollars, Delivered Duty Paid at destination at Canadian Forces Base (CFB), Edmonton, Alberta, Incoterms 2000, Canadian Custom Duties and Excise taxes included where applicable, Goods and Services Tax or the Harmonized Sales Tax Extra, in accordance with Annex A - Statment of Work, Article 6.0 - Provision of Train the Trainer Driver Training Course.

	<b>Firm Price</b>
Train the Trainer Driver Training Course.	\$

### 4. Materials, etc.

The Contractor will be paid as follows:

<b>MATERIALS, ETC.</b>	<b>MARK-UP</b>
<b>For Contractor Supplied Parts and Materials.</b>  The Contractor will be paid the actual Laid Down Cost plus the firm mark-up indicated.	%

#### 4.1 Contractor Supplied Parts and Materials

The Contractor must provide parts and material as required. The Contractor will be paid at the Contractor's laid-down cost plus a firm mark-up of \_\_\_\_\_% in accordance with Part 7 Basis of Payment.

#### For evaluation purposes

The evaluated price for the contractor supplied parts and materials will be determined based on the parts and material cost estimated at \$15,000.00 plus the mark-up as follows:

#### Example only

<b>Material Cost</b>	<b>Firm Mark-up</b>	<b>Price for Contractor Supplied Parts and Materials</b>
\$15,000	17 %	\$17,550.00

$$\$15,000.00 \times 17 \% = \$2,550.00$$

$$\$15,000.00 + \$2,550.00 = \$17,550.00$$



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**ANNEX C****MANDATORY TECHNICAL EVALUATION CRITERIA****M.1 Experience and Expertise of the Firm**

**In this section, details must be provided regarding the relevant experience and expertise of the firm in relation to this requirement.**

- M.1.1** Bidders must demonstrate they have a minimum of one (1) in the past ten (10) years of related experience on military tracked vehicle/equipment fleets.
- M.1.2** Bidders must demonstrate they have taught a minimum of one (1) Maintenance Familiarization or Driver training course in the last ten (10) years.
- M.1.3** Bidders must provide with their bid a CTAT compliance certificate.

**M.2 Experience and Expertise of the Proposed Personnel - Field Service Representative (FSR)**

- M.2.1** Bidders must demonstrate that the proposed Field Service Representative (FSR) has a minimum of one (1) year of related experience in the last ten (10) years on military tracked vehicle/equipment fleets.
- M.2.2** The Bidder must provide specific qualifications and experience of the personnel expected to perform work under the contract, including personnel's name, any relevant training and expertise in the area required relating to military tracked vehicle/equipment fleets. A Curriculum Vitae (CV) must be submitted for all proposed personnel of this section.

Solicitation No. - N° de l'invitation

W8486-123558/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hs623

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W8486-123558

hs623W8486-123558

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## **ANNEX D**

### **INSPECTION AND CONDITIONING OF MATERIEL RETURNED TO AND HELD IN THE SUPPLY SYSTEM**

Annex D is attached as a separate document in PDF format.

Solicitation No. - N° de l'invitation

W8486-123558/A

Amd. No. - N° de la modif.

File No. - N° du dossier

hs623W8486-123558

Buyer ID - Id de l'acheteur

hs623

Client Ref. No. - N° de réf. du client

W8486-123558

CCC No./N° CCC - FMS No/ N° VME

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## **ANNEX E**

### **LEMS EQUIPMENT INSPECTION REPORT**

Annex E is attached as a separate document in PDF format.

Solicitation No. - N° de l'invitation

W8486-123558/A

Amd. No. - N° de la modif.

File No. - N° du dossier

hs623W8486-123558

Buyer ID - Id de l'acheteur

hs623

Client Ref. No. - N° de réf. du client

W8486-123558

CCC No./N° CCC - FMS No/ N° VME

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## **ANNEX F**

### **SECURITY REQUIREMENT CHECK LIST**

Annex F is attached as a separate document in PDF format.



MATERIEL MANAGEMENT POLICY

# INSPECTION AND CONDITIONING OF MATERIEL RETURNED TO AND HELD IN THE SUPPLY SYSTEM

(BILINGUAL)

(Supersedes C-02-005-009/AM-000 dated 1990-03-09)

POLITIQUE DE GESTION DU MATÉRIEL

# INSPECTION ET ÉVALUATION DU MATÉRIEL RETOURNÉ AU SYSTÈME D'APPROVISIONNEMENT ET QUI Y EST CONSERVÉ

(BILINGUE)

(Remplace la C-02-005-009/AM-000 de 1990-03-09)



**NOTICE**

This documentation has been reviewed by the technical authority and does not contain controlled goods. Disclosure notices and handling instructions originally received with the document shall continue to apply.

**AVIS**

Cette documentation a été révisée par l'autorité technique et ne contient pas des marchandises contrôlées. Les avis de divulgation et les instructions de manutention reçues originalement doivent continuer de s'appliquer.





MATERIEL MANAGEMENT POLICY

# **INSPECTION AND CONDITIONING OF MATERIEL RETURNED TO AND HELD IN THE SUPPLY SYSTEM**

(BILINGUAL)

(Supersedes C-02-005-009/AM-000 dated 1990-03-09)

POLITIQUE DE GESTION DU MATÉRIEL

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(BILINGUE)

(Remplace la C-02-005-009/AM-000 de 1990-03-09)

Issued on Authority of the Chief of the Defence Staff  
Publiée avec l'autorisation du Chef d'état-major de la Défense

OPI: DBCM 5  
BPR : DOCG 5

2000-10-31

LIST OF EFFECTIVE PAGES

Insert latest changed pages; and dispose of superseded pages in accordance with applicable orders.

NOTE

The portion of the text affected by the latest changes is indicated by a black vertical line in the margin of the page. Changes to illustrations are indicated by miniature pointing hands or black vertical lines.

Dates of issue for original and changed pages are:

Original .....	0 .....	2000-10-31
Ch/Mod .....	1 .....	
Ch/Mod .....	2 .....	

Zero in Change No. column indicates an original page. Total number of pages in this publication is 34 consisting of the following:

Page No./Numéro de page	Change No./Numéro de modificatif
Title/Titre .....	0
A .....	0
i/ii to/à iv .....	0
1-1 to/à 1-8.....	0

ÉTAT DES PAGES EN VIGUEUR

Insérer les pages les plus récemment modifiées et se défaire de celles qu'elles remplacent conformément aux instructions applicables.

NOTA

La partie du texte touchée par le plus récent modificatif est indiquée par une ligne verticale noire dans la marge de la page. Les modifications aux illustrations sont indiquées par des mains miniatures à l'index pointé ou des lignes verticales noires.

Les dates de publication des pages originales et modifiées sont :

Ch/Mod .....	3 .....
Ch/Mod .....	4 .....
Ch/Mod .....	5 .....

Un zéro dans la colonne Numéro de modificatif indique une page originale. La présente publication comprend 34 pages réparties de la façon suivante :

Page No./Numéro de page	Change No./Numéro de modificatif
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3-1 to/à 3-8 .....	0
4-1 to/à 4-3/4-4 .....	0

Contact Officer: DBCM 5-5

Personne responsable : DOCG 5-5



## FOREWORD

1. C-02-005-009/AM-000, Maintenance Management Policy, Inspection and Conditioning of Materiel Returned to and Held in the Supply System is issued on authority of the Chief of the Defence Staff.

2. This Canadian Forces Technical Order (CFTO), in conjunction with other departmental regulations, has as its primary objective the establishment of the DND Inspection and Condition Classifications Program. It prescribes a consistent and uniform system to fulfil the materiel inspection responsibilities for all DND elements concerned. To this end, emphasis is placed on the responsibilities of the inspection parties as the focal point of operation under this program.

3. Director Quality Assurance 7 (DQA-7) is the Life Cycle Quality Manager – Subject Matter Expert (LCQM-SME) representing DQA, through whom services and specialist assistance pertaining to the production or acquisition of technical publications (CFTOs) can be obtained.

4. Where a contractor prepares publications, the Department will be represented by the LCQM-SME as designated in the contract.

5. Changes to this publication are to be reviewed by DQA 9-4, as an OCI, to ensure that the integrity of the publishing requirements is not compromised.

6. All correspondence relating to this specification shall be referred to the LCQM-SME unless otherwise stipulated in the contract.

## AVANT-PROPOS

1. La C-02-005-009/AM-000, Politique de gestion de la maintenance – Inspection et évaluation du matériel retourné au système d'approvisionnement et qui y est conservé, est publiée avec l'autorisation du Chef d'état-major de la Défense.

2. La présente Instruction technique des Forces canadiennes (ITFC), conjointement avec d'autres règlements du Ministère, a pour principal objectif d'établir le programme de classification de l'inspection et de l'évaluation de l'état de service du MDN. Ce programme prescrit un système cohérent et uniforme permettant aux éléments du MDN touchés d'assumer leurs responsabilités en matière d'inspection du matériel. À cette fin, le présent programme vise surtout à établir les responsabilités des inspecteurs.

3. Directeur – Assurance de la qualité 7 (DAQ-7) est le Gestionnaire – Qualité du cycle de vie du matériel – Expert en la matière (GQCVM-EM) qui représente le DAQ et c'est à cette personne qu'il convient de s'adresser pour obtenir des services et une aide spécialisée en matière de production et d'acquisition de publications techniques (ITFC).

4. Chaque fois que l'entrepreneur doit s'adresser au Ministère sur une question ayant trait à la production d'une publication, il doit communiquer avec le GQCVM-EM.

5. Les changements apportés à la présente publication doivent être révisés par DAQ 9-4, à titre de BC, afin de s'assurer que l'intégrité des exigences relatives aux services de publication n'est pas compromise.

6. Toute correspondance relative à la présente publication doit être adressée au GQCVM-EM, sauf stipulation contraire prévue au contrat.



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**PART 1****INTRODUCTION****General**

1. This Canadian Forces Technical Order (CFTO) details the policies and procedures to identify and determine the fitness for further use (conditioning) of materiel being returned to and held in the Supply System. Also included are details of procedures established for the use and completion of CF 942/CF 942A, Materiel Condition Tags/Labels, used to record materiel identity and status. This CFTO requires the formation and operation of a Technical Inspection organization for each unit, station, wing, depot or base for the purpose of identifying and conditioning this materiel and under certain circumstances, providing assistance with technical inspection of new materiel.

2. It is imperative that all materiel be correctly identified and conditioned prior to being returned to or held in the Supply System. This will prevent unserviceable or incomplete materiel being issued to a customer account, wastage of materiel and/or funds, and unnecessary repair or disposal of the materiel.

3. If materiel must be sent out of the country for conditioning, it will be mandatory to abide by all Customs Procedures and Regulations, both domestic and foreign. All queries in this regard should be directed to the transportation officer at station, wing, base, command or National Defence Headquarters (NDHQ) level, as appropriate.

**Aim**

4. The purpose of this CFTO is to establish common procedures and methods of operation for:

- a. The effective handling and conditioning of materiel being returned to the supply system;
- b. The inspection of new materiel received off Public Works and Government Services Canada (PWGSC) contract or local purchase and designated as "consignee inspection" at destination;

**PARTIE 1****INTRODUCTION****Généralités**

1. La présente Instruction technique des Forces canadiennes (ITFC) décrit de façon détaillée les politiques et la marche à suivre pour identifier et évaluer l'état de service du matériel retourné au système d'approvisionnement ou qui y est conservé. Elle décrit également la marche à suivre détaillée pour l'utilisation et la préparation des étiquettes et des étiquettes autocollantes d'état du matériel CF 942/CF 942A, qui sont utilisées pour identifier le matériel et pour indiquer son état. La présente ITFC nécessite la création et le maintien en activité d'une organisation d'inspection technique au sein de chaque unité, station, escadre, dépôt ou base chargée d'identifier le matériel et d'évaluer son état de service et, dans certains cas, d'apporter son aide pour l'inspection technique de matériel neuf.

2. Il est impératif que le matériel soit correctement identifié et conditionné quant à son état de service avant d'être retourné au système d'approvisionnement ou d'y être conservé. Ces mesures visent à empêcher la distribution à un client de matériel inutilisable ou incomplet, le gaspillage de matériel et de fonds ainsi que la réparation ou l'élimination inutile de matériel.

3. Si le matériel doit être envoyé à l'étranger pour être conditionné, il est obligatoire de se soumettre à toutes les formalités et à tous les règlements des douanes, et ce, tant canadiennes qu'étrangères. Toute demande à ce sujet doit être référée, selon le cas, à l'officier du transport de la station, de l'escadre, de la base, du commandement ou du Quartier général de la Défense nationale (QGDN).

**But**

4. La présente ITFC vise à établir une marche à suivre et des méthodes de fonctionnement communes pour :

- a. La manutention et le conditionnement efficace du matériel retourné au système d'approvisionnement;
- b. L'inspection du matériel neuf obtenu par contrat avec Travaux publics et Services gouvernementaux Canada (TPSGC) ou par achat local et marqué comme devant être inspecté par le destinataire à la réception;

- c. The periodic inspection of materiel held as supply stock in order that it is kept at a high level of serviceability; and
- d. The inspection of materiel for which special projects have been raised by NDHQ, Command Headquarters or local commanders.

### Application

5. The provisions of this CFTO are applicable to all elements of the Canadian Forces (CF), in respect of materiel which is considered unsuitable for use by its present holder for whatever reason, (e.g., unserviceable, no longer required, etc.). Provisions of this CFTO as they pertain to the use of the CF 942/CF 942A Tags/Labels may also be applicable to civilian contractors engaged in repair and overhaul (R&O) contracts to the extent specified in the contract.

### Definitions

6. The following basic definitions are pertinent to terminology used in this CFTO and should be understood by all users:

- a. **Beyond Local Repair (BLR)** – Cannot be repaired at the point of inspection due to lack of facilities, non-availability of qualified technicians, test equipment, deficiencies, etc.;
- b. **Beyond Economical Repair (BER) (condemned)** – Materiel has: no repair potential; excessive repair cost estimates or extensive damage or deterioration;
- c. **Condemned** – A condition classification assigned to an item of materiel which, as a result of the application of maintenance, financial and supply management criteria, is determined to have no repair potential;
- d. **Conditioning** – The process of examining, appraising, and classifying materiel as to its status and further usefulness. Condition classifications given to materiel as a consequence of conditioning are serviceable, unserviceable, repairable and condemned;

- c. L'inspection périodique du matériel conservé en stock afin de s'assurer qu'il est en bon état de service; et
- d. L'inspection du matériel faisant l'objet de projets spéciaux établis par le QGDN, les quartiers généraux de commandement ou les commandants en poste.

### Utilisation

5. Les dispositions de la présente ITFC s'appliquent à tous les éléments des Forces canadiennes (FC) à l'égard du matériel considéré, pour quelque raison que ce soit, impropre à l'utilisation par son détenteur actuel (p. ex. matériel inutilisable, devenu inutile, etc.). Les dispositions de la présente ITFC touchant l'utilisation des étiquettes et des étiquettes autocollantes CF 942/CF 942A peuvent également s'appliquer aux entrepreneurs civils exécutant des contrats de réparation et de révision (R et R) dans la mesure spécifiée dans le contrat.

### Définitions

6. Les définitions de base présentées ci-dessous ont trait à la terminologie utilisée dans les ITFC et doivent être comprises de tous les utilisateurs :

- a. **Non réparable sur place (NRSP)** – Matériel ne pouvant être réparé sur les lieux où est effectuée l'inspection en raison de l'absence d'installations appropriées, de la non-disponibilité de techniciens qualifiés ou de matériel d'essai, de déficiences, etc.;
- b. **Réparation non rentable (RNR) (irréparable)** – Le matériel n'est pas réparable; les coûts de réparation sont prohibitifs; le matériel est très endommagé ou détérioré;
- c. **Irréparable** – Catégorie d'état attribuée à un article qui, selon les critères de maintenance, de gestion financière et de gestion de l'approvisionnement, est considéré comme ne pouvant pas être réparé;
- d. **Évaluation de l'état de service** – Action consistant en l'inspection, l'évaluation et le classement du matériel en fonction de son état et de son éventuelle utilité. Les catégories d'état attribuées au matériel à la suite de l'évaluation de l'état de service sont : utilisable, inutilisable, réparable et irréparable;

- e. **Inspection** – The examination of materiel by a qualified inspector to determine if that materiel conforms to CF specification requirements;
  - f. **“L” Type Stock Number** – A wing, base or station assigned designator used to identify a particular item of materiel which does not have a Manufacturer’s Reference Number (MRN) and a NATO Commercial and Government Entity (NCAGE), nor is it intended to nationally catalogue the item. An “L” type SN consists of three segments: a four digit NATO Supply Classification Code, a four digit Unit Identification Code (UIC) and a sequentially assigned five digit Item Identification Number (e.g., 7110-0126-00017);
  - g. **“M” Type SN** – A NDHQ/depot/wing/base/station assigned designator used to identify a particular item of materiel which has a MRN and NCAGE, but is normally not to be nationally catalogued. An “M” type SN consists of two segments: a five digit NCAGE and the MRN (e.g., 64959-ST 103-1-62);
  - h. **Repairable** – A condition classification assigned to an unserviceable item of materiel which, as a result of the application of maintenance, financial and supply management criteria, can be restored to serviceability through corrective maintenance action;
  - i. **Serviceable** – A condition classification assigned to an item of materiel which, following inspection, is determined to be capable of performing its intended function; and
  - j. **Unserviceable** – A condition classification assigned to an item of materiel which, following inspection, is determined to be incapable of performing its intended function without undergoing maintenance, servicing and/or modification.
- e. **Inspection** – Inspection du matériel par un inspecteur qualifié afin de déterminer si le matériel est conforme aux exigences des FC;
  - f. **Numéro de stock de type L** – Désignation attribuée par l’escadre, la base ou la station pour identifier un article de matériel dépourvu de numéro de référence du fabricant (MRN) et de code OTAN d’entité commerciale et gouvernementale (NCAGE) et qui ne sera pas répertorié au catalogue national. Les numéros de stock de type L sont formés de trois segments : un code de classification OTAN à quatre chiffres, un code d’identification d’unité (CIU) à quatre chiffres et un numéro séquentiel d’identification d’article à cinq chiffres (p. ex. 7110-0126-00017);
  - g. **Numéro de stock de type M** – Désignation attribuée par le QGDN, le dépôt, l’escadre, la base ou la station pour identifier un article de matériel doté d’un MRN et d’un NCAGE mais qui ne sera pas normalement répertorié au catalogue national. Les numéros de stock de type M sont formés de deux segments : un NCAGE à cinq chiffres et le MRN (p. ex. 64959-ST 103-1-62);
  - h. **Réparable** – Catégorie d’état attribuée à un article de matériel inutilisable qui, selon les critères de maintenance, de gestion financière et de gestion de l’approvisionnement, peut être ramené à l’état utilisable par des mesures de maintenance corrective;
  - i. **Utilisable** – Catégorie d’état attribuée à un article de matériel qui, après inspection, est jugé apte à remplir les fonctions pour lesquelles il a été conçu; et
  - j. **Inutilisable** – Catégorie d’état attribuée à un article de matériel qui, après inspection, est jugé inapte à remplir les fonctions pour lesquelles il a été conçu sans maintenance, réparation ou modification préalable.

## Enquiries

7. Enquiries or comments regarding the provisions of this CFTO should be directed to NDHQ to the attention of the appropriate directorate as detailed below:

- a. Director Business Change Management (DBCM 5) – as OPI and coordinator for technical content;
- b. Director Quality Assurance (DQA 2) – for information on Quality Assurance Policy and Procedures;
- c. Director Materiel Management and Distribution (DMMD 3) – for data on Supply System Procedures;
- d. Director Materiel Management and Distribution (DMMD 2) – for detail on Supply Depot Operations;
- e. Director Ammunition Program Management (DAPM 2) – for particulars on Ammunition Depot operations; and
- f. Directorates within the Director General Aerospace Equipment Program Management (DGAEPM), Director General Land Equipment Program Management (DGLPEM), Director General Maritime Equipment Program Management (DGMEPM) and Director General Information Systems Delivery and Support (DGISDS) divisions for specialist advice on Aerospace Communications/Electronics, Land or Maritime Equipment condition inspection procedures.

## References

8. The following reference publications should be examined in conjunction with the provisions of this CFTO to ensure other standing policies having significant bearing on the return of materiel to the supply system, the issuance of materiel to a maintenance facility, or the inspection of newly-acquired materiel, are not contravened. Accordingly, Technical Inspectors as identified under Part 2 of this CFTO are expected to rigidly adhere to established inspection and supply procedures during the course of their duties:

## Demandes d'information

7. Les demandes d'information ou les commentaires relatifs à la présente ITFC doivent être adressés au QGDN à l'attention de la direction appropriée comme suit :

- a. Directeur – Gestion opérationnelle du changement (DOCG 5) – BPR et coordinateur du contenu technique;
- b. Directeur – Assurance de la qualité (DAQ 2) – pour toute information sur la politique en matière d'assurance de la qualité et sur la marche à suivre afférente;
- c. Directeur – Gestion et élimination du matériel (DMMD 3) – pour les renseignements sur la marche à suivre du système d'approvisionnement;
- d. Directeur – Gestion et élimination du matériel (DMMD 2) – pour des détails sur les opérations des dépôts d'approvisionnement;
- e. Directeur – Gestion du programme des munitions (DAPM 2) – pour les détails sur les opérations des dépôts de munitions; et
- f. Direction des divisions du Directeur général – Gestion du programme d'équipement aérospatial (DGGPEA), du Directeur général – Gestion du programme d'équipement terrestre (DGGPET), du Directeur général – Gestion de projets de génie maritime (DGGPGM) et du Directeur général – Livraison et soutien (Systèmes d'information) (DGLSSI) pour des conseils de spécialiste sur la marche à suivre pour l'inspection de l'état du matériel de communication et du matériel électronique aéronautique, terrestre et maritime.

## Documents de référence

8. Consulter les documents de référence énumérés ci-après conjointement avec les dispositions de la présente ITFC afin de s'assurer de ne pas contrevenir aux autres politiques permanentes ayant une certaine incidence sur le retour du matériel au système d'approvisionnement, la délivrance de matériel à une installation de maintenance ou l'inspection d'un matériel nouvellement acquis. Ainsi, les inspecteurs techniques figurant dans la partie 2 de la présente ITFC doivent, dans l'exercice de leurs fonctions, observer de façon stricte la marche à suivre établie pour l'inspection et l'approvisionnement :



- |    |   |    |  |
|----|---|----|--|
| a. | A-LM-158-004/AG-001, Transportation Manual, Volume 4, Movement of Materiel;   | a. | A-LM-158-004/AG-001, Manuel de transport, volume 4, Transport du matériel;   |
| b. | A-LM-180-000/AG-000, Supply Policy;   | b. | A-LM-180-000/AG-000, Politique en matière d'approvisionnement;   |
| c. | A-LM-181-001/JS-001, Standard Supply Instructions;  | c. | A-LM-181-001/JS-001, Directives d'approvisionnement;   |
| d. | A-LM-182-001/JS-001, Supplementary Supply Instructions;   | d. | A-LM-182-001/JS-001, Instructions supplémentaires concernant l'approvisionnement;  |
| e. | A-LM-185-003/JS-001, Land/Air Mobile Unit Accounts and Mobile Unit Self-Sufficiency Stock Accounts, Volume 3;                         | e. | A-LM-185-003/JS-001, Comptes des unités mobiles Terre/Air et comptes de stock d'autosuffisance des unités mobiles, volume 3;   |
| f. | A-LM-185-006/JS-001, Special Supply Instructions for Ship Mobile Unit Accounts and Self-Sufficiency Stock Accounts – Ships, Volume 6; | f. | A-LM-185-006/JS-001, Instructions spéciales en matière d'approvisionnement pour les unités mobiles des navires et pour les comptes de stock d'autosuffisance des unités mobiles – Navires, volume 6; |
| g. | A-LM-186-001/JS-001, Warehousing;   | g. | A-LM-186-001/JS-001, Mise en entrepôt;   |
| h. | A-LM-187-004/JS-001, Volume 4, Special Supply Instructions for the Safe Storage, Handling Disposal of Hazardous Materiel;             | h. | A-LM-187-004/JS-001, volume 4, Instructions spéciales en matière d'approvisionnement pour l'entreposage, la manutention et l'élimination sécuritaires des matières dangereuses;                      |
| i. | A-LM-501-001/AG-003, CFSS Code Control Guide;   | i. | A-LM-501-001/AG-003, Guide de contrôle des codes du système d'approvisionnement des Forces canadiennes;  |
| j. | A-QA-193-001/AG-001, DND Quality Assurance Program, Volume 1, Concepts, Principles and Relationships;                                 | j. | A-QA-193-001/AG-001, Programme d'assurance de la qualité du MDN, volume 1, Concepts, principes et relations;   |
| k. | A-QA-193-002/AG-001, DND Quality Assurance Program, Volume 2, DND Government Quality Assurance;                                       | k. | A-QA-193-002/AG-001, Programme d'assurance de la qualité du MDN, volume 2, Contrôle technique officiel du MDN;   |
| l. | C-02-005-010/AM-000, Maintenance of Non-Standard Equipment;   | l. | C-02-005-010/AM-000, Maintenance de l'équipement non standard;   |
| m. | C-02-007-024/JX-001, Canadian Forces Technical Vocabulary;  | m. | C-02-007-024/JX-001, Vocabulaire technique des Forces canadiennes;   |

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| n. | C-02-015-001/AG-000, Unsatisfactory Condition Report CF 777;  | n. | C-02-015-001/AG-000, Rapport d'état non satisfaisant CF 777;  |
| o. | C-03-005-012/AM-001, Naval Maintenance Management System Manual, Volume 1 – NaMMS Policy and Procedures;  | o. | C-03-005-012/AM-001, Manuel du système de gestion de la maintenance navale, volume 1 – Politique et procédures du NaMMS;  |
| p. | C-03-006-001/AA-001, Naval Engineering Manual for the Canadian Forces, Volume 1 – Marine Systems Engineering;   | p. | C-03-006-001/AA-001, Manuel de mécanique navale des Forces canadiennes, volume 1 – Mécanique des systèmes navals;   |
| q. | C-03-015-024/AM-000, Maintenance Policy Failure Reporting Maritime Pre-installation;  | q. | C-03-015-024/AM-000, Rapport de défaillance précédant l'installation – Marine;  |
| r. | C-04-005-023/AG-000, Repair Instructions – Stores under Manufacturers Warranty;   | r. | C-04-005-023/AG-000, Instruction de réparation – Matériel sous garantie du fabricant;   |
| s. | C-04-005-024/AM-000, Backloading and Reallocation of Repairable Materiel;   | s. | C-04-005-024/AM-000, Envoi à l'arrière et réaffectation du matériel réparable;  |
| t. | C-04-005-035/AM-000, Maintenance of Land Technical Equipment by Contract;   | t. | C-04-005-035/AM-000, Maintenance à contrat du matériel technique terrestre;   |
| u. | C-04-010-022/VP-001, Maintenance Procedure – Preservation for Storage and Shipment of Vehicles and Vehicular Components;  | u. | C-04-010-022/VP-001, Marche à suivre pour la maintenance – Préservation en vue de l'entreposage et l'expédition des véhicules et de leurs composants;   |
| v. | C-04-020-001/AG-000, Land Maintenance and Policy Procedures – Inspection of Equipment for Supply Depots and Supply Sections;  | v. | C-04-020-001/AG-000, Politique et procédures pour la maintenance du matériel terrestre – Inspection de l'équipement des dépôts et des sections d'approvisionnement;                                     |
| w. | C-04-020-002/AG-000, Technical Management Policy and Procedures – Land Maintenance System (LMS) Inspection System;  | w. | C-04-020-002/AG-000, Politique et procédures de la gestion technique – Système de maintenance terrestre (SMT) Système d'inspection;   |
| x. | C-04-025-001/AG-000, LOMMIS Mk. II – Maintenance Documentation Preparation Procedure – Land Maintenance Control and Accounting Procedures;                                | x. | C-04-025-001/AG-000, SIGMMT Mk. II – Marche à suivre pour la préparation des documents de maintenance – Procédures de contrôle et de comptabilité de la maintenance terrestre;                          |
| y. | C-04-025-002/AG-000, Management Procedures and Guidelines – Condemnation of Land Technical Equipment by Base/Station Land Maintenance Sections and Maintenance Companies; | y. | C-04-025-002/AG-000, Procédures et lignes directrices pour la gestion – Réforme du matériel technique terrestre par les sections de maintenance des bases et stations et les compagnies de maintenance; |

z.	C-04-040-001/AG-000, Safety Precautions for Repair of Containers of Flammable Fluids and Gases;	z.	C-04-040-001/AG-000, Mesures de sécurité pour la réparation des contenants de liquide et de gaz inflammables;
aa.	ab. C-05-005-001/AM-000, Aircraft Maintenance Policy;	aa.	C-05-005-001/AM-000, Politique de maintenance des aéronefs;
ab.	C-05-015-001/AM-000, Aircraft Maintenance Record Set;	ab.	C-05-015-001/AM-000, Dossier de maintenance des aéronefs;
ac.	C-05-015-014/AM-000, Maintenance Policy – Pre-installation Failure Reporting;	ac.	C-05-015-014/AM-000, Politique de maintenance – Rapport de défaillance précédant l'installation;
ad.	C-05-030-001/AG-001, Aircraft Maintenance Management Information System (AMMIS);	ad.	C-05-030-001/AG-001, Système d'information de gestion – Maintenance aéronefs (SIGMA);
ae.	C-06-030-003/TM-001, Test Equipment Maintenance Management Information System (TEMMIS);	ae.	C-06-030-003/TM-001, Système d'information de gestion – Maintenance de l'équipement d'essai (TEMMIS);
af.	C-05-030-003/AG-001, Automated Data for Aerospace Maintenance (ADAM) User Guide;	af.	C-05-030-003/AG-001, Inspection et conditionnement du matériel retourné au Système d'approvisionnement et qui y est détenu;
ag.	C-19-010-002/VP-001, Maintenance Procedure – Preparation and Preservation of Aircraft Maintenance Support Equipment Prior to Shipment to CFSDs and/or R&O Contractors;	ag.	C-19-010-002/VP-001, Marche à suivre pour la maintenance – Préparation et préservation de l'équipement de soutien à la maintenance des aéronefs avant l'expédition au DFAC ou aux entrepreneurs de R et R;
ah.	C-22-010-002/VP-000, Storage, Preservation, Handling and Shipping Instructions Safety Equipment;	ah.	C-22-010-002/VP-000, Instructions pour l'entreposage, la préservation, la manutention et l'expédition du matériel de sécurité;
ai.	C-71-010-007/MN-000, Second Line Maintenance Instructions – Mutilation of Weapons for Disposal;	ai.	C-71-010-007/MN-000, Instructions de maintenance au deuxième échelon – Destruction des armes en vue de leur mise au rebut;
aj.	C-74-300-B02/NJ-000, Ammunition and Explosives Manual – Inspection of Ammunition;	aj.	C-74-300-B02/NJ-000, Manuel des munitions et des explosifs – Inspection des munitions;
ak.	C-74-377-A00/TX-000, Ammunition and Explosives Technical Information – Cartridge Actuated Devices – Service Life and Applicability;	ak.	C-74-377-A00/TX-000, Données techniques sur les munitions et les explosifs – Actionneurs pyrotechniques – Durée de vie et applicabilité;

- al. C-97-005-001/AM-000, Servicing of Portable Ground Fire Fighting Equipment; and
- am. D-05-001-001/SF-000, Specification – Age Control of Elastomeric Materials in Aerospace Systems.

- al. C-97-005-001/AM-000, Entretien de l'équipement portatif de lutte contre l'incendie au sol; et
- am. D-05-001-001/SF-000, Spécification – Contrôle du vieillissement des élastomères utilisés dans les systèmes aéronautiques.

## PART 2

### TECHNICAL INSPECTION ORGANIZATION

#### General

1. This part describes the formation, purpose and use of the Technical Inspection Organization at units, stations, wings, depots and bases. Since conditioning of materiel is part of any normal maintenance function, the technical inspection organization should consist of personnel selected from the various technical occupations or specialties on establishment. Their duties should be performed in conjunction with their regular duties and at their normal place of work.

#### Formation

2. Each unit, station, wing, base or depot shall have an integral Technical Inspection Organization composed of:

- a. **Senior Technical Inspector** – Personnel of Warrant Officer rank or above, from a technical occupation or speciality or in the case of a civilian, one occupying the equivalent rank; and
- b. **Specialist Technical Inspectors** – Personnel employed in technical occupations or specialties and having the qualifications stated in paragraph 7.

#### Aim

3. The Technical Inspection Organization, through its various members and within the limits prescribed in this CFTO, shall be responsible for providing technical advice, assistance and direction relating to the identity and functional serviceability of the following:

- a. Materiel being returned to a supply section from a user organization;
- b. Materiel submitted to a base, wing or station maintenance organization and subsequently returned to a supply section;

## PARTIE 2

### ORGANISATION D'INSPECTION TECHNIQUE

#### Généralités

1. La présente partie décrit la composition, le but et le fonctionnement de l'organisation d'inspection technique à l'échelle de l'unité, de la station, de l'escadre, du dépôt et de la base. Comme l'évaluation de l'état de service du matériel fait partie de toute fonction de maintenance normale, l'organisation d'inspection technique doit être composée de membres du personnel provenant des différents corps d'emploi ou spécialités techniques. Les membres de l'organisation doivent remplir leurs fonctions conjointement avec leurs responsabilités normales et dans leurs lieux de travail habituels.

#### Composition

2. Chaque unité, station, escadre, base ou dépôt comporte une organisation d'inspection technique dont la composition est comme suit :

- a. **Inspecteur technique principal** – Personne ayant au moins le grade d'adjudant, occupant un emploi technique ou de spécialité ou, dans le cas d'un civil, occupant une position de niveau équivalent; et
- b. **Inspecteur technique spécialiste** – Personne occupant un emploi technique ou de spécialité et détenant les qualifications énumérées au paragraphe 7.

#### But

3. L'organisation d'inspection technique, par ses divers membres et dans les limites prescrites dans la présente ITFC, fournit des services de conseil technique, d'aide et de direction relativement à l'identification et à l'état de service fonctionnel des matériels suivants :

- a. Matériel retourné par une organisation cliente à une section de l'approvisionnement;
- b. Matériel livré à l'organisation de maintenance d'une base, d'une escadre ou d'une station, puis retourné à une section de l'approvisionnement;

- c. New materiel received by a supply section off PWGSC contract or local purchase, designated for "inspection at destination" or for consignee inspection, and requiring technical expertise to establish its identity or technical condition;
- d. Materiel in stock requiring specific periodic technical inspection or inspection due to suspected or actual deterioration of condition; and
- e. Materiel for which special technical projects have been raised by NDHQ, CHQ or local commanders (e.g., Special Inspections, Modifications, etc.).

## **SENIOR TECHNICAL INSPECTOR**

### **General**

4. Where justified, a senior technical inspector shall be established as a full-time position. In areas where a full-time senior technical inspector cannot be justified, such as on ships and small stations, it shall be the responsibility of the local Commanding Officer to designate a position that will have as part of its primary responsibilities those of a senior technical inspector. The position will be taken from the technical personnel within his jurisdiction and should be closely associated with the appropriate maintenance organization. The appointee must be of the rank of Warrant Officer or above or the civilian employee equivalent unless there is no technician of such rank within the establishment, in which case a technician not below the rank of Master Corporal or the civilian employee equivalent may be appointed.

### **Duties and Responsibilities**

5. The senior technical inspector shall be responsible to the Depot Commanding Officer, Wing Log O, Base Technical Services Officer (BTSO) or Unit/Station Senior Technical Officer for the following duties:

- a. Coordinating the technical inspection requirements within the ship, unit, station, depot, wing or base in accordance with CFTOs, Supply Directives and other pertinent orders or instructions;

- c. Matériel neuf acquis par contrat par l'intermédiaire des TPSGC ou par achat local et reçu par une section de l'approvisionnement. Le matériel doit être inspecté à destination ou par le destinataire et être identifié comme tel. Un expert technique doit l'identifier ou en évaluer l'état sur le plan technique;
- d. Matériel en stock nécessitant une inspection technique périodique ou nécessitant une inspection en raison d'une détérioration soupçonnée ou réelle; et
- e. Matériel touché par des projets techniques spéciaux mis sur pied par le QGDN, le QGC ou des commandants en poste (p. ex. inspections spéciales, modifications, etc.).

## **INSPECTEUR TECHNIQUE PRINCIPAL**

### **Généralités**

4. Les circonstances le justifiant, une personne doit être nommée afin d'occuper à temps plein le poste d'inspecteur technique principal. Dans les cas où le poste d'un inspecteur technique principal à temps plein n'est pas justifié, par exemple à bord des navires et dans les petites stations, le commandant local doit désigner une personne devant assumer, dans le cadre de ses principales responsabilités, le rôle d'inspecteur technique principal. Cette personne, choisie parmi le personnel technique relevant du commandant en question, doit remplir des fonctions étroitement reliées à l'organisation de maintenance appropriée. La personne nommée doit détenir au moins le grade d'adjudant, ou être un employé civil d'un niveau équivalent, à moins qu'aucun technicien de grade équivalent ne se trouve dans l'établissement, auquel cas un technicien ayant au moins le grade de caporal-chef ou un employé civil de niveau équivalent peut être nommé.

### **Devoirs et responsabilités**

5. L'inspecteur technique principal est responsable devant le commandant du dépôt, l'officier des services logistiques de l'escadre, l'officier des services techniques de la base (OSTB) ou l'officier supérieur des services techniques de l'unité ou de la station et assume les responsabilités suivantes :

- a. Coordonne les exigences touchant l'inspection technique au sein d'un navire, d'une unité, d'une station, d'un dépôt, d'une escadre ou d'une base conformément aux ITFC, aux instructions d'approvisionnement et à tout autre ordre ou instruction pertinent;

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| <p>b. Ensuring that specialist technical inspectors are familiar with the procedures and forms used in inspecting and conditioning materiel;</p> <p>c. Assisting supply personnel in following CF policies and procedures;</p> <p>d. Identifying the correct technical inspector when specialist knowledge is needed;</p> <p>e. Periodically checking technical items being returned to the supply system to ensure that:</p> <p>(1) CF 942/CF 942A Tags/Labels and required maintenance forms are securely affixed and properly completed,</p> <p>(2) repairable items destined for R&amp;O or return to National Stocks are properly protected against further damage,</p> <p>(3) items returned as "serviceable" are clean, complete, in an acceptable condition for reissue and securely packaged to protect them from damage,</p> <p>(4) safety precautions pertaining to fuel tanks, armament and ordnance stores, as well as inhibiting, sealing and preservation have been complied with, and</p> <p>(5) the technical inspector has signed the CF Supply Document (CF 2302) in the "Inspected By" column, for all materiel returned to Wing or Base Supply (Repair and Disposal Section). This authorizes the Supply section to remove the item from the customer's account and dispose of it IAW A-LM-181-001/JS-001, Chapter 9.</p> | <p>b. S'assure que les inspecteurs techniques spécialistes connaissent bien la marche à suivre et les formulaires relatifs à l'inspection et à l'évaluation de l'état de service du matériel;</p> <p>c. Assiste le personnel de l'approvisionnement dans l'application des politiques et des marches à suivre des FC;</p> <p>d. Sélectionne l'inspecteur approprié lorsque des connaissances spécialisées sont nécessaires;</p> <p>e. Vérifie périodiquement les articles techniques retournés au système d'approvisionnement afin de s'assurer :</p> <p>(1) que les étiquettes et les étiquettes autocollantes CF 942/CF 942A et les formulaires de maintenance appropriés sont solidement fixés et dûment remplis,</p> <p>(2) que les articles réparables devant être envoyés à la R et R ou retournés au stock national sont suffisamment protégés contre les dommages,</p> <p>(3) que les articles retournés en tant qu'articles « utilisable » sont propres, complets, dans un état satisfaisant pour la distribution et emballés de manière à les protéger des dommages,</p> <p>(4) que les mesures de sécurité afférentes aux réservoirs de carburant, aux armes et aux explosifs et munitions ainsi qu'aux traitements anticorrosion, d'étanchéité et de préservation sont appliquées, et</p> <p>(5) que l'inspecteur technique a signé le document d'approvisionnement (CF 2302) dans la colonne « Inspecté par » pour tout le matériel retourné à l'approvisionnement de l'escadre ou de la base (section de réparation et d'élimination). Cette signature autorise la section d'approvisionnement à retirer l'article du compte client et à l'éliminer conformément au chapitre 9 de l'ITFC A-LM-181-001/JS-001.</p> |
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## NOTES

1. Technical inspectors in EME Workshops will use the CF 1020B (Returned Stores Notification) when returning materiel condemned or declared beyond local repair.
  2. A Supply Group receiving materiel from EME Workshops will prepare a CF 2302 showing the consignor to be the customer account indicated on the CF 1020B. The "Inspected By" block is not signed.
- f. Arranging for the conditioning of materiel for which no qualified specialist technical inspector is available;
- g. Providing technical advice and assistance to supply personnel on technical matters, including advice on local inspection capabilities for new materiel received by the supply section from national contract or local purchase and designated as consignee inspection, and carrying out or arranging for technical inspection of such new materiel where resources and capabilities exist in the local area;
- h. Following appointment to the position, the senior technical inspector will:
- (1) establish personal and/or written contact with all local units and supply sections,
  - (2) establish a working relationship with the Technical Services Officer (Tech Svcs O) of the nearest depot,
  - (3) forward a nominal roll of the Technical Inspection Organization to the Tech Svcs O, as well as the stamp number assigned to each inspector, and
  - (4) ensure that the Tech Svcs O is advised promptly of personnel changes, both additions and deletions.

## NOTA

1. Les inspecteurs techniques des ateliers du GEM doivent utiliser le formulaire CF 1020B (Avis de retour de matériel) afin de retourner du matériel irréparable ou non réparable sur place.
  2. Un groupe d'approvisionnement recevant du matériel d'un atelier du GEM doit préparer un formulaire CF 2302 indiquant que l'expéditeur est le compte client figurant sur le formulaire CF 1020B. Ne pas signer dans le bloc « Inspecté par ».
- f. Prend les dispositions nécessaires pour l'évaluation de l'état de service du matériel pour lequel aucun inspecteur technique spécialiste n'est disponible;
- g. Fournit des conseils techniques et apporte son assistance au personnel d'approvisionnement sur les questions techniques, y compris des avis sur les capacités d'inspection locale de matériel neuf provenant de la section d'approvisionnement et obtenu par contrat national ou par achat local et désigné comme devant être inspecté par le destinataire. Il effectue ou organise l'inspection technique du matériel neuf décrit ci-dessus si les ressources et les capacités pour ce faire sont disponibles localement;
- h. Une fois nommé, l'inspecteur technique principal doit :
- (1) établir en personne ou par écrit des liaisons avec toutes les unités et les sections d'approvisionnement,
  - (2) établir des relations efficaces avec l'officier des services techniques (O Serv Tec) du dépôt le plus près,
  - (3) faire parvenir la liste nominative de l'organisation d'inspection technique à l'O Serv Tec ainsi que le numéro d'estampille attribué à chacun des inspecteurs, et
  - (4) s'assurer que l'O Serv Tec est informé dans les plus brefs délais de tout changement de personnel, qu'il s'agisse d'arrivées ou de départs.



- i. Advising local authorities on perceived failings in local procedures and recommending improvements; and
- j. Monitoring the condition, levels of preservation and scheduling of cyclic représervation and any necessary exercising of materiel held in storage in the supply system.

### Identification

6. In many instances, the senior technical inspector will be signing CF 942 Tags or other documents, which are affixed to, or accompany the materiel in storage or transit. Invariably, the signature on these forms may become illegible or in some instances, is not that of the authorized person. To correct this situation, each senior technical inspector should establish a set of rubber stamps as a means of identification. Each stamp must have a unit name or unit identification number and another number, assigned locally, that will identify each of the inspectors individually. Procurement of inspection stamps will be the responsibility of the unit. Distribution and control of inspection stamps will be the responsibility of the senior technical inspector.

## SPECIALIST TECHNICAL INSPECTORS

### General

7. For the purpose of this CFTO, all DND military and civilian technicians from any technical occupation or speciality, unless otherwise declared by the Commanding Officer, shall be deemed specialist technical inspectors for that materiel which is the responsibility of their respective trade or speciality, provided they meet the following criteria:

- a. Each technician must have a minimum Occupation Qualification 5 (OQ5) or higher, or the civilian equivalent, in his or her occupation or speciality and be formally qualified on the equipment which he or she is inspecting; and
- b. Each technician must have obtained any other special qualifications or authorizations which may be required due to the nature or location of their employment (e.g., aircraft signing authority, special security clearance, etc).

- i. Avise les autorités locales de tout manquement à la marche à suivre locale qui a pu être observé et recommande des améliorations; et
- j. Surveille l'état, les niveaux de préservation et la programmation des opérations de représervation ainsi que toute opération d'exercice du matériel entreposé dans le système d'approvisionnement.

### Identification

6. Dans de nombreux cas, l'inspecteur technique principal doit signer les étiquettes CF 942 ou d'autres documents qui sont fixés au matériel en entrepôt ou en transit ou accompagnant celui-ci. La signature figurant sur ces documents devient souvent illisible ou n'est pas celle de la personne responsable. Afin de corriger cette situation, chaque inspecteur technique principal doit prévoir un jeu d'estampilles servant à l'identification. Chaque estampille doit indiquer le nom ou le numéro d'identification de l'unité et un autre numéro, assigné localement, identifiant chaque inspecteur. L'acquisition des estampilles d'inspection relève de l'unité. La distribution et le contrôle des estampilles d'inspection relèvent de l'inspecteur technique principal.

## INSPECTEURS TECHNIQUES SPÉCIALISTES

### Généralités

7. Aux fins de la présente ITFC, sauf avis contraire du commandant, tous les techniciens militaires et civils du MDN occupant un emploi ou une spécialité techniques sont considérés comme inspecteurs techniques spécialistes pour le matériel relevant de leur métier ou de leur spécialité, pourvu qu'ils remplissent les critères suivants :

- a. Le technicien doit être qualifié pour son groupe professionnel 5 (QGP5) ou plus, ou l'équivalent civil, dans son emploi ou sa spécialité et doit avoir reçu une formation officielle relativement au matériel inspecté; et
- b. Le technicien doit avoir obtenu toutes les autres qualifications spéciales ou autorisations pouvant être nécessaires en raison de la nature du travail ou de l'endroit où il est exécuté (p. ex. pouvoir de signature pour les aéronefs, autorisation de sécurité spéciale, etc.).

**NOTE**

Certain organizations such as the local EME workshop or SAMEO organization have designated technical inspector positions which have primary responsibility to provide specialist technical inspector services.

8. Commanding Officers may, where necessary, require that specialist technical inspectors within their jurisdiction be appointed on an individual basis and the terms and the fact of the appointments must be promulgated by means of Routine Orders. The requirements for designation of specialist positions may be limited to appointment for special reasons such as to control certain ranges of materiel or to provide a central service. The appointment will be as a primary responsibility, which may occupy much or all of the incumbent's time.

9. Commanding Officers should designate as a primary responsibility one single specialist inspector as acting senior specialist inspector. The specialist inspector so designated is responsible for the senior inspector duties in the event of temporary absence of the senior inspector due to leave or other reasons.

**Duties and Responsibilities**

10. Each specialist technical inspector shall be responsible to the senior technical inspector through his immediate supervisor for carrying out the duties listed below in respect of materiel which is the responsibility of his trade or speciality:

- a. Conditioning materiel being returned to the supply system in accordance with the instructions in this CFTO and any other relevant instructions, ensuring that:

- (1) a CF 942/CF 942A Tags/Labels is properly completed IAW Part 3 of this CFTO and firmly attached to the item,
- (2) all required maintenance forms and other documents such as those required by the various Maintenance

**NOTA**

Certaines organisations telles que les ateliers locaux du GEM ou l'organisation de l'OTMAE ont désigné des inspecteurs techniques dont la principale responsabilité est de fournir des services d'inspection technique spécialisés.

8. Le commandant peut, s'il y a lieu, exiger que des inspecteurs techniques spécialistes soient nommés de façon individuelle au sein des organisations dont il est responsable, les termes et circonstances des nominations devant être promulgués par voie d'ordre courant. La désignation de poste de spécialiste peut se limiter à la nomination pour des raisons spéciales telles que le contrôle de certains types de matériel ou la fourniture de services centraux. Ces fonctions constituent la principale responsabilité de la personne nommée et peuvent à ce titre occuper la majeure partie ou la totalité de son temps.

9. Le commandant doit désigner la fonction d'inspecteur spécialiste principal en tant que responsabilité principale de l'un des inspecteurs spécialistes. L'inspecteur spécialiste ainsi désigné remplit le rôle d'inspecteur principal en cas d'absence temporaire de l'inspecteur en raison d'un congé ou autre raison.

**Tâches et responsabilités**

10. Les inspecteurs techniques spécialistes sont responsables devant l'inspecteur technique principal, par l'intermédiaire de son superviseur immédiat, des tâches énumérées ci-dessous pour le matériel relevant de son métier ou de sa spécialité :

- a. Évaluer l'aptitude au service du matériel retourné au système d'approvisionnement conformément aux instructions contenues dans la présente ITFC et à toute autre instruction afférente en s'assurant :

- (1) que les étiquettes ou les étiquettes autocollantes CF 942/CF 942A sont bien remplies conformément à la partie 3 de la présente ITFC et qu'elles sont bien fixées,
- (2) que tous les formulaires de maintenance et autres documents nécessaires tels que ceux requis par les

Management Information Systems (MMISs), equipment history forms, log books and copies of UCRs accompany each item,

divers systèmes d'information de gestion – maintenance (MMIS), les formulaires d'historique d'équipement, les carnets techniques et les copies des RENS accompagnent l'article,

- (3) each item is clean,
- (4) each item is correctly identified,
- (5) each item is complete as per applicable checklists and, if it is not complete, missing items are annotated on the CF 942/CF 942A Tag/Label and CF 1064 Deviation Record. A copy of the checklist used is to accompany the returned item, regardless of whether it is a CF checklist, a manufacturer checklist or a CFTO checklist,
- (6) repairable items are protected to safeguard against further damage (see Note),
- (7) safety precautions pertaining to armament, explosive and ordnance materiel have been complied with,
- (8) packaging conforms to terms of the contract, and

#### NOTE

This does not override the responsibility of logistics personnel to safeguard items of DND property against damage or deterioration.

- (9) the CF Supply Document (CF 2302) is signed in the "Inspected By" column for all materiel returned to Wing or Base Supply (R&D Section). This authorizes the Supply section to remove the item from the customer's account and dispose of it IAW A-LM-181-001/JS-001, Chapter 9.

- (3) que les articles sont propres,
- (4) que chaque article est correctement identifié,
- (5) que chaque article est complet conformément à la liste de contrôle appropriée et, s'il n'est pas complet, que les articles manquants sont inscrits sur l'étiquette ou l'étiquette autocollante CF 942/CF 942A et sur les fiches de pièces manquantes CF 1064. Une copie de la liste de contrôle utilisée doit accompagner les articles retournés, et ce, peu importe si la liste de contrôle provient des FC, d'un fabricant ou d'une ITFC,
- (6) que les articles réparables sont protégés contre les dommages subséquents (voir le nota),
- (7) que les mesures de sécurité s'appliquant aux armes, aux explosifs et aux munitions sont respectées,
- (8) que l'emballage est conforme aux modalités du contrat, et

#### NOTA

La disposition suivante ne décharge pas le personnel de la logistique de sa responsabilité touchant la protection des articles appartenant au MDN contre les dommages et la détérioration.

- (9) que le document d'approvisionnement (CF 2302) de tous les articles retournés à l'approvisionnement de l'escadre ou de la base (section R et D) est signé dans la colonne « Inspecté par ». Cette signature autorise la section d'approvisionnement à retirer l'article du compte client et à l'éliminer conformément au chapitre 9 de l'ITFC A-LM-181-001/JS-001.

## NOTES

1. Technical inspectors in EME Workshops will use the CF 1020B (Returned Stores Notification) when returning materiel condemned or declared beyond local repair.
  2. A Supply Group receiving materiel from EME Workshops will prepare a CF 2302 showing the consignor to be the customer account indicated on the CF 1020B. The "Inspected By" block is not signed.
- b. Providing technical advice to the senior inspector on request;
  - c. Providing technical assistance to the supply organization as provided for in local standard operating procedures or other procedures such as those detailed in C-04-020-002/AG-000 pertaining to land equipment, including performing technical inspection and suitability certification of new materiel being received off PWGSC contract or local purchase, and designated as "consignee inspection" at destination;
  - d. Being familiar with and following procedures, forms and related orders and instructions used in inspecting and conditioning materiel; and
  - e. When necessary, seeking additional technical advice or assistance to inspect and condition materiel.

## Conflict of Interest

11. By virtue of their appointments, inspectors have the authority to recommend disposal of items as scrap. For this reason, inspectors shall not be customer account holders of materiel similar to that which they may reasonably be expected to condition, nor shall they be personnel responsible for any supply stocking account.

## NOTA

1. Les inspecteurs techniques des ateliers du GEM doivent utiliser le formulaire CF 1020B (Avis de retour de matériel) pour le retour de matériel irréparable ou non réparable sur place.
  2. Un groupe d'approvisionnement recevant du matériel d'un atelier du GEM doit préparer un formulaire CF 2302 indiquant que l'expéditeur est le compte client figurant sur le formulaire CF 1020B. Ne pas signer dans le bloc « Inspecté par ».
- b. Fournir sur demande des conseils techniques à l'inspecteur principal;
  - c. Fournir du soutien technique à l'organisation d'approvisionnement comme le prévoient les instructions permanentes d'opération ou autres instructions telles que celles décrites dans la C-04-020-002/AG-000 relativement à l'équipement de terre y compris l'exécution des inspections techniques et le caractère adéquat de la certification du matériel neuf provenant des TPSGC et obtenu par contrat ou par achat local et désigné comme devant être inspecté par le destinataire à la destination;
  - d. Connaître et utiliser les procédures, les formulaires ainsi que les ordres et les instructions connexes ayant trait à l'inspection et à l'évaluation de l'état de service du matériel; et
  - e. Obtenir au besoin des conseils techniques supplémentaires ou de l'aide afin d'effectuer l'inspection et l'évaluation de l'aptitude au service du matériel.

## Conflit d'intérêts

11. En vertu de leur nomination, les inspecteurs ont l'autorité de recommander l'élimination d'article en tant que rebut. Pour cette raison, les inspecteurs ne peuvent détenir un compte client pour le matériel similaire à celui qu'ils sont, selon toute probabilité, susceptibles d'évaluer et ne doivent être responsables à titre personnel d'aucun compte d'approvisionnement.

**PART 3****CF 942/CF 942A TAGS/LABELS****General**

1. This part details the use and procedures for completing CF 942, Materiel Condition Tag and CF 942A, Materiel Condition Label. CF 942 Tags and CF 942A Labels are available through normal supply channels under:

- a. NSN 9905-21-872-2435 tag; and
- b. NSN 7690-21-868-6739 label.

**NOTE**

The use of the CF 942 and CF 942A does not preclude the preparation and use of additional identifying attachments prescribed by the reference publications listed under Part 1, paragraph 8.

**Description**

2. The CF 942 Tag shown as Figure 3-1 is used to identify the materiel and specify its condition when the materiel is either unsuitable for use or surplus to requirement. The CF 942 is usually attached directly to the materiel. The CF 942A duplicates the information contained on the CF 942 and is affixed to the outside of the protective container or package.

3. The CF 942 is divided into three parts. The main part, either white or pale blue-grey, provides space for identification information, serviceability declaration and repair data. The green part offers repair or disposal recommendations while the red part gives the initial indication of condition or reason for return. The green and the red parts are designed as tear-off items to facilitate the recording of the condition or changes in the condition of the materiel thus permitting ready identification of that condition.

4. If the CF 942 is complete (i.e., with the red and green parts intact), it indicates that the condition of the item has not been certified by a qualified

**PARTIE 3****ÉTIQUETTES ET ÉTIQUETTES AUTOCOLLANTES  
CF 942/CF 942A****Généralités**

1. La présente partie décrit de façon détaillée l'utilisation ainsi que la manière de remplir l'étiquette d'état du matériel CF 942 et l'étiquette autocollante d'état du matériel CF 942A. Les étiquettes CF 942 et les étiquettes autocollantes CF 942A sont distribuées par les voies d'approvisionnement normales à l'aide des numéros suivants :

- a. Étiquette, NNO 9905-21-872-2435; et
- b. Étiquette autocollante, NNO 7690-21-868-6739.

**NOTA**

L'utilisation des CF 942 et CF 942A n'empêche pas de préparer et d'utiliser d'autres méthodes d'identification décrites dans les publications de référence énumérées au paragraphe 8 de la partie 1.

**Description**

2. L'étiquette CF 942 illustrée à la figure 3-1 est utilisée afin d'identifier le matériel et d'en indiquer l'état lorsque le matériel est soit en mauvais état de service ou constitue un surplus par rapport aux besoins. L'étiquette CF 942 est habituellement attachée directement sur le matériel. L'étiquette autocollante CF 942A reprend l'information inscrite sur la CF 942 et est apposée sur l'extérieur du contenant ou de l'emballage de protection.

3. L'étiquette CF 942 est divisée en trois parties. La partie principale, qui est soit blanche, soit bleu-gris pâle, est prévue pour inscrire les données relatives à l'identification, à l'aptitude au service et à l'état de réparation. La partie verte contient des recommandations pour la réparation ou l'élimination, et la partie rouge, les indications initiales sur l'état ou la raison du retour. Les parties vertes et rouges sont détachables afin de faciliter l'enregistrement de l'état ou des changements dans l'état du matériel, permettant ainsi une lecture facile de l'état.

4. Si l'étiquette CF 942 est complète (c.-à-d. que les parties rouge et verte sont intactes), l'état de l'article n'a pas été certifié par un inspecteur

technical inspector. If the red part has been removed with the green part still intact, it means that a qualified technical inspector has verified the condition of the item and is recommending either repair or disposal. When both the red and the green parts have been removed and the inspector block is signed, it indicates that the item is serviceable.

## Policy and Use

5. It is important that the CF 942 is securely attached to the item, unit package or container, so that handling or opening of the container or package will not remove or mutilate the tag or label or cause the information to be obliterated or obscured. A CF 942, when completed as detailed in paragraphs 10 to 13, shall be affixed to an item of materiel whenever it is:

- a. Returned to a supply section from a customer account or CF repair facility regardless of condition status;
- b. Submitted for repair to a wing, base or station maintenance organization by a user unit or supply section and subsequently returned to the supply activity;
- c. Found unserviceable during a scheduled technical inspection; or
- d. Known or suspected to have changed condition while in the supply system.

6. Once the CF 942 or CF 942A has been affixed to an item of materiel, it shall not be removed or altered except:

- a. By a customer after receipt of issue of the item from the supply system or on return from a wing/base/station maintenance facility;
- b. By a qualified technical inspector when conditioning the item or verifying the condition; or
- c. By a civilian contractor after receipt of the item on the repair line.

7. A single CF 942 Tag shall be prepared and attached directly to the particular item of materiel. In cases where attaching the tag directly to the item

technique qualifié. Si la partie rouge a été retirée et que la partie verte est intacte, un inspecteur technique qualifié a vérifié l'état de l'article et recommande soit la réparation, soit l'élimination. Lorsque les parties rouge et verte ont toutes deux été retirées, et que l'espace réservé à la signature de l'inspecteur contient une signature, l'article est utilisable.

## Politique et utilisation

5. Il importe que l'étiquette CF 942 soit solidement fixée à l'article, à l'emballage de l'article ou au contenant de sorte que la manutention ou l'ouverture du contenant ou de l'emballage n'enlève ni ne détériore l'étiquette ou l'étiquette autocollante et n'oblitére ni ne brouille l'information. Une fois remplie comme le décrivent les paragraphes 10 à 13, l'étiquette CF 942 doit être fixée aux articles :

- a. Retournés à une section d'approvisionnement par un client ou une installation de réparation des FC peu importe leur état;
- b. Envoyés pour réparation à une organisation de maintenance d'escadre, de base ou de station par une unité utilisatrice ou par une section d'approvisionnement, puis retournés à l'approvisionnement;
- c. Jugés inutilisables lors d'une inspection technique prévue; ou
- d. Dont l'état a changé, ou est soupçonné d'avoir changé, lorsqu'ils étaient dans le système d'approvisionnement.

6. Une fois l'étiquette CF 942 ou l'étiquette autocollante 942A fixées à un article, elles ne doivent être ni enlevées ni modifiées sauf :

- a. Par un client après réception de l'article du système d'approvisionnement ou retourné par une installation de maintenance d'escadre, de base ou de station;
- b. Par un inspecteur technique qualifié lors de l'évaluation de l'état de service ou de la vérification de l'état de l'article; ou
- c. Par un entrepreneur civil après réception de l'article dans la chaîne de réparation.

7. Remplir une seule étiquette CF 942 et l'attacher directement à l'article approprié. Si le fait d'attacher l'étiquette directement sur l'article peut

might cause damage, the item should be placed in a clear plastic bag and the tag attached to the bag. For materials containing a chemical formulation which might damage or otherwise deface the CF 942, the tag should be enclosed in a transparent bag or wrapper. Where an item of materiel is subsequently placed in a protective container thus concealing the tag, a CF 942A Label shall be prepared and affixed to the container.

8. Although the CF 942 is multi-coloured to permit immediate recognition of the materiel condition, the presence of the main segment only does not necessarily indicate that materiel is serviceable unless the "INSPECTOR" block so certifies. Any uncertified materiel being returned to, or held in the supply system, shall be presumed to be unserviceable until the true condition has been verified.

### Responsibilities

9. As a general rule, the person held accountable for an item of materiel shall be responsible for the initial completion of the CF 942 to the extent to which they are qualified. Personnel shall be responsible for ensuring that a CF 942 is affixed to the materiel during all stages of handling and that it is not altered or removed except in accordance with the instructions prescribed in this CFTO.

### Completing the CF 942/CF 942A Tag/Label

10. The person removing, returning or inspecting the materiel shall complete the upper (white) half of the main part as follows:

- a. **Stock No.** – Insert NSN, "M" type stock number or locally assigned "L" type stock number as appropriate;

#### NOTE

"L" type stock numbered items are not to be returned to national stocks (depots).

- b. **Description** – Include a description of the item IAW A-LM-137-01A/LX-000 in space provided;

causer des dommages, placer l'article dans un sac de plastique transparent et attacher l'étiquette au sac. Dans le cas des matériaux renfermant un composé chimique pouvant endommager ou effacer d'une quelconque manière l'étiquette CF 942, placer l'étiquette dans un sac ou du matériau d'emballage transparent. Si l'article doit être placé dans un contenant de protection cachant ainsi l'étiquette, remplir une étiquette autocollante CF 942A et l'appliquer sur le contenant.

8. Bien que les différentes couleurs de l'étiquette CF 942 permettent de reconnaître facilement de l'état du matériel, une étiquette ne comportant que la partie principale n'indique pas nécessairement que le matériel est utilisable, sauf si la signature dans le bloc « INSPECTEUR » le certifie. Tout matériel non certifié retourné au système d'approvisionnement ou conservé dans celui-ci est supposé inutilisable tant que son état réel n'a pas été vérifié.

### Responsabilités

9. En règle générale, la personne responsable d'un article est également responsable de la préparation initiale de l'étiquette CF 942 dans la mesure de leurs compétences. Le personnel doit s'assurer qu'une étiquette CF 942 est fixée au matériel durant toutes les étapes de la manutention et que l'étiquette n'est ni altérée ni enlevée, sauf lorsque les instructions données dans la présente ITFC l'exigent.

### Préparation de l'étiquette et de l'étiquette autocollante CF 942/CF 942A

10. La personne chargée de la dépose, du retour ou de l'inspection du matériel doit remplir la moitié supérieure (blanche) de la partie principale comme suit :

- a. **N° de stock** – Inscrire au besoin le NNO, le numéro de stock de type M ou le numéro de stock de type L attribué par l'autorité locale;

#### NOTA

Ne pas retourner aux stocks nationaux (dépôts) les articles portant un numéro de stock de type L.

- b. **Description** – Inscrire dans l'espace fourni la description de l'article conformément à l'ITFC A-LM-137-01A/LX-000;

- c. **CFR/Serial No.** – Insert Canadian Forces Registration Number or Manufacturers Serial number as applicable;
- d. **Reference No.** – Insert manufacturers' part or model number;
- e. **Holding Unit** – Insert customer account number or Unit Identification Code (UIC); and
- f. **UCR No.** – Insert applicable Unsatisfactory Condition Report (CF 777) number or N.A. as appropriate.

11. The person removing, returning or inspecting the materiel shall also complete the red part as follows:

- a. **Unserviceable** – As far as is known, describe the nature of unserviceability or deficiency to provide the basis of assessment for the maintenance required or disposal of the item. If the item was found to be unserviceable prior to or during installation and test, insert the term "Pre-Installation Failure" or PIF (see CFTO C-05-015-014/AM-000). If the person removing, returning or inspecting the materiel is a senior or specialist inspector, ignore this entire paragraph and follow paragraph 12 or 13 as applicable;
- b. **Removal** – Check "SCHEDULED" or "UNSCHEDULED" as applicable;
- c. **Date** – Insert date of removal or return;
- d. **Technician/Customer** – Insert legible signature over printed name in block letters of the person who is removing or returning the item; and
- e. **Unit** – Insert identification of unit to which the person signing the red part belongs.

12. The specialist technical inspector conditioning the materiel shall complete the green and red parts as follows:

- c. **N° de série/Matricule** – Incrire au besoin le numéro matricule des Forces canadiennes ou le numéro de série du fabricant;
- d. **N° de référence** – Incrire le numéro de pièce ou de modèle du fabricant;
- e. **Unité de dépositaire** – Incrire le numéro de compte client ou le code d'identification d'unité (CIU); et
- f. **N° de RENS** – Incrire au besoin le numéro du rapport d'état non satisfaisant (CF 777) ou S.O. (sans objet).

11. La personne chargée de la dépose, du retour ou de l'inspection du matériel doit également remplir la partie rouge comme suit :

- a. **Inutilisable** – Décrire dans la mesure du possible la nature de la défectuosité ou de la déficience devant servir de point de départ à l'évaluation de l'article en termes de maintenance nécessaire ou d'élimination. Si l'article s'est révélé inutilisable avant ou durant la pose et l'essai, inscrire l'expression « Défaillance précédant l'installation » ou PIF (voir l'ITFC C-05-015-014/AM-000). Si la personne déposant, retournant ou inspectant le matériel est un inspecteur technique principal ou spécialisé, ne pas tenir compte du présent paragraphe et passer, selon le cas, au paragraphe 12 ou au paragraphe 13;
- b. **Enlèvement** – Cocher la case « PRÉVU » ou « NON PRÉVU », selon le cas;
- c. **Date** – Incrire la date de dépose ou de retour;
- d. **Technicien/Client** – Signer de façon lisible au-dessus du nom écrit en lettres moulées de la personne déposant ou retournant l'article; et
- e. **Unité** – Incrire l'unité à laquelle appartient la personne ayant signé la partie rouge.

12. L'inspecteur technique spécialiste effectuant l'évaluation de l'état de service du matériel doit remplir les parties verte et rouge comme suit :



- a. If the CF 942 states that the materiel is serviceable, the inspector shall remove and discard the red and green parts and complete the lower half of the white segment as below:

- (1) **Condemnation Disposal Authority** – Not applicable (N.A.),
- (2) **Preservation Type** – Insert method or type of preservation, as applicable,
- (3) **Expiry Date** – Insert expiry date of the preservations used, if any,
- (4) **Serviceable** – Check “NEW” or “REPAIRED” as applicable and indicate reason for return (e.g., surplus to requirement),
- (5) **Work Order No.** – If materiel is being returned through a base section maintenance facility, insert the applicable work order number,
- (6) **Modifications Completed** – If modification instructions are applicable to the materiel, mark the appropriate “YES” or “NO” box to indicate whether or not the modifications were completed as part of the repair action. Otherwise, check the “N.A.” box,
- (7) **Date** – Insert date of the inspection,
- (8) **Inspector** – Insert legible signature and stamp the tag with his inspection stamp, as required, and
- (9) **Unit** – Insert identification of the unit to which the inspector belongs.

- b. If the red part states that the materiel is unserviceable and this is verified, the inspector shall remove and discard the red part and complete the lower half of the white or green part as follows:

- (1) **Condemnation Disposal Authority** – Insert reference, as applicable,

- a. Si l'étiquette CF 942 indique que le matériel est utilisable, l'inspecteur doit enlever et jeter les parties rouge et verte et remplir la partie inférieure de la partie blanche comme suit :

- (1) **Autorisation de réforme et de liquidation** – Sans objet (S.O.),
- (2) **Conservation (Type)** – Inscrire, au besoin, la méthode ou le type de conservation utilisé,
- (3) **Échéance** – Inscrire, s'il y a lieu, la date d'échéance de la méthode de conservation utilisée,
- (4) **Utilisable** – Cocher selon le cas, la case « NEUF » ou « RÉPARÉ » et indiquer la raison du retour (p. ex. excédentaire),
- (5) **N° de la commande de travaux** – Si le matériel est retourné par une installation de maintenance de la base ou d'une section, inscrire le numéro de la commande de travail approprié,
- (6) **Modifications effectuées** – Si des instructions de modification s'appliquent au matériel, cocher, selon le cas, la case « OUI » ou « NON » afin d'indiquer si les modifications ont été effectuées dans le cadre de la réparation. Sinon, cocher la case « S.O. »,
- (7) **Date** – Inscrire la date d'inspection,
- (8) **Inspecteur** – Signer de façon lisible et estampiller, au besoin, l'étiquette à l'aide de l'estampille d'inspection, et
- (9) **Unité** – Inscrire l'unité à laquelle appartient l'inspecteur.

- b. Si la partie rouge indique que le matériel est inutilisable et que tel est bien le cas, l'inspecteur doit enlever et jeter la partie rouge et remplir la partie inférieure de la partie blanche ou verte comme suit :

- (1) **Autorisation de réforme et de liquidation** – Inscrire, au besoin, la référence,

- (2) **Preservation: Type** – Insert method or type of preservation, as applicable,
- (3) **Expiry Date** – Insert date of expiry of the preservation used, as applicable,
- (4) **Repair/Disposal** – State repair action required or disposal recommendation, as applicable,
- (5) **Date** – Insert date inspected,
- (6) **Inspector** – Insert legible signature and stamp the tag, with his inspection stamp, as required, and
- (7) **Unit** – Insert identification of unit to which the inspector belongs.

#### NOTE

Sub-sub-paragraphs 12.b. (4), (5), (6) and (7) refer to the green part only.

13. The specialist technical inspector examining materiel repaired in a wing, base or station maintenance facility, and being returned to the supply system or the customer account shall remove and discard the green and red parts and complete the lower half of the white segment as follows:

- a. **Condemnation Disposal Authority** – Not applicable (N.A.);
- b. **Preservation Type** – Insert method/type of preservation, as applicable;
- c. **Expiry Date** – Insert date of expiry of the preservation used, as applicable;
- d. **Serviceable** – Check “NEW” or “REPAIRED” as applicable and briefly describe maintenance performed, noting with references any functional or operational tests carried out (e.g., functional test or calibration carried out IAW CFTO X-XX-XXX-XXX/XX-XXX);
- e. **Work Order No.** – Insert the number of the applicable maintenance work order;

- (2) **Conservation (Type)** – Inscire, au besoin, la méthode ou le type de conservation utilisé,
- (3) **Date d'échéance** – Inscire, au besoin, la date d'échéance de la méthode de conservation utilisée,
- (4) **Réparation/Liquidation** – Indiquer, au besoin, les réparations nécessaires ou la recommandation de liquidation,
- (5) **Date** – Inscire la date d'inspection,
- (6) **Inspecteur** – Signer de façon lisible et estampiller, au besoin, l'étiquette à l'aide de l'estampille d'inspection, et
- (7) **Unité** – Inscire l'unité à laquelle appartient l'inspecteur.

#### NOTA


Les sous-alinéas 12.b. (4), (5), (6) et (7) s'appliquent à la partie verte uniquement.

13. L'inspecteur technique spécialiste examinant un matériel réparé par une installation de maintenance d'escadre, de base ou de station et retourné au système d'approvisionnement ou au compte client doit enlever et jeter les parties verte et rouge de l'étiquette et remplir la partie inférieure de la partie blanche comme suit :

- a. **Autorisation de réforme et de liquidation** – Sans objet (S.O.);
- b. **Conservation (Type)** – Inscire, au besoin, la méthode ou le type de conservation utilisé;
- c. **Date d'échéance** – Inscire, au besoin, la date d'échéance de la méthode de conservation utilisée;
- d. **Utilisable** – Cocher au besoin la case « NEUF » ou « RÉPARÉ » et décrire sommairement la maintenance effectuée et noter les références de tout essai de fonctionnement ou opérationnel effectué (p.ex. essai de fonctionnement ou étalonnage effectué conformément à l'ITFC X-XX-XXX-XXX/XX-XXX);
- e. **N° de la commande de travaux** – Inscire le numéro de la commande de travaux de maintenance approprié;

- f. **Modifications Completed** – If modification instructions are applicable to the materiel, mark the appropriate “YES” or “NO” box to indicate whether or not the modifications were completed as part of the repair action. Otherwise, check the “N.A.” box;
- g. **Date** – Insert date inspected;
- h. **Inspector** – Insert legible signature and stamp the tag with his inspection stamp as required; and
- i. **Unit** – Insert identification of the unit to which the inspector belongs.

- f. **Modifications effectuées** – Si des instructions de modification s’appliquent au matériel, cocher, selon le cas, la case « OUI » ou « NON » afin d’indiquer si les modifications ont été effectuées dans le cadre de la réparation. Sinon, cocher la case « S.O. »;
- g. **Date** – Inscrire la date d’inspection;
- h. **Inspecteur** – Signer de façon lisible et estampiller, au besoin, l’étiquette à l’aide de l’estampille d’inspection; et
- i. **Unité** – Inscrire l’unité à laquelle appartient l’inspecteur.

 <b>National Défense</b> <b>Defence nationale</b>		<b>MATERIEL CONDITION TAG</b> <b>ETIQUETTE D'ÉTAT</b> <b>DU MATÉRIEL</b>	
<i>Remove and destroy tag when equipment is placed in service</i>		<i>Enlever et détruire à la mise en service</i>	
<input type="checkbox"/> CF 358 ENCLOSED – PIÈCE JOINTE FC 358		<input type="checkbox"/> N/A – S/O	
<input type="checkbox"/> CF 543 ENCLOSED – PIÈCE JOINTE FC 543		<input type="checkbox"/> N/A – S/O	
STOCK NO. – N° DE STOCK			
DESCRIPTION			
CFR/SER NO. N° DE SÉRIE/ MATRICULE		REF NO. – N° DE RÉFÉRENCE	
HOLDING UNIT – UNITÉ DE DÉPOSITOIRE		REMOVED FROM – PRÉLEVÉ DE	
UCR NO. – N° DE RENS		CONDEMNATION DISPOSAL AUTHORITY AUTORISATION DE RÉFORME ET DE LIQUIDATION	
PRESERVATION (TYPE) – CONSERVATION (TYPE)		EXPIRY DATE – ÉCHÉANCE	
SERVICEABLE – UTILISABLE  DESCRIBE BRIEFLY MAINTENANCE COMPLETED DESCRIPTION SOMMAIRE DE L'ENTRETIEN		NEW NEUF <input type="checkbox"/> REPAIRED RÉPARÉ <input type="checkbox"/>  WORK ORDER NO. N° DE LA COMMANDE DE TRAVAUX	
		MODIFICATIONS COMPLETED MODIFICATIONS EFFECTUÉES YES OUI <input type="checkbox"/> NO NON <input type="checkbox"/> N/A S/O <input type="checkbox"/>	
DATE	INSPECTOR – INSPECTEUR	UNIT – UNITÉ	
REPAIRABLE/DISPOSAL RÉPARATION/LIQUIDATION		(DESCRIBE BRIEFLY ACTION TO BE TAKEN) (DESCRIPTION SOMMAIRE DES ACTIONS REQUISES)	
		REPAIRABLE RÉPARABLE      YES OUI <input type="checkbox"/> NO NON <input type="checkbox"/>	
DATE	INSPECTOR – INSPECTUEUR	UNIT – UNITÉ	
UNSERVICEABLE INUTILISABLE		(DESCRIBE BRIEFLY THE DEFICIENCY) (DESCRIPTION SOMMAIRE DE LA DÉFÉCTUOSITÉ)	
REMOVAL – ENLÈVEMENT		SCHEDULED PRÉVU <input type="checkbox"/> UNSCHEDULED NON PRÉVU <input type="checkbox"/>	
DATE	TECHNICIAN/CUSTOMER- TECHNICIEN/CLIENT	UNIT – UNITÉ	

CF 942 (7/89) 9905-21-872-2435 Y0200000

Figure 3-1 Sample Materiel Condition Tag (CF 942)  
 Figure 3-1 Exemple d'une étiquette d'état du matériel (CF 942)

**PART 4****ADDITIONAL NOTES****General**

1. Personnel shall exercise care at all levels to ensure that information entered on the CF 942 and CF 942A is legible. When tags and labels are done by hand, printing is preferred. In busy repair or receiving sections, blank tags/labels may be pre-stamped. However, these tags/labels shall not be attached to any materiel until the condition has been verified. When required, tags and labels should be placed in a clear plastic bag to ensure that the perforated parts (red and green) of the tag are not lost and to maintain the overall condition and readability of the tag.

**Missing NSNs**

2. Where a NSN is not known, the NSN of the parent equipment or next higher assembly shall be included in the "REMOVED FROM" block and the following information, if available, included on the reverse side of the CF 942 Tag:

- a. Manufacturer's name;
- b. Drawing number; and
- c. End use and remarks.

**Missing Items**

3. Generally, materiel shall be returned complete as per the applicable checklist or a manufacturer's list. When materiel being returned is incomplete, the missing items shall be annotated on the CF 942 or CF 942A. Where applicable, the serial number of the relevant Form CF 1064 Deviation Record shall also be annotated and enclosed with the returned materiel.

**Functional Tests**

4. When functional tests are necessary to determine the condition of an item, the results and evaluation of the tests shall be recorded on the reverse side of the CF 942 Tag.

**PARTIE 4****NOTA SUPPLÉMENTAIRES****Généralités**

1. Le personnel à tous les échelons doit s'assurer que l'information inscrite sur les étiquettes et sur les étiquettes autocollantes CF 942 et CF 942A est lisible. Lorsque l'information est écrite à la main, écrire de préférence en lettres moulées. Dans les sections de réparation ou de réception très occupées, des étiquettes et des étiquettes autocollantes vierges peuvent être estampillées à l'avance. Ces étiquettes et étiquettes autocollantes ne doivent toutefois être fixées à aucun matériel avant que l'état de ce dernier n'ait été vérifié. Placer au besoin les étiquettes et les étiquettes autocollantes dans un sac de plastique transparent afin de s'assurer que les parties détachables (rouge et verte) de l'étiquette ne puissent être perdues et afin de préserver l'état général et la lisibilité de l'étiquette.

**NNO manquants**

2. Lorsque le NNO est inconnu, inscrire le NNO du matériel parent ou ensemble immédiatement supérieur dans le bloc « PRÉLEVÉ DE » et inscrire l'information suivante, si elle est disponible, au verso de l'étiquette CF 942 :

- a. Nom du fabricant;
- b. Numéro de dessin; et
- c. Utilisation finale et remarques.

**Articles manquants**

3. Le matériel doit en général être retourné au complet conformément à la liste de contrôle connexe ou à la liste de contrôle du fabricant. Si le matériel retourné est incomplet, les articles manquants doivent être indiqués sur l'étiquette ou l'étiquette autocollante CF 942 ou CF 942A. Le cas échéant, inscrire également le numéro de série de la fiche de pièces manquantes CF 1064 et l'emballer avec le matériel retourné.

**Essais de fonctionnement**

4. Lorsque des essais de fonctionnement sont nécessaires pour déterminer l'état d'un article, les résultats des essais et l'évaluation de ces résultats doivent être inscrits au verso de l'étiquette CF 942.

## Electronic Equipment

5. When the CF 942 is used for electronic equipment being returned as serviceable, the reverse side shall bear a statement signed by the section supervisor to the effect that:

- a. The returned item is complete as to hardware, components, leads and cables; and
- b. The item was subjected to an operational check immediately prior to return to the supply section and that it met required specifications.

### NOTE

Where such statement is omitted, the inspector conditioning the item shall declare it as repairable.

## Contractors

6. When the use of either the CF 942 or CF 942A is stipulated as a requirement in repair and overhaul (R&O) contracts, contractor inspectors shall follow the applicable instruction in this part for purposes of completion. Where signatures are required, they shall be legible. An inspector's identifying stamp is acceptable unless otherwise stated in the contract.

## Conditioning Terms

7. When completing the CF 942/CF 942A Tags/Labels, the following terms may be used, as appropriate, for general condition classifications. However, each term must be amplified, or supplemented by other terms or statements that are requirements of the instructions in this CFTO or in other orders and instructions pertaining to the handling and maintenance of materiel.

- a. **Beyond Local Repair (BLR)** – As defined under Part 1, sub-paragraph 6.a.;
- b. **Beyond Economical Repair (BER) (condemned)** – As defined under Part 1, sub-paragraph 6.b.;

## Matériel électronique

5. Lorsque l'étiquette CF 942 est utilisée pour le retour de matériel électronique en tant que matériel utilisable, le superviseur de la section doit rédiger et signer, au verso de l'étiquette, une déclaration selon laquelle :

- a. L'article retourné est complet en termes de pièces de fixation, de composants, de conducteurs et de câbles; et
- b. L'article a été soumis à une vérification d'état de marche immédiatement avant le retour à la section d'approvisionnement et il satisfait aux spécifications afférentes.

### NOTA

Si cette déclaration est omise, l'inspecteur effectuant l'évaluation de l'état de service de l'article doit le déclarer réparable.

## Entrepreneurs

6. Lorsque l'utilisation des étiquettes et des étiquettes autocollantes CF 942 ou CF 942A est stipulée dans les modalités des contrats de réparation et de révision (R et R), les inspecteurs de l'entrepreneur doivent observer l'instruction pertinente énoncée dans la présente partie afin que leur travail soit considéré comme étant complet. Les signatures nécessaires doivent être lisibles. Sauf stipulation contraire prévue au contrat, l'estampille d'identification d'un inspecteur est acceptable.

## Termes utilisés pour l'évaluation de l'état de service

7. Lors de la préparation des étiquettes et étiquettes autocollantes CF 942/CF 942A, utiliser, au besoin, les termes suivants pour le classement de l'état général. Toutefois, chaque terme doit être complété par d'autres termes ou déclarations exigés par les instructions de la présente ITFC ou d'autres instructions touchant la manutention et la maintenance du matériel.

- a. **Non réparable sur place (NRSP)** – Conformément à la définition donnée au sous-paragraphe 6.a. de la partie 1;
- b. **Réparation non rentable (RNR) (irréparable)** – Conformément à la définition donnée au sous-paragraphe 6.b. de la partie 1;

- c. **Repairable** – As defined under Part 1, sub-paragraph 6.h.;
- d. **Serviceable** – As defined under Part 1, sub-paragraph 6.i.; and
- e. **Unserviceable** – As defined under Part 1, sub-paragraph 6.j.

- c. **Réparable** – Conformément à la définition donnée au sous-paragraphe 6.h. de la partie 1;
- d. **Utilisable** – Conformément à la définition donnée au sous-paragraphe 6.i. de la partie 1; et
- e. **Inutilisable** – Conformément à la définition donnée au sous-paragraphe 6.j. de la partie 1.







LEMS EQUIPMENT INSPECTION REPORT

PERSONNEL AND LOAD CARRYING WHEELED VEHICLES

INSTRUCTIONS:

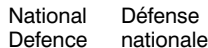
1. WHEN USING THE “ADDRESS-O-GRAPH”, PLACE THIS FORM “*UPSIDE-DOWN*” IN THE MACHINE, AND USE THE SLIDER MECHANISM “***ONCE ONLY***”.
2. ALL DETAILS PERTAINING TO THIS FORM ARE CONTAINED IN CFTO C-04-020-008/AG-001.

DND 2027 (06-2009) 7530-21-911-2217  
(FORMULAIRE DISPONIBLE EN FRANÇAIS – DND 2029)

Design: Forms Management 613-993-4050  
Conception : Gestion des formulaires 613-993-4062

NOTE: TURN CARBONS *BEFORE* COMPLETING REVERSE OF FORM

NOTE: ENSURE CARBONS ARE TURNED *BEFORE* COMPLETING THIS SIDE OF FORM



## LEMS EQUIPMENT INSPECTION REPORT

### PERSONNEL AND LOAD CARRYING WHEELED VEHICLES

**NOTE: SAFETY ITEMS ARE SHADED**

IDENTIFIER														
SYSTEM				SUB-SYSTEM										
NOMENCLATURE														
CFR NO.							ECC							

UNIT	DATE
LOCATION	HOURS OF OPERATION
MODEL / TYPE	CONDITION CLASS.
SERIAL NO.	TYPE OF INSPECTION
ODOMETER READING	ESTIMATED LABOUR (PERSON HOURS)

**LEGEND:**



✓ = SERVICEABLE  
O = OPERATOR ACTION REQUIRED  
M = MAINTENANCE ACTION REQUIRED

<b>1. ENGINE</b>	⬇	<b>2. EXHAUST AND INTAKE SYSTEM</b>	⬇	<b>3. COOLING SYSTEM</b>	⬇
(A) Oil level		<b>(A) Manifolds</b>		(A) Coolant level / strength	
(B) Engine performance		(B) Air cleaner / pipes / connectors		(B) Radiator / cap	
(C) Compression		(C) Heat riser		(C) Hoses / connections	
(D) Head and valves		(D) Blower and drive		(D) Thermostat	
(E) Timing — ignition / injector		(E) Turbo-compressor		(E) Water pump	
<b>(F) Governor operation</b>		<b>(F) Guards and shields</b>		(F) Header / overflow tank	
(G) Seals and gaskets		<b>(G) Pipes / mufflers / clamps</b>		(G) Fan and shroud	
(H) Mounts		(H) Rain vents		(H) Winter front / shutter	
(J) Filters — air / oil / fuel		(J) Seals and gaskets		(J) Oil coolers / lines	
(K) Pollution control devices		(K) Security of components		(K) Seals and gaskets	
(L) Drive belts / pulley / tensioner		(L) Exhaust brake		(L) Fan belts	
(M) Oil pump		(M) Intercooler		(M) Air conditioning	
<b>(N) Jacob's brake</b>		(N)		(N) Pumps (aux. heater)	
(O) Injector drive assembly		(O)		(O)	
(P)		(P)		(P)	
<b>4. FUEL SYSTEM</b>		<b>5. ELECTRICAL SYSTEM</b>		<b>5. ELECTRICAL SYSTEM (Cont'd)</b>	
(A) Tank and cap		(A) Distributor / magneto		<b>(M) Instruments / gauges</b>	
(B) Lines / connections		(B) Ignition coil		<b>(N) Circuit breakers / fuses</b>	
(C) Seals / gaskets		(C) Spark plugs / wiring		(O) Heaters and controls	
(D) Pump / vacuum / pressure test		(D) Generator / alternator		(P) Bilge pumps	
(E) Injectors / carburetors		(E) Voltage regulator / relays		(Q) Electric motors / wiring	
(F) Linkages		(F) Starter / drives / solenoids		(R) Motor / speed controls	
(G) Filters / vents		<b>(G) Horns / sirens / alarms</b>		<b>(S) Safety switches / Master switch</b>	
<b>(H) Governor</b>		(H) Cables / wiring / connectors		(T) Microprocessor control unit	
(J) Starting aids		(J) Batteries / boxes		(U) Modules / sensors	
(K) Fuel lock		(K) Receptacles-slave / trailer		(V) Fuel sending unit / pick-up	
(L) Vaporizer		<b>(L) Lights / switches</b>		(W) Solenoids	

[illegible]

THE SAFETY INSPECTION AND TESTS REQUIRED BY CFTO'S **AND/OR** THE PROVINCIAL HIGHWAY TRAFFIC ACT HAVE BEEN COMPLETED AND THE EQUIPMENT IS CERTIFIED SAFE TO OPERATE.


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THIS EQUIPMENT IS **UNSAFE** TO OPERATE AND SHALL BE REMOVED FROM SERVICE UNTIL THE REPAIRS LISTED BELOW ARE COMPLETED.

7

## URGENT REPAIRS



<b>THE ABOVE-NOTED REPAIRS AND TESTS HAVE BEEN COMPLETED AND THE EQUIPMENT MAY BE RETURNED TO SERVICE</b> 		<b>TECHNICIAN</b> _____ Signature	<b>DATE</b> _____
<b>INSPECTOR</b> _____ Signature	<b>DATE</b> _____	<b>MAINTENANCE OFFICER</b> _____ Signature	<b>DATE</b> _____



## **STATEMENT OF WORK (SOW)**

### **BV-206 MAINTENANCE AND TRAINING**

#### **1.0 General**

The Department of National Defence (DND) requires Field Service Representatives (FSRs) for evaluation and inspection, the provision of maintenance services, including fault troubleshooting, repair and technical support, vehicle technician training services and driver training services to the Canadian Forces at Canadian Forces Base (CFB) Edmonton, Alberta.

The following documents form part of this Statement of Work (SOW) specified herein. Unless otherwise stated in this specification, applicable documents must be the most current edition.

#### **1.1 Purpose**

The purpose of this SOW is to define the DND requirement to bring up to a maximum of fifty-nine (59) BV-206 terrain vehicles to class "S" condition, and to provide select Canadian Forces Personnel with maintenance and driver training services.

#### **1.2 Definitions**

The following definitions shall be applied to the interpretation of this SOW:

- a) "Quality Assurance Representative" is the government official responsible for ensuring that material and services supplied by the contractor conform to the specified requirements;
- b) "Technical Authority Approved Equivalent" means a feature, or component, which has been evaluated by the TA and determined to meet the specified requirements for form, fit, function and performance as applicable.
- c) "Serviceable (Class "S") condition" is defined as possessing the capability to perform the functions for which the equipment/component is designed and used, and all OEM recommended preventative maintenance has been performed. Class "S" condition will be determined upon evaluation of the LEMS Equipment Inspection Report (ANNEX E)

#### **2.0 Evaluation of Fleet and Provision of Fleet Condition Report**

- a) The Contractor shall conduct a full equipment inspection of the sixty-eight (68) serviceable and unserviceable BV-206 vehicles at CFB Edmonton. Based on its technical knowledge, the Contractor shall provide a written report recommending which vehicles are to be selected to be brought up to class "S".
- b) The Contractor shall provide a Condition Report in writing to the Technical Authority (TA) and Procurement Authority (PA). The Condition Report shall include at a minimum the following:
  - (I) The Contractor shall include in the Condition Report any damaged or missing material on the selected vehicles, including:
    - (i) Item Description
    - (ii) Nato Stock Number (NSN)
    - (iii) Quantity required

(iv) Canadian Forces Registration (CFR) Number

- (II) The Contractor shall provide a recommended Engineering and Major Assembly System (EMAS) and Recommended Spare Parts List (RSPL), in Microsoft Excel format, to the TA and PA within the Condition Report. The TA will examine the list and parts manual to determine if any item shall be added or deleted from the list. These recommendations shall be sufficient to sustain the fleet of BV-206 vehicles for a minimum of two years after the completion of the contract.

All items in the RSPL shall be identified as follows:

- (i) Item Description
- (ii) Nato Stock Number (NSN)
- (iii) Original Equipment Manufacturer (OEM) number
- (iv) OEM supply code or NCAGE number
- (v) Quantity per vehicle
- (vi) Quantity recommended
- (vii) Unit of issue

- (III) As part of the Condition report, the Contractor shall recommend to the TA and PA the most expedient and cost-effective mechanism (purchase or other) to source the EMAS and spare parts required to sustain the fleet of BV206 vehicles for a minimum of two (2) years after the completion of the contract.

- (IV) The Contractor shall include in the Condition Report a recommended list of BV-206 specialized tooling, tool kits and test equipment required to bring the vehicles to class "S". Upon approval from the TA, all portable tool kits will be delivered to CFB Edmonton by DND one (1) month after Condition Report has been received.

- (V) The Contractor shall also include in the Condition Report the completed DND form "LEMS EQUIPMENT INSPECTION REPORT" (ANNEX E), for all sixty-eight (68) vehicles.

- (c) The Contractor shall submit a detailed production plan and schedule that will be followed in order to bring the vehicles to class "S". The production plan shall include the following:

- (i) schedule of when each vehicle will be brought to class "S" by CFR
- (ii) tasks required to bring each vehicle to class "S"
- (iii) material required to bring each vehicle to class "S"
- (iv) CF personnel required

### **3.0 Provision of Field Service Representative (FSR)**

- a) The Contractor shall provide one (1) FSR to perform the following tasks:
- b) The FSR shall provide fault troubleshooting, inspection and technical support to the Canadian Forces at CFB Edmonton.

- c) In the event that the FSR identifies components required to bring the vehicles to class “S” that are not available in the CF inventory or as used parts from the balance of the fleet, the FSR shall provide a list of such parts to the PA. This list shall include the following:
  - (i) Item Description
  - (ii) Nato Stock Number (NSN)
  - (iii) Quantity required
- d) The FSR shall inspect and complete all calibration of special tools and test equipment.

#### **4.0 Procurement of Required Spare Parts**

- a) The PA will identify any items required for procurement by submitting a DND 626 Task Authorization form to the Contractor.
- b) The Contractor shall provide the following data elements for the requested items:
  - (i) Item Description
  - (ii) Nato Stock Number (NSN)
  - (iii) OEM number
- (v) OEM supply code or NCAGE number
- (vi) Quantity required
- (vii) Unit Price
- (viii) Unit of issue
- c) The contractor shall provide technical information on all components procured by the Contractor, which shall be sufficient to allow DND to fully support DND operations. This could include specifications, standards, drawings, or catalogues with brief description of relevant dimensional, material, mechanical, electrical and physical/performance characteristics.
- d) In the event that the requested NSN cannot be sourced, the Contractor may provide a Technical Authority Approved Equivalent defined in Article 1.2 (b).

#### **5.0 Provision of Maintenance Familiarization Training Services**

- a) The Contractor shall provide instructors to deliver Maintenance Familiarization Training to twelve (12) maintenance personnel at CFB Edmonton. The ratio of instructor to student shall not exceed six (6) students per one (1) instructor.
- b) The training shall commence once all vehicles have been brought to class “S”.
- c) Classroom space will be provided by CFB Edmonton.
- d) The Contractor shall deliver electronic documentation of the training package to the TA and PA for approval. Once the training package has been approved, the Contractor shall provide paper documentation to the candidates for reference.

- e) The Contractor shall provide at least two (2) eight (8) hour days of Maintenance Familiarization Training.
- f) After completion of the training sessions, the Contractor shall provide a “PROOF OF MAINTENANCE TRAINING” certificate for each student signed by the instructor and submitted to the TA and PA in electronic format.
- g) The following shall be included but not limited to in the course curriculum:
  - (i) Operation and maintenance safety precautions
  - (ii) Preventative maintenance including servicing schedules
  - (iii) Troubleshooting, testing and adjustments
  - (iv) Special tools and test equipment
  - (v) Engine, lubrication points, tune up procedures, assembly replacement and fault finding
  - (vi) Drive line, adjustments, lubrication and parts replacement
  - (vii) Transmission, adjustments and assembly replacements
  - (viii) Brakes, adjustments, mechanical and electronic fault finding
  - (ix) Electronic, path of power recognition and most usual fault finding
  - (x) Steering and recovery procedures
- h) All training and documentation shall be provided in both official languages.

## **6.0 Provision of “Train the Trainer” Driver Training Course**

- a) The Contractor shall provide one (1) Train the Trainer Driver Training course to twelve (12) personnel at CFB Edmonton. The ratio of instructor to student shall not exceed six (6) students per one (1) instructor.
- b) Classroom space will be provided by CFB Edmonton.
- c) The training shall commence once all the vehicles have been brought to class “S” and the Maintenance Familiarization Training has been completed.
- d) The Contractor shall deliver electronic documentation of the training package to the TA and PA for approval. Once the training package has been approved, the Contractor shall provide paper documentation to the candidates for reference.
- e) To qualify DND personnel on different facets and driving techniques of the BV-206 in all types of terrain, the driver training shall consist of:
  - (i) Safety precautions to be observed while operating the vehicle
  - (ii) Vehicle/equipment operating characteristics
  - (iii) Pre-Operating and pre-shutdown procedures
  - (iv) Daily/Weekly operator servicing procedures
  - (v) BV-206 subsystems
  - (vi) Drivers Basic training exercises, road and light terrain
  - (vii) Start /stop in slope, emergency manoeuvres
  - (viii) Daily periodical check list
  - (ix) Crew repair maintenance tasks

- (x) Driving in ice and snow covered conditions
  - (xi) Driving conditions, emergency manoeuvres
  - (xii) Different techniques climbing slopes, start stop up hill
- f) After completion of the training sessions, the Contractor shall provide a “PROOF OF OPERATOR TRAINING” certificate for each student signed by the instructor and submitted to the TA and PA in electronic format.
- g) All training and documentation shall be provided in both official languages.

## **7.0 Applicable Documents**

C-02-005-009/AM-000 Maintenance Policy, Inspection and Conditioning of Material

## **8.0 Workshop and Equipment Access**

- a) The Contractor will be provided four (4) adjacent bays at CFB Edmonton, within a heated workshop, with access to the shops tool crib for shop tooling. Four (4) mechanics tool boxes will be available for use by the FSR, instructors and DND trainees. These four (4) bays will be available for the entire period of the contract.
- b) DND will provide access to allow the use of CFB Edmonton’s workshop, recovery/towing support, technical support such as tools and test equipment, POL, waste POL, battery, machine shop and welding equipment.

## **9.0 Deliverables**

- a) Any written or verbal deliverables resulting from this contract must be delivered in both official languages (English and French).
- b) The Contractor shall provide a written report to the TA recommending which vehicles will be brought to class “S” as per Article 2.0 (a).
- c) The Contractor shall provide a Condition Report to the TA and PA as per Article 2.0 (b through h).
- d) The Contractor shall submit a detailed production plan and schedule of the work to be completed within forty-five (45) days of contract award as per Article 2.0 (i).
- e) The Contractor shall provide a Maintenance Familiarization Training package as per Article 5.0 (d).
- f) The Contractor shall deliver Maintenance Familiarization Training to twelve (12) maintenance personnel as per Article 5.0 (a)
- g) The Contractor shall provide a Train the Trainer Driver Training package as per Article 6.0 (d)
- h) The Contractor shall deliver Train the Trainer Driver Training to twelve (12) personnel as per Article 6.0 (a)





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W8486-123558

Security Classification / Classification de sécurité  
UNCLASSIFIED

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

If Yes, Indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité:

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:

Document Number / Numéro du document:

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:

Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes  
Non Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☐ No ☒ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes  
Non Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui



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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ		NATO					COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets Renseignements / Biens Production	✓	✓														
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

**13. Organization Project Authority / Chargé de projet de l'organisme**

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Saeed Toolabi

Technical Authority, DSVPM 3-10

Telephone No. - N° de téléphone  
819-997-9619

Facsimile No. - N° de télécopieur  
819-997-0382

E-mail address - Adresse courriel  
saeed.toolabi@forces.gc.ca

Date

16-02-2012

**14. Organization Security Authority / Responsable de la sécurité de l'organisme**

Name (print) - Nom (en lettres moulées)

Sasha Medjovic, CE MP GP HQ - Industrial Security

Signature

Senior Security Analyst

Tel: 613-949-1066 / Fax: 613-949-1069

E-mail: sasha.medjovic@forces.gc.ca

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

2012-02-28

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No  
Non

☒ Yes  
Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Darren Langdon, DIP 10-2-2

Procurement Supervisor

Telephone No. - N° de téléphone  
819-994-3919

Facsimile No. - N° de télécopieur  
819-997-0382

E-mail address - Adresse courriel  
darren.langdon@forces.gc.ca

Date

16 Feb 2012

**17. Contracting Security Authority / Autorité contractante en matière de sécurité**

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date