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Data Item Description Halifax Class Combat System (HCCS) In-Service Support

14 September 2017

Version 1.0



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ID	HCCS_ISSC_DIDs.docx
DID-1	DID ENG-001
DID-2	1 TITLE
DID-3	Steady-State Achievement Report
DID-4	2 IDENTIFICATION NUMBER
DID-5	ENG-001
DID-6	3 DESCRIPTION / PURPOSE
DID-7	3.1 Description
DID-8	The purpose of the Steady-State Achievement Report is to demonstrate that the Contractor is ready to deliver Steady-State ISS for the HCCS EG.
DID-9	The Steady-State Achievement Report enables Canada to assess the Contractor's readiness to deliver Steady-State ISS for the HCCS EG.
DID-10	3.2 Purpose
DID-11	Canada uses the Steady-State Achievement Report to verify:
DID-12	a. that the objective evidence provided supports the claimed capability;
DID-13	b. that the Contractor is able to deliver the Work for the HCCS EG; and
DID-14	c. the viability of the Performance Management Framework.
DID-15	4 APPROVAL DATE
DID-16	5 OFFICE OF PRIMARY INTEREST
DID-17	DGMEPM
DID-18	6 GIDEP APPLICABLE
DID-19	7 APPLICATION / INTERRELATIONSHIP
DID-20	This DID relates to:
DID-21	a. DID PM-002 Start-Up Plan
DID-22	8 ORIGINATOR
DID-23	DGMEPM
DID-24	9 APPLICABLE FORMS
DID-25	N/A
DID-26	10 PREPARATION INSTRUCTIONS
DID-27	10.1 Format

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- DID-28 The Steady-State Achievement Report must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
- DID-29 10.2 Content
- DID-30 The Steady-State Achievement Report must describe the following:
- DID-31 a. assumptions and constraints;
- DID-32 b. evidence that the Contractor is ready to start the Steady-State work phase;
- DID-33 c. evidence that the major activities as outlined in the Accepted Start-Up Plan have been achieved and that the Performance Management Framework has been established;
- DID-34 d. results of the verification of the Steady-State processes and procedures;
- DID-35 e. results of the demonstration to Canada of the Steady-State processes and procedures;
- DID-36 f. outstanding issues raised during the Start-Up work phase;
- DID-37 g. impact of all outstanding issues; and
- DID-38 h. plan to resolve all outstanding issues.

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DID-39	DID PM-001
DID-40	1 TITLE
DID-41	Project Management Plan (PMP)
DID-42	2 IDENTIFICATION NUMBER
DID-43	PM-001
DID-44	3 DESCRIPTION / PURPOSE
DID-45	3.1 Description
DID-46	The Project Management Plan (PMP) is the plan that describes the Contractor's strategy, plans, methodologies and processes for meeting the requirements of the Contract.
DID-47	The PMP enables Canada to assess the risk that the Contractor will deliver ISS for the HCCS EG in a cost effective and timely manner that preserves the HCCS EG Design Intent.
DID-48	3.2 Purpose
DID-49	Canada uses the PMP to:
DID-50	a. gain visibility into the Contractor's planning;
DID-51	b. assess the Contractor's approach to managing the scope of the Work;
DID-52	c. identify the interfaces with the Contractor's management organization; and
DID-53	d. provide a baseline for monitoring and assessing the Contractor's performance in conducting project management of the Work.
DID-54	4 APPROVAL DATE
DID-55	5 OFFICE OF PRIMARY INTEREST
DID-56	DGMEPM
DID-57	6 GIDEP APPLICABLE
DID-58	7 APPLICATION / INTERRELATIONSHIP
DID-59	The PMP is the primary plan for the Contract. All other plans related to the Contract are integrated with and under the main authority of the PMP.
DID-60	8 ORIGINATOR
DID-61	DGMEPM
DID-62	9 APPLICABLE FORMS
DID-63	N/A
DID-64	10 PREPARATION INSTRUCTIONS
DID-65	10.1 Format

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- DID-66 The PMP must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
- DID-67 The document must include a change history, in accordance with data configuration management processes, that identifies each change made, the date of issue, version/revision incorporating the change and the title and rationale for the change.
- DID-68 The PMP must be a stand-alone document that provides sufficient information to allow the reader to understand how various aspects of the Work will be managed without referring to other documents.
- DID-69 10.2 Content
- DID-70 The PMP must be the master planning document.
- DID-71 The PMP must integrate, summarize and reference all plans and schedules specified in the PWS for the provision of the Work.
- DID-72 The PMP must include a hierarchical list of the plans to be used by the Contractor.
- DID-73 The PMP must address Management, Core and Emergent work.
- DID-74 The PMP must also describe:
- DID-75 a. the objectives, scope, constraints, and assumptions associated with the Contractor's program of activities for the provision of the Work;
- DID-76 b. the process for categorizing and re-categorizing work as Management, Core or Emergent work;
- DID-77 c. how the Contractor will manage, integrate and execute all aspects of the Work;
- DID-78 d. the policies, processes, procedures and systems to manage and implement the Work;
- DID-79 e. how the Contractor will schedule the Work;
- DID-80 f. an overview of the schedule to establish and manage the Work, noting key milestones, activities and deliverables;
- DID-81 g. how the Contractor will manage, establish and control the budget for the Work;
- DID-82 h. the key risks associated with the Work;
- DID-83 i. the Contractor's approach to procurement management;
- DID-84 j. the Contractor's approach to continuous improvement;
- DID-85 k. the Contractor's approach to communication management;
- DID-86 l. the organizational structure of key roles and responsibilities that are accountable for overall program management execution and delivery of the Work;

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- DID-87 m. where significant WBS elements reside within the organizational structure;
- DID-88 n. a graphic representation of the organizational structure(s).
- DID-89 o. the Contractor's approach to business continuity and data management;
- DID-90 p. the Contractor's approach to Naval Materiel regulatory requirements;
- DID-91 q. the Contractor's approach to security management;
- DID-92 r. the Contractor's approach to managing sub-contractors;
- DID-93 s. the Contractor's approach to managing Intellectual Property;
- DID-94 t. the Contractor's approach to managing Government Property;
- DID-95 u. the Contractor's approach to general safety and environmental program management;
- DID-96 v. the Contractor's approach to Technical Schedule Management;
- DID-97 w. the Contractor's approach to training support management;
- DID-98 x. the Contractor's approach to managing Industrial and Technological Benefits and Value Proposition; and
- DID-99 y. the Contractor's approach to managing Quality.

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DID-100	DID PM-002
DID-101	1 TITLE
DID-102	Start-Up Plan
DID-103	2 IDENTIFICATION NUMBER
DID-104	PM-002
DID-105	3 DESCRIPTION / PURPOSE
DID-106	3.1 Description
DID-107	The Start-Up Plan describes the Contractor's plan and schedule to reach the Steady-State work phase capability.
DID-108	The Start-Up Plan enables Canada to assess the risk of the Contractor's ability to reach the Steady-State work phase.
DID-109	3.2 Purpose
DID-110	Canada uses the Start-Up Plan to:
DID-111	a. assess the Contractor's ability to reach the Steady-State work phase;
DID-112	b. monitor the implementation of the Contractor's Plan to reach the Steady-State work phase;
DID-113	c. ensure that the Contractor's plan is aligned with internal DND plans, processes and resource requirements, and delivery of resources to the Contractor;
DID-114	d. co-ordinate the transition of support from the interim OEM support providers; and
DID-115	e. to provide a baseline for monitoring and assessing the Contractor's performance in conducting the Start-Up work.
DID-116	4 APPROVAL DATE
DID-117	5 OFFICE OF PRIMARY INTEREST
DID-118	DGMEPM
DID-119	6 GIDEP APPLICABLE
DID-120	7 APPLICATION / INTERRELATIONSHIP
DID-121	8 ORIGINATOR
DID-122	DGMEPM
DID-123	9 APPLICABLE FORMS
DID-124	N/A
DID-125	10 PREPARATION INSTRUCTIONS
DID-126	10.1 Format

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- DID-127 The Start-Up Plan must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
- DID-128 10.2 Content
- DID-129 The Start-Up Plan must describe the following:
- DID-130 a. objectives, scope, constraints and assumptions associated with the Contractor's Start-Up activities to support the HCCS EG until full delivery of steady-state ISS;
- DID-131 b. key risks associated with the Start-Up work phase;
- DID-132 c. build-up of the Contractor's organizations and management structures;
- DID-133 d. establishment of agreements with the HCCS EG OEMS or their authorized representatives;
- DID-134 e. major activities to be implemented;
- DID-135 f. establishment of the performance management framework;
- DID-136 g. schedule used by the Contractor to plan and sequence the Start-Up activities to achieve the Steady-State work phase;
- DID-137 h. transfer of resources;
- DID-138 i. integration of the Contractor's activities with Canada, including proposed planning and coordination meetings;
- DID-139 j. integration and communication plan with DND Formations, Units, and other Halifax-class ISS providers;
- DID-140 k. processes and procedures that will be used during the Steady-State work phase;
- DID-141 l. test procedures for the verification of the Steady-State processes and procedures;
- DID-142 m. demonstration procedures to Canada of the Steady-State processes and procedures; and
- DID-143 n. resolution process for all issues raised during the Start-Up work phase.

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DID-144	DID PM-003
DID-145	1 TITLE
DID-146	Close-Out Plan
DID-147	2 IDENTIFICATION NUMBER
DID-148	PM-003
DID-149	3 DESCRIPTION / PURPOSE
DID-150	3.1 Description
DID-151	The Close-Out Plan describes how the Contractor will transfer all information and materiel from the Contractor to Canada and/or a third party upon contract close-out.
DID-152	The Close-Out Plan enables Canada to assess the risk of closing out the contract and transferring the information and materiel.
DID-153	3.2 Purpose
DID-154	Canada uses the Close-Out Plan to:
DID-155	a. understand and evaluate the Contractor's approach to meeting the Close-Out requirements of the Contract;
DID-156	b. define Canada's involvement in the Contractor's Close-Out program, including the monitoring of the Contractor's program;
DID-157	c. if applicable, enable the timely provision of information to the incoming contractor to enable them to plan for the provision of the Work;
DID-158	d. to provide input to Canada's own planning; and
DID-159	e. provide a baseline for monitoring and assessing the Contractor's performance in conducting the Close-Out work.
DID-160	4 APPROVAL DATE
DID-161	5 OFFICE OF PRIMARY INTEREST
DID-162	DGMEPM
DID-163	6 GIDEP APPLICABLE
DID-164	7 APPLICATION / INTERRELATIONSHIP
DID-165	8 ORIGINATOR
DID-166	DGMEPM
DID-167	9 APPLICABLE FORMS
DID-168	N/A
DID-169	10 PREPARATION INSTRUCTIONS
DID-170	10.1 Format

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- DID-171 The Close-Out Plan must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
- DID-172 10.2 Content
- DID-173 The Close-Out Plan must describe the following:
- DID-174 a. objectives, scope, constraints and assumptions associated with the Contractor's Close-Out activities;
- DID-175 b. key risks associated with the Close-Out work phase;
- DID-176 c. major activities to be implemented;
- DID-177 d. schedule used by the Contractor to plan and sequence the Close-Out activities;
- DID-178 e. transfer of resources;
- DID-179 f. integration of the Contractor's activities with Canada, including proposed planning and coordination meetings;
- DID-180 g. integration and communication plan with DND Formations, Units, and other Halifax-class ISS providers;
- DID-181 h. processes and procedures that will be used during the Close-Out work phase; and
- DID-182 i. resolution process for all issues raised during the Close-Out work phase.

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DID-183	DID PM-004
DID-184	1 TITLE
DID-185	Annual Operating Plan (AOP)
DID-186	2 IDENTIFICATION NUMBER
DID-187	PM-004
DID-188	3 DESCRIPTION / PURPOSE
DID-189	3.1 Description
DID-190	The AOP specifies the Core and Emergent Work to be completed by the Contractor.
DID-191	The AOP enables Canada to ensure that the HCCS EG is sustained to meet the RCN operational requirements and to develop the budget.
DID-192	3.2 Purpose
DID-193	Canada uses the AOP to ensure that RCN operational requirements will be met and that the HCCS EG will be sustained.
DID-194	Canada uses the AOP to develop the budget.
DID-195	Canada uses the AOP to provide a baseline for monitoring and assessing the Contractor's performance in achieving the work specified in the AOP.
DID-196	4 APPROVAL DATE
DID-197	5 OFFICE OF PRIMARY INTEREST
DID-198	DGMEPM
DID-199	6 GIDEP APPLICABLE
DID-200	7 APPLICATION / INTERRELATIONSHIP
DID-201	8 ORIGINATOR
DID-202	DGMEPM
DID-203	9 APPLICABLE FORMS
DID-204	N/A
DID-205	10 PREPARATION INSTRUCTIONS
DID-206	10.1 Format
DID-207	The Annual Operating Plan (AOP) must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
DID-208	10.2 Content
DID-209	Core work must be described and listed in priority order.
DID-210	Emergent Work must be described and listed in priority order.

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- DID-211 East and West Coast Formation work items down to the individual ship level must be described.
- DID-212 Unfunded work that may be added to the program as future Core and Emergent work must be described and listed in priority order.
- DID-213 Work for all future fiscal years of the Contract Period must be described and listed in priority order.
- DID-214 The cost and confidence level of the estimate of each work item must be identified.

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DID-215	DID PM-005
DID-216	1 TITLE
DID-217	Monthly Progress Report (MPR)
DID-218	2 IDENTIFICATION NUMBER
DID-219	PM-005
DID-220	3 DESCRIPTION / PURPOSE
DID-221	3.1 Description
DID-222	The MPR provides a formal mechanism by which the Contractor can report on the activities associated with the provision of ISS on a monthly basis.
DID-223	The MPR enables Canada to assess the readiness of the HCCS EG.
DID-224	3.2 Purpose
DID-225	Canada uses the MPR to:
DID-226	a. review the Work performed in the reporting period;
DID-227	b. validate the Work identified in the monthly progress claim; and
DID-228	c. gauge the Contractor's performance in delivering the Work.
DID-229	4 APPROVAL DATE
DID-230	5 OFFICE OF PRIMARY INTEREST
DID-231	DGMEPM
DID-232	6 GIDEP APPLICABLE
DID-233	7 APPLICATION / INTERRELATIONSHIP
DID-234	8 ORIGINATOR
DID-235	DGMEPM
DID-236	9 APPLICABLE FORMS
DID-237	N/A
DID-238	10 PREPARATION INSTRUCTIONS
DID-239	10.1 Format
DID-240	The Monthly Progress Report must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
DID-241	10.2 Content
DID-242	The reporting period must be identified.
DID-243	The Work performed by the Contractor must be described.
DID-244	The risks, impacts and mitigations to Work must be identified.

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- DID-245 The measures and analysis of the performance metrics must be reported.
- DID-246 The following must be described:
- DID-247 a. significant Work completed;
 - DID-248 b. status of significant Work in progress;
 - DID-249 c. milestones achieved;
 - DID-250 d. risks, impacts and mitigations to Work;
 - DID-251 e. measures and analysis of the KPI and SHI performance metrics on a quarterly basis;
 - DID-252 f. Significant impacts to the HCCS EG for the following must be described:
 - DID-253 g. Design Intent;
 - DID-254 h. Configuration;
 - DID-255 i. Obsolescence;
 - DID-256 j. Technical Data;
 - DID-257 k. Engineering Support;
 - DID-258 l. Maintenance; and
 - DID-259 m. Materiel Management.
- DID-260 Significant technical problems that arose during the reporting period, are still outstanding, and were closed during the reporting period must be described.
- DID-261 The schedule of significant events and activities for the next reporting period must be described.
- DID-262 Significant impacts to the approved AOP must be described.
- DID-263 Significant impacts to work not included in the AOP must be described (eg. New emergent tasks not included in the AOP).
- DID-264 Any additional new work must be proposed.

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DID-265	DID PM-006
DID-266	1 TITLE
DID-267	AOP Schedule
DID-268	2 IDENTIFICATION NUMBER
DID-269	PM-006
DID-270	3 DESCRIPTION / PURPOSE
DID-271	3.1 Description
DID-272	The AOP Schedule is a consolidated view of schedules such as individual system overhaul schedules and ship docking work period schedules, developed by the Contractor to deliver the Work.
DID-273	The AOP Schedule enables Canada to assess schedule risk of the Work being planned.
DID-274	3.2 Purpose
DID-275	Canada uses the AOP Schedule to:
DID-276	a. assess schedule risk of the Work being planned;
DID-277	b. ensure the Contractor's approved AOP work aligns with the coastal operational and Programmed Work Periods schedules; and
DID-278	c. ensure the Contractor's approved AOP work aligns with the Integrated Master Schedule produced and managed by the Halifax-class CPM.
DID-279	4 APPROVAL DATE
DID-280	5 OFFICE OF PRIMARY INTEREST
DID-281	DGMEPM
DID-282	6 GIDEP APPLICABLE
DID-283	7 APPLICATION / INTERRELATIONSHIP
DID-284	This DID relates to:
DID-285	a. DID PM-004 AOP
DID-286	8 ORIGINATOR
DID-287	DGMEPM
DID-288	9 APPLICABLE FORMS
DID-289	N/A
DID-290	10 PREPARATION INSTRUCTIONS
DID-291	10.1 Format

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- DID-292 The AOP Schedule must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
- DID-293 10.2 Content
- DID-294 A tiered arrangement of schedules must be presented.
- DID-295 East and West Coast Formations work items down to the individual ship level must be incorporated.
- DID-296 Individual system overhaul schedules and Programmed Work Periods schedules must be included.
- DID-297 Schedule milestones must be clearly indicated.
- DID-298 Progress indications and planned or actual schedule slippage/accelerations of the current schedule must be clearly shown in relation to the baseline schedule.
- DID-299 Relationships between work items must be indicated.

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DID-300	DID PM-007
DID-301	1 TITLE
DID-302	Work Breakdown Structure (WBS)
DID-303	2 IDENTIFICATION NUMBER
DID-304	PM-007
DID-305	3 DESCRIPTION / PURPOSE
DID-306	3.1 Description
DID-307	The WBS consists of a complete hierarchical indented list, graphical chart(s) of the work items to be performed under the AOP. It constitutes the principal framework for the HCCS ISS program, control of scheduled work and formal reporting of schedule status for the AOP.
DID-308	The WBS enables Canada to manage the scope of the work items within the AOP.
DID-309	3.2 Purpose
DID-310	Canada uses the WBS to:
DID-311	a. gain visibility into the Contractor's planning;
DID-312	b. gain assurance that the Contractor understands the full scope of work and has appropriately incorporated this work into its execution plan for the AOP;
DID-313	c. understand and evaluate the Contractor's approach to meeting all the requirements of the PWS;
DID-314	d. assist with understanding and evaluating any proposed changes to the scope of work that may occur during the AOP term; and
DID-315	e. as a source of input to planning.
DID-316	4 APPROVAL DATE
DID-317	5 OFFICE OF PRIMARY INTEREST
DID-318	DGMEPM
DID-319	6 GIDEP APPLICABLE
DID-320	7 APPLICATION / INTERRELATIONSHIP
DID-321	8 ORIGINATOR
DID-322	DGMEPM
DID-323	9 APPLICABLE FORMS
DID-324	N/A
DID-325	10 PREPARATION INSTRUCTIONS
DID-326	10.1 Format

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- DID-327 The WBS must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
- DID-328 10.2 Content
- DID-329 The WBS must comprise an indented list and graphical chart(s) of each AOP work item.
- DID-330 Indented List
- DID-331 The indented list consists of a hierarchy of WBS elements and sub-elements, starting with a single level 1 element (the AOP), and the lower-level elements of the Contractor's WBS to conduct the Work.
- DID-332 The Indented List must be viewable at any level of expansion.
- DID-333 Each record in the Indented List must include:
- DID-334 a. WBS element number;
- DID-335 b. WBS element title;
- DID-336 c. WBS element revision date and revision number;
- DID-337 d. organization and key person responsible for managing and executing the WBS element; and
- DID-338 e. cross references to the PWS and AOP;
- DID-339 f. WBS element summary description;
- DID-340 g. Contract clause cross-reference, if applicable;
- DID-341 h. reference to subordinate WBS elements, if any;
- DID-342 i. title and number of the document / specification that defines the element; and
- DID-343 j. any other information required by the Contractor's management systems.
- DID-344 Graphical Chart(s)
- DID-345 The WBS must include a WBS graphic, which contains items a, b, c from the Indented List, but shown in a graphical form, usually a tree structure.

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DID-346	DID PM-008
DID-347	1 TITLE
DID-348	Relationship Management Plan
DID-349	2 IDENTIFICATION NUMBER
DID-350	PM-008
DID-351	3 DESCRIPTION / PURPOSE
DID-352	3.1 Description
DID-353	The Relationship Management Plan describes how the Contractor plans to enhance collaboration with Canada and to streamline key processes that involve interaction with Canada. The Relationship Management Plan is a transitional document that is intended to facilitate the joint development of the Relationship Charter. The actions, tools, and processes proposed in this Plan will inform the content of the Charter.
DID-354	The Relationship Management Plan enables Canada to assess the commitment from the Contractor to collaborate with Canada and stakeholders to provide the In-Service Support for the HCCS EG.
DID-355	3.2 Purpose
DID-356	Canada uses the Relationship Management Plan to assess the commitment from the Contractor to collaborate with Canada and stakeholders to provide the In-Service Support for the HCCS EG.
DID-357	Canada uses the Relationship Management Plan to initiate the joint development of the Relationship Charter and the CI-IPT. The effective working relationships and collaboration between Industry ISSC representatives and Canada will achieve common goals of risk mitigation, issue resolution, and continuous improvement.
DID-358	Canada uses the Relationship Management Plan to provide a baseline for monitoring and assessing the Contractor's performance in the management of relationships.
DID-359	4 APPROVAL DATE
DID-360	5 OFFICE OF PRIMARY INTEREST
DID-361	DGMEPM
DID-362	6 GIDEP APPLICABLE
DID-363	7 APPLICATION / INTERRELATIONSHIP
DID-364	8 ORIGINATOR
DID-365	DGMEPM
DID-366	9 APPLICABLE FORMS
DID-367	N/A

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- DID-368 10 PREPARATION INSTRUCTIONS
- DID-369 10.1 Format
- DID-370 The Relationship Management Plan must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
- DID-371 10.2 Content
- DID-372 The Relationship Management Plan must describe the following:
- DID-373 a. common goals including how to align the Contractor's goals and Canada's goals;
- DID-374 b. reciprocal assessment including outlining a process for the periodic assessment of relationship health;
- DID-375 c. joint governance including outlining the joint governance structure at the strategic level, program management level, and project management level;
- DID-376 d. information sharing including how the Contractor will promote open and transparent information sharing to enhance timely and informed planning and decision making;
- DID-377 e. collaborative relationship risks and mitigations between the Contractor and Canada and stakeholders; and
- DID-378 f. Contractor participation in the Canada Industry Integrated Program Team CI-IPT.

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DID-379	DID PM-009
DID-380	1 TITLE
DID-381	Meeting Agenda
DID-382	2 IDENTIFICATION NUMBER
DID-383	PM-009
DID-384	3 DESCRIPTION / PURPOSE
DID-385	3.1 Description
DID-386	The Meeting Agenda provides an outline of the purpose, objectives and topics to be formally discussed at meetings.
DID-387	The Meeting Agenda enables Canada to ensure that the meeting will be efficient and that all relevant topics will be addressed.
DID-388	3.2 Purpose
DID-389	Canada uses the Meeting Agenda to confirm and prepare for topics to be addressed at the meeting.
DID-390	4 APPROVAL DATE
DID-391	Note: the Meeting Agenda must be submitted for review no later than 5 working days prior to each meeting.
DID-392	5 OFFICE OF PRIMARY INTEREST
DID-393	DGMEPM
DID-394	6 GIDEP APPLICABLE
DID-395	7 APPLICATION / INTERRELATIONSHIP
DID-396	8 ORIGINATOR
DID-397	DGMEPM
DID-398	9 APPLICABLE FORMS
DID-399	N/A
DID-400	10 PREPARATION INSTRUCTIONS
DID-401	10.1 Format
DID-402	The Meeting Agenda must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
DID-403	10.2 Content
DID-404	The agenda items must include:
DID-405	a. the purpose or objective of the meeting;
DID-406	b. the meeting location, date, starting time, and expected duration;

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- DID-407 c. a chronological listing of each major discussion topic, including the person responsible to take the lead on the topic;
- DID-408 d. a list of individuals invited to attend the meeting, identifying their appointment and area of responsibility;
- DID-409 e. the identity of the co-chairs;
- DID-410 f. administrative information associated with the meeting, including, where appropriate, access arrangements and facilities available;
- DID-411 g. a list of documentation to be reviewed either for, or at, the meeting; and
- DID-412 h. any other information pertinent to the meeting.

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DID-413	DID PM-010
DID-414	1 TITLE
DID-415	Meeting Minutes
DID-416	2 IDENTIFICATION NUMBER
DID-417	PM-010
DID-418	3 DESCRIPTION / PURPOSE
DID-419	3.1 Description
DID-420	Meetings Minutes are an accurate account of all discussions, decisions and actions arising from meetings between the Contractor and Canada.
DID-421	The Meeting Minutes enable Canada to manage records of decisions and action items.
DID-422	3.2 Purpose
DID-423	Canada uses the Meeting Minutes to manage records of decisions and action items.
DID-424	4 APPROVAL DATE
DID-425	5 OFFICE OF PRIMARY INTEREST
DID-426	DGMEPM
DID-427	6 GIDEP APPLICABLE
DID-428	7 APPLICATION / INTERRELATIONSHIP
DID-429	8 ORIGINATOR
DID-430	DGMEPM
DID-431	9 APPLICABLE FORMS
DID-432	N/A
DID-433	10 PREPARATION INSTRUCTIONS
DID-434	10.1 Format
DID-435	The Meeting Minutes must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard for future submissions.
DID-436	10.2 Content
DID-437	The minutes must include the following:
DID-438	a. meeting identification, number, scope, purpose and objectives;
DID-439	b. list of all attendees detailing title, responsibility and contact information;
DID-440	c. discussion Items - Including a summary record of proceedings and discussions, all agenda items must be covered;

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- DID-441 d. record of decisions taken, issue/Action Item (AI) responsibility and target date of completion of issues/AIs as noted in the Action Item Log;
- DID-442 e. proposed date, time and location of next meeting;
- DID-443 f. signature blocks for both Contractor and Canada responsible representatives; and
- DID-444 g. copies of all data and information tabled at the meeting.
- DID-445 The minutes must include a disclaimer that the minutes are a record of discussions only and do not constitute approval for contractual changes.

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DID-446	DID PM-011
DID-447	1 TITLE
DID-448	Action Item Log
DID-449	2 IDENTIFICATION NUMBER
DID-450	PM-011
DID-451	3 DESCRIPTION / PURPOSE
DID-452	3.1 Description
DID-453	The Action Item Log consists of itemized, dated and up-to-date records of all Contractor and Canada issue items with appropriate action/decisions detailed.
DID-454	The Action Item Log enables Canada to manage action items.
DID-455	3.2 Purpose
DID-456	Canada uses the Action Item Log to ensure issues of concern are recorded, managed and actioned by the Contractor and Canada.
DID-457	4 APPROVAL DATE
DID-458	5 OFFICE OF PRIMARY INTEREST
DID-459	DGMEPM
DID-460	6 GIDEP APPLICABLE
DID-461	7 APPLICATION / INTERRELATIONSHIP
DID-462	8 ORIGINATOR
DID-463	DGMEPM
DID-464	9 APPLICABLE FORMS
DID-465	N/A
DID-466	10 PREPARATION INSTRUCTIONS
DID-467	10.1 Format
DID-468	The Action Item Log must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
DID-469	10.2 Content
DID-470	The log must contain the itemized records of action items and must include:
DID-471	a. date opened;
DID-472	b. identification number;
DID-473	c. action Item description;
DID-474	d. meeting references to documents, minutes, reports or activity;

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- DID-475 e. action Item raised by (Name, Organization);
- DID-476 f. due date for completion and actual date closed;
- DID-477 g. action Item Owner; and
- DID-478 h. action Required/Decision.

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DID-479	DID PM-012
DID-480	1 TITLE
DID-481	Risk Management Plan (RMP)
DID-482	2 IDENTIFICATION NUMBER
DID-483	PM-012
DID-484	3 DESCRIPTION / PURPOSE
DID-485	3.1 Description
DID-486	The Risk Management Plan (RMP) defines how the Contractor will manage risk, issues and opportunities.
DID-487	The RMP describes a risk management framework that provides a governance structure by which risks are escalated to the appropriate decision level.
DID-488	The RMP describes the Risk and Issue Register.
DID-489	The RMP enables Canada to assess how the Contractor will manage the outcome of future events and how the Contractor will deal with these uncertainties.
DID-490	3.2 Purpose
DID-491	Canada uses the RMP to assess how the Contractor will manage the outcome of future events and how the Contractor will deal with these uncertainties.
DID-492	Canada uses the RMP to provide a baseline for monitoring and assessing the Contractor's performance in the management of risks, issues and opportunities.
DID-493	4 APPROVAL DATE
DID-494	5 OFFICE OF PRIMARY INTEREST
DID-495	DGMEPM
DID-496	6 GIDEP APPLICABLE
DID-497	7 APPLICATION / INTERRELATIONSHIP
DID-498	8 ORIGINATOR
DID-499	DGMEPM
DID-500	9 APPLICABLE FORMS

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N/A

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- DID-502 10 PREPARATION INSTRUCTIONS
- DID-503 10.1 Format
- DID-504 The RMP must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
- DID-505 The Risk and Issue Register must be prepared in electronic form (eg, database or spreadsheet), and when printed, must consist of a table with an entry for each risk in the Risk and Issue Register.
- DID-506 10.2 Content
- DID-507 The RMP must describe the following:
- DID-508 a. the risk management organization, including clear definitions of responsibilities;
- DID-509 b. processes for continuously identifying and capturing risks;
- DID-510 c. processes for analyzing risks;
- DID-511 d. processes for assessing and evaluating risks;
- DID-512 e. processes for mitigating risks, including:
- DID-513 i. i. avoiding the risk;
- DID-514 ii. ii. removing the risk source;
- DID-515 iii. iii. reducing the likelihood of the risk;
- DID-516 iv. iv. reducing the consequences of the risk;
- DID-517 v. v. transferring the risk to a party that is better able to manage the risk; and
- DID-518 vi. vi. retaining the risk.
- DID-519 f. processes for reporting risks;
- DID-520 g. processes for monitoring and reviewing risks;
- DID-521 h. processes for implementing risk mitigation measures; and
- DID-522 i. the structure and format of the Risk and Issue Register.

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DID-523	DID PM-013
DID-524	1 TITLE
DID-525	Surge Response Status Report
DID-526	2 IDENTIFICATION NUMBER
DID-527	PM-013
DID-528	3 DESCRIPTION / PURPOSE
DID-529	3.1 Description
DID-530	The Surge Response Status Report defines the Contractor's response to a surge request from Canada.
DID-531	The Surge Response Status Report enables Canada to monitor and assess the risk of the Contractor's progress in meeting the surge requirement.
DID-532	3.2 Purpose
DID-533	Canada uses the Surge Response Status Report to:
DID-534	a. understand how the Contractor proposes to meet the surge requirements;
DID-535	b. gain assurance that the Contractor's response meets the surge requirements; and
DID-536	c. monitor the performance of the Contractor under surge conditions.
DID-537	4 APPROVAL DATE
DID-538	5 OFFICE OF PRIMARY INTEREST
DID-539	DGMEPM
DID-540	6 GIDEP APPLICABLE
DID-541	7 APPLICATION / INTERRELATIONSHIP
DID-542	8 ORIGINATOR
DID-543	DGMEPM
DID-544	9 APPLICABLE FORMS
DID-545	N/A
DID-546	10 PREPARATION INSTRUCTIONS
DID-547	10.1 Format
DID-548	The Surge Response Status Report must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
DID-549	10.2 Content
DID-550	The objectives, scope, constraints, and assumptions must be described.

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- DID-551 The identification of the manager responsible for delivering the surge response must be described.
- DID-552 The scope, schedule, expected outcome and cost of each activity must be described.
- DID-553 Impacts to ISS must be described.
- DID-554 Significant risks must be described.
- DID-555 Impacts to consumables and parts must be described.
- DID-556 Impacts to repair and overhaul must be described.

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DID-557	DID PM-014
DID-558	1 TITLE
DID-559	Performance Management Plan
DID-560	2 IDENTIFICATION NUMBER
DID-561	PM-014
DID-562	3 DESCRIPTION / PURPOSE
DID-563	3.1 Description
DID-564	The Performance Management Plan describes the processes, procedures and controls used by the Contractor to develop and implement the Performance Management Framework.
DID-565	The Performance Management Plan provides Canada with the confidence that the implemented Performance Management Framework will be complete, yielding consistent and reliable measures and assessments of the performance of the Contractor and the HCCS EG.
DID-566	3.2 Purpose
DID-567	Canada uses the Performance Management Plan to:
DID-568	a. evaluate the implementation of the Performance Management Framework;
DID-569	b. ensure the assessment is carried out in accordance with the Performance Requirements Specification; and
DID-570	c. to provide a baseline for monitoring and assessing the Contractor's performance in conducting Performance Management.
DID-571	4 APPROVAL DATE
DID-572	5 OFFICE OF PRIMARY INTEREST
DID-573	DGMEPM
DID-574	6 GIDEP APPLICABLE
DID-575	7 APPLICATION / INTERRELATIONSHIP
DID-576	8 ORIGINATOR
DID-577	DGMEPM
DID-578	9 APPLICABLE FORMS
DID-579	N/A
DID-580	10 PREPARATION INSTRUCTIONS
DID-581	10.1 Format
DID-582	The Performance Management Plan must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.

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DID-583 10.2 Content

DID-584 The Performance Management Plan must describe the following:

DID-585 a. processes, procedures and controls used to manage, measure and assess the performance of the Contractor and the HCCS EG;

DID-586 b. assumptions and constraints;

DID-587 c. methodology for collecting and maintaining the data;

DID-588 d. methodology for calculating the performance metrics;

DID-589 e. methodology for assessing the performance of the Contractor and the HCCS EG;

DID-590 f. methodology for displaying and reporting the performance metric results;

DID-591 g. methodology for tracking the performance of the Contractor and the HCCS EG;

DID-592 h. validation and verification of the methodologies selected; and

DID-593 i. development and implementation schedule.

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DID-594	DID PM-015
DID-595	1 TITLE
DID-596	Performance Assessment Report
DID-597	2 IDENTIFICATION NUMBER
DID-598	PM-015
DID-599	3 DESCRIPTION / PURPOSE
DID-600	3.1 Description
DID-601	The Performance Assessment Report provides documented results of the Performance Assessment conducted, and provides recommendations to resolve issues and mitigate risks.
DID-602	The Performance Assessment Report enables Canada to assess the performance of the Contractor and the HCCS EG and to assess the recommendations to resolve issues and mitigate risks.
DID-603	3.2 Purpose
DID-604	Canada uses the Performance Assessment Report to assess the performance of the Contractor and the HCCS EG and to assess the recommendations to resolve issues and mitigate risks.
DID-605	4 APPROVAL DATE
DID-606	5 OFFICE OF PRIMARY INTEREST
DID-607	DGMEPM
DID-608	6 GIDEP APPLICABLE
DID-609	7 APPLICATION / INTERRELATIONSHIP
DID-610	8 ORIGINATOR
DID-611	DGMEPM
DID-612	9 APPLICABLE FORMS
DID-613	N/A
DID-614	10 PREPARATION INSTRUCTIONS
DID-615	10.1 Format
DID-616	The Performance Assessment Report must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
DID-617	10.2 Content
DID-618	The Performance Assessment Report must describe the following:
DID-619	a. confirmation of the data sources for the metrics;

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- DID-620 b. measurements and calculations to the level of detail specified in the Performance Requirements Specification;
- DID-621 c. assessment of the performance achieved for each metric;
- DID-622 d. recommendations to resolve performance issues and mitigate performance risks;
- DID-623 e. a summary of the Performance Assessment; and
- DID-624 f. recommended changes to the measurements and calculations specified in the Performance Requirements Specification.

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DID-625	DID PM-016
DID-626	1 TITLE
DID-627	Security Risk Assessment and Countermeasures Report
DID-628	2 IDENTIFICATION NUMBER
DID-629	PM-016
DID-630	3 DESCRIPTION / PURPOSE
DID-631	3.1 Description
DID-632	The Security Risk Assessment and Countermeasures Report describes security risks and their mitigation.
DID-633	The Security Risk Assessment and Countermeasures Report enables Canada to assess the security risks of the HCCS EG.
DID-634	3.2 Purpose
DID-635	Canada uses the Security Risk Assessment and Countermeasures Report to assess the security risks of the HCCS EG and the effectiveness of the mitigation measures.
DID-636	Canada uses the Security Risk Assessment and Countermeasures Report to assess the Contractor's understanding of the security requirements.
DID-637	4 APPROVAL DATE
DID-638	5 OFFICE OF PRIMARY INTEREST
DID-639	DGMEPM
DID-640	6 GIDEP APPLICABLE
DID-641	7 APPLICATION / INTERRELATIONSHIP
DID-642	8 ORIGINATOR
DID-643	DGMEPM
DID-644	9 APPLICABLE FORMS
DID-645	N/A
DID-646	10 PREPARATION INSTRUCTIONS
DID-647	10.1 Format
DID-648	The Security Risk Assessment and Countermeasures Report must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
DID-649	10.2 Content
DID-650	The Security Risk Assessment and Countermeasures Report must describe the following:

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- DID-651 a. the results of the Critical Program Information (CPI) Identification and Criticality Analysis
- DID-652 b. the results of the Supplier Threat Analysis;
- DID-653 c. the results of the Vulnerability Assessment;
- DID-654 d. the results of the Countermeasure Implementation
- DID-655 e. assessment of the security of the HCCS EG
- DID-656 f. security incidents and their effects, impacts, recovery from the effects and resolution of consequences;
- DID-657 g. recommendations to resolve security issues and mitigate security risks; and
- DID-658 h. summary of the Security Assessment.

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DID-659	DID PM-017
DID-660	1 TITLE
DID-661	Quality Plan (QP)
DID-662	2 IDENTIFICATION NUMBER
DID-663	PM-017
DID-664	3 DESCRIPTION / PURPOSE
DID-665	3.1 Description
DID-666	The Quality Plan (QP) describes the processes, procedures and controls used by the Contractor to deliver the Quality Management System for the HCCS EG.
DID-667	The Quality Plan enables Canada to assess the risk in the implementation of the Quality Management System.
DID-668	3.2 Purpose
DID-669	Canada uses the QP to:
DID-670	a. assess the risk in the implementation of the Quality Management System;
DID-671	b. to provide a baseline for monitoring and assessing the Contractor's performance in implementing the Quality Management System; and
DID-672	c. identify and understand the Contractor's expectations of Canada with respect to the quality requirements.
DID-673	4 APPROVAL DATE
DID-674	5 OFFICE OF PRIMARY INTEREST
DID-675	DGMEPM
DID-676	6 GIDEP APPLICABLE
DID-677	7 APPLICATION / INTERRELATIONSHIP
DID-678	8 ORIGINATOR
DID-679	DGMEPM
DID-680	9 APPLICABLE FORMS
DID-681	N/A
DID-682	10 PREPARATION INSTRUCTIONS
DID-683	10.1 Format
DID-684	The QP must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
DID-685	10.2 Content
DID-686	The QP must describe the following:

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- DID-687 a. the processes, procedures and controls used by the Contractor to deliver the Quality Management System for the HCCS EG;
- DID-688 b. how the Contractor will conform to the specified quality requirements and how the required quality activities are to be carried out, including quality assurance of subcontractors;
- DID-689 c. a traceability matrix from the elements of the specified quality requirements to the corresponding processes in the Quality Plan;
- DID-690 d. the audit and review activities to be performed;
- DID-691 e. for each Subcontractor, the scope of work to be undertaken, the type of QMS in place, and the proposed method(s) for managing the Approved Subcontractor to assure compliance with the Quality requirements; and
- DID-692 f. the audit and review activities for each Subcontractor and any additional processes, which may be implemented to ensure that the relevant Quality requirements are flowed down to Subcontractors.

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DID-693	DID PM-018
DID-694	1 TITLE
DID-695	Intellectual Property (IP) Report
DID-696	2 IDENTIFICATION NUMBER
DID-697	PM-018
DID-698	3 DESCRIPTION / PURPOSE
DID-699	3.1 Description
DID-700	The IP Report provides a complete list and description of all HCCS EG intellectual property, both Background and Foreground IP.
DID-701	The IP Report enables Canada to manage the HCCS EG IP and to assess risks associated with the HCCS EG IP.
DID-702	3.2 Purpose
DID-703	Canada uses the IP Report to;
DID-704	a. establish, document and confirm the state of IP ownership; and
DID-705	b. monitor the status of IP rights and limitations of the HCCS EG.
DID-706	4 APPROVAL DATE
DID-707	5 OFFICE OF PRIMARY INTEREST
DID-708	DGMEPM
DID-709	6 GIDEP APPLICABLE
DID-710	7 APPLICATION / INTERRELATIONSHIP
DID-711	8 ORIGINATOR
DID-712	DGMEPM
DID-713	9 APPLICABLE FORMS
DID-714	N/A
DID-715	10 PREPARATION INSTRUCTIONS
DID-716	10.1 Format
DID-717	The Intellectual Property Report must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
DID-718	10.2 Content
DID-719	The Background and Foreground IP must be described and the description must include the following:

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- DID-720 a. unique identification of the artifact in which the IP resides (eg. document number, document title, revision level, date of issue, part number, source file name, drawing number);
- DID-721 b. IP Originator (Company Name and Address);
- DID-722 c. current IP Owner (if different from Originator);
- DID-723 d. description of the new Foreground IP to sufficient level to enable IP infringement to be detected; and
- DID-724 e. identification and description of licenses for Canada's IP rights for new Background information.
- DID-725 IP risks must be described.

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DID-726	DID PM-019
DID-727	1 TITLE
DID-728	Controlled Goods Program Management Plan
DID-729	2 IDENTIFICATION NUMBER
DID-730	PM-019
DID-731	3 DESCRIPTION / PURPOSE
DID-732	3.1 Description
DID-733	The Controlled Goods Program Management Plan describes the processes, procedures and controls used by the Contractor to ensure compliance with Canada's Controlled Goods Management Program.
DID-734	The Controlled Goods Management Plan enables Canada to assess the risk that the Contractor will comply with all Controlled Goods Laws and Regulations in the provision of ISS for the HCCS EG.
DID-735	3.2 Purpose
DID-736	Canada uses the Controlled Goods Management Plan to assess the risk that the Contractor will comply with all Controlled Goods Laws and Regulations.
DID-737	Canada uses the Controlled Good Management Plan to provide a baseline for monitoring and assessing the Contractor's performance in the management of Controlled Goods.
DID-738	4 APPROVAL DATE
DID-739	5 OFFICE OF PRIMARY INTEREST
DID-740	DGMEPM
DID-741	6 GIDEP APPLICABLE
DID-742	7 APPLICATION / INTERRELATIONSHIP
DID-743	8 ORIGINATOR
DID-744	DGMEPM
DID-745	9 APPLICABLE FORMS
DID-746	N/A
DID-747	10 PREPARATION INSTRUCTIONS
DID-748	10.1 Format
DID-749	The Controlled Goods Program Management Plan must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
DID-750	10.2 Content
DID-751	The Controlled Goods Program Management Plan must describe the following:

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- DID-752 a. processes, procedures and controls used by the Contractor to ensure compliance with nada's Controlled Goods Management Program; and
- DID-753 b. the Contractor's approach to maintain within a System of Record a listing of the HCCS EG Controlled Goods.

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DID-754	DID LM-001
DID-755	1 TITLE
DID-756	Configuration Management Plan (CMP)
DID-757	2 IDENTIFICATION NUMBER
DID-758	LM-001
DID-759	3 DESCRIPTION / PURPOSE
DID-760	3.1 Description
DID-761	The CMP defines the processes, procedures and controls used by the Contractor to deliver the HCCS EG Configuration Management program.
DID-762	The CMP enables Canada to assess the risk that the Configuration Management program will yield effective configuration identification, change control, status accounting, and audits of the total configuration, including hardware, software and firmware.
DID-763	3.2 Purpose
DID-764	Canada uses the CMP to:
DID-765	a. assess the risk of the Configuration Management program; and
DID-766	b. to provide a baseline for monitoring and assessing the Contractor's performance in conducting configuration management.
DID-767	4 APPROVAL DATE
DID-768	5 OFFICE OF PRIMARY INTEREST
DID-769	DGMEPM
DID-770	6 GIDEP APPLICABLE
DID-771	7 APPLICATION / INTERRELATIONSHIP
DID-772	8 ORIGINATOR
DID-773	DGMEPM
DID-774	9 APPLICABLE FORMS
DID-775	10 PREPARATION INSTRUCTIONS
DID-776	10.1 Format
DID-777	The Configuration Management Plan must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
DID-778	10.2 Content
DID-779	The Contractor's configuration management program must be described.
DID-780	The Contractor's configuration management organization must be described.

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DID-781 The configuration management processes, procedures, and controls implemented must be described.

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DID-782	DID LM-002
DID-783	1 TITLE
DID-784	Configuration Item (CI) List Report
DID-785	2 IDENTIFICATION NUMBER
DID-786	LM-002
DID-787	3 DESCRIPTION / PURPOSE
DID-788	3.1 Description
DID-789	The CI List Report defines the system with a list and a pictorial representation of the system decomposition down to the lowest level CI. The CI List Report also identifies the associated product baseline data including references to documents, specifications and drawings for each CI.
DID-790	3.2 Purpose
DID-791	Canada uses the CI List Report to establish the HCCS EG configuration in the system of record.
DID-792	Canada uses the CI List Report to support the approval of configuration changes.
DID-793	4 APPROVAL DATE
DID-794	5 OFFICE OF PRIMARY INTEREST
DID-795	DGMEPM
DID-796	6 GIDEP APPLICABLE
DID-797	7 APPLICATION / INTERRELATIONSHIP
DID-798	8 ORIGINATOR
DID-799	DGMEPM
DID-800	9 APPLICABLE FORMS
DID-801	10 PREPARATION INSTRUCTIONS
DID-802	10.1 Format
DID-803	The CI List Report must be prepared in the Contractor's format and subject to D-01-002-007/SG-006 Requirements for the Selection of Configuration Items. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
DID-804	10.2 Content
DID-805	The CI List Report must describe all Configuration Items (CIs) in sufficient detail to permit an understanding of each CI and its complexity.
DID-806	The CI List Report must identify the associated product baseline data including references to documents, specifications and drawings for each CI.

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DID-807	DID LM-003
DID-808	1 TITLE
DID-809	Configuration Status Report (CSR)
DID-810	2 IDENTIFICATION NUMBER
DID-811	LM-003
DID-812	3 DESCRIPTION / PURPOSE
DID-813	3.1 Description
DID-814	The CSA report describes the state of each Configuration Item and the status of any change requests.
DID-815	3.2 Purpose
DID-816	Canada uses the CSR to:
DID-817	a. obtain the status of each configuration item; and
DID-818	b. obtain the status of the implementation of changes to each configuration item and associated technical data and documents; and
DID-819	c. assess the impact of configuration item status and changes to the availability of the HCCS EG.
DID-820	4 APPROVAL DATE
DID-821	5 OFFICE OF PRIMARY INTEREST
DID-822	DGMEPM
DID-823	6 GIDEP APPLICABLE
DID-824	7 APPLICATION / INTERRELATIONSHIP
DID-825	8 ORIGINATOR
DID-826	DGMEPM
DID-827	9 APPLICABLE FORMS
DID-828	10 PREPARATION INSTRUCTIONS
DID-829	10.1 Format
DID-830	The Configuration Status Report must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
DID-831	10.2 Content
DID-832	The CSR must describe the state of each configuration item.
DID-833	The CSR must describe the configuration change information against the respective configuration item including:
DID-834	a. the status of proposed changes;

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- DID-835 b. the status of approved changes;
- DID-836 c. a listing of the status of all ECs (including design change notices);
- DID-837 d. a listing of all deviations;
- DID-838 e. a listing of all waivers; and
- DID-839 f. a listing of all technical problems.

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DID-840	DID LM-004
DID-841	1 TITLE
DID-842	Configuration Audit Plan (CAP)
DID-843	2 IDENTIFICATION NUMBER
DID-844	LM-004
DID-845	3 DESCRIPTION / PURPOSE
DID-846	3.1 Description
DID-847	The CAP describes how the Contractor will conduct physical and functional configuration audits.
DID-848	3.2 Purpose
DID-849	Canada uses the CAP to assess the risk that the physical and functional configuration audits can be successfully conducted by the Contractor.
DID-850	Canada uses the CAP to provide a baseline for monitoring and assessing the Contractor's performance in conducting audits.
DID-851	4 APPROVAL DATE
DID-852	5 OFFICE OF PRIMARY INTEREST
DID-853	DGMEPM
DID-854	6 GIDEP APPLICABLE
DID-855	7 APPLICATION / INTERRELATIONSHIP
DID-856	8 ORIGINATOR
DID-857	DGMEPM
DID-858	9 APPLICABLE FORMS
DID-859	10 PREPARATION INSTRUCTIONS
DID-860	10.1 Format
DID-861	The Configuration Audit Plan must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
DID-862	10.2 Content
DID-863	The CAP must describe the audit coordination details and procedures followed for the particular audit and contain the following items and reference material:
DID-864	a. type of audit;
DID-865	b. audit date and location;
DID-866	c. roles and responsibilities of each audit attendees;

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- DID-867 d. identification of proposed hardware/software and documentation to be audited;
- DID-868 e. identification of reference documents to be used in conducting the audit;
- DID-869 f. audit procedures to be used;
- DID-870 g. serial number of CI to be audited;
- DID-871 h. identification of approved deviation(s) and approved or proposed waiver(s) applicable to the CI serial number to be audited; and
- DID-872 i. security clearance information, if required.

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DID-873	DID LM-005
DID-874	1 TITLE
DID-875	Configuration Audit Report (CAR)
DID-876	2 IDENTIFICATION NUMBER
DID-877	LM-005
DID-878	3 DESCRIPTION / PURPOSE
DID-879	3.1 Description
DID-880	The CAR describes the results of the specific audit conducted.
DID-881	3.2 Purpose
DID-882	Canada uses the CAR to review the results of the specific audit conducted to determine the accuracy of the HCCS EG configuration.
DID-883	4 APPROVAL DATE
DID-884	5 OFFICE OF PRIMARY INTEREST
DID-885	DGMEPM
DID-886	6 GIDEP APPLICABLE
DID-887	7 APPLICATION / INTERRELATIONSHIP
DID-888	8 ORIGINATOR
DID-889	DGMEPM
DID-890	9 APPLICABLE FORMS
DID-891	10 PREPARATION INSTRUCTIONS
DID-892	10.1 Format
DID-893	The Configuration Audit Report must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
DID-894	10.2 Content
DID-895	The Configuration Audit Report must describe the following:
DID-896	a. the scope of the audit conducted, including the systems and equipment surveyed;
DID-897	b. the list of documentation describing each CI;
DID-898	c. the results of the audit, including details of any discrepancies between the physical equipment and the approved change documentation;
DID-899	d. recommended actions necessary to either correct the system/equipment or bring the supporting documentation in line with the actual equipment; and
DID-900	e. any other action arising from the audit.

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DID-901	DID LM-006
DID-902	1 TITLE
DID-903	Obsolescence Management Plan
DID-904	2 IDENTIFICATION NUMBER
DID-905	LM-006
DID-906	3 DESCRIPTION / PURPOSE
DID-907	3.1 Description
DID-908	The Obsolescence Management Plan describes the processes, procedures and controls used by the Contractor to identify and mitigate the effects of obsolescence through all stages of the life cycle of the HCCS EG.
DID-909	The Obsolescence Management Plan enables Canada to assess the risk that the Contractor is capable of managing HCCS EG obsolescence.
DID-910	3.2 Purpose
DID-911	Canada uses the Obsolescence Management Plan to assess the risk that the Contractor is capable of managing HCCS EG obsolescence.
DID-912	Canada uses the Obsolescence Management Plan to provide a basis for monitoring and assessing the Contractor's performance in relation to the Obsolescence Management requirements of the HCCS EG.
DID-913	Canada uses the Obsolescence Management Plan to provide a baseline for monitoring and assessing the Contractor's performance in conducting obsolescence management.
DID-914	4 APPROVAL DATE
DID-915	5 OFFICE OF PRIMARY INTEREST
DID-916	DGMEPM
DID-917	6 GIDEP APPLICABLE
DID-918	7 APPLICATION / INTERRELATIONSHIP
DID-919	8 ORIGINATOR
DID-920	DGMEPM
DID-921	9 APPLICABLE FORMS
DID-922	10 PREPARATION INSTRUCTIONS
DID-923	10.1 Format
DID-924	The Obsolescence Management Plan must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
DID-925	10.2 Content

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- DID-926 The Obsolescence Management Plan must describe the following:
- DID-927 a. a method for identifying, analyzing, categorizing and reporting obsolescence;
- DID-928 b. long and short term mitigation strategies for obsolescence; and
- DID-929 c. process diagram and procedure for managing and resolving obsolescence issues.

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DID-930	DID LM-007
DID-931	1 TITLE
DID-932	Obsolescence Report
DID-933	2 IDENTIFICATION NUMBER
DID-934	LM-007
DID-935	3 DESCRIPTION / PURPOSE
DID-936	3.1 Description
DID-937	The Obsolescence Report lists all HCCS EG obsolescence risks, issues and recommendations and provides an overall obsolescence risk assessment of each HCCS EG system.
DID-938	The Obsolescence Report enables Canada to assess the risk that the HCCS EG remains supportable and to assess the risk of obsolescence on HCCS EG availability.
DID-939	3.2 Purpose
DID-940	Canada uses the Obsolescence Report to:
DID-941	a. assess the risk that the HCCS EG remains supportable;
DID-942	b. assess the risk of obsolescence on HCCS EG availability; and
DID-943	c. verify each HCCS EG's obsolescence risk assessment used in the KPI calculations.
DID-944	4 APPROVAL DATE
DID-945	5 OFFICE OF PRIMARY INTEREST
DID-946	DGMEPM
DID-947	6 GIDEP APPLICABLE
DID-948	7 APPLICATION / INTERRELATIONSHIP
DID-949	8 ORIGINATOR
DID-950	DGMEPM
DID-951	9 APPLICABLE FORMS
DID-952	10 PREPARATION INSTRUCTIONS
DID-953	10.1 Format
DID-954	The Obsolescence Report must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
DID-955	10.2 Content
DID-956	For each of the HCCS, the Obsolescence Report must describe the following information:

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- DID-957 a. all items identified as being obsolete;
- DID-958 b. potential solutions to address the obsolete items;
- DID-959 c. recommended solution to address the obsolete item;
- DID-960 d. proposed schedule and cost estimates for the recommended solution to address the obsolete item; and
- DID-961 e. overall obsolescence risk assessment for each HCCS.

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DID-962	DID LM-008
DID-963	1 TITLE
DID-964	Technical Data Management Plan (TDMP)
DID-965	2 IDENTIFICATION NUMBER
DID-966	LM-008
DID-967	3 DESCRIPTION / PURPOSE
DID-968	3.1 Description
DID-969	The Technical Data Management Plan (TDMP) describes the processes, procedures and controls used by the Contractor to manage and maintain the HCCS EG technical data.
DID-970	The Technical Data Management Plan (TDMP) enables Canada to assess the risk to the HCCS EG technical data.
DID-971	3.2 Purpose
DID-972	Canada uses the TDMP to:
DID-973	a. understand and evaluate the Contractor's approach to meeting the Technical Data requirements;
DID-974	b. identify and understand Canada's involvement in the Contractor's Technical Data activities, including the monitoring of the Contractor's activities; and
DID-975	c. to provide a baseline for monitoring and assessing the Contractor's performance in the management of the Technical Data.
DID-976	4 APPROVAL DATE
DID-977	5 OFFICE OF PRIMARY INTEREST
DID-978	DGMEPM
DID-979	6 GIDEP APPLICABLE
DID-980	7 APPLICATION / INTERRELATIONSHIP
DID-981	8 ORIGINATOR
DID-982	DGMEPM
DID-983	9 APPLICABLE FORMS
DID-984	10 PREPARATION INSTRUCTIONS
DID-985	10.1 Format
DID-986	The TDMP must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
DID-987	10.2 Content

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- DID-988 The Technical Data Plan must describe the following:
- DID-989 a. the processes, procedures and controls used by the Contractor to deliver the Technical Data requirements for the HCCS EG;
- DID-990 b. plan to provide for the preparation, delivery, translation, distribution and control of all Technical Data required to operate, manage and support the HCCS EG;
- DID-991 c. the Contractor's Technical Data Management Information System (TDMIS) and how it tracks revisions to the HCCS EG Technical Data including ship particularization such that revision levels and any other pertinent status indicators are recorded;
- DID-992 d. the Contractor's approach to providing Canada, the Halifax-class Design Agent and other stakeholders access to the TDMIS;
- DID-993 e. the Contractor's approach to the hierarchical organization of the HCCS EG technical data;
- DID-994 f. the Contractor's approach to providing the technical data to Canada, the Halifax-class Design Agent and other stakeholders;
- DID-995 g. the processes and procedures for controlling each data item; and
- DID-996 h. the Contractor's approach to the disposal of Technical Data.

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DID-997	DID ES-001
DID-998	1 TITLE
DID-999	Engineering Change Proposal (ECP)
DID-1000	2 IDENTIFICATION NUMBER
DID-1001	LM-009
DID-1002	3 DESCRIPTION / PURPOSE
DID-1003	3.1 Description
DID-1004	The Engineering Change Proposal describes the proposed engineering change for any proposed changes to the form, fit and function of the HCCS EG or any proposed changes to the ship.
DID-1005	The Engineering Change Proposal enables Canada to assess the risk of the proposed engineering change to the design intent of the HCCS EG and the ship.
DID-1006	3.2 Purpose
DID-1007	Canada uses the ECP to:
DID-1008	a. assess the risk of the proposed engineering change to the design intent; and
DID-1009	b. make a decision whether or not to accept the proposed engineering change.
DID-1010	4 APPROVAL DATE
DID-1011	5 OFFICE OF PRIMARY INTEREST
DID-1012	DGMEPM
DID-1013	6 GIDEP APPLICABLE
DID-1014	7 APPLICATION / INTERRELATIONSHIP
DID-1015	8 ORIGINATOR
DID-1016	DGMEPM
DID-1017	9 APPLICABLE FORMS
DID-1018	10 PREPARATION INSTRUCTIONS
DID-1019	10.1 Format
DID-1020	The product level ECP must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
DID-1021	The ship level ECP must follow the DGMEPM EC Process.
DID-1022	10.2 Content
DID-1023	Guidance for the preparation of this deliverable is available in MEMDI 01 TECH, EC Processes & Procedures for DGMEPM and C-03-005-012/AM-001 Naval Materiel Management System (NaMMS) Manual and DRMIS.

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- DID-1024 The ECP must describe:
- DID-1025 a. why the change is being proposed;
 - DID-1026 b. the priority for implementing the EC;
 - DID-1027 c. how the proposed change impacts the product's form fit and function;
 - DID-1028 d. how the proposed change impacts the ship;
 - DID-1029 e. how the proposed change impacts safety and security;
 - DID-1030 f. recommendations for implementing the EC;
 - DID-1031 g. impacts of the EC on all logistics (eg. spares, documents);
 - DID-1032 h. impacts of the EC on training support material;
 - DID-1033 i. cost/benefit analysis of the EC; and
 - DID-1034 j. estimate of the implementation costs.

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- DID-1035 DID LM-012
- DID-1036 1 TITLE
- DID-1037 Ship Level Engineering Change (EC) Specification
- DID-1038 2 IDENTIFICATION NUMBER
- DID-1039 LM-010
- DID-1040 3 DESCRIPTION / PURPOSE
- DID-1041 3.1 Description
- DID-1042 The Ship Level EC Specification describes the modification, addition and removals of equipment.
- DID-1043 The Ship Level EC Specification enables Canada to assess the risk of implementing the EC.
- DID-1044 3.2 Purpose
- DID-1045 Canada uses the Ship Level EC Specification to assess the risk of implementing the EC.
- DID-1046 4 APPROVAL DATE
- DID-1047 5 OFFICE OF PRIMARY INTEREST
- DID-1048 DGMEPM
- DID-1049 6 GIDEP APPLICABLE
- DID-1050 7 APPLICATION / INTERRELATIONSHIP
- DID-1051 8 ORIGINATOR
- DID-1052 DGMEPM
- DID-1053 9 APPLICABLE FORMS
- DID-1054 10 PREPARATION INSTRUCTIONS
- DID-1055 10.1 Format
- DID-1056 The Ship Level EC Specifications must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
- DID-1057 10.2 Content
- DID-1058 The Ship Level EC Specification must be prepared in accordance with CFTO C-03-007-000/AG-001 Guide for the Development of an Engineering Change Installation Package.

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- DID-1059 DID LM-013
- DID-1060 1 TITLE
- DID-1061 Maintenance Plan
- DID-1062 2 IDENTIFICATION NUMBER
- DID-1063 LM-011
- DID-1064 3 DESCRIPTION / PURPOSE
- DID-1065 3.1 Description
- DID-1066 The Maintenance Plan (MP) describes the processes, procedures and controls used by the Contractor to maintain the HCCS EG to meet its DI.
- DID-1067 The Maintenance Plan enables Canada to assess the risk of maintaining the HCCS EG to meet its DI.
- DID-1068 3.2 Purpose
- DID-1069 Canada uses the MP to:
- DID-1070 a. to assess the risk of maintaining the HCCS EG to meet its DI;
- DID-1071 b. provide a baseline for monitoring and assessing the Contractor's performance in conducting the Maintenance work; and
- DID-1072 c. confirm and coordinate Canada's interfaces with the Contractor's Maintenance organization.
- DID-1073 4 APPROVAL DATE
- DID-1074 5 OFFICE OF PRIMARY INTEREST
- DID-1075 DGMEPM
- DID-1076 6 GIDEP APPLICABLE
- DID-1077 7 APPLICATION / INTERRELATIONSHIP
- DID-1078 8 ORIGINATOR
- DID-1079 DGMEPM
- DID-1080 9 APPLICABLE FORMS
- DID-1081 10 PREPARATION INSTRUCTIONS
- DID-1082 10.1 Format
- DID-1083 The Maintenance Plan must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
- DID-1084 10.2 Content
- DID-1085 The Maintenance Plan (MP) will take guidance provided from the NaMMS Manual for all maintenance related services. Specific maintenance activities will also be subject to applicable CFTOs.

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- DID-1086 The Maintenance Plan must describe the following:
- DID-1087 a. the processes, procedures and controls used by the Contractor to maintain the HCCS EG;
 - DID-1088 b. the policies and standards of either Canada or the Contractor that must be satisfied or adhered to in the Contractor's execution of its maintenance support functions for the HCCS EG;
 - DID-1089 c. the Maintenance Program management;
 - DID-1090 d. the Contractor's approach to Level One and Two maintenance;
 - DID-1091 e. the Contractor's approach to Level Three maintenance;
 - DID-1092 f. the Contractor's approach to providing Additional Maintenance Services for Deployed Ships;
 - DID-1093 g. the Contractor's approach to providing Additional Maintenance Services for Home Port; and
 - DID-1094 h. the Contractor's approach to the maintenance and calibration of STTE in support of the HCCS EG.

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DID-1095	DID MM-001
DID-1096	1 TITLE
DID-1097	System Engineering Management Plan (SEMP)
DID-1098	2 IDENTIFICATION NUMBER
DID-1099	ES-001
DID-1100	3 DESCRIPTION / PURPOSE
DID-1101	3.1 Description
DID-1102	The SEMP describes the processes, procedures and controls used by the Contractor to manage a fully integrated system engineering program and to deliver Engineering Services for the HCCS EG.
DID-1103	The SEMP enables Canada to assess the risk that the Contractor will deliver Engineering Services for the HCCS EG in a cost effective and timely manner that preserves the HCCS EG Design Intent.
DID-1104	3.2 Purpose
DID-1105	Canada uses the SEMP to:
DID-1106	a. assess the risk that the Contractor will deliver Engineering Services for the HCCS EG in a cost effective and timely manner that preserves the HCCS EG Design Intent;
DID-1107	b. provide a baseline for monitoring and assessing the Contractor's performance in conducting System Engineering; and
DID-1108	c. confirm and coordinate Canada interfaces with the Contractor's Engineering Support organization.
DID-1109	4 APPROVAL DATE
DID-1110	5 OFFICE OF PRIMARY INTEREST
DID-1111	DGMEPM
DID-1112	6 GIDEP APPLICABLE
DID-1113	7 APPLICATION / INTERRELATIONSHIP
DID-1114	8 ORIGINATOR
DID-1115	DGMEPM
DID-1116	9 APPLICABLE FORMS
DID-1117	10 PREPARATION INSTRUCTIONS
DID-1118	10.1 Format
DID-1119	The SEMP must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.

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- DID-1120 10.2 Content
- DID-1121 The SEMP must describe the following:
- DID-1122 a. the System Engineering Support Organization;
 - DID-1123 b. how Engineering Support services will be implemented and managed;
 - DID-1124 c. how the Design Agent function for the HCCS will be implemented and managed;
 - DID-1125 d. how Regulatory Requirements Management and Reporting will be implemented and managed;
 - DID-1126 e. how the certification process will be implemented and managed;
 - DID-1127 f. how HCCS EG Condition Surveys will be implemented and managed;
 - DID-1128 g. how Configuration Management and Reporting will be implemented and managed;
 - DID-1129 h. how Software, Hardware and Firmware support will be implemented and managed; and
 - DID-1130 i. how the Engineering Change process will be implemented and managed.
- DID-1131 Specifically related to the Engineering Change process, the SEMP must describe the following:
- DID-1132 a. the processes for the identification and validation of requirements, including supporting engineering studies, and associated cost or cost-benefit analysis;
 - DID-1133 b. the processes for controlling the development of ECs, to include provision for arranging any test and trials, including consultation with specialist DND or Marine Engineering agencies
 - DID-1134 c. the processes for the development, implementation, execution, and validation of approved ECs; and
 - DID-1135 d. the processes to establish and maintain control of external and internal interfaces.

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- DID-1136 DID LM-011
- DID-1137 1 TITLE
- DID-1138 Materiel Management Plan (MMP)
- DID-1139 2 IDENTIFICATION NUMBER
- DID-1140 MM-001
- DID-1141 3 DESCRIPTION / PURPOSE
- DID-1142 3.1 Description
- DID-1143 The MMP describes the processes, procedures and controls used by the Contractor to deliver the Materiel Management requirements for the HCCS EG.
- DID-1144 The MMP enables Canada to assess the risk of the Contractor having the materiel available to meet the corrective, preventative, and planned maintenance when required by ship staff, FMF, shipyards, the Contractor and other stakeholders.
- DID-1145 3.2 Purpose
- DID-1146 Canada uses the MMP to:
- DID-1147 a. gain assurance and assess the risk that the Contractor will meet the Materiel Management requirements for the HCCS EG;
- DID-1148 b. confirm and coordinate Canada's interfaces with the Contractor's Materiel Management Support organisation; and
- DID-1149 c. to provide a baseline for monitoring and assessing the Contractor's performance in conducting Materiel Management.
- DID-1150 4 APPROVAL DATE
- DID-1151 5 OFFICE OF PRIMARY INTEREST
- DID-1152 DGMEPM
- DID-1153 6 GIDEP APPLICABLE
- DID-1154 7 APPLICATION / INTERRELATIONSHIP
- DID-1155 8 ORIGINATOR
- DID-1156 DGMEPM
- DID-1157 9 APPLICABLE FORMS
- DID-1158 10 PREPARATION INSTRUCTIONS
- DID-1159 10.1 Format
- DID-1160 The Materiel Management Plan must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
- DID-1161 10.2 Content
- DID-1162 The MMP must describe the following:

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- DID-1163 a. the processes, procedures and controls used by the Contractor to deliver the Materiel Management requirements for the HCCS EG;
- DID-1164 b. the responsibilities, interrelationships and lines of authority between all parties involved in the Contractor's Materiel Management Support activities;
- DID-1165 c. how Materiel Management Support activities and outcomes are recorded and reported;
- DID-1166 d. the arrangements (where applicable) for liaison and interfacing with DND Supply staff;
- DID-1167 e. the details of how Materiel Management actions will be reported via DRMIS; and
- DID-1168 f. how warranty items will be managed and tracked.

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- DID-1169 DID MM-002
- DID-1170 1 TITLE
- DID-1171 Long Lead Items (LLI) List
- DID-1172 2 IDENTIFICATION NUMBER
- DID-1173 MM-002
- DID-1174 3 DESCRIPTION / PURPOSE
- DID-1175 3.1 Description
- DID-1176 The Long Lead Items List identifies items requiring more than one year to acquire.
- DID-1177 The Long Lead Items List enables Canada to assess the risk of impacts to the HCCS EG DI caused by long lead items.
- DID-1178 3.2 Purpose
- DID-1179 Canada will use the LLI List to:
- DID-1180 a. ensure the Contractor manages Long Lead Items effectively; and
- DID-1181 b. assess the risk of the LLI impacting the HCCS EG DI.
- DID-1182 4 APPROVAL DATE
- DID-1183 5 OFFICE OF PRIMARY INTEREST
- DID-1184 DGMEPM
- DID-1185 6 GIDEP APPLICABLE
- DID-1186 7 APPLICATION / INTERRELATIONSHIP
- DID-1187 8 ORIGINATOR
- DID-1188 DGMEPM
- DID-1189 9 APPLICABLE FORMS
- DID-1190 10 PREPARATION INSTRUCTIONS
- DID-1191 10.1 Format
- DID-1192 The Long Lead Item List must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
- DID-1193 10.2 Content
- DID-1194 The Long Lead Item List must describe the following:
- DID-1195 a. item Name;
- DID-1196 b. NATO Stock Number;
- DID-1197 c. reference (Manufacturer's Part) Number;

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- DID-1198 d. total Quantity Required;
- DID-1199 e. serviceable Stock On Hand;
- DID-1200 f. number Short;
- DID-1201 g. lead time to acquire item; and
- DID-1202 h. the Contractor's recommended stocking and procurement strategy and associated costs.

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DID-1203	DID MM-003
DID-1204	1 TITLE
DID-1205	Government Property Report
DID-1206	2 IDENTIFICATION NUMBER
DID-1207	MM-003
DID-1208	3 DESCRIPTION / PURPOSE
DID-1209	3.1 Description
DID-1210	The Government Property Report describes the status of all Government owned items held by the Contractor including Government Furnished Equipment (GFE), Government Supplied Material (GSM), Government Furnished Facilities (GFF), and Government Furnished Information (GFI).
DID-1211	The Government Property Report enables Canada to assess the risk that the Contractor is effectively managing all Government owned items in the Contractor's possession.
DID-1212	3.2 Purpose
DID-1213	Canada uses the Government Property Report to:
DID-1214	a. track the status of all Government owned items provided to Contractor; and
DID-1215	b. manage disposition and disposal of Government Property on Closure of the Contract.
DID-1216	4 APPROVAL DATE
DID-1217	5 OFFICE OF PRIMARY INTEREST
DID-1218	DGMEPM
DID-1219	6 GIDEP APPLICABLE
DID-1220	7 APPLICATION / INTERRELATIONSHIP
DID-1221	8 ORIGINATOR
DID-1222	DGMEPM
DID-1223	9 APPLICABLE FORMS
DID-1224	N/A
DID-1225	10 PREPARATION INSTRUCTIONS
DID-1226	10.1 Format
DID-1227	The Government Property Report must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
DID-1228	10.2 Content

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- DID-1229 The report must provide an inventory of all Government owned items held by the Contractor including Government Furnished Equipment (GFE), Government Supplied Material (GSM), Government Furnished Facilities (GFF), and Government Furnished Information (GFI).
- DID-1230 The report must describe the following information for Government Property in the Contractor's possession:
- DID-1231 a. the Contractor's assigned serial number (if applicable);
 - DID-1232 b. a narrative description of the item;
 - DID-1233 c. manufacturer's Part Number / Manufacturer's Reference Number;
 - DID-1234 d. NSN;
 - DID-1235 e. the estimated value of the item;
 - DID-1236 f. location of the item;
 - DID-1237 g. the status and condition of the item;
 - DID-1238 h. a listing of any shortages of Contractor held Government Property. The listing must include Government Property type and item number, quantity short or overdue and due date;
 - DID-1239 i. any new additions, returns or disposal actions for the reporting period; and
 - DID-1240 j. a listing of any lost items.

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- DID-1241 DID MM-004
- DID-1242 1 TITLE
- DID-1243 HCCS EG Repair and Overhaul (R&O) Plan
- DID-1244 2 IDENTIFICATION NUMBER
- DID-1245 MM-004
- DID-1246 3 DESCRIPTION / PURPOSE
- DID-1247 3.1 Description
- DID-1248 The R&O plan describes the processes, procedures and controls used by the Contractor to deliver R&O services for the HCCS EG.
- DID-1249 The R&O plan enables Canada to assess the risk of the Contractor's R&O services impacting the HCCS EG DI.
- DID-1250 3.2 Purpose
- DID-1251 Canada uses the R&O Plan to gain assurance and assess the risk that the Contractor will meet the R&O requirements for the HCCS EG.
- DID-1252 Canada uses the R&O Plan to provide a baseline for monitoring and assessing the Contractor's performance in conducting R&O.
- DID-1253 4 APPROVAL DATE
- DID-1254 5 OFFICE OF PRIMARY INTEREST
- DID-1255 DGMEPM
- DID-1256 6 GIDEP APPLICABLE
- DID-1257 7 APPLICATION / INTERRELATIONSHIP
- DID-1258 8 ORIGINATOR
- DID-1259 DGMEPM
- DID-1260 9 APPLICABLE FORMS
- DID-1261 10 PREPARATION INSTRUCTIONS
- DID-1262 10.1 Format
- DID-1263 The R&O Plan must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
- DID-1264 10.2 Content
- DID-1265 This R&O Plan must describe the following:
- DID-1266 a. the processes, procedures and controls used by the Contractor to deliver R&O services for the HCCS EG; and
- DID-1267 b. the location of each repair and overhaul facility for each of the HCCS EG systems.

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- DID-1268 DID MM-005
- DID-1269 1 TITLE
- DID-1270 Controlled Goods Report
- DID-1271 2 IDENTIFICATION NUMBER
- DID-1272 MM-005
- DID-1273 3 DESCRIPTION / PURPOSE
- DID-1274 3.1 Description
- DID-1275 The Controlled Goods Report lists all Controlled Goods that have been approved for demilitarization.
- DID-1276 The Controlled Goods Report enables Canada to assess the risk that Controlled Goods regulations are maintained during disposal activities.
- DID-1277 3.2 Purpose
- DID-1278 Canada will use the Controlled Goods Report to ensure the Contractor has identified and recorded Controlled Goods that have been approved for demilitarization.
- DID-1279 4 APPROVAL DATE
- DID-1280 5 OFFICE OF PRIMARY INTEREST
- DID-1281 DGMEPM
- DID-1282 6 GIDEP APPLICABLE
- DID-1283 7 APPLICATION / INTERRELATIONSHIP
- DID-1284 8 ORIGINATOR
- DID-1285 DGMEPM
- DID-1286 9 APPLICABLE FORMS
- DID-1287 10 PREPARATION INSTRUCTIONS
- DID-1288 10.1 Format
- DID-1289 The Controlled Goods Report must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
- DID-1290 10.2 Content
- DID-1291 The Controlled Goods Report must describe the following information on Controlled Goods approved for demilitarization:
- DID-1292 a. item Name;
- DID-1293 b. NATO Stock Number;
- DID-1294 c. reference (Manufacturer's Part) Number;

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- DID-1295 d. list of applicable CFTO's with version control;
- DID-1296 e. list of applicable operating instruction with version control; and
- DID-1297 f. list of all technical data (e.g. engineering drawings).

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DID-1298	DID MM-006
DID-1299	1 TITLE
DID-1300	Divestment and Disposal Management Plan
DID-1301	2 IDENTIFICATION NUMBER
DID-1302	MM-006
DID-1303	3 DESCRIPTION / PURPOSE
DID-1304	3.1 Description
DID-1305	The Divestment and Disposal Management Plan (DDMP) describes the processes, procedures and controls used by the Contractor to divest and dispose of the HCCS EG materiel.
DID-1306	The DDMP enables Canada to assess the risk of the Contractor disposing of the HCCS EG material in accordance with all applicable regulations.
DID-1307	3.2 Purpose
DID-1308	Canada uses the DDMP to:
DID-1309	a. assess the risk of the Contractor disposing of the HCCS EG material in accordance with all applicable regulations;
DID-1310	b. ensure that interfaces with Canada for any pre-disposal actions are coordinated and necessary authorisations are identified; and
DID-1311	c. provide a baseline for monitoring and assessing the Contractor's performance in conducting divestment and disposal.
DID-1312	4 APPROVAL DATE
DID-1313	5 OFFICE OF PRIMARY INTEREST
DID-1314	DGMEPM
DID-1315	6 GIDEP APPLICABLE
DID-1316	7 APPLICATION / INTERRELATIONSHIP
DID-1317	8 ORIGINATOR
DID-1318	DGMEPM
DID-1319	9 APPLICABLE FORMS
DID-1320	10 PREPARATION INSTRUCTIONS
DID-1321	10.1 Format
DID-1322	The Divestment and Disposal Management Plan (DDMP) must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
DID-1323	10.2 Content

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- DID-1324 The DDMP must describe the processes, procedures and controls used by the Contractor to divest and dispose of the HCCS EG materiel.
- DID-1325 The DDMP must describe processes to develop detailed disposal instructions which will include the processes to deal with all CTAT/ITAR and export license issues;
- DID-1326 The DDMP must address any special provisions associated with undertaking the Disposal of particular Items, including in relation to (as applicable):
- DID-1327 a. Hazardous Material; and
- DID-1328 b. Controlled Goods.

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- DID-1329 DID MM-007
- DID-1330 1 TITLE
- DID-1331 Disposal Report
- DID-1332 2 IDENTIFICATION NUMBER
- DID-1333 MM-007
- DID-1334 3 DESCRIPTION / PURPOSE
- DID-1335 3.1 Description
- DID-1336 The Disposal Report describes all disposal related details associated with the disposal activities conducted in the reporting period.
- DID-1337 The Disposal Report enables Canada to verify the Contractor has disposed the HCCS EG material in accordance with all applicable regulations.
- DID-1338 3.2 Purpose
- DID-1339 Canada uses the Disposal Report to verify that all Contractor disposal activities have been carried out in accordance with all applicable regulations.
- DID-1340 4 APPROVAL DATE
- DID-1341 5 OFFICE OF PRIMARY INTEREST
- DID-1342 DGMEPM
- DID-1343 6 GIDEP APPLICABLE
- DID-1344 7 APPLICATION / INTERRELATIONSHIP
- DID-1345 8 ORIGINATOR
- DID-1346 DGMEPM
- DID-1347 9 APPLICABLE FORMS
- DID-1348 10 PREPARATION INSTRUCTIONS
- DID-1349 10.1 Format
- DID-1350 The Disposal Report must be prepared in the Contractor's format. The format of the first submission will be subject to approval by Canada, and once approved, must become the standard.
- DID-1351 10.2 Content
- DID-1352 The Disposal Report must describe:
- DID-1353 a. Detailed description and identification of the materiel disposed;
- DID-1354 b. Listing of any special restrictions or conditions related to the materiel disposed;
- DID-1355 c. Details of the final disposition of the materiel disposed;
- DID-1356 d. The provision of related confirmatory certificates when applicable; and

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- e. Identification of Contractor organization and personnel responsible for the disposal activity.

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