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

29 Mar 2019

Version 2.2

Contents

DID PM-001

1 TITLE

Project Management Plan (PMP)

2 IDENTIFICATION NUMBER

PM-001

3 DESCRIPTION / PURPOSE

3.1 Description

The Project Management Plan (PMP) is the plan that describes the Contractor's management approach, strategy, plans, methodologies and processes for meeting the requirements of the Contract.

The PMP enables Canada to assess the risk that the Contractor will manage and deliver ISS for the HCCS EG in a cost effective and timely manner that preserves the HCCS EG Design Intent.

3.2 Purpose

Canada uses the PMP to:

a. gain visibility into the Contractor’s planning;

b. assess the Contractor’s approach to managing the scope of the *Work*;

c. identify the interfaces with the Contractor’s management organization; and

d. provide a baseline for monitoring and assessing the Contractor’s performance in conducting project management of the *Work*.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM

6 GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

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.

8 ORIGINATOR

DGMEPM

9 APPLICABLE FORMS

N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The PMP must be prepared in the Contractor’s format. The format will be subject to approval by Canada.

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.

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.

10.2 Content

The PMP must be the master planning document.

The PMP must integrate, summarize and reference all plans and schedules specified in the PWS for the provision of the *Work.*

The PMP must include a hierarchical list of the plans to be used by the Contractor.

The PMP must address Management and Emergent work.

The PMP must also describe:

a. the objectives, scope, constraints, and assumptions associated with the Contractor's program of activities for the provision of the *Work*;

b. how the Contractor will manage, integrate and execute all aspects of the *Work*;

c. the policies, processes, procedures and systems to manage and implement the *Work*;

d. how the Contractor will schedule the *Work*;

e. an overview of the schedule to establish and manage the *Work*, noting key milestones, activities and deliverables;

f. how the Contractor will manage, establish and control the budget for the *Work*;

g. the key risks associated with the *Work*;

h. the Contractor's approach to Procurement Management;

i. the Contractor's approach to Continuous Improvement;

j. the Contractor's approach to Relationship Management;

k. the organizational structure of key roles and responsibilities that are accountable for overall program management execution and delivery of the *Work;*

l. where significant WBS elements reside within the organizational structure;

m. a graphic representation of the organizational structure(s).

n. the Contractor's approach to Business Continuity;

o. the Contractor's approach to Naval Materiel regulatory requirements;

p. the Contractor's approach to Security Management;

q. the Contractor's approach to managing subcontractors and relevant subcontractor management processes;

r. the Contractor's approach to managing Intellectual Property;

s. the Contractor's approach to managing Government Property;

t. the Contractor's approach to general safety and environmental program management;

u. the Contractor's approach to Technical Schedule Management;

v. the Contractor's approach to training support management;

w. the Contractor's approach to managing Industrial and Technological Benefits and Value Proposition;

x. the Contractor's approach to managing Quality;

y. the Contractor's approach to managing Controlled Goods;

z. the Contractor's approach to managing Technical Problems;

za. the Contractor's approach to managing Disposals including:

- the Contractor's approach to conducting environmental assessments for equipment, sub-system(s), and system(s) selected for disposal;
- the Contractor's approach to demilitarizing all parts and assemblies subject to CTAT/ITAR and export licences;

zb. the Contractor's approach to IT Management and the Collaborative Environment.

DID PM-002

1 TITLE

Start-Up Plan

2 IDENTIFICATION NUMBER

PM-002

3 DESCRIPTION / PURPOSE

3.1 Description

The Start-Up Plan describes the Contractor's plan and schedule to reach the Steady-State work phase capability.

The Start-Up Plan enables Canada to assess the risk of the Contractor's ability to reach the Steady-State work phase.

3.2 Purpose

Canada uses the Start-Up Plan to:

a. assess the Contractor's ability to reach the Steady-State work phase;

b. monitor the implementation of the Contractor's Plan to reach the Steady-State work phase;

c. ensure that the Contractor's plan is aligned with internal DND plans, processes and resource requirements, and delivery of resources to the Contractor;

d. co-ordinate the transition of support from the interim OEM support providers; and

e. to provide a baseline for monitoring and assessing the Contractor's performance in conducting the Start-Up work.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM

6 GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

8 ORIGINATOR

DGMEPM

9 APPLICABLE FORMS

N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The Start-Up Plan must be prepared in the Contractor's format. The format will be subject to approval by Canada.

10.2 Content

The Start-Up Plan must describe the following:

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;

b. key risks associated with the Start-Up work phase;

c. build-up of the Contractor's organizations and management structures;

d. establishment of agreements with the HCCS EG OEMS or their authorized representatives;

e. major activities to be implemented;

f. establishment of the Performance Management Framework;

g. schedule used by the Contractor to plan and sequence the Start-Up activities to achieve the Steady-State work phase;

h. transfer of resources from Canada to the Contractor;

i. integration of the Contractor's activities with Canada, including proposed planning and coordination meetings;

j. integration and Communication Plan with DND Formations, Units, and other *Halifax*-class ISS providers;

k. processes and procedures that will be used during the Steady-State work phase;

l. approach for test procedures for the verification of the Steady-State processes and procedures;

m. a Verification Cross-Reference Matrix (VCRM) that will be used to demonstrate and verify the Steady-State processes and procedures that will be developed during the start-up phase to Canada;

n. resolution process for all issues raised during the Start-Up work phase; and

o. approach to develop an accepted and agreed upon product baseline for the Canadian configuration of the HCCS.

DID PM-003

1 TITLE

Steady-State Achievement Report

2 IDENTIFICATION NUMBER

PM-003

3 DESCRIPTION / PURPOSE

3.1 Description

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.

The Steady-State Achievement Report enables Canada to assess the Contractor's readiness to deliver Steady-State ISS for the HCCS EG.

3.2 Purpose

Canada uses the Steady-State Achievement Report to verify:

a. that the objective evidence provided supports the claimed capability;

b. that the Contractor is able to deliver the *Work* for the HCCS EG; and

c. the viability of the Performance Management Framework.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM

6 GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

This DID relates to:

a. DID PM-002 Start-Up Plan

8 ORIGINATOR

DGMEPM

9 APPLICABLE FORMS

N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The Steady-State Achievement Report must be prepared in the Contractor's format. The format will be subject to approval by Canada.

10.2 Content

The Steady-State Achievement Report must describe the following:

a. assumptions and constraints;

b. evidence that the Contractor is ready to start the Steady-State work phase;

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;

d. results of the verification of the Steady-State processes and procedures;

e. results of the demonstration to Canada of the Steady-State processes and procedures;

f. outstanding issues raised during the Start-Up work phase;

g. impact of all outstanding issues; and

h. plan to resolve all outstanding issues.

DID PM-004

1 TITLE

Close-Out Plan

2 IDENTIFICATION NUMBER

PM-004

3 DESCRIPTION / PURPOSE

3.1 Description

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.

The Close-Out Plan enables Canada to assess the risk of closing out the contract and transferring the information and materiel.

3.2 Purpose

Canada uses the Close-Out Plan to:

a. understand and evaluate the Contractor’s approach to meeting the Close-Out requirements of the Contract;

b. define Canada's involvement in the Contractor’s Close-Out program, including the monitoring of the Contractor’s program;

c. to provide input to Canada's own planning; and

d. provide a baseline for monitoring and assessing the Contractor’s performance in conducting the Close-Out work.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM

6 GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

8 ORIGINATOR

DGMEPM

9 APPLICABLE FORMS

N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The Close-Out Plan must be prepared in the Contractor’s format. The format will be subject to approval by Canada.

10.2 Content

The Close-Out Plan must describe the following:

a. objectives, scope, constraints and assumptions associated with the Contractor's Close-Out activities;

b. key risks associated with the Close-Out work phase;

c. major activities to be implemented;

d. schedule used by the Contractor to plan and sequence the Close-Out activities;

e. transfer of materiel to Canada;

f. integration of the Contractor's activities with Canada, including proposed planning and coordination meetings;

g. integration and communication plan with DND Formations, Units, and other *Halifax*-class ISS providers;

h. processes and procedures that will be used during the Close-Out work phase; and

i. resolution process for all issues raised during the Close-Out work phase.

DID PM-005

1 TITLE

Annual Operating Plan (AOP)

2 IDENTIFICATION NUMBER

PM-005

3 DESCRIPTION / PURPOSE

3.1 Description

The AOP specifies the Emergent Work to be completed by the Contractor.

3.2 Purpose

Canada uses the AOP to ensure that the Canadian configuration of the HCCS EG will be maintained.

Canada uses the AOP to develop the budget.

Canada uses the AOP to provide a baseline for monitoring and assessing the Contractor's performance in achieving the work specified in the AOP. The Performance Management Framework specifies Earned Value calculations to measure how the work completed is tracking to the AOP.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM

6 GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

8 ORIGINATOR

DGMEPM

9 APPLICABLE FORMS

N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The Annual Operating Plan (AOP) must be prepared in the Contractor's format. The format will be subject to approval by Canada.

10.2 Content

Emergent Work must be described, listed in priority order, and broken out by system.

Forecasted work that may be added to the program as future Emergent work must be described and listed in priority order.

Work for all future fiscal years of the Contract Period must be described and listed in priority order.

The cost and confidence level of the estimate of each work item must be identified.

DID PM-006

1 TITLE

AOP Schedule

2 IDENTIFICATION NUMBER

PM-006

3 DESCRIPTION / PURPOSE

3.1 Description

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*.

The AOP Schedule enables Canada to assess schedule risk of the *Work* being planned.

3.2 Purpose

Canada uses the AOP Schedule to:

a. assess schedule risk of the *Work* being planned;

b. ensure the Contractor's approved AOP work aligns with the coastal operational and Programmed Work Periods schedules; and

c. ensure the Contractor’s approved AOP work aligns with the MSC Class Program Plan schedule produced and managed by the Halifax-class CPM.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM

6 GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

This DID relates to:

a. DID PM-005 AOP

8 ORIGINATOR

DGMEPM

9 APPLICABLE FORMS

N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The AOP Schedule must be prepared as Gantt charts in Microsoft Project software. The format will be subject to approval by Canada.

10.2 Content

A tiered arrangement of schedules must be presented.

All AOP work items down to the individual ship level / location must be incorporated.

Individual system overhaul schedules and Programmed Work Periods schedules must be included.

Schedule milestones must be clearly indicated.

Progress indications and planned or actual schedule slippage/accelerations of the current schedule must be clearly shown in relation to the baseline schedule.

Interdependencies between work items must be indicated.

DID PM-007

1 TITLE

Work Breakdown Structure (WBS)

2 IDENTIFICATION NUMBER

PM-007

3 DESCRIPTION / PURPOSE

3.1 Description

The WBS consists of a complete hierarchical indentured 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.

The WBS enables Canada to manage the scope of the work items within the AOP.

3.2 Purpose

Canada uses the WBS to:

a. gain visibility into the Contractor's planning;

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;

c. understand and evaluate the Contractor's approach to meeting all the requirements of the PWS;

d. assist with understanding and evaluating any proposed changes to the scope of work that may occur during the AOP term; and

e. as a source of input to planning.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM

6 GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

8 ORIGINATOR

DGMEPM

9 APPLICABLE FORMS

N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The WBS must be prepared in the Contractor's format. The format will be subject to approval by Canada.

10.2 Content

The WBS must comprise an indentured list and graphical chart(s) of each AOP work item.

Indentured List

The indentured 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*.

The Indentured List must be viewable at any level of expansion.

Each record in the Indentured List must include:

a. WBS element number;

b. WBS element title;

c. WBS element revision date and revision number;

d. organization and key person responsible for managing and executing the WBS element; and

e. cross references to the PWS and AOP;

f. WBS element summary description;

g. Contract clause cross-reference, if applicable;

h. reference to subordinate WBS elements, if any;

i. title and number of the document / specification that defines the element; and

j. any other information required by the Contractor's management systems.

Graphical Chart(s)

The WBS must include a WBS graphic, which contains items a, b, c from the Indentured List, but shown in a graphical form, usually a tree structure.

DID PM-008

1 TITLE

Technical Progress Report (TPR)

2 IDENTIFICATION NUMBER

PM-008

3 DESCRIPTION / PURPOSE

3.1 Description

The TPR provides a formal mechanism by which the Contractor can report on the activities associated with the provision of ISS on a monthly basis.

The TPR enables Canada to assess the progress against work and the status of free flow R&O materiel.

3.2 Purpose

Canada uses the TPR to:

a. review the *Work* performed in the reporting period;

b. validate the *Work* identified in the monthly PWGSC-TPSGC 111 - Claim for Progress Payment; and

c. gauge the Contractor's performance in delivering the *Work*.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM

6 GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

8 ORIGINATOR

DGMEPM

9 APPLICABLE FORMS

N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The Technical Progress Report must be prepared in the Contractor's format. The format will be subject to approval by Canada.

The Technical Progress Report should start with an Executive Summary for Canada to gain visibility into the Management Activities performed by the Contractor in the reporting period. A single sheet synopsis of each task should then be provided.

Where work is specific to an HCCS EG system, that work must be identified by system.

10.2 Content

The reporting period must be identified.

The *Work* performed by the Contractor must be described.

The risks, impacts and mitigations to *Work* must be identified.

The following must be described:

a. *Work* completed and milestones achieved;

b. status of *Work* in progress;

c. measures and analysis of the KPI and SHI performance metrics;

d. risks, issues, impacts and mitigations to *Work* (include the Risk ID number from the Risk Register);

e. measures and analysis of the KPI and SHI performance metrics;

f. Significant impacts to the HCCS EG for the following must be described:

- Maintenance of the Canadian configuration of the HCCS EG;
- Configuration;
- Obsolescence;
- Technical Data;
- Engineering Support;
- Maintenance;
- Materiel Management; and
- Training.

Technical problems that arose during the reporting period, are still outstanding, and were closed during the reporting period must be described.

Trends identified and analyzed in the TPMS must be described.

A Work In Progress report for all free-flow R&O activities, organized by HCCS EG System must be provided.

The schedule of significant events and activities for the next reporting period must be described including:

- Significant impacts to the approved AOP must be described.
- Significant impacts to work not included in the AOP must be described (eg. New emergent tasks not included in the AOP).

Any work the Contractor would like to propose as emergent work should be identified.

DID PM-009

1 TITLE

Relationship Management Plan

2 IDENTIFICATION NUMBER

PM-009

3 DESCRIPTION / PURPOSE

3.1 Description

The Relationship Management Plan describes how the Contractor plans to enhance collaboration with Canada and to streamline key processes that involve interaction with Canada.

3.2 Purpose

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.

Canada uses the Relationship Management Plan to provide a baseline for monitoring and assessing the Contractor's performance in the management of relationships.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM

6 GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

8 ORIGINATOR

DGMEPM

9 APPLICABLE FORMS

N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The Relationship Management Plan must be prepared in the Contractor's format. The format will be subject to approval by Canada.

10.2 Content

The Relationship Management Plan must describe the following:

a. common goals including how to align the Contractor's goals and Canada's goals;

b. reciprocal assessment including outlining a process for the periodic assessment of relationship health;

c. joint governance including outlining the joint governance structure at the strategic level, program management level, and project management level;

d. information sharing including how the Contractor will promote open and transparent information sharing to enhance timely and informed planning and decision making;

e. collaborative relationship risks and mitigations between the Contractor and Canada and stakeholders; and

f. Contractor participation in the Canada Industry Integrated Program Team CI-IPT and any other working groups established during the contract period.

DID PM-010

1 TITLE

Communications Plan

2 IDENTIFICATION NUMBER

PM-010

3 DESCRIPTION / PURPOSE

3.1 Description

The Communications Plan documents the approved communication interfaces between the representatives of the Contractor and Canada and defines the roles and responsibilities of all team members responsible, accountable, consulted or informed of the work.

The Communications Plan enables communication and decisions to be executed at the lowest levels for various work activities within the DND and Contractor organizations to allow for efficient and effective work flow.

3.2 Purpose

Canada uses the Communications Plan to:

a. identify a common baseline of interfaces between the Contractor's management organization and Canada stakeholder organizations;
b. enable communication and decisions to be executed at the lowest working level for various work activities (including necessary escalation) within the DND and Contractor organizations i.e. the working level of the practitioner; and
c. when required it will enable efficient and effective liaison between Canada and the OEMs and sub-contractors.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM

6 GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

8 ORIGINATOR

DGMEPM

9 APPLICABLE FORMS

N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The Communications Plan must be prepared in the Contractor's format. The format will be subject to approval by Canada.

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.

The Communications Plan 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.

10.2 Content

The Communications Plan must include:

A chart assigning stakeholder organization roles with points of contact for direct collaboration within identified areas of expertise. **For consideration, a sample illustration is provided below.**

A chart describing periodic communication and liaison between the Contractor and Canada representatives, indicating (as applicable) method, frequency and format of the communication.

A means for Communications Plan continuous improvement;

Liaison and data exchange with contracted third parties, including the Halifax Class Design Agent and Shipyard contractors (East &West).

A means for Canada to efficiently consult and communicate directly with equipment OEMs, whenever it is technically necessary to do so.

Illustration - Stakeholder RACI Chart – Working Level POCs

Note: POC contact information is provided via hypertext links.

Work/Deliverable/ Activity	**R (Responsible)**	**A (Approved)**	**C (Consulted)**	**I (Informed)**	**Comments**
The working level POCs are at key interface points between the Contractor and GoC, to enable questions and problems to be efficiently resolved.	**indicate POCs: primary, alternate, and escalation**		**indicate primary POC**		
3.2, 3.3, 3.4 PM (Governance)					
Technical Working Groups (CI IPT, CSIWG)	TBD	TBD	TBD	TBD	
PRM	TBD	TBD	TBD	TBD	
TRM	TBD	TBD	TBD	TBD	
AOP Deliverable	TBD	TBD	TBD	TBD	

Contract Problem Mgt	TBD	TBD	TBD	TBD	
Programmatic problem mgt	TBD	TBD	TBD	TBD	
Technical Problem Mgt	TBD	TBD	TBD	TBD	
Comms Direction for Emergent Work Tasks	TBD	TBD	TBD	TBD	
5.4 Config Mgt Process					
Config Mgt Process	TBD	TBD	TBD	TBD	
Data Update Approval (SAP, OmegaPS)	TBD	TBD	TBD	TBD	
Data Update Approval (CGCS, Directa, Epubs)	TBD	TBD	TBD	TBD	
Data Update	TBD	TBD	TBD	TBD	
5.5. Tech Data Mgt					
TSM (WFMG)					
Onboard maint	TBD	TBD	TBD	TBD	
Trials	TBD	TBD	TBD	TBD	
Config Audit	TBD	TBD	TBD	TBD	

Contact List – Linked to POCs in RACI Chart

	Position	**Name**	**Tel**	**Email**

PRM POC	CA	Hugh Bloggins	819-939-5555	hugh.bloggins @forces.gc.ca
PRM Alternate POC	CA	xxx	yyy	zzz
PRM Escalation POC	CA	xxx	yyy	zzz

DID PM-011

1 TITLE

Meeting Agenda

2 IDENTIFICATION NUMBER

PM-011

3 DESCRIPTION / PURPOSE

3.1 Description

The Meeting Agenda provides an outline of the purpose, objectives and topics to be formally discussed at meetings.

The Meeting Agenda enables Canada to ensure that the meeting will be efficient and cost effective and that all relevant topics will be addressed.

3.2 Purpose

Canada uses the Meeting Agenda to confirm and prepare for topics to be addressed at the meeting.

4 APPROVAL DATE

Note: the Meeting Agenda must be submitted for review and approval no later than 5 working days prior to each meeting.

5 OFFICE OF PRIMARY INTEREST

DGMEPM

6 GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

8 ORIGINATOR

DGMEPM

9 APPLICABLE FORMS

N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The Meeting Agenda must be prepared in the Contractor's format. The format will be subject to approval by Canada.

10.2 Content

The agenda items must include:

a. the purpose or objective of the meeting;

b. the meeting location, date, starting time, and expected duration;

c. a chronological listing of each major discussion topic, including the person responsible to take the lead on the topic;

d. a list of individuals invited to attend the meeting, identifying their appointment and area of responsibility;

e. the identity of the chair or co-chairs;

f. administrative information associated with the meeting, including, where appropriate, access arrangements and facilities available, IT requirements;

g. a list of documentation to be reviewed either for, or at, the meeting;

h. any ITAR, CTAT, Controlled Goods classifications related to the meeting; and

i. any other information pertinent to the meeting.

DID PM-012

1 TITLE

Meeting Minutes

2 IDENTIFICATION NUMBER

PM-012

3 DESCRIPTION / PURPOSE

3.1 Description

Meetings Minutes are an accurate account of all discussions, decisions and actions arising from meetings between the Contractor and Canada.

3.2 Purpose

Canada uses the Meeting Minutes to manage records of decisions and action items.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM

6 GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

8 ORIGINATOR

DGMEPM

9 APPLICABLE FORMS

N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The Meeting Minutes must be prepared in the Contractor's format. The format will be subject to approval by Canada.

10.2 Content

The minutes must include the following:

a. meeting identification, number, scope, purpose and objectives;

b. list of all attendees detailing title, responsibility and contact information;

c. discussion Items - Including a summary record of proceedings and discussions, all agenda items must be covered;

d. record of decisions taken;

e. issues identified for entry into the Risk Register;

f. actions identified for entry into the Action Item Log;

g. proposed date, time and location of next meeting;

h. signature acceptance blocks including title and signature date for both Contractor and Canada responsible representatives; and

i. copies of all data and information tabled at the meeting.

The minutes must include a disclaimer that the minutes are a record of discussions only and do not constitute approval for contractual changes.

DID PM-013

1 TITLE

Action Item Log

2 IDENTIFICATION NUMBER

PM-013

3 DESCRIPTION / PURPOSE

3.1 Description

The Action Item Log consists of itemized, dated and up-to-date records of all Contractor and Canada action items and their status.

The Action Item Log enables Canada to manage action items.

3.2 Purpose

Canada uses the Action Item Log to ensure issues of concern are recorded, managed and actioned by the Contractor and Canada.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM

6 GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

8 ORIGINATOR

DGMEPM

9 APPLICABLE FORMS

N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The Action Item Log must be prepared in the Contractor's format. The format will be subject to approval by Canada.

10.2 Content

The log must contain the itemized records of action items and must include:

a. date opened;

b. identification number;

c. action Item description;

d. meeting references to documents, minutes, reviews, reports, correspondence or activity;

e. action Item raised by (Name, Organization);

f. status of the action item;

g. due date for completion and actual date closed;

h. action Item Owner; and

i. action Required/Decision.

The action item log must include a disclaimer that the log is a record of action items only and does not constitute approval for contractual changes.

DID PM-014

1 TITLE

Risk Management Plan (RMP)

2 IDENTIFICATION NUMBER

PM-014

3 DESCRIPTION / PURPOSE

3.1 Description

The Risk Management Plan (RMP) defines how the Contractor will manage risk, issues and opportunities.

The RMP describes a risk management framework that provides a governance structure by which risks are escalated to the appropriate decision level.

The RMP describes the Risk and Issue Register.

3.2 Purpose

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.

Canada uses the RMP to provide a baseline for monitoring and assessing the Contractor's performance in the management of risks, issues and opportunities.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM

6 GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

8 ORIGINATOR

DGMEPM

9 APPLICABLE FORMS

N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The RMP must be prepared in the Contractor's format. The format will be subject to approval by Canada.

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.

10.2 Content

The RMP must describe the following:

a. the risk management organization, including clear definitions of responsibilities;
b. processes for continuously identifying and capturing risks;
c. processes for analyzing risks;
d. processes for assessing and evaluating risks;
e. processes for mitigating risks, including:
    i. avoiding the risk;
    ii. removing the risk source;
    iii. reducing the likelihood of the risk;
    iv. reducing the consequences of the risk;
    v. transferring the risk to a party that is better able to manage the risk; and
    vi. retaining the risk.
f. processes for reporting risks;
g. processes for monitoring and reviewing risks;
h. processes for implementing risk mitigation measures; and
i. the structure and format of the Risk and Issue Register including risk categories that enable filtering.

DID PM-015

1 TITLE

Surge Response Status Report

2 IDENTIFICATION NUMBER

PM-015

3 DESCRIPTION / PURPOSE

3.1 Description

The Surge Response Status Report defines the Contractor's response to a surge request from Canada.

The Surge Response Status Report enables Canada to monitor and assess the risk of the Contractor's progress in meeting the surge requirement.

3.2 Purpose

Canada uses the Surge Response Status Report to:

a. gain assurance that the Contractor's response meets the surge requirements;

b. understand the impact of meeting the surge requirement on all other previously authorized and planned work (i.e. impact on AOP and time to recover) provided by the Contractor;

c. monitor the performance of the Contractor under surge conditions; and

d. assess the impact of the surge requirement.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM

6 GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

8 ORIGINATOR

DGMEPM

9 APPLICABLE FORMS

N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The Surge Response Status Report must be prepared in the Contractor's format. The format will be subject to approval by Canada.

10.2 Content

The identification of the manager responsible for delivering the surge response must be described.

The scope, schedule, expected outcome and cost of each activity must be described.

Significant risks must be described.

Impacts to consumables and parts must be described.

Impacts to repair and overhaul must be described.

Impacts to workforce must be described.

Other notable impacts to ISS must be described.

DID PM-016

1 TITLE

Performance Management Plan

2 IDENTIFICATION NUMBER

PM-016

3 DESCRIPTION / PURPOSE

3.1 Description

The Performance Management Plan describes the processes, procedures and controls used by the Contractor to develop and implement the Performance Management Framework.

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.

3.2 Purpose

Canada uses the Performance Management Plan to:

a. evaluate the implementation of the Performance Management Framework;

b. ensure the assessment is carried out in accordance with the Performance Requirements Specification; and

c. to provide a baseline to assess the delivered performance.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM

6 GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

8 ORIGINATOR

DGMEPM

9 APPLICABLE FORMS

N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The Performance Management Plan must be prepared in the Contractor’s format. The format will be subject to approval by Canada.

10.2 Content

The Performance Management Plan must describe the following:

a. processes, procedures and controls used to manage, measure and assess the performance of the Contractor with respect to the PRS;

b. processes, procedures and controls used to develop, propose, approve, manage, measure and assess Cost Reduction Initiatives (CRI). As a minimum:

- CRIs should be submitted as a business case and include the following:
    - a discussion of the difference between the existing situation and the CRI and the comparative advantages and disadvantages of each.
    - if an item is replacing another item, the effect of the change on HCCS performance and any pertinent objective test data;
    - justification when an item's function or characteristics are being altered, the effect of the change on the end item's performance and any pertinent objective test data;
    - a description of the requirements that must be changed if the CRI is accepted, including any suggested specification;
    - the following financial data, including, but not limited to:
        - a detailed price breakdown of the existing requirement;
        - a revised price breakdown of the requirement showing the impact of the CRI;
        - an estimate of the savings associated with the CRI; and
        - a detailed breakdown of the Development and Implementation Costs associated with the CRI.
- The identification of any previous submissions of the CRI, including the dates submitted and previous action taken. The Contractor must submit the CRI to Canada's Contracting Authority.

c. assumptions and constraints around management and assessments of metrics in the PRS;

d. methodology for collecting and maintaining the data required by the PRS;

e. methodology for calculating the performance metrics specified in the PRS;

f. methodology for assessing the performance metrics of the Contractor and the HCCS EG;

g. methodology for displaying and reporting the performance metric results;

h. methodology for tracking the performance metrics of the Contractor and the HCCS EG;

i. validation and verification of the methodologies selected; and

j. development and implementation schedule for the PMF.

DID PM-017

1 TITLE

Performance Assessment Report

2 IDENTIFICATION NUMBER

PM-017

3 DESCRIPTION / PURPOSE

3.1 Description

The Performance Assessment Report provides documented results of the Performance Assessment conducted, and provides recommendations to resolve issues and mitigate risks.

3.2 Purpose

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.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM

6 GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

8 ORIGINATOR

DGMEPM

9 APPLICABLE FORMS

N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The Performance Assessment Report must be prepared in the Contractor's format. The format will be subject to approval by Canada.

The supporting data for all performance measures and calculations must be provided in annexes to the Performance Assessment Report.

10.2 Content

The Performance Assessment Report must describe the following:

a. the activities that impacted the results in this assessment period;

b. confirmation of the data sources for the metrics;

c. measurements and calculations to the level of detail specified in the Performance Requirements Specification;

d. assessment of the performance achieved for each metric;

e. recommendations to resolve performance issues and mitigate performance risks;

f. a summary of the Performance Assessment; and

g. recommended changes to the measurements and calculations specified in the Performance Requirements Specification.

DID PM-018

1 TITLE

Security Risk Assessment and Countermeasures Report

2 IDENTIFICATION NUMBER

PM-018

3 DESCRIPTION / PURPOSE

3.1 Description

The Security Risk Assessment and Countermeasures Report describes security risks and their mitigation.

3.2 Purpose

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.

Canada uses the Security Risk Assessment and Countermeasures Report to assess the Contractor's understanding of the security requirements.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM

6 GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

8 ORIGINATOR

DGMEPM

9 APPLICABLE FORMS

N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The Security Risk Assessment and Countermeasures Report must be prepared in the Contractor's format. The format will be subject to approval by Canada.

10.2 Content

The Security Risk Assessment and Countermeasures Report must describe the following:

a. the results of the Critical Program Information (CPI) Identification and Criticality Analysis

b. the results of the Supplier Threat Analysis;

c. the results of the Vulnerability Assessment;

d. the results of the Countermeasure Implementation

e. assessment of the security of the HCCS EG

f. security incidents and their effects, impacts, recovery from the effects and resolution of consequences;

g. recommendations to resolve security issues and mitigate security risks; and

h. summary of the Security Assessment.

DID PM-019

1 TITLE

Quality Plan (QP)

2 IDENTIFICATION NUMBER

PM-019

3 DESCRIPTION / PURPOSE

3.1 Description

The Quality Plan (QP) describes the processes, procedures and controls used by the Contractor to deliver the Quality Management System for the HCCS EG. The Quality Plan specifies quality standards, practices, resources, specification and the sequence of activities relevant to the HCCS ISS Contract and used by the Contractor to deliver the Quality Management System for the HCCS ISSC. The Quality Plan defines:

- Objectives to be attained,
- Steps in the processes that constitute the operating practice or procedures of the organization
- Allocation of responsibilities, authority, and resources during the different phases of the process or project
- Specific documented standards, practices, procedures, and instructions to be applied
- Suitable testing, inspection, examination, and audit programs at appropriate states
- A documented procedure for changes and modifications to a quality plan as a process is improved
- A method for measuring achievement of the quality objectives
- Other actions necessary to meet the objectives.

The Quality Plan enables Canada to assess the effectiveness of the implementation of the Quality Management System for the HCCS ISS Contract.

3.2 Purpose

Canada uses the QP to:

a. assess the effectiveness of the implementation of the Quality Management System;

b. to provide a baseline for monitoring and assessing the Contractor's performance in implementing the Quality Management System; and

c. identify and understand the Contractor's expectations of Canada with respect to the quality requirements.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM/DQA

6 GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

8 ORIGINATOR

DGMEPM

9 APPLICABLE FORMS

N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The QP must be prepared in the Contractor's format. The format will be subject to approval by Canada. Upon acceptance the Contractor must implement the Quality Plan.

10.2 Content

The QP must describe the following:

a. the processes, procedures and controls used by the Contractor to deliver the Quality Management System for the HCCS EG;

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/external providers;

c. a traceability matrix from the elements of the specified quality requirements to the corresponding processes in the Quality Plan;

d. the Quality Plan may reference other documents. Where documents do not already exist, but are required by the Quality Plan, the plan must identify them and identify when, how and by whom they will be prepared and approved;

e. the audit and review activities to be performed;

f. for each Subcontractor/external provider, the scope of work to be undertaken, the type of QMS in place, and the proposed method(s) for controlling and managing the Approved Subcontractor/external provider to assure compliance with the Quality requirements;

g. the audit and review activities for each Subcontractor/external provider and any additional processes, which may be implemented to ensure that the relevant Quality requirements are flowed down to Subcontractors/external providers; and

h. how the contractor will make appropriate amendments to the Quality Plan throughout the term of the contract that reflect current and planned quality activities including the submission for acceptance to DND.

DID PM-020

1 TITLE

Subcontractor Supplier List

2 IDENTIFICATION NUMBER

PM-020

3 DESCRIPTION / PURPOSE

3.1 Description

The Subcontractor Supplier List provides a complete list of all subcontractors qualified by the Contractor and approved by Canada to work in support of the Contractor.

3.2 Purpose

Canada uses the Subcontractor Supplier List to:

a. assess the risk of the *Work* being conducted;

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM

6 GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

8 ORIGINATOR

DGMEPM

9 APPLICABLE FORMS

N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The Subcontractor Supplier List must be prepared in the Contractor’s format. The format will be subject to approval by Canada.

10.2 Content

For each qualified Subcontractor the list shall include, but not be limited to, the following information:
a. the company name;
b. the applicable manufacturing addresses;
c. the name and contact information of the subcontractor's quality assurance representative;
d. a brief outline of the company's products and services;
e. a list of the products and services for which the Contractor has qualified the Subcontractor to supply;
f. applicable quality standards for which the Subcontractor is registered;
g. details of any corporate ownership between the Contractor and Subcontractor;

h. controlled goods registration number; and
i. any other clarifying information which the Contractor deems applicable.

DID PM-021

1 TITLE

Intellectual Property (IP) Report

2 IDENTIFICATION NUMBER

PM-021

3 DESCRIPTION / PURPOSE

3.1 Description

The IP Report provides a complete list and description of all HCCS EG intellectual property, both Background and Foreground IP.

The IP Report enables Canada to manage the HCCS EG IP and to assess risks associated with the HCCS EG IP.

3.2 Purpose

Canada uses the IP Report to;

a. establish, document and confirm the state of IP ownership; and

b. monitor the status of IP rights and limitations of the HCCS EG.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM

6 GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

8 ORIGINATOR

DGMEPM

9 APPLICABLE FORMS

N/A

10 PREPARATION INSTRUCTIONS

10.1 Format

The Intellectual Property Report must be prepared in the Contractor’s format. The format will be subject to approval by Canada.

10.2 Content

The Background and Foreground IP must be described and the description must include the following:

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);

b. IP Originator (Company Name and Address);

c. current IP Owner (if different from Originator);

d. task origin (task item or configuration control board decision) of the IP;

e. description of the new Foreground IP to sufficient level to enable IP infringement to be detected;

f. identification and description of licenses for Canada's IP rights for new Background information;

g. security classification of the artifact; and

h. substantiation of the IP claim.

IP risks must be described.

DID LM-001

1 TITLE

Configuration Management Plan (CMP)

2 IDENTIFICATION NUMBER

LM-001

3 DESCRIPTION / PURPOSE

3.1 Description

The CMP defines the processes, procedures and controls used by the Contractor to deliver the HCCS EG Configuration Management program.

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.

3.2 Purpose

Canada uses the CMP to:

a. assess the risk of the Configuration Management program; and

b. to provide a baseline for monitoring and assessing the Contractor's performance in conducting configuration management.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM

6 GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

8 ORIGINATOR

DGMEPM

9 APPLICABLE FORMS

10 PREPARATION INSTRUCTIONS

10.1 Format

The Configuration Management Plan must be prepared in the Contractor's format. The format will be subject to approval by Canada.

10.2 Content

The Contractor's configuration management program must be described.

The Contractor's configuration management organization must be described.

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

The Configuration Management Plan must describe the strategy for implementing Configuration and Data management of:

a. deliverables and data prepared in accordance with the PWS; and

b. deliverables, life cycle data, systems and system elements developed and/or prepared in accordance with the PWS.

The Configuration Management Plan must describe or reference the processes for planning the configuration management of the HCCS EG and reviewing and revising this Plan. This description and the Plan provisions must address the Configuration Management requirements for following systems/CIs:

a. the overall ISS project and ISS services;

b. the HCCS EG; and

c. the support systems for the HCCS EG.

The Configuration Management Plan must describe or reference the activities and procedures for the assignment and application of configuration identifiers to newly developed/acquired systems, hardware, software and firmware and previously developed/acquired systems, hardware, software and firmware that is undergoing life cycle support (i.e. being modified to correct problems or incorporate changes requested by Canada).

The Configuration Management Plan must describe the identification scheme that will be used to identify new and revised versions of baselines, documentation and life cycle data.

The Configuration Management Plan must define the responsibilities and describe or reference the processes, procedures and baselines that will be used for configuration control of CIs and for processing changes to those CIs. The interfaces between and the responsibilities of both Canada and the Contractor must be explicitly defined. The interface to the Directorate of Supply Chain Operations (DSCO) as a key stakeholder must be described.

DID LM-002

1 TITLE

Configuration Status Report (CSR)

2 IDENTIFICATION NUMBER

LM-002

3 DESCRIPTION / PURPOSE

3.1 Description

The CSA report describes the state of each Configuration Item and the status of any change requests.

3.2 Purpose

Canada uses the CSR to:

a. obtain the status of each configuration item; and

b. obtain the status of the implementation of changes to each configuration item and associated technical data and documents; and

c. assess the impact of configuration item status.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM

6 GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

8 ORIGINATOR

DGMEPM

9 APPLICABLE FORMS

10 PREPARATION INSTRUCTIONS

10.1 Format

The Configuration Status Report must be prepared in the Contractor's format. The format will be subject to approval by Canada.

10.2 Content

The CSR must describe the state of each configuration item undergoing change or having non-conformances.

The CSR must describe the configuration change information against the respective configuration item including:

a. the status of proposed changes;

b. the status of approved changes;

c. a listing of the status of all ECPs;
d. a listing of all deviations;
e. a listing of all waivers.

DID LM-003

1 TITLE

Configuration Audit Plan (CAP)

2 IDENTIFICATION NUMBER

LM-003

3 DESCRIPTION / PURPOSE

3.1 Description

The CAP describes how the Contractor will conduct physical and functional configuration audits.

3.2 Purpose

Canada uses the CAP to assess the risk that the physical and functional configuration audits can be successfully conducted by the Contractor.

Canada uses the CAP to provide a baseline for monitoring and assessing the Contractor's performance in conducting audits.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM

6 GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

8 ORIGINATOR

DGMEPM

9 APPLICABLE FORMS

10 PREPARATION INSTRUCTIONS

10.1 Format

The Configuration Audit Plan must be prepared in the Contractor's format. The format will be subject to approval by Canada.

10.2 Content

The CAP must describe the audit coordination details and procedures followed for the particular audit and contain the following items and reference material:

a. type of audit;

b. audit date and location;

c. roles and responsibilities of each audit attendees;

d. identification of proposed hardware/software and documentation to be audited;

e. identification of reference documents to be used in conducting the audit;

f. audit procedures to be used;

g. serial number of CI to be audited;

h. identification of approved deviation(s) and approved or proposed waiver(s) applicable to the CI serial number to be audited; and

i. security clearance information, if required.

DID LM-004

1 TITLE

Configuration Audit Report (CAR)

2 IDENTIFICATION NUMBER

LM-004

3 DESCRIPTION / PURPOSE

3.1 Description

The CAR describes the results of the specific audit conducted.

3.2 Purpose

Canada uses the CAR to review the results of the specific audit conducted to determine the accuracy of the HCCS EG configuration.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM

6 GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

8 ORIGINATOR

DGMEPM

9 APPLICABLE FORMS

10 PREPARATION INSTRUCTIONS

10.1 Format

The Configuration Audit Report must be prepared in the Contractor's format. The format will be subject to approval by Canada.

10.2 Content

The Configuration Audit Report must describe the following:

a. the scope of the audit conducted, including the systems and equipment surveyed;

b. the list of documentation describing each CI;

c. the results of the audit, including details of any discrepancies between the physical equipment and the approved change documentation;

d. recommended actions necessary to either correct the system/equipment or bring the supporting documentation in line with the actual equipment; and

e. any other action arising from the audit.

DID LM-005

1 TITLE

Obsolescence Management Plan

2 IDENTIFICATION NUMBER

LM-005

3 DESCRIPTION / PURPOSE

3.1 Description

The Obsolescence Management Plan describes the processes, procedures and controls used by the Contractor to identify and mitigate the effects of obsolescence of the HCCS EG.

3.2 Purpose

Canada uses the Obsolescence Management Plan to assess the risk that the Contractor is capable of managing HCCS EG obsolescence.

Canada uses the Obsolescence Management Plan to provide a baseline for monitoring and assessing the Contractor's performance in conducting obsolescence management.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM

6 GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

8 ORIGINATOR

DGMEPM

9 APPLICABLE FORMS

10 PREPARATION INSTRUCTIONS

10.1 Format

The Obsolescence Management Plan must be prepared in the Contractor's format. The format will be subject to approval by Canada.

10.2 Content

The Obsolescence Management Plan must describe the following:

a. a method for identifying, analyzing, categorizing and reporting obsolescence;

b. long and short term mitigation strategies for obsolescence;

c. processes to proactively assess 1, 3, 5 year outlooks for obsolescence;

c. procedures for managing and resolving obsolescence issues; and

f. process to assess the obsolescence state of each HCCS EG system (as required by the PRS).

DID LM-006

1 TITLE

Obsolescence Report

2 IDENTIFICATION NUMBER

LM-006

3 DESCRIPTION / PURPOSE

3.1 Description

The Obsolescence Report provides an overall obsolescence risk assessment of each HCCS EG system and lists all HCCS EG obsolescence items and recommendations.

3.2 Purpose

Canada uses the Obsolescence Report to:

a. assess the risk that the HCCS EG becomes unsupportable; and

b. verify each HCCS EG's obsolescence risk assessment used in the KPI calculations.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM

6 GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

8 ORIGINATOR

DGMEPM

9 APPLICABLE FORMS

10 PREPARATION INSTRUCTIONS

10.1 Format

The Obsolescence Report must be prepared in the Contractor's format. The format will be subject to approval by Canada.

10.2 Content

For each of the HCCS EG systems, the Obsolescence Report must describe the following information:

a. all items identified and forecast having obsolescence within 1, 3 and 5 years in accordance with the Obsolescence Management Plan;

b. potential solutions to address the obsolescence;

c. recommended solution to address the obsolescence;

Note that each item of obsolescence must have a recommended solution of one of: lifetime buy, form fit and function replacement, alternate sources, alternate part and testing, or Non-Recurring Engineering to address the obsolete items.

d. proposed schedule and cost estimates for the recommended solution to address the obsolete item; and

e. overall obsolescence risk assessment for each HCCS EG system.

DID LM-007

1 TITLE

Technical Data Management Plan (TDMP)

2 IDENTIFICATION NUMBER

LM-007

3 DESCRIPTION / PURPOSE

3.1 Description

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.

The Technical Data Management Plan (TDMP) enables Canada to assess the risk to the HCCS EG technical data.

3.2 Purpose

Canada uses the TDMP to:

a. understand and evaluate the Contractor’s approach to meeting the Technical Data requirements;

b. assess the risk to the HCCS EG technical data; and

c. identify and understand Canada's involvement in the Contractor’s Technical Data activities, including the monitoring of the Contractor’s activities.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM

6 GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

8 ORIGINATOR

DGMEPM

9 APPLICABLE FORMS

10 PREPARATION INSTRUCTIONS

10.1 Format

The TDMP must be prepared in the Contractor’s format. The format will be subject to approval by Canada.

10.2 Content

The Technical Data Plan must describe the following:

a. the processes, procedures and controls used by the Contractor to deliver the Technical Data requirements (held to the product ERN construct) for the HCCS EG;

b. the plan to provide for the preparation, organization, delivery, translation, distribution, control and disposal of all Technical Data, including Technical Data held by the OEMs;

c. the Contractor's Technical Data Management Information System (TDMIS);

d. how the TDMIS will track changes including change level revisions;

e. the Contractor's approach to providing Canada access to the TDMIS;

f. the Contractor's approach to make data available for validation by Canada;

g. the Contractor's approach to tracking CTAT, ITAR.

DID LM-008

1 TITLE

Maintenance Program Review Report

2 IDENTIFICATION NUMBER

LM-008

3 DESCRIPTION / PURPOSE

3.1 Description

The Maintenance Program Review Report describes the results of the annual review of the maintenance program.

3.2 Purpose

Canada uses the Maintenance Program Review Report to:

a. to assess the risk of maintaining the HCCS EG;

b. identify opportunities to improve the HCCS EG maintenance program.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM

6 GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

8 ORIGINATOR

DGMEPM

9 APPLICABLE FORMS

10 PREPARATION INSTRUCTIONS

10.1 Format

The Maintenance Program Review Report must be prepared in the Contractor’s format. The format will be subject to approval by Canada.

10.2 Content

The Maintenance Program Review Report must describe the following:

a. recommendations to improve the HCCS EG maintenance program;

b. the status of all continuous improvement initiatives undertaken to improve the HCCS EG maintenance program;

c. risks identified within the HCCS EG maintenance program;

DID LM-009

1 TITLE

Maintenance Support Plan

2 IDENTIFICATION NUMBER

LM-009

3 DESCRIPTION / PURPOSE

3.1 Description

The Maintenance Support Plan (MSP) describes the processes, procedures and controls used by the Contractor to maintain the HCCS EG to meet the approved maintenance plan performance.

3.2 Purpose

Canada uses the MSP to:

a. to assess the risk of maintaining the HCCS EG;

b. provide a baseline for monitoring and assessing the Contractor's performance in conducting the Maintenance work; and

c. confirm and coordinate Canada's interfaces with the Contractor's Maintenance organization.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM

6 GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

8 ORIGINATOR

DGMEPM

9 APPLICABLE FORMS

10 PREPARATION INSTRUCTIONS

10.1 Format

The Maintenance Support Plan must be prepared in the Contractor's format. The format will be subject to approval by Canada.

10.2 Content

The Maintenance Support Plan (MSP) will take guidance provided from the NaMMS Manual for all maintenance related services. Specific maintenance activities will also be subject to applicable CFTOs.

The Maintenance Support Plan must describe the following:

a. the processes, procedures and controls used by the Contractor to deliver the maintenance plan activities described in the PWS;

b. the policies and standards that must be satisfied or adhered to in the Contractor's execution of its maintenance support functions for the HCCS EG;

c. the Maintenance management;

d. the Contractor's approach to co-ordinating with Waterfront Management for Level One and Two maintenance;

e. the Contractor's approach to Level Three maintenance;

f. the Contractor's approach to Mobile Repair Party requirements;

g. the Contractor’s approach to Field Service Representative requirements;

h. the Contractor’s approach to providing support for HMC Ship maintenance periods while deployed.

DID SE-001

1 TITLE

System Engineering Management Plan (SEMP)

2 IDENTIFICATION NUMBER

SE-001

3 DESCRIPTION / PURPOSE

3.1 Description

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.

3.2 Purpose

Canada uses the SEMP to:

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 Canadian configuration of the HCCS EG;

b. provide a baseline for monitoring and assessing the Contractor's performance in conducting System Engineering; and

c. confirm and coordinate Canada interfaces with the Contractor's Engineering Support organization.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM

6 GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

8 ORIGINATOR

DGMEPM

9 APPLICABLE FORMS

10 PREPARATION INSTRUCTIONS

10.1 Format

The SEMP must be prepared in the Contractor's format. The format will be subject to approval by Canada.

10.2 Content

The SEMP must describe the following:

a. the System Engineering Support Organization;

b. what Engineering Support services will be provided and how they will be implemented and managed;

c. how the Design Agent function for the HCCS EG will be implemented and managed;

d. how Regulatory Requirements Management and Reporting will be implemented and managed;

e. how the certification process will be implemented and managed;

f. how HCCS EG Shipboard Surveys will be implemented and managed;

g. how Software, Hardware and Firmware support will be implemented and managed;

h. the processes for delivering Value Engineering Services;

i. all recognized engineering practices that will be followed;

j. how the Contractor will report to Canada the engineering support activities conducted;

k. the processes for managing and maintaining the HCCS EG integration and interfaces within the overall *Halifax*-class;

l. how system safety will be delivered in accordance with MIL-STD-882E; and

m. how the Engineering Change process will be implemented and managed.

Specifically related to the Engineering Change process, the SEMP must describe the following:

a. the processes for the identification and validation of requirements, including supporting engineering studies, and associated cost or cost-benefit analysis;

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

c. the processes for the development, implementation, execution, and validation of approved ECs;

d. the processes to establish and maintain control of external and internal interfaces; and

e. the EC design review process.

DID SE-002 (*Draft. Final version will be provided after contract award*)

1 TITLE

Engineering Change Proposal (ECP)

2 IDENTIFICATION NUMBER

SE-002

3 DESCRIPTION / PURPOSE

3.1 Description

The Engineering Change Proposal (ECP) presents a proposed engineering change to the form, fit and function of the *Halifax*-class frigates and shore installations. It can be an addition, a modification, or a removal, and can be permanent or temporary.

3.2 Purpose

The Contractor uses the ECP as the basis for defining the requirements, significance, approvals and scope of changes to the existing functional and/or physical baseline configurations of the *Halifax*-class frigates.

Canada uses the ECP to:

a. assess the risk of the proposed engineering change to the design intent; and
b. make a decision whether or not to accept the proposed engineering change.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM/MSC 7

6 GIDEP APPLICABLE

N/A

7 APPLICATION / INTERRELATIONSHIP

7.1 This DID relates to:

a. PWS Section 5.6.2.3;
b. DID PM-005 Project management Plan;
c. C-03-005-012/AM-001 Naval Materiel Management System (NaMMS) Manual;
d. MEMDI 01 Tech EC Processes Process and Procedures for DGMEM EC Part 1and EC Part 2;
e. ANSI/EIA-649B Configuration Management Standard;
f. MIL-STD-882E System Safety; and,
g. DRMIS.

8 ORIGINATOR

DGMEPM/MSC

9 APPLICABLE FORMS

10 PREPARATION INSTRUCTIONS

10.1 Format

10.1.1 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.

10.2 Content

10.2.1 The ECP must describe and/or provide analysis:

a. why the change is being proposed;
b. the priority for implementing the EC;
c. how the proposed change impacts the product's fit, form, and function;
d. how the proposed change impacts the design and Design Margins of the *Halifax*-class frigates, and must verify that reserved Halifax-class frigate DI margins are available;
e. how the proposed change impacts safety and security;
f. recommendations for implementing the EC;
g. impacts of the EC on all logistics (eg. spares, documents);
h. impacts of the EC on training support material;
i. cost/benefit analysis of the EC; and
j. estimate of the implementation costs.

10.2.2 The ECP must be submitted with recommendations and supporting data to DND for review and approval.

DID SE-003 (*Draft. Final version will be provided after contract award*)

1 TITLE

Engineering Change (EC) Specification

2 IDENTIFICATION NUMBER

SE-003

3 DESCRIPTION / PURPOSE

3.1 Description

The Engineering Change (EC) Specification is used to specify to an implementation contractor the requirements for implementing a modification to a ship during a scheduled work period. It links the engineering data (i.e. the modification drawings) to the work period contract and provides the necessary non-engineering information (e.g. which organization provides which material). The EC specification is a component of the EC implementation package or EC package.

3.2 Purpose

The Contractor prepares the EC Specification to be used to support the implementation of an EC.

Canada uses the EC specification to support the implementation of a modification to a ship during a scheduled work period.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM/MSC 7

6 GIDEP APPLICABLE

N/A

7 APPLICATION / INTERRELATIONSHIP

7.1 This DID relates to:

a. PWS Section 5.6.2.3;
b. DID SE-002 Engineering Change Proposal;
c. CFTO C-03-007-000/AG-001 Guide for the Development of an Engineering Change Installation Package;
d. C-03-005-012/AM-001 Naval Materiel Management System Manual;
e. MEMDI 01 TECH EC Process & Procedures for DGMEPM; and,
f. D-01-300-100/SG-000 Specification Preparation - Technical Content.

7.2 This DID defines the requirements for an EC specification as required under the EC INSTALLATION heading of the C-03-005-012/AM-001 Naval Materiel Management System Manual. It defines the EC specification described under the DEVELOPMENT OF EC DESIGN AND INSTALLATION SPECIFICATION heading of the MEMDI 01 TECH EC Process & Procedures for DGMEPM, with the exception that it does not utilize C-03-

007-000/AG-001 Development of the Engineering Change Installation Package, because that publication has not yet been approved for use.

8 ORIGINATOR

DGMEPM/MSC

9 APPLICABLE FORMS

N/A

10 PREPARATION INSTRUCTIONS

10.1 **Source Document**. The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions are as specified in the contract.

10.2 **General.** The EC specification shall conform to the requirements of a product specification (i.e. type C) with a design orientation in accordance with D-01-300-100/SG-000. The EC specification is also a detail specification that is used in conjunction with a general specification (i.e. the EC specification is one of many specifications included in a work period contract) so only detailed requirements related to the implementation of the specific modification shall be included. More general requirements, such as cleanliness requirements, will be in the work period contract.

10.3 **Format**. As mentioned in D-01-300-100/SG-000 the EC specification shall must be in accordance with the requirements of D-01-300-101/SF-000.

10.4 **Traceability to engineering change proposal.** The EC specification shall include, in the scope topic, the identification number of the engineering change proposal that initiated the production of the engineering change specification.

10.5 **General specification**. Section 1 of the EC specification shall include the “Intended use” topic. This topic shall include the explanation that the specification is intended to be used in conjunction with the C-03-00-000/NQ-B01 General Specifications (or whichever general specification is currently being used in work period contracts).

10.6 **Related specifications**. If the EC project manager (PM) decides to tender the implementation work to multiple implementation agencies then each shall be given a unique EC specification identifying their appropriate and non-overlapping scope of work. Each of the associated EC specifications shall reference the others under the “Intended use” topic and shall include in Section 3 all requirements necessary for the various implementers to accommodate each other.

10.7 **Drawing reference**. The specification shall require the RF to implement the modification in accordance with the modification drawings. Reference may be to each individual drawing or

may be by reference to a data list. The reference shall not be revision specific. Approval from the EC PM is needed if the drawings referenced are not in accordance with D-01-400-001/SG-000.

10.8 **Applicability and pre-requisites**. If the modification drawings do not include the applicability (i.e. which ship each modification is applicable to) or the pre-requisites (i.e. which modification must already be implemented into the ship before the subject modification) then they shall be revised to include them. The applicability and pre-requisites shall not be duplicated in the EC specification.

10.9 **Changes**. The EC specification shall be amended/superseded separately from the referenced modification drawings. If information from the drawings is not unnecessarily duplicated in the EC specification, and vice versa, then there is little need to change them both simultaneously.

10.10 **Government supplied materiel list**. If there is any government supplied materiel (GSM), then the EC specification shall include a table consolidating all government supplied material.

10.10.1 **List of GSM**. The list of GSM shall list the items the government will supply to the RF excluding the materiel appearing in the tool list and excluding the ship and the equipment integral to it.

10.10.2 **GSM list fields**. The entry for each item shall include the NATO stock number (NSN), total quantity supplied, the unit of measure, the nomenclature and the controlled goods status. The table shall be listed in order of NSN (i.e. an item number is not required). A remarks column may be used for additional comments such as a warning that an item is oversized for road shipping. An item number column field shall not be included.

10.10.3 **GSM consolidation**. The list is consolidated in that there shall only be a single entry for any NSN that appears in the list, even if different drawings in the modification drawing package use different part numbers to identify items with a shared NSN.

10.10.4 **GSM quantities**. The total quantity supplied shall also be consolidated in that it represents the total of all quantities called for by all the modification drawings in the EC drawing package. Any crop and scrap rates used to consolidate materials such as plate, shall be explained in footnotes in the table.

10.10.5 **GSM drawing cross reference.** In order to provide the RF with the necessary link to the modification drawings and to make it possible to verify the list, each entry shall also include the drawing number and drawing item/find number of each instance the materiel appears in the modification drawings. All the instances shall be listed under the single NSN entry.

10.11 **Contractor supplied material list**. If there is any material supplied by contractors other than the RF, then the EC specification shall include a table consolidating the material supplied by each of the other contractors. If there are multiple other contractors, then there shall be a separate table for each.

10.11.1 **List of contractor supplied material**. The list of contractor supplied material (CSM) shall list the items that a specific contractor will supply to the RF excluding any items appearing in the tool list. The items supplied by the RF shall not appear in a list in the EC specification because these items are already listed in the drawing parts lists and there is no value in duplicating them. This will also avoid nugatory work when changes are made to the drawing parts lists after the EC spec has been distributed.

10.11.2 **CSM list fields**. The entry for each item shall include the part number, total quantity supplied, the unit of measure, the nomenclature and the controlled goods status. The entries shall appear in order of part number (i.e. an item number is not required). A remarks column may be used for additional comments such as a warning that an item requires a large capacity crane for unloading.

10.11.3 **CSM consolidation**. The list is consolidated in that there shall only be a single entry for any part number that appears in each list. The total quantity supplied shall also be consolidated in that it represents the total of all quantities called for by the various modification drawings in the drawing package referenced by the EC. Any crop and scrap rates used to consolidate materials that are not measured in units of "each" (e.g. floor coverings), shall be explained in footnotes in the table.

10.11.4 **CSM drawing cross reference**. In order to provide the RF with the necessary link to the modification drawings, each entry shall also include the drawing number and drawing item/find number of each instance the material appears in the modification drawings (or alternatively a reference to the assembly number of the parts that the item is used in if those assemblies are defined on the drawings). All the instances shall be listed under the single part number.

10.11.5 **CSM identification**. For each CSM table the name and address of the relevant contractor shall be included.

10.12 **Special tools list**. If any equipment will be loaned to the RF to support the implementation of the modification then the specification shall include a table consolidating them.

10.12.1 **List of special tools**. The list shall include any equipment that is loaned to the implementing agency to aid in the implementation of the modification e.g. lifting devices and test equipment. The specification shall include an explanation that the items listed do not become part of the ship and are to be returned to their owner upon completion of the implementation.

10.12.2 **Tool list fields**. The entry for each item shall include the NSN if any, the nomenclature, the part or identification number (PIN), the quantity and the controlled goods status. The table shall be organized by NSN firstly and then by PIN (i.e. item numbers are not required).

10.12.3 **Tool list reference**. Each item appearing in the list shall appear in a requirement somewhere in the specification. The requirement shall include the NSN/PIN and explain how the RF is to utilize the tool. The requirement shall clearly indicate if the use of the tool is required or optional. The requirement shall reference the operating instructions if they are also being provided.

10.13 **Returned materiel**. If there are any items that are to be removed and returned to the Canadian Forces stock system, then the EC specification shall include a table dedicated to listing them. Only removed items that are identifiable by their NSN shall appear in this list. All other removed material shall have its disposition covered by a disposal requirement in the specification e.g. ”Any removed material not listed for return to the Canadian Forces stock system shall become the property of the RF. Paint and grit blast residue shall be disposed of in accordance with municipal, provincial and federal regulations.”

10.13.1 **List of items to return**. This list shall include items, if any, which are to be removed and returned to the Canadian Forces stock system by the RF. Items scrapped by the RF shall not be listed.

10.13.2 **Return list fields**. The entry for each item shall include the NSN, quantity returned, the nomenclature and the controlled goods status. The table entries shall be organized by NSN so an item field shall not be included. A remarks field may be used for additional comments such as exceptional packaging/handling requirements or a reference to technical publication providing removal guidance. Bulk materiel cannot be returned so a unit of measure column shall not be included.

10.13.3 **Disconnect point specification**. The identification number of the disconnect point specification shall be included in the remarks field for each item that has one. The publication name shall be included with the document’s corresponding entry in section 2 of the EC specification (i.e. the Applicable Documents section).

10.13.4 **Return list drawing cross reference**. In order to provide the RF with the necessary link to the modification drawings, each entry shall also include the drawing number and drawing

item/find number of each instance the removed item appears in the modification drawings. All the instances shall be listed under the single NSN entry.

10.14 **Hazardous material list**. If there are any hazardous materials added, removed, relocated or likely to be disturbed during the implementation of the modification, then the EC specification shall include a table listing them.

10.14.1 **List of hazardous material**. This list shall include any hazardous material that the RF may be exposed to while implementing the modification. This list shall include any hazardous operating fluids that are drained, are installed or that may leak. This list shall include any hazardous coatings/claddings that are subject to being disturbed. This list may include items that appear in other list e.g. in the GSM list.

10.14.2 **Hazardous material list fields**. The entry for each item shall include the NSN/PIN, the nomenclature, a concise explanation of why the item is hazardous (e.g. contains a radioactive material) the installed location on the ship and an estimated amount. For coatings/claddings the amount shall be an estimate of how much is likely to be disturbed during the implementation; thus communicating to the RF the scale of mitigation/disposal.

10.15 **Publications**. If there are technical publications that can provide removal/relocation guidance to the RF, they shall be referenced by the EC specification.

10.16 **Removal route**. The removal route information shall be referenced for any item in the GSM, CSM or returned materiel lists that have an established removal route. Reference to the drawing/publication shall be placed in the remarks field.

10.17 **NSN**. Any NSN provided on a drawing is only auxiliary information (i.e. is duplicate information that may no longer be correct). The contractor preparing the EC specification is responsible for ensuring that any NSN derived from a drawing, is the correct catalogue number for the item specified by the drawing.

10.18 **Tests and inspections**. Any desired tests/inspections not already included in the modification drawings shall be included explicitly or by reference in Section 4 of the EC specification (i.e. in the Quality Assurance Provision/Testing section). It is not necessary for the EC specification to reiterate the tests/inspections in the modification drawings. The EC specification shall require the RF to incorporate tests/inspections associated with modification implementation into the integrated test plan for the work period. Tests/inspections may be duplicated within the various EC specifications scheduled during a work period and it is the responsibility of the RF to decide how and when to perform them.

10.19 **Witnessing**. Section 4 shall explain which of the tests/inspections, including those specified in the modification drawings, that the customer’s quality representatives will witness.

The EC specification shall clearly indicate which are non-mandatory (i.e. the witness shall be invited but the test may proceed if they do not attend) and which are mandatory (i.e. the test cannot proceed without the witness).

10.20 **Outside inspectors**. If there are test/inspections that must be performed by representatives from organizations other than the RF (e.g. a manufacturer's field representative) then Section 4 shall explain that the RF is responsible for scheduling the inspection and co-ordinating the participants.

10.21 **Delivery preparations**. Section 5 of the EC specification (i.e. the Preparations for Delivery section) shall include requirements related to completion of the modification.

10.21.1 **Certificate of compliance**. The EC specification shall include a certificate of compliance (COC) form and a requirement, in Section 5, for the RF to fill it out after their quality representative has verified completion of the implementation.

10.21.2 **COC**. The certificate shall be identical to the certificate in C-03-005-012/AM-001 Naval Materiel Management System Manual. The EC specification shall explain that a digital version of the certificate is available from the technical authority.

10.21.3 **Preparation instruction**. Instructions for preparing the COC shall be referenced or provided in the EC specification. E.g. "Upon completion of the modification implementation work, the quality representative of the RF shall verify the completion, produce a certificate of compliance and deliver it to the QAR. The certificate shall list all the modification drawings used to implement the modification; including revision levels and associated engineering orders. The certificate shall also list all approved exceptions (e.g. deviations, waivers or unfinished tasks) from the requirements of the modification drawings. Exceptions to the requirements of the EC specification shall not be listed."

10.22 **Notes**. Section 6 of the EC specification (i.e. the Notes section) shall include information, if any, that may be useful to the RF but that is not a requirement.

10.22.1 **Docking**. The EC specification shall state in Section 6 whether or not the ship needs to be in dry-dock for the modification to be implemented. A justification shall be included if the ship needs to be in dry-dock.

10.22.2 **In-scope differences**. Any known ship specific discrepancies from pre-implementation surveys or previous physical configuration audits shall be noted in Section 6. Only discrepancies within the existing scope of modification implementation shall be included e.g. a clock that is to be removed is located on a different bulkhead than described in the modification drawings. Lengthy lists of discrepancies may be referenced in an appendix.

10.22.3 **Out-of-scope differences**. Separate maintenance and repair specifications may be written to resolve known discrepancies that are outside of the scope of the modification implementation (e.g. discrepancies found by a pre-implementation survey). These will have to be implemented prior to or simultaneous with the EC specification but the EC specification shall not include any reference to these maintenance and repair specifications.

10.22.4 **Interference items**. Usually it will be up to the RF to determine interference items that need to be temporarily removed but information on known interference items may be provided on the EC specification. This may include part numbers, publications with removal instructions, mass, reference designations, locations, special tools and consumable materials.

10.23 **Media Variants**. All digital EC specification files shall be readable by computers with a Windows operating system. Computer disks containing EC specifications shall be CD-ROM (700 MB capacity or less) or DVD (single sided single layer) format.

10.23.1 **PDF Files**. Portable document format files of EC specifications shall be Adobe Acrobat XI compatible. File names shall start with the document identification number.

10.25.2 **Prints**. For EC specifications printed from a digital file (i.e. hardcopy) the paper shall be 215 x 280 millimeter coated bond with a minimum weight of 105 grams per square meter.

DID SE-004 (*Draft. Final version will be provided after contract award*)

1 TITLE

Installation Guidance Package (IGP)

2 IDENTIFICATION NUMBER

SE-004

3 DESCRIPTION / PURPOSE

3.1 Description

The Installation Guidance Package (IGP) provides installation design guidance to the DAg on a proposed engineering change to the form, fit and function of the *Halifax*-class frigates and shore installations. It can be an addition, a modification, or a removal, and can be permanent or temporary.

3.2 Purpose

The Contractor uses the information from Canada provided in the IGP as the basis for design requirements for the development of an Engineering Change Installation Design (ECID), Impact Analysis (IA) and Margin Management System (MMS) Report part 2 to the existing functional and/or physical baseline configurations of the *Halifax*-class frigates.

Canada uses the IGP to:

a. assess the risk of the proposed engineering change to the design intent; and
b. provide to the DAg, OEM design information for the proposed engineering change.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM/MSC 7

6 GIDEP APPLICABLE

N/A

7 APPLICATION / INTERRELATIONSHIP

7.1 This DID relates to:

a. PWS Section 5.6.2.3;
b. DID SE-002 Engineering Change Proposal;
c. C-03-005-012/AM-001 Naval Materiel Management System (NaMMS) Manual;
d. MEMDI 01 Tech EC Processes Process and Procedures for DGMEM EC Part 1and EC Part 2;
e. MIL-STD 901x Shock Test Standard;
f. MIL-STD-167 Vibration Analysis; and,
g. DRMIS.

8 ORIGINATOR

DGMEPM/MSC

9 APPLICABLE FORMS

10 PREPARATION INSTRUCTIONS

10.1 Format

10.1.1 The product level IGP must be prepared in the Canada's format. The format of the first submission must meet the requirements as stated by the DAg, and once level of detail is approved, must become the standard.

10.2 Content

10.2.1 The IGP must contain the following information and guidance:

a. General Description:
   1. Drawing Title, number and revision to match the Drawing List;
   2. Unit description and nomenclature identified on the Drawing;
   3. Drawing reproducible;
   4. Drawing legible;
   5. Drawing signed off by the appropriate authority;
   6. Drawing received in original electronic format (PDF acceptable); and,
   7. 3D models (if available) in any format.

b. Physical Size:
   1. Equipment size completely described (height, width, depth);
   2. Dimensional tolerance specified;
   3. All moving part clearances and installation or maintenance access areas defined and labelled;
   4. If equipment shock mounted, are excursion clearances defined;
   5. Sway brace mounting points defined;
   6. Cable clearance defined;
   7. Weight stated, if liquid cooled, wet-weight is required;
   8. Centre of gravity dimensionally located;
   9. Mounting bolt pattern or templates, etc., identified and dimensioned;
   10. Mounting hole size defined;
   11. Mounting hardware defined (fastener/washer quantity, size and type);
   12. Non-standard mounting hardware torque values defined (dry and lubricated);
   13. Mounting restrictions such as orientation or location, based on shock qualification are stated. If restrictions do not exist, then "unrestricted mounting" should be stated;
   14. Coolant connections dimensionally located;
   15. Cooling air exhaust and intake defined and dimensionally located and clearance required for air inlet/exhausted stated;
   16. Dry/air/gas connection defined (marked with "inlet" or "purge point") and dimensionally located;
   17. Cable connections dimensionally located;
   18. Waveguide connections defined (lange type and marked with "port#" or "RF output") and dimensionally located;
   19. Dimensionally locate and size unit ground studs if required; and,
   20. Lifting aids dimensionally located. Eyebolt ID/OD defined.

c. Foundation:
    1. Mounting surface requirements defined (flatness, orientation, etc);
    2. Resilient mounting indicated;
    3. Interfacing materials defined (for galvanic corrosion avoidance);
    4. Mounting plate thickness;
    5. Critical alignment requirements;
    6. Bonding and grounding requirements clearly stated; and,
    7. Are special installation notes required (bonding, grounding, spacers, etc.)
d. Topside:
    1. Centre of wind resistance located;
    2. Drag & lift @ rated max environmental wind load;
    3. System characteristics ie., rotating and non-rotating antenna, forcing frequencies, feedback control system characteristics, etc.;
    4. All available rotating antenna/radome vibration test data;
    5. Antenna/radome finite Element Model, or the following – antenna/radome basic geometry, weight and centre of gravity, rotary moments of inertia, material properties, system stiffness matrix;
    6. Are service platforms for access and maintenance defined if required;
    7. Maximum allowable loads (including accelerations) stated, environmental requirements defined; and,
    8. Topside installation notes stated.
e. Power:
    1. Power requirements (type, operating voltage, peak current including fully drained UPS if applicable, nominal current, frequency, phase and source) defined;
    2. Power factor (leading or lagging) for steady state operation;
    3. Grounding requirements (single point, wire guage)
    4. External motor power and load factor stated if applicable;
    5. Make and type of electric motor (AC induction, AC synchronous, DC shunt, DC series, etc.);
    6. Electrical connection diagram; and,
    7. External motor efficiency (%) stated if applicable.
f. Heat Dissipation
    1. Cooling requirements stated (CFM, GPm, inlet temp, quality, flow pressure, max pressure drop);
    2. Coolant connections located, identified (type, flow direction);
    3. Flow rate cooling requirements per MIL-W-21965;
    4. Water cooled equipment requirements: flow, inlet temperature, flow pressure, and maximum pressure drop; and,
    5. Heat dissipation to coolant and to room stated for steady state condition.
g. Electrical Interfaces:
    1. Cable connections identified (marking, jack #);
    2. Cable connections defined (part number identified);
    3. Connector pinning information;
    4. Interface type (ie., RS-232, NTDS, etc.) and function name;
    5. If redundant interfaces, indicate Norm and Alt;
    6. Waveguide connections identified;

7. Sufficient cable clearance identified; and,
8. For non-standard interfaces, cable length constraints or max allowable loss value is given.

h. Environmental:
1. Shock grade and class per MIL-S-901 and D-03-003-007/SF-000;
2. Vibration requirements per MIL-STD-167-1;
3. Operating and non-operating temperature ranges;
4. Relative humidity MIL-STD-810; and,
5. Power tolerances per STANAG 1008.

j. Other:

1. Special Human factors access requirements defined (sight gauge, handles, switches, etc.);
2. Special installation tools or special test equipment identified if required;
3. Special stowage requirements listed if required, ie. SWE headsets, SWE test cables, SWE hoses, etc.;
4. Control, Monitoring & Instrumentation Requirements;
5. Can unit be mounted in exposed weather, if so, installation guidance provided;
6. EMI Characteristics;
7. Dry air/gas requirements defined (pressure, quantity, quality, etc. for normal operation and initial operation/post maintenance);
8. Special waterproofing requirements stated;
9. Other non-standard installation practices stated if required; and,
10. Any other installation related factors that should be considered.

1 TITLE

Materiel Management Plan (MMP)

2 IDENTIFICATION NUMBER

MM-001

3 DESCRIPTION / PURPOSE

3.1 Description

The MMP describes the processes, procedures and controls used by the Contractor to deliver the Materiel Management requirements for the HCCS EG.

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.

3.2 Purpose

Canada uses the MMP to:

a. gain assurance and assess the risk that the Contractor will meet the Materiel Management requirements for the HCCS EG;

b. confirm and coordinate Canada's interfaces with the Contractor's Materiel Management Support organisation; and

c. to provide a baseline for monitoring and assessing the Contractor's performance in conducting Materiel Management.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM

6 GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

8 ORIGINATOR

DGMEPM

9 APPLICABLE FORMS

10 PREPARATION INSTRUCTIONS

10.1 Format

The Materiel Management Plan must be prepared in the Contractor's format. The format will be subject to approval by Canada.

10.2 Content

The MMP must describe the following:

a. the processes, procedures and controls used by the Contractor to deliver the Materiel Management requirements for the HCCS EG in accordance with A-LM-184-001/JS-001;

b. the responsibilities, interrelationships and lines of authority between all parties involved in the Contractor's Materiel Management Support activities in accordance with the Communications Plan;

c. how Materiel Management Support activities and outcomes are recorded and reported;

d. the arrangements (where applicable) for liaison and interfacing with DND Supply staff in accordance with the Communications Plan;

e. the details of how Materiel Management actions will be reported via DRMIS;

f. how warranty items will be managed and tracked;

g. the approach to procurement lead time management;

h. describe the expected service levels; and

i. describe the approach to establish, manage and maintain a supply chain network including subcontractors and OEMs.

DID MM-002

1 TITLE

Long Lead Items (LLI) List

2 IDENTIFICATION NUMBER

MM-002

3 DESCRIPTION / PURPOSE

3.1 Description

The Long Lead Items List identifies items requiring more than one year to acquire.

The Long Lead Items List enables Canada to assess the risk of impacts to the HCCS EG DI caused by long lead items.

3.2 Purpose

Canada will use the LLI List to:

a. ensure the Contractor manages Long Lead Items effectively; and

b. assess the risk of the LLI impacting the HCCS EG DI.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM

6 GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

8 ORIGINATOR

DGMEPM

9 APPLICABLE FORMS

10 PREPARATION INSTRUCTIONS

10.1 Format

The Long Lead Item List must be prepared in the Contractor's format. The format will be subject to approval by Canada.

10.2 Content

The Long Lead Item List must describe the following:

a. item Name;

b. NATO Stock Number;

c. reference (Manufacturer's Part) Number;

d. total Quantity Required;

e. serviceable Stock On Hand;

f. number Short;
g. lead time to acquire item; and
h. the Contractor’s recommended stocking and procurement strategy and associated costs.

DID MM-003

1 TITLE

HCCS EG Repair and Overhaul (R&O) Plan

2 IDENTIFICATION NUMBER

MM-003

3 DESCRIPTION / PURPOSE

3.1 Description

The R&O plan describes the processes, procedures and controls used by the Contractor to deliver R&O services for the HCCS EG.

The R&O plan enables Canada to assess the risk of the Contractor's R&O services impacting the HCCS EG DI.

3.2 Purpose

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.

Canada uses the R&O Plan to provide a baseline for monitoring and assessing the Contractor's performance in conducting R&O.

4 APPROVAL DATE

5 OFFICE OF PRIMARY INTEREST

DGMEPM

6 GIDEP APPLICABLE

7 APPLICATION / INTERRELATIONSHIP

8 ORIGINATOR

DGMEPM

9 APPLICABLE FORMS

10 PREPARATION INSTRUCTIONS

10.1 Format

The R&O Plan must be prepared in the Contractor's format. The format will be subject to approval by Canada.

10.2 Content

This R&O Plan must describe the following:

a. the processes, procedures and controls used by the Contractor to deliver R&O services for the HCCS EG;

b. the location of each repair and overhaul facility for each of the HCCS EG systems;

c. the approach to free-flow repairs; and

d. the approach to overhauls for all of the HCCS EG systems.