

## **Volume 3, Annex B, Appendix 2**

### **Performance Work Statement (In-service Support) Data Item Descriptions**

## **Underwater Warfare Suite Upgrade**

**02 March 2017**

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## DID-EWR-001 – Emergent Work Request

DATA ITEM DESCRIPTION		
1. TITLE Emergent Work Request (EWR)	2. IDENTIFICATION NUMBER DID-EWR-001	
3. DESCRIPTION <p>Emergent Work is work within a contract which is generally unplanned or unquantifiable, although of a known type. Emergent work activities include but are not limited to: New Work related to Engineering, Maintenance, Material, Software Engineering, to other EWRs and Installation of EC's and Upgrades. Emergent Work Requests are submitted by the Contractor in accordance with the contract to DND for Task authorization approval.</p> <p>The EWR provides the required details in order to seek authorization to deliver work activities including but not limited to: New Work related to Engineering, Maintenance, Material, Software Engineering, TIES, SITS, technical advice, other EWRs and installation of EC's and upgrades. The EWR provides sufficient details to fully enable the DND TA to evaluate for authorization the emergent work item with respect to costing, level of effort, impact on operations, performance, availability, logistics support and any other affected areas. The CA will normally approve the EWR via DND 626 task authorization process approval.</p>		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP <p>This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.</p>		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS <p>10.1 SOURCE DOCUMENT</p> <p>10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.</p> <p>10.2 FORMAT</p> <p>10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein.</p> <p>10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein.</p> <p>10.3 CONTENT</p> <p>10.3.1 EWRs must include the following information in sufficient detail for review and evaluation for each EWR:</p> <ul style="list-style-type: none"> <li>a. General information (i.e. originator, date, EWR number, designation, title, etc.);</li> <li>b. Configuration Item Information (CI(s) / EC's / Work Item to which the EWR applies);</li> <li>c. Impact on operations, performance, availability, logistics, training, specifications,</li> </ul>		

- interfaces and any other affected areas;
- d. Description of the emergent work or activity;
- e. Substantiation of the requirement for the EWR;
- f. Impact if the work is not done;
- g. Resources required: materials, costing, level of effort; and
- h. Authorities (Submitting, Reviewing, Recommending and Approving).

## DID-SSS-001 – Objective Evidence of Steady State ISS Capacity

DATA ITEM DESCRIPTION		
1. TITLE Objective Evidence of Steady State ISS Capacity	2. IDENTIFICATION NUMBER DID-SSS-001	
3. DESCRIPTION The Contractor is required to provide Objective Quality Evidence that the ISSC has transitioned from the Start-Up Phase to the Steady State phase. The Start-Up phase ends when a Steady-State ISS capability has been verified by Canada to be acceptable to start the conduct of steady-state ISS of the UWSS EG. The OQE may consist of other DID documents and records or approval from the DA/TA or CA for forms, procedures or authorization to proceed with activities. The OQE includes the management processes, administrative procedures and organizational structure that will be used to manage the Work required of the Contractor as part of the Contract.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE N/A
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS <b>10.1 SOURCE DOCUMENT</b>  10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.  <b>10.2 FORMAT</b>  10.2.1 The format of the Objective Quality Evidence called for in this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein.  10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein.  <b>10.3 CONTENT</b>  10.3.1 The OQE required to demonstrate that the Contractor has achieved Steady State Operations within the ISSC at a minimum, must include working copies of the: <ul style="list-style-type: none"> <li>a. UWSU ISSC Program Management Plan;</li> <li>b. UWSU ISSC Start Up Plan;</li> <li>c. UWSU ISSC Close Out Plan;</li> <li>d. UWSU ISSC Annual Operating Plan;</li> <li>e. UWSU ISSC Integrated Master Schedule;</li> <li>f. Risk Management Plan;</li> <li>g. Surge Response Plan;</li> <li>h. Quality and Assurance Management Plan;</li> </ul>		

- i. UWSU Equipment Group R&O Plan;
- j. UWSU ISSC Configuration Management Plan;
- k. UWSU ISSC Material Management Plan;
- l. UWSU ISSC Technical Data Management Plan;
- m. UWSU ISSC Performance Management Plan;
- n. UWSU ISSC Obsolescence Management Plan; and
- o. UWSU ISSC Software Support and Management Plan.

10.3.2 The OQE must include a report that demonstrates that the Contractor has achieved a sufficient level of proficiency to operate the ISSC on both east and west coasts such that he can respond to all emergent and core work requirements.

10.3.3 The OQE must include a report that demonstrates that the Contractor has sufficient personnel employed to meet the ISSC contractual requirements and that he has the facilities available to conduct the Work required by the Contract.

10.3.4 The OQE must include a report that demonstrates that the Contractor has the Material Storage and handling facilities set up to receipt, transport and house all material required to be handled by the UWSU ISSC. The OQE must also demonstrate that the Contractor has an electronic Material Management System in place that handles all tracking, acquisition, and inventory control functions necessary.

10.3.5 The OQE must include a report that demonstrates that the Contractor has a Life cycle Management and a Configuration Management Process in place and has access to the DND DRMIS system of record and has personnel available and qualified to conduct all required work required to be entered, managed or configured into this system.

10.3.6 The OQE must include a report that demonstrates that the Contractor has a working Emergent Work Request system that must demonstrate how that system functions, how the Contractor handles and establishes the EWR for start to quote acceptance to implementation. The OQE must also demonstrate how EWR and Core work tasks are entered into the AOP and the Integrate Master Schedule, to include; how the work is assigned, tracked, recorded and charged until its completion.

10.3.7 The OQE must include a report that demonstrates that the Contractor has Controlled goods, ITAR and Classified Documents management system in place that includes inventorying and tracking and the physical security of items. The report must also demonstrate that the contractor has an effective access and control system in place for the Controlled goods, ITAR and Classified Documents held and must demonstrate how he controls and restricts access to these documents. The report must also demonstrate how the Contractor's Controlled goods, ITAR and Classified Documents management system is being managed and conducted in accordance with DND and PSPC Security Regulations.

10.3.8 A current and valid version of the Performance Requirements Specification, DSD-PRS-001 must be fully approved and agreed upon by both the Contractor and Canada and must be included with this DID deliverable.

## DID-PMP-001 - UWSU-ISSC - Project Management Plan

DATA ITEM DESCRIPTION		
1. TITLE UWSU-ISSC - Project Management Plan (PMP)	2. IDENTIFICATION NUMBER DID-PMP-001	
3. DESCRIPTION The Project Management Plan (PMP) describes the Contractor's processes and organization for integrating and carrying out all management activities necessary to complete the Work required by the Contract within the approved schedule and budgetary constraints, and meeting all contractual requirements. The PMP will be used to provide the Technical Authority (TA) insight into the Contractor's project management practices and procedures as they apply to the Contract.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE N/A
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS <b>10.1 SOURCE DOCUMENT</b>  10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.  <b>10.2 FORMAT</b>  10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein.  10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein.  <b>10.3 CONTENT</b>  The PMP consolidates the management processes, administrative procedures and organizational structure that will be used to manage the Work required of the Contractor as part of the Contract. The PMP further details the practices and procedures for project scheduling, planning, organizing, directing, executing, monitoring, controlling, providing orderly resource management, communicating, reporting, managing risk, managing environmental health and safety issues and impacts, managing information, and closing of action items for all Work required by the Contract. The PMP must address in detail the above points through the following:  10.3.1 Overview:  a. Purpose, Background, Scope and Objectives; b. Assumptions, Constraints and Risks;		

- c. Project Deliverables;
- d. Organization Summary; and
- e. Schedule Summary.

#### 10.3.2 Organization:

The PMP must contain a chart showing the overall project organization and management structure. The organization chart must identify, by name, all key management personnel and must clearly indicate lines of responsibility, including the Project Manager, who must have overall responsibility for the entire project. A narrative description of the responsibilities of each individual identified must be provided. A list of all Personnel who will interface directly with PSPC and the DND Equipment Management Team (EMT) must be provided. The Contractors ISSC Project Management Team (PMT) must be identified. For each individual PMT Member identified, their scope of responsibility and authority must be identified.

#### 10.3.3 Project Management Procedures

A narrative description of the procedures to be employed in managing the project must be provided. This must include, but not be limited, to the following:

- a. ISSC Performance monitoring, control and reporting methods
- b. Lines of communication (internal and external)
- c. Resource allocation
- d. Financial control mechanisms
- e. Methods of problem identification and corrective action related to the overall project schedule and milestones; and
- f. Documentation Control of Project plans, meetings, assessments, proposals and reporting documents.

#### 10.3.4 Annual Operating Plan (AOP)

The Annual Operating Plan must quantify and detail the work required on the project which will outline the work expected to be undertaken and completed over the next five (5) years of the contract.

**See DID-PMP-004**

10.3.5 The Integrated Master Schedule (IMS) is a consolidated view of schedules in Work Breakdown Structure (WBS) element format that encompasses individual system overhaul schedules and ship docking work period schedules and a complete hierarchical dictionary of the goods, services and other tasks to be performed for the Contract as integrated into the class and individual ship scheduled activities. It constitutes the principal framework for the UWSU ISS program authorization, control of scheduled work and formal reporting of schedule status for the Contract. A WBS identifying specific work packages with detailed task descriptions (WBS Dictionary) must be provided along with resource requirements as part of the AOP. The Contract Work Breakdown Structure (CWBS) must be prepared in accordance with MIL-STD-881C procedures, down to at least level 3, and must integrate with the Contractor's planning, and scheduling system.

**See DID-PMP-005.**

#### 10.3.6 Subcontract Management

This section describes the processes that will be used to control performance, cost and schedule of work to be completed by the subcontractors. Reference may be made to existing Contractor internal procedures for subcontract management that will be followed provided that these procedures are clearly described and reported to PMT. This section also describes the mechanisms and processes that will be used to interact with other DND and industry stakeholders, namely the Major Surface Combatant (MSC) Class Manager (*Halifax-class*), the Contractor for the *Halifax-class* responsible for Combat Systems, the Fleet Maintenance Facilities and the shipyards who will be involved in installations and testing.

#### 10.3.7 Data Management

This section must include the following information:

- a. Directory and file structure on the Contractor's Information System;
- b. Archiving of soft copy data including e-mails;
- c. Receipt and conversion to soft copy of any hard copy data or communications received by the Contractor;
- d. Monitoring to ensure DM rules are being followed by project staff;
- e. Establishing and description of file naming protocol to be used on the project;
- f. Description of Contractor's existing processes and/or procedures that will be followed for the implementation of Data Management; and
- g. Records and control procedures for Databases, Registry's, specifications and items logs.

**See DID-EIM-003**

#### 10.3.8 Preliminary Integrated Service Support (ISS) Management Plan

The Preliminary ILS Management Plan section must be prepared in the Contractor's format and must include the following information:

- a. A description of the overall ISS program;
- b. A description of the Contractor's ISS program management and controls; and
- c. A summary of the ISS program elements and a description how all ISS contract items will be delivered.

## DID-PMP-002 – UWSU ISSC – Start-Up Plan

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC – Start-Up Plan	2. IDENTIFICATION NUMBER DID-PMP-002	
3. DESCRIPTION The Start-Up Plan describes how the Contractor plans to ramp up his service delivery capability to meet the <i>Halifax</i> -class frigates' UWSS EG from the first installation through reaching full operational capability and ongoing support requirements.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
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10. PREPARATION INSTRUCTIONS <b>10.1 SOURCE DOCUMENT</b>  10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.  <b>10.2 FORMAT</b>  10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein.  10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein.  <b>10.3 CONTENT</b>  10.3.1 The Contractor's Start-Up plan must address the following: <ul style="list-style-type: none"> <li>a. How the Contractor plans on co-ordinating meetings with Canada during the Start-up Phase;</li> <li>b. How the Contractor will establish the Various ISSC service requirements of the PWS including timelines for when resources and infrastructure will be put in place;</li> <li>c. Timelines to establish the relationships with the Formations, RCN, Subcontractors and Industry.</li> <li>d. Processes for integrating UWSU system installations and Warranty work;</li> <li>e. Processes to verify and validate EC installations meet the Design Intent of each frigate; and</li> <li>f. Processes to verify the ISSC service requirements are listed and scheduled on the IMS and AOP and to confirm that they are being met and satisfactorily completed.</li> </ul>		

## DID-PMP-003 – UWSU ISSC – Close-Out Plan

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC – Close-Out Plan	2. IDENTIFICATION NUMBER DID-PMP-003	
3. DESCRIPTION The UWSU ISSC Close-Out Plan describes how the Contractor will transfer support from the Contractor to Canada or to a third party as directed by PSPC.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS <b>10.1 SOURCE DOCUMENT</b>  10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.  <b>10.2 FORMAT</b>  10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein.  10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein.  <b>10.3 CONTENT</b>  10.3.1 The Contractor’s Close-Out plan must address the following: <ul style="list-style-type: none"> <li>a. Provide a descriptive and traceable listing of all activities required to transfer the ISSC from the Contractor to Canada or to a third party as directed by PSPC, that is to include all services or goods including hard copy and electronic format documents and drawings and all Canada owned materials as specified in the Contract;</li> <li>b. Describe all major activities that have to be completed prior to contract Close-out or Transfer;</li> <li>c. Describe the specific actions and activities required to close out each PWS element;</li> <li>d. Describe all contracted Emergent or Core Work items and tasks that are already in progress and will continue to be progressed to completion by the Contractor;</li> <li>e. Describe all in progress Repair and Overhaul items already being worked on and progressed by the contractor, at his facility, until work completion and each items return as serviceable to Canada;</li> <li>f. Describe all Repairable holdings held by the Contractor that can be returned to Canada without being progressed or worked on;</li> <li>g. Describe all proposed emergent or Core work items or tasks that can be stopped or transferred to Canada or to a third party as directed by PSPC;</li> </ul>		

- h. Provide a schedule with milestones for all activities and actions described within;
- i. Identify all assumptions and constraints applicable to the Close-Out Plan;
- j. Describe how the Contractor will transfer the management of data, data and documents including hard copy and electronic format documents, drawings and software;
- k. Identify all Government owned property in the Contractor's possession;
- l. Identify all Contractor owned property required for the ongoing support of the UWSS EG;
- m. Identify all ongoing contractor and sub-contractor warranty work and when it will be completed;
- n. Identify how all future contractor and sub-contractor warranty work will be transferred; and
- o. Identify, at the start of the UWSU ISSC project close-out phase, the volume of materials and floor space that will be required to house the Government owned warehouse stock, all required materials, data and documents including hard copy and electronic format documents, drawings and software, Class TDP, Returned GFE and GSM and any other items that will be returned to Canada or transferred.

## DID-PMP-004 – UWSU ISSC – Annual Operating Plan

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC – Annual Operating Plan	2. IDENTIFICATION NUMBER DID-PMP-004	
3. DESCRIPTION The Annual Operating Plan (AOP) describes the business plan for the Contractor’s operations. The AOP must detail all the Core and scheduled Emergent work that the Contractor plans to conduct during the current fiscal year and over the next five (5) years of the contract.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
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- e. Include a work breakdown structure (WBS) and schedule to show the Contractor's implementation plan in relation to the Contractor's resource plan necessary to accomplish the work;
- f. Include the details and durations of all Programmed Work Periods (PWP) including; Short Work Periods (SWP), Docking Work Periods (DWP) and Extended Docking Work Periods (EDWP) and Engineering Change Work Periods (ECWPs);
- g. Include significant In-Service Support activities such as major repairs, surveys, tests and trials and EC installations;
- h. The AOP must be based on the assigned operational readiness levels for each *Halifax*-class frigate in order to establish the priority for ISS and the schedule of work plans for the Formations;
- i. The AOP must include, in order of recommended priority, any new unfunded work that the Contractor deems necessary to add to the program as future Emergent work and is to notify Canada of this new work within 30 days of its determination and Addition to the AOP. Addition of this new work is subject to approval by Canada;
- j. The AOP, must be adjusted to accommodate any ship readiness level changes, schedule changes, delays in execution of *Work*, or unexpected changes in funding and must update the AOP on a weekly basis to account for any class program plan changes that may occur; and
- k. The East and West Coast Formation work must be broken down to the individual ship level in the AOP.

## DID-PMP-005 – UWSU ISSC – Integrated Master Schedule

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC – Integrated Master Schedule	2. IDENTIFICATION NUMBER DID-PMP-005	
3. DESCRIPTION The Integrated Master Schedule (IMS) is a consolidated view of schedules in Work Breakdown Structure (WBS) element format that encompasses individual system overhaul schedules and ship docking work period schedules and a complete hierarchical dictionary of the goods, services and other tasks to be performed for the Contract as integrated into the class and individual ship scheduled activities. It constitutes the principal framework for the UWSU ISSC program authorization, control of scheduled work and formal reporting of schedule status for the Contract.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
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10. PREPARATION INSTRUCTIONS <b>10.1 SOURCE DOCUMENT</b>  10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.  <b>10.2 FORMAT</b>  10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein.  10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein.  10.2.3 The IMS must be produced using the Microsoft Project or Oracle Primavera software packages, compatible with the versions in use at DND and as further described herein.  <b>10.3 CONTENT</b>  10.3.1 The Integrated Master Schedule (IMS) must: <ol style="list-style-type: none"> <li>a. be produced in a scheduling format with a consolidated view of schedules for each individual frigate and shore facility;</li> <li>b. be produced in Work Breakdown Structure (WBS) element format that encompasses individual system overhaul schedules and ship docking work period schedules;</li> <li>c. include a complete hierarchical dictionary of the goods, services and other tasks to be performed on the individual frigate or shore facility for the Contract work item as integrated into the class and individual ship scheduled activities;</li> <li>d. be integrated into the AOP such that all tasks are captured and that all work is</li> </ol>		

scheduled and aligned to the Class Program Plan and individual frigate operational and work period schedules;

- e. be amended and updated to reflect any changes to program plans or operational schedules and to correct any errors or omissions. The Contractor must notify Canada of any changes within 20 working days of any changes being made;
- f. be developed and maintained to assist Canada in assessing schedule risks and for work planning and to be used by the Contractor to manage and deliver the work performed under the UWSU ISSC;
- g. include a detailed legend depicting the meaning of all symbols, abbreviations and colours utilized;

10.3.2 Permit user filtering on specific activities, through a one-step filter, in order to provide the following independent schedules:

- a. Annual Operating Plan, including core and emergent work, schedule of activities;
- b. programmed work period schedule of activities;
- c. engineering change installation activities;
- d. individual unit operational schedule of availability; and
- e. UWSU ISSC financial milestone schedule.

10.3.3 Show a scheduled sequence of WBS activities and events and their relationship to the AOP elements and activities to include:

- a. the sequence, duration and completion dates of deliverable items;
- b. core and emergent task activities down to the work package level;
- c. UWSU ISSC milestones and their associated payment milestones;
- d. delivery dates of documentation for review and final delivery;
- e. scheduled dates for training courses and activities; and
- f. Qualification Testing, Acceptance Testing and Trials activities.

10.3.4 Each IMS activity must include all details associated with each WBS elements and tasks, to include as a minimum the following:

- a. WBS Code of Accounts;
- b. Contract line item number(s) associated with the element/activity;
- c. Element/activity predecessors;
- d. Element/task completion criteria;
- e. Element/task description;
- f. Element/task early start and finish dates;
- g. Element/task late start and finish dates; and
- h. Element/task free float.

## DID-PMP-006 – UWSU ISSC – Risk Management Plan

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC – Risk Management Plan	2. IDENTIFICATION NUMBER DID-PMP-006	
3. DESCRIPTION The Risk Management Plan describes how the Contractor plans on managing risks and risk related issues.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS <b>10.1 SOURCE DOCUMENT</b>  10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.  <b>10.2 FORMAT</b>  10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein.  10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein.  <b>10.3 CONTENT</b>  10.3.1 The Risk Management Plan must: <ul style="list-style-type: none"> <li>a. provide the Contractor’s governance structure and concept of risk management by which the UWSU ISSC risks and risk related issues are dealt with and escalated to the appropriate decision level within a specified time period to allow for mitigation steps and actions to be taken;</li> <li>b. provide the Contractor’s procedures for risk identification, analysis, trends, mitigation, contingencies, tracking and reporting all risk areas and to what minimum risk level of reporting is to be conducted;</li> <li>c. identify and describe risks as a function of probability and level of impact and severity on the UWSS EG and the ISSC that may affect: capability, operational status or availability, cost, schedule, environment, security, safety, program and other outcomes as determined;</li> <li>d. outline the shared risk management responsibilities between Canada and the Contractor and provide for risk assessment alignment for risks and issues with shared levels of ownership;</li> <li>e. Identify the triggers, events or necessary actions that would activate or require contingency plans and roles and responsibilities of the Contractor and Canada;</li> </ul>		

- f. Include a business continuity plan that defines how the Contractor will respond to risk mitigation and corrective actions, response to risk issues and risk mitigation planning;
- g. Include a detailed process for proposing changes to the Risk Management Plan to help manage risks to the UWSS EG and the ISSC including risk mitigation planning and response to risk issues; and
- h. Identify a Risk Register tool and describe in detail the procedures for recording, reporting and tracking UWSU ISSC risks.

## DID-PMP-007 – UWSU ISSC – Risk and Risk Issue Register

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC – Risk and Risk Issue Register	2. IDENTIFICATION NUMBER DID-PMP-007	
3. DESCRIPTION The Risk Register is a database type tool provided by the Contractor to support risk identification, risk analysis, risk response planning, and risk control activities and is a repository of the results of these activities.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS		
<p><b>10.1 SOURCE DOCUMENT</b></p> <p>10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.</p> <p>10.1.2 Risk Register functionality is provided by DND Canada in the Defence Resource Management Information System (DRMIS) Portal.</p> <p><b>10.2 FORMAT</b></p> <p>10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein.</p> <p>10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein.</p> <p><b>10.3 CONTENT</b></p> <p>10.3.1 The UWSU ISSC Risk Register must:</p> <ol style="list-style-type: none"> <li>a. utilize a Risk Register spreadsheet application in a standard recognized and commercially available format;</li> <li>b. ensure that all UWSS EG and ISSC risk management and reporting activities will be adequately addressed;</li> <li>c. provide a copy of the current risk register with the monthly Combined Service Project Report;</li> <li>d. contain at minimum, the following information:                     <ol style="list-style-type: none"> <li>i. Risk Category;</li> <li>ii. Risk Title and Description;</li> <li>iii. Probability of Occurrence;</li> <li>iv. Impact on schedule, operational activities and availability;</li> <li>v. Impact on cost and material expense requirements;</li> <li>vi. Impact on scope, level of effort amount and duration of work and resources</li> </ol> </li> </ol>		

- required;
- vii. Risk Level; Using a risk probability and impact scoring system,, determine the overall level for each risk.;
- viii. Action and risk mitigation Plan(s);
- ix. Risk Treatment; steps taken to mitigate or reduce risks (avoid/transfer/accept); and
- x. Residual Risk; any risk that remains that may or may not be further mitigated.
- e. Include an environmental assessment, where applicable, that is to be taken into account as part of the risk identification, planning and mitigation process;
- f. Define the agreed ISSC risk tolerance levels as agreed to by the Contractor and Canada;
- g. Identify the Risk Reporting requirements based on risk level; and
- h. Provide data transportability from the Contractors Risk Register into the DRMIS risk register functionality.

## DID-PMP-008 – UWSU ISSC – Surge Response Plan

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC – Surge Response Plan	2. IDENTIFICATION NUMBER DID-PMP-008	
3. DESCRIPTION The Surge Response Plan is the Contractor’s plan on how the Contractor will handle sudden, short duration work load increase requirements.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS <b>10.1 SOURCE DOCUMENT</b>  10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.  <b>10.2 FORMAT</b>  10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein.  10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein.  <b>10.3 CONTENT</b>  10.3.1 The UWSU ISSC Surge Response plan must: <ul style="list-style-type: none"> <li>a. Provide and organized and methodical approach to managing surge work load activities that will provide the ability to maximize work load capacity be obtaining the most efficient use of resources available;</li> <li>b. Provide a method to validate and prioritize surge work load requirements;</li> <li>c. Provide a system to schedule the surge work load into a manageable ongoing work load and to ramp up the contractors work force to meet the surge work load requirements until a steady state work load rate can be maintained;</li> <li>d. Provide a means to expedite emergent work requests (surge EWR) for approval based on the Contractors increased work rate requirements to cover the Surge Work load; and</li> <li>e. Generate surge EWRs based on a per surge work item task for TA/CA approval; and</li> <li>f. Build a standardized scalable framework for surge response management in order to improve the UWSS ISS contract and to provide for better coordination of services.</li> </ul>		

## DID-PMP-009 – UWSU ISSC – Life Cycle Cost Management Plan

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC – Life Cycle Cost Management Plan	2. IDENTIFICATION NUMBER DID-PMP-009	
3. DESCRIPTION The LCC Management Plan is the Contractor’s plan to provide an ongoing cost control process to manage the material and resources used by the UWSU ISSC over the duration of the contract.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS <b>10.1 SOURCE DOCUMENT</b>  10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.  <b>10.2 FORMAT</b>  10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein.  10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein.  <b>10.3 CONTENT</b>  10.3.1 The LCC Management Plan must: <ul style="list-style-type: none"> <li>a. provide a concise and methodical plan to conduct Life Cycle Cost estimations and analysis of the UWSS EG and the ISSC is conducted to ensure that the lowest possible cost to sustain the equipment group at the required level of performance is maintained;</li> <li>b. achieve the lowest possible cost to sustain the equipment group at the required level of performance;</li> <li>c. include a plan for conducting semi-annual LCC program reviews with Canada and to provide LCC reports to Canada from these reviews;</li> <li>d. identify how the Contractor will develop opportunities to reduce costs and improve performance and to enable the cost savings over the contract terms to be realized by Canada;</li> <li>e. identify a process for periodically assessing the effectiveness and efficiency of its LCC process and for promoting innovation and continual improvement;</li> <li>f. control and monitor the LCC estimation and analysis process and related activities and to maintain a record of the outcomes and changes implemented or rejected; and</li> <li>g. identify and set realistic cost saving goals to be achieved over the terms of the UWSU</li> </ul>		

ISSC in relation to:

- i. the Contractor's costs associated with performing the services and products provided by the ISSC;
- ii. Canada's costs associated with its activities related to the UWSS EG and the ISSC; and
- iii. Any other financial impacts or benefits.

## DID–PMP-010 – UWSU ISSC – Combined Service Progress Report

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC – Combined Service Progress Report	2. IDENTIFICATION NUMBER DID–PMP-010	
3. DESCRIPTION The Combined Service Progress Report summarizes the Contractor’s progress and any problems encountered in relation to the Annual Operating Plan, the Integrated Master Schedule and as detailed herein.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS <b>10.1 SOURCE DOCUMENT</b>  10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.  <b>10.2 FORMAT</b>  10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein.  10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein.  <b>10.3 CONTENT</b>  10.3.1 The monthly Combined Service Progress Report must include the following as a minimum:  a. An executive summary which covers significant elements and/or high priority issues contained in the report; b. A narrative detailing tasks progress against milestones and related information in the Annual Operating Plan and the Integrated Master Schedule during the reporting period, including: i. status of each UWSS core and emergent tasking deliverable with respect to its production/refurbishment, engineering, delivery, installation, maintenance or testing; ii. all medium and high risk issues, and any associated mitigation or work-around plans; iii. Status of each Technical Data Deliverable including core and emergent tasks and ISSC CDRLs;		

- iv. update of progress for procurement activities from suppliers;
  - v. Implementation status of all work plans, authorized taskings, authorized changes or amendments to the AOP, IMS or any other plan;
  - vi. New Problem Reports, and requests for deviation or waivers, and requirements for proposed changes;
  - vii. New Emergent Work Requests, Engineering Change Proposals, or other DND 626 taskings; and
  - viii. IP, ITAR or CG issues or concerns that are to be reported to Canada;
  - ix. Action items outstanding by the Contractor and Canada; and
  - x. Other areas of concern, interest or importance.
- c. A summary of significant work activities under the ISSC expected to be undertaken in the next reporting period;
- d. A human resources report, including the actual versus planned head count by both totals and by skill level and any issues with respect to staffing;
- e. A list of outstanding Contractor correspondence that requires a response from Canada, listed with due date and the Authority the response is required from;
- f. A list of outstanding Canada correspondence that requires a response from the Contractor with an estimate of the response date;
- g. A section of the CSPR that covers each of the following service delivery topic in sufficient detail as to report on the status, issues, progress, and any problems or delays associated with the activity:
- i. AOP Earned Value Management;
  - ii. LCC Program Report;
  - iii. TSM Support Activities;
  - iv. Engineering Support Activities;
  - v. Production Maintenance Support Activities;
  - vi. Material Management Support;
  - vii. Disposal Activities;
  - viii. Repair & Overhaul Activities and Progress Report;
  - ix. Training and Support Activities; and
  - x. General Reports on progress and issues and recommend resolutions or solutions;
- h. A summary of programmed work period activities that are expected to be performed during the next reporting period; and
- i. A summary of programmed work activities completed during the current reporting period.

## DID-PMP-011 – UWSU ISSC – Security Risk Assessment

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC – Security Risk Assessment	2. IDENTIFICATION NUMBER DID-PMP-011	
3. DESCRIPTION The Security Risk Assessment must specify the security risk methodology and the results of the security risk assessment of the UWSU ISSC and the UWSS EG.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS <b>10.1 SOURCE DOCUMENT</b>  10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.  <b>10.2 FORMAT</b>  10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein.  10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein.  <b>10.3 CONTENT</b>  10.3.1 The Security Risk Assessment must contain the following content as a minimum:  a. Description of the security risk methodology that takes into consideration the criticality analysis, vulnerability assessment and supplier threat analysis; and b. Results of the security risk assessment of the UWSU ISSC and the UWSS EG. The probabilities of the identified risks must be provided in the security risk assessment.  10.3.2 The Security Risk Assessment must include a Criticality Analysis, decomposing, identifying and prioritizing mission-critical UWSS EG functions and components. The Criticality Analysis must include:  a. Identification and prioritization of system mission threads; b. Mission threads decomposed into mission-critical functions; c. Identification of system components that implement the mission-critical functions; and d. Assigned levels of criticality based on failure consequences and ability to perform its mission.  10.3.3 The Security Risk Assessment must include a Vulnerability Assessment, where		

vulnerability is defined as any weakness in system design, development, production, or operation that can be exploited by a threat to defeat a system's mission objectives or significantly degrade its performance. The Vulnerability Assessment must assess the vulnerabilities of the UWSS EG mission-critical functions and components identified in the criticality analysis, and must include:

- a. Identification of the vulnerabilities;
- b. Assessment and rating of the severity of the vulnerabilities;
- c. Development of vulnerability mitigations and countermeasures; and
- d. Updates for all other security analysis with the vulnerability analysis results.

10.3.4 The Security Risk Assessment must include a Supplier Threat Analysis, analyzing the supply chain for UWSS mission-critical components. The Supplier Threat Analysis must include:

- a. analysis results showing all suppliers for the mission-critical components and the assessed trust level of each supplier; and
- b. a security risk assessment of the supplier's ability to protect Critical Program Information (CPI).

## DID-PMP-012 – UWSU ISSC – Quality and Assurance Management Plan

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC – Quality and Assurance Management Plan	2. IDENTIFICATION NUMBER DID-PMP-012	
3. DESCRIPTION The Quality and Assurance Management Plan (QAMP) describes the methods and organization with which the Contractor will implement an effective Quality Program in support of the UWSU Contract. It must identify all procedures, processes and associated planning data necessary for the attainment of the Quality Program and describe how the specified quality requirements to the Underwater Warfare Suite Upgrade Contract will be met, and to explain how the necessary UWSU quality management activities are to be carried out by the Contractor, including quality assurance of subcontractors.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS <b>10.1 SOURCE DOCUMENT</b> 10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract. <b>10.2 FORMAT</b> 10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein. 10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein. <b>10.3 CONTENT</b> 10.3.1 The Contractor's Quality and Assurance Management Plan must: <ul style="list-style-type: none"> <li>a. identify all procedures, processes and associated planning data necessary for the attainment of the Quality Assurance Program in support of this contract;</li> <li>b. be prepared according to the latest issue of ISO 10005 "Quality management systems – Guidelines for quality plans, Vol. 3 Ann. B App. 5, Section 1.3, and is applicable to the Contractor quality management system conformity with ISO 9001;</li> <li>c. implement and maintain a Quality Management System (QMS) compliant with ISO 9001:2008;</li> <li>d. provide a detailed description of the Contractor's proposed quality measures and activities related to the planning and to the development methodology and control techniques for the information system and resultant services and products. The</li> </ul>		

Quality Plan must detail internal quality audit, non-conformances, details of non-conformances detected, changes to the Contractor's QMS Staff, any significant changes to the QMS procedures and any other quality related subject proposed by Canada DQA;

- e. conduct QM activities in accordance with its QAMP and flow-down the QMS to all sub-contractors and vendors;
- f. provide a quality assurance audit procedure to conduct verification activities to ensure that the Contractor's Quality Plans and Processes are compliant and implemented as required under the contract;
- g. include an environmental management system compliant with ISO 14001:2015;
- h. include quality management and assurance activities in all service delivery activities to ensure the specified quality standards are met or exceeded;
- i. include quality management process in all material and procurement activities; and
- j. include a quality assurance report which addresses: certification status, internal audit non-conformances, details of non-conformances detected, changes to the Contractor's QMS Staff, any significant changes to the QMS procedures and any other quality related subject proposed by Canada DQA.

### 10.3.2 Content Requirements

The plan must include a traceability matrix from the elements of the specified quality requirements to the corresponding paragraphs in the Quality plan that defines how each specific content requirement, as contained in this DID is addressed by sections within the data item and must include:

- a. **Scope** – This section must describe the purpose and scope of the document.
- b. **Related Documents:** The Quality Plan must provide a list or description of the inputs to the QAMP of the reference and related documents.
- c. **Quality Policy and Objectives**– This section must clearly describe the Contractor's quality policy, quality objectives, and how they will be achieved, as well as their commitment to quality.
- d. **Quality Management Organization, Roles and Responsibilities.** – The QAMP must include:
  - i. an organizational chart identifying key managerial and supervisory positions and lines of responsibility;
  - ii. a narrative description of related competencies and experience for key roles and positions; and
  - iii. a point of contact for communication with Canada.
- e. **Planned Activities** – Outlines the planned activities to be undertaken by the Contractor for quality management of this contract and must include:
  - i. **Conformance Related Activities** – the procedures for determining compliance that must outline the planned activities, including procedures, for assessing the conformance to requirements, standards and plans of the system development products and related processes for quality activities.
  - ii. **Conformance Inspections and Tests** – the procedures related to the various quality control inspections and tests planned for monitoring and measuring of UWSU quality.
  - iii. **Assistance to Government Quality Assurance Activities** – the procedures, processes to be employed to accommodate Government Quality Assurance (GQA) activities which will include performing Quality Assurance audits for ensuring the system/process compliance, witnessing/observing key quality conformance inspections, tests and trials, witnessing of

- Contractor internal quality audits.
- iv. Review and acceptance of the QAMP – Describes how the QAMP will be reviewed periodically for its adequacy and effectiveness to meet the UWSU quality requirements. This section must exemplify how the lessons learned data will be used to continuously improve the QP and procedures to review, revise the QAMP and get acceptance from Canada.
  - f. **Reviews and Audits** – Specifies and defines how the Contractor reviews and audits are to be conducted in order to ensure that both processes and products fulfill the requirements, designated standards and procedures.
  - g. **Sub-contractor and Purchased Material Control** – the procedures and processes to be employed for the control of sub-contracted work and purchased material. Sub-contractor control must include pre-contract award evaluations and subsequent quality monitoring processes including inspection at key production points and quality audits of sub-contractor activities as required. Purchased material control and incoming inspection, methods of storage, safeguard, maintenance and handling up to the point of acceptance.
  - h. **Quality Management System Program** – describes the QMS Processes and procedures including processes that require special quality consideration, which the Contractor intends to implement for UWSU. This Section must further demonstrate how the processes and procedures or referenced in the QP will relate to the elements of ISO 9001;2008 standard and the Contractor’s Quality Management System (QMS). The QAMP must describe how the planned QM processes will interact with planned Project management processes for the UWSU contract. This section must clearly explain the interaction between the Quality Management Processes and the Configuration Management Processes planned for the UWSU contract.
  - i. **Environment Management Systems Requirements** – The QP must describe and include or reference all QM processes and procedures in support of compliance with ISO 14001:2015
  - j. Include quality management activities in all service delivery activities to ensure the specified quality standards are met or exceeded.
  - k. Include a quality report to address certification status.

## DID-PMP-013 – UWSU ISSC – Significant Incident / Problem Report

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC – Significant Incident & Problem Report	2. IDENTIFICATION NUMBER DID-PMP-013	
3. DESCRIPTION The Contractor’s Significant Incident & Problem Report summarizes all significant incidents, problems or potential problems experienced during the reporting period.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS		
<p><b>10.1 SOURCE DOCUMENT</b></p> <p>10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.</p> <p><b>10.2 FORMAT</b></p> <p>10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein.</p> <p>10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein.</p> <p><b>10.3 CONTENT</b></p> <p>10.3.1 The Significant Incident &amp; Problem Report must include the significant incidents or problems experienced during the reporting period and any potential problems that may also occur.</p> <p>10.3.2 The report must include an incident response process that details the actions to be taken for each significant incident or problem and how collected data will be protected to allow for analysis of an incident or failure.</p> <p>10.3.3 A process to monitor the Business Continuity for the UWSU ISSC to protect and maintain mission capability in the event of system or program failures, and how the UWSS would be restored to service; and</p> <p>10.3.4 Each report must include:</p> <ul style="list-style-type: none"> <li>a. An account of the incident or problem;</li> <li>b. The effect of the incident or problem on the UWSU ISSC;</li> <li>c. The proposed resolution or mitigation actions to be taken;</li> <li>d. Any requested Canada Representative actions required to overcome or mitigate the</li> </ul>		

- incident or problem;
- e. What the effect on the UWSS EG will be if the proposed solutions are put into effect; and
- f. What the effect on the UWSS EG will be if the proposed solutions are not put into effect or fail to rectify or mitigate.

## DID-ECM-001 – UWSU ISSC – Engineering Change Proposal

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC – Engineering Change Proposal	2. IDENTIFICATION NUMBER DID-ECM-001	
3. DESCRIPTION The Engineering Change Proposal (ECP) fully describes and substantiates the engineering change required for a proposed alteration in the configuration of a CI and/or its related documentation. The ECP is submitted by the Contractor to Canada for review and approval.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS		
<p>10.1 SOURCE DOCUMENT</p> <p>10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.</p> <p>10.2 FORMAT</p> <p>10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein.</p> <p>10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein.</p> <p>10.3 CONTENT</p> <p>10.3.1 The ECPs must meet the intent of the Allied Configuration Management Publication (ACMP), NATO Requirements for Configuration Control-Engineering Changes, Deviations and Waivers, ACMP-3 (Edition 1-1995-07-10). The following information must be included and detailed for each ECP:</p> <ul style="list-style-type: none"> <li>a. General information (i.e. originator, date, class, number, type, priority, revision, title, etc.);</li> <li>b. Configuration Item Information (CI(s) to which ECP applies);</li> <li>c. Current CI production state (if applicable);</li> <li>d. Impact on baselines, specifications, interfaces, schedules, performance, availability, logistics, etc.;</li> <li>e. Description of change;</li> <li>f. Substantiation (need) of change;</li> <li>g. Costs/Savings details;</li> <li>h. Trade-offs and/or alternative solutions;</li> <li>i. Implementation Plan, including implementation schedule and associated details;</li> <li>j. Date of Approval required; and</li> </ul>		

k. Authorities (Submitting, Reviewing, Recommending and Approving).

10.3.2 The ECP proposal must include a fully supported engineering change to solve an identified problem. It must be fully costed and scheduled and must consider all implications that might arise from implementation, including logistics and environmental impacts.

10.3.3 The ECP submission must include an ECP Review and approval tracking sheet.

## DID-ECM-002 – UWSU ISSC – Engineering Change Management Plan

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC – Engineering Change Management Plan	2. IDENTIFICATION NUMBER DID-ECM-002	
3. DESCRIPTION The Engineering Change Management Plan sets forth the Contractor's Engineering Change Program, as it relates to the engineering change activities that may be required through emergent work requests under this Contract.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS <p>10.1 SOURCE DOCUMENT</p> <p>10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.</p> <p>10.2 FORMAT</p> <p>10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein.</p> <p>10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein.</p> <p>10.3 CONTENT</p> <p>10.3.1 The Engineering Change Management Plan must:</p> <ol style="list-style-type: none"> <li>a. be generated as part of the Engineering Change (EC) process for each approved EC that the contractor has been tasked to perform an emergent work item;</li> <li>b. set out the process by which the Contractor must conduct all of the EC development, installation and verification work set out as part of the ECP, EC and Emergent work taskings associated with the EC;</li> <li>c. set out the process of collaboration with Canada to effectively conduct the EC accurately, on-time and on-budget in accordance with the accepted ECMP;</li> <li>d. set out process to analyze and review all ECs and to provide feedback and supporting data to Canada;</li> <li>e. validate that the ECs are compliant with the UWSS EG DI and verify that adequate DI margins are available and reserved;</li> <li>f. include an EC Register for the UWSS EG and must provide access to DND as necessary;</li> <li>g. include an EC implementation schedule that is arranged and agreed to by Canada and the operational unit or shore facility affected by the installation;</li> </ol>		

- h. include a management plan to:
  - i. co-ordinate and deliver all materiel required for the EC at the installation site;
  - ii. provide all the resources, engineering support and quality assurance required for the installation of the EC;
  - iii. conduct, co-ordinate and support the verification of the implemented EC;
  - iv. ensure the ECMP has the EC scheduled to complete on-time and as planned and as per the AOP; and
  - v. verify that ECs are integrated into the total integrated UWSS EG and the shipboard Combat Management System using systems engineering best practices;
- i. include an audit checklist to verify completion of all EC process steps including inspections and TDP data amendments and changes to system drawings have been submitted to the Class Program Manager and are completed; and
- j. include a process to certify the completion of the EC and to issue a standard EC Certificate of Compliance and issue waivers or deviations in order to ensure compliance with the Design Intent of the *Halifax*-class frigates.

## DID-ECM-003 – UWSU ISSC – Engineering Change Specifications

DATA ITEM DESCRIPTION		
1. TITLE Engineering Change Specifications	2. IDENTIFICATION NUMBER DID-ECM-003	
3. DESCRIPTION Engineering Change Specifications must be provided to install affordable, effective Engineering Changes in a controlled, timely and cost effective manner that ensures all aspects of the EC requirements are captured, documented and delivered for installation.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS FMF EC Specification Standard Form FMF-00770 / 00364 / 00365 / 00705 or Contractor equivalent.	
10. PREPARATION INSTRUCTIONS		
10.1 SOURCE DOCUMENT		
10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.		
10.2 FORMAT		
10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein.		
10.2.2 Engineering Change Specifications must be written in standard EC format in accordance with the applicable references or in the Contractor's own 'equivalent to format' and as further described herein.		
10.2.3 Refs: A. C-03-005-012/AM-001 NAMMS; B. C-03-007-000/AG-001 Development of the Engineering Change Package;		
10.3 CONTENT		
10.3.1 The EC Specification must consist of the following sections:		
<ul style="list-style-type: none"> <li>a. EC Cover Sheet / Signature Sheet;</li> <li>b. Forward Section: Index of Revisions; Table of Contents, Table of Figures &amp; Tables, Controlled Goods / ITAR Restrictions (if applicable);</li> <li>c. Section 1: Hull Section. All hull work required for the EC;</li> <li>d. Section 2: Mechanical Section. All Mechanical engineering systems work required for the EC;</li> <li>e. Section 3; Electrical Section. All Electrical Systems work required for the EC;</li> <li>f. Section 4; Combat Systems Section. All Combat systems Engineering work required for the EC;</li> <li>g. Section 5. Consolidate list of materials. All material removals, relocations and additions</li> </ul>		

required by the EC.

- h. Section 6. Tests and Trials Section. State all tests and trials documentation required to validate the EC activities. Section 6 is to include a listing of all test equipment requirements required to conduct the tests and trials for the EC implementation;
- i. Section 7. EC Labour estimates sections. Provides a complete accounting of all labour requirements for the EC implementation;
- j. Section 8. EC weights and margins calculation section. All weight changes, additions and removals generated by the EC. Calculations based on Ships center margins for stability calculations.
- k. Section 9. List of affected documents and drawings applicable to or changed by the EC;
- l. Section 10. Completion and Certification sign off section including blank certificate of Compliance; and
- m. Annexes. EC Drawing package and any sketches required for the EC. Any other amplifying information.

10.3.2 Using engineering best practices, the EC specification must fully describe the complete removals, relocation and additions of materials and equipment that are required by the EC. Each section must be fully implementable as a standalone package as the work may be completed by different trade's group persons during the various stages of the EC Specification implementation process.

10.3.3 The EC Specification must contain a tracking sheet that indicates the EC's current approval status as the EC must be fully approved by the Canada before any implementation scheduling, planning or EC related work, including EC installation materials procurement is conducted.

10.3.4 The EC Specification must be aligned with the DND DRMIS system of record and the Contractor's ECMP process for the complete duration of the EC implementation process. Ensuring all approvals, milestones and compliance requirements are achieved.

## DID-PMS-001 - UWSU ISSC – Production Maintenance Plan

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC – Production Maintenance Plan	2. IDENTIFICATION NUMBER DID-PMS-001	
3. DESCRIPTION The Production maintenance plan describes all the planned maintenance activities required for the UWSS EG in sufficient detail such that maintenance personnel can conduct planned maintenance of the fitted UWSS equipment.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS <b>10.1 SOURCE DOCUMENT</b>  10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.  <b>10.2 FORMAT</b>  10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein.  10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein.  10.2.3 The Plan must be transportable into the AOP or IMS as required for planning and scheduling requirements and as further described herein.  <b>10.3 CONTENT</b>  10.3.1 The Production maintenance plan must lay out all the maintenance required for each shipboard and shore based variant of the UWSS equipment systems in complete and sufficient details in order for designated maintenance personnel to conduct the planned maintenance requirements. The production maintenance plan must include: <ul style="list-style-type: none"> <li>a. all planned maintenance (PM) routines that are to be conducted on the UWSS EG;</li> <li>b. the periodicity of each maintenance item from daily, weekly, monthly, 2 monthly, 3 monthly, 4 monthly semi-annually, annually, 2 yearly, up to 5 yearly and as required;</li> <li>c. the designated expertise required for each PM routine from Ships Staff (SS) untrained, SS trained, Repair Facility (RF) or RF OEM;</li> <li>d. the UWSS EG variant the PM applies to;</li> <li>e. the Test Equipment (TE) requirements to conduct the PM;</li> <li>f. any Special training requirements needed in order to conduct the PM;</li> <li>g. which variants the PM applies to;</li> </ul>		

- h. what special conditions that are required to conduct the PM. I.E. docked, dry docked, at sea or others.
- i. what the material requirements are to conduct the PM to include Part numbers, manufacture info or NSN of the items required;
- j. all hazards that are associated with the PM to include Safety, electrical and chemical hazards;
- k. all PM scheduling assisting tool that demonstrates the interrelated PM activities and any interaction between the PM and other PM activities;
- l. the level of effort required to conduct each PM routine;
- m. any interrelated assistance requirements, such as FMF (RF) crane work, necessary to conduct the PM;
- n. all applicable references to publications or drawings required in order to conduct the PM; and
- o. how the Contractor plans to inject the Production maintenance plan into the AOP and IMS activities for each platform installed.

10.3.2 The Production maintenance plan is to be maintained by the contractor and is to be reviewed and approved by Canada before implementation into the AOP.

10.3.3 The conduct of all PM generated in this plan is to be in accordance with the approved AOP.

## DID-PMS-002 – UWSU ISSC – Repair and Overhaul Plan

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC – Repair and Overhaul Plan	2. IDENTIFICATION NUMBER DID-PMS-002	
3. DESCRIPTION The Contractors Repair and Overhaul plan describes the processes by which the contractor will receipt, handle, inspect, rework, repair, put back in service and report on all 3 <sup>rd</sup> line maintenance materials handled through the ISSC.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS <b>10.1 SOURCE DOCUMENT</b>  10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.  <b>10.2 FORMAT</b>  10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein.  10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein.  <b>10.3 CONTENT</b>  10.3.1 The Contractor must develop a R&O Plan and conduct R&O activities in accordance with the guidelines set out in CFTO Repair and Overhaul Contractors A-LM-184-001/JS-001.  10.3.2 The R&O Plan must set out the process by which the contractor will take receipt of 3 <sup>rd</sup> line materials and the designated location and shipping methods by which the contractor will take receipt of them.  10.3.3 The R&O plan must describe the contractors;  a. receipt and storage process; b. incoming inspections of material state and a strip and survey to determine defects of issues with the material and to determine the materials warranty status; c. process to evaluate the repair costs after strip and survey and to conduct economic trade-offs to determine repair feasibility or make replacement recommendation; d. process to monitor the repair costs against the listed Maximum Repair Cost (MRC) and the process by which the contractor will notify Canada of the need/request for an MRC increase on a per item basis;		

- e. process to conduct the repair or redirect the repair to the applicable sub-contractor;
- f. plan to conduct in-process inspections of repairs and sub-contractor repairs;
- g. process to validate the repairs, conduct functionality testing and trialing;
- h. to conduct final acceptance inspections in accordance with approved procedures and to provide certification of repaired status;
- i. process to identify and package the material for shipment back to Canada and to notify Canada of the repaired items status and to make arrangement for shipping;
- j. process to monitor failure rate and causation data for materials;
- k. process to evaluate high failure rate causes and take corrective actions;
- l. process to monitor repair and overhaul material modification and revision status and how the contractor will ensure material incorporates all approved modifications and revisions;
- m. process to report to Canada the status of all repair activities and updated costing data via the monthly CSPR and via a strip and survey report; and
- n. process to develop repair and overhaul test schemes, repair technical orders and post repair test and trials documents.

## DID-PMS-003 – UWSU ISSC – Disposal Management Plan

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC – Disposal Management Plan	2. IDENTIFICATION NUMBER DID-PMS-003	
3. DESCRIPTION The Disposal Management Plan describes how the Contractor will conduct disposal activities and carry out procedures required for any UWSS EG systems, equipment, platforms, and related Integrated Logistic Support (ILS) documentation that require disposal over the life of the Contract.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS <b>10.1 SOURCE DOCUMENT</b>  10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.  <b>10.2 FORMAT</b>  10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein.  10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein.  <b>10.3 CONTENT</b>  10.3.1 The plan must capture the following elements: <ul style="list-style-type: none"> <li>a. disposal recommendations to Canada;</li> <li>b. define the disposal methods and procedures required for all Included and Hybrid systems, equipment, platforms, and related Integrated Logistic Support (ILS) that require disposal over the life of the Contract, including required interactions with Canada when disposal becomes due;</li> <li>c. process and procedure for the divestment of equipment/systems;</li> <li>d. demonstrate how the procedures comply with or are applicable to:                             <ul style="list-style-type: none"> <li>i. any federal, provincial, territorial and local legislation, regulations and guidelines; and</li> <li>ii. Canadian and international standards relating to OHS, security, public health and safety and the environment.</li> </ul> </li> </ul>		

## DID-MMP-001 – UWSU ISSC – Material Management Plan

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC – Material Management Plan	2. IDENTIFICATION NUMBER DID-MMP-001	
3. DESCRIPTION The Material Management Plan describes the contractors plan to receive, control and manage all aspects of stores materials held or handled by the Contractor for use with the UWSU ISSC.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS <b>10.1 SOURCE DOCUMENT</b>  10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.  <b>10.2 FORMAT</b>  10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein.  10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein.  <b>10.3 CONTENT</b>  10.3.1 The Contractors Material Management Plan (MMP) must capture the following elements:  a. material receipt and dispatch procedures; b. material custody and storage security; c. inventory control and tracking; d. hazardous materials safe handling, reporting and storage; e. classified materials secure handling, reporting and storage; f. Controlled Goods material handling, reporting and storage; g. GSM GFE materials tracking and reporting; h. material inspections for condition and shelf life issues; i. material packaging; and j. recording material transactions and preparation of reports.  10.3.2 The MMP must establish a communication and inspection plan with the DND Quality Assurance Representative that provides QAR with open access to storage facilities, materials inventory, tracking and transaction documentation for inspection and verification purposes.		

10.3.3 The MMP must interact / interrelate with the disposal management plan ref: DID-PMS-003 and the Obsolescence Management plan, ref: DID-LCM-002.

10.3.4 The Contractor must submit the MMP for approval by Canada and must operate their material management (stores) system in accordance with their approved MMP.

10.3.5 The Packaging and Preservation of all materials provided by the Contractor must conform to A-LM-187-001/JS-001 and A-LM-187-002/JS-001.

## DID-LCM-001 – UWSU ISSC - Configuration Management Plan

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC - Configuration Management (CM) Plan	2. IDENTIFICATION NUMBER DID-LCM-001	
3. DESCRIPTION The Configuration Management (CM) Plan specifies the CM processes, how they are organized, how they will be conducted, and the methods, procedures and controls that will be used to assure effective configuration identification, change control, status accounting, and audits of the UWSS EG configuration and associated deliverables configurations.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS <b>10.1 SOURCE DOCUMENT</b>  10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.  <b>10.2 FORMAT</b>  10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein.  10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein.  <b>10.3 CONTENT</b>  10.3.1 The CMP must include the following as a minimum:  a. Introduction-This section includes:  (1) Purpose, Scope and Objectives-This section describes the Contractor's understanding of the purpose, scope and objectives of the CM Plan; (2) Policies and Standards-This section describes the policies, standards, specifications and manuals of both Canada and the Contractor that will be adhered to in the Contractor's execution of its CM functions in delivering the UWSS. Reference to the document's title, number, issuing authority, revision, and date of issue must be made in this section; (3) Management Processes-This section describes the organization and processes by which the Contractor will perform Configuration Management; and (4) Deliverable CM Documentation-This section describes each document and a summary of its contents that will be used in managing the configuration of the UWSS EG and associated Deliverables.		

- b. development of Configuration Items-This section describes the method for:
- (1) developing the Functional Baseline in accordance with the requirements of the ISSC;
  - (2) selecting the level at which the configuration of the UWSS EG will be managed in order control all processes required to deliver the UWSU and associated Deliverables in accordance with the ISSC;
  - (3) identifying Configuration Items;
  - (4) developing corresponding Product Configuration Documentation;
- c. Configuration Identification: This section describes the process for the assignment and application of configuration identifiers to Configuration Items. This section also describes the identification scheme that will be used to identify revisions to systems, hardware, software, firmware and documentation resulting from Authorized design changes;
- d. Configuration Item changes and Acceptance -This section describes how Authorization for any proposed changes to the Functional Baseline and Product Configuration Documentation and Critical Design Documentation will be conducted. This section also describes how the Functional Baseline via the Functional Audit, and the Product Baseline and Physical Configuration Audit will be conducted;
- e. Configuration Management of the UWSS EG and associated Deliverables: This section describes the process for ensuring that the configuration of each UWSS EG Hardware and Software CI and associated Deliverables and documentation, will be maintained with respect to the Authorized Functional and Product Baselines.
- f. Configuration Change Management-This section describes the process by which required changes to CIs will be implemented via:
- (1) problem reports;
  - (2) authorization by Canada of changes necessary to address Problem Reports;
  - (3) preparation and delivery of Design Change Packages;
  - (4) authorization of the Design Change Packages;
  - (5) implementation of the authorized changes in all UWSS EG Hardware and Software CI and associated deliverables.
- g. Configuration Audits-This section describes the information and processes to be used at the Functional Configuration and Physical Configuration Audits for verifying that all UWSS Configuration Variants and Configuration Items are compliant with the ISSC. This section also describes the process for collecting, recording, verifying, validating, maintaining, and delivering configuration status accounting information to Canada.
- h. Configuration Management Resources-This section describes the resources required to conduct CM:
- (1) the Contractor's CM authorities, organization, and skills;
  - (2) information, materials, equipment, facilities, services, Government Furnished Resources;
  - (3) the coordination of these resources required to conduct the CM of the UWSS EG and associated Deliverables;
- i. Subsequent sections will be used to describe how all CM activities will be coordinated with the following:
- (1) Project Management (specifically organizational interfaces and communications, schedule, and their overall management as related to CM);
  - (2) Quality Management;
  - (3) Risk Management;
  - (4) Requirement Management;
  - (5) System Engineering;
  - (6) Design Reviews;
  - (7) Acceptance Program;

- (8) Configuration Management documentation and reporting deliverables;
- (9) Government Furnished Resource management;
- (10) ILS Management;
- (11) Obsolescence Management; and
- (12) Objective Evidence.

## DID-EIM-001 – UWSU ISSC – Intellectual Property Annual Report

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC – Intellectual Property Annual Report	2. IDENTIFICATION NUMBER DID-EIM-001	
3. DESCRIPTION The Contractors Intellectual Property (IP) Annual Report describes all IP related rights, licences and agreements requested, pending and or issued in relation to the UWSU ISS contract.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS <b>10.1 SOURCE DOCUMENT</b>  10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.  <b>10.2 FORMAT</b>  10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein.  10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein.  <b>10.3 CONTENT</b>  10.3.1 The report must document: <ul style="list-style-type: none"> <li>a. all IP rights, licenses and/or agreements requested by the Contractor from Sub-contractors or OEMs or suppliers;</li> <li>b. all IP rights, licenses and/or agreements requested by the Contractor from Canada;</li> <li>c. all IP rights, licenses and/or agreements issued by the Contractor to Canada;</li> <li>d. all IP rights, licenses and/or agreements issued by Canada to the Contractor or their sub-contractors;</li> <li>e. all newly identified foreground and background IP generated by the ISSC;</li> <li>f. any changes to any IP rights, licences and/or agreements that are already in place; and</li> <li>g. any other IP issues, concerns or recommendations from the Contractor or their sub-contractors or suppliers.</li> </ul>		

## DID-EIM-002 – UWSU ISSC – Controlled Goods Management Plan

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC – Controlled Goods Management Plan	2. IDENTIFICATION NUMBER DID-EIM-002	
3. DESCRIPTION The Contractors Controlled Goods Management Plan (CGMP) describes how registering and recording of Controlled Goods will be conducted for the duration of the UWSU ISSC.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS <b>10.1 SOURCE DOCUMENT</b>  10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.  <b>10.2 FORMAT</b>  10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein.  10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein.  <b>10.3 CONTENT</b>  10.3.1 The CGMP must include the following as a minimum: <ul style="list-style-type: none"> <li>a. how the contractor will document and record all applications and approvals for CG registration for personnel and sub-contractors personnel and their companies employed or contracted under the ISSC or by the Contractor in relation to the ISSC;</li> <li>b. a plan to record applications or requests for CG from Canada and from the Contractor and sub-contractors and to record all CG issued to or transferred by the Contractor;</li> <li>c. how the contractor will verify controlled goods status of all CG requesting parties prior to issuance of CG;</li> <li>d. how the contractor will manage their Controlled Goods Program (CGP);</li> <li>e. how the contractor will manage the security, custody, storage and handling of CG;</li> <li>f. how the contractor will manage the demilitarization and disposal of CG and the issuance of certificates for disposal and demilitarization activities;</li> <li>g. how the contractor will manage the issuance of end user certificates;</li> <li>h. a plan to create and maintain a CG registry of all CG, ITAR and Classified materials held by the Contractor and their sub-contractors; and</li> <li>i. a procedure to evaluate the contractors CG and to investigate and report on any CG losses or compromises.</li> </ul>		

## DID-EIM-003 – UWSU ISSC – Technical Data Management Plan

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC – Technical Data Management Plan	2. IDENTIFICATION NUMBER DID-EIM-003	
3. DESCRIPTION The Technical Data Management Plan (TDMP) describes how the contractor will manage all aspects of the technical data produced and handled for the duration of the UWSU ISSC.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS <p>10.1 SOURCE DOCUMENT</p> <p>10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.</p> <p>10.2 FORMAT</p> <p>10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein.</p> <p>10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein.</p> <p>10.3 CONTENT</p> <p>10.3.1 As a minimum, the TDMP must describe:</p> <ul style="list-style-type: none"> <li>a. the contractor’s plan to develop and maintain a Technical Data Information System in the contractors own format that tracks:                             <ul style="list-style-type: none"> <li>i. the revision level and status of all technical data;</li> <li>ii. all additional revisions and ship/shore particularizations to all technical data;</li> <li>iii. ensures all technical data is managed in accordance with the accepted TDMP;</li> <li>iv. ensures all technical data is validated and verified in accordance with the accepted TDMP; and</li> <li>v. provides Canada with the access to view, review, validate and verify all Contractor held technical data;</li> </ul> </li> <li>b. how the contractor will develop, deliver, validate and upkeep the TDMP;</li> <li>c. how the contractor will investigate, document and resolve technical data issues;</li> <li>d. the Contractors plan to manage the Technical data in line with the their configuration management plan; and</li> <li>e. the Contractors plan to ensure that all EC and configuration changes are reflected in the current technical data packages held for each shore facility and platform.</li> </ul>		

## DID-PMF-001 – UWSU ISSC – Performance Management Plan

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC – Performance Management Plan	2. IDENTIFICATION NUMBER DID-PMF-001	
3. DESCRIPTION The Performance Management Plan (PfMP) describes how the Contractor will effectively plan and implement a performance management framework to assess its performance in the delivery of the support services defined in this PWS. The PfMP describes the development of a Performance Measurement System (PfMS) capability, as specified in Chap 9 of this PWS, and the PfMS data sources and electronic enablers, as specified in the Performance Requirement Specification.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS <b>10.1 SOURCE DOCUMENT</b>  10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.  <b>10.2 FORMAT</b>  10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein.  10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein.  <b>10.3 CONTENT</b>  10.3.1 The Plan must describe how the contractor will: <ul style="list-style-type: none"> <li>a. conduct a System Requirements Review (SRR) of the performance measures (SPM, KPI, SHI) defined in the Performance Requirements Specification;</li> <li>b. design, develop, test, implement and maintain a PfMS capability as specified in Chap 9 of this PWS;</li> <li>c. verify and validate the PfMS data sources;</li> <li>d. integrate the performance management system into the UWSS EG program management as specified in this PWS;</li> <li>e. manage data collection, performance data analysis, reporting and opportunities for improvement; and</li> <li>f. schedule and conduct meetings such as working group meetings, PRS validation and amendment meetings, progress review meetings and Contractor Performance Review Board meetings.</li> </ul>		

10.3.2 The plan must include a PfMS verification section that describes the anticipated testing and other verification and validation processes that will be performed to ensure the Contractor's PfMS meets the requirements of this Contract and is accepted by Canada. This section should include, but is not limited to:

- a. early involvement of Canadian stakeholders in PfMS development WG meetings;
- b. traceability from the PfMP functional requirements and KPI and SHI metric calculation requirements of the PRS to the applicable test document, which will be used to verify compliance of the tested solution to the requirements of this Contract;
- c. provision of PfMS design artifacts and/or data for review by Canadian SMEs in advance of design review milestones;
- d. provision for Canadian SME input into the creation of scenario based test data sets for use in testing the PfMS capability to render valid calculation results; and
- e. provision for Canadian participation in the PfMS verification and validation activities as a means of incrementally achieving a working functional PfMS.

## DID-PMF-002 – UWSU ISSC – Performance Assessment Report

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC – Performance Assessment Report	2. IDENTIFICATION NUMBER DID-PMF-002	
3. DESCRIPTION To provide Canada with an assessment results report of the Contractors performance as measured and calculated in accordance with the Strategic Performance Measures (SPMs), Key Performance Indicators (KPIs), and System Health Indicators (SHIs) and to report on all other performance management issues.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS <b>10.1 SOURCE DOCUMENT</b>  10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.  <b>10.2 FORMAT</b>  10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein.  10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein.  <b>10.3 CONTENT</b>  10.3.1 The Performance Assessment Report must document and report on the following activities on an annual basis: <ol style="list-style-type: none"> <li>a. the current approved revision state of the Performance Requirement Specification (PRS);</li> <li>b. the Performance Management Systems progress towards functional steady state capability to include a performance testing readiness review and evaluation of the performance data sets accumulated and any discrepancies encountered;</li> <li>c. the contractors performance as measured and calculated in accordance with the KPIs at the end of each fiscal reporting year;</li> <li>d. provide a comparison of the required and achieved KPIs as applicable to the PRS and as agreed to in the contract;</li> <li>e. to provide for the contractors request for composite performance payment from the resulting KPI scoring as calculated in accordance with the currently approved version of the PRS;</li> <li>f. document any KPI scoring factor that the Contractor contends is not an accurate</li> </ol>		

- reflection of actual performance and for which it is requesting a performance score adjustment, the Contractor must:
- i. identify the instance or events that impacted performance;
  - ii. provide substantiation justifying why the instance or events that caused impacted performance were beyond the reasonable control of the Contractor; and
  - iii. for each KPI impacted by the instance or events, provide the recommended adjustment to the KPI level performance, the KPI score, and the CPP.
- g. contain, as an attachment, referenced from the main body of the report, annotated tables of the complete set of replicated source data used by the PfMS to calculate achieved levels of performance for each KPI for the fiscal year. The tables must highlight all approved adjustments made to this source data identify data values before and after the approved change; and provide a reference to the mutually agreed to change report indicating the electronic approval signatures and must clearly identify all inputs used for such calculations including the source of such inputs;
- h. provide a summary of SPMs to include feedback received from the Customer Satisfaction surveys completed by Canada and provided to the Contractor by Canada;
- i. provide the Contractor's assessment of the UWSS EG System Health based on the SHIs listed in the PRS; and
- j. provide Canada with:
- i. the Contractor's corrective action plan to address any criterion rated as Unsatisfactory;
  - ii. the Contractor's corrective action plan to improve performance on any SPM or KPI where the SPM or KPI score was unsatisfactory; and
  - iii. the contractors plan to improve deficiencies and increase the UWSS EG overall system health and overall system availability.

## DID-MTG-001 – UWSU ISSC – Meeting Agendas

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC – Meeting Agendas	2. IDENTIFICATION NUMBER DID-MTG-001	
3. DESCRIPTION Meeting Agendas set forth the venue, purpose and identify the discussion items to be covered at meetings.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS 10.1 SOURCE DOCUMENT  10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.  10.2 FORMAT  10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein.  10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein.  10.3 CONTENT  10.3.1 The Meeting Agenda must set forth the venue, identify any requirements and list the discussion items to be covered at the meeting.  10.3.1.1 Venue. The Meeting Agenda must address the venue as follows:  a. Meeting Identification Number; b. Purpose; c. Date, time and location; and d. Attendees.  10.3.1.2 Discussion items. The Meeting Agenda must address the discussion items through the following sections:  a. Opening Remarks; b. Agenda Review; c. Review of previous Minutes; d. Opened Discussion Items; e. New Discussion Items; f. Review of Action Items;		

g. Next Venue; and  
h. Closing Remarks.

## DID-MTG-002 – UWSU ISSC – Meeting Minutes

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC – Meeting Minutes	2. IDENTIFICATION NUMBER DID-MTG-002	
3. DESCRIPTION Meeting Minutes are required to identify the specific purpose of the meetings and consists of the detailed records of proceedings, discussions, decisions and action items resulting from each meeting.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS <b>10.1 SOURCE DOCUMENT</b> 10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract. <b>10.2 FORMAT</b> 10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein. 10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein. <b>10.3 CONTENT</b> 10.3.1 The Meeting Minutes must contain the detailed records of proceedings, discussions, decisions and action items from the meeting. The detailed records must be presented through the following sections: a. General-including meeting identification number, purpose, date, time and location; b. Attendees; c. Opening Remarks; d. Agenda Review; e. Discussion Items-Including a summary record of proceedings, discussions, decisions, information addressees, action addressees and action completion date, for each item; f. Next Venue; g. Closing Remarks; and h. Signatures of Contractor's Project Manager and signatures of PSPC CA and Technical Authority (TA).		

## DID-MTG-003 – UWSU ISSC – Action Item Log

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC – Action Item Log	2. IDENTIFICATION NUMBER DID-MTG-003	
3. DESCRIPTION The Action Item Log documents and tracks the status and progress of all Action items raised in meeting minutes, in reports or otherwise raised and mutually agreed to by Canada and the Contractor.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS <b>10.1 SOURCE DOCUMENT</b>  10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.  <b>10.2 FORMAT</b>  10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein.  10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein.  <b>10.3 CONTENT</b>  10.3.1 As a minimum, the Action Item Log must contain: <ul style="list-style-type: none"> <li>a. an update revision log that tracks all updates to the log. It must contain: the revision number; date of the revision, the author of the revision and a notes section stating the reasons for the revision;</li> <li>b. an action item record table that logs all action items raised for entry into the Action Items Log. It must contain:                             <ul style="list-style-type: none"> <li>i. a unique action item tracking number for each item entered;</li> <li>ii. an action item description that briefly identifies the action item in sufficient detail to clearly identify the item. The description is limited to 256 characters max;</li> <li>iii. the date the item was raised as an agreed action item;</li> <li>iv. a priority level assigned to each action item;</li> <li>v. the authority taking ownership of or assigned to deal with, the action item;</li> <li>vi. the agreed due date the action item is to be completed by;</li> <li>vii. the current status of the action item, I.E. Opened, in progress, % completed and Closed; and</li> <li>viii. comments &amp; rectification actions taken, limited to 256 characters max.</li> </ul> </li> </ul>		

- c. all action items must be agreed to by Canada and the Contractor before actions to rectify are taken;
- d. if an action item results in work tasks added to the AOP, They must be raised via DND 626 or Contractors work request for work approval in the AOP and then documented in the Action items log; and
- e. a current copy of the Action Items log is to be included in the monthly CSCR.

## DID-LCM-003 – UWSU ISSC – Configuration Items Database

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC – Configuration Items Database	2. IDENTIFICATION NUMBER DID-LCM-003	
3. DESCRIPTION The Contractors Configuration Items Database provides a complete record of all the UWSS EG Configuration hardware, software and TDP Items and provides Item history, quality records, certification, status, variant or revision or modification status and any special details or interrelationships between different Configuration Items (CI)s.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS 10.1 SOURCE DOCUMENT 10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract. 10.2 FORMAT 10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein. 10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein. 10.2.3 The Configuration Items Database must be provided in Microsoft Word Access or Microsoft Excel or other mutually agreed database program and as further described herein. 10.3 CONTENT 10.3.1 The Configuration Items Database is interrelated to the following: <ul style="list-style-type: none"> <li>a. The Configuration Management Plan, See DID-LCM-001;</li> <li>b. The UWSS EG Equipment Breakdown Structure;</li> <li>c. The UWSU Acquisition Contract, Integrated Logistics Support (ILS) Plan, See DID-ILS-001;</li> <li>d. The UWSU ISSC Risk and Issue Register, See DID-PMP-007; and</li> <li>e. The UWSU ISSC Quality and Assurance Management Plan, See DID-PMP-012.</li> </ul> 10.3.2 The Configuration Items Database must contain a complete set of Configuration Item Records arranged by major UWSS EG system and be each major systems equipment breakdown structure. 10.3.3 Each Configuration Item Record as a minimum must contain:		

- a. the major UWSS EG system the CI applies to;
- b. the Equipment Support List title and ESL registration number of the ESL the CI item applies to;
- c. the Next Higher assembly the CI applies to;
- d. the unique item identifiers that applies to the CI including NSN, P/N / NCage and CFTO or drawing number (if applicable);
- e. the unique serial number of the CI;
- f. the variant or revision or modification status of the CI;
- g. the Item title of description of the CI;
- h. date of the last change,
- i. location of the CI and or copies of the CI;
- j. type of CI ( hardware, software or documentation );
- k. user: What units or facilities the CI applies to;
- l. any unique attributes of the CI, such as shelf life and certification;
- m. status of the CI; serviceable/unserviceable/ disassembled or in-service/installed;
- n. CI quality records and approvals; and
- o. interrelationship to other Cis and cross references applicable to the CI.

## DID-LCM-002 – UWSU ISSC – Obsolescence Management Plan

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC – Obsolescence Management Plan	2. IDENTIFICATION NUMBER DID-LCM-002	
3. DESCRIPTION The Obsolescence Management Plan describes the Contractor plan to ensure that obsolescence is managed as an integral part of all design, development, production and in-service support in order to minimize cost and detrimental impact throughout the product life cycle.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS <b>10.1 SOURCE DOCUMENT</b>  10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.  <b>10.2 FORMAT</b>  10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein.  10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein.  <b>10.3 CONTENT</b>  10.3.1 The Contractors Obsolescence Management Plan must: <ul style="list-style-type: none"> <li>a. provide an identification process and triggers that will initiate obsolescence response activities for UWSS EG hardware and software components;</li> <li>b. provide a plan that ensures that all obsolescence issues are managed as an integral part of all design, development, production and in-service support in order to minimize cost and detrimental impact throughout the product life cycle.</li> <li>c. identify equipment that is approaching obsolescence along with recommendations as to the future disposition for the equipment;</li> <li>d. generate and maintain a list of equipment that is approaching obsolescence, including the degree to which this equipment is supportable;</li> <li>e. record observations or other documentation supporting the obsolescence;</li> <li>f. provide recommendations as to disposition for each piece of identified equipment hardware and or software and then provide recommendations for replacement or upgrading/modifications; and</li> <li>g. provide an obsolescence report as part of the monthly CSPR for all new and ongoing</li> </ul>		

obsolescence issues.

## DID-SSS-004 – UWSU ISSC – Controlled Goods Registry

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC – Controlled Goods Registry	2. IDENTIFICATION NUMBER DID-SSS-004	
3. DESCRIPTION The Controlled Goods Registry is a record of all CG and ITAR items held by the Contractor and sub-contractors employed under the UWSU ISSC and all CG requests transfers and registrations made or processed by the contractor.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract. This DI is directly related to DID-EIM-002 UWSU ISSC Controlled Goods Management Plan.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS 10.1 SOURCE DOCUMENT 10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract. 10.2 FORMAT 10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein. 10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein. 10.3 CONTENT 10.3.1 The Controlled Goods Registry as a minimum, must contain: <ul style="list-style-type: none"> <li>a. a record of all CG registrations for personnel, sub-contractors, suppliers and their company's;</li> <li>b. security clearances and training for personnel requiring CG certification;</li> <li>c. a record of all CG held by the contractor and it's locations;</li> <li>d. a record of all CG issued by the Contractor to Canada or transferred to sub-contractors or suppliers;</li> <li>e. a record of all CG receipted by the contractor;</li> <li>f. a record of all CG disposal and demilitarization activities and all disposal/demilitarization certificates;</li> <li>g. a record of any loss or suspected loss of CG; and</li> <li>h. a record of all end user certificates or licences issued by or to the Contractor, Sub-contractors, Suppliers or to Canada.</li> </ul>		

## DID-EIM-004 – UWSU ISSC – Software Support and Management Plan

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC Software Support and Management Plan	2. IDENTIFICATION NUMBER DID-EIM-004	
3. DESCRIPTION The Contractors Software Support and Management Plan will be utilized to identify and implement collaborative processes and techniques to manage the ongoing support of the software components that make up the UWSS EG, to address issues and risks and identify and implement solutions and upgrades.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS <p>10.1 SOURCE DOCUMENT</p> <p>10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.</p> <p>10.2 FORMAT</p> <p>10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein.</p> <p>10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein.</p> <p>10.3 CONTENT</p> <p>10.3.1 As a minimum, the Software Support and Management Plan must include:</p> <ol style="list-style-type: none"> <li>a. a software configuration management process that includes version and revision controls and a change management process;</li> <li>b. A process to proactively update and control software documentation and version description documents to match software updates and revisions as they are released;</li> <li>c. A software version tracking register that includes all individual UWSS EG systems software packages which identifies version and version applicability to which installed ships systems and trainers;</li> <li>d. A software media tracking and control register that tracks all media issued and ensures all media issued to specific platforms is applicable to that platform;</li> <li>e. The contractors process to install software updates as necessary to the installed platforms that includes a process to test, trial and validate software packages that must be in accordance with the applicable DND and MARLANT regulations;</li> <li>f. A process to verify and categorize all software anomalies and errors found in the installed operational software and to track corrective measures; and</li> <li>g. Includes software quality assurance processes in accordance with ISO/IEC 33001:2015</li> </ol>		

and the ISO/IEC 330xx family of technical standards documents for the computer software development process and related business management functions.

## DID-GFE-001 - UWSU ISSC - Loan Agreement for GFE for ISSC

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC - Loan Agreement for GFE for ISSC	2. IDENTIFICATION NUMBER DID-GFE-001	
3. DESCRIPTION The loan agreement is an agreement generated between the contractor and PSPC for the tracking and accountability of both Government Supplied Material and Government Furnished Equipment's that are held by the contractor for the purposes of conducting work in relation to the UWSU ISSC.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS <b>10.1 SOURCE DOCUMENT</b>  10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.  <b>10.2 FORMAT</b>  10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein.  10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein.  <b>10.3 CONTENT</b>  10.3.1 The Loan Agreement for Government Furnished Equipment (GFE) and Government Supplied Materials (GSM) must be developed, negotiated and signed between the PSPC Representative, for Canada and the ISS Contractor. It must be amended and kept current to reflect any changes, additions, removals or updates as deemed necessary by either party. 10.3.2 The Loan Agreement for GFE and GSM must completely and fully disclose all GFE and GSM held by the Contractor. These loan items are provided to the contractor in support of ISSC & R&O activities.  10.3.3 These items are provided to the ISSC at the discretion of Canada for the duration of this contract and as required or as needed by the contractor.  10.3.4 All GFE and GSM Items and Materials listed on the loan agreement remain the property of Canada and must be surrendered upon completion of contract activities.		

## DID-GFE-002- UWSU ISSC List of GFE/GSM required to Execute the ISSC

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC List of GFE/GSM required to Execute the ISSC	2. IDENTIFICATION NUMBER DID-GFE-002	
3. DESCRIPTION The List of GFE/GSM is a listing of all the GSM and GFE that the contractor deems necessary to conduct the service delivery activities described in the PWS.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS <b>10.1 SOURCE DOCUMENT</b>  10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.  <b>10.2 FORMAT</b>  10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein.  10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein.  <b>10.3 CONTENT</b>  10.3.1 The List of GFE/GSM specifies all requirements for GFE and GSM that may be required to meet the UWSU ISSC requirements. The Contractor must specify the following for each GFE or GSM item requested:  a. A narrative description of the item, and applicable NATO stock numbers, part numbers, and serial numbers; b. Quantities of each required item; c. Maintenance, calibration, or set-up action that Canada must undertake on the items prior to provision; d. How, where, and when the GFE or GSM will be: (1) transported, received, and stored prior to, and following its usage; (2) employed in completing the work specified in the SOW; (3) tracked during its usage; (4) maintained during its usage; and (5) returned to Canada;		

- e. Justification for the requested item of GFE or GSM; and
- f. Any other pertinent general information.

10.3.2 The List of GFE & GSM must be updated and kept current reflect any changes the contractor deems necessary and updated copies must be provided to Canada. These items can be obtained from Canada through a request submitted by the contractor obtain items as needed.

10.3.3 GSM or GFE items or materials will be provided to the Contractor at the discretion of Canada for the duration of this contract and as required or as agreed to by both parties.

10.3.4 All GFE or GSM provided to the contractor that are deemed by PSPC to be accountable items must be added to the Loan Agreement for GFE and GSM, ref: DID-GFE-001 and a signed copy must be provided to Canada.

## DID-EBL-001 - UWSU ISSC - UWSS Equipment Breakdown List

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC - UWSS Equipment Breakdown List	2. IDENTIFICATION NUMBER DID-EBL-001	
3. DESCRIPTION The Equipment Breakdown Structure (EBS) defines the top down system structure including the selected Configuration Items (CIs), and identity of the associated Product Baseline data and documents.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS <b>10.1 SOURCE DOCUMENT</b> 10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.  <b>10.2 FORMAT</b>  10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein.  10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein.  <b>10.3 CONTENT</b>  10.3.1 The Equipment Breakdown Structure (EBS) must define the top down system structure including the selected Configuration Items (CIs), and identity of the associated Product Baseline data and documents.  10.3.2 The EBS must be comprised of a list and a pictorial representation of the system decomposition down to the Line Replaceable Unit (LRU), including identification of each item selected as CI. The EBS must also identify the associated Product Baseline data and documents, including drawings, for each item.  10.3.3 The EBS as developed in the UWSU Acquisition Contract, must be provided by the Contractor to the UWSU ISSC as part of the UWSU Acquisition Contracts Transition to the ISSC.  10.3.4 The EBS must be maintained, updated annually and as required by the UWSU ISSC Contractor. All changes to the EBS must be submitted to the DND TA for review and approvals.		

## DID-MRC-001 - UWSU ISSC UWSS EG Repairable Items List and MRC

DATA ITEM DESCRIPTION		
1. TITLE UWSU ISSC UWSS EG Repairable Items List and MRC	2. IDENTIFICATION NUMBER DID-MRC-001	
3. DESCRIPTION The Repairable Items list and MRC is a listing provided by the contractor that describes all the individual LRU and higher assembly repairable items and their respective MRC's that are associated with the UWSS EG.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGMEPM / DNCS 4-7	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGMEPM / DNCS 4-7	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS <b>10.1 SOURCE DOCUMENT</b>  10.1.1 The applicable issue of the documents cited herein, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.  <b>10.2 FORMAT</b>  10.2.1 The format of this DID must be submitted in the format as described in the CDRL notes section or as further amplified herein.  10.2.2 The layout and content formatting structure of this DID must be determined by the Contractor unless otherwise specified herein.  <b>10.3 CONTENT</b>  10.3.1 The repairable item list and MRC must be provided by the contractor to list the Line Repairable Unit level and Maximum Repair Cost (MRC) of each repairable item associated with the UWSS EG. Each line item of this listing must include as a minimum:  a. the description of the item; b. the applicable NATO stock numbers; c. the part number; d. the unit cost; and e. the agreed MRC.  10.3.2 The MRC associated with each item represents the highest amount the Contractor can charge per repair item on a flow through repair basis without requesting specific per item permission to conduct the repair. The MRC percentage repair level is subject to negotiation between the Contractor and Canada and must be agreed to by both parties. The typical MRC set percentage is 60% of the unit cost of the item.		

10.3.3 The repairable items list and MRC must be submitted by the Contractor to Canada for approval, in accordance with the CDRL and be fully agreed to before any Repair and Overhaul work is commenced.

10.3.4 The MRC, as defined in A-LM-184-001/JS-001, must not be exceeded without the approval of the CA.