

## **APPENDIX A2**

### **Deliverable Data**



This appendix contains the Contract Deliverable Requirements List (CDRL) and the Data Item Descriptions (DIDs) that are called up in the Statement of Work - Annex A, and are summarized in Table 1 below. The CDRL specifies deliverable data submission, distribution and approval requirements, and the DIDs specify deliverable data content and format requirements.

**Table 1 – Deliverable Data**

CDRLITEM NUMBER	DID ID NUMBER	TITLE
001	PM-001	Meeting Agenda
002	PM-002	Meeting Minutes
003	PM-003	Action Item Registry
004	PM-004	Master Project Schedule
005	PM-005	Progress Report
006	PM-006	Closeout Report
007	SE-001	Quality Plan
008	SE-002	Test Plan
009	SE-003	First Article Approval Procedure – VIP Mk25
010	SE-003	First Article Approval Procedure – Flange Assemblies
011	SE-004	First Article Inspection Report – VIP Mk25
012	SE-004	First Article Inspection Report – Flange Assemblies
013	SE-005	Third Party Reliability and Cleanliness Report
014	SE-006	Technical Report
015	SE-007	Delivery Report
016	SE-008	Design Change / Deviation
017	SE-009	Request for Waiver
018	SE-010	Request for Additional Work
019	ISS-001	Warranty Repair Report

## CONTRACT DELIVERABLE REQUIREMENTS LIST

### 1. CDRL FORMAT DESCRIPTION

The following defines the various blocks of information found on the Contract Data Requirements List (CDRL) forms:

#### 1.1 BLOCK 1 - ITEM NUMBER

A sequential three-digit number to uniquely identify the individual data item.

#### 1.2 BLOCK 2 - TITLE OR DESCRIPTION

The title of the data item being referred to in this CDRL.

#### 1.3 BLOCK 3 - SUBTITLE

The subtitle of the data item for the CDRL if the title requires further identification.

#### 1.4 BLOCK 4 - AUTHORITY (Data Item Number)

Indicates the Data Item Description (DID) number to which this CDRL refers.

#### 1.5 BLOCK 5 - CONTRACT REFERENCE

The specific article from the Contract or paragraph number from the Statement of Work, or other applicable document that identifies the work effort associated with the data item.

#### 1.6 BLOCK 6 – REQUIRING OFFICE

Identifies the authority responsible for defining the data requirement, and ensuring the adequacy of the delivered data item.

#### 1.7 BLOCK 7 - INSPECTION

Indicates the requirement for Inspection and Acceptance of the data item. The following codes are used:

<u>CODE</u>	<u>INSPECTION</u>	<u>ACCEPTANCE</u>
SS	Source	Source
DD	Destination	Destination
SD	Source	Destination
DS	Destination	Source

#### 1.8 BLOCK 8 - APPROVAL CODE (APP CODE)

“A” indicates approval of a preliminary draft is required before submission of the final document.

#### 1.9 BLOCK 9 - INPUT

“X” indicates that the data represents the integrated results of inputs from associated contractors.

### 1.10 BLOCK 10 - FREQUENCY

Indicates the frequency of delivery of the data. The following frequency codes are used:

ANNLY	Annually
ASGEN	As generated
ASREQ	As required
BI-MO	Every 2 months
BI-WK	Every 2 weeks
DAILY	Daily
MNTHY	Monthly
ONE/R	One time with revisions
OTIME	One time
QRTLY	Quarterly
R/ASR	Revisions as required
SEMIA	Semi-annually
WKLY	Weekly

### 1.11 BLOCK 11 - AS OF DATE

The date that the data item is due, or the constraint if constrained by an event or milestone, if only one submission is required. The following abbreviations are used for constraints:

ASGEN	As generated
ASREQ	As required
DACA	Days after contract award
MACA	Months after contract award
EOM	End of month
EOQ	End of quarter

### 1.12 BLOCK 12 - DATE OF 1ST SUBMISSION

The date that the first submission of the data item is due, or the constraint if constrained by an event or milestone, if multiple submissions are required. The abbreviations listed above for Block 11 are used for constraints.

### 1.13 BLOCK 13 - DATE OF SUBSEQUENT SUBMISSION / SUB EVENT ID

The dates that the subsequent submissions of the data item are due, or the constraint if constrained by an event or milestone, if multiple submissions are required. The abbreviations listed above for Block 11 are used for constraints.

### 1.14 BLOCK 14 - DISTRIBUTION AND ADDRESSEES

The addressees and the respective number of copies (hard copies and soft copies separately), for the first submission and subsequent submissions of the data item. The following addressee abbreviations are used.

CA	Contract Authority
PA	Procurement Authority
TA	Technical Authority

**1.15 BLOCK 15 - TOTAL**

The total number of copies (hard copies and soft copies separately) for the first submission and subsequent submissions of the data item.

**1.16 BLOCK 16 - REMARKS**

Additional or clarifying information.

**1.17 BLOCKS 17 - 19**

These blocks are for Contractor input as required.

**CONTRACT DATA REQUIREMENTS LIST – LISTE DES DONNES ESSENTIELLES AU CONTRAT**

1. ITEM NUMBER NUMÉRO D'ORDRE	2. TITLE OR DESCRIPTION – TITRE OU DESCRIPTION DE DONNES 3. SUBTITLE – SOUS TITRE	6. REQUIRING OFFICE BUREAU DEMANDEUR			10. FREQUENCY FRÉQUENCE	12. DATE OF 1ST SUBMISSION DATE DE PRÉSENTATION INITIALE	14. DISTRIBUTION AND ADDRESSEES DISTRIBUTION ET DESTINATAIRES (Address – Regular Copies / Dentinaire – nombre d'originaux réguliers Repro Copies – prêts à produire)					
4. AUTHORITY (Data Item Number) NUMÉRO DE DESCRIPTION DE DONNÉES	5. CONTRACT REFERENCE RENOI AU CONTRAT	7.	8. APP CODE CODE D'APPRO	9. INPUT MISE EN COM-MUN	11. AS OF DATE DATE	13. DATE OF SUBSEQUENT SUB EVENT ID DATE DE PRÉSENTATION SUBSEQUENTE/MOTIF DE NON-LIVRAISON						
001	2. Meeting Agenda 3.	6. Technical Authority			10. ASREQ	12. Kick-off Meeting						
4. PM-001	5. Annex A, Paragraph 2.2	7. SD	8. A (See Block 16)	9.	11.	13. (See Block 16)	14. CA		1st Hard	1st Soft	Subseq. Hard	Subseq. Soft
							PA		1	1	1	1
							TA		1	1	1	1
							15. TOTAL		3	3	3	3
16. REMARKS – REMARQUES <p>Approval (Block 8): The Contractor must submit the Draft Meeting Agenda for review within five (5) working days before each meeting.</p> <p>Canada will provide review comments on the Draft Meeting Agenda within three (3) working days after receiving the Draft Meeting Agenda.</p> <p>The Contractor must submit the Final Meeting Agenda incorporating Canada's review comments within five (5) working days after the meeting, along with the Draft Meeting Minutes and Draft Action Item Registry.</p> <p>Subsequent Submissions (Block 13): The Contractor must submit subsequent Meeting Agenda prior to each Progress Review Meeting and as determined by the TA for any scheduled Technical review Meeting.</p> <p>Distribution (Block 14): In addition to the distribution requirements detailed in Block 14, the Contractor must distribute one (1) paper copy of the Final Meeting Agenda incorporating Canada's review comments, at the meeting, to each meeting attendee.</p>							(See also Block 16)					

17. CONTRACT FILE / DOCUMENT NUMBER DOSSIER DE L'ENTREPRENEUR / NUMÉRO DU DOCUMENT
18. ESTIMATED NUMBER OF PAGES NOMBRE APPROXIMATIF DE PAGES
19. ESTIMATED PRICE ESTIMATION DU COUT

1. ITEM NUMBER NUMÉRO D'ORDRE	2. TITLE OR DESCRIPTION – TITRE OU DESCRIPTION DE DONNES 3. SUBTITLE – SOUS TITRE	6. REQUIRING OFFICE BUREAU DEMANDEUR			10. FREQUENCY FRÉQUENCE	12. DATE OF 1ST SUBMISSION DATE DE PRÉSENTATION INITIALE	14. DISTRIBUTION AND ADDRESSEES DISTRIBUTION ET DESTINATAIRES (Address – Regular Copies / Dentinaire – nombre d'originaux réguliers Repro Copies – prêts a produire)										
4. AUTHORITY (Data Item Number) NUMÉRO DE DESCRIPTION DE DONNÉES		5. CONTRACT REFERENCE RENVOI AU CONTRAT		7.	8. APP CODE CODE D'APPRO	9. INPUT MISE EN COM-MUN	11. AS OF DATE DATE	13. DATE OF SUBSEQUENT SUB EVENT ID DATE DE PRÉSENTATION SUBSÉQUENTE/MOTIF DE NON-LIVRAISON									
1. 002	2. Meeting Minutes 3.		6. Technical Authority			10. ASREQ	12. Kick-off Meeting		14.								
4. PM-002		5. Annex A, Paragraph 2.3		7. SD	8. A (See Block 16)	9.	11.	13. (See Block 16)		1st		Subseq.					
										Hard	Soft	Hard	Soft				
										CA	1		1				
										PA	1		1				
										TA	1		1				
16. REMARKS – REMARQUES Approval (Block 8): The Contractor must submit the Draft Meeting Minutes for review within five (5) working days after each meeting, along with the Final Meeting Agenda and the Draft Action Item Registry. Canada will provide review comments on the Draft Meeting Minutes within five (5) working days after receiving the Draft Meeting Minutes. The Contractor must submit for signature, the Final Meeting Minutes incorporating Canada's review comments within five (5) working days after receiving Canada's review comments. Subsequent Submissions (Block 13): The Contractor must submit Meeting Minutes for each Progress Review Meeting and as determined by the TA for any scheduled Technical Review Meeting. Distribution (Block 14): In addition to the distribution requirements detailed in Block 14, the Contractor must distribute one (1) paper copy of the Signed Final Meeting Minutes incorporating Canada's review comments, at the subsequent meeting, to each meeting attendee.										15. TOTAL				3	3		
										(See also Block 16)							

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1. 003	2. Action Item Registry 3.	6. Technical Authority		10. R/ASR	12. First Progress Review Meeting		14.				17. CONTRACT FILE / DOCUMENT NUMBER DOSSIER DE L'ENTREPRENEUR / NUMÉRO DU DOCUMENT		
4. PM-003		5. Annex A, Paragraph 2.4		7. SD	8. A (See Block 16)	9.	11.	13. Subsequent Progress Review Meetings		15. TOTAL		18. ESTIMATED NUMBER OF PAGES NOMBRE APPROXIMATIF DE PAGES	
16. REMARKS – REMARQUES Approval (Block 8): The Contractor must submit the Draft Action Item Registry for review within five (5) working days after each meeting along with the Draft Meeting Minutes and Final Meeting Agenda. Canada will provide review comments on the Draft Action Item Registry within five (5) working days after receiving the Draft Action Item Registry. The Contractor must submit the Final Action Item Registry within five (5) working days after receiving Canada's review comments. Distribution (Block 14): In addition to the distribution requirements detailed in Block 14, the Contractor must distribute one (1) paper copy of the Final Action Item Registry incorporating Canada's review comments, at the subsequent meeting, to each meeting attendee.										15. TOTAL		19. ESTIMATED PRICE ESTIMATION DU COUT	
										(See also Block 16)			

1. ITEM NUMBER NUMÉRO D'ORDRE	2. TITLE OR DESCRIPTION – TITRE OU DESCRIPTION DE DONNES 3. SUBTITLE – SOUS TITRE	6. REQUIRING OFFICE BUREAU DEMANDEUR			10. FREQUENCY FRÉQUENCE	12. DATE OF 1ST SUBMISSION DATE DE PRÉSENTATION INITIALE	14. DISTRIBUTION AND ADDRESSEES DISTRIBUTION ET DESTINATAIRES (Address – Regular Copies / Dentinaire – nombre d'originaux réguliers Repro Copies – prêts à produire)						
4. AUTHORITY (Data Item Number) NUMÉRO DE DESCRIPTION DE DONNÉES		5. CONTRACT REFERENCE RENVOI AU CONTRAT		7.	8. APP CODE CODE D'APPRO	9. INPUT MISE EN COM-MUN	11. AS OF DATE DATE	13. DATE OF SUBSEQUENT SUB EVENT ID DATE DE PRÉSENTATION SUBSÉQUENTE/MOTIF DE NON-LIVRAISON					
1. 004	2. Master Project Schedule (MPS) 3.	6. Technical Authority			10. MNTY	12. (See Block 16)		14.		1st		Subseq.	
								CA		Hard	Soft	Hard	Soft
								PA			1		1
								TA			1		1
								15. TOTAL			3		3
16. REMARKS – REMARQUES 1st Submission (Block 12): The Contractor must submit the initial MPS five (5) working days before the first Progress Review Meeting. Subsequent Submissions (Block 13): The Contractor must submit subsequent revisions of the MPS five (5) working days after the end of each calendar month (EOM).													

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4. AUTHORITY (Data Item Number) NUMÉRO DE DESCRIPTION DE DONNÉES		5. CONTRACT REFERENCE RENVOI AU CONTRAT		7.	8. APP CODE CODE D'APPRO	9. INPUT MISE EN COM-MUN	11. AS OF DATE DATE	13. DATE OF SUBSEQUENT SUB EVENT ID DATE DE PRÉSENTATION SUBSÉQUENTE/MOTIF DE NON-LIVRAISON							
1. 005	2. Progress Report 3.	6. Technical Authority			10. MNTY	12. (See Block 16)				14.		1st		Subseq.	
										CA		1		1	
4. PM-005	5. Annex A, Paragraph 2.6.1		7. SS	8.	9.	11.	13. (See Block 16)				PA		1		1
										TA		1		1	
16. REMARKS – REMARQUES 1st Submission (Block 12): The Contractor must submit the first Progress Report five (5) working days before the first Progress Review Meeting. Subsequent Submissions (Block 13): The Contractor must submit subsequent Progress Reports five (5) working days after the end of each calendar month (EOM).										15. TOTAL			3		3

17. CONTRACT FILE / DOCUMENT NUMBER DOSSIER DE L'ENTREPRENEUR / NUMÉRO DU DOCUMENT
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1. 006	2. Closeout Report 3.	6. Technical Authority			10. OTIME	12.	14.				17. CONTRACT FILE / DOCUMENT NUMBER DOSSIER DE L'ENTREPRENEUR / NUMÉRO DU DOCUMENT	
								1st		Subseq.		
								Hard		Soft		
								CA		1		
4. PM-006	5. Annex A, Paragraph 2.6.3	7. SS	8.	9.	11. (See Block 16)	13.	14.				18. ESTIMATED NUMBER OF PAGES NOMBRE APPROXIMATIF DE PAGES	
								PA		1		
								TA		1		
16. REMARKS – REMARQUES As of Date (Block 11): The Contractor must submit the Closeout Report at least five (5) working days prior to the Contract Closeout Meeting.							15. TOTAL		3		19. ESTIMATED PRICE ESTIMATION DU COUT	

1. ITEM NUMBER NUMÉRO D'ORDRE	2. TITLE OR DESCRIPTION – TITRE OU DESCRIPTION DE DONNES 3. SUBTITLE – SOUS TITRE	6. REQUIRING OFFICE BUREAU DEMANDEUR			10. FREQUENCY FRÉQUENCE	12. DATE OF 1ST SUBMISSION DATE DE PRÉSENTATION INITIALE	14. DISTRIBUTION AND ADDRESSEES DISTRIBUTION ET DESTINATAIRES (Address – Regular Copies / Dentinaire – nombre d'originaux réguliers Repro Copies – prêts à produire)						
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1. 007	2. Quality Plan 3.	6. Technical Authority			10. R/ASR	12. With Contractor's Bid	14.		1st		Subseq.		17. CONTRACT FILE / DOCUMENT NUMBER DOSSIER DE L'ENTREPRENEUR / NUMÉRO DU DOCUMENT
							CA	PA	Hard	Soft	Hard	Soft	
4. SE-001	5. Annex A, Paragraph 4.1.1	7. SD	8. A (See Block 16)	9.	11.	13. (See Block 16)		PA	(See Block 16)		1	18. ESTIMATED NUMBER OF PAGES NOMBRE APPROXIMATIF DE PAGES	
								TA					1
16. REMARKS – REMARQUES Approval (Block 8): The Bidder must submit the Quality Plan with the Bidder's bid. At the Kick-off Meeting Canada will provide review comments on the Quality Plan that was submitted with the Contractor's bid. The Contractor must submit a revision of the Quality Plan addressing Canada's review comments within ten (10) working day after receiving Canada's review comments. Subsequent Submissions (Block 13): The Contractor must submit subsequent revisions as required by the TA. Distribution (Block 14): For the Quality Plan submission with the Bidder's bid, the Bidder must submit the number of hard and soft copies specified in the Request For Proposal Bid Preparation Instructions.							15. TOTAL					3	19. ESTIMATED PRICE ESTIMATION DU COUT

1. ITEM NUMBER NUMÉRO D'ORDRE	2. TITLE OR DESCRIPTION – TITRE OU DESCRIPTION DE DONNES 3. SUBTITLE – SOUS TITRE	6. REQUIRING OFFICE BUREAU DEMANDEUR		10. FREQUENCY FRÉQUENCE	12. DATE OF 1ST SUBMISSION DATE DE PRÉSENTATION INITIALE	14. DISTRIBUTION AND ADDRESSEES DISTRIBUTION ET DESTINATAIRES (Address – Regular Copies / Dentinaire – nombre d'originaux réguliers Repro Copies – prêts à produire)						
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1. 008	2. Test Plan 3.	6. Technical Authority		10. R/ASR	12. With Contractor's Bid	14.		1st		Subseq.		17. CONTRACT FILE / DOCUMENT NUMBER DOSSIER DE L'ENTREPRENEUR / NUMÉRO DU DOCUMENT
						CA	PA	TA	Hard	Soft	Hard	
4. SE-002	5. Annex A, Paragraph 5.1.1	7. SD	8. A (See Block 16)	9.	11.	13. (See Block 16)	CA	(See Block 16)			1	18. ESTIMATED NUMBER OF PAGES NOMBRE APPROXIMATIF DE PAGES
							PA				1	
							TA				1	
16. REMARKS – REMARQUES Approval (Block 8): The Bidder must submit the Test Plan with the Bidder's bid. At the Kick-off Meeting Canada will provide review comments on the Test Plan that was submitted with the Contractor's bid. The Contractor must submit a revision of the Test Plan addressing Canada's review comments within ten (10) working day after receiving Canada's review comments. Subsequent Submissions (Block 13): The Contractor must submit subsequent revisions as required by the TA. Distribution (Block 14): For the Test Plan submission with the Bidder's bid, the Bidder must submit the number of hard and soft copies specified in the Request For Proposal Bid Preparation Instructions.						15. TOTAL					3	19. ESTIMATED PRICE ESTIMATION DU COUT

1. ITEM NUMBER NUMÉRO D'ORDRE	2. TITLE OR DESCRIPTION – TITRE OU DESCRIPTION DE DONNES 3. SUBTITLE – SOUS TITRE	6. REQUIRING OFFICE BUREAU DEMANDEUR		10. FREQUENCY FRÉQUENCE	12. DATE OF 1ST SUBMISSION DATE DE PRÉSENTATION INITIALE	14. DISTRIBUTION AND ADDRESSEES DISTRIBUTION ET DESTINATAIRES (Address – Regular Copies / Dentinaire – nombre d'originaux réguliers Repro Copies – prêts à produire)					
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1. 009	2. First Article Approval Procedure (FAAP) 3. VIP Mk25	6. Technical Authority		10. ONE/R	12.	14.	1st		Subseq.		17. CONTRACT FILE / DOCUMENT NUMBER DOSSIER DE L'ENTREPRENEUR / NUMÉRO DU DOCUMENT
						CA	Hard	Soft	Hard	Soft	
						PA		1			
4. SE-003	5. Annex A, Paragraph 4.2.2.6	7. SD	8. A (See Block 16)	9.	11. (See Block 16)	13.	TA		1		18. ESTIMATED NUMBER OF PAGES NOMBRE APPROXIMATIF DE PAGES
16. REMARKS – REMARQUES As of Date (Block 11): The Contractor must submit the Draft VIP Mk25 FAAP for review prior to the VIP Mk25 LRIP Readiness Review Meeting. Approval (Block 8): Canada will provide review comments on the Draft VIP Mk25 FAAP within ten (10) working days after receiving the Plan. The Contractor must submit the Final VIP Mk25 FAAP addressing Canada's review comments within ten (10) working days after receiving Canada's review comments.						15. TOTAL		3			

1. ITEM NUMBER NUMÉRO D'ORDRE	2. TITLE OR DESCRIPTION – TITRE OU DESCRIPTION DE DONNES 3. SUBTITLE – SOUS TITRE	6. REQUIRING OFFICE BUREAU DEMANDEUR	10. FREQUENCY FRÉQUENCE	12. DATE OF 1ST SUBMISSION DATE DE PRÉSENTATION INITIALE	14. DISTRIBUTION AND ADDRESSEES DISTRIBUTION ET DESTINATAIRES (Address – Regular Copies / Dentinaire – nombre d'originaux réguliers Repro Copies – prêts à produire)	
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1. 010	2. First Article Approval Procedure (FAAP) 3. Flange Assemblies	6. Technical Authority	10. ONE/R	12.	14.	
4. SE-003	5. Annex A, Paragraph 4.3.2.4	7. SD	8. A (See Block 16)	9.	11. (See Block 16)	13.
16. REMARKS – REMARQUES					15. TOTAL	
As of Date (Block 11): The Contractor must submit the Draft Flange Assembly FAAP for review prior to the Flange Assembly LRIP Readiness Review Meeting.					3	
Approval (Block 8): Canada will provide review comments on the Draft Flange Assembly FAAP within ten (10) working days after receiving the Plan.						
The Contractor must submit the Final Flange Assembly FAAP addressing Canada's review comments within ten (10) working days after receiving Canada's review comments.						

17. CONTRACT FILE / DOCUMENT NUMBER DOSSIER DE L'ENTREPRENEUR / NUMÉRO DU DOCUMENT
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4. AUTHORITY (Data Item Number) NUMÉRO DE DESCRIPTION DE DONNÉES		5. CONTRACT REFERENCE RENOI AU CONTRAT		7.	8. APP CODE CODE D'APPRO	9. INPUT MISE EN COM-MUN	11. AS OF DATE DATE	13. DATE OF SUBSEQUENT SUB EVENT ID DATE DE PRÉSENTATION SUBSÉQUENTE/MOTIF DE NON-LIVRAISON					
1. 011	2. First Article Inspection Report (FAIR) 3. VIP Mk25	6. Technical Authority		10. ONE/R	12.				14.	1st		Subseq.	
								CA		1			
4. SE-004	5. Annex A, Paragraph 4.2.2.8.2	7. SD	8. A (See Block 16)	9.	11. (See Block 16)	13.		PA		1			
								TA		1			
16. REMARKS – REMARQUES As of Date (Block 11): The Contractor must submit the Draft VIP Mk25 FAIR for review prior to the VIP Mk25 First Article Review Meeting. Approval (Block 8): Canada will provide review comments on the Draft VIP Mk25 FAIR within ten (10) working days after receiving the Report. The Contractor must submit the Final VIP Mk25 FAIR addressing Canada's review comments within ten (10) working days after receiving Canada's review comments.								15. TOTAL		3			

17. CONTRACT FILE / DOCUMENT NUMBER DOSSIER DE L'ENTREPRENEUR / NUMÉRO DU DOCUMENT
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1. 012	2. First Article Inspection Report (FAIR) 3. Flange Assemblies	6. Technical Authority			10. ONE/R	12.			14.		17. CONTRACT FILE / DOCUMENT NUMBER DOSSIER DE L'ENTREPRENEUR / NUMÉRO DU DOCUMENT
								1st Subseq. Hard Soft Hard Soft			
								CA 1			
								PA 1			
4. SE-004	5. Annex A, Paragraph 4.3.2.6.1	7. SD	8. A (See Block 16)	9.	11. (See Block 16)	13.			TA 1		18. ESTIMATED NUMBER OF PAGES NOMBRE APPROXIMATIF DE PAGES
16. REMARKS – REMARQUES As of Date (Block 11): The Contractor must submit the Draft Flange Assembly FAIR for review prior to the Flange Assembly First Article Review Meeting. Approval (Block 8): Canada will provide review comments on the Draft Flange Assembly FAIR within ten (10) working days after receiving the Report. The Contractor must submit the Final Flange Assembly FAIR addressing Canada's review comments within ten (10) working days after receiving Canada's review comments.							15. TOTAL		3		19. ESTIMATED PRICE ESTIMATION DU COUT

1. ITEM NUMBER NUMÉRO D'ORDRE	2. TITLE OR DESCRIPTION – TITRE OU DESCRIPTION DE DONNES 3. SUBTITLE – SOUS TITRE	6. REQUIRING OFFICE BUREAU DEMANDEUR		10. FREQUENCY FRÉQUENCE	12. DATE OF 1ST SUBMISSION DATE DE PRÉSENTATION INITIALE	14. DISTRIBUTION AND ADDRESSEES DISTRIBUTION ET DESTINATAIRES (Address – Regular Copies / Destinaire – nombre d'originaux réguliers Repro Copies – prêts à produire)									
4. AUTHORITY (Data Item Number) NUMÉRO DE DESCRIPTION DE DONNÉES		5. CONTRACT REFERENCE RENVOI AU CONTRAT		7.	8. APP CODE CODE D'APPRO	9. INPUT MISE EN COM-MUN	11. AS OF DATE DATE	13. DATE OF SUBSEQUENT SUB EVENT ID DATE DE PRÉSENTATION SUBSÉQUENTE/MOTIF DE NON-LIVRAISON							
1. 013	2. Third Party Reliability and Cleanliness Report 3.	6. Technical Authority		10. ONE/R	12.	14.				17. CONTRACT FILE / DOCUMENT NUMBER DOSSIER DE L'ENTREPRENEUR / NUMÉRO DU DOCUMENT					
4. SE-005		5. Annex A, Paragraph 4.2.2.8.1		7. SD	8. A (See Block 16)	9.	11. (See Block 16)	13.	CA	1st Hard	Soft	Subseq. Hard	Soft	18. ESTIMATED NUMBER OF PAGES NOMBRE APPROXIMATIF DE PAGES	
									PA		1			19. ESTIMATED PRICE ESTIMATION DU COUT	
									TA		1				
16. REMARKS – REMARQUES As of Date (Block 11): The Contractor must submit the Draft Third Party Reliability and Cleanliness Report for review prior to the VIP Mk25 First Article Review Meeting.  Approval (Block 8): Canada will provide review comments on the Draft Third Party Reliability and Cleanliness Report within ten (10) working days after receiving the Report.  The Contractor must submit the Final Third Party Reliability and Cleanliness Report addressing Canada's review comments within ten (10) working days after receiving Canada's review comments.									15. TOTAL			3			

1. ITEM NUMBER NUMÉRO D'ORDRE	2. TITLE OR DESCRIPTION – TITRE OU DESCRIPTION DE DONNES 3. SUBTITLE – SOUS TITRE	6. REQUIRING OFFICE BUREAU DEMANDEUR		10. FREQUENCY FRÉQUENCE	12. DATE OF 1ST SUBMISSION DATE DE PRÉSENTATION INITIALE	14. DISTRIBUTION AND ADDRESSEES DISTRIBUTION ET DESTINATAIRES (Address – Regular Copies / Dentinaire – nombre d'originaux réguliers Repro Copies – prêts à produire)																
4. AUTHORITY (Data Item Number) NUMÉRO DE DESCRIPTION DE DONNÉES		5. CONTRACT REFERENCE RENVOI AU CONTRAT		7.	8. APP CODE CODE D'APPRO	9. INPUT MISE EN COM-MUN	11. AS OF DATE DATE	13. DATE OF SUBSEQUENT SUB EVENT ID DATE DE PRÉSENTATION SUBSÉQUENTE/MOTIF DE NON-LIVRAISON														
1. 014	2. Technical Report 3.	6. Technical Authority		10. MNTY	12. (See Block 16)		14.				17. CONTRACT FILE / DOCUMENT NUMBER DOSSIER DE L'ENTREPRENEUR / NUMÉRO DU DOCUMENT											
							1st		Subseq.													
4. SE-006		5. Annex A, Paragraph 2.6.2		7. SD	8. A (See Block 16)	9.	11.	13. (See Block 16)		Hard	Soft	Hard	Soft	18. ESTIMATED NUMBER OF PAGES NOMBRE APPROXIMATIF DE PAGES								
										CA		1			1							
										PA		1		1								
										TA		1		1								
16. REMARKS – REMARQUES Approval (Block 8): Technical Report format and content must be established through review and approval of the “first” Technical Report per Paragraph 4.1.3.4 of Annex A. Canada will provide review comments on the “first” Technical Report within ten (10) working days after receiving the Report. The Contractor must submit a revision of the “first” Technical Report addressing Canada’s review comments within ten (10) working days after receiving Canada’s review comments. Subsequent Technical Reports do not require Canada’s approval. 1st Submission (Block 12): During LRIP, after sufficient test data has been captured and analyzed, the Contractor must submit the “first” Technical Report for review and approval by Canada. Subsequent Submissions (Block 13): The Contractor must submit subsequent Technical Reports with content and format in accordance with that which was approved for the “first” Report, five (5) working days after the end of each calendar month (EOM), after the approval of the “first” Technical Report.										15. TOTAL			3		3							19. ESTIMATED PRICE ESTIMATION DU COUT

1. ITEM NUMBER NUMÉRO D'ORDRE	2. TITLE OR DESCRIPTION – TITRE OU DESCRIPTION DE DONNES 3. SUBTITLE – SOUS TITRE	6. REQUIRING OFFICE BUREAU DEMANDEUR			10. FREQUENCY FRÉQUENCE	12. DATE OF 1ST SUBMISSION DATE DE PRÉSENTATION INITIALE	14. DISTRIBUTION AND ADDRESSEES DISTRIBUTION ET DESTINATAIRES (Address – Regular Copies / Dentinaire – nombre d'originaux réguliers Repro Copies – prêts à produire)						
4. AUTHORITY (Data Item Number) NUMÉRO DE DESCRIPTION DE DONNÉES		5. CONTRACT REFERENCE RENVOI AU CONTRAT		7.	8. APP CODE CODE D'APPRO	9. INPUT MISE EN COM-MUN	11. AS OF DATE DATE	13. DATE OF SUBSEQUENT SUB EVENT ID DATE DE PRÉSENTATION SUBSÉQUENTE/MOTIF DE NON-LIVRAISON					
1. 015	2. Delivery Report 3.	6. Technical Authority			10. MNTY	12. (See Block 16)		14.		1st		Subseq.	
								CA		Hard	Soft	Hard	Soft
								PA			1		1
								TA			1		1
								15. TOTAL			3		3

17. CONTRACT FILE / DOCUMENT NUMBER DOSSIER DE L'ENTREPRENEUR / NUMÉRO DU DOCUMENT
18. ESTIMATED NUMBER OF PAGES NOMBRE APPROXIMATIF DE PAGES
19. ESTIMATED PRICE ESTIMATION DU COUT

1. ITEM NUMBER NUMÉRO D'ORDRE	2. TITLE OR DESCRIPTION – TITRE OU DESCRIPTION DE DONNES 3. SUBTITLE – SOUS TITRE	6. REQUIRING OFFICE BUREAU DEMANDEUR			10. FREQUENCY FRÉQUENCE	12. DATE OF 1ST SUBMISSION DATE DE PRÉSENTATION INITIALE	14. DISTRIBUTION AND ADDRESSEES DISTRIBUTION ET DESTINATAIRES (Address – Regular Copies / Dentinaire – nombre d'originaux réguliers Repro Copies – prêts à produire)						
4. AUTHORITY (Data Item Number) NUMÉRO DE DESCRIPTION DE DONNÉES		5. CONTRACT REFERENCE RENVOI AU CONTRAT		7.	8. APP CODE CODE D'APPRO	9. INPUT MISE EN COM-MUN	11. AS OF DATE DATE	13. DATE OF SUBSEQUENT SUB EVENT ID DATE DE PRÉSENTATION SUBSÉQUENTE/MOTIF DE NON-LIVRAISON					
1. 016	2. Request for Design Change / Deviation 3.	6. Technical Authority			10. ASREQ (See Block 16)	12.		14.		1st		Subseq.	
								CA		Hard	Soft	Hard	Soft
								PA			1		1
								TA			1		1
								15. TOTAL			3		3

17. CONTRACT FILE / DOCUMENT NUMBER DOSSIER DE L'ENTREPRENEUR / NUMÉRO DU DOCUMENT
18. ESTIMATED NUMBER OF PAGES NOMBRE APPROXIMATIF DE PAGES
19. ESTIMATED PRICE ESTIMATION DU COUT

1. ITEM NUMBER NUMÉRO D'ORDRE	2. TITLE OR DESCRIPTION – TITRE OU DESCRIPTION DE DONNES 3. SUBTITLE – SOUS TITRE	6. REQUIRING OFFICE BUREAU DEMANDEUR			10. FREQUENCY FRÉQUENCE	12. DATE OF 1ST SUBMISSION DATE DE PRÉSENTATION INITIALE	14. DISTRIBUTION AND ADDRESSEES DISTRIBUTION ET DESTINATAIRES (Address – Regular Copies / Dentinaire – nombre d'originaux réguliers Repro Copies – prêts à produire)					
4. AUTHORITY (Data Item Number) NUMÉRO DE DESCRIPTION DE DONNÉES	5. CONTRACT REFERENCE RENOI AU CONTRAT	7.	8. APP CODE CODE D'APPRO	9. INPUT MISE EN COM-MUN	11. AS OF DATE DATE	13. DATE OF SUBSEQUENT SUB EVENT ID DATE DE PRÉSENTATION SUBSÉQUENTE/MOTIF DE NON-LIVRAISON						
1. 017	2. Request for Waiver 3.	6. Technical Authority			10. ASREQ (See Block 16)	12.	14.		1st		Subseq.	
							CA		1		1	
4. SE-009	5. Annex A, Paragraph 3.1.2	7. SD	8. A (See Block 16)	9.	11.	13.	PA		1		1	
							TA		1		1	
16. REMARKS – REMARQUES Frequency (Block 10): The Contractor must submit Waivers as required by Annex A, Paragraph 3.1.2. Approval (Block 8): Approval of all Waivers is governed by Annex A, Paragraph 3.1.2.							15. TOTAL		3		3	

17. CONTRACT FILE / DOCUMENT NUMBER DOSSIER DE L'ENTREPRENEUR / NUMÉRO DU DOCUMENT
18. ESTIMATED NUMBER OF PAGES NOMBRE APPROXIMATIF DE PAGES
19. ESTIMATED PRICE ESTIMATION DU COUT

1. ITEM NUMBER NUMÉRO D'ORDRE	2. TITLE OR DESCRIPTION – TITRE OU DESCRIPTION DE DONNES 3. SUBTITLE – SOUS TITRE	6. REQUIRING OFFICE BUREAU DEMANDEUR			10. FREQUENCY FRÉQUENCE	12. DATE OF 1ST SUBMISSION DATE DE PRÉSENTATION INITIALE	14. DISTRIBUTION AND ADDRESSEES DISTRIBUTION ET DESTINATAIRES (Address – Regular Copies / Dentinaire – nombre d'originaux réguliers Repro Copies – prêts à produire)									
4. AUTHORITY (Data Item Number) NUMÉRO DE DESCRIPTION DE DONNÉES		5. CONTRACT REFERENCE RENVOI AU CONTRAT		7.	8. APP CODE CODE D'APPRO	9. INPUT MISE EN COM-MUN	11. AS OF DATE DATE	13. DATE OF SUBSEQUENT SUB EVENT ID DATE DE PRÉSENTATION SUBSÉQUENTE/MOTIF DE NON-LIVRAISON								
1. 018	2. Request for Additional Work 3.	6. Technical Authority			10. ASREQ (See Block 16)	12.		14.		1st		Subseq.		17. CONTRACT FILE / DOCUMENT NUMBER DOSSIER DE L'ENTREPRENEUR / NUMÉRO DU DOCUMENT		
								CA		1		1	18. ESTIMATED NUMBER OF PAGES NOMBRE APPROXIMATIF DE PAGES			
4. SE-010		5. Annex A, Paragraph 3.1.2		7. SD	8. A (See Block 16)	9.		11.	13.		PA				1	1
										TA		1			1	
16. REMARKS – REMARQUES Frequency (Block 10): The Contractor must submit Requests for Additional Work as required by Annex A, Paragraph 3.1.2. Approval (Block 8): Approval of all Requests for Additional Work is governed by Annex A, Paragraph 3.1.2.								15. TOTAL			3		3	19. ESTIMATED PRICE ESTIMATION DU COUT		

1. ITEM NUMBER NUMÉRO D'ORDRE	2. TITLE OR DESCRIPTION – TITRE OU DESCRIPTION DE DONNES 3. SUBTITLE – SOUS TITRE	6. REQUIRING OFFICE BUREAU DEMANDEUR			10. FREQUENCY FRÉQUENCE	12. DATE OF 1ST SUBMISSION DATE DE PRÉSENTATION INITIALE	14. DISTRIBUTION AND ADDRESSEES DISTRIBUTION ET DESTINATAIRES (Address – Regular Copies / Dentinaire – nombre d'originaux réguliers Repro Copies – prêts à produire)					
4. AUTHORITY (Data Item Number) NUMÉRO DE DESCRIPTION DE DONNÉES	5. CONTRACT REFERENCE RENVOI AU CONTRAT	7.	8. APP CODE CODE D'APPRO	9. INPUT MISE EN COM-MUN	11. AS OF DATE DATE	13. DATE OF SUBSEQUENT SUB EVENT ID DATE DE PRÉSENTATION SUBSÉQUENTE/MOTIF DE NON-LIVRAISON						
1. 019	2. Warranty Repair Report 3.	6. Technical Authority			10. ASREQ (See Block 16)	12.	14.	1st		Subseq.		17. CONTRACT FILE / DOCUMENT NUMBER DOSSIER DE L'ENTREPRENEUR / NUMÉRO DU DOCUMENT
							Hard	Soft	Hard	Soft	18. ESTIMATED NUMBER OF PAGES NOMBRE APPROXIMATIF DE PAGES	
						CA		1		1		
4. ISS-001	5. Annex A, Paragraphs 6.1.2.e and 6.1.3.b	7. SS	8.	9.	11. ASREQ	13.	PA		1			
							TA		1			1
16. REMARKS – REMARQUES Frequency (Block 10): The Contractor must submit a Warranty Repair Report for each VIP Mk25 and each VIP Mk25 Flange Assembly returned to the Contractor under warranty.							15. TOTAL		3		3	19. ESTIMATED PRICE ESTIMATION DU COUT



## DATA ITEM DESCRIPTIONS

### 1. DID Format Description

The following defines the various blocks of information found on the Data Item Description (DID) forms:

#### 1.1 BLOCK 1 – TITLE

A short descriptive name that identifies the DID's nature and distinguishes it from any other DID.

#### 1.2 BLOCK 2 - IDENTIFICATION NUMBER

A number assigned by the originator that uniquely identifies the DID.

#### 1.3 BLOCK 3 – DESCRIPTION / PURPOSE

A concise description of the data content requirements that identifies the purpose for which the DID is required.

#### 1.4 BLOCK 4 - APPROVAL DATE

Date that the DID was approved by the originator.

#### 1.5 BLOCK 5 - OFFICE OF PRIMARY INTEREST (OPI)

The authority responsible for specifying the data requirement.

#### 1.6 BLOCK 6 - GIDEP APPLICABLE

"X" indicates that the data is to be submitted by a Government organization or the Contractor to the Government/Industry Data Exchange Program (GIDEP).

#### 1.7 BLOCK 7 - APPLICATION / INTERRELATIONSHIP

Provides the application details and interrelationship of the data item to other DIDs or documents.

#### 1.8 BLOCK 8 - ORIGINATOR

The originator of the DID.

#### 1.9 BLOCK 9 - APPLICABLE FORMS

Indicates any form needed to prepare the data.

#### 1.10 BLOCK 10 - PREPARATION INSTRUCTIONS

Describes the data content and format that the data item must satisfy.

### DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES

<b>1. TITLE – TITRE</b> Meeting Agenda	<b>2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION</b> PM-001	
<b>3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET</b> Meeting Agendas must be used to publish the venue for, and the items to be discussed at meetings between representatives of the Government of Canada and the Contractor.		
<b>4. APPROVAL DATE DATE D'APPROBATION</b> 2015 September 30	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIÈRE RESPONSABILITÉ (BPR)</b> Technical Authority	<b>6. GIDEP APPLICABLE – PROGRAMME D'ÉCHANGE DE DONNÉES PERTINENT</b>
<b>7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE</b>		
<b>8. ORIGINATOR – AUTEUR</b> Technical Authority	<b>9. APPLICABLE FORMS – FORMULES PERTINENTS</b>	
<b>10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b>		
<p>10.1 <b>Format</b></p> <p>10.1.1 Contractor format is acceptable. Hard copies must use 8.5 inch x 11 inch (216 mm x 279 mm) paper. Soft copies must be compatible with MS Office Suite 2010.</p> <p>10.2 <b>Content</b></p> <p>10.2.1 The introductory information must include the following:</p> <ol style="list-style-type: none"> <li>a. Contract Number and Contract Title.</li> <li>b. Title / Purpose of meeting (e.g. Progress Review Meeting).</li> <li>c. The meeting location, date and start time.</li> <li>d. Name and title of the Chairperson.</li> <li>e. A list of the names, titles and organizations of the required attendees.</li> </ol> <p>10.2.2 The body must contain the following sections:</p> <ol style="list-style-type: none"> <li>a. Acceptance of Previous Minutes – Discussion and decision regarding the acceptability of the minutes of the previous meeting.</li> <li>b. Acceptance of Agenda – Discussion and decision regarding the acceptability of the agenda for the meeting whereby items may be added/deleted to/from the agenda.</li> <li>c. Business – Discussions and decisions for each of the meeting's topics of discussion. For Progress Review meetings this section must be further divided into the following sub sections, which correspond to the sub sections of the Progress Report: <ol style="list-style-type: none"> <li>i. Scope,</li> <li>ii. Cost,</li> <li>iii. Schedule,</li> <li>iv. Risk,</li> <li>v. Quality, and</li> <li>vi. Procurement.</li> </ol> </li> </ol>		

Each of the above sub sections must include the individual agenda items to be discussed, which must include:

- i. carry-over of all agenda items from previous meetings with action items that have not yet been completed. An agenda item to which action item(s) were assigned in the minutes of a meeting, must persist on subsequent agendas until all such action items have been completed and identified as “closed” in the minutes of a subsequent meeting, and until which time such uncompleted action items must be identified as “open” in the minutes of subsequent meetings.
- ii. new agenda items.

For each agenda item the following must be provided, preferably in tabular format:

- i. ID – A number assigned to uniquely identify the agenda item.
  - ii. Item – A title that identifies the objective or purpose of the required discussion.
  - iii. Reference / Background – Cross reference to applicable correspondence or documentation, and/or a brief description of the background leading to the need for the discussion.
  - iii. Sponsor – The name and title of the person or organization responsible for presenting the item at the meeting.
  - iv. Duration – An estimate of the amount of time to be devoted to the item.
- d. Next Meeting – Discussion leading to establishment of the date, time and location of the following meeting.

10.2.3 All documentation required for a meeting must be distributed with the Meeting Agenda to allow participants to adequately prepare.

### DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES

<b>1. TITLE – TITRE</b> Meeting Minutes		<b>2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION</b> PM-002	
<b>3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET</b> Meeting Minutes must be used to document the discussions at meetings between representatives of the Government of Canada and the Contractor, with particular emphasis on decisions made and action items assigned.			
<b>4. APPROVAL DATE DATE D'APPROBATION</b> 2015 September 30	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIÈRE RESPONSABILITÉ (BPR)</b> Technical Authority	<b>6. GIDEP APPLICABLE – PROGRAMME D'ÉCHANGE DE DONNÉES PERTINENT</b>	
<b>7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE</b> The ID and description of agenda items documented in Meeting Minutes must be consistent with those used in the associated Meeting Agenda (DID PM-001).			
<b>8. ORIGINATOR – AUTEUR</b> Technical Authority		<b>9. APPLICABLE FORMS – FORMULES PERTINENTS</b>	
<b>10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b>			
10.1 <b>Format</b>			
10.1.1 Contractor format is acceptable. Hard copies must use 8.5 inch x 11 inch (216 mm x 279 mm) paper. Soft copies must be compatible with MS Office Suite 2010.			
10.2 <b>Content</b>			
10.2.1 The introductory information must contain the following:			
a. Contract Number and Contract Title.			
b. Title / Purpose of the meeting (e.g. Progress Review Meeting).			
c. The meeting location, date and start time.			
d. Name and title of the Chairperson.			
e. A list of the names, titles and organizations of persons whose attendance was required per the Meeting Agenda, with an indication of those that were present and those that were absent.			
f. Signature blocks for one Contractor approval authority and one Government approval authority.			
10.2.2 The body must contain the following sections:			
a. Acceptance of Previous Minutes – Record any revisions of the minutes of the previous meeting that were agreed upon. Otherwise record that the minutes of the previous meeting were accepted as written.			
b. Acceptance of Agenda – Record any additions/deletions to/from the agenda that were agreed upon. Otherwise record that the agenda was accepted as written.			
c. Business – This section must contain the topics of discussion, organized per the Meeting Agenda. For each item the following must be provided, preferably in tabular format:			
i. <u>ID</u> – The ID from the Meeting Agenda.			
i. <u>Item</u> – The Item from the Meeting Agenda.			
ii. <u>Discussion</u> – A brief encapsulation of only the discussion points that are pertinent to understanding the context of the Decision. It's not necessary to document a lengthy record of the entire deliberation.			

iii. Decision – A concise record of each separate decision reached.

iv. Action – The action(s) necessary to execute the Decision. For each separate action provide the following:

- ID – an number assigned to uniquely identify the action item.
- Responsibility and Action – the name of the organization or person assigned responsibility for completing the action, and a precise description of the required action.
- Target Date and Status – the target date for completion of the action, and the current status of action completion (open or closed). See Paragraph 10.2.2.c of DID PM-001.

d. Next Meeting – the date, time and location of the following meeting:

10.2.3 Copies of all documentation tabled at the meeting must be appended to the minutes.

### DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES

<b>1. TITLE – TITRE</b> Action Item Registry	<b>2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION</b> PM-003	
<b>3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET</b> An ongoing Action Item Registry must be used to track the initiation and completion of action items as recorded in Meeting Minutes.		
<b>4. APPROVAL DATE DATE D'APPROBATION</b> 2015 September 30	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIÈRE RESPONSABILITÉ (BPR)</b> Technical Authority	<b>6. GIDEP APPLICABLE – PROGRAMME D'ÉCHANGE DE DONNÉES PERTINENT</b>
<b>7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE</b> The ID and description of the action items documented in the Action Item Registry must be consistent with those used in Meeting Minutes (DID PM-002).		
<b>8. ORIGINATOR – AUTEUR</b> Technical Authority	<b>9. APPLICABLE FORMS – FORMULES PERTINENTS</b>	
<b>10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b>		
<b>10.1 Format</b>		
10.1.1 Contractor format is acceptable. Hard copies must use 8.5 inch x 11 inch (216 mm x 279 mm) paper. Soft copies must be compatible with MS Office Suite 2010.		
<b>10.2 Content</b>		
10.2.1 The introductory information must contain the following:		
a. Contract Number and Contract Title.		
10.2.2 The body must contain the following exactly as recorded in Meeting Minutes (preferably in tabular format with the following represented as columns, and action items represented as rows):		
a. <u>Meeting Date</u> – the date of the meeting at which the action item was initiated.		
b. <u>ID</u> – the number assigned to the agenda item / minute item for which the action item was created.		
c. <u>Action</u> – the precise description of the required action.		
d. <u>Responsibility</u> – the name of the organization or person assigned responsibility for completing the action.		
e. <u>Target Date</u> – the target date for completion of the action.		
f. <u>Status</u> – the current status of action completion.		
10.2.1 The list of action items must be sorted:		
a. first by Status such that all <i>open</i> action items appear first, followed by all <i>closed</i> action items. Action items that have been closed for more than one month may be removed from the published listing but not from the source data; and		
b. second by Meeting Date (ascending) such that the “oldest” open action items are listed first.		

### DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES

<b>1. TITLE – TITRE</b> Master Project Schedule	<b>2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION</b> PM-004	
<b>3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET</b> The Master Project Schedule (MPS) must be used to define and track the progress of the activities that must be performed to produce the Contract deliverables against established milestones of a calendar time base.		
<b>4. APPROVAL DATE DATE D'APPROBATION</b> 2015 September 30	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIÈRE RESPONSABILITÉ (BPR)</b> Technical Authority	<b>6. GIDEP APPLICABLE – PROGRAMME D'ÉCHANGE DE DONNÉES PERTINENT</b>
<b>7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE</b>		
<b>8. ORIGINATOR – AUTEUR</b> Technical Authority	<b>9. APPLICABLE FORMS – FORMULES PERTINENTS</b>	
<b>10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b>		
<b>10.1 Format</b>		
10.1.1 Contractor format is acceptable. Hard copies must use 8.5 inch x 11 inch (216 mm x 279 mm) paper. Large paper sizes folded to 8.5 x 11 is acceptable. Soft copies must be compatible with MS Project 2010.		
<b>10.2 Content</b>		
10.2.1 The MPS must clearly depict:		
a. <u>Work Breakdown Structure (WBS)</u> - by breaking down the Work into WBS elements associated with:		
i. conduct of the production phases (e.g. Initialization, LRIP and FRP);		
ii. achieving milestones (e.g. LRIP Readiness, FAI Readiness, First Article Review, FRP Readiness, First Delivery, etc.) described within the Statement of Work, Annex A;		
iii. development and submission of deliverable data items (e.g. Quality Plan, Test Plan, First Article Approval Procedure, Third Party Reliability and Cleanliness Report, First Article Inspection Report, etc.(per the Contract Deliverable Requirements List, Appendix D1 of Annex D); and		
iv. production and delivery of deliverable line items (per the Delivery Schedule, Table 2 of Appendix A1).		
b. <u>Activity Definition</u> – by specifying the activities associated with completing each WBS element. Subcontractor activities and Government of Canada activities upon which Contractor activities have dependencies must be included in the MPS.		
c. <u>Activity Sequencing</u> – by defining and accurately representing interdependencies between activities and the critical path from start to completion.		
d. <u>Activity Duration</u> – by identifying the estimated number of work periods that will be needed to complete the individual activities, thereby establishing finish dates and milestones against a calendar time base.		
e. <u>Activity Completion</u> – by showing actual progress to date toward completion of each activity.		
10.2.2 The MPS must clearly show a “Time Now” line, which indicates the point in time at which the schedule status pertains and indicates which activities are on, behind or ahead of schedule.		

**DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES**

<b>1. TITLE – TITRE</b> Progress Report		<b>2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION</b> PM-005	
<b>3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET</b> The Progress Report must summarize the Contractor's progress in relation to Contract requirements and approved schedules and plans, and it highlights risks, problem areas and corrective actions being taken to resolve issues.			
<b>4. APPROVAL DATE DATE D'APPROBATION</b> 2015 September 30	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIÈRE RESPONSABILITÉ (BPR)</b> Technical Authority		<b>6. GIDEP APPLICABLE – PROGRAMME D'ÉCHANGE DE DONNÉES PERTINENT</b>
<b>7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE</b>			
<b>8. ORIGINATOR – AUTEUR</b> Technical Authority		<b>9. APPLICABLE FORMS – FORMULES PERTINENTS</b>	
<b>10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b>			
10.1 <b>Format</b>			
10.1.1 Contractor format is acceptable. Hard copies must use 8.5 inch x 11 inch (216 mm x 279 mm) paper. Soft copies must be compatible with MS Office Suite 2010.			
10.2 <b>Content</b>			
10.2.1 The Progress Report must include topical sections per the following paragraphs.			
10.2.2 <b>Executive Summary</b> This section of the Report must summarize all other sections in such a way that the reader may rapidly become acquainted with remainder of the report without having to read it all.			
10.2.3 <b>Scope</b> This section of the Report must address any need for, and progress with respect to promulgation of: a. Requests for Design Change / Deviation, b. Requests for Waiver, c. Requests for Additional Work, and d. Contract Amendment. Progress with respect to <i>rework of product</i> to incorporate approved design changes / deviations and additional work must be addressed in the Quality section of the Report.			
10.2.4 <b>Cost</b> This section of the Report must summarize payment claims made and paid to date including: a. Payments for Deliveries, b. Payments for Design Changes and Deviations, c. Payments for Additional Work, and d. Payments for Holdback.			

**10.2.5 Schedule**

This section of the Report must summarize progress regarding the following, the details of which are provided in the Master Project Schedule, with emphasis on the status and management of slippages:

- a. achieving milestones;
- b. submission of deliverable data items; and
- c. delivery of deliverable line items.

**10.2.6 Risk**

This section of the Report must demonstrate the Contractor's systematic risk management process by reporting the following:

- a. Identification of possible future events that:
  - i. represent opportunities to positively effect the fulfillment of Contract requirements, or
  - ii. will negatively effect fulfillment of Contract requirements.
- b. Prioritization of each identified risk based on an analysis of the probability and impact of its realization.
- c. Response plan for higher priority risks in order to:
  - i. maximize the probability and benefits of positive risks, and
  - ii. minimize the probability and adverse consequences of negative risks.

**10.2.7 Quality**

This section of the Report must describe progress with respect to the following, the details of which are provided in the Technical Report, with emphasis on the status and management of issues:

- a. Manufacturing:
  - product manufacturability,
  - manufacturing process,
  - work in progress,
  - rework,
  - requests for waiver,
- b. Testing:
  - yield,
  - failure trends,
  - test process,
  - bonepile rehabilitation,
  - Bonding Testing,
  - TEMPEST Sample Testing, and
  - Government Furnished Equipment:
    - malfunction,
    - throughput, and
    - utilization.
- c. Warranty Returns.

**10.2.8 Procurement**

This section of the Report must describe progress with respect to the following, the details of which are provided in the Technical Report, with emphasis on the management of issues:

- a. Supply Chain:
  - Lead time,
  - Obsolescence, Last-Time-Buys, and
  - Component update.
- b. Subcontracts.

**DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES**

<b>1. TITLE – TITRE</b> Contract Closeout Report		<b>2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION</b> PM-006	
<b>3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET</b> The Contract Closeout Report must address the Contractor's return of government furnished items and lessons learned.			
<b>4. APPROVAL DATE DATE D'APPROBATION</b> 2015 September 30	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIÈRE RESPONSABILITÉ (BPR)</b> Technical Authority		<b>6. GIDEP APPLICABLE – PROGRAMME D'ÉCHANGE DE DONNÉES PERTINENT</b>
<b>7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE</b>			
<b>8. ORIGINATOR – AUTEUR</b> Technical Authority		<b>9. APPLICABLE FORMS – FORMULES PERTINENTS</b>	
<b>10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b>			
10.1 <b>Format</b>			
10.1.1 Contractor format is acceptable. Hard copies must use 8.5 inch x 11 inch (216 mm x 279 mm) paper. Soft copies must be compatible with MS Office Suite 2010.			
10.2 <b>Content</b>			
10.3.1 The Contract Closeout Report must address the following:			
a. Return of GFI,			
b. Return of GFE,			
c. Return of GFOS, and			
d. Lessons Learned.			

### DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES

<b>1. TITLE – TITRE</b> Quality Plan		<b>2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION</b> SE-001	
<b>3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET</b> The Quality Plan must provide a means of relating specific requirements of the Contract to general work methods and practices that support product realization.			
<b>4. APPROVAL DATE DATE D'APPROBATION</b> 2015 September 30	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIÈRE RESPONSABILITÉ (BPR)</b> Technical Authority		<b>6. GIDEP APPLICABLE – PROGRAMME D'ÉCHANGE DE DONNÉES PERTINENT</b>
<b>7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE</b>			
<b>8. ORIGINATOR – AUTEUR</b> Technical Authority		<b>9. APPLICABLE FORMS – FORMULES PERTINENTS</b>	
<b>10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b> Reference: ISO 10005:2005, Quality management systems – Guidelines for quality plans (revision as at the time of bid submission)			
10.1 <b>Format</b>			
10.1.1 Quality Plan format must be the "Table" type (per Paragraph A.2.1, of Annex A of Reference). The table must cross reference each topic to supporting documents detailing procedures meeting the topic requirements. Supporting documents may include: <ul style="list-style-type: none"> <li>a. pre-existing Standard Operating Procedures (SOP) from the Contractor's Quality Management System (QMS) (preferable),</li> <li>b. supplementary procedures to address the particulars of topic requirements (as necessary), or</li> <li>c. a combination of the above (realistically).</li> </ul> All referenced documents must be included with the bid.			
10.1.2 Hard copies must use 8.5 inch x 11 inch (216 mm x 279 mm) paper. Soft copies must be compatible with MS Office Suite 2010.			
10.2 <b>Content</b>			
10.2.1 Quality Plan content must address each of the topics described in the following paragraphs per the Reference guidelines.			
10.2.1.1 <b>Quality Objectives</b> The Quality Plan must state: <ul style="list-style-type: none"> <li>a. the Contractor's expected outcome of the Contract Work;</li> <li>b. the Contractor's quality objectives to achieve that outcome; and</li> <li>c. how each quality objective will be achieved.</li> </ul> Quality objectives may be established, for example in relation to: <ul style="list-style-type: none"> <li>a. the Contractor's understanding of the quality characteristics for the Contract Work;</li> <li>b. the Contractor's understanding of issues that are important to the satisfaction of DND; and</li> <li>c. opportunities for improvement of Contract Work.</li> </ul>			

**10.2.1.2 Management Responsibilities**

The Quality Plan must identify individuals within the organization who are responsible for the following:

- a. ensuring that the activities required for the Contract Work are planned, implemented and controlled, and their progress monitored;
- b. determining the sequence and interaction of the processes applicable to the Contract Work;
- c. communicating requirements to all affected departments and functions, subcontractors and customers, and resolving problems that arise at the interfaces between such groups;
- d. reviewing the results of any audits conducted;
- e. controlling corrective and preventive actions; and
- f. reviewing and authorizing changes to, or deviations from, the Quality Plan and Test Plan.

Reporting lines of those involved in implementing the Quality Plan must be presented in the form of an organization chart.

**10.2.1.3 Control of Documents, Data and Records**

For documents, data and records applicable to the Contract Work (e.g. GFI, deliverable data and test data and measurements) the Quality Plan must state:

- a. to whom GFI will be distributed;
- b. how the deliverable data will be identified;
- c. by whom the deliverable data will be reviewed and approved;
- d. how deliverable data will be provided to the CA, PA and TA; and
- e. how access to test data and measurements will be provided.

**10.2.1.4 Material Resources**

The Quality Plan must state:

- a. the Contractor's understanding of Contract requirements regarding the condition, substitution, lead time, obsolescence, etc. of components and material;
- b. the Contractor's understanding of Contract requirements regarding the handling of components and material, such as requirements specified in Paragraph 5.2.2.5 of Annex A with respect to the handling of fibre optic components, and assemblies containing fibre optic components, within the Contractor's and subcontractor's facilities, at all stages of production from component receipt to product delivery; and
- c. how the Contractor will ensure conformance with these requirements.

**10.2.1.5 Human Resources**

The Quality Plan must:

- a. identify the particular competencies, qualifications, and certifications required (such as those specified in Paragraph 4.1.2.1 of Annex A) for activities defined in the Contract Work; and
- b. define the specific training or other actions required to achieve and maintain these competencies.

**10.2.1.6 Infrastructure and Work Environment**

The Quality Plan must identify the particular requirements of the Contract Work with regard to production, test and shipping/receiving facility workspace; information and communication technology; and support services (such as those specified in Paragraph 4.1.2.4 of Annex A).

Where the work environment has a direct effect on product and process quality, the Quality Plan must specify particular environmental characteristics such as:

- a. the air-borne particle content for a clean room;
- b. electrostatic sensitive device protection;
- c. environmental, health and safety protection; and
- d. ambient light and ventilation.

The Quality Plan must detail how the Contractor will comply with the network operation requirements specified in Paragraph 5.2.2.14 of Annex A. The Quality Plan must also define:

- a. remote access capability by the TA;
- b. equipment;
- c. equipment specifications;
- d. configuration; and
- e. mechanism for resolving outages.

The Quality Plan must detail how the Contractor will comply with the Central Server operation requirements specified in Paragraph 5.2.2.14.1 of Annex A. The Quality Plan must also define:

- a. offsite backup and storage;
- b. backup and recovery operations;
- c. data storage capacity; and
- d. contingencies for additional data storage.

#### 10.2.1.7 **Customer Communication**

The Quality Plan must state:

- a. who is responsible for customer communication in particular cases;
- b. the means to be used for customer communication;
- c. communication pathways and Contractor contact points for the CA, PA and TA; and
- d. the process to be followed when a Customer complaint is received.

#### 10.2.1.8 **Purchasing**

The Quality Plan must identify the following:

- a. the critical characteristics of purchased products that affect the quality of the product;
- b. how these characteristics will be communicated to suppliers, to enable adequate control throughout the product life cycle;
- c. the methods to be used to evaluate, select and control suppliers; and
- d. the facilities and services that will be outsourced.
- e. Incoming Parts Inspection, and how the Contractor will verify purchased product conformity to specified requirements must be addressed in the Test Plan (DID SE-002).

#### 10.2.1.9 **Production**

The Quality Plan must identify the inputs, realization activities and outputs required to carry out relatively high volume / low mix production. The Quality Plan must include the following:

- a. the process steps;
- b. relevant documented procedures and work instructions for each step;
- c. the equipment and methods to be used to achieve the specified requirements for each step (for example Multi-Stage Thermal Oven per Paragraph 4.2.2.3 of Annex A), including details such as:
  - i. where such equipment currently is, or is to be, located (Contractor or subcontractor); and
  - ii. the details of any necessary equipment verification, commissioning or certification;
- d. required controlled conditions to meet planned arrangements;
- e. methods for determining compliance with such conditions, including statistical or other process controls;
- f. criteria for workmanship; and

g. industry codes and practices.

10.2.1.10 **In-Service Support**

The Quality Plan must state how the Contractor intends to assure conformance to applicable requirements such as maintenance of personnel competencies, qualifications, and certifications.

10.2.1.11 **Identification and Traceability**

The Quality Plan must detail how the Contractor will comply with the identification and traceability requirements specified in Paragraph 3.2.4 of Annex A.

10.2.1.12 **Government Furnished Equipment**

The Quality Plan must state:

- a. how Government Furnished Equipment, Government Furnished Information and Government Furnished Overhaul Spares will be identified and controlled;
- b. the methods to be used to verify that government-furnished assets meet specified requirements;
- c. how nonconforming (i.e. unavailable, inoperable or unsuitable) government-furnished assets will be controlled; and
- d. how damaged or lost government-furnished assets will be controlled.

10.2.1.13 **Preservation of Product**

The Quality Plan must state:

- a. requirements for handling, storage, packaging and delivery, and how these requirements will be met; and
- b. how the product will be delivered to the specified delivery destination in a manner that will ensure its required characteristics are not degraded.

10.2.1.14 **Control of Nonconforming Product**

The Quality Plan must define:

- a. how nonconforming product will be identified and controlled per Paragraph 4.1.3.3 of Annex A to prevent misuse, until proper disposal or acceptance by waiver is completed; and
- b. specific limitations, such as the degree or type of rework or repair allowed, and how such rework or repair will be authorized.

10.2.1.15 **Audits**

The Quality Plan must identify the audits to be performed for the Contract Work, the nature and extent of such audits and how the results of the audits will be used:

- a. to monitor the implementation and effectiveness of the Quality Plan and the Test Plan;
- b. to monitor and verify conformity with specified requirements;
- c. for surveillance of suppliers; and
- d. to provide independent objective assessment, when required, to meet the needs of DND or other interested parties.

**DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES**

<b>1. TITLE – TITRE</b> Test Plan		<b>2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION</b> SE-002	
<b>3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET</b> The Test Plan must provide a means of relating specific requirements of the Contract to specific test methods and practices that support product realization.			
<b>4. APPROVAL DATE DATE D'APPROBATION</b> 2015 September 30	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIÈRE RESPONSABILITÉ (BPR)</b> Technical Authority		<b>6. GIDEP APPLICABLE – PROGRAMME D'ÉCHANGE DE DONNÉES PERTINENT</b>
<b>7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE</b>			
<b>8. ORIGINATOR – AUTEUR</b> Technical Authority		<b>9. APPLICABLE FORMS – FORMULES PERTINENTS</b>	
<b>10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b> Reference: ISO 10005:2005, Quality management systems – Guidelines for quality plans (revision as at the time of bid submission)			
10.1 <b>Format</b>			
10.1.1 Test Plan format must be the “Table” type (per Paragraph A.2.1, of Annex A of Reference). The table must cross reference each topic to supporting documents detailing procedures meeting the topic requirements. Supporting documents may include: <ul style="list-style-type: none"> <li>a. pre-existing Standard Operating Procedures (SOP) from the Contractor’s Quality Management System (QMS) (preferable),</li> <li>b. supplementary procedures to address the particulars of topic requirements (as necessary), or</li> <li>c. a combination of the above (realistically).</li> </ul> All referenced documents must be included with the bid.			
10.1.2 Hard copies must use 8.5 inch x 11 inch (216 mm x 279 mm) paper. Soft copies must be compatible with MS Office Suite 2010.			
10.2 <b>Content</b>			
The Test Plan must include topical sections per the following paragraphs.			
10.2.1 <b>Overview</b>			
The Test Plan must provide a description of the overall test process flow for the combination of all testing specified in the following references: <ul style="list-style-type: none"> <li>a. Testing with Contractor-Provided Equipment per Paragraph 5.2.2 of Annex A,</li> <li>b. Testing with Government Furnished Equipment per Paragraph 5.2.3 of Annex A,</li> <li>c. TEMPEST Sample Testing per Paragraph 5.2.4 of Annex A,</li> <li>d. Test Failure Repair and Analysis per Paragraph 5.2.5 of Annex A, and</li> <li>e. Problem Resolution per Paragraph 5.2.6 of Annex A.</li> </ul>			
10.2.2 <b>Detailed Plans</b>			

The Test Plan must explain the means by which objective evidence of product conformity will be obtained by defining the following, per the guidelines at Paragraph 5.18 of Reference, for each of the sub plans identified in the following paragraphs:

a. Performance Requirements:

- i. the quality characteristics to be monitored/measured; and
- ii. throughput necessary to achieve the delivery schedule specified in Table 2 of Appendix A1.

b. Equipment:

- i. hardware and software, and any associated ancillaries (such as fixtures) to establish the inspection/test capability;
- ii. where such equipment currently is, or is to be, located; and
- iii. the procedure to be followed to establish and verify the inspection/test capability, including configuration and calibration.

c. Process:

- i. process and product monitoring and measurements to be applied;
- ii. the process flow indicating stages at which monitoring and measurement will be applied;
- iii. the inspection/test procedures including setup, conduct and takedown;
- iv. the acceptance (pass/fail) criteria to be used;
- v. any statistical process control procedures to be applied;
- vi. the criteria for product release including returning components to OEMs, or when it will be no longer feasible to continue testing, debugging or repairing components or product; and
- vii. where, when and how the Contractor intends, or is required, to use a third party to perform the inspection or test.

d. Data:

- i. the data elements that will be collected during execution of the inspection/test in order to comply with the reporting requirements of the Technical Report (DID SE-006), and the longevity of this data on the equipment; and
- ii. the process for transferring the data from the equipment to the Central Server.

e. Commissioning:

the procedures to be followed to validate that the equipment, process and data meet the performance requirements established per subparagraph a. above.

**10.2.2.1 Incoming Parts Inspection Plan**

The Test Plan must detail how the Contractor will comply with the incoming parts inspection requirements specified in Paragraph 4.2.2.2 of Annex A.

**10.2.2.2 Membrane Test Plan**

The Test Plan must detail how the Contractor will comply with the membrane testing requirements specified in Paragraph 5.2.2.1 of Annex A.

**10.2.2.3 Membrane Enclosure Test Plan**

The Test Plan must detail how the Contractor will comply with the membrane enclosure testing requirements specified in Paragraph 5.2.2.2 of Annex A.

The Test Plan must also explain:

- a. how pressure will be applied,
- b. how the testing is performed and leaks are detected, and
- c. how the leaks are rectified.

#### 10.2.2.4 **Paste Inspection and Stencil Cleaning Process**

The Test Plan must detail how the Contractor will comply with the paste inspection and stencil cleaning requirements specified in Paragraph 5.2.2.3.1 of Annex A.

The Plan must also explain:

- a. how the solder paste is measured and inspected after application to a PCB,
- b. how PCB stencils used in the application of solder paste are cleaned, and
- c. how the application and cleaning processes are monitored, and the criteria used to keep the processes in check throughout the build of the VIP Mk25.

#### 10.2.2.5 **Cable Harness Test Plan**

The Test Plan must detail how the Contractor will comply with the cable harness testing requirements specified in Paragraph 5.2.2.6 of Annex A.

#### 10.2.2.6 **Hi-Pot Test Plan**

The Test Plan must detail how the Contractor will comply with the hi-pot testing requirements specified in Paragraph 5.2.2.8 of Annex A.

#### 10.2.2.7 **Seal Test Plan**

The Test Plan must detail how the Contractor will comply with the seal testing requirements specified in Paragraph 5.2.2.9 of Annex A.

#### 10.2.2.8 **Bonding Test Plan**

The Test Plan must detail how the Contractor will comply with the bonding testing requirements specified in Paragraph 5.2.2.10 of Annex A.

#### 10.2.2.9 **Vibration Test Plan**

The Test Plan must detail how the Contractor will comply with the vibration testing requirements specified in Paragraph 5.2.2.11.1 of Annex A.

The Test Plan must also:

- a. identify the make and model of the contractor-provided vibration platform;
- b. describe the procedures to be followed to:
  - i. establish the vibration test capability; and
  - ii. validate the:
    - vibration profile, and
    - vibration platform configuration.
- c. describe how vibration testing will be conducted;
- d. describe how cabling will be accommodated/routed between the Units Under Test (UUT), fixtures and the Test Suite (TS);
- e. explain how the Contractor has taken into account cable clearance issues during testing setup (connecting UUTs to test cables) and tear-down (disconnecting UUTs from test cables);
- f. describe how the government-furnished fixtures will be mounted to the Contractor's vibration table head

expander; and

- g. describe how the Contractor will deal with resonance in the UUT, head expander and any other equipment associated with Vibration Testing.

#### 10.2.2.10 **Thermal Test Plan**

The Test Plan must detail how the Contractor will comply with the thermal testing requirements specified in Paragraph 5.2.2.11.2 of Annex A.

The Test Plan must also:

- a. identify the make and model of the contractor-provided thermal chamber and thermal controller,
- b. describe the procedures to be followed to:
  - i. establish the thermal test capability, and
  - ii. validate the:
    - thermal profile, and
    - thermal chamber configuration.
- c. describe how the thermal testing will be conducted,
- d. describe how cabling will be accommodated/routed between the UUTs, fixtures and the TS, and
- e. explain how the Contractor has taken into account cable clearance issues during testing setup (connecting UUTs to test cables) and tear-down (disconnecting UUTs from test cables) within the thermal chamber, as well as cable routing through the thermal chamber wall, along cable trays to the TS.

#### 10.2.2.11 **Additional Test Plan**

The Test Plan must identify any and all additional testing that the Contractor proposes to conduct to enhance test coverage per Paragraph 5.2.2.12 of Annex A.

#### 10.2.2.12 **Test Failure Repair, Analysis and Problem Resolution Plan**

The Test Plan must detail how the Contractor will comply with the test failure repair and analysis requirements specified in Paragraphs 5.2.5 of Annex A, and the Problem Resolution requirements specified in Paragraph 5.2.6 of Annex A to conduct the following:

- a. Test Failure Debug and Repair;
- b. Test Data Capture, Analysis and Reporting; and
- c. Problem Resolution.

**DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES**

<b>1. TITLE – TITRE</b> First Article Approval Procedure (FAAP)		<b>2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION</b> SE-003	
<b>3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET</b> The FAAP must provide the procedural details of the inspection to be conducted on an initial subset of deliverable items, considered as “first articles” from the Contractor’s production line.			
<b>4. APPROVAL DATE DATE D'APPROBATION</b> 2015 September 30	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIÈRE RESPONSABILITÉ (BPR)</b> Technical Authority		<b>6. GIDEP APPLICABLE – PROGRAMME D'ÉCHANGE DE DONNÉES PERTINENT</b>
<b>7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE</b> The FAAP must include the proposed format and content of the First Article Inspection Report (DID SE-003).			
<b>8. ORIGINATOR – AUTEUR</b> Technical Authority		<b>9. APPLICABLE FORMS – FORMULES PERTINENTS</b>	
<b>10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b> Reference: AS9102 Aerospace First Article Inspection Requirement 10.1 <b>Format</b> 10.1.1 Contractor format is acceptable. Hard copies must use 8.5 inch x 11 inch (216 mm x 279 mm) paper. Soft copies must be compatible with MS Office Suite 2010. 10.2 <b>Content</b> 10.2.1 It is suggested that the FAAP be prepared in accordance with AS9102 . 10.2.2 The FAAP must include the proposed format and content of the First Article Inspection Report (FAIR), DID SE-004.			

### DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES

<b>1. TITLE – TITRE</b> First Article Inspection Report (FAIR)	<b>2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION</b> SE-004	
<b>3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET</b> The FAIR must record the results of the inspection conducted on an initial subset of deliverable line items considered as “first articles” from the Contractor’s production line.		
<b>4. APPROVAL DATE DATE D'APPROBATION</b> 2015 September 30	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIÈRE RESPONSABILITÉ (BPR)</b> Technical Authority	<b>6. GIDEP APPLICABLE – PROGRAMME D'ÉCHANGE DE DONNÉES PERTINENT</b>
<b>7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE</b> The FAIR format and content must be compatible with that of the First Article Approval Procedure (DID SE-002).		
<b>8. ORIGINATOR – AUTEUR</b> Technical Authority	<b>9. APPLICABLE FORMS – FORMULES PERTINENTS</b>	
<b>10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b> Reference: AS9102 Aerospace First Article Inspection Requirement		
<b>10.1 Format</b>		
10.1.1 Contractor format is acceptable. Hard copies must use 8.5 inch x 11 inch (216 mm x 279 mm) paper. Soft copies must be compatible with MS Office Suite 2010.		
<b>10.2 Content</b>		
10.2.1 It is suggested that the FAIR be prepared in accordance with AS9102. The VIP Mk25 FAIR must provide the following and the Flange Assemblies FAIR must provide the equivalent as applicable:		
<ul style="list-style-type: none"> <li>a. provide evidence that all product failures encountered during FAI and LRIP have been debugged, repaired and successfully retested per Annex A, Paragraph 5.2.5.1;</li> <li>b. provide evidence that all FAI and LRIP test data has been captured and analysed per Annex A, Paragraph 5.2.5.2; and</li> <li>c. for all test data negative trends identified per Subparagraph b above provide:           <ul style="list-style-type: none"> <li>i. the determined root cause(s) per Annex A, Paragraph 5.2.6; and</li> <li>ii. evidence of problem resolution through the institution of corrective measures that will prevent with certainty their reoccurrence.</li> </ul> </li> <li>d. for all production process problems encountered during FAI and LRIP provide:           <ul style="list-style-type: none"> <li>i. the determined root cause(s) per Annex A, Paragraph 5.2.6; and</li> <li>ii. evidence of problem resolution through the institution of corrective measures that will prevent with certainty their reoccurrence.</li> </ul> </li> </ul>		

**DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES**

<b>1. TITLE – TITRE</b> Third Party Reliability and Cleanliness Report		<b>2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION</b> SE-005	
<b>3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET</b> The Third Party Reliability and Cleanliness Report must provide the results of the third party cleanliness testing.			
<b>4. APPROVAL DATE DATE D'APPROBATION</b> 2015 September 30	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIÈRE RESPONSABILITÉ (BPR)</b> Technical Authority		<b>6. GIDEP APPLICABLE – PROGRAMME D'ÉCHANGE DE DONNÉES PERTINENT</b>
<b>7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE</b>			
<b>8. ORIGINATOR – AUTEUR</b> Technical Authority		<b>9. APPLICABLE FORMS – FORMULES PERTINENTS</b>	
<b>10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b>			
10.1 <b>Format</b>			
10.1.1 Contractor format is acceptable. Hard copies must use 8.5 inch x 11 inch (216 mm x 279 mm) paper. Soft copies must be compatible with MS Office Suite 2010.			
10.2 <b>Content</b>			
10.2.1 The Third Party Reliability and Cleanliness Report must include and describe the following results for each Circuit Card Assembly (CCA) type:			
a. Crucial Component Review and Inspection;			
b. Visual Inspection;			
c. Sheer, drop and pull testing; and			
d. Cleanliness Testing.			

### DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES

<b>1. TITLE – TITRE</b> Technical Report		<b>2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION</b> SE-006	
<b>3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET</b> The Technical Report must summarize the Contractor's progress in relation to the production milestones, schedules, plans and deliverables. It provides the status of the work achieved versus that planned and highlights problem areas and corrective actions being taken to resolve issues.			
<b>4. APPROVAL DATE DATE D'APPROBATION</b> 2015 September 30	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIÈRE RESPONSABILITÉ (BPR)</b> Technical Authority		<b>6. GIDEP APPLICABLE – PROGRAMME D'ÉCHANGE DE DONNÉES PERTINENT</b>
<b>7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE</b>			
<b>8. ORIGINATOR – AUTEUR</b> Technical Authority		<b>9. APPLICABLE FORMS – FORMULES PERTINENTS</b>	
<b>10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b>			
10.1	<b>Format</b>		
10.1.1	Contractor format is acceptable. Hard copies must use 8.5 inch x 11 inch (216 mm x 279 mm) paper. Soft copies must be compatible with MS Office Suite 2010.		
10.2	<b>Content</b>		
10.2.1	The Technical Report must include topical sections per the following paragraphs.		
10.2.2	<b>Executive Summary</b>		
	This section of the Report must summarize all other sections in such a way that the reader may rapidly become acquainted with the remainder of the report without having to read it all.		
10.2.3	<b>Manufacturing</b>		
	The Manufacturing section must include topical sections per the following paragraphs.		
10.2.3.1	<b>Product Manufacturability</b>		
	The Contractor must report the details of possible design changes / deviations to improve product manufacturability / supportability.		
10.2.3.2	<b>Manufacturing Process</b>		
	The Contractor must report the details of any contemplated additional work or change to the manufacturing process or the production facility baselined per Annex A, Paragraphs 4.2.2.9 and 4.3.2.7.		
10.2.3.1	<b>Work in Progress</b>		
	The Contractor must report the following Work in Progress (WIP) information as of the end of the reporting period, for the VIP Mk25, and each of the Flange Assembly types, for each major test step in the manufacturing process:		
	a. number of units, and		
	b. percentage of total number of units.		

The major steps in the the manufacturing process are:

- a. production/acquisition of components,
- b. assembly,
- c. testing per Paragraph 10.2.4 below,
- d. debug and repair, and
- e. shipping.

#### 10.2.3.3 **Rework**

The Contractor must report on the progress of all rework necessitated by design changes / deviations or additional work approved after commencement of Full Rate Production.

#### 10.2.3.4 **Requests for Waiver**

The Contractor must report the details of potential requests for waiver .

#### 10.2.4 **Testing**

The Testing section must include topical sections per the following paragraphs.

##### 10.2.4.1 **Yield**

The Contractor must report the following VIP Mk25 yield information, for the reporting period, for each major test step in the test process, as applicable:

- a. First Pass Yield (also called Throughput Yield (TPY)) – the number of acceptable pieces at the end of a test step divided by the number of starting pieces excluding scrap and rework.
- b. Rolled Throughput Yield (RTY) – the probability of the entire process producing zero defects.
- c. Normalized Yield (NY) – the average yield per test step. It's the probability of a unit passing through one test step without rework.

The major steps in the the test process are:

- a. Incoming Parts Inspection (Annex A, Paragaraph 4.2.2.2);
- b. Membrane Testing (Annex A, Paragraph 5.2.2.1);
- c. Membrane Enclosure Testing (Annex A, Paragraph 5.2.2.2);
- d. Cable Harness Testing (Annex A, Paragraph 5.2.2.6);
- e. Hi-Pot Testing (Annex A, Paragraph 5.2.2.8);
- f. Additional Testing (Annex A, Paragraph 5.2.2.12);
- g. Initial Acceptance Test Procedure Testing (Annex A, Paragraph 5.2.3.3);
- h. Seal Testing (Annex A, Paragraph 5.2.2.9);
- i. Vibration Testing (Annex A, Paragraph 5.2.3.4);
- j. Thermal Testing (Annex A, Paragraph 5.2.3.5);
- k. Final Acceptance Test Procedure Testing (Annex A, Paragraph 5.2.3.6);
- l. TEMPEST Sample Testing (Annex A, Paragraph 5.2.4); and
- m. Post-TEMPEST Acceptance Test Procedure Testing (5.2.3.7).

##### 10.2.4.2 **Failure Trends**

The Contractor must report the details of:

- a. all trends identified during Failure Trend Analysis (FTA) conducted during the reporting period per Annex A, Paragraph 5.2.5; and
- b. the ensuing problem resolution conducted per Annex A, Paragraph 5.2.6.

#### 10.2.4.3 **Test Process**

The Contractor must report the cumulative findings of Statistical Process Control (SPC) conducted per Annex A, Paragraph 4.1.3.2. The report must list the defects found and indicate their percentage, frequency, etc. Example defects include, but are not limited to, the following:

- a. insufficient solder;
- b. excess solder;
- c. cold solder;
- d. shorts/bridges;
- e. solder splash/solder balls;
- f. open joints;
- g. pinholes/voids;
- h. cable crimping errors;
- i. paint scratches; and
- j. membrane failures.

#### 10.2.4.4 **Bonepile Rehabilitation**

The Contractor must report all VIP Mk25 Units Under Test (UUT) that have *not* successfully passed all testing thirty (30) calendar days after commencing testing. The following information must be reported:

- a. UUT serial number,
- b. date that the UUT commenced testing,
- c. explanation of the holdup , and
- d. expected rehabilitation date.

The listing of UUTs must be sorted by the “date that the UUT commenced testing”, decending, with the “oldest” UUTs appearing at the top of the list. The listing must be cumulative in that a UUT must not be removed from the list until it has successfully passed all testing.

#### 10.2.4.5 **Bonding Testing**

The Contractor must report the cumulative results of all Bonding Testing conducted per Annex A, Paragraph 5.2.2.10. The report must list the following:.

- a. Batch Number,
- b. Serial Number,
- c. for Bonding Testing conducted after assembly and before the UUT is tested:
  - i. each connector ID, and
  - ii. bonding measurement.
- d. for Bonding Testing conducted as part of outgoing inspection:
  - i. each connector ID, and
  - ii. bonding measurement.
- e. for Bonding Testing conducted on samples selected for TEMPEST Sample Testing, just prior to being

shipped for testing (if applicable):

- i. Each connector ID, and
- ii. bonding measurement.

The listing must be sorted first by Batch Number, ascending; then by Serial Number, ascending.

#### 10.2.4.6 **TEMPEST Sample Testing**

The Contractor must report the cumulative results of all TEMPEST Sample Testing conducted per Annex A, Paragraph 5.2.4. The reports must list the following:

- a. Batch Number,
- b. Sample Serial Number,
- c. Date Shipped to TEMPEST Test Facility,
- d. Test Result (Pass/Fail), and
- e. Date Received from TEMPEST Test Facility.

The listing must be sorted first by Batch Number, ascending; then by Sample Serial Number, ascending.

#### 10.2.4.7 **Government Furnished Test Equipment**

The Contractor must report the status of Government Furnished Equipment (GFE) per the following paragraphs.

##### 10.2.4.7.1 **Malfunction**

The Contractor must provide a summarization of all notifications provided per Annex A Paragraph 5.2.3.2.4, of GFE being or becoming inoperable or unavailable. The report must provide the following for each notification, and must carry over notifications from previous months until resolved:

- a. GFE item,
- b. situation,
- c. date of notification, and
- d. date of resolution.

##### 10.2.4.7.2 **Throughput**

The Contractor must report for each of the following, the number of UUTs tested during the reporting period, and the average test time:

- a. Functional Testing:
  - i. Initial Acceptance Test Procedure Testing,
  - ii. Final Acceptance Test Procedure Testing, and
  - iii. Post-TEMPEST Acceptance Test Procedure Testing.
- b. Environmental Stress Screening:
  - i. Vibration Testing, and
  - ii. Thermal Testing.

##### 10.2.4.7.3 **Utilization**

The Contractor must, for each GFE Test Station, report the number of hours operated during the reporting period.

#### 10.2.5 **Supply Chain**

The Supply Chain section must include topical sections per the following paragraphs.

10.2.5.1 **Lead Time**

The Contractor must report the findings of lead time reviews conducted per Annex A, Paragraph 3.1.5.

10.2.5.2 **Obsolescence**

The Contractor must report component obsolescence and provide recommended solutions per Annex A, Paragraph 3.1.6.

10.2.5.3 **Component Update**

The Contractor must report component updates, revisions or changes per Annex A, Paragraph 3.2.3

10.2.6 **Subcontracts**

The Subcontract section must report all supplier issues that may negatively impact fulfilment of Contract requirements.

10.2.7 **In-service Support**

The In-Service Support section must include topical sections per the following paragraphs.

10.2.7.1 **Warranty Returns**

The Warranty Returns section must provide:

- a. a cumulative listing of all Warranty Repair Reports submitted per CDRL 019 and DID SE-011 identifying the determined root cause for each; and
- b. a Failure Trend Analysis of the aggregate of warranty returns, conducted per Annex A Paragraph 5.2.5, and the root cause of identified trends, determined per Annex A, Paragraph 5.2.6.

**DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES**

<b>1. TITLE – TITRE</b> Delivery Report		<b>2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION</b> SE-007	
<b>3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET</b> The Delivery Report must provide identification details regarding each item included in each delivery.			
<b>4. APPROVAL DATE DATE D'APPROBATION</b> 2015 September 30	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIÈRE RESPONSABILITÉ (BPR)</b> Technical Authority		<b>6. GIDEP APPLICABLE – PROGRAMME D'ÉCHANGE DE DONNÉES PERTINENT</b>
<b>7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE</b>			
<b>8. ORIGINATOR – AUTEUR</b> Technical Authority		<b>9. APPLICABLE FORMS – FORMULES PERTINENTS</b>	
<b>10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b>			
10.1 <b>Format</b>			
10.1.1 Contractor format is acceptable. Hard copies must use 8.5 inch x 11 inch (216 mm x 279 mm) paper. Soft copies must be compatible with MS Office Suite 2010.			
10.2 <b>Content</b>			
10.2.1 Each Delivery Report must include the following:			
a. for each VIP Mk25 delivered:			
i. Serial Number;			
ii. Unique Item Identifier (UID);			
iii. UID Encoded String;			
iv. Security Seal Serial Number;			
v. Operational Code Loaded.			
vi. Confirmation that the unit has passed all tests and quality control processes;			
vii. Part Number and Revision;			
viii. Batch/Lot Number;			
ix. NATO Contractor and Government Entity (NCAGE);			
x. Item Description;			
xi. NATO Stock Number (NSN);			
xii. Contract Number;			
xiii. Contract Line Item Number (CLIN);			
xiv. Ship-to Location;			
xv. Delivery Date;			
xvi. Warranty Expiry Date;			

- xvii. Unit of Purchase;
  - xviii. Price per Unit of Purchase;
  - xix. Weight;
  - xx. Volume;
  - xxi. Height;
  - xxii. Depth; and
  - xxiii. Width.
- b. for each quantity of a given Flange Assembly or spare component delivered:
- i. Confirmation that each unit in the delivery has passed all tests and quality control processes;
  - ii. Part Number and Revision;
  - iii. NATO Contractor and Government Entity (NCAGE);
  - iv. Item Description;
  - v. NATO Stock Number (NSN);
  - vi. Contract Number;
  - vii. Contract Line Item Number (CLIN);
  - viii. Ship-to Location;
  - ix. Delivery Date;
  - x. Warranty Expiry Date;
  - xi. Unit of Purchase;
  - xii. Delivered Quantity;
  - xiii. Price per Unit of Purchase;
  - xiv. Weight per Unit;
  - xv. Volume per Unit;
  - xvi. Height per Unit;
  - xvii. Depth per Unit; and
  - xviii. Width per Unit.

**DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES**

<b>1. TITLE – TITRE</b> Request for Design Change / Deviation		<b>2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION</b> SE-008	
<b>3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET</b> The Request for Design Change / Deviation must be used to request and obtain authorization for a permanent or temporary departure from the technical data requirements of the Contract to be incorporated in any number of items being manufactured to the Contract.			
<b>4. APPROVAL DATE DATE D'APPROBATION</b> 2011 September 21	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIÈRE RESPONSABILITÉ (BPR)</b> Technical Authority		<b>6. GIDEP APPLICABLE – PROGRAMME D'ÉCHANGE DE DONNÉES PERTINENT</b>
<b>7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE</b>			
<b>8. ORIGINATOR – AUTEUR</b> Technical Authority		<b>9. APPLICABLE FORMS – FORMULES PERTINENTS</b> DND 672 (See Annex E)	
<b>10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b> Reference: D-02-006-008/SG-001 The Design Change, Deviation and Waiver Procedure 10.1 <b>Format</b> 10.1.1 Design Change / Deviations must be submitted using form DND 672. Hard copies must use 8.5 inch x 11 inch (216 mm x 279 mm) paper. Soft copies must be compatible with MS Office Suite 2010. 10.2 <b>Content</b> 10.2.1 Design Change / Deviations forms must be completed per D-02-006-008/SG-001.			

**DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES**

<b>1. TITLE – TITRE</b> Request for Waiver		<b>2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION</b> SE-009	
<b>3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET</b> The Request for Waiver must be used to request and obtain waivers to permit the acceptance of items, which through error during manufacture, do not conform to the technical data requirements of the Contract.			
<b>4. APPROVAL DATE DATE D'APPROBATION</b> 2011 September 21	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIÈRE RESPONSABILITÉ (BPR)</b> Technical Authority		<b>6. GIDEP APPLICABLE – PROGRAMME D'ÉCHANGE DE DONNÉES PERTINENT</b>
<b>7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE</b>			
<b>8. ORIGINATOR – AUTEUR</b> Technical Authority		<b>9. APPLICABLE FORMS – FORMULES PERTINENTS</b> DND 675 (See Annex F)	
<b>10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b> Reference: D-02-006-008/SG-001 The Design Change, Deviation and Waiver Procedure 10.1 <b>Format</b> 10.1.1 Requests for Waiver must be submitted using form DND 675. Hard copies must use 8.5 inch x 11 inch (216 mm x 279 mm) paper. Soft copies must be compatible with MS Office Suite 2010. 10.2 <b>Content</b> 10.2.1 Request for Waiver forms must completed per D-02-006-008/SG-001.			

**DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES**

<b>1. TITLE – TITRE</b> Request for Additional Work		<b>2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION</b> SE-010	
<b>3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET</b> The Request for Additional Work must be used to request authorization to conduct work that is within the scope of the Contract but not specifically detailed in the Statement of Work.			
<b>4. APPROVAL DATE DATE D'APPROBATION</b> 2011 September 21	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIÈRE RESPONSABILITÉ (BPR)</b> Technical Authority	<b>6. GIDEP APPLICABLE – PROGRAMME D'ÉCHANGE DE DONNÉES PERTINENT</b>	
<b>7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE</b>			
<b>8. ORIGINATOR – AUTEUR</b> Technical Authority		<b>9. APPLICABLE FORMS – FORMULES PERTINENTS</b> PWGSC-TPSGC 1379	
<b>10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b>			
10.1 <b>Format</b>			
10.1.1 PWGSC-TPSGC 1379 Work Arising or New Work. Hard copies must use 8.5 inch x 11 inch (216 mm x 279 mm) paper. Soft copies must be compatible with MS Office Suite 2010.			
10.2 <b>Content</b>			
10.2.1 PWGSC-TPSGC 1379 Work Arising or New Work.			

**DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES**

<b>1. TITLE – TITRE</b> Warranty Repair Report		<b>2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION</b> ISS-001	
<b>3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET</b> The Warranty Repair Report is used to report the Contractor's findings and repair action taken for VIP Mk25s and Flange assemblies returned to the Contractor for warranty repair			
<b>4. APPROVAL DATE DATE D'APPROBATION</b> 2015 September 30	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIÈRE RESPONSABILITÉ (BPR)</b> Technical Authority		<b>6. GIDEP APPLICABLE – PROGRAMME D'ÉCHANGE DE DONNÉES PERTINENT</b>
<b>7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE</b>			
<b>8. ORIGINATOR – AUTEUR</b> Technical Authority		<b>9. APPLICABLE FORMS – FORMULES PERTINENTS</b>	
<b>10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b>			
10.1 <b>Format</b>			
10.1.1 Contractor format is acceptable. Hard copies must use 8.5 inch x 11 inch (216 mm x 279 mm) paper. Soft copies must be compatible with MS Office Suite 2010.			
10.2 <b>Content</b>			
10.3.1 The Warranty Repair Report must include the following:			
a. the reported fault that accompanied the faulty unit,			
b. the determined root cause of the fault, and			
c. the repairs made.			