

**Statement of Work (SOW)**  
**for**  
**Calibration Programme**  
**In-Service Support (ISS) Contract**  
**for**  
**The Department of National Defence**  
**Appendix 1**  
**Glossary of Terms, Acronyms, and**  
**Abbreviations**

**Annex A – Statement of Work**  
**Appendix 1 – Glossary of Terms, Acronyms, and Abbreviations**

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**1 INTRODUCTION**

1.1 This document provides a glossary of terms and a list of all abbreviations used in the Calibration Programme In-Service Support (ISS) Contract Statement of Work (SOW) and its associated Appendices.

1.2 The definitions from the following sources for terms that are not listed and defined in this appendix will apply in the following order of precedence:

- a. Standard Acquisition Clauses and Conditions (SACC) Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>).
- b. Supply Manual (<https://buyandsell.gc.ca/policy-and-guidelines/supply-manual>).
- c. Defence Administrative Orders and Directives (<https://www.canada.ca/en/department-national-defence/corporate/policies-standards/defence-administrative-orders-directives.html>).
- d. Applicable DND/CAF published orders, directives, standards, policies, manuals and guidelines.

**2 GLOSSARY**

Term	Definition
calibration (étalonnage)	A process of comparing an instrument to a standard to determine the accuracy of the instrument and correlate the instrument to the standard by adjustment or producing a corrected scale or both.  Source: DAOD 3036-1, Calibration Programme
calibration authority (autorité de l'étalonnage)	The person who has the authority to set calibration specifications, intervals and standards, provide technical advice and monitor compliance with the Calibration Programme.  Source: DAOD 3036-1, Calibration Programme

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Term	Definition
calibration centre (centre d'étalonnage)	A static calibration facility assigned the responsibility of calibrating Canadian Forces test equipment in a designated geographical area.
calibration hierarchy (hiérarchie d'étalonnage)	A sequence of calibration from a reference to the final measuring system in which the outcome of each calibration depends on the outcome of the previous calibration.  Source: DAOD 3036-1, Calibration Programme
calibration interval (intervalle d'étalonnage)	The frequency of calibrations for an instrument expressed as the period of time during which the metrological properties of the instrument are expected to remain constant and produce measurements within specified tolerances.  Source: DAOD 3036-1, Calibration Programme
certification (attestation)	The act of designating that an instrument has been calibrated, meets the specifications of the governing calibration procedure and has traceability to National Standards.
government furnished equipment (équipement fourni par le gouvernement)	Equipment supplied by the government to be used in the production process, e.g. tooling, jigs, etc.  Source: Defence Terminology Bank record number 42456
inspection (inspection)	Activities such as measuring, examining, testing, gauging one or more characteristics of a product or service and comparing these with specified requirements to determine conformity.
instrument (instrument)	An electrical, electronic, electro-mechanical or mechanical device that produces, converts or measures a value and requires periodic calibration, adjustment or verification to perform to a distinct specification.  Note – Examples of instruments are oscilloscopes, gauges and torque wrenches.  Source: DAOD 3036-0, Calibration
interchangeability (interchangeabilité)	Following repair, the article must remain fully interchangeable (fit, form and function) with articles catalogued under the same reference number, part number and of the same modification status. This concept of interchangeability must be extended to include internal characteristics in order to ensure full compatibility with automatic test equipment, probing and software.
materiel acquisition and support (acquisition et soutien du matériel)	The acquisition, support and disposal of the materiel component of a defence capability.  Source: DAOD 3000-0, Materiel Acquisition and Support and Defence Terminology Bank record number 43135

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Term	Definition
maintenance (entretien)	Maintenance encompasses all action taken to retain materiel in a serviceable condition or to restore it to serviceability. It includes inspection, testing, servicing, calibration, classification as to serviceability, repair, rebuilding and reclamation.  Source: Supply Administration Manual.
national standards (étalons nationaux)	That order of standards which fixes the value on a national basis for all like standards. National standards are maintained by the National Research Council of Canada and similar standards agencies in other countries.
overhaul	The restorations of an item to its original condition/near life expectancy. Overhaul includes the replacement of worn, damaged or life expired parts; the incorporation of approved modifications; and the rework of components as necessary.
performance check (vérification de performance)	To correlate the functional capabilities of equipment that does not make a measurement. There is no requirement for traceability or for certification.
primary measurement standard (étalon primaire)	A standard established using a primary reference measurement procedure or created as an artifact chosen by convention.  Source: DAOD 3036-0, Calibration
primary standards laboratory (laboratoire des étalons primaires)	A facility that holds primary measurement standards and oversees the calibration hierarchy.  Source: DAOD 3036-0, Calibration
reference standards (étalons de références)	Standards used for reference purposes, also used to transfer a value from the QETE Reference Laboratory to the Calibration Centres.
repair	The identification and correction of those specific defects which degrade the performance of an item causing it to function below the specification.
standard (étalon)	In respect of calibration, a measurement system, instrument, natural physical constant or material with known characteristics and accuracy that is used as a reference to establish and maintain the accuracy of a measurement system, test system or device.  Source: DAOD 3036-0, Calibration
special tools and test equipment (outils et matériel d'essai spécialisés)	Includes special jigs, tools, patterns, moulds, dies, manufacturing gauges and test equipment, together with any associated fixtures, fittings and software, necessary for the manufacture of the articles or for the performance of any other work, which are not tools of the trade, as used by the Contractor in the performance of the work.

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<b>Term</b>	<b>Definition</b>
technical authority (autorité technique)	The person who has the authority to set technical specifications and standards, manage configurations, provide technical advice and monitor compliance within their area of responsibility.  Source: DAOD 3036-0, Calibration
test, measurement and diagnostic equipment (équipement de test, mesure et diagnostic)	Equipment used to measure, calibrate, gauge, test, inspect, diagnose or examine other equipment, material or supplies to determine their compliance with established specifications.  Source: DAOD 3036-0, Calibration
tool (outil)	An electrical, electronic, electro-mechanical or mechanical device that does not produce, convert or measure a value, or require periodic adjustment or calibration. Note – Examples of tools are hammers and drills.  Source: DAOD 3036-0, Calibration
traceability (traçabilité)	A property of a measurement result by which the result can be related to the International System of Units through a documented unbroken chain of calibration measurements, including individual measurement uncertainty, each contributing to the total measurement uncertainty.  Source: DAOD 3036-1, Calibration Programme
user standard instruments (instruments d'étalonnages utilisés)	The test equipment used by Canadian Forces ships, bases, units, or formations primarily to make quality assurance verifications of other test equipment.
verification (vérification)	A process of ensuring that equipment or a process is operating in accordance with established specifications.  Source: DAOD 3036-0, Calibration
working standards (étalons de travail)	Those standards used by calibration centres primarily to calibrate test equipment.

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**3 ACRONYMS AND ABBREVIATIONS**

Acronym / Abbreviation	Definition
ADM(Mat)	Assistant Deputy Minister (Materiel)
AI	action item
CA	Contract Authority
CAF	Canadian Armed Forces
CAFMAP	Canadian Forces Measurement Assurance Program
CCSI	Calibration Centre Special Instruction
CDRL	Contract Data Requirements List
CFM	Contractor Furnished Materiel
CFTO	Canadian Forces Technical Order
CGRP	Controlled Goods Registration Program
CI	configuration item
CISD	Canadian Industrial Security Directorate
CM-DM	Configuration Management and Data Management
COTS	Commercial Off-The-Shelf
CMIS	Contractor Management Information System
CPMS	Calibration Program Management Solution (DRMIS module)
CRA	Change Request and Authorization
DAR	Decision Analysis and Resolution
<u>DGC</u>	<u>Director Governance Committee</u>
DID	Data Item Description
DND	Department of National Defence
DRMIS	Defence Resource Management Information System
EMR	Equipment Master Record
ERP	Enterprise Resource Planning
FSR	Field Service Representative
GFE	Government Furnished Equipment
GFI	Government Furnished Information
GOGO	Government-Owned, Government-Operated
GOTS	Government Off-The-Shelf

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Acronym / Abbreviation	Definition
GSM	Government Supplied Material
IAW	in accordance with
IEEE	Institute of Electrical and Electronics Engineers
ILS	Integrated Logistics Support
ILSP	Integrated Logistics Support Plan
ISO	International Standards Organization
ISS	In-Service Support
IST	Integrated <del>Support-Service</del> Team
ITIL	Information Technology Infrastructure Library
<u>JMT</u>	<u>Joint Management Team</u>
MA&S	Materiel Acquisition and Support
MIL	Master Item List
MOTS	Military Off-The-Shelf
MRP	Mobile Repair Party
MS	Microsoft
NATO	North Atlantic Treaty Organization
NAVAIR	Naval Air Systems Command (United States Navy)
NAVELEX	Naval Electronic Systems Command (United States Navy)
NAVSEA	Naval Sea Systems Command (United States Navy)
NCR	No Calibration Required
NDHQ	National Defence Headquarters
NDQAR	National Defence Quality Assurance Representative
NO CDN FAC	No Canadian commercial Facility available
NSN	NATO Stock Number
OEM	Original Equipment Manufacturer
OGD	Other Government Departments
OPI	Office of Primary Interest
OWSS	Optimized Weapons System Support
PA	Project Authority
PDF	Portable Document Format
PMP	Program Management Plan

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Acronym / Abbreviation	Definition
PMP	Program Management Plan
PRM	Progress Review Meeting
PSPC	Public Services and Procurement Canada
QA	Quality Assurance
QAP	Quality Assurance Plan
QETE	Quality Engineering Test Establishment
R&O	Repair and Overhaul
ROD	Record of Decision
RT	Return Time
SBCA	Sustainment Business Case Analysis
SHC	Stock Holding Code
SI	Système International
SLOC	Storage Location
SOW	Statement of Work
SPR	System Problem Reports
SRCL	Security Requirements Checklist
STTE	Special Tools and Test Equipment
SUBSAFE	Submarine Safety
TAA	Technical Airworthiness Authority
Tech OPI	Technical Office of Primary Interest
TEMMIS	Test Equipment Maintenance Management Information System
TETAR	Test Equipment Transit and Receipt Document (Form DND 2036)
TFR	Technical Failure Report
TIES	Technical Investigations and Engineering Support
TMDE	Test, Maintenance and Diagnostic Equipment
TSA	Technical Specialty Area
UCR	Unsatisfactory Condition Report
UIC	Unit Identification Code
US	United States

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Acronym / Abbreviation	Definition
USAF	United States Air Force
USER CAL	User Calibration
USN	United States Navy
VCR	Visit Clearance Request