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SOLICITATION AMENDMENT MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

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Québec
K1A 0S5

Title - Sujet HIGH-ANGLE SEARCH EQUIPEMENT	
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Clarification Request #1 for W8476-196050 HASE-COM

1-Clarification Request:

Ref: Annex A1.0, para A1.2.17 Handheld Ascender System

A1.2.17.1.4 - Each rope clamp must hold a load of no less than 300 kg.

A1.2.17.1.6.3 - Have two (2) foot loops that: Support a load of no less than 300 kg.

For the Handheld Ascender System, there are weight requirements of 300kg for the rope clamps (A1.2.17.1.4) and foot loops (A1.2.17.1.6.3). Ascender systems are normally designed to assist an individual in ascending a rope and as such ascension devices are designed to accommodate the weight of a single person and certified under EN 567 and UIAA.

Would it be possible to adjust the weight requirements to 120kg to accommodate available products?

1-Response

Agreed, Canada will adjust the weight requirement to 120kg.

2-Clarification Request:

Ref: Annex A1.0, para A1.2.16 Assisted Braking Belay Device (GriGri)

A1.2.16.1.1 - Accept and operate with the 11mm Multi-use Rescue/Rappel Static Rope.

For the Assisted Braking Belay Device (GriGri), there is a requirement for the device to work with static rope (A1.2.16.1.1). The requested device is designed specifically to work with dynamic ropes and as such is untested and may be unsafe if used with any other type of rope. Would it be possible to remove this requirement from the specifications?

A1.2.16.1.3 - Brake using friction only (not with rope damaging mechanism like teeth), and hold a load of no less than 300kg.

For the Assisted Braking Belay Device (GriGri), there is a requirement for the device to hold a load of no less than 300kg (A1.2.16.1.3). GriGri devices are not designed to hold weights above 100kg. The GriGri is certified to the EN 15151-1 and UIAA 2012 type 8 standards. The manufacturer recommends using other descent devices at weights above 100kg. Would it be possible to adjust the weight requirement to 100kg or adjust the requirement to one of the aforementioned standards?

2-Response

Canada will adjust the requirement as per the following:

(Change) Annex A1.0, para A1.2.16 Self-braking Descender (ID S)

(Removal) Annex A1.0, para. A1.2.16.1.2 Accept and operate with the 10mm Climbing Dynamic Rope.

(Change) Annex A1.0, para. A1.2.16.1.3 Brake using friction only (not with rope damaging mechanism like teeth), and hold a load of no less than 200kg.

3-Clarification Request:

Ref: Annex A2.0, para A2.1.1.1.6 One (1) Hard Transport Container for the above components.

For the COM, there are requirements that the six supplied cables must be stored on reels (A2.2.4.1.2 & A2.2.5.1.2) as well as a requirement that all contents in the COM must fit inside a single hard transport case, cables included (A2.1.1.1.6).

For required cable reels, is the expectation for the reels to have a rotary winding mechanism or for them to be hand wound on a simple drum? In either case, the reel/drum will need to be oversized to accommodate quickly wound cable which will need to be reflected in the size of the hard transport container.

3-Response

Canada has not stipulated the method for winding the cable onto the cable reel, but understands the size of the Hard Transport Container may increase with the addition of the cable reels.

4-Clarification Request:

Ref: Annex A2.0, para. A2.2.1.1.4 Have independent volume control for each of the six (6) Headsets.

Typical confined-space communications systems have three (3) connection points with independent volume controls. Additional connection points can be created through the use of splitters, however these additional users rely on shared volume controls. To achieve independent volume control for six users, it may require two separate communication systems to be connected together. This solution is considerably more expensive than the use of splitters.

Please confirm your preference for independent or shared volume controls for each headset.

4-Response

Canada will adjust the requirement as per the following:

Annex A2.0, para. A2.2.1.1.4 Have volume control for each of the six (6) Headsets.

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W8476-196050/B
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030qf W8476-196050

Buyer ID - Id de l'acheteur
030qf
CCC No./N CCC - FMS No./N VME

ANNEX A

STATEMENT OF WORK

HIGH-ANGLE SEARCH EQUIPMENT & CONFINED-SPACE COMMUNICATION

This documents consists of this page plus eighty (80) additional pages

STATEMENT OF WORK
FOR THE
HIGH-ANGLE SEARCH EQUIPMENT & CONFINED-SPACE
COMMUNICATION



NOTICE

This documentation has been reviewed by the technical authority and does not contain controlled goods. Disclosure notices and handling instructions originally received with the document shall continue to apply.

AVIS

Cette documentation a été révisée par l'autorité technique et ne contient pas de marchandises contrôlées. Les avis de divulgation et les instructions de manutention reçues originalement doivent continuer de s'appliquer.

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1.0 SCOPE

1.1 Purpose

- 1.1.1 The purpose of this Statement of Work (SOW) is to define the work requirements for the High-Angle Search Equipment & Confined-Space Communication (HASE-COM), which will be used by the Canadian Armed Forces (CAF) combat engineer sections in the role of advanced search teams.

1.2 Background

- 1.2.1 Both intermediate and advanced search teams will be deployed in support of Battle Groups during overseas and domestic missions. The role of the intermediate search teams will be filled by the combat engineer sections that will operate with the maneuver elements of the Battle Group. Advanced teams will be deployed on deliberate search operations or called forward as a result of discoveries made by intermediate search teams involving too high a risk for an intermediate team.

1.3 Intended Use

- 1.3.1 The intended use of the HASE-COM is to provide a suite of high-angle search equipment and a wired communication system providing the user a capability to safely access and search structures and high-angle surfaces, and communicate when in confined spaces.

1.4 Acronyms and Abbreviations

CAF	Canadian Armed Forces
CD	Compact Disk
CDRL	Contract Data Requirements List
CFSME	Canadian Forces School of Military Engineering
CFTO	Canadian Forces Technical Order
CNCGL	Controlled & Non-Controlled Goods List
COM	Confined-Space Communication System
DID	Data Item Description
DMC	Demilitarization Code
DND	Department of National Defence
ECL	Export Control List
EHS	Environmental Health and Safety
HASE	High-Angle Search Equipment
HASE-COM	High-Angle Search Equipment and Confined-Space Communication
IAW	In Accordance With
ILS	Integrated Logistics Support
ILSM	Integrated Logistics Support Manager
IP	Intellectual Property

IPC	Initial Provisioning Conference
ITAR	International Traffic in Arms Regulations
LIS	List of Items to be Supported
MBS	Minimum Breaking Strength
NATO	North Atlantic Treaty Organization
NCAGE	NATO Commercial and Government Entity
NDID	National Defence Index of Documentation
NSN	NATO Stock Number
OEM	Original Equipment Manufacturer
OQRC	Operator Quick Reference Card
PA	Procurement Authority
PPB	Provisioning Parts Breakdown
PSPC	Public Services and Procurement Canada
SDS	Safety Data Sheet
SOW	Statement of Work
SPTD	Supplementary Provisioning Technical Documentation
STTE	Special Tools and Test Equipment
TA	Technical Authority
TLAD	Top Level Assembly Drawing
UIAA	International Climbing and Mountaineering Federation
USML	United States Munitions List

2.0 APPLICABLE DOCUMENTS

2.1 References

- 2.1.1 Whereas mentioned, the following Standards must be used for the preparation of deliverables to the extent specified in this SOW:

GOVERNMENT FURNISHED INFORMATION

<u>REFERENCE NUMBER</u>	<u>PROMULGATION DATE</u>	<u>REFERENCE TITLE</u>
C-01-100-100/AG-008	2017-11-02	WRITER'S GUIDE FOR TECHNICAL DOCUMENTATION
C-02-007-000/AG-001	2016-01-01	CONTROLLED TECHNOLOGY ACCES AND TRANSFER (CTAT) MANUAL
D-01-100-204/SF-000	2000-10-31	SPECIFICATION - PREPARATION OF PREVENTIVE MAINTENANCE INSTRUCTIONS
D-01-100-205/SF-000	2000-10-31	SPECIFICATION - PREPARATION OF CORRECTIVE MAINTENANCE INSTRUCTION
D-01-100-214/SF-000	2002-05-01	SPECIFICATION FOR PREPARATION OF PROVISIONING DOCUMENTATION FOR CANADIAN FORCES EQUIPMENT
D-01-400-001/SG-000	2018-01-31	STANDARD - ENGINEERING DRAWING PRACTICES FOR CLASS 1 DRAWINGS AND TECHNICAL DATA LIST
D-01-400-002/SF-000	2018-02-23	SPECIFICATION LEVELS OF ENGINEERING DRAWINGS
D-02-002-001/SG-001	2003-04-01	STANDARD – IDENTIFICATION MARKING OF CANADIAN MILITARY PROPERTY
D-LM-008-001/SF-001	1983-02-03	METHODS OF PACKAGING
D-LM-008-002/SF-001	1991-08-01	SPECIFICATION FOR MARKING FOR STORAGE AND SHIPMENT
D-LM-008-011/SF-001	1988-11-10	PREPARATION AND USE OF PACKAGING REQUIREMENTS CODES

COMMERCIALLY AVAILABLE

<u>REFERENCE NUMBER</u>	<u>PROMULGATION DATE</u>	<u>REFERENCE TITLE</u>
NEMA IEC 60529	N/A	DEGREES OF PROTECTION PROVIDED BY ENCLOSURES - IP CODE
R.S.C., 1985, C. H-3	1985	HAZARDOUS PRODUCTS ACT
SOR/99-7	1998	OZONE-DEPLETING SUBSTANCES REGULATIONS, 1998

2.2 Order of Precedence

- 2.2.1 In the event of conflict between the content in this SOW and the referenced documents, the content of this SOW will take precedence.

3.0 PROJECT MANAGEMENT

3.1 Project Management Program

- 3.1.1 The Contractor must designate a Project Manager with the responsibilities to coordinate, execute, and manage the Contractor's project management activities for the Contract. The Contractor's Project Manager must have the total responsibility for all works required under the Contract.
- 3.1.2 The Contractor's Project Manager must be the primary point of contact between the Contractor, the Department of National Defence (DND) Technical Authority (TA), and the Public Services and Procurement Canada (PSPC) Contracting Authority for all issues related to the Contract.

3.2 Project Meetings

3.2.1 Meeting Organization and Coordination

- 3.2.1.1 The Contractor's Project Manager must be present at the Kick-off Meeting, and at other meetings when requested by Canada. If the Project Manager does not have final approval authority for decision making and changes, then the person that has that final approval authority must also be present.

3.2.2 Kick-off Meeting

- 3.2.2.1 The Contractor must hold and chair a Kick-off Meeting (at the Contractor's facility) no later than 21 calendar days after contract award to review and secure a common understanding of the requirements expressed in the following:

- 3.2.2.1.1 The Contract;
- 3.2.2.1.2 The SOW;
- 3.2.2.1.3 General overview of the project, risks, schedule and communication channels to follow, and
- 3.2.2.1.4 Other contractual and programmatic issues associated with the project as agreed between the TA, CA and the Contractor.

- 3.2.2.2 During the Kick-off Meeting, the Contractor must provide a Top Level Assembly Drawing (TLAD) in accordance with (IAW) the Contract Data Requirement List (CDRL) HASE-COM-ILS-201 at Appendix A3.5 (page 37) and its associated Data Item Delivery (DID) HASE-COM-ILS-201 at Appendix A4.5 (page 54) to this ANNEX A.

- 3.2.2.3 Refer to Meeting Documentation requirements found at ANNEX A para. 3.2.5.

3.2.3 Integrated Logistics Support (ILS) Meeting

- 3.2.3.1 The Contractor must hold and chair an ILS Meeting following the closure of the Kick-Off Meeting (see 3.2.2), in order to review and secure a common understanding of the requirements expressed in the ILS CDRLs and DIDs, DND Canadian Forces Technical Orders (CFTO)s and specifications;

3.2.3.2 Refer to Meeting Documentation requirements found at ANNEX A para. 3.2.5.

3.2.4 Other meetings

3.2.4.1 The Contractor and the TA may schedule informal reviews, such as teleconferences, video conferences, briefings and technical interchange meetings, as required to help achieve the requirements of the Contract.

3.2.5 Meeting Documentation

3.2.5.1 The Contractor must prepare and deliver a meeting agenda for all formal meetings and conferences, and prepare and deliver the meeting minutes afterwards.

3.2.5.1.1 The Contractor must provide the Meeting Agenda(s) IAW CDRL HASE-COM-PM-001 at Appendix A3.3 (page 35) to ANNEX A and its associated DID HASE-COM-PM-001 at Appendix A4.3 (page 51) to ANNEX A.

3.2.5.1.2 The Contractor must record, prepare, and provide the Meeting Minutes of each meeting IAW CDRL HASE-COM-PM-002 at Appendix A3.4 (page 36) to ANNEX A and its associated DID HASE-COM-PM-002 at Appendix A4.4 (page 53) to ANNEX A.

3.2.5.2 No change in the interpretation of the SOW, Performance Specification, cost, and schedule, as defined in the Contract, may be authorized by the minutes of a meeting. Such action will require formal contract amendment by the CA.

4.0 INTEGRATED LOGISTICS SUPPORT (ILS)

4.1 Maintenance Concept

- 4.1.1 The HASE-COM will be maintainable by CAF operators and technicians in a field environment as prescribed for each item of equipment:
 - 4.1.1.1 **Operator Maintenance** – consisting of maintenance that will not require Special Tools and Test Equipment (STTE) to complete, as well as equipment cleaning. Task duration generally less than one (1) hour.
 - 4.1.1.2 **Technician Maintenance** – consisting of preventive and minor corrective maintenance tasks by repair or replacement of parts, and could require STTE to complete this maintenance. Task duration generally less than four (4) hours.
- 4.1.2 The more in-depth maintenance tasks, consisting of corrective maintenance tasks, reconditioning of assemblies and component rebuilds, will be done through the Support Contract.

4.2 Instruments, Decals, Data Plates and Warnings

- 4.2.1 The Contractor must deliver all instruments, decals and data plates marked in metric units.
- 4.2.2 Where international symbols are not possible, the Contractor must provide bilingual markings in English and Canadian French, as per paragraph 4.3.5.
- 4.2.3 The Contractor must provide warning and precautionary data plates in both official languages of Canada (English and Canadian French) in order to protect personnel and equipment, as per paragraph 4.3.5.

4.3 Technical Publication Package

- 4.3.1 The Contractor must prepare and deliver the following Technical Publications:
 - 4.3.1.1 Operator Manual
 - 4.3.1.1.1 The Contractor must provide an Operator Manual IAW CDRL HASE-COM-ILS-202 at Appendix A3.6 (page 38) and its associated DID HASE-COM-ILS-202 at Appendix A4.6 (page 55) to this ANNEX A, for each of the following components:
 - 4.3.1.1.1.1 High-Angle Search Equipment (HASE)
 - 4.3.1.1.1.2 Confined-Space Communication System (COM)
 - 4.3.1.2 Operator Quick Reference Card
 - 4.3.1.2.1 The Contractor must provide an Operator Quick Reference Card IAW CDRL HASE-COM-ILS-203 at Appendix A3.7 (page 39) and its associated DID HASE-COM-ILS-203 at Appendix A4.7 (page 57) to ANNEX A, for each of the following components:
 - 4.3.1.2.1.1 High-Angle Search Equipment (HASE)

- 4.3.1.2.1.2 Confined-Space Communication System (COM)
- 4.3.1.3 Maintenance and Parts Handbook
 - 4.3.1.3.1 The Contractor must provide a Maintenance and Parts Handbook IAW CDRL HASE-COM-ILS-204 at Appendix A3.8 (page 40) and its associated DID HASE-COM-ILS-204 at Appendix A4.8 (page 59) to ANNEX A, for the following component:
 - 4.3.1.3.1.1 Confined-Space Communication System (COM)
 - 4.3.1.4 Operator Training Package
 - 4.3.1.4.1 The Contractor must provide an Operator Training Package IAW CDRL HASE-COM-ILS-205 at Appendix A3.9 (page 41) and its associated DID HASE-COM-ILS-205 at Appendix A4.9 (page 61) to ANNEX A.
- 4.3.2 Front Matter
 - 4.3.2.1 The Contractor must include the following in each Technical Publication (except in the Operator Quick Reference Card):
 - 4.3.2.1.1 A cover page (a template of which will be provided by the Integrated Logistics Support Manager (ILSM)) showing the date the publication was issued and the model/system designation;
 - 4.3.2.1.2 A List of Effective Pages;
 - 4.3.2.1.3 A Revision Control Table;
 - 4.3.2.1.4 A detailed Table of Contents and List of Figures & Tables; and
 - 4.3.2.1.5 An Acronyms and Abbreviations table
- 4.3.3 Supplementary Information
 - 4.3.3.1 The Contractor must provide supplementary information, in the portions of text that require it, with one or more of the following notices, in the order listed:
 - 4.3.3.1.1 **Danger.** The danger advisory will be used to draw attention to an extreme, violent and continuous hazard to life;
 - 4.3.3.1.2 **Warning.** The warning advisory will be used to emphasize an operating or maintenance procedure, practice, condition, statement, which if not strictly observed, could result in injury to or death of personnel;
 - 4.3.3.1.3 **Caution.** The caution advisory will be used to emphasize an operating or maintenance procedure, practice, condition, statement, which if not strictly observed, could result in maintenance, damage to or destruction of equipment, loss of mission effectiveness or long-term health hazards to personnel;
 - 4.3.3.1.4 **Note.** The note will be used to point out a procedure, event or practice that it is desirable to highlight; and,

4.3.3.1.5 **Example.** The example will be used when required to clarify the preceding text.

4.3.4 Copyright - Foreground and Background Information

4.3.4.1 The Contractor must incorporate the copyright symbol and one of the following notices into the Technical Publications, for all Foreground and Background information that is subject to copyright regardless of the form or medium upon which it is recorded:

4.3.4.1.1 Intellectual Property (IP) in Foreground that belongs to the Contractor: “© (insert year) (insert IP owner). This deliverable was delivered under Contract no. XXXX and contains Foreground Intellectual Property (IP). Her Majesty the Queen in Right of Canada has a royalty-free and perpetual license to the IP and is permitted to use, reproduce, modify, and translate, including authorizing contractors to reproduce, modify, and translate, in whole or in part the deliverable for all government purposes including competitive tendering. Refer to the contract terms for additional details as required.”

4.3.4.1.2 Intellectual Property (IP) in Background Information: “© (insert year) (insert IP owner). This deliverable was delivered under Contract no. XXXX and contains Background Intellectual Property (IP). Her Majesty the Queen in Right of Canada has a royalty-free and perpetual license to the Background IP for the purpose of exercising its rights in the Contract deliverables and Foreground Information. The license includes the rights to use, reproduce, modify, and translate this deliverable, and further includes the right to authorize others to use, reproduce, modify, and translate, in whole or in part the deliverable for all government purposes including competitive tendering. Refer to the contract terms for additional details as required.”

4.3.5 Official Language Requirements

4.3.5.1 The Contractor must deliver all Technical Publications in English and Canadian French.

4.3.5.2 The Contractor must have all Technical Publications translated by certified translators, such as members of an authorized provincial association of translators, to ensure the quality of translated text.

4.3.5.3 The Contractor must ensure all translations are consistent with approved DND terminology. Approved terminology sources, in order of priority, are as follows:

4.3.5.3.1 Canadian Oxford Dictionary Second Edition (for English);

4.3.5.3.2 Le Petit Robert Edition 2017 (for French); and

4.3.5.3.3 Termium, PSPC Translation Bureau Linguistic Data Bank (<http://www.termiumplus.gc.ca/>);

4.3.5.4 The Contractor must review and accept responsibility for the validity of all (both their own and all sub-Contractors) information found in the Technical Publications.

4.4 Provisioning Documentation

- 4.4.1 The Provisioning Documentation (PD) lists and describes in detail the parts that make up the HASE-COM as well as all specialized and specific items required to support the use and maintenance of the HASE-COM. The PD allows the HASE-COM's Integrated Logistics Support Manager (ILSM) to plan and implement a sparing and support strategy.
- 4.4.2 Included in the PD are all the procurable parts — either from the Contractor or a third-party — of the HASE-COM to the Lowest Replaceable Unit (LRU). Also considered procurable parts are the consumables required to operate and maintain the HASE-COM (chemicals, specific lubricants, etc.) and specialized equipment (special tools, training aids, transport containers, etc.) specific to the HASE-COM.
- 4.4.3 The Contractor must prepare and deliver the following Provisioning Documentation:
 - 4.4.3.1 Provisioning Parts Breakdown
 - 4.4.3.1.1 The Contractor must provide a Provisioning Parts Breakdown IAW CDRL HASE-COM-ILS-206 at Appendix A3.10 (page 42) and its associated DID HASE-COM-ILS-206 at Appendix A4.10 (page 63) to this ANNEX A.
 - 4.4.3.2 Supplementary Provisioning Technical Documentation
 - 4.4.3.2.1 The Contractor must provide Supplementary Provisioning Technical Documentation IAW CDRL HASE-COM-ILS-207 at Appendix A3.11 (page 43) and its associated DID HASE-COM-ILS-207 at Appendix A4.11 (page 66) to this ANNEX A.
 - 4.4.3.3 Special Tools and Test Equipment List
 - 4.4.3.3.1 The Contractor must provide a Special Tools and Test Equipment List IAW CDRL HASE-COM-ILS-208 at Appendix A3.12 (page 44) and its associated DID HASE-COM-ILS-208 at Appendix A4.12 (page 68) to this ANNEX A.

4.5 Initial Provisioning Conference

- 4.5.1 The Contractor must hold and chair an Initial Provisioning Conference (IPC). The IPC will occur after the Contractor has delivered Provisioning Documentation suitable for a successful IPC as determined by the DND ILS Manager.
- 4.5.2 The purpose of an IPC is to allow DND to verify that the Provisioning Documentation reflects the current and complete configuration of the equipment being procured by comparing it against the Maintenance and Parts Handbook and Supplementary Provisioning Technical Documentation. It is also used to select the range of spares required to support the system during an initial period of service of two (2) years. For this purpose, the Contractor must provide:
 - 4.5.2.1 A suitable conference facility;
 - 4.5.2.2 Engineering and product support assistance;
 - 4.5.2.3 The equipment for physical examination;

4.5.2.4 Engineering, reliability and maintainability data; and

4.5.2.5 Modification data, if applicable.

4.5.3 Refer to Meeting Documentation requirements found at ANNEX A para. 3.2.5.

4.6 Identification Plates

4.6.1 The Contractor must provide Identification Plates – Design Template & Populated Designs IAW CDRL HASE-COM-ILS-209 at Appendix A3.13 (page 45) and its associated DID HASE-COM-ILS-209 at Appendix A4.13 (page 70) to this ANNEX A.

4.6.2 The Contractor must attach Identification Plates to the following components for ease of tracking within the Canadian Forces Supply System:

4.6.2.1 Prime Equipment;

4.6.2.2 Spares;

4.6.2.3 STTE;

4.6.2.4 Training Equipment

4.6.2.5 Transportation, Shipping, Storage Containers that are not single-use;

4.6.2.6 Support Equipment (excluding common tools); and

4.6.2.7 Automatic Test Equipment.

4.7 Controlled & Non-Controlled Goods List

4.7.1 Contractor must provide the Controlled & Non-Controlled Goods List with the Demilitarization Code (DMC) IAW HASE-COM-ILS-210 at Appendix A3.14 (page 46) and its associated DID HASE-COM-ILS-210 at Appendix A4.14 (page 72) to this ANNEX A.

4.8 Identification Labels for Storage and Shipment and Packaging Codes

4.8.1 The Contractor must supply all parts and equipment, packaged and packed as per D-LM-008-001/SF-001 following:

4.8.1.1 Level B Limited Military Package;

4.8.1.2 Level B Limited Military Pack.

4.8.2 The Contractor must label all packaging, produced under 4.8.1 above, as per D-LM-008-002/SF-001, using D-LM-008-011/SF-001 to prepare the required codes for packaging and preservation.

4.8.3 The Contractor must provide Identification Labels for Storage and Shipment and Packaging Codes IAW CDRL HASE-COM-ILS-211 at Appendix A3.15 (page 47) to Annex A, and its associated DID HASE-COM-ILS-211 at Appendix A4.15 (page 74) to this ANNEX A.

4.9 List of Items to be Supported (for Support SOW)

- 4.9.1 The Contractor must provide a List of Items to be Supported IAW CDRL HASE-COM-ILS-212 at Appendix A3.16 (page 48) to Annex A, and its associated DID HASE-COM-ILS-212 at Appendix A4.16 (page 76) to this ANNEX A.

4.10 Training Session

- 4.10.1 The Contractor must provide Training Sessions after delivery of the first HASE-COM.
- 4.10.1.1 Scheduling of Training Sessions will be done after contract award, and jointly planned between the DND and the Contractor.
- 4.10.2 The Contractor must provide Training Sessions consisting of:
- 4.10.2.1 Operator Training Session (train-the-trainer type) for one (1) to 10 students per course, with a course length of two (2) days.
- 4.10.3 The Contractor must provide Training Sessions in English. The instructor(s) must be bilingual in order to understand and answer questions from students in both official languages; English and Canadian French.
- 4.10.4 The Contractor must provide Instructor(s) that are Subject Matter Experts on the HASE-COM equipment being provided.
- 4.10.5 The Contractor must use the approved and accepted **Operator Training Package** for the Training Session(s), and course lessons must follow the content found within the training package.
- 4.10.6 The Contractor must provide the course material listed within the **Operator Training Package** CDRL as being 'Issued to Students at Training Session(s)', and all course material and handouts must be provided in English and Canadian French.
- 4.10.7 The Contractor must use the HASE-COM(s) and additional training material identified in the **Operator Training Package Instructor Lesson Plan**, for the Training Session.
- 4.10.7.1 The Contractor must provide the additional training material that is listed in the **Operator Training Package Instructor Lesson Plan** as 'supplied by the Contractor'.
- 4.10.7.2 The Contractor must set-up the HASE-COM(s) and additional training material that is listed in the **Operator Training Package Instructor Lesson Plan** as 'supplied by the Contractor', for the Training Session.

4.11 Data Deliverable Format

- 4.11.1 Unless otherwise specified as a specific requirement, the Contractor must deliver all of the soft copies of data deliverables, in formats compatible with the office software currently in use by the DND as listed:
- 4.11.1.1 Microsoft (MS) Windows 7 Enterprise Operating System (OS), Service Pack 1;
- 4.11.1.2 MS Internet Explorer (IE) 9.0 with 256 Bit Encryption;

- 4.11.1.3 MS Office Professional Plus 2013 (Word, Excel, Access, PowerPoint and Outlook);
- 4.11.1.4 Adobe Acrobat X; and
- 4.11.1.5 WinZip 8.1 SR-1;

5.0 ENVIRONMENTAL HEALTH AND SAFETY

5.1 General

- 5.1.1 Environmental Health and Safety (EHS) consideration must be incorporated and documented into the decision making process for the Work performed under this Contract. EHS documentation must be maintained within the project file throughout the life of this Contract. The Contractor must provide for and allow DND inspection and monitoring of EHS documentation throughout the life of the contract.
- 5.1.2 Polychlorinated Biphenyls (PCBs), halocarbons (as identified within the Ozone-Depleting Substances Regulations, 1998), and asbestos must not be incorporated into the design, operation and maintenance of the equipment, and products used in equipment support activities.
- 5.1.3 The Contractor must identify and report all sources of mercury contained and used within the design, operation and maintenance of the equipment, and products used in equipment support activities.
- 5.1.4 The Department is committed to the Federal programs to reduce and eliminate emissions from toxic substances. Contractors must identify and submit justifications for the use of all regulated products and those containing substances identified within the Accelerated Reduction/Elimination of Toxics (ARET, <http://www.ec.gc.ca/nopp/aret/en/list.cfm>), National Pollutant Release Inventory (NPRI, http://www.ec.gc.ca/pdb/npri/npri_home_e.cfm) and List of Challenge Substances (http://www.chemicalsubstanceschimiques.gc.ca/challenge-defi/list_e.html), and also for products containing heavy metals (heavy metals are those identified within Schedule 1 of the Canadian Environmental Protection Act (CEPA)) to the technical authority for approval.
- 5.1.5 Canada Labour Code, Part II dictates that the least hazardous materials should be used at the workplace. Therefore, the Contractor is to strive to use the least hazardous product that meets the requisite performance requirements.
- 5.1.6 The Contractor must incorporate EHS warnings and instructions in direct relation of the EHS risks presented in the contents into documentation.

5.2 Environmental Management System

- 5.2.1 The Contractor must have a management system in place to control environmental, health and safety impacts resulting from their activities, products and services.
- 5.2.2 The Contractor must have a formalized set of procedures and control measures in place to achieve conformance with the requirements of this Work, while ensuring environmental, health and safety protection and pollution prevention.
- 5.2.3 The Contractor must also make reasonable effort to monitor that all subcontractors are in compliance with applicable environmental laws and regulations.

5.3 EHS Packaging Labels and SDS

- 5.3.1 The Contractor must label and ship goods falling within the Hazardous Products Act, R.S.C. 1985, c. H-3 and regulation(s) there under, in accordance with the said Act and regulation(s).

- 5.3.1.1 The Contractor must ship goods accompanied by the required Safety Data Sheet(s) (SDS), completed in both English and Canadian French.
- 5.3.1.2 The Contractor must clearly identify the contents of the hazardous material with labels, and the SDS must explain what those hazards are.

6.0 TECHNICAL REQUIREMENTS

6.1 Overview

6.1.1 The Contractor must comply with all specified requirements for each component of the HASE-COM, stated in:

6.1.1.1 A1.0 APPENDIX: HASE TECHNICAL SPECIFICATION

6.1.1.2 A2.0 APPENDIX: COM TECHNICAL SPECIFICATION

A1.0 APPENDIX: HASE TECHNICAL SPECIFICATION

A1.1 System Requirements

A1.1.1 General

A1.1.1.1 The High-Angle Search Equipment (HASE) must consist of the following components, and is further described in detail under the System Component Requirements section:

- A1.1.1.1.1 Four (4) Chest Harnesses;
- A1.1.1.1.2 Eight (8) Seat Harnesses (Four (4) of each size);
- A1.1.1.1.3 Two (2) Rolls of Multi-use Rescue/Rappel Static Rope (200m) ;
- A1.1.1.1.4 Two (2) Rolls of Climbing Dynamic Rope (200m);
- A1.1.1.1.5 Two (2) Edge Pad Rope Protectors;
- A1.1.1.1.6 One (1) Roll of Prusik Cord (200m);
- A1.1.1.1.7 One (1) Roll of Accessory Cord (200m);
- A1.1.1.1.8 Two (2) Rolls of Tubular Nylon Climbing Webbing (91m);
- A1.1.1.1.9 Five (5) Single Swivel Pulleys;
- A1.1.1.1.10 Two (2) Double Swivel Pulleys;
- A1.1.1.1.11 Two (2) Double Pulleys with Locking and Release Mechanism;
- A1.1.1.1.12 Two (2) Anchor Plates;
- A1.1.1.1.13 Thirty (30) Manual-Lock Pear Shape Carabiners;
- A1.1.1.1.14 Thirty (30) Wire Gate Carabiners;
- A1.1.1.1.15 Four (4) Belay/Rappel Devices;
- A1.1.1.1.16 Four (4) Self-braking Descender (ID S);
- A1.1.1.1.17 Two (2) Handheld Ascender Systems;
- A1.1.1.1.18 Two (2) Waist Tool Bags;
- A1.1.1.1.19 Two (2) Ankle Tool Bags;
- A1.1.1.1.20 One (1) Tripod and Winch System, and
- A1.1.1.1.21 One (1) Collapsible Search and Rescue Litter.

- A1.1.1.2 The HASE must include all tools required to setup and maintain the HASE in accordance with the **Operator Maintenance** Concept ANNEX A paragraph 4.1.1.1 (page 11).
- A1.1.1.3 The HASE must include (stored without needing to be folded or otherwise distorted from flat) the Technical Publication(s) listed within the CDRL(s) as being 'Issued with each HASE'Card.

A1.2 System Component Requirements

A1.2.1 Chest Harness

- A1.2.1.1 No Substitute Item
 - A1.2.1.1.1 Due to item being considered a life-saving item, certified by in-service training program, and needing to work with operational gear and clothing, no substitute will be allowed for this item. Instead a NATO Stock Number (NSN) is provided.
- A1.2.1.2 The Chest Harness must be the following:
 - A1.2.1.2.1 NSN 4240-14-564-1894
 - A1.2.1.2.1.1 NATO Commercial and Government Entity (NCAGE): F8695 (Petzl Distribution)
 - A1.2.1.2.1.2 Manufacturer Reference Number: C60

A1.2.2 Seat Harnesses

- A1.2.2.1 No Substitute Item
 - A1.2.2.1.1 Due to item being considered a life-saving item, certified by in-service training program, and needing to work with operational gear and clothing, no substitute will be allowed for this item. Instead NSNs are provided.
- A1.2.2.2 The Seat Harnesses must be the following:
 - A1.2.2.2.1 NSN 4240-14-548-7343
 - A1.2.2.2.1.1 NCAGE: F8695 (Petzl Distribution)
 - A1.2.2.2.1.2 Manufacturer Reference Number: C38CAA 1 (Size 1)
 - A1.2.2.2.2 NSN 4240-14-548-7345
 - A1.2.2.2.2.1 NCAGE: F8695 (Petzl Distribution)
 - A1.2.2.2.2.2 Manufacturer Reference Number: C38CAA 2 (Size 2)

A1.2.3 Roll of Multi-use Rescue/Rappel Static Rope

- A1.2.3.1 The Roll of Multi-use Rescue/Rappel Static Rope must meet the following:

- A1.2.3.1.1 200m +/- 1m in length.
- A1.2.3.1.2 11mm (approx. 7/16 inch) in diameter.
- A1.2.3.1.3 Rating of Minimum Breaking Strength (MBS) not less than of 30 kN.
- A1.2.3.1.4 International Climbing and Mountaineering Federation (UIAA) Water Repellent Certified or equivalent - absorbed water not greater than 5% of the rope's weight.
- A1.2.3.2 The Roll of Multi-use Rescue/Rappel Static Rope must include a log book for the user to document rope usage and assist with inspection and replacement.

A1.2.4 Roll of Climbing Dynamic Rope

- A1.2.4.1 The Roll of Climbing Dynamic Rope must meet the following:
 - A1.2.4.1.1 200m +/- 1m in length.
 - A1.2.4.1.2 10mm +/- 0.2mm (approx. 3/8 inch) in diameter.
 - A1.2.4.1.3 Withstand no less than five (5) successive falls (factor 1.77).
 - A1.2.4.1.4 Transmit an impact force of no more than 10 kN.
 - A1.2.4.1.5 Static elongation (rope stretch) of no more than 9%.
 - A1.2.4.1.6 Dynamic elongation of no more than 36%.
 - A1.2.4.1.7 UIAA Water Repellent Certified or equivalent - absorbed water not greater than 5% of the rope's weight.
- A1.2.4.2 The Roll of Climbing Dynamic Rope must include a log book for the user to document rope usage and assist with inspection and replacement.

A1.2.5 Edge Pad Rope Protector

- A1.2.5.1 The Edge Pad Rope Protector must meet the following:
 - A1.2.5.1.1 Provide static and dynamic rope protection against abrasion and dirt.
 - A1.2.5.1.2 Have attachment points at all four (4) corners for securing it in place.
 - A1.2.5.1.3 Be no less than 140cm x 80cm in size.

A1.2.6 Roll of Prusik Cord

- A1.2.6.1 The Roll of Prusik Cord must meet the following:
 - A1.2.6.1.1 200m +/- 1m in length.
 - A1.2.6.1.2 8mm (approx. 5/16 inch) in diameter.
 - A1.2.6.1.3 Rating of MBS not less than 15 kN.

A1.2.7 Roll of Accessory Cord

A1.2.7.1 The Roll of Accessory Cord must meet the following:

- A1.2.7.1.1 200m +/- 1m in length.
- A1.2.7.1.2 7mm (approx. 9/32 inch) in diameter.
- A1.2.7.1.3 Rating of MBS not less than 12 kN.

A1.2.8 Roll of Tubular Nylon Climbing Webbing

A1.2.8.1 The Roll of Tubular Nylon Climbing Webbing must meet the following:

- A1.2.8.1.1 91m +/- 1m in length.
- A1.2.8.1.2 25mm (approx. 1 inch) in diameter.
- A1.2.8.1.3 Rating of MBS not less than 17 kN.

A1.2.9 Single Swivel Pulley

A1.2.9.1 The Single Swivel Pulley must meet the following:

- A1.2.9.1.1 Accept and operate with the 11mm Multi-use Rescue/Rappel Static Rope.
- A1.2.9.1.2 Rating of MBS not less than 40 kN.

A1.2.10 Double Swivel Pulley

A1.2.10.1 The Double Swivel Pulley must meet the following:

- A1.2.10.1.1 Accept and operate with the 11mm Multi-use Rescue/Rappel Static Rope.
- A1.2.10.1.2 Rating of MBS not less than 40 kN.

A1.2.11 Double Pulley with Locking and Release Mechanism

A1.2.11.1 The Double Pulley with Locking and Release Mechanism must meet the following:

- A1.2.11.1.1 Accept and operate with the 11mm Multi-use Rescue/Rappel Static Rope.
- A1.2.11.1.2 Have a rope locking and release mechanism that can be released while under load.
- A1.2.11.1.3 Rating of MBS not less than 38 kN.

A1.2.12 Anchor Plate

A1.2.12.1 The Anchor Plate must meet the following:

A1.2.12.1.1 Have no less than three (3) attachment points for the Manual-Lock Pear Shape Carabiners that are attached to anchor straps.

A1.2.12.1.2 Have one (1) attachment point for the Manual-Lock Pear Shape Carabiner that is attached to the lifeline.

A1.2.12.1.3 Rating of MBS not less than 40 kN.

A1.2.13 Manual-Lock Pear Shape Carabiner

A1.2.13.1 The Manual Lock Pear Shape Carabiner must meet the following:

A1.2.13.1.1 Have a manual-lock on the gate opening to prevent accidental opening, and a visual indicator mark to show when unlocked.

A1.2.13.1.2 Have the nose of the carabiner (portion where the gate is locked) free from any type of groove, allowing for unobstructed movement of the rope into and within the carabiner.

A1.2.13.1.3 No more than 100g in weight.

A1.2.13.1.4 Rating of MBS not less than 23 kN on the major axis.

A1.2.14 Wire Gate Carabiner

A1.2.14.1 The Wire Gate Carabiner must meet the following:

A1.2.14.1.1 Have a wire gate with spring action for simple closure.

A1.2.14.1.2 No more than 50g in weight.

A1.2.14.1.3 Rating of MBS not less than 23 kN on the major axis.

A1.2.15 Belay/Rappel Device

A1.2.15.1 No Substitute Item

A1.2.15.1.1 Due to item being considered a life-saving item, certified by in-service training program, and needing to work with operational gear and clothing, no substitute will be allowed for this item.

A1.2.15.2 The Belay/Rappel Device must be the following:

A1.2.15.2.1 NCAGE: OSZC3 (Black Diamond Equipment Ltd.)

A1.2.15.2.2 Manufacturer Reference Number: BD6200460002ALL1

A1.2.16 Self-braking Descender (ID S)

A1.2.16.1 The Self-braking Descender must meet the following:

A1.2.16.1.1 Accept and operate with the 11mm Multi-use Rescue/Rappel Static Rope.

A1.2.16.1.2 Brake using friction only (not with rope damaging mechanism like teeth), and hold a load of no less than 200kg.

A1.2.16.1.3 Have one-hand operation for the braking action and allow for gradual application of force to stop the belay.

A1.2.17 Handheld Ascender System

A1.2.17.1 The Handheld Ascender System must meet the following:

A1.2.17.1.1 Have an ergonomically-molded hand grip rope clamp for the **left hand**.

A1.2.17.1.2 Have an ergonomically-molded hand grip rope clamp for the **right hand**.

A1.2.17.1.3 Each rope clamp accepts and operates with the 11mm Multi-use Rescue/Rappel Static Rope.

A1.2.17.1.4 Each rope clamp must hold a load of no less than 120 kg.

A1.2.17.1.5 Have a lower attachment point for connection of a carabiner and foot loop.

A1.2.17.1.6 Have two (2) foot loops that:

A1.2.17.1.6.1 Are height adjustable to no less than 1.37m (approx. 54 inches).

A1.2.17.1.6.2 Include adjustable boot openings.

A1.2.17.1.6.3 Support a load of no less than 120 kg.

A1.2.17.2 Colour requirement found at para. A1.3.1 will not need to apply to the Handheld Ascender System.

A1.2.18 Waist Tool Bag

A1.2.18.1 The Waist Tool Bag must meet the following:

A1.2.18.1.1 Attach to the operator or the Seat Harness at or near the waist.

A1.2.18.1.2 Have a volume of no less than 5L.

A1.2.19 Ankle Tool Bag

A1.2.19.1 The Ankle Tool Bag must meet the following:

A1.2.19.1.1 Attach to the operator at or near the ankle.

A1.2.19.1.2 Have a volume of no less than 3L.

A1.2.20 Tripod and Winch System

A1.2.20.1 The Tripod must meet the following:

- A1.2.20.1.1 Collapse down for transportation to no more than 2.5m in length.
- A1.2.20.1.2 When at its maximum extension sustain a proof load of no less than 22kN.
- A1.2.20.1.3 When at its maximum extension have a lift height of no less than 2.44 m (approx. 8 feet), large enough to bring a person in the Collapsible Search and Rescue Litter completely out of the hole.
- A1.2.20.1.4 Have attachment hardware on the tripod leg for attaching the Winch and have a Winch cable pulley.
- A1.2.20.1.5 Have an attachment ring for attaching the Single Swivel Pulley or Double Swivel Pulleys, and the attachment ring must sustain a load of no less than 40 kN.
- A1.2.20.1.6 Have Tripod leg anchor spikes for each leg.
- A1.2.20.1.7 Support a safe working load of no less than 300 kg at minimum extension.
- A1.2.20.1.8 Weigh no more than 32 kg.
- A1.2.20.2 The Winch must meet the following:
 - A1.2.20.2.1 Attach to the tripod with the Tripod attachment hardware.
 - A1.2.20.2.2 Have a cable length of no less than 30.48m (approx. 100 feet).
 - A1.2.20.2.3 Have no less than a 20:1 mechanical advantage.
 - A1.2.20.2.4 Support a safe working load of no less than 150 kg.
 - A1.2.20.2.5 Weigh no more than 17 kg.
- A1.2.21 **Collapsible Search and Rescue Litter**
 - A1.2.21.1 No Substitute Item
 - A1.2.21.1.1 Due to item being considered a life-saving item, certified by in-service training program, and needing to work with operational gear and clothing, no substitute will be allowed for this item. Instead an NSN is provided.
 - A1.2.21.2 The Collapsible Search and Rescue Litter must be the following:
 - A1.2.21.2.1 NSN 6530-01-575-4004
 - A1.2.21.2.1.1 NCAGE: 7Z446 (Skedco, Inc.)
 - A1.2.21.2.1.2 Manufacturer Reference Number: SK200C-GR

A1.3 System Colour Requirements

- A1.3.1 The HASE must have the predominant exterior colour (so that it contributes to and does not compromise an operator's camouflage) of:

- A1.3.1.1 Flat/matte finish green;
- A1.3.1.2 Flat/matte finish earth tone;
- A1.3.1.3 Flat/matte finish grey, or
- A1.3.1.4 Flat/matte finish black.

A1.3.2 Items that need to be painted to meet this requirement must be painted using one of the following paint colours (IAW FED-STD-595C) and must have a flat/matte finish:

- A1.3.2.1 34094 Green;
- A1.3.2.2 30051 Brown;
- A1.3.2.3 33446 Dessert Tan;
- A1.3.2.4 34082 Green;
- A1.3.2.5 33105 Brown;
- A1.3.2.6 33303 Sand, or
- A1.3.2.7 Black.

A1.4 Environmental/Climatic Requirements

A1.4.1 Climatic Conditions

- A1.4.1.1 The HASE must operate in temperatures from –19°C to +49°C.
- A1.4.1.2 The HASE must operate in relative humidity from 5% to 100%.

A2.0 APPENDIX: COM TECHNICAL SPECIFICATION

A2.1 System Requirements

A2.1.1 General

A2.1.1.1 The Confined-Space Communication System (COM) must consist of the following components, and is further described in detail under the System Component Requirements section:

A2.1.1.1.1 One (1) Communication Station

A2.1.1.1.2 Two (2) Communication Station Headsets;

A2.1.1.1.3 Four (4) Entrant Operator Headsets;

A2.1.1.1.4 Two (2) 30 Foot (9.144m) Cables;

A2.1.1.1.5 Four (4) 100 Foot (30.48m) Cables;

A2.1.1.1.6 One (1) Hard Transport Container for the above components.

A2.1.1.2 The COM must include (stored within the Hard Transport Container) all tools required to setup and maintain the COM in accordance with the **Operator Maintenance** Concept ANNEX A paragraph 4.1.1.1 (page 11).

A2.1.1.3 The COM must include (stored within the Hard Transport Container without needing to be folded or otherwise distorted from flat) the Technical Publication(s) listed within the CDRL(s) as being 'Issued with each COM'.

A2.2 System Component Requirements

A2.2.1 Communication Station

A2.2.1.1 The Communication Station must meet the following:

A2.2.1.1.1 Connect to the two (2) Communication Station Headsets through the 30 Foot Cables.

A2.2.1.1.2 Connect to the four (4) Entrant Operator Headsets through the 100 Foot Cables.

A2.2.1.1.3 Provide simultaneous two-way communication between the two (2) Communication Station Headsets and the four (4) Entrant Operator Headsets.

A2.2.1.1.4 Have volume control for each of the six (6) Headsets.

A2.2.1.1.5 Operate with disposable alkaline batteries only, and **no batteries** must be included with the COM.

A2.2.1.1.6 Provide power to all other connected components.

A2.2.2 Communication Station Headset

A2.2.2.1 The Communication Station Headset must meet the following:

A2.2.2.1.1 Combined headphone and microphone for two-way hands-free communication through the Communication Station to the Entrant Operator Headsets.

A2.2.3 Entrant Operator Headset

A2.2.3.1 The Entrant Operator Headset must meet the following:

A2.2.3.1.1 Have low-profile speaker harness for holding the speaker against the Operator Entrant's ear.

A2.2.3.1.2 Have a throat microphone for communication when wearing a facemask.

A2.2.3.1.3 Have a neck strap for holding the throat microphone, and be adjustable to any neck size.

A2.2.3.1.4 Two-way hands-free communication through the Communication Station to the Communication Station Headset.

A2.2.4 30 Foot Cable

A2.2.4.1 The 30 Foot (9.144m) Cable must meet the following:

A2.2.4.1.1 Provide connection between the Communication Station and Communication Station Headset.

A2.2.4.1.2 Have a cable reel to allow for quick deployment and recovery.

A2.2.5 100 Foot Cable

A2.2.5.1 The 100 Foot (30.48m) Cable must meet the following:

A2.2.5.1.1 Provide connection between the Communication Station port connector and Entrant Operator Headset or Cable Splitter.

A2.2.5.1.2 Have a cable reel to allow for quick deployment and recovery.

A2.3 Performance Requirements

A2.3.1 Operational Time

A2.3.1.1 The COM must operate continuously for no less than four (4) hours on one (1) set of batteries.

A2.3.2 Ingress Protection

A2.3.2.1 The COM must have no less than an IP65 rating, or equivalent, IAW NEMA IEC 60529.

A2.4 Environmental/Climatic Requirements

A2.4.1 Climatic Conditions

A2.4.1.1 The COM must operate in temperatures from -19°C to $+44^{\circ}\text{C}$.

A2.4.1.2 The COM must operate in relative humidity from 5% to 100%.

A3.0 APPENDIX: CONTRACT DATA REQUIREMENTS LIST

A3.1 CDRL Item List

CDRL #	Title	DID #
HASE-COM-PM-001	Meeting Agenda	HASE-COM-PM-001
HASE-COM-PM-002	Meeting Minutes	HASE-COM-PM-002
HASE-COM-ILS-201	Top Level Assembly Drawing	HASE-COM-ILS-201
HASE-COM-ILS-202	Operator Manual	HASE-COM-ILS-202
HASE-COM-ILS-203	Operator Quick Reference Card	HASE-COM-ILS-203
HASE-COM-ILS-204	Maintenance and Parts Handbook	HASE-COM-ILS-204
HASE-COM-ILS-205	Operator Training Package	HASE-COM-ILS-205
HASE-COM-ILS-206	Provisioning Parts Breakdown	HASE-COM-ILS-206
HASE-COM-ILS-207	Supplementary Provisioning Technical Documentation	HASE-COM-ILS-207
HASE-COM-ILS-208	Special Tools and Test Equipment	HASE-COM-ILS-208
HASE-COM-ILS-209	Identification Plates	HASE-COM-ILS-209
HASE-COM-ILS-210	Controlled & Non-Controlled Goods List	HASE-COM-ILS-210
HASE-COM-ILS-211	Identification Labels for Storage and Shipment and Packaging Codes	HASE-COM-ILS-211
HASE-COM-ILS-212	List of Items to be Supported	HASE-COM-ILS-212

A3.2 CDRL Table Definitions

The following section defines the various blocks of information found on the CDRL forms:

BLOCK 1 – SYSTEM / ITEM

Provides the name of the System or Item for which the CDRL applies.

BLOCK 2 – ITEM NUMBER

The Item Number is a sequential three-digit number to uniquely identify the individual data item (CDRL number). Note that the 001-099 series is reserved to Project Management (PM) CDRLs, the 101-199 series is reserved to Systems Engineering (SE) CDRLs and the 201-299 series is reserved to Integrated Logistics Support (ILS) CDRLs.

BLOCK 3 - TITLE OR DESCRIPTION OF DATA

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

BLOCK 4 - AUTHORITY (DATA ITEM NUMBER)

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

BLOCK 5 - CONTRACT REFERENCE

The specific paragraph number of the Contract Demand, Statement of Work, Request for Proposal, Specification, or other applicable document to assist in identifying the work effort associated with the data item.

BLOCK 6 - FREQUENCY

This block indicates the frequency of the delivered data. The following frequency codes are used:

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

BLOCK 7 – REQUIRING OFFICE

Identifies the technical office of primary interest responsible for defining the data requirement, reviewing, acceptance and approval of the data item, and ensuring the adequacy of the delivered data.

BLOCK 8 – SUBMISSION SCHEDULE

DATE OF 1ST SUBMISSION - The initial submission date or associated constraint for the 1st submission of the data item is indicated in this block using typical abbreviations as listed above under Block 11.

DATE OF SUBSEQUENT SUBMISSION / EVENT - The date(s) of subsequent submission(s) or associated constraint(s) of the data item is indicated in this block.

BLOCK 9 - DISTRIBUTION AND ADDRESSEES

Indicates the addressees and the respective number of copies (hard copies and soft copies separately), for either the draft or first submissions (Sub-Block "Draft"), and for the final or subsequent submissions (Sub-Block "Final"), for which the data item is required.

A3.3 CDRL – Meeting Agenda

CONTRACT DATA REQUIREMENTS LIST							
1. SYSTEM / ITEM High-Angle Search Equipment & Confined-Space Communication							
2. ITEM NUMBER CDRL HASE-COM-PM-001	3. TITLE OR DESCRIPTION OF DATA Meeting Agenda		4. AUTHORITY (Data Item Number) DID HASE-COM-PM-001				
5. CONTRACT REFERENCE SOW: Para. 3.2.5.1.1 (pg. 10) DID: App. A4.3 (pg. 51)	6. FREQUENCY ASREQ		7. REQUIRING OFFICE DND PMO				
8. SUBMISSION SCHEDULE First Submission: The Contractor must provide a draft Meeting Agenda for review no later than seven (7) calendar days prior to each meeting. Response Time: Comments on the draft Meeting Agenda, and additions and deletions of discussion items, will be provided by Canada no later than five (5) calendar days after receipt of the <u>soft copy submission</u> . Subsequent Submission: The Contractor must provide a revised Meeting Agenda, addressing Canada's comments, in <u>soft copy</u> one (1) calendar day prior to each meeting, and in <u>hard copy</u> at the meeting.			9. DISTRIBUTION and ADDRESSEES				
			A. ADDRESSEE	B. COPIES			
				DRAFT		FINAL	
				Hard Copy	Soft Copy	Hard Copy	Soft Copy
			PSPC CA	0	1	1	1
			DND TA	0	1	1	1
			DND PA	0	1	1	1

A3.4 CDRL – Meeting Minutes

CONTRACT DATA REQUIREMENTS LIST								
1. SYSTEM / ITEM High-Angle Search Equipment & Confined-Space Communication								
2. ITEM NUMBER CDRL HASE-COM-PM-002		3. TITLE OR DESCRIPTION OF DATA Meeting Minutes		4. AUTHORITY (Data Item Number) DID HASE-COM-PM-002				
5. CONTRACT REFERENCE SOW: Para. 3.2.5.1.2 (pg. 10) DID: App. A4.4 (pg. 53)		6. FREQUENCY ASREQ		7. REQUIRING OFFICE DND PMO				
8. SUBMISSION SCHEDULE First Submission: The Contractor must provide draft Meeting Minutes for review no later than seven (7) calendar days following each meeting. Response Time: Comments on the draft Meeting Minutes will be provided by Canada no later than seven (7) calendar days after receipt of the <u>soft copy submission</u> . Subsequent Submission(s): The Contractor must provide revised Meeting Minutes, addressing Canada's comments, for review and possible acceptance no later than seven (7) calendar days after receipt of Canada's comments. Response Time: Comments or acceptance of the revised Meeting Minutes will be provided by Canada no later than seven (7) calendar days after receipt of the <u>soft copy submission</u> .			9. DISTRIBUTION and ADDRESSEES					
			A. ADDRESSEE		B. COPIES			
					DRAFT		FINAL	
					Hard Copy	Soft Copy	Hard Copy	Soft Copy
			PSPC CA		0	1	0	1
			DND TA		0	1	0	1
			DND PA		0	1	0	1

A3.5 CDRL – Top Level Assembly Drawing

CONTRACT DATA REQUIREMENTS LIST						
1. SYSTEM / ITEM High-Angle Search Equipment & Confined-Space Communication						
2. ITEM NUMBER CDRL HASE-COM-ILS-201	3. TITLE OR DESCRIPTION OF DATA TLAD	4. AUTHORITY (Data Item Number) DID HASE-COM-ILS-201				
5. CONTRACT REFERENCE SOW: Para. 3.2.2.2 (pg. 9) DID: App. A4.5 (pg. 54)	6. FREQUENCY ONE/R	7. REQUIRING OFFICE DND ILS Manager				
8. SUBMISSION SCHEDULE First Submission: The Contractor must provide a draft TLAD for review by Canada during the Kick-Off Meeting. Response Time: Comments on the draft TLAD will be provided by Canada no later than seven (7) calendar days after receipt of the <u>hard and soft copy submission</u> . Subsequent Submission(s): The Contractor must provide a revised TLAD, addressing Canada's comments, for review and possible acceptance no later than seven (7) calendar days after the receipt of Canada's comments. Response Time: Comments or acceptance of the revised TLAD will be provided by Canada no later than seven (7) calendar days after receipt of the <u>hard and soft copy submission</u> .		9. DISTRIBUTION and ADDRESSEES				
		A. ADDRESSEE	B. COPIES			
			DRAFT		FINAL	
			Hard Copy	Soft Copy	Hard Copy	Soft Copy
		DND ILSM	1	1	1	1

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A3.9 CDRL – Operator Training Package

CONTRACT DATA REQUIREMENTS LIST									
1. SYSTEM / ITEM High-Angle Search Equipment & Confined-Space Communication									
2. ITEM NUMBER CDRL HASE-COM-ILS-205		3. TITLE OR DESCRIPTION OF DATA Operator Training Package		4. AUTHORITY (Data Item Number) DID HASE-COM-ILS-205					
5. CONTRACT REFERENCE SOW: Para. 4.3.1.4.1 (pg. 12) DID: App. A4.9 (pg. 61)		6. FREQUENCY ONE/R		7. REQUIRING OFFICE DND ILS Manager					
8. SUBMISSION SCHEDULE First Submission (English): The Contractor must provide a draft English Operator Training Package for review by Canada no later than 14 calendar days following the acceptance of the English version of the Operator Manual. Response Time: Comments on the draft English Operator Training Package will be provided by Canada no later than 14 calendar days after receipt of the <u>hard copy submission</u> . Subsequent Submission(s) (English): The Contractor must provide a revised English Operator Training Package, addressing Canada's comments, for review and possible acceptance no later than 14 calendar days after the receipt of Canada's comments. Response Time: Comments or acceptance of the revised English Operator Training Package will be provided by Canada no later than 14 calendar days after receipt of the <u>hard copy submission</u> . First Submission (Bilingual): The Contractor must provide a draft Bilingual Operator Training Package for review by Canada no later than 42 calendar days after the acceptance of the Bilingual Operator Manual. Response Time: Comments on the draft Bilingual Operator Training Package will be provided by Canada no later than 14 calendar days after receipt of the <u>hard copy submission</u> . Subsequent Submission(s) (Bilingual): The Contractor must provide a revised Bilingual Operator Training Package, addressing Canada's comments, for review and possible acceptance no later than 14 calendar days after the receipt of Canada's comments. Response Time: Comments or acceptance of the revised Bilingual Operator Training Package will be provided by Canada no later than 14 calendar days after receipt of the <u>hard copy submission</u> .				9. DISTRIBUTION and ADDRESSEES					
				A. ADDRESS		B. COPIES			
						DRAFT		FINAL	
						Hard Copy	Soft Copy	Hard Copy	Soft Copy
				DND ILSM		1	1	1	1
				Issued to Students at the Training Session(s)				1 – Student Handout only	1 – CD of the Operator Training Package

A3.10 CDRL – Provisioning Parts Breakdown

CONTRACT DATA REQUIREMENTS LIST								
1. SYSTEM / ITEM High-Angle Search Equipment & Confined-Space Communication								
2. ITEM NUMBER CDRL HASE-COM-ILS-206	3. TITLE OR DESCRIPTION OF DATA Provisioning Parts Breakdown		4. AUTHORITY (Data Item Number) DID HASE-COM-ILS-206					
5. CONTRACT REFERENCE SOW: Para. 4.4.3.1.1 (pg. 14) DID: App. A4.10 (pg. 63)	6. FREQUENCY ONE/R		7. REQUIRING OFFICE DND ILS Manager					
8. SUBMISSION SCHEDULE First Submission: The Contractor must provide a draft Provisioning Parts Breakdown for review by Canada at the same time as the draft Maintenance and Parts Handbook submission. Response Time: Comments on the draft Provisioning Parts Breakdown will be provided by Canada no later than 14 calendar days after receipt of the <u>soft copy submission</u> . Subsequent Submission(s): The Contractor must provide a revised Provisioning Parts Breakdown, addressing Canada's comments, for review and possible acceptance no later than 14 calendar days before the IPC. Response Time: Comments or acceptance of the revised Provisioning Parts Breakdown will be provided by Canada no later than 14 calendar days after receipt of the <u>soft copy submission</u> . Note: The Contractor must provide a subsequent submission of the Provisioning Parts Breakdown if additional revisions or additions are required after completion of the IPC.			9. DISTRIBUTION and ADDRESSEES					
			A. ADDRESSEE	B. COPIES				
				DRAFT		FINAL		
					Hard Copy	Soft Copy	Hard Copy	Soft Copy
			DND ILSM		1	1	1	1

A3.11 CDRL – Supplementary Provisioning Technical Documentation

CONTRACT DATA REQUIREMENTS LIST								
1. SYSTEM / ITEM High-Angle Search Equipment & Confined-Space Communication								
2. ITEM NUMBER CDRL HASE-COM-ILS-207		3. TITLE OR DESCRIPTION OF DATA Supplementary Provisioning Technical Documentation		4. AUTHORITY (Data Item Number) DID HASE-COM-ILS-207				
5. CONTRACT REFERENCE SOW: Para. 4.4.3.2.1 (pg. 14) DID: App. A4.11 (pg. 66)		6. FREQUENCY ONE/R		7. REQUIRING OFFICE DND ILS Manager				
8. SUBMISSION SCHEDULE First Submission: The Contractor must provide a draft Supplementary Provisioning Technical Documentation for review by Canada at the same time as the draft Provisioning Parts Breakdown submission. Response Time: Comments on the draft Supplementary Provisioning Technical Documentation will be provided by Canada no later than 14 calendar days after receipt of the <u>soft copy submission</u> . The Contractor must revise the draft Supplementary Provisioning Technical Documentation, addressing Canada's comments, and bring the revised Supplementary Provisioning Technical Documentation to the Initial Provisioning Conference. Subsequent Submission(s) The Contractor must provide a revised Supplementary Provisioning Technical Documentation, addressing Canada's comments and changes resulting from decisions taken during the Initial Provisioning Conference, for review and possible acceptance no later than 14 calendar days from the end date of the Initial Provisioning Conference. Response Time: Comments or acceptance of the revised Supplementary Provisioning Technical Documentation will be provided by Canada no later than 14 calendar days after receipt of the <u>soft copy submission</u> .			9. DISTRIBUTION and ADDRESSEES					
			A. ADDRESSEE		B. COPIES			
					DRAFT		FINAL	
					Hard Copy	Soft Copy	Hard Copy	Soft Copy
			DND ILSM		0	1	1	1

A3.12 CDRL – Special Tools and Test Equipment List

CONTRACT DATA REQUIREMENTS LIST								
1. SYSTEM / ITEM High-Angle Search Equipment & Confined-Space Communication								
2. ITEM NUMBER CDRL HASE-COM-ILS-208		3. TITLE OR DESCRIPTION OF DATA Special Tools & Test Equipment List		4. AUTHORITY (Data Item Number) DID HASE-COM-ILS-208				
5. CONTRACT REFERENCE SOW: Para. 4.4.3.3.1 (pg. 14) DID: App. A4.12 (pg. 68)		6. FREQUENCY ONE/R		7. REQUIRING OFFICE DND ILS Manager				
8. SUBMISSION SCHEDULE First Submission: The Contractor must provide a draft Special Tools and Test Equipment List for review by Canada no later than 21 calendar days after the kick-off meeting. Response Time: Comments on the draft Special Tools and Test Equipment List will be provided by Canada no later than 14 calendar days after receipt of the <u>soft copy submission</u> . Subsequent Submission(s): The Contractor must provide a revised Special Tools and Test Equipment List, addressing Canada's comments, for review and possible acceptance no later than 14 calendar days after receipt of Canada's comments. Response Time: Comments or acceptance of the revised Special Tools and Test Equipment List will be provided by Canada no later than 14 calendar days after receipt of the <u>soft copy submission</u> .			9. DISTRIBUTION and ADDRESSEES					
			A. ADDRESSEE		B. COPIES			
					DRAFT		FINAL	
					Hard Copy	Soft Copy	Hard Copy	Soft Copy
			DND ILSM		0	1	1	1

A3.13 CDRL – Identification Plates – Design Template & Populated Designs

CONTRACT DATA REQUIREMENTS LIST						
1. SYSTEM / ITEM High-Angle Search Equipment & Confined-Space Communication						
2. ITEM NUMBER CDRL HASE-COM-ILS-209	3. TITLE OR DESCRIPTION OF DATA Identification Plates – Design Template & Populated Designs	4. AUTHORITY (Data Item Number) DID HASE-COM-ILS-209				
5. CONTRACT REFERENCE SOW: Para. 4.6.1 (pg. 15) DID: App. A4.13 (pg. 70)	6. FREQUENCY ONE/R	7. REQUIRING OFFICE DND ILS Manager				
8. SUBMISSION SCHEDULE First Submission (Design Template): The Contractor must provide a draft Identification Plates design template for review by Canada no later than 28 calendar days after the Kick off Meeting date. Response Time: Comments on the draft Identification Plates design template will be provided by Canada no later than 14 calendar days after receipt of the <u>hard copy submission</u> . Subsequent Submission(s) (Design Template): The Contractor must provide a revised Identification Plates design template, addressing Canada's comments, for review and possible acceptance no later than 14 calendar days after the receipt of Canada's comments. Response Time: Comments or acceptance of the revised Identification Plates design template will be provided by Canada no later than 14 calendar days after receipt of the <u>hard copy submission</u> . First Submission (Populated Designs): The Contractor must provide all draft populated Identification Plate designs for review by Canada no later than 28 calendar days after acceptance of the Identification Plates design template. Response Time: Comments on the draft populated Identification Plate designs will be provided by Canada no later than 14 calendar days after receipt of the <u>hard copy submission</u> . Subsequent Submission(s) (Populated Designs): The Contractor must provide revised populated Identification Plate designs, addressing Canada's comments, for review and possible acceptance no later than 14 calendar days after the receipt of Canada's comments. Response Time: Comments or acceptance of the revised populated Identification Plate designs will be provided by Canada no later than 14 calendar days after receipt of the <u>hard copy submission</u> .		9. DISTRIBUTION and ADDRESSEES				
		A. ADDRESSEE	B. COPIES			
			DRAFT		FINAL	
			Hard Copy	Soft Copy	Hard Copy	Soft Copy
		DND ILSM	1	1	1	1

A3.14 CDRL – Controlled & Non-Controlled Goods List

CONTRACT DATA REQUIREMENTS LIST																																															
1. SYSTEM / ITEM High-Angle Search Equipment & Confined-Space Communication																																															
2. ITEM NUMBER CDRL HASE-COM-ILS-210	3. TITLE OR DESCRIPTION OF DATA Controlled & Non-Controlled Goods List (CNCGL)	4. AUTHORITY (Data Item Number) DID HASE-COM-ILS-210																																													
5. CONTRACT REFERENCE SOW: Para. 4.7.1 (pg. 15) DID: App. A4.14 (pg. 72)	6. FREQUENCY ONE/R	7. REQUIRING OFFICE DND ILS Manager																																													
8. SUBMISSION SCHEDULE First Submission: The Contractor must provide a draft CNCGL for review by Canada at the same time as the draft Provisioning Parts Breakdown submission. Response Time: Comments on the draft CNCGL will be provided by Canada no later than 14 calendar days after receipt of the <u>soft copy submission</u> . Subsequent Submission(s) The Contractor must provide a revised CNCGL, addressing Canada's comments, for review and possible acceptance no later than 14 calendar days after receipt of Canada's comments. Response Time: Comments or acceptance of the revised CNCGL will be provided by Canada no later than 14 calendar days after receipt of the <u>soft copy submission</u> .		9. DISTRIBUTION and ADDRESSEES <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #d3d3d3;"> <th rowspan="3" style="width: 15%;">A. ADDRESSEE</th> <th colspan="4" style="background-color: #d3d3d3;">B. COPIES</th> </tr> <tr style="background-color: #d3d3d3;"> <th colspan="2" style="background-color: #d3d3d3;">DRAFT</th> <th colspan="2" style="background-color: #d3d3d3;">FINAL</th> </tr> <tr style="background-color: #d3d3d3;"> <th style="font-size: 0.8em;">Hard Copy</th> <th style="font-size: 0.8em;">Soft Copy</th> <th style="font-size: 0.8em;">Hard Copy</th> <th style="font-size: 0.8em;">Soft Copy</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">DND ILSM</td> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>			A. ADDRESSEE	B. COPIES				DRAFT		FINAL		Hard Copy	Soft Copy	Hard Copy	Soft Copy	DND ILSM	0	1	1	1																									
A. ADDRESSEE	B. COPIES																																														
	DRAFT		FINAL																																												
	Hard Copy	Soft Copy	Hard Copy	Soft Copy																																											
DND ILSM	0	1	1	1																																											

A3.15 CDRL – Identification Labels for Storage and Shipment and Packaging Codes

CONTRACT DATA REQUIREMENTS LIST																																															
1. SYSTEM / ITEM High-Angle Search Equipment & Confined-Space Communication																																															
2. ITEM NUMBER CDRL HASE-COM-ILS-211	3. TITLE OR DESCRIPTION OF DATA Identification Labels for Storage and Shipment and Packaging Codes	4. AUTHORITY (Data Item Number) DID HASE-COM-ILS-211																																													
5. CONTRACT REFERENCE SOW: Para. 4.8.3 (pg. 15) DID: App. A4.15 (pg. 74)	6. FREQUENCY ONE/R	7. REQUIRING OFFICE DND ILS Manager																																													
8. SUBMISSION SCHEDULE <p>First Submission (Labels): The Contractor must provide draft Identification Labels for Storage and Shipment designs for review by Canada no later than 42 calendar days after the Kick-off Meeting.</p> <p>Response Time: Comments on the draft Identification Labels for Storage and Shipment designs will be provided by Canada no later than 14 calendar days after receipt of the <u>soft copy submission</u>.</p> <p>Subsequent Submission(s): The Contractor must provide revised Identification Labels for Storage and Shipment designs, addressing Canada's comments, for review and possible acceptance no later than 14 calendar days after receipt of Canada's comments.</p> <p>Response Time: Comments or acceptance of the revised Identification Labels for Storage and Shipment designs will be provided by Canada no later than 14 calendar days after receipt of the <u>soft copy submission</u>.</p> <p>First Submission (Codes): The Contractor must provide draft Packaging Codes forms for review by Canada no later than 35 calendar days after Canada provides the item's NATO Stock Number.</p> <p>Response Time: Comments on the draft Packaging Codes forms will be provided by Canada no later than 21 calendar days after receipt of the <u>soft copy submission</u>.</p> <p>Subsequent Submission(s): The Contractor must provide revised Packaging Codes forms, addressing Canada's comments, for review and possible acceptance no later than 14 calendar days after receipt of Canada's comments.</p> <p>Response Time: Comments or acceptance of the revised Packaging Codes forms will be provided by Canada no later than 14 calendar days after receipt of the <u>soft copy submission</u>.</p> <p>Note: The Contractor must provide subsequent submission of the Identification Labels for Storage and Shipment designs and Packaging Code forms if additional revisions or additions are required after a range of spares are chosen by Canada.</p>		9. DISTRIBUTION and ADDRESSEES <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th rowspan="3" style="width: 15%;">A. ADDRESSEE</th> <th colspan="4" style="background-color: #d3d3d3;">B. COPIES</th> </tr> <tr style="background-color: #d3d3d3;"> <th colspan="2" style="background-color: #d3d3d3;">DRAFT</th> <th colspan="2" style="background-color: #d3d3d3;">FINAL</th> </tr> <tr style="background-color: #d3d3d3;"> <th style="font-size: small;">Hard Copy</th> <th style="font-size: small;">Soft Copy</th> <th style="font-size: small;">Hard Copy</th> <th style="font-size: small;">Soft Copy</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">DND ILSM</td> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>			A. ADDRESSEE	B. COPIES				DRAFT		FINAL		Hard Copy	Soft Copy	Hard Copy	Soft Copy	DND ILSM	0	1	1	1																									
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	DRAFT		FINAL																																												
	Hard Copy	Soft Copy	Hard Copy	Soft Copy																																											
DND ILSM	0	1	1	1																																											

A3.16 CDRL – List of Items to be Supported

CONTRACT DATA REQUIREMENTS LIST																																															
1. SYSTEM / ITEM High-Angle Search Equipment & Confined-Space Communication																																															
2. ITEM NUMBER CDRL HASE-COM-ILS-212	3. TITLE OR DESCRIPTION OF DATA List of Items to be Supported	4. AUTHORITY (Data Item Number) DID HASE-COM-ILS-212																																													
5. CONTRACT REFERENCE SOW: Para. 4.9.1 (pg. 16) DID: App. A4.16 (pg. 76)	6. FREQUENCY ONE/R	7. REQUIRING OFFICE DND ILS Manager																																													
8. SUBMISSION SCHEDULE <p>First Submission: The Contractor must provide a draft List of Items to be Supported for review by Canada no later than 30 calendar days following the final acceptance of the Maintenance and Parts Handbook, PPB and SPTD.</p> <p>Response Time: Comments on the draft List of Items to be Supported will be provided by Canada no later than 14 calendar days after receipt of the <u>soft copy submission</u>.</p> <p>Subsequent Submission(s): The Contractor must provide a revised List of Items to be Supported, addressing Canada's comments, for review and possible acceptance no later than 14 calendar days after receipt of Canada's comments.</p> <p>Response Time: Comments or acceptance of the revised List of Items to be Supported will be provided by Canada no later than 14 calendar days after receipt of the <u>soft copy submission</u>.</p>		9. DISTRIBUTION and ADDRESSEES <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #d3d3d3;"> <th rowspan="3" style="width: 15%;">A. ADDRESSEE</th> <th colspan="4">B. COPIES</th> </tr> <tr style="background-color: #d3d3d3;"> <th colspan="2">DRAFT</th> <th colspan="2">FINAL</th> </tr> <tr style="background-color: #d3d3d3;"> <th style="font-size: 0.8em;">Hard Copy</th> <th style="font-size: 0.8em;">Soft Copy</th> <th style="font-size: 0.8em;">Hard Copy</th> <th style="font-size: 0.8em;">Soft Copy</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">DND ILSM</td> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>			A. ADDRESSEE	B. COPIES				DRAFT		FINAL		Hard Copy	Soft Copy	Hard Copy	Soft Copy	DND ILSM	0	1	0	1																									
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DND ILSM	0	1	0	1																																											

A4.0 APPENDIX: DATA ITEM DESCRIPTION

A4.1 DID Item List

DID #	Title	CDRL #
HASE-COM-PM-001	Meeting Agenda	HASE-COM-PM-001
HASE-COM-PM-002	Meeting Minutes	HASE-COM-PM-002
HASE-COM-ILS-201	Top Level Assembly Drawing	HASE-COM-ILS-201
HASE-COM-ILS-202	Operator Manual	HASE-COM-ILS-202
HASE-COM-ILS-203	Operator Quick Reference Card	HASE-COM-ILS-203
HASE-COM-ILS-204	Maintenance and Parts Handbook	HASE-COM-ILS-204
HASE-COM-ILS-205	Operator Training Package	HASE-COM-ILS-205
HASE-COM-ILS-206	Provisioning Parts Breakdown	HASE-COM-ILS-206
HASE-COM-ILS-207	Supplementary Provisioning Technical Documentation	HASE-COM-ILS-207
HASE-COM-ILS-208	Special Tools and Test Equipment	HASE-COM-ILS-208
HASE-COM-ILS-209	Identification Plates	HASE-COM-ILS-209
HASE-COM-ILS-210	Controlled and Non-Controlled Goods List	HASE-COM-ILS-210
HASE-COM-ILS-211	Packaging, Labels and Codes	HASE-COM-ILS-211
HASE-COM-ILS-212	List of Items to be Supported	HASE-COM-ILS-212

A4.2 DID Table Definitions

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

BLOCK 1 – TITLE

The title of the data item for the DID.

BLOCK 2 - IDENTIFICATION NUMBER

The Data Item Description (DID) number, consisting of a sequential three-digit number and prefixed with an abbreviation code, to uniquely identify the DID. Note that the 001-099 series is reserved to Project Management (PM) DIDs, the 101-199 series is reserved to Systems Engineering (SE) DIDs and the 201-299 series is reserved to Integrated Logistics Support (ILS) DIDs. The abbreviation codes used for the prefix are:

“PM” for Project Management
“SE” for Systems Engineering
“ILS” for Integrated Logistics Support

BLOCK 3 - DESCRIPTION

Provides a general description of the data content requirements.

BLOCK 4 – RELATED DOCUMENT(S)

Provides a listing of the related documents and specifications associated with and required to produce this DID.

BLOCK 5 - CONTRACT REFERENCE

The specific paragraph numbers from the Contract Statement of Work and CDRL to assist in identifying the work effort associated with the data item.

BLOCK 6 - PREPARATION INSTRUCTIONS

Provides the preparation instructions for the content and format requirements for the DID.

A4.3 DID – Meeting Agenda

DATA ITEM DESCRIPTION	
1. TITLE Meeting Agenda	2. IDENTIFICATION NUMBER DID HASE-COM-PM-001
3. DESCRIPTION The Meeting Agenda contains the venue information and identifies the discussion items to be covered at meetings.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE SOW: Para. 3.2.5.1.1 (pg. 10) CDRL: App. A3.3 (pg. 35)
6. PREPARATION INSTRUCTIONS 6.1. CONTENT 6.1.1. The Meeting Agenda must set forth the venue, identify all requirements and list the discussion items to be covered at the meeting. 6.1.2. Venue. The Meeting Agenda must address the venue as follows: 6.1.2.1. Meeting Identification Number; 6.1.2.2. Purpose; 6.1.2.3. Date, time and location; and 6.1.2.4. Attendees. 6.1.3. Discussion items. The Meeting Agenda must address the discussion items through the following sections: 6.1.3.1. Opening Remarks; 6.1.3.2. Agenda Review; 6.1.3.3. Review of Previous Minutes; 6.1.3.4. Opened Discussion Items; 6.1.3.5. New Discussion Items; 6.1.3.6. Review of Action Items; 6.1.3.7. Next Venue; and 6.1.3.8. Closing Remarks. 6.2. HARD COPY FORMAT 6.2.1. The Meeting Agenda must be printed on paper with these characteristics: 6.2.1.1. Weight of no less than 90 gsm; 6.2.1.2. Brightness of no less than 96 ISO brightness; 6.3. SOFT COPY FORMAT 6.3.1. The Meeting Agenda must be submitted as a MS Word file type. 6.3.2. The Meeting Agenda MS Word document must be submitted via email (submission size not to exceed 7MB) as follows: 6.3.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.	

6.3.2.2. Subject Field: HASE-COM-PM-001 – Meeting Agenda – [Rev #] – [Date of Issue]

A4.4 DID – Meeting Minutes

DATA ITEM DESCRIPTION	
1. TITLE Meeting Minutes	2. IDENTIFICATION NUMBER DID HASE-COM-PM-002
3. DESCRIPTION The Meeting Minutes contains the detailed records of proceedings, discussions, decisions and action items from meetings.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE SOW: Para. 3.2.5.1.2 (pg. 10) CDRL: App. A3.4 (pg. 36)
6. PREPARATION INSTRUCTIONS 6.1. CONTENT 6.1.1. The Meeting Minutes must contain the detailed records of proceedings, discussions, decisions and action items from the meeting and be presented through the following sections: 6.1.1.1. General – consisting of meeting identification number, purpose, date, time and location; 6.1.1.2. Attendees, consisting of the organization each person represents, and the identification of the Chairperson(s); 6.1.1.3. Opening Remarks; 6.1.1.4. Action Item Report - used to monitor issues, assign responsibility, direct action and track status, history, and progress, and must consisting of: 6.1.1.4.1. Item #; date initiated; required action; assigned actionee; target completion date; cross-reference to all related action items. 6.1.1.4.2. Action Item Report must be updated with each meeting and must consisting of: 6.1.1.4.2.1. Action Item current status and the actual date completed; 6.1.1.5. Next Venue; 6.1.1.6. Closing Remarks; 6.2. SOFT COPY FORMAT 6.2.1. The Meeting Minutes must be submitted as a PDF file type. 6.2.2. The Meeting Minutes PDF must be submitted via email (submission size not to exceed 7MB) as follows: 6.2.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract. 6.2.2.2. Subject Field: HASE-COM-PM-002 – Meeting Minutes – [Rev #] – [Date of Issue]	

A4.5 DID – Top Level Assembly Drawing

DATA ITEM DESCRIPTION	
1. TITLE TLAD	2. IDENTIFICATION NUMBER DID HASE-COM-ILS-201
3. DESCRIPTION The TLAD describes the assembled relationship of all the parts of the system.	
4. RELATED DOCUMENTS D-01-400-001/SG-000 <i>Standard - Engineering Drawing Practices</i> D-01-400-002/SF-000 <i>Specification - Levels of Engineering Drawings</i>	5. CONTRACT REFERENCE SOW: Para. 3.2.2.2 (pg. 9) CDRL: App. A3.5 (pg. 37)
6. PREPARATION INSTRUCTIONS	
6.1. CONTENT	
6.1.1. The TLAD must contain all information necessary to define the relationship between all the components of the HASE-COM.	
6.2. GENERAL FORMAT	
6.2.1. The TLAD must be prepared IAW D-01-400-001/SG-000, Engineering Drawing Practices, para 7.4 and D-01-400-002/SF-000: Levels of Engineering Drawings, para 3.3.2 (level 2).	
6.3. HARD COPY FORMAT	
6.3.1. The TLAD must be printed on paper with these characteristics:	
6.3.1.1. Standard US Ledger size (432 mm x 279 mm)	
6.3.1.2. Weight of no less than 90 gsm;	
6.3.1.3. Brightness of no less than 96 ISO brightness;	
6.4. SOFT COPY FORMAT	
6.4.1. The TLAD must be submitted as a PDF file type, and match the printed format and layout.	
6.4.1.1. Viewing the PDF version: pages, regardless of size, containing text and illustrations in landscape, must be rotated for electronic viewing and reading in landscape.	
6.4.2. Soft Copy format submission size below 7MB – The TLAD PDF may be submitted via email as follows:	
6.4.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.	
6.4.2.2. Subject Field: HASE-COM-ILS-201 – TLAD – [Rev #] – [Date of Issue]	
6.4.3. Soft Copy format submission size at or above 7MB - The TLAD PDF must be submitted on CD or DVD media and be labelled as follows:	
6.4.3.1. High-Angle Search Equipment & Confined-Space Communication	
6.4.3.2. TLAD;	
6.4.3.3. HASE-COM-ILS-201;	
6.4.3.4. The Revision number, and	
6.4.3.5. The date of issue.	

A4.6 DID – Operator Manual

DATA ITEM DESCRIPTION	
1. TITLE Operator Manual	2. IDENTIFICATION NUMBER DID HASE-COM-ILS-202
3. DESCRIPTION The Operator Manual contains all the essential information required to describe the safe and correct operative procedures and operator maintenance associated with the equipment.	
4. RELATED DOCUMENTS C-01-100-100/AG-008 <i>Writer's Guide for Technical Documentation</i>	5. CONTRACT REFERENCE SOW: Para. 4.3.1.1.1 (pg. 11) CDRL: App. A3.6 (pg. 38)
<p>6 PREPARATION INSTRUCTIONS</p> <p>6.1 CONTENT</p> <p>6.1.1 The Operator Manual must cover the following topics, and others judged pertinent by the Contractor:</p> <p>6.1.1.1 Equipment Overview;</p> <p>6.1.1.2 Pre-use testing/inspection;</p> <p>6.1.1.3 Preparation and set up for use;</p> <p>6.1.1.4 Use and operation, including operation under emergency, adverse, or abnormal conditions;</p> <p>6.1.1.5 Operator Maintenance, IAW the Maintenance Concept para 4.1 (pg. 11);</p> <p>6.1.1.6 Preparation for equipment transit by air, land, and sea;</p> <p>6.1.1.7 Safety/Hazardous material issues;</p> <p>6.1.2 The Operator Manual material covered in 6.1.1 above, must be amplified by colour illustrations, line drawings, and good quality colour pictures.</p> <p>6.2 GENERAL FORMAT</p> <p>6.2.1 The Operator Manual must be prepared in the Contractor's format while being in full conformance with the above-stated issue of C-01-100-100/AG-008.</p> <p>6.2.2 The Operator Manual must include the National Defence Index of Documentation (NDID) number, provided to the Contractor by DND, which must be placed on the top right corner of all the pages of the manual.</p> <p>6.3 HARD COPY FORMAT</p> <p>6.3.1 The accepted Operator Manual hard copies must be:</p> <p>6.3.1.1 Printed on paper with these characteristics:</p> <p>6.3.1.1.1 Standard US Letter Size (270 mm x 216 mm)</p> <p>6.3.1.1.2 Covers: 320-370 gsm polyester film (such as Pico Film), matt surface and white colour</p> <p>6.3.1.1.3 Pages: 150-190 gsm polyester film (such as Pico Film), matt surface and white colour</p> <p>6.3.1.2 Bound with white or black spiral PVC coil (such as PLASTIKOIL®)</p> <p>6.4 SOFT COPY FORMAT</p> <p>6.4.1 The Operator Manual must be provided as a PDF file with searchable text that matches the printed publication's format and layout. Links, bookmarks and thumbnails are to be included in the PDF file. All references made to a specific paragraph, figure, appendix must be appropriately linked.</p>	

- 6.4.2 Viewing the Operator Manual PDF: pages, regardless of size, containing text and illustrations in landscape, must be rotated for electronic viewing and reading in landscape.
- 6.4.3 **Soft Copy format submission size below 7MB** – The Operator Manual PDF and its native file may be submitted via email as follows:
 - 6.4.3.1 To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.
 - 6.4.3.2 Subject Field: HASE-COM-ILS-202 – Operator Manual – [Rev #] – [Date of Issue]
- 6.4.4 **Soft Copy format submission size at or above 7MB** - The Operator Manual PDF and its native file must be submitted on CD or DVD media and be labelled as follows:
 - 6.4.4.1 High-Angle Search Equipment & Confined-Space Communication
 - 6.4.4.2 Operator Manual;
 - 6.4.4.3 HASE-COM-ILS-202;
 - 6.4.4.4 The Revision number, and
 - 6.4.4.5 The date of issue.

A4.7 DID – Operator Quick Reference Card

DATA ITEM DESCRIPTION	
1. TITLE Operator Quick Reference Card	2. IDENTIFICATION NUMBER DID HASE-COM-ILS-203
3. DESCRIPTION Operator Quick Reference Card (OQRC) will allow the trained user to quickly unpack, assemble, and safely use the equipment.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE SOW: Para. 4.3.1.2.1 (pg. 11) CDRL: App. A3.7 (pg. 39)
6. PREPARATION INSTRUCTIONS	
<p>6.1. CONTENT</p> <p>6.1.1. The OQRC must contain the necessary instructions to allow a trained user to quickly, safely and effectively operate the equipment.</p> <p>6.1.2. The OQRC must assume that the equipment's initial state is packed in its carrying case.</p> <p>6.1.3. The OQRC instructions must be based on pictograms illustrating the sequence of steps required while using only minimal text to assist in the understanding of the document. Desired look and feel would be similar to commercial airline safety pamphlets describing the use of oxygen masks, and emergency exits.</p> <p>6.1.4. The OQRC must not introduce new information and procedures not also described in the Operator Manual, as the Operator Manual is the master document on how to use the equipment.</p> <p>6.1.5. The OQRC cautionary advisory's heading must be determined based on the criteria set out in ANNEX A SOW para. 4.3.3.1.</p> <p>6.1.6. The OQRC cautionary advisory must read as follows: "This Operator Quick Reference Card is intended solely for experienced users who have been trained on this equipment, and have read and understood its Operator Manual (CFTO# to be supplied by DND). When in doubt, read the Operator Manual before operating this equipment."</p> <p>6.1.7. The OQRC cautionary advisory must also have, immediately following this text, a brief description of the consequences of misuse of the equipment, linked to the same criteria listed in 6.1.5 above.</p> <p>6.2. HARD COPY FORMAT</p> <p>6.2.1. The accepted OQRC hard copies must:</p> <p>6.2.1.1. Be printed on paper with pages of 320-370 gsm polyester film (such as Pico Film), matt surface and white colour, and bound with white or black spiral PVC coil (such as PLASTIKOIL®);</p> <p>6.2.1.2. Contain no more than four (4) sheets;</p> <p>6.2.1.3. Be produced and printed exclusively in black and white.</p> <p>6.3. SOFT COPY FORMAT</p> <p>6.3.1. The OQRC must be provided as a PDF file with searchable text that matches the printed publication's format and layout. Links, bookmarks and thumbnails are to be included in the PDF file. All references made to a specific paragraph, figure, appendix must be appropriately linked.</p> <p>6.3.2. Viewing the OQRC PDF: pages, regardless of size, containing text and illustrations in landscape, must be rotated for electronic viewing and reading in landscape.</p> <p>6.3.3. Soft Copy format submission size below 7MB – The OQRC PDF and its native file may be submitted via email as follows:</p> <p>6.3.3.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.</p> <p>6.3.3.2. Subject Field: HASE-COM-ILS-203 – OQRC – [Rev #] – [Date of Issue]</p> <p>6.3.4. Soft Copy format submission size at or above 7MB - The OQRC PDF and its native file must be submitted on CD or DVD media and be labelled as follows:</p>	

6.3.4.1. High-Angle Search Equipment & Confined-Space Communication
6.3.4.2. OQRC;
6.3.4.3. HASE-COM-ILS-203;
6.3.4.4. The Revision number, and
6.3.4.5. The date of issue.

A4.8 DID – Maintenance and Parts Handbook

DATA ITEM DESCRIPTION	
1. TITLE Maintenance and Parts Handbook	2. IDENTIFICATION NUMBER DID HASE-COM-ILS-204
3. DESCRIPTION The Maintenance and Parts Handbook will allow a trained technician to effectively maintain and identify parts of the system.	
4. RELATED DOCUMENTS D-01-100-205/SF-000 <i>Specification for Preparation of Corrective Maintenance Instruction;</i> D-01-100-204/SF-000 <i>Specification for Preparation of Preventive Maintenance Instructions;</i> C-01-100-100/AG-008 <i>Writer's Guide for Technical Documentation</i>	5. CONTRACT REFERENCE SOW: Para. 4.3.1.3.1 (pg. 12) CDRL: App. A3.8 (pg. 40)
6 PREPARATION INSTRUCTIONS 6.1 CONTENT 6.1.1 Maintenance 6.1.1.1 The scope of the Maintenance portion of the Maintenance and Parts Handbook must cover the Technician Maintenance and repair tasks, IAW the Maintenance Concept para 4.1 (pg. 11). 6.1.1.2 The maintenance topics must consist of: 6.1.1.2.1 General Description/Equipment Overview; 6.1.1.2.2 Pre-maintenance procedures to make the equipment safe; 6.1.1.2.3 Troubleshooting and testing; 6.1.1.2.4 Basic diagnosis and fault finding; 6.1.1.2.5 Adjustments, maintenance and repairs grouped IAW the Maintenance Concept para 4.1 (pg. 11), and presented IAW D-01-100-205/SF-000 and D-01-100-204/SF-000; 6.1.1.2.6 Safety/Hazardous material issues; 6.1.1.3 The maintenance material must be amplified by colour illustrations, line drawings, and good quality colour pictures as appropriate. 6.1.2 Parts Handbook: 6.1.2.1 The Maintenance and Parts Handbook must have an Illustrated Parts List (IPL) section. This IPL must contain all the necessary information to positively identify and relate, to each other, all the parts of the equipment that are procurable and those involved in all maintenance tasks outlined in 6.1.1.2 above. 6.1.2.2 The Illustrated parts List must have drawings of the parts and assemblies: line drawings and exploded views in black and white only; and, 6.1.2.3 The Illustrated parts List must have corresponding table(s) containing: 6.1.2.3.1 Item Number (callout in the drawing(s)); 6.1.2.3.2 Item Name; 6.1.2.3.3 Manufacturer's Part Number; 6.1.2.3.4 Manufacturer's NCAGE code;	

- 6.1.2.3.5 Contractor's Part Number (CPN), if the Contractor is not the original Manufacturer;
- 6.1.2.3.6 NATO Stock Number (NSN), if known; and,
- 6.1.2.3.7 Quantity per Assembly (QPA).

6.2 GENERAL FORMAT

- 6.2.1 The Maintenance and Parts Handbook must be prepared in the Contractor's format and must be in full conformance with the above-stated issue of C-01-100-100/AG-008.

6.3 HARD COPY FORMAT

- 6.3.1 The accepted Maintenance and Parts Handbook hard copies must be:
 - 6.3.1.1 Printed on paper with these characteristics:
 - 6.3.1.1.1 Standard US Letter Size (216 mm x 270 mm)
 - 6.3.1.1.2 Covers: 320-370 gsm polyester film (such as Pico Film), matt surface and white colour
 - 6.3.1.1.3 Pages: 150-190 gsm polyester film (such as Pico Film), matt surface and white colour
 - 6.3.1.2 Bound with white or black spiral PVC coil (such as PLASTIKOIL®)

6.4 SOFT COPY FORMAT

- 6.4.1 The Maintenance and Parts Handbook must be provided as a PDF file with searchable text that matches the printed publication's format and layout.
 - 6.4.1.1 Links, bookmarks and thumbnails are to be included in the PDF file.
 - 6.4.1.2 All references made to a specific paragraph, figure, appendix must be appropriately linked.
 - 6.4.1.3 Viewing the PDF version: pages, regardless of size, containing text and illustrations in landscape, must be rotated for electronic viewing and reading in landscape.
- 6.4.2 **Soft Copy format submission size below 7MB** – The Maintenance and Parts Handbook PDF and its native file may be submitted via email as follows:
 - 6.4.2.1 To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.
 - 6.4.2.2 Subject Field: HASE-COM-ILS-204 – Maintenance and Parts Handbook – [Rev #] – [Date of Issue]
- 6.4.3 **Copy format submission size at or above 7MB** - The Maintenance and Parts Handbook PDF and its native file must be submitted on CD or DVD media and be labelled as follows:
 - 6.4.3.1 High-Angle Search Equipment & Confined-Space Communication
 - 6.4.3.2 Maintenance and Parts Handbook;
 - 6.4.3.3 HASE-COM-ILS-204;
 - 6.4.3.4 The Revision number, and
 - 6.4.3.5 The date of issue.

A4.9 DID – Operator Training Package

DATA ITEM DESCRIPTION	
1. TITLE Operator Training Package	2. IDENTIFICATION NUMBER DID HASE-COM-ILS-205
3. DESCRIPTION The Operator Training Package will be used as the reference material during the Training Sessions, and to facilitate future lesson plan preparation on the operation, Operator maintenance and storage of the equipment.	
4. RELATED DOCUMENTS C-01-100-100/AG-008 <i>Writer's Guide for Technical Documentation</i>	5. CONTRACT REFERENCE SOW: Para. 4.3.1.4.1 (pg. 12) CDRL: App. A3.9 (pg. 41)
6. PREPARATION INSTRUCTIONS	
6.1. CONTENT	
6.1.1. The Operator Training Package course material must include, in the order judged most appropriate by the Contractor, the following subjects:	
6.1.1.1. General Description/Equipment Overview;	
6.1.1.2. Pre-use testing/inspection;	
6.1.1.3. Preparation and set up for use;	
6.1.1.4. Use and operation;	
6.1.1.5. Preparation for travel and handling;	
6.1.1.6. Storage, preservation, exercising, and reactivation procedures;	
6.1.1.7. Safety and Hazardous material issues;	
6.1.1.8. Operator Troubleshooting and testing;	
6.1.1.9. Basic diagnosis and fault finding; and,	
6.1.1.10. Operator Maintenance IAW the Maintenance Concept para. 4.1 (pg. 11).	
6.1.2. The Operator Training Package course material must be amplified by colour illustrations, line drawings, and good quality colour pictures.	
6.1.3. The Operator Training Package course material subjects must be approached from the perspective that the student skillset is low.	
6.1.4. The Operator Training Package course material must not present any information that cannot also be found in the Technical Publication Package documents; those documents remain the primary reference for the equipment.	
6.1.5. The Operator Training Package must include a Student Handout that includes the course material described above.	
6.1.6. The Operator Training Package must include an Instructor Lesson Plan that includes the course material described above, speaker's notes, and outlines the following:	
6.1.6.1. Classroom's physical and functional requirements;	
6.1.6.2. Field area's physical and functional requirements;	
6.1.6.3. Training Session schedule, divided by course material subjects;	
6.1.6.4. Instructor/Student ratio for the course material subjects;	
6.1.6.5. Training materiel that will be supplied by the Contractor;	

6.1.6.6. Training material that is expected to be supplied by Canada.

6.2. **GENERAL FORMAT**

- 6.2.1. The Operator Training Package can be prepared in the Contractor's format while using C-01-100-100/AG-008 as guidance.
- 6.2.2. No Contractor or sub-contractor logo, name, trademark, or other wording or device that may be interpreted as advertising must appear in the publication.
- 6.2.3. The Operator Training Package **Student Handout** must have no more than three (3) slides per page of the course material, and have additional space and lines for note taking.
- 6.2.4. The Operator Training Package **Instructor Lesson Plan** must have one (1) slide per page of the course material, with the speaker's notes below it.

6.3. **HARD COPY FORMAT**

- 6.3.1. The Operator Training Package must be furnished in a three (3) ring binder(s) and printed on paper with these characteristics:
 - 6.3.1.1. Weight of no less than 90 gsm;
 - 6.3.1.2. Brightness of no less than 96 ISO brightness;

6.4. **SOFT COPY FORMAT**

- 6.4.1. The Operator Training Package soft copy format must be MS PowerPoint.
- 6.4.2. **Soft Copy format submission size below 7MB** – The Operator Training Package may be submitted via email as follows:
 - 6.4.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.
 - 6.4.2.2. Subject Field: HASE-COM-ILS-205 – Operator Training Package – [Rev #] – [Date of Issue]
- 6.4.3. **Soft Copy format submission size at or above 7MB** - The Operator Training Package file must be submitted on CD or DVD media and be labelled as follows:
 - 6.4.3.1. High-Angle Search Equipment & Confined-Space Communication
 - 6.4.3.2. Operator Training Package;
 - 6.4.3.3. HASE-COM-ILS-205;
 - 6.4.3.4. The Revision number, and
 - 6.4.3.5. The date of issue.

A4.10 DID – Provisioning Parts Breakdown

DATA ITEM DESCRIPTION															
1. TITLE Provisioning Parts Breakdown	2. IDENTIFICATION NUMBER DID HASE-COM-ILS-206														
3. DESCRIPTION The Provisioning Parts Breakdown (PPB) is a top-down breakdown of the equipment in the configuration in which it is being procured. This breakdown is accomplished by listing all parts included in the end item in a lateral and descending family tree/generation breakdown. In this breakdown, all assemblies, subassemblies and parts are listed in relation to the next higher assembly. This relationship is shown by means of an indention code as illustrated in the top-down breakdown sequence. For example, an assembly with indention code B must be followed by a detailed breakdown of all the subsequent indention codes pertaining to that assembly before the next indention code B assembly (if any) is, in turn, broken down.															
4. RELATED DOCUMENTS D-01-100-214/SF-000 <i>Specification for Preparation of Provisioning Documentation for Canadian Forces Equipment</i>	5. CONTRACT REFERENCE SOW: Para. 4.4.3.1.1 (pg. 14) CDRL: App. A3.10 (pg. 42)														
6 PREPARATION INSTRUCTIONS 6.1 CONTENT 6.1.1 The PPB must contain data as per Table 1 below, which supersedes Figures 1 and 5 in D-01-100-214/SF-000. 6.1.2 The PPB attaching parts and fasteners, given a “Y” indention code, must immediately follow the part which they fasten. 6.1.3 The PPB Data Field definitions can be found at section 3.9.4 of the D-01-100-214/SF-000 specification. The following override applies: <i>Expanded Description (SPTD)</i> must contain the line item’s applicable SPTD filename. 6.1.4 For clarity: 6.1.4.1 <i>Original Equipment Manufacturer’s Part Number</i> refers only to the Contractor which DND has contracted to supply the equipment; data from sub-contractors for items that they did not manufacture or do not control are not permitted. This field may be left blank if no data is available, or if it is the same as the MRN. 6.1.4.2 <i>Quantity per Assembly (QPA)</i> refers to the number of times the item is used in the next higher assembly. For example, a C-level item’s QPA will show the number of times it is used in its related B-level assembly, without being multiplied by the number of B-level assemblies. 6.1.4.3 <i>Quantity per Equipment (QPE)</i> refers to the total number of times the item is used in the whole prime equipment (A-level). If that quantity exceeds 99999, the figure will show 99999 in the field, with the true quantity (if known) shown in the <i>Expanded Description</i> field. 6.1.4.4 <i>NATO Commercial and Government Entity (NCAGE) Codes</i> can be searched and requested through the NATO portal: https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx .															
<p style="text-align: center;">TABLE 1</p> <table> <tr> <th>DATA FIELDS REQUIRED</th><th>Field Length</th></tr> <tr> <td>Item Number</td><td>6</td></tr> <tr> <td>Indention Code</td><td>1</td></tr> <tr> <td>Item Name</td><td>32</td></tr> <tr> <td>MRN</td><td>30</td></tr> <tr> <td>NCAGE</td><td>5</td></tr> <tr> <td>OEM’s Part Number</td><td>30</td></tr> </table>		DATA FIELDS REQUIRED	Field Length	Item Number	6	Indention Code	1	Item Name	32	MRN	30	NCAGE	5	OEM’s Part Number	30
DATA FIELDS REQUIRED	Field Length														
Item Number	6														
Indention Code	1														
Item Name	32														
MRN	30														
NCAGE	5														
OEM’s Part Number	30														

NATO Stock Number	16
Quantity Per Assembly (QPA)	4
Quantity Per Equipment (QPE)	5
Standard Unit Price	9
Unit Of Issue	2
Reparability Indicator (REP)	1
Government Supplied Material (GSM)	1
Procurement Lead Time (PLT)	3
Shelf Life	2
Usage Rate	5
Recommended Buy Quantity	8
SMR Code	5
Expanded Description	34
Expanded Description (SPTD)	74

- 6.1.5 The Source Maintenance and Recoverability (SMR) Codes are used to communicate maintenance and supply instructions to the various logistic support levels and user organizations for the logistic support of systems, equipment, and end items. The PPB SMR Codes must be chosen from the following list:

SMR Field Position	Code	Application/Explanation
First and Second Position Source Codes	PA	Item procured and stocked for anticipated or known usage. Items are normally considered for replenishment
	PC	Item procured and stocked, but is deteriorative in nature.
	PF	Support equipment which will not be stocked, but which will be centrally procured on demand.
	XA	Item is not procured or stocked because the requirements for the item will result in the replacement of the next higher assembly
	XC	Installation drawing, diagram, instruction sheet, or field Service drawing, that is identified by the manufacturers' part number.
Third Position Maintenance Codes	C	Support item is removed, replaced, used by the operator/crew.
	O	Support item is removed, replaced, or used at the Technician Maintenance level.
	K	Repairable item. Item is removed, replaced, or used at contractor facility.
Fourth Position Repair Codes	C	The lowest maintenance activity capable of complete repair of the support item is the operator/crew.
	O	The lowest maintenance activity capable of complete repair of the support item is the Technician Maintenance level.
	K	Repairable support item. Complete repair capability exists at a designated contractor facility.
	Z	Non-repairable.
Fifth Position Recoverability Codes	C	Repairable item. When uneconomically repairable, condemn and disposed by the operator/crew.
	Z	Non-repairable item. When item becomes unserviceable, condemn and disposed of by authorized activity.
	O	Repairable item. When uneconomically repairable, condemn and dispose at organizational activity.
	K	Repairable item. Condemnation and disposal to be performed at contractor facility.

6.2 GENERAL FORMAT

- 6.2.1 The PPB must be prepared as an MS Excel spreadsheet, formatted IAW D-01-100-214/SF-000.

6.3 HARD COPY FORMAT

- 6.3.1 The PPB must be printed on paper with these characteristics:

6.3.1.1 Standard US Ledger size (432 mm x 279 mm)

6.3.1.2 Weight of no less than 90 gsm;

6.3.1.3 Brightness of no less than 96 ISO brightness;

6.4 SOFT COPY FORMAT

6.4.1 The PPB must be provided as an MS Excel Spreadsheet file.

6.4.2 **Soft Copy format submission size below 7MB** – The PPB may be submitted via email as follows:

6.4.2.1 To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.

6.4.2.2 Subject Field: HASE-COM-ILS-206 – PPB – [Rev #] – [Date of Issue]

6.4.3 **Soft Copy format submission size at or above 7MB** - The PPB file must be submitted on CD or DVD media and be labelled as follows:

6.4.3.1 High-Angle Search Equipment & Confined-Space Communication

6.4.3.2 Provisioning Parts Breakdown;

6.4.3.3 HASE-COM-ILS-206;

6.4.3.4 The Revision number, and

6.4.3.5 The date of issue.

A4.11 DID – Supplementary Provisioning Technical Documentation

DATA ITEM DESCRIPTION	
1. TITLE Supplementary Provisioning Technical Documentation	2. IDENTIFICATION NUMBER DID HASE-COM-ILS-207
3. DESCRIPTION The Supplementary Provisioning Technical Documentation (SPTD) fully identifies and describes part(s) that may be catalogued.	
4. RELATED DOCUMENTS D-01-100-214/SF-000 <i>Specification for Preparation of Provisioning Documentation for Canadian Forces Equipment</i> D-01-400-001/SG-000 <i>Standard - Engineering Drawing Practices</i>	5. CONTRACT REFERENCE SOW: Para. 4.4.3.2.1 (pg. 14) CDRL: App. A3.11 (pg. 43)
6. PREPARATION INSTRUCTIONS 6.1. CONTENT 6.1.1. The Supplementary Provisioning Technical Documentation (SPTD) must be provided for each item appearing on the Provisioning Documentation, as follows: 6.1.1.1. The SPTD must include the technical data required for DND to classify and fully describe the item within the NATO codification system, allowing for item identification and cataloguing purposes. 6.1.1.2. Key elements of good SPTD: 6.1.1.2.1. Displays the true manufacturer company logo & address (or NCAGE), and MRN (see D-01-100-214/SF-000 for definitions.). 6.1.1.2.2. Lists characteristic data about the item: 6.1.1.2.2.1. Configuration; 6.1.1.2.2.2. Physical characteristics, such as dimensions, tolerances, material, mandatory processes, surface finish, and protective coatings; 6.1.1.2.2.3. Electrical Characteristics; 6.1.1.2.2.4. Performance data; 6.1.1.2.2.5. Special features which contribute to the uniqueness of the item, especially for common items modified to a particular standard of performance. 6.1.1.2.3. Clearly shows the item in question. 6.1.1.2.4. Shows where the item fits in the next higher assembly (where practical). 6.2. GENERAL FORMAT 6.2.1. The SPTD must be prepared as black and white line drawing(s) or with good quality photograph(s) within a Technical Datasheet. 6.2.1.1. If prepared as a drawing, the SPTD must follow the drawing format of D-01-400-001/SG-000 section 7.4, with attached parts lists (for assemblies), so that DND can ensure that the Provisioning Documentation reflects the current and complete configuration of the equipment being produced. 6.3. HARD COPY FORMAT 6.3.1. The SPTD must be printed on Ledger (11x17) paper with these characteristics: 6.3.1.1. Weight of no less than 90 gsm; 6.3.1.2. Brightness of no less than 96 ISO brightness; 6.4. SOFT COPY FORMAT 6.4.1. The SPTD must be submitted in PDF file type, with filenames in the following format: (MRN)_(NCAGE)_(item name).pdf. 6.4.2. Soft Copy format submission size below 7MB – The SPTD PDFs may be submitted via email as follows:	

6.4.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.

6.4.2.2. Subject Field: HASE-COM-ILS-207 – SPTD – [Rev #] – [Date of Issue]

6.4.3. **Soft Copy format submission size at or above 7MB** – The SPTD PDFs must be submitted on CD or DVD media and be labelled as follows:

6.4.3.1. High-Angle Search Equipment & Confined-Space Communication

6.4.3.2. SPTD;

6.4.3.3. HASE-COM-ILS-207;

6.4.3.4. The Revision number, and

6.4.3.5. The date of issue.

A4.12 DID – Special Tools and Test Equipment

DATA ITEM DESCRIPTION	
1. TITLE Special Tools and Test Equipment	2. IDENTIFICATION NUMBER DID HASE-COM-ILS-208
3. DESCRIPTION The Special Tools and Test Equipment (STTE) provides a list of all special tools and testing equipment, that are not in the DND inventory, required to maintain and operate the equipment.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE SOW: Para. 4.4.3.3.1 (pg. 14) CDRL: App. A3.12 (pg. 44)
6. PREPARATION INSTRUCTIONS	
6.1. CONTENT	
6.1.1. The STTE must include the following for each item listed:	
6.1.1.1. Item Name;	
6.1.1.2. Reference (Manufacturer's Part) Number;	
6.1.1.3. NCAGE;	
6.1.1.4. NSN (if available);	
6.1.1.5. Maintenance Level;	
6.1.1.6. Recommended Buy Quantity;	
6.1.1.7. Standard Unit Price;	
6.1.1.8. Date of First Article Delivery;	
6.1.1.9. Picture(s) or Drawing(s) of item; and,	
6.1.1.10. Description and Function of STTE	
6.1.2. The above STTE item list may be divided into sub-sections such as:	
6.1.2.1. Operations Support Equipment;	
6.1.2.2. Maintenance Support Equipment;	
6.1.2.3. Calibration Equipment;	
6.1.2.4. Test, Measurement and Diagnostic Equipment	
6.1.2.5. Automatic Test Equipment and its Test Program Set; and	
6.1.2.6. Computer Resources Support Requirement.	
6.2. GENERAL FORMAT	
6.2.1. The STTE must be prepared as an MS Excel spreadsheet	
6.3. HARD COPY FORMAT	
6.3.1. The STTE must be printed on paper with these characteristics:	
6.3.1.1. Weight of no less than 90 gsm;	
6.3.1.2. Brightness of no less than 96 ISO brightness;	

6.4. **SOFT COPY FORMAT**

6.4.1. The STTE must be provided as an MS Excel Spreadsheet file.

6.4.2. **Soft Copy format submission size below 7MB** – The STTE may be submitted via email as follows:

6.4.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.

6.4.2.2. Subject Field: HASE-COM-ILS-208 – STTE – [Rev #] – [Date of Issue]

6.4.3. **Soft Copy format submission size at or above 7MB** – The STTE file must be submitted on CD or DVD media and be labelled as follows:

6.4.3.1. High-Angle Search Equipment & Confined-Space Communication

6.4.3.2. Special Tools and Test Equipment

6.4.3.3. HASE-COM-ILS-208;

6.4.3.4. The Revision number, and

6.4.3.5. The date of issue.

A4.13 DID – Identification Plates – Design Template & Populated Designs

DATA ITEM DESCRIPTION	
1. TITLE Identification Plates – Design Template & Populated Designs	2. IDENTIFICATION NUMBER DID HASE-COM-ILS-209
3. DESCRIPTION The Identification Plates uniquely identify equipment and components and spares based on the procedures governing the identification marking of Canadian military property.	
4. RELATED DOCUMENTS D-02-002-001/SG-001 <i>Canadian Forces Standard Identification Marking of Canadian Military Property</i> D-01-400-002/SF-000 <i>Specification - Levels of Engineering Drawings</i>	5. CONTRACT REFERENCE SOW: Para. 4.6.1 (pg. 15) CDRL: App. A3.13 (pg. 45)
6. PREPARATION INSTRUCTIONS	
6.1. CONTENT AND GENERAL FORMAT	
6.1.1. In accordance with D-02-002-001/SG-001, the Identification Plates affixed to each item included in Annex A SOW para 4.6.2 must be of size, format, and construction appropriate for the item being identified, and contain the data required for those Identification Plate formats in both official languages.	
6.1.2. The Identification Plates Design Template & Populated Designs must be prepared as representative Level 2 drawings (see D-01-400-002/SF-000).	
6.1.2.1. The Level 2 drawings must include the mounting or installation method for each Identification Plate, with any fasteners described by size, and/or technical standard, and/or NSN, and quantity.	
6.2. HARD COPY FORMAT	
6.2.1. The Identification Plates Design Template & Populated Designs must be:	
6.2.1.1. Printed in 1:1 scale;	
6.2.1.2. Printed on Standard US Ledger size paper (432 mm x 279 mm), with a:	
6.2.1.2.1. Weight of no less than 90 gsm;	
6.2.1.2.2. Brightness of no less than 96 ISO brightness;	
6.3. SOFT COPY FORMAT	
6.3.1. The Identification Plates Design Template & Populated Designs must be provided as individual PDF files, filename labelled in the following way: [Item Name]_[MRN].pdf.	
6.3.2. The Identification Plates Design Template and Populated Designs PDFs containing text and illustrations in landscape, must be rotated for electronic viewing and reading in landscape.	
6.3.3. Soft Copy format submission size below 7MB – The Identification Plates Design Template & Populated Designs may be submitted via email as follows:	
6.3.3.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.	
6.3.3.2. Subject Field: HASE-COM-ILS-209 – Identification Plates – [Rev #] – [Date of Issue]	
6.3.4. Soft Copy format submission size at or above 7MB – The Identification Plates Design Template & Populated Designs file must be submitted on CD or DVD media and be labelled as follows:	
6.3.4.1. High-Angle Search Equipment & Confined-Space Communication	
6.3.4.2. Identification Plates	
6.3.4.3. HASE-COM-ILS-209;	
6.3.4.4. The Revision number, and	

6.3.4.5. The date of issue.

A4.14 DID – Controlled & Non-Controlled Goods List

DATA ITEM DESCRIPTION	
1. TITLE Controlled & Non-Controlled Goods List (CNCGL)	2. IDENTIFICATION NUMBER DID HASE-COM-ILS-210
3. DESCRIPTION Controlled Goods Items – The CNCGL identifies if the controlled goods end items, components and sub-components of the equipment are specifically designed and modified for military purpose, and provides the Demilitarization Instructions if required. <u>Non-Controlled Goods Items</u> – The CNCGL still includes non-controlled goods end items, components and sub-components of the equipment, as they will still require a DMC assignment.	
4. RELATED DOCUMENTS C-02-007-000/AG-001 <i>Controlled Technology Access and Transfer (CTAT) Manual</i>	5. CONTRACT REFERENCE SOW: Para. 4.7.1 (pg. 15) CDRL: App. A3.14 (pg. 46)
6. PREPARATION INSTRUCTIONS 6.1. CONTENT 6.1.1. The CNCGL must identify end items accordingly, IAW C-02-007-000/AG-001: 6.1.1.1. For Canadian origin items, Canada's Export Control List (ECL) articles that apply in accordance with the Defence Product Act (DPA); 6.1.1.2. For US origin dual use, the Export Control Classification Number (ECCN) of the Commerce Control List that applies; 6.1.1.3. For US origin controlled goods also known as defence articles, the United States Munitions List (USML) Category and paragraph that apply in accordance with the International Traffic in Arms Regulations (ITAR); 6.1.1.4. For all other countries other than Canada and the USA, the category and article of the Wassenaar Control List that applies, and 6.1.1.5. All items require a Demilitarization Code (DMC). 6.2. GENERAL FORMAT 6.2.1. The CNCGL must be in spreadsheet format with 6 columns: 6.2.1.1. Item name, as per the PPB; 6.2.1.2. Manufacturer's Reference Part Number, as per the PPB; 6.2.1.3. Ref para for Canadian origin items (ECL), if required; 6.2.1.4. Ref para for US origin controlled goods (USML), if required; 6.2.1.5. DMC; 6.2.1.6. Formal Demilitarisation Instructions, if DMC is F; 6.2.1.7. Remarks. 6.3. HARD COPY FORMAT 6.3.1. The CNCGL must be printed on paper with these characteristics: 6.3.1.1. Weight of no less than 90 gsm; 6.3.1.2. Brightness of no less than 96 ISO brightness;	

6.4. **SOFT COPY FORMAT**

- 6.4.1. The CNCGL must be provided as an MS Excel Spreadsheet file.
- 6.4.2. **Soft Copy format submission size below 7MB** – The CNCGL may be submitted via email as follows:
 - 6.4.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.
 - 6.4.2.2. Subject Field: HASE-COM-ILS-210 – CNCGL – [Rev #] – [Date of Issue]
- 6.4.3. **Soft Copy format submission size at or above 7MB** – The CNCGL file must be submitted on CD or DVD media and be labelled as follows:
 - 6.4.3.1. High-Angle Search Equipment & Confined-Space Communication
 - 6.4.3.2. CNCGL
 - 6.4.3.3. HASE-COM-ILS-210;
 - 6.4.3.4. The Revision number, and
 - 6.4.3.5. The date of issue.

A4.15 DID – Identification Labels for Storage and Shipment and Packaging Codes

DATA ITEM DESCRIPTION	
1. TITLE Identification Labels for Storage and Shipment and Packaging Codes	2. IDENTIFICATION NUMBER DID HASE-COM-ILS-211
3. DESCRIPTION The Identification Labels for Storage and Shipment and Packaging Codes (CF271 forms) ensures that the labelling used to identify packages for items procured by DND and shipped to and stored at a Canadian facility comply with CAF specifications. As well, this will allow DND to obtain a complete record of packaging codes for catalogued items of the equipment.	
4. RELATED DOCUMENTS D-LM-008-011/SF-001 <i>Preparation and Use of Packaging Requirements Codes</i> D-LM-008-002/SF-001 <i>Specification for Marking for Storage and Shipment</i> D-01-400-002/SF-000 <i>Specification - Levels of Engineering Drawings</i> CF271 Form (MS Excel version provided by DND after contract award)	5. CONTRACT REFERENCE SOW: Para. 4.8.3 (pg. 15) CDRL: App. A3.15 (pg. 47)
6. PREPARATION INSTRUCTIONS 6.1. CONTENT AND GENERAL FORMAT 6.1.1. The Identification Labels for Storage and Shipment design, populated with the appropriate data, must be provided as Level 1 drawings (see D-01-400-002/SF-000) and include dimensions to show the measurements as defined by D-LM-008-002/SF-001 (example: text size, bar code dimensions). 6.1.2. A separate Packaging Code (CF271 Form) must be provided electronically for each item that: 6.1.2.1. Requires special packaging, packing, or preservation considerations to meet the required protection level (see 4.8.1 of the SOW), as per D-LM-008-011/SF-001 (see Table 1 below). 6.1.2.2. Has a NATO Stock Number (NSN). 6.1.3. The CF271 forms' file name must correspond to the item listed within, either by its part number or NSN (example: CF271 9422-01-552-8836.xls). 6.2. HARD COPY FORMAT 6.2.1. The Identification Labels for Storage and Shipment designs must be printed on paper with these characteristics: 6.2.1.1. Standard US Ledger size (432 mm x 279 mm) 6.2.1.2. Weight of no less than 90 gsm; 6.2.1.3. Brightness of no less than 96 ISO brightness; 6.3. SOFT COPY FORMAT 6.3.1. The Identification Labels for Storage and Shipment designs must be provided as PDF files. 6.3.2. The Identification Labels for Storage and Shipment designs PDFs containing text and illustrations in landscape, must be rotated for electronic viewing and reading in landscape. 6.3.3. The Packaging Codes (CF271 forms) must be provided as MS Excel Spreadsheet files. 6.3.4. Soft Copy format submission size below 7MB – The Identification Labels for Storage and Shipment and Packaging Codes may be submitted via email as follows: 6.3.4.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract. 6.3.4.2. Subject Field: HASE-COM-ILS-211 – Identification Labels for Storage and Shipment and Packaging Codes – [Rev #] – [Date of Issue]	

A4.16 DID – List of Items to be Supported

DATA ITEM DESCRIPTION	
1. TITLE List of Items to be Supported	2. IDENTIFICATION NUMBER DID HASE-COM-ILS-212
3. DESCRIPTION The List of Items to be Supported (LIS) will provide the repairable/consumable item data and technical data, which will be supported once the system is delivered. DND will use this information, along with the provisioning data, to populate the Support SOW Appendix A1.0 tables.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE SOW: Para. 4.9.1 (pg. 16) CDRL: App. A3.16 (pg. 48)
6. PREPARATION INSTRUCTIONS	
6.1. CONTENT 6.1.1. The LIS must provide an overview and understanding to DND on how the HASE-COM and its associated equipment will be supported once the HASE-COM is delivered. Refer to the Support SOW for further information. 6.1.2. The LIS must provide the following completed tables, stemming from the Concept of Operation & Support (in accordance with the Support SOW), and in accordance with the Maintenance Concept ANNEX A paragraph 4.1.1.1 (page 11): 6.1.2.1. Supported Repairable-Consumable Equipment and Spares Table – This includes the repairable equipment, components of the complete system, STTE, and consumable equipment. 6.1.2.2. Supported Technical Data Table – This includes the Technical Data and publications, and training material for which the Contractor will provide support. 6.2. GENERAL FORMAT 6.2.1. The LIS must be prepared as an MS Word document with tables. 6.3. SOFT COPY FORMAT 6.3.1. The LIS must be provided as an MS Word file. 6.3.2. Soft Copy format submission size below 7MB – The LIS may be submitted via email as follows: 6.3.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract. 6.3.2.2. Subject Field: HASE-COM-ILS-212 – LIS – [Rev #] – [Date of Issue] 6.3.3. Soft Copy format submission size at or above 7MB – The LIS file must be submitted on CD or DVD media and be labelled as follows: 6.3.3.1. High-Angle Search Equipment & Confined-Space Communication 6.3.3.2. LIS 6.3.3.3. HASE-COM-ILS-212; 6.3.3.4. The Revision number, and 6.3.3.5. The date of issue.	

Supported Repairable-Consumable Equipment and Spares Table

An explanation of each column is detailed below:

1. System Identifier MRN/OEM Part No – A unique identifier for the Item, as used in the applicable technical manuals or supply management system.
2. Item Nomenclature – The name of the Item that may include Item class/group categories and functional descriptors.
3. NATO Stock Number (NSN) – The 13-digit identifier used in NATO and allied cataloguing systems. The NSN will be included if the Item is to be ordered by DND.
4. Maximum Repair Cost (MRC) – Identifies the maximum amount authorized that includes all labour and material costs, to be expended to repair an item. Repairs above the MRC must be approved by DND before any repair or overhaul work commences.
5. Repair Turn-Around-Time (TAT) – Identifies the Repair TAT, if different from the general Repair TAT, as defined in Support SOW, indicating that this item is of greater importance to the operation of the HASE-COM and therefore requires a faster turn-around. Repair TAT is indicated in calendar days, if left blank, then general Repair TAT is followed.
6. Fleet Support Spares (FSS) quantity to hold – Describes the quantity of each item that the Contractor will hold and maintain, or left blank, if item does NOT have a required sparing level quantity or category isn't applicable.

FSS are used by the Contractor to support the fleet, and can be used by Contractor FSRs during repair tasks, for faster TAT during R&O.

FSS are also used in 'repair by replacement' situations, where the repair can be done in the field or when parts are required so rarely that they would not be stocked in depot, and the cost is minimal compared to the transport cost of shipping equipment back for R&O Maintenance Support at the Contractor's site.

7. Detailed Inspection & Maintenance / Detailed Inspection & Equipment Rotation – Indicates which items will require a detailed inspection and maintenance / detailed inspection & equipment rotation, performed by the Contractor, following the manufacturer's instructions for use and inspection.
 - a. Detailed Inspection & Maintenance (Insp. Maint.)
 - i. 'Y – HASE-COM Equip. QTY' = yes, detailed inspection & maintenance required for the listed quantity of HASE-COM Equipment.
 - b. Detailed Inspection & Equipment Rotation (Insp. Rotat.)
 - i. 'Y – HASE-COM Equip. QTY' = yes, detailed inspection & equipment rotation required at the CAF unit for the listed quantity of HASE-COM equipment.
 - c. 'N' or blank = no.

NOTE: INFORMATION IN THIS TABLE WILL BE FINALIZED AFTER DELIVERY AND ACCEPTANCE OF THE PROVISIONING DOCUMENTATION.

ANNEX A
TO W8476-196050
REVISED NOV 7, 2019

Item Identifier MRN/OEM Part No. (1)	Item Nomenclature (2)	NSN (if item can be ordered) (3)	MRC (4)	Repair TAT (cal. Days) (5)	Fleet Support Spares (Qty. to hold) (6)	<u>Insp. Maint.</u> (Y – HASE-COM Equip. QTY) <u>Insp. Rotat.</u> (Y – HASE-COM Equip. QTY) (7)
	HASE-COM				-	<u>Insp. Maint.</u> Y – Qty 5 in NCR
C60	Chest Harness	4240-14-564-1894			16	<u>Insp. Rotat.</u> Y – Qty 4 in CAF unit & Qty 8 in CFSME
C38CAA 1	Seat Harness (Size 1)	4240-14-548-7343			16	<u>Insp. Rotat.</u> Y – Qty 4 in CAF unit & Qty 8 in CFSME
C38CAA 2	Seat Harness (Size 2)	4240-14-548-7345			16	<u>Insp. Rotat.</u> Y – Qty 4 in CAF unit & Qty 8 in CFSME
	Roll of Multi-use Rescue/Rappel Static Rope (200m)				-	N
	Roll of Climbing Dynamic Rope (200m)				-	N
	Edge Pad Rope Protector				-	N
	Roll of Prusik Cord (200m)				-	N
	Roll of Accessory Cord (200m)				-	N
	Roll of Tubular Nylon Climbing Webbing (91m)				-	N
	Single Swivel Pulley				20	<u>Insp. Rotat.</u> Y – Qty 5 in CAF unit & Qty 10 in CFSME
	Double Swivel Pulley				8	<u>Insp. Rotat.</u> Y – Qty 2 in CAF unit & Qty 4 in CFSME
	Double Pulley with Locking and Release Mechanism				8	<u>Insp. Rotat.</u> Y – Qty 2 in CAF unit & Qty 4 in CFSME
	Anchor Plate				8	<u>Insp. Rotat.</u> Y – Qty 2 in CAF unit & Qty 4 in CFSME

ANNEX A
TO W8476-196050
REVISED NOV 7, 2019

Item Identifier MRN/OEM Part No. (1)	Item Nomenclature (2)	NSN (if item can be ordered) (3)	MRC (4)	Repair TAT (cal. Days) (5)	Fleet Support Spares (Qty. to hold) (6)	<u>Insp. Maint.</u> (Y – HASE-COM Equip. QTY) <u>Insp. Rotat.</u> (Y – HASE-COM Equip. QTY) (7)
	Manual-Lock Pear Shape Carabiner				120	<u>Insp. Rotat.</u> Y – Qty 30 in CAF unit & Qty 60 in CFSME
	Wire Gate Carabiner				120	<u>Insp. Rotat.</u> Y – Qty 30 in CAF unit & Qty 60 in CFSME
BD620055	Belay/Rappel Device	8465-01-614-1590			16	<u>Insp. Rotat.</u> Y – Qty 4 in CAF unit & Qty 8 in CFSME
	Self-braking Descender				16	<u>Insp. Rotat.</u> Y – Qty 4 in CAF unit & Qty 8 in CFSME
	Handheld Ascender System				8	<u>Insp. Rotat.</u> Y – Qty 2 in CAF unit & Qty 4 in CFSME
	Waist Tool Bag				-	N
	Ankle Tool Bag				-	N
	Tripod and Winch System				4	<u>Insp. Rotat.</u> Y – Qty 1 in CAF unit & Qty 2 in CFSME
SK200C-GR	Collapsible Search and Rescue Litter	6530-01-575-4004			4	<u>Insp. Rotat.</u> Y – Qty 1 in CAF unit & Qty 2 in CFSME

Supported Technical Data Table

An explanation of each column is detailed below:

1. Publication Number – The unique identifier for the published Item of Technical Data.
2. Title – The title of the item of Technical Data.

NOTE: INFORMATION IN THIS TABLE WILL BE FINALIZED AFTER DELIVERY AND ACCEPTANCE OF THE TECHNICAL PUBLICATIONS.

Publication Identifier (1)	Title (2)
	HASE – OPERATOR MANUAL
	HASE – OPERATOR QUICK REFERENCE CARD
	COM – OPERATOR MANUAL
	COM – OPERATOR QUICK REFERENCE CARD
	COM – MAINTENANCE AND PARTS HANDBOOK
	OPERATOR TRAINING PACKAGE
	PROVISIONING PARTS BREAKDOWN
	SUPPLEMENTARY PROVISIONING TECHNICAL DOCUMENTATION
	SPECIAL TOOL & TESTING EQUIPMENT
	IDENTIFICATION PLATES
	CONTROLLED & NON-CONTROLLED GOODS LIST
	PACKAGING, LABELS AND CODES

Solicitation No. - N° de l'invitation
W8476-196050/B
Client Ref. No. - N de rf. du client
W8476-196050

Amd. No. - N de la modif.
File No. - N du dossier
030qf W8476-196050

Buyer ID - Id de l'acheteur
030qf
CCC No./N CCC - FMS No./N VME

ANNEX D

TECHNICAL PROPOSAL REQUIREMENT AND BID EVALUATION

HIGH-ANGLE SEARCH EQUIPMENT & CONFINED-SPACE COMMUNICATION

This documents consists of this page plus eight (8) additional pages

TECHNICAL PROPOSAL REQUIREMENTS
AND BID EVALUATION
FOR THE
HIGH-ANGLE SEARCH EQUIPMENT & CONFINED-SPACE
COMMUNICATION



NOTICE

This documentation has been reviewed by the technical authority and does not contain controlled goods. Disclosure notices and handling instructions originally received with the document must continue to apply.

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1.0 GENERAL

1.1 Introduction

- 1.1.1 This document is split in two parts and defines the criteria that will be used to determine the winning bid for the procurement of the High-Angle Search Equipment & Confined-Space Communication (HASE-COM).
 - 1.1.1.1 The first part, Technical Proposal Requirements, defines the information required from the Bidders for their proposal to be evaluated.
 - 1.1.1.2 The second part, Technical Bid Evaluation, defines the evaluation process Canada will undertake.

2.0 TECHNICAL PROPOSAL REQUIREMENTS

2.1 Responding to Evaluation Criteria

- 2.1.1 Bidders must provide the information required for each listed requirement in accordance with the method identified in the "Compliance Documentation Required" column in the Evaluation of Key Mandatory Requirements table.
 - 2.1.1.1 The following compliance methods define the information required:
 - 2.1.1.1.1 **Compliance Statement (CS)** - Where "CS" is identified, the Bidder must describe in detail how the equipment offered fully complies with the requirement. Supporting documentation is requested but not essential.
 - 2.1.1.1.2 **Test Report (TR)** - Where "TR" is identified, the Bidder must provide a completed and detailed Test Report, including test procedures, data and results, for tests conducted on the equipment offered to confirm it fully complies with the requirement.
- 2.1.2 For each listed requirement, the Bidder must provide a response in the "Bidder's Response/References" column in the Evaluation of Key Mandatory Requirements table(s) to clearly explain how the requirement is met, either by including the specific reference to indicate where in their proposal the information is found or including the complete response directly in that column.

3.0 TECHNICAL BID EVALUATION

3.1 Technical Evaluation of Compliance

3.1.1 Evaluation of Key Mandatory Requirements

3.1.1.1 The evaluation team will use the Bidder's submitted proposal to determine compliance against key mandatory requirements. See the Evaluation of Key Mandatory Requirements table for more details.

3.1.2 Assessment

3.1.2.1 Results of compliance and non-compliance will be provided through PSPC CA.

3.2 Evaluation of Key Mandatory Requirements

Serial	Requirement Reference(s)	Requirement Description	Compliance Documentation Required CS - Compliance Statement TR - Test Report	Bidder's Response/References	Compliance (This column is for the Evaluation Team only)	
					"C"	"NC"
M1	ANNEX A – Para A1.2.3.1.3 & A1.2.3.1.4	Roll of Multi-use Rescue/Rappel Static Rope The Roll of Multi-use Rescue/Rappel Static Rope must meet the following: <ul style="list-style-type: none"> a. Rating of Minimum Breaking Strength (MBS) not less than of 30 kN. b. International Climbing and Mountaineering Federation (UIAA) Water Repellent Certified or equivalent - absorbed water not greater than 5% of the rope's weight. 	CS			
M2	ANNEX A – Para A1.2.4.1.3, A1.2.4.1.4 & A1.2.4.1.7	Roll of Climbing Dynamic Rope The Roll of Climbing Dynamic Rope must meet the following: <ul style="list-style-type: none"> a. Withstand no less than five (5) successive falls (factor 1.77). b. Transmit an impact force of no more than 10 kN. c. UIAA Water Repellent Certified or equivalent - absorbed water not greater than 5% of the rope's weight. 	CS			

Serial	Requirement Reference(s)	Requirement Description	Compliance Documentation Required CS - Compliance Statement TR - Test Report	Bidder's Response/References	Compliance (This column is for the Evaluation Team only)	
					"C"	"NC"
M3	ANNEX A – Para A1.2.13.1.1 & A1.2.13.1.2	<p>Manual-Lock Pear Shape Carabineer</p> <p>The Manual Lock Pear Shape Carabineer must meet the following:</p> <ol style="list-style-type: none"> Have a manual-lock on the gate opening to prevent accidental opening, and a visual indicator mark to show when unlocked. Have the nose of the carabiner (portion where the gate is locked) free from any type of groove, allowing for unobstructed movement of the rope into and within the carabiner. 	CS			
M4	ANNEX A – Para A1.2.16.1.3	<p>Self-braking Descender (ID S)</p> <p>The Self-braking Descender must meet the following:</p> <ol style="list-style-type: none"> Have one-hand operation for the braking action and allow for gradual application of force to stop the belay. 	CS			
M5	ANNEX A – Para A1.2.20.1.1 & A1.2.20.1.3 & A1.2.20.2.1 & A1.2.20.2.3	<p>Tripod and Winch System</p> <p>The Tripod must meet the following:</p> <ol style="list-style-type: none"> Collapse down for transportation to no more than 2.5m in length. When at its maximum extension have a lift height of no less than 244 cm (approx. 8 feet), large enough to bring a person in the Collapsible Search and Rescue Litter completely out of the hole. <p>The Winch must meet the following:</p> <ol style="list-style-type: none"> Attach to the tripod with the Tripod attachment hardware. 	CS			

ANNEX D
TO W8476-196050
REVISED NOV 7 2019

Serial	Requirement Reference(s)	Requirement Description	Compliance Documentation Required CS - Compliance Statement TR - Test Report	Bidder's Response/References	Compliance (This column is for the Evaluation Team only)	
					"C"	"NC"
		b. Have no less than a 20:1 mechanical advantage.				
M6	ANNEX A – Para A2.2.1.1.3	Communication Station The Communication Station must meet the following: a. Provide simultaneous two-way communication between the two (2) Communication Station Headsets and the four (4) Entrant Operator Headsets.	CS			
M7	ANNEX A – Para A2.2.2	Communication Station Headset The Communication Station Headset must meet the following: a. Combined headphone and microphone for two-way hands-free communication through the Communication Station to the Entrant Operator Headsets.	CS			
M8	ANNEX A – Para A2.2.3.1.1 & A2.2.3.1.2	Entrant Operator Headset The Entrant Operator Headset must meet the following: a. Have low-profile speaker harness for holding the speaker against the Operator Entrant's ear. b. Have a throat microphone for communication when wearing a facemask.	CS			
M9	ANNEX A – Para A2.3.1	Operational Time The COM must operate continuously for no less than four (4) hours on one (1) set of batteries.	CS			

ANNEX D
TO W8476-196050
REVISED NOV 7 2019

Serial	Requirement Reference(s)	Requirement Description	Compliance Documentation Required CS - Compliance Statement TR - Test Report	Bidder's Response/References	Compliance (This column is for the Evaluation Team only)	
					"C"	"NC"
M10	ANNEX A – Para A2.3.2	Ingress Protection The COM must have no less than an IP65 rating, or equivalent, IAW NEMA IEC 60529.	TR			
M11	ANNEX A – Para A2.4.1	Climatic Conditions The COM must operate in temperatures from –19°C to +44°C. The COM must operate in relative humidity from 5% to 100%.	CS			

Solicitation No. - N° de l'invitation
W8476-196050/B
Client Ref. No. - N de rf. du client
W8476-196050

Amd. No. - N de la modif.
File No. - N du dossier
030qf W8476-196050

Buyer ID - Id de l'acheteur
030qf
CCC No./N CCC - FMS No./N VME

ANNEX E

STATEMENT OF WORK

FOR THE SUPPORT OF THE

HIGH-ANGLE SEARCH EQUIPMENT AND CONFINED-SPACE COMMUNICATION

This documents consists of this page plus sixty-four (64) additional pages

STATEMENT OF WORK
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HIGH-ANGLE SEARCH EQUIPMENT AND CONFINED-SPACE
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Revision History

Revision	Date	Notes
Revision 1	Nov 7, 2019	Original

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1.0 SCOPE

1.1 Purpose

1.1.1 The purpose of this Statement of Work (SOW) is to describe DND's requirements for work to be carried out by the Contractor, including the provision of material and Repair & Overhaul (R&O), in support of the High-Angle Search Equipment and Confined-Space Communication (HASE-COM).

1.1.2 Work will be conducted and completed either in Canada at Canadian Armed Forces (CAF) locations, at operational sites where CAF are deployed, or at the Contractor's plant.

1.2 Support Timelines

1.2.1 The timelines for the work and provision of material within this Support SOW will relate to the 'First Delivery' milestone from the Acquisition Contract, as the support would only be needed once equipment is initially delivered.

1.3 Background

1.3.1 More often than not, the equipment will be intermittently used, but crucial when needed to support on-going Canadian Armed Forces (CAF) operations.

1.4 Concept of Operations & Support

1.4.1 The Concept of Operations provides context necessary to fully understand the SOW.

Aspect	Description
Operational Environment and System Description	<p>Both intermediate and advanced search teams will be deployed in support of Battle Groups during overseas and domestic missions. The role of the intermediate search teams will be filled by the field engineer sections that will operate with the maneuver elements of the Battle Groups. Advanced teams will be deployed on deliberate search operations or called forward as a result of discoveries made by intermediate search teams involving too high a risk for an intermediate team.</p> <p>HASE-COM equipment will be used by the CAF field engineer sections that are performing the role of intermediate and advanced search, and this equipment needs to be mission ready on short notice for deployment.</p> <p>Detailed description of the system will be provided once the details of the system is established during the Acquisition Contract.</p>
Intended Use	<p>The intended use of the HASE-COM is to provide a suite of high-angle search equipment and a wired communication system providing the user a capability to safely access and search structures and high-angle surfaces, and communicate when in confined spaces.</p>
Location of Supported Systems	<p>The HASE-COM equipment will reside in the following locations to begin with:</p> <ul style="list-style-type: none">a) Two (2) in Canadian Forces School of Military Engineering (CFSME) – Canadian Forces Base (CFB) Galetownb) One (1) in 4 Engineer Support Regiment (4 ESR) – CFB Galetown

Aspect	Description
	<p>c) One (1) in 1 Combat Engineer Regiment (1 CER) – CFB Edmonton</p> <p>d) Five (5) in the National Capital Region (NCR) – Ottawa, Ontario</p> <p>Later, the equipment will be fielded to the following locations, which may change some of the support requirements, including the Detailed Inspection and Equipment Rotation and quantity of Fleet Support Spares:</p> <p>a) One (1) in 5^e Régiment de génie de combat (5 RGC) – CFB Valcartier</p> <p>b) One (1) in 2 Combat Engineer Regiment (2 CER) – CFB Petawawa</p>
Anticipated service life	15 years
DND Responsibilities for Maintenance	<p>The HASE-COM will be maintainable by CAF operators and technicians in a field environment as prescribed for each item of equipment:</p> <p>Operator Maintenance – consisting of maintenance that will not require Special Tools and Test Equipment (STTE) to complete, as well as equipment cleaning. Task duration generally less than one (1) hour.</p>
Contractor Responsibilities for Maintenance	The more in-depth maintenance tasks, consisting of corrective maintenance tasks, reconditioning of assemblies and component rebuilds, will be done through this support contract.
Contractor Training Responsibility	Contractor will provide Operator training as and when required. Training material is being provided through the Acquisition Contract.
Levels of Spares (Fleet Support and Operational Spares Kits)	<p>The support concept includes the following spares for support:</p> <p>Fleet Support Spares (FSS) – These spares will be kept and maintained at the Contractor site and used to support the fleet, including doing yearly equipment inspections through stock rotations.</p> <p>They can be used by Contractor FSRs during repair tasks, for faster turn-around time (TAT) during R&O, and in 'repair by replacement' situations, where the repair can be done in the field or when parts are required so rarely that they would not be stocked in depot, and the cost is minimal compared to the transport cost of shipping equipment back for R&O Maintenance Support at the Contractor's site.</p>

1.5 'CORE', 'R&O', and 'TASKING'

- 1.5.1 Some of the support activities will be CORE (designated within section **3.0 CORE REQUIREMENTS** within the SOW).
- 1.5.2 The Contractor must also perform R&O maintenance work (designated within section 4.0 **R&O REQUIREMENTS** within the SOW) as a pre-authorized R&O repair using a Selection Notice and Priority Summary (SNAPS) procedure that does not exceed the maximum repair cost (MRC).
- 1.5.3 Finally, the Contractor must perform work in response to TASKINGs (designated within section **5.0 TASKING REQUIREMENTS** within the SOW) initiated by DND and Public Service and Procurement Canada (PSPC), through the DND 626 Task Authorization process.

1.6 Land Equipment Management System

- 1.6.1 The Contractor should be familiar with the Land Equipment Management System (LEMS) that is documented in B-GL-342-001/FP-000, which describes the DND approach to the management of land equipment.

1.7 Contractors Performing R&O

- 1.7.1 Some of the work performed by the Contractor will be repair and overhaul of equipment. The *Special Instructions Repair and Overhaul Contractors* (A-LM-184-001/JS-001) describes the instructions and procedures governing civilian contractors engaged in the R&O of material on behalf of the DND.

1.8 Acronyms and Abbreviations

AAS	Accountable Advance Spares
AWR	Additional Work Request
CA	Contracting Authority
CDRL	Contract Data Requirements List
CAF	Canadian Armed Forces
CER	Combat Engineer Regiment
CFB	Canadian Forces Base
CFSD	Canadian Forces Supply Depot
CFSME	Canadian Forces School of Military Engineering
CFTO	Canadian Forces Technical Order
CGCS	Canadian Government Cataloguing System
CIS	Contract Issue Spares
COM	Confined-Space Communication System
CORE	Designates CORE (fixed price basis) requirements
COTS	Commercial off the Shelf
CRPA	Contractor Repair Parts Account
CRCI	Catalogue of Repairable and Consumable Items
CSA	Canadian Standards Association
CSR	Contract Status Report
DGLEPM	Director General Land Equipment Program Management
DID	Data Item Description
DND	Department of National Defence
DRMIS	Defence Resources Management Information System
DSCO	Director Supply Chain Operations
EHS	Environmental Health and Safety
EMS	Environmental Management System
EMT	Equipment Management Team
ESR	Engineer Support Regiment
FSS	Fleet Support Spares
FSR	Field Service Representative
GFOS	Government Furnished Overhaul Spares
HASE-COM	High-Angle Search Equipment and Confined-Space Communication
IAW	In Accordance With
ILS	Integrated Logistic Support
IP	Intellectual Property

IPMPL	Intellectual Property Management Plan & List
ITAR	International Traffic in Arms Regulations
LEMS	Land Equipment Maintenance System
MRC	Maximum Repair Cost
MS	Microsoft
NATO	North Atlantic Treaty Organization
NCAGE	NATO Commercial and Government Entity
NCR	National Capital Region
NDHQ	National Defence Headquarters
NDQAR	National Defence Quality Assurance Region
NSN	NATO Stock Number
NTM	Notice to Move
OEM	Original Equipment Manufacturer
OHSMS	Occupational Health and Safety Management System
OS	Operating System
OSP	Operating Support Plan
PA	Procurement Authority
PDF	Portable Document Format
PSPC	Public Service and Procurement Canada
R&O	Repair and Overhaul
RbR	Repair by Replacement
RCE	Repair Cost Estimate
RGC	Régiment de génie de combat
RMA	Repair Material Account
RSA	Repair Shop Account
SMP	Support Management Plan
SNAPS	Selection Notice and Priority Summary
SOW	Statement of Work
SPTD	Supplementary Provisioning Technical Documentation
STTE	Special Tools and Test Equipment
TA	Technical Authority
TASKING	Designates TASKING (as and when needed) requirements
TAT	Turn-around-time
TDP	Technical Data Package
TDPL	Technical Data Plan & List
TIES	Technical Investigation and Engineering Studies

TPM

Technical Problem Management

2.0 APPLICABLE DOCUMENTS

2.1 References

- 2.1.1 Whereas mentioned, the following Standards must be used for the preparation of deliverables to the extent specified in this SOW:

<u>REFERENCE NUMBER</u>	<u>PROMULGATION DATE</u>	<u>REFERENCE TITLE</u>
A-LM-184-001/JS-001	2016-01-30	SPECIAL INSTRUCTIONS REPAIR AND OVERHAUL CONTRACTORS
ANSI/EIA-649	2004	NATIONAL CONSENSUS STANDARD FOR CONFIGURATION MANAGEMENT, 2004
B-GL-342-001/FP-000	2001-09-10	LAND EQUIPMENT MANAGEMENT SYSTEM (LEMS)
C-02-005-009/AM-000	2013-06-01	INSPECTION AND CONDITIONING OF MATERIAL RETURNED TO AND HELD IN THE SUPPLY SYSTEM
D-01-100-214/SF-000	1991-11-05	SPECIFICATION FOR PREPARATION OF PROVISIONING DOCUMENTATION FOR CANADIAN FORCES EQUIPMENT
D-01-400-001/SG-000	2018-01-31	STANDARD - ENGINEERING DRAWING PRACTICES FOR CLASS 1 DRAWINGS AND TECHNICAL DATA LIST
D-LM-008-001/SF-001	1983-02-03	METHODS OF PACKAGING
D-LM-008-002/SF-001	1991-08-01	SPECIFICATION FOR MARKING FOR STORAGE AND SHIPMENT
D-LM-008-011/SF-001	1988-11-10	PREPARATION AND USE OF PACKAGING REQUIREMENTS CODES
SOR/99-7	1998	OZONE-DEPLETING SUBSTANCES REGULATIONS, 1998

2.2 Order of Precedence

- 2.2.1 In the event of conflict between the content in this SOW and the referenced documents, the content of this SOW will take precedence.

3.0 CORE REQUIREMENTS

3.1 General

3.1.1 Logistics Statements of Work

- 3.1.1.1 The Logistics Statement of Work is attached herein and forms part of this SOW, and is listed as Annex F.

3.1.2 Environmental Health and Safety

3.1.2.1 General

- 3.1.2.1.1 Environmental Health and Safety (EHS) considerations must be incorporated into the decision making process for the work performed under this Contract.
- 3.1.2.1.2 The Contractor must provide for and allow DND inspection and monitoring of EHS documentation throughout the life of the contract.
- 3.1.2.1.3 New or amended support documentation created by the Contractor must incorporate appropriate EHS warnings and instructions in direct relation of the EHS risks presented in the contents. The Contractor must ensure that revisions to specifications, standards, technical publications and test programs are reviewed for EHS compliance.
- 3.1.2.1.4 The Contractor must provide (when asked) and ensure the use of up-to-date (no older than three (3) years) Material Safety Data Sheets.

3.1.2.2 Environmental Management System (EMS) Requirement

- 3.1.2.2.1 The Contractor must have an environmental management system in place to control environmental impacts resulting from their activities, products or services that is consistent with ISO 14001 - Environmental Management Systems; Requirements with Guidance for Use. Certification to this standard is preferred but not necessary. The Technical Authority will have the right to make examinations and such audits of the EMS.
- 3.1.2.2.2 The EMS requirement is applicable to the Contractor, however the Contractor must make reasonable effort to monitor that all subcontractors are in compliance with applicable environmental laws and regulations.

3.1.2.3 Halocarbons

- 3.1.2.3.1 Halocarbons, as identified within the Ozone-Depleting Substances Regulations (SOR/99-7), must not be incorporated into the operation or maintenance of equipment, products, or support services.

3.1.2.4 Mercury

- 3.1.2.4.1 The Contractor must not replace an existing component or add a new equipment component containing mercury, when a mercury-free alternative exists.

3.1.2.4.2 For each case where the products must contain mercury or its compounds, the Contractor must submit a statement that it is not technically feasible to use a mercury-free product in its place, and explain why.

3.1.2.4.3 Where the products contain mercury or its compounds, in all shapes or forms, or where its operation or maintenance requires the use of mercury or its compounds, the Contractor must provide in tabular format, to the Technical Authority (TA), the information specified in Appendix A4.0 for each occurrence of mercury or its compounds.

3.2 Program Management

3.2.1 General

3.2.1.1 Contractor Test Facilities

3.2.1.1.1 The Contractor must possess or have access to testing facilities required to confirm serviceability of the equipment after repair or upgrade work on the HASE-COM or its equipment.

3.2.1.2 Contractor Publication Resources

3.2.1.2.1 The Contractor must have office resources necessary to produce electronic manuals, technical drawings, and other logistics and engineering documentation.

3.2.2 Contract Reporting

3.2.2.1 The Contractor must provide a Contract Status Report (CSR) in accordance with (IAW) Contract Data Requirement List (CDRL) HASE-COM-PM-001 at Appendix A2.3 (page 44) and its associated Data Item Delivery (DID) HASE-COM-PM-001 at Appendix A3.3 (page 51).

3.2.2.2 The Contractor must, upon request, make supporting data for the CSR available to the DND EMT and PSPC CA.

3.2.3 Program Meetings

3.2.3.1 Meeting Organization and Coordination

3.2.3.1.1 The Contractor must ensure that the necessary data, personnel and facilities are available for each meeting.

3.2.3.1.2 As appropriate, meetings may be held at the Contractor's or DND facilities at the discretion of the DND EMT.

3.2.3.1.3 The Contractor's Program Manager must be present at all meetings. If the Program Manager does not have final approval authority for decision making and changes, then the person that has that final approval authority must also be present at all meetings.

3.2.3.2 Kick-off Meeting

- 3.2.3.2.1 The Contractor must hold and chair, along with Canada, a Kick-off Meeting no later than 21 calendar days after contract award, to review and secure a common understanding of the requirements expressed in this Contract.
- 3.2.3.3 Contract Performance Review Meetings
 - 3.2.3.3.1 The Contractor must hold and chair, along with Canada, Contract Performance Review Meetings at intervals of no greater than six (6) months or as otherwise agreed to with DND/PSPC.
 - 3.2.3.3.2 The Contractor must address the following topics at each Contract Performance Review Meeting:
 - 3.2.3.3.2.1 Discuss contract status, management, and financial aspects of the contract, also drawing information from the CSR DID Section A: Contract Status, Appendix A3.3 (page 51).
 - 3.2.3.3.2.2 Discuss the status of the HASE-COM and its associated equipment, the extent of its usage, and all anticipated surges in operations.
 - 3.2.3.3.2.3 A Support Performance Review to discuss the Support delivered since the last reporting period, drawing information from the CSR DID Section B: Support Summary, Appendix A3.3 (page 51).
 - 3.2.3.3.2.4 Address all external changes impacting contract performance, such as commitments for deployment(s) made by DND, and
 - 3.2.3.3.2.5 Identify and determine the actions required for longer-term planning of contract management activities and the provision of support.
- 3.2.3.4 Other meetings
 - 3.2.3.4.1 The Contractor and the DND EMT may schedule informal reviews, such as conference calls, webinars (conference calls augmented by simultaneous PowerPoint presentations on the Internet), video conferences, briefings and technical interchange meetings, as required to help achieve the requirements of the contract.
- 3.2.3.5 Meeting Documentation
 - 3.2.3.5.1 The Contractor must provide Meeting Agendas IAW CDRL HASE-COM-PM-002 at Appendix A2.4 (page 45) and its associated DID HASE-COM-PM-002 at Appendix A3.4 (page 55).
 - 3.2.3.5.2 The Contractor must record and provide the Meeting Minutes IAW CDRL HASE-COM-PM-003 at Appendix A2.5 (page 46) and its associated DID HASE-COM-PM-003 at Appendix A3.5 (page 57).
 - 3.2.3.5.3 No change in the interpretation of the program management, SOW, cost, or schedule, as defined in the contract, may be authorized by the minutes of a meeting. Such change must require formal contract amendment by the CA.
- 3.2.4 Government Property

3.2.4.1 All equipment / spares / parts that may be provided to the Contractor in support of the HASE-COM, must be considered DND-owned, regardless of being held at the Contractor's facility.

3.2.4.1.1 Government-owned and DND-owned must be considered as interchangeable terms.

3.2.4.2 The Contractor must provide suitable protections, such as a separated secure storage facility and insurance, to protect all Government Supplied Materials, including equipment, spares, parts, Technical Data Package (TDP), documentation, software, special tools and test equipment.

3.2.5 Hazardous Materials

3.2.5.1 The Contractor must have a WHMIS program in place within its facility.

3.2.5.2 The Contractor must certify that it meets all of the current Federal and Provincial environmental standards for the handling, transportation and disposal of waste and hazardous wastes.

3.2.5.3 The Contractor must be solely responsible for the handling, transportation and disposal of all waste, and hazardous waste material generated as a result of the work in this Statement of Work.

3.3 Operating Support

3.3.1 Operators and Technical Personnel

3.3.1.1 In order to provide satisfactory operators and technical personnel (Field Service Representatives & Mobile Repair Parties are possibly the same resources), the Contractor must provide the following:

3.3.1.1.1 Operators and technical personnel that can provide training on the HASE-COM.

3.3.1.1.2 Operators and technical personnel that can work extended hours and during holidays.

3.3.1.1.3 Operators and technical personnel that can perform in-depth maintenance on the HASE-COM.

3.3.1.1.4 Operators and technical personnel that can mentor and advise CAF operators and technicians in the performance of their tasks using the HASE-COM.

3.3.1.1.5 Operators and technical personnel that are knowledgeable of the Contractor's engineering and support organization and able to obtain a quick response to queries regarding technical concerns and material status.

3.3.2 Notice to Move - FSRs

- 3.3.2.1 When CAF military units are issued the initial operational Notice to Move (NTM) instructions, the DND EMT will provide direction to the Contractor regarding the action required of it with respect to support of the HASE-COM, and will keep the Contractor informed of the staging of the deployment.
- 3.3.2.2 For deployment of the FSRs, the Contractor must have:
 - 3.3.2.2.1 FSR resources ready to travel to a domestic (within Canada) destination in no more than 14 calendar days.

3.4 Engineering Support

3.4.1 General

- 3.4.1.1 The Contractor must provide Engineering Support for the HASE-COM, its equipment and all associated items as listed in Appendix A1.0 to the SOW, but continuing the Engineering Support as the configuration evolves, as described in ANNEX E section 3.4.2.

3.4.2 Configuration Management

- 3.4.2.1 The Contractor must control changes to the configuration of the HASE-COM and its equipment, and identify and maintain a record of the configuration of the HASE-COM, its equipment and all associated items.
- 3.4.2.2 To propose changes to the configuration of the HASE-COM, the Contractor must submit an Engineering Change Proposal (ECP) in Contractor format, following the guidance in ANSI/EIA-649.
- 3.4.2.3 The Contractor must track and report the status of the configuration changes to hardware within the CSR.

3.4.3 Technical Data Management

- 3.4.3.1 The Contractor must log, store, protect, and control the distribution of technical data received from DND, sub-Contractors, OEMs, vendors, or other sources.
- 3.4.3.2 The Contractor must maintain the publications identified in the Technical Data table of Appendix A1.0 to ANNEX E, and incorporate DND-issued amendments and OEM amendments that have been approved by the DND EMT, and update the publications after obsolescence and configuration management changes.
- 3.4.3.3 The Contractor must provide a Technical Data Plan & List IAW CDRL HASE-COM-PM-004 at Appendix A2.6 (page 47) and its associated DID HASE-COM-PM-004 at Appendix A3.6 (page 58).
 - 3.4.3.3.1 The Contractor must continue to manage the list throughout the contract term.
 - 3.4.3.3.2 Along with the Technical Data List, the Contractor must provide CD/DVD(s) of the electronic versions of the Technical Data on the list, as per CDRL HASE-COM-PM-004 at Appendix A2.6 (page 47) and its associated DID HASE-COM-PM-004 at Appendix A3.6 (page 58).

- 3.4.3.3.3 The Contractor must incorporate the copyright symbol and one of the following notices into all Foreground and Background information that is subject to copyright regardless of the form or medium upon which it is recorded:
 - 3.4.3.3.3.1 IP in Foreground that belongs to the Contractor: "© (insert year) (insert IP owner). This deliverable was delivered under Contract no. XXXX and contains Foreground IP. Her Majesty the Queen in Right of Canada has a royalty-free and perpetual license to the IP and is permitted to use, reproduce, modify, and translate, including authorizing contractors to reproduce, modify, and translate, in whole or in part the deliverable for all government purposes including competitive tendering. Refer to the contract terms for additional details as required."
 - 3.4.3.3.3.2 IP in Background Information: "© (insert year) (insert IP owner). This deliverable was delivered under Contract no. XXXX and contains Background IP. Her Majesty the Queen in Right of Canada has a royalty-free and perpetual license to the Background IP for the purpose of exercising its rights in the Contract deliverables and Foreground Information. The license includes the rights to use, reproduce, modify, and translate this deliverable, and further includes the right to authorize others to use, reproduce, modify, and translate, in whole or in part the deliverable for all government purposes including competitive tendering. Refer to the contract terms for additional details as required."
- 3.4.3.4 The Contractor must provide **electronic copies** of the Technical Data publications, **within forty-eight (48) hours**, after revisions/amendments are made and quality is assured, if the revisions/amendments made are:
 - 3.4.3.4.1 For aspects of health, safety or security of personnel who will use the equipment.
 - 3.4.3.4.2 For proper operation or maintenance of equipment or the HASE-COM.
- 3.4.3.5 The Contractor must implement document revisions, updating the document's change page, and ensuring correct and current data is issued for use.
- 3.4.3.6 The Contractor must have Technical Data publications translated as per ANNEX E section 3.4.4.
- 3.4.3.7 The Contractor must provide a means of disaster recovery, including maintaining and keeping current an off-site, secure backup of all technical data.
- 3.4.4 Official Language Requirements
 - 3.4.4.1 The Contractor must keep both the English and Canadian French versions of bilingual technical publications up to date and make changes simultaneously to both versions.
 - 3.4.4.2 The Contractor must have publications translated by certified translators, such as members of an authorized provincial association of translators, to ensure the quality of translated text.

3.4.4.3 The Contractor must ensure all translations are consistent with approved DND terminology. Approved terminology sources, in order of priority, are as follows:

3.4.4.3.1 Canadian Oxford Dictionary Second Edition (for English);

3.4.4.3.2 Le Petit Robert Edition 2017 (for French); and

3.4.4.3.3 Termium, PSPC Translation Bureau Linguistic Data Bank (<http://www.termiumplus.gc.ca/>);

3.4.4.4 The Contractor must review and accept responsibility for the validity of all (both their own and all sub-Contractors) information found in the Technical Publications.

3.4.5 Technical Problem Management

3.4.5.1 The Contractor must, no later than 28 calendar days after contract award, establish a Technical Problem Management (TPM) database and associated management procedures to identify, investigate and resolve technical problems with the HASE-COM.

3.4.5.1.1 This database must enable technical problem reports to be generated and continuously monitored, and be summarized in the CSR.

3.4.5.2 The Contractor must ensure that:

3.4.5.2.1 Detected problems (such as equipment defects, publication deficiencies, and unsatisfactory conditions, discrepancies in inventory, process inadequacies, excessive repair turn-around times, and parts obsolescence issues) are recorded in problem reports.

3.4.5.2.2 Problems are classified by category and priority.

3.4.5.2.3 Problems are analyzed to determine their root cause, including potential system, and hardware failures/faults, errors in publications, inadequate training, procedure inadequacies, and unresponsiveness of supporting organizations.

3.4.5.2.4 Corrective action undertaken to resolve the problem(s) is tracked and documented.

3.4.5.3 The Contractor must bring urgent (eg. health & safety, time-sensitive, costly) technical problems to the immediate attention of the DND EMT via email and, if necessary, telephone call.

3.4.5.4 The Contractor must make recommendations regarding ways to reduce costs, product improvement, and failure investigations, submitted in proposal format to DND, and must include cost of the work proposed, justification for the work, and the business case to support the work. (If implemented, this will be done through a TASKING.)

3.5 Maintenance Support

3.5.1 Maintenance Information Database

- 3.5.1.1 The Contractor must maintain a Maintenance Information Database.
- 3.5.1.2 The Contractor must include within the Maintenance Information Database:
 - 3.5.1.2.1 The serial numbers installed in each instance of HASE-COM equipment.
 - 3.5.1.2.2 The modification status of each serial numbered item of equipment.
 - 3.5.1.2.3 Forecast requirements for scheduled maintenance, based on preventive maintenance requirements.
 - 3.5.1.2.3.1 If available, the DND EMT will provide the Contractor with system level estimates of operating hours of usage, bearing in mind the potential range of circumstances from storage to surge.
 - 3.5.1.2.3.2 These estimates will be reviewed every six (6) months at the Contract Performance Review Meetings as per ANNEX E paragraph 3.2.3.3.2.2 (if they have been provided by the DND EMT).
 - 3.5.1.2.4 Detailed Invoices for each serial-numbered equipment received for R&O.
- 3.5.1.3 The Contractor must use the Maintenance Information Database to manage its maintenance activities and to prepare summary information to be included in the CSR.

3.5.2 Care of Fleet Support Spares

- 3.5.2.1 The Contractor must ensure that the items in the Fleet Support Spares (FSS), as defined in Appendix A1.0 List of Items to be Supported (page 36), are maintained in a serviceable state and are preserved and packaged for long term storage.

3.5.3 Detailed Inspection and Maintenance

- 3.5.3.1 The Contractor must include the results of this Detailed Inspection and Maintenance in the CSR.
- 3.5.3.2 HASE-COMs Held in the National Capital Region (NCR)
 - 3.5.3.2.1 Due to intermittent use and the potential for undocumented exceptional events, the Contractor must perform a yearly detailed inspection and maintenance, following the manufacturer's instructions for use and inspection, for the HASE-COM held in the NCR, as defined in Appendix A1.0 List of Items to be Supported (page 36).
 - 3.5.3.2.2 The Contractor must perform this yearly detailed inspection and maintenance following the requirements in ANNEX E SOW section 4.0 R&O (work performed as a pre-authorized R&O repair, since the cost will vary depending on the situation encountered).

3.5.4 Detailed Inspection and Equipment Rotation

- 3.5.4.1 The Contractor must include the results of this Detailed Inspection and Equipment Rotation in the CSR.
- 3.5.4.2 Due to intermittent use and the potential for undocumented exceptional events, the Contractor must perform a yearly detailed inspection and equipment rotation, following the manufacturer's instructions for use and inspection, for the High-Angle Search Equipment hardware and harnesses held at the CAF units and CFSME (see ANNEX E section 3.5.4.3.2).
- 3.5.4.3 The Contractor must accomplish this yearly detailed inspection and equipment rotation with the following steps:
 - 3.5.4.3.1 For items indicated as needing Detailed Inspection and Equipment Rotation, as defined in Appendix A1.0 List of Items to be Supported (page 36), the Contractor must take the required quantities for those items from the FSS stock and package and ship them to the CAF unit.
 - 3.5.4.3.2 The supported CAF units, and CFSME, are the following (specific contact details and address provided after contract award):
 - 3.5.4.3.2.1 Two (2) kits of hardware and harnesses – Canadian Forces School of Military Engineering (CFSME) – Canadian Forces Base (CFB) Gagetown;
 - 3.5.4.3.2.2 One (1) kit of hardware and harnesses – 4 Engineer Support Regiment (4 ESR) – CFB Gagetown;
 - 3.5.4.3.2.3 One (1) kit of hardware and harnesses – 1 Combat Engineer Regiment (1 CER) – CFB Edmonton;
 - 3.5.4.3.3 **Although not to begin with**, once advised by DND as having received the HASE-COM, the following CAF units will also need yearly detailed inspection and equipment rotation:
 - 3.5.4.3.3.1 One (1) kit of hardware and harnesses – 2 Combat Engineer Regiment (2 CER) – CFB Petawawa;
 - 3.5.4.3.3.2 One (1) kit of hardware and harnesses – 5e Régiment de génie de combat (5 RGC) – CFB Valcartier;
 - 3.5.4.3.4 Once received, the shipped items will replace the existing items, and the existing items will be returned to the Contractor using the same packaging and a return shipping label provided by the Contractor.
 - 3.5.4.3.5 For the returned items, the Contractor must perform a detailed inspection following the manufacturer's instructions for use and inspection, resulting in the item being disposed of and replaced, or if still serviceable, cleaned and returned to the FSS holdings.
 - 3.5.4.3.5.1 When DND requires the Contractor to replenish FSS that have been depleted, the DND EMT will notify the Contractor accordingly via a TASKING (see ANNEX E section 5.4.1.1).

3.6 Supply Support

3.6.1 Contractor Warehouse Resources

- 3.6.1.1 The Contractor must have personnel, secured space, shelving, fixtures, storage aids, material handling and other resources necessary to provide inventory management and supply services.

3.6.2 Inventory Management

- 3.6.2.1 Contractor must review the inventory (potentially comparing it to provisioning data, and the subsequent usage data) to meet the needs of on-going operations, anticipated surges, possible FSRs, and R&O activities and report concerns in the CSR.

- 3.6.2.2 The Contractor must have access to inventory for support of its R&O work, as defined in Appendix A1.0 List of Items to be Supported (page 36), based on the required Repair Turn-Around-Time defined at ANNEX E section 4.1.4.1, or as otherwise indicated in the Appendix A1.0 List of Items to be Supported (page 36);

- 3.6.2.3 The Contractor must manage FSS holdings, as defined in Appendix A1.0 List of Items to be Supported (page 36);

3.6.3 Catalogue for the Provision of Repairable and Consumable Items

- 3.6.3.1 The Contractor must provide the Catalogue of Repairable and Consumable Items IAW CDRL HASE-COM-ILS-201 at Appendix A2.7 (page 48) and its associated DID HASE-COM-ILS-201 at Appendix A3.7 (page 60).

- 3.6.3.1.1 DND will use this catalogue, through TASKING(s), for the provision of repairable and consumable items.

- 3.6.3.1.2 The Contractor must update the Catalogue for the Provision of Repairable and Consumable Items if parts become obsolete, see ANNEX E para. 3.6.4.1.

3.6.4 Obsolescence Management

- 3.6.4.1 The Contractor must conduct Obsolescence Management to ensure uninterrupted support of the equipment.

- 3.6.4.1.1 The Contractor must work with Original Equipment Manufacturers (OEMs) and vendors to maintain awareness of what parts are becoming obsolete, and determine a source of supply for repairable and consumables items.

- 3.6.4.2 Obsolete part replacement will be handled as a TASKING request, further described in ANNEX E para. 5.4.2.2.

3.6.5 DND-Owned Stock Supply Logistics

- 3.6.5.1 The Contractor must refer to the Logistics SOW in Annex F, and A-LM-184-001/JS-001 Section 8.2, for further requirements for equipment logistics for DND-owned equipment.

- 3.6.5.2 Supply Accounts for DND-owned Stock

- 3.6.5.2.1 The Contractor will be allocated a Repairable Material Account (RMA). All material (generally prime equipment and Line Replaceable Units that are DND-owned) shipped to the Contractor must be identified in the Defence Resource Management Information System (DRMIS) against the assigned RMA.
- 3.6.5.3 Contract Issue Spares
 - 3.6.5.3.1 The Contractor must maintain visibility of DND-owned stock, classified as Contract Issue Spares (CIS).
 - 3.6.5.3.1.1 To account for these CIS, the Contractor will be allocated a Contractor Repair Parts Account (CRPA) and a Repair Shop Account (RSA).
- 3.6.5.4 Stock Control and Stock Taking (DND-owned Stock)
 - 3.6.5.4.1 The Contractor must perform stock control and stocktaking of DND-owned Contractor held inventory, including:
 - 3.6.5.4.1.1 Institute, maintain and apply a system for inventory accounting, control, storage and handling, preservation, protection and maintenance.
 - 3.6.5.4.1.2 Designate, allocate and prepare a storage area in its facility specifically to accommodate DND-owned stock.
 - 3.6.5.4.1.3 As a risk mitigation measure, in case of a strike or lockout action, ensure that DND has continued access to, and protection of, inventory that it requires in support of operations.
 - 3.6.5.4.1.4 Initiate and complete a one hundred per cent (100%) manual stocktaking (visual confirmation) of RMA, RSA, CRPA (CIS) and all material listed in the Contractor Held Inventory Report, one (1) time each year.
 - 3.6.5.4.1.5 The Contractor must promptly conduct investigations into every discrepancy arising from stocktaking of Contractor managed DND-owned material, and must immediately notify DND of all deficiencies that are discovered.

3.7 Training Support

- 3.7.1 Maintenance of Training Package
 - 3.7.1.1 The Contractor must update/amend the Operator Training Package, identified in the Technical Data table of Appendix A1.0 to ANNEX E, to ensure that the delivered Training is consistent with the most up-to-date version of the HASE-COM, equipment, and related processes that are the subject of the training.
 - 3.7.1.1.1 See Technical Data Management ANNEX E section 3.4.3.

3.8 Personnel Support Resources

3.8.1 Plant Shutdown/Vacation Period

- 3.8.1.1 Prior to plant shutdown and vacation periods, the Contractor must arrange for adequate facilities/personnel to be available to ensure the satisfaction of urgent TASKING(s).
- 3.8.1.2 If the Contractor personnel are not on site during shutdown, a list of names and home phone numbers, of those Contractor personnel to be contacted during plant closure, must be provided to the DND EMT and NDQAR.
- 3.8.1.3 The Contractor must continue to meet the requirements and timelines within this SOW regardless of Plant Shutdown/Vacation Periods.

4.0 R&O REQUIREMENTS

4.1 Maintenance Support

4.1.1 General

4.1.1.1 The terms 'repair' and 'overhaul' are defined as follows:

4.1.1.1.1 Repair - The identification and correction of those specific defects which degrade the performance of an item, causing it to function below its specification or not as described in its operations manual.

4.1.1.1.2 Overhaul - The restoration of an item to its original condition and life expectancy. It includes the replacement of worn, damaged or life expired parts; the incorporation of approved modifications; and the rework of components as necessary.

4.1.1.2 The Contractor must provide Maintenance Support, including Repair and Overhaul (R&O), for the repairable items listed in A1.0 List of Items to be Supported (page 36).

4.1.1.3 The Contractor must perform R&O in accordance with this SOW, A-LM-184-001/JS-001 Special Instructions Repair and Overhaul Contractors, and the Quality Assurance requirements stated in ANNEX E section 4.1.3, such that the CAF will be provided with functional, safe and reliable HASE-COM.

4.1.1.4 The Contractor must use parts and materials as per the most recent or original equipment manufacturer design configuration.

4.1.1.4.1 Changes to the parts, equipment configuration, or design must be approved by the TA, and executed in accordance with the SOW.

4.1.2 Extent of R&O Maintenance

4.1.2.1 The Contractor must provide R&O Maintenance support to the extent listed here:

4.1.2.1.1 Materials - All equipment system components must be inspected and repaired as required. Defective components shall be repaired or replaced.

4.1.2.1.2 Mechanical - All mechanical systems must be inspected and repaired as required. Defective components must be repaired or replaced.

4.1.2.1.3 Electrical - All electrical components must be inspected, tested and repaired as required. Defective components must be repaired or replaced.

4.1.2.1.4 Safety - All systems/components affecting the safety of the user/operator or those affecting hazardous operation of the equipment must be inspected and tested for correct operation. Defective components must be replaced. All warning decals, labels, data plates must be clear and legible.

4.1.3 Quality Assurance

- 4.1.3.1 Quality of R&O Work
 - 4.1.3.1.1 The R&O must be performed in accordance with this SOW and the Quality Assurance requirements stated herein, such that the CAF will be provided with functional, safe and reliable equipment. In the case of differences among these references, this SOW takes precedence.
- 4.1.3.2 Quality Assurance Representative
 - 4.1.3.2.1 All stages of the R&O procedures will be subject to inspection by a Canadian Government DND Quality Assurance Representative unless DND authorizes otherwise. The representative will monitor for best industrial practices and will have the authority to stop work if poor practices or dangerous conditions are noted and cannot be resolved on-site.
- 4.1.3.3 Testing and Inspection
 - 4.1.3.3.1 The Contractor must perform testing to confirm serviceability for each piece of repaired/overhauled equipment.
 - 4.1.3.3.2 The Contractor must prepare a test report in the Contractor's format. A copy of the report must be retained by the Contractor and a copy forwarded electronically to the TA.
 - 4.1.3.3.3 The Contractor must visually inspect all completed equipment for security of components and hazardous conditions, and all deficiencies must be noted and repaired.
- 4.1.4 Repair Turn-Around-Time (TAT)
 - 4.1.4.1 The Contractor must complete repairs **within ninety (90) calendar days from receipt**, unless otherwise indicated in Appendix A1.0 List of Items to be Supported (page 36) or by the DND EMT.
 - 4.1.4.1.1 The repair TAT includes all the time that the item requiring repair is in the custody of the Contractor, from receipt at the handover point to return to the handover point.
 - 4.1.4.2 In the case of a priority repair request, system-level refurbishment, or battle damage repair, the DND EMT will provide a SOW defining the scope of work and new schedule, as a TASKING.
- 4.1.5 Repair Cost Estimates (RCE)
 - 4.1.5.1 Upon receipt of the Repairable Items indicating an RCE, as shown items in Appendix A1.0 List of Items to be Supported (page 36), the Contractor must provide an RCE including all labour, sub-contracting and shipping, materiel costs and administration fees to the TA for approval before the repair can proceed.
 - 4.1.5.2 If DND provides spare parts to the Contractor, or spare parts are already Contractor Held and Managed, the Contractor must deduct the value of the parts from the RCE of the item for which the parts are intended.
- 4.1.6 Maximum Repair Cost

- 4.1.6.1 The Maximum Repair Cost (MRC) is defined as “The maximum amount authorized that includes all labour and material costs, to be expended to repair an item.” It is a guard against the possibility of an item being repaired at a cost that exceeds its value to DND, and **should not** be interpreted as the amount that DND necessarily intends to pay.
- 4.1.6.2 For each Repairable Item indicating an MRC, as shown in Appendix A1.0 List of Items to be Supported (page 36), the Contractor must not exceed the MRC without authorization from the DND EMT.
- 4.1.6.3 If DND provides spare parts to the Contractor, or spare parts are already Contractor Held and Managed, the Contractor must deduct the value of the parts from the MRC of the item for which the parts are intended.
- 4.1.7 Condemn/Scrapping Considerations
 - 4.1.7.1 If it is decided not to repair the equipment, the DND EMT will provide guidance on scrapping procedures to the Contractor at that time.
 - 4.1.7.2 If the equipment contains embedded software (and possibly data) it may be necessary to erase the stored software and data prior to disposing of the equipment. In such cases, the Contractor must seek direction from the DND EMT.
 - 4.1.7.3 When DND-owned equipment is to be scrapped, the Contractor must take care to comply with all International Traffic in Arms Regulations (ITAR) regarding the disposal method used and record keeping.
 - 4.1.7.3.1 Guidance on disposal is available through assigned Demilitarization Codes.
- 4.1.8 Calibration Requirements
 - 4.1.8.1 The Contractor must ensure that all items and equipment they receive for maintenance, requiring calibration, are calibrated by an accredited organization for the class of testing appropriate to the equipment.
- 4.1.9 Software Maintenance
 - 4.1.9.1 The Contractor must perform routine software maintenance including software installation, data load and unload, backup and recovery, release replication and distribution.
- 4.1.10 Provision of Material (R&O)
 - 4.1.10.1 The Contractor must obtain the parts (repairable and consumable items) required for the R&O Maintenance Support, including locating sources of supply.
 - 4.1.10.2 The Contractor must obtain and make available parts for ‘**Repair by Replacement**’ (RbR) situations, where the repair can be done in the field.
 - 4.1.10.2.1 As the HASE-COM will not have reached a steady-state with predictable maintenance and repair expectations at the execution of this Support

Contract, DND will stock the depot with minimal spare parts for the support of the HASE-COM during this interim support period.

4.1.10.2.2 RbR parts would also apply for parts that are required so rarely that they would never be stocked in depot, and the cost is minimal compared to the transport cost of shipping the HASE-COM back for R&O Maintenance Support at the Contractor's site.

4.1.10.2.3 RbR parts would be requested on an as and when required basis that will be detailed in a DND 626 Task Authorization.

5.0 TASKING REQUIREMENTS

5.1 General

5.1.1 A TASKING request which defines the scope and objectives may be initiated by either Canada or by the Contractor, but **work must not commence prior to receipt of an approved DND 626 Task Authorization or Requisition on Contract**. The Contractor must provide the following information:

- 5.1.1.1 The estimated duration;
- 5.1.1.2 Depending upon the nature of the TASKING, the appropriate reporting frequency and report format;
- 5.1.1.3 All other requirements applicable to the type of effort, and
- 5.1.1.4 The estimated cost.

5.2 Operating Support

5.2.1 Operators and Technical Personnel

- 5.2.1.1 The Contractor must provide operators and technical personnel that have the security clearance necessary to participate in deployed DND/CAF operations, including secured military field environments.

5.3 Engineering Support

5.3.1 Technical Investigation and Engineering Support

- 5.3.1.1 The Contractor must provide TIES, when and as requested by DND. Such tasks could include:
 - 5.3.1.1.1 Conducting specialized testing;
 - 5.3.1.1.2 Performing specialist engineering studies, such as human factors, survivability, electromagnetic interference / compatibility, safety and health, reliability and maintainability;
 - 5.3.1.1.3 Providing engineering assessments and recommendations (for example, regarding trends, failures (including repetitive failures), defects, safety hazards, corrosion, and technology insertion);
 - 5.3.1.1.4 Developing alternate or supplementary operating, maintenance, and supply procedures;
 - 5.3.1.1.5 Rationalizing the preventive maintenance requirements in areas where there is a potential for significant improvements in maintenance effectiveness or efficiency;
 - 5.3.1.1.6 Preparing technical bulletins and preparing supporting technical data;

- 5.3.1.1.7 Developing repair schemes for potential repairs not covered in maintenance manuals;
- 5.3.1.1.8 Preparing additional publications or amendments to existing publications;
- 5.3.1.1.9 Translating technical publications into either Canadian official language (English or Canadian French);
- 5.3.1.1.10 Performing post battle damage assessments, and determine how to return equipment to a serviceable state, or if it can be cannibalized for parts;
- 5.3.1.1.11 Designing and developing modifications / upgrades / conversions, updating drawings, preparing modification installation instructions and providing modification installation kits;
- 5.3.1.1.12 Investigating software faults, and viruses, and develop solutions. Update software embedded in the system or its associated equipment;
- 5.3.1.1.13 Assessing regulatory compliance, especially regarding safety and protection of the environment, and
- 5.3.1.1.14 Obtain CSA/UL or equivalent safety certifications for the equipment that has been modified or repaired through the work under this contract.
- 5.3.1.2 A TIES request may be initiated by either Canada or by the Contractor, but **must not commence prior to receipt of an approved DND 626 Task Authorization**. In support of each TIES request, the Contractor must provide the following information:
 - 5.3.1.2.1 The scope and objectives of the TIES TASKING;
 - 5.3.1.2.2 The estimated duration;
 - 5.3.1.2.3 Depending upon the nature of the TASKING, the appropriate reporting frequency and report format;
 - 5.3.1.2.4 All other requirements applicable to the type of engineering effort, and
 - 5.3.1.2.5 The estimated cost.
- 5.3.1.3 On completion of the TIES, the Contractor must report its findings to the DND TA within fourteen (14) calendar days, or other timeframe agreed to by the DND TA.

5.4 Supply Support

- 5.4.1 Provision of Material (Fleet Support Spares)
 - 5.4.1.1 The Contractor must acquire and replenish FSS holdings in the inventory when requested by DND.
- 5.4.2 Provision of Material (DND request)

5.4.2.1 The Contractor must obtain spare parts (repairable and consumable items), and provide them to DND for Operator Maintenance (see section 1.4 Concept of Operations & Support) activities when requested.

5.4.2.2 The Contractor must purchase replacement parts, for those parts that have become obsolete, for use in the HASE-COM.

5.4.3 Packaging and Shipping

5.4.3.1 All parts and equipment supplied by the Contractor must be packaged and packed as per D-LM-008-001/SF-001.

5.4.3.1.1 The Contractor must select Preservation and Packaging Levels (Level A, Level B, or Level C) based on criteria set out in the referenced specification.

5.4.3.2 Packaging produced by the Contractor must be labeled as per D-LM-008-002/SF-001, using D-LM-008-011/SF-001 to prepare the required packaging and preservation codes.

5.4.4 Disposal of DND-owned Stock

5.4.4.1 The Contractor, when authorized by the DND EMT, must arrange and perform disposal of an equipment item.

5.4.4.2 The Contractor must conduct disposals, under the DND EMT authority, in accordance with applicable DND regulations, the Defence Production Act, and with applicable environmental laws and regulations.

5.4.4.3 Further requirements are stated in ANNEX E section 4.1.7, Condemn/Scrapping Considerations.

5.5 Training Support

5.5.1 Training Sessions

5.5.1.1 The Contractor must provide Training Sessions when requested by the DND EMT.

5.5.1.1.1 Scheduling of the Training Sessions will be jointly planned between the DND and the Contractor.

5.5.1.2 The Contractor must provide Training Sessions consisting of:

5.5.1.2.1 Operator Training Session (train-the-trainer type) given to from one (1) to 10 students per course, with course length of two (2) days.

5.5.1.3 The Contractor must provide the Training Session(s) in English, by a bilingual instructor, in order for them to understand and answer questions from the class in both official languages; English and Canadian French.

5.5.1.4 The Contractor must provide Instructor(s) that are SMEs on the HASE-COM equipment.

- 5.5.1.5 The Contractor must use the approved and accepted **Operator Training Package**, identified in the Technical Data table of Appendix A1.0 to ANNEX E, for the Training Sessions, and course lessons must follow the content found within those training packages.
- 5.5.1.5.1 The Contractor must supply the course material, specifically a Hard Copy of the Student Handout and Soft Copy CD of the training package for each student, and all course material must be provided in English and Canadian French.
- 5.5.2 Training Material
 - 5.5.2.1 The Contractor must use the HASE-COM(s) and additional training material identified in the **Operator Training Package Instructor Lesson Plan**, for the Training Session.
 - 5.5.2.1.1 The Contractor must provide the additional training material that is listed in the **Operator Training Package Instructor Lesson Plan** as 'supplied by the Contractor'.
 - 5.5.2.1.2 The Contractor must set-up the HASE-COM(s) and additional training material that is listed in the **Operator Training Package Instructor Lesson Plan** as 'supplied by the Contractor', for the Training Session.
- 5.5.3 Update of Training Package
 - 5.5.3.1 The Contractor must update or improve, when requested by DND, the **Operator Training Package** after course delivery, to address comments received during the Training Sessions from students and instructors, or include additional operational scenarios making the delivered training more relevant to how it is used by the students.

6.0 CONTRACT DELIVERABLES

6.1 Repaired Material

- 6.1.1 The Contractor will receive direction from the TA for the final delivery destination of all repaired materiel on an individual basis; however, if not received the default delivery will be to 7 CFSD.
- 6.1.2 The Contractor must include a properly completed and signed CF942/CF942A Materiel Condition Tag/Label, when applicable, IAW C-02-005-009/AM-000 Inspection and Condition of Materiel Returned to and Held in the Supply System, for all returned items.
- 6.1.2.1 The CF942/CF942A Tags/Labels are to be directly attached to the materiel returned after repair and overhaul IAW C-02-005-009/AM-000, and will be provided by DND QAR.

6.2 R&O Service Record and Test Report

- 6.2.1 The Contractor must provide an R&O Service Record and Test Report with each piece of equipment for shipment, returning from R&O.

6.3 Data Deliverable List

- 6.3.1 The Contractor must prepare and deliver all data and equipment required under the Contract as summarized in ANNEX E section 6.4.

Note: 'LOT' equates to the quantity needed to fulfill the requirements of the CDRL, including revisions, as necessary until accepted by DND.

6.4 List of Support Requirements & Data Deliverables

Item	Item Description	Initial Submission/ Delivery QTY	Subsequent Submissions / Replenishment
1	CORE Requirements – work performed continuously under a fixed price basis.	As defined in section 3.0 within ANNEX E	-
2	Contract Status Report (para 3.2.2.1)	LOT	Monthly - CSRs
3	Meeting Agenda (para 3.2.3.5.1)	LOT	LOT
4	Meeting Minutes (para 3.2.3.5.2)	LOT	LOT
5A	Technical Data Plan & List (para. 3.4.3.3)	LOT	Semi-Annually – TDPL Section B
5B	CD/DVD(s) of electronic versions of the Technical Data (para. 3.4.3.3.2)	-	Semi-Annually
6	Catalogue of Repairable and Consumable Items (para. 3.6.3.1)	LOT	Semi-annually
7	R&O Requirements – work performed as a pre-authorized R&O repair	As defined in section 4.0 Within ANNEX E	-

8	R&O Service Record and Test Report	LOT – with the equipment for shipment	LOT – with the equipment for shipment
9	TASKING Requirements – work performed through DND 626 Task Authorization process (as-and-when requested work).	As defined in section 5.0 within ANNEX E	-

6.5 Data Format

6.5.1 Unless otherwise specified as a specific requirement, the Contractor must deliver all of the soft copies of data deliverables, in formats compatible with the office software currently in use by the DND as listed:

- 6.5.1.1 Microsoft (MS) Windows 7 Enterprise Operating System (OS), Service Pack 1;
- 6.5.1.2 MS Internet Explorer (IE) 9.0 with 256 Bit Encryption;
- 6.5.1.3 MS Office Professional Plus 2013 (Word, Excel, Access, PowerPoint and Outlook);
- 6.5.1.4 Adobe Acrobat X; and
- 6.5.1.5 WinZip 8.1 SR-1;

6.5.2 Those compatible formats must allow the files to be recognized, opened, and viewed or read in their intended form and format using DND's office software, along with allowing the user to modify, select, copy and paste information from the files to other DND office software files.

A1.0 APPENDIX: LIST OF ITEMS TO BE SUPPORTED

A1.1 Supported Equipment and Spares

A1.1.1 The Contractor must provide support for the equipment and spare items specified in Table 1 (below) in accordance with the SOW. An explanation of each column is detailed below:

A1.1.1.1 System Identifier MRN/OEM Part No – A unique identifier for the Item, as used in the applicable technical manuals or supply management system.

A1.1.1.2 Item Nomenclature – The name of the Item that may include Item class/group categories and functional descriptors.

A1.1.1.3 NATO Stock Number (NSN) – The 13-digit identifier used in NATO and allied cataloguing systems. The NSN will be included if the Item is to be ordered by DND.

A1.1.1.4 Regular or Free-Flow R&O by Item

A1.1.1.4.1 Repair Cost Estimate (RCE) – Identifies that the item will require a cost estimate before repairs or overhaul can begin.

A1.1.1.4.1.1 This is used for regular R&O when equipment is more complex so the TA requires more visibility on what is being proposed, has not yet reached steady-state and is therefore harder to predict typical repair costs/requirements, and repairs occur at a low rate.

A1.1.1.4.2 Maximum Repair Cost (MRC) – Identifies the maximum amount authorized that includes all labour and material costs, to be expended to repair an item. Repairs above the MRC must be approved by DND before any repair or overhaul work commences. Standard Selection Notice Observation Message procedures as detailed in A-LM-184-001/JS-001 must apply.

A1.1.1.4.2.1 This is used for free-flow R&O when equipment repairs are well understood or are less complex, and are used for repairs that occur at a high rate.

A1.1.1.5 Repair TAT – Identifies the Repair TAT, if different from the general Repair TAT, as defined in the Support SOW at para. 4.1.3.1, indicating that this item is of greater importance to the operation of the HASE-COM and therefore requires a faster turn-around. Repair TAT is indicated in calendar days, if left blank, then general Repair TAT is followed.

A1.1.1.6 FSS quantity to hold – Describes the quantity of each item that the Contractor will hold and maintain, or left blank, if item does NOT have a required sparing level quantity or category isn't applicable.

A1.1.1.6.1 FSS are used to support the fleet, both domestically or while on deployment, and can be used by the Contractor FSRs during repair tasks, for faster TAT during R&O.

A1.1.1.6.2 FSS are also used in RbR situations, where the repair can be done in the field or when parts are required so rarely that they would not be stocked in depot, and the cost is minimal compared to the transport cost of shipping equipment back for R&O Maintenance Support at the Contractor's site.

A1.1.1.7 Detailed Inspection & Maintenance / Detailed Inspection & Equipment Rotation – Indicates which items will require a detailed inspection and maintenance / detailed inspection & equipment rotation, performed by the Contractor, following the manufacturer's instructions for use and inspection.

A1.1.1.7.1 Detailed Inspection & Maintenance (Insp. Maint.)

A1.1.1.7.1.1 'Y – HASE-COM Equip. QTY' = yes, detailed inspection & maintenance required for the listed quantity of HASE-COM Equipment.

A1.1.1.7.2 Detailed Inspection & Equipment Rotation (Insp. Rotat.)

A1.1.1.7.2.1 'Y – HASE-COM Equip. QTY' = yes, detailed inspection & equipment rotation required at the CAF unit for the listed quantity of HASE-COM equipment.

A1.1.1.7.3 'N' or blank = no.

Table 1: Supported Equipment and Spares

NOTE: INFORMATION IN THIS TABLE WILL BE FINALIZED DURING THE ACQUISITION CONTRACT

Item Identifier MRN/OEM Part No. (1)	Item Nomenclature (2)	NSN (if item can be ordered) (3)	Regular or Free-Flow RCE/MRC (4)	Repair TAT (cal. Days) (5)	FSS (Qty. to hold) (6)	<u>Insp. Maint.</u> (Y – HASE-COM Equip. QTY) <u>Insp. Rotat.</u> (Y – HASE-COM Equip. QTY) (7)
	HASE		-		-	<u>Insp. Maint.</u> Y – Qty 5 in NCR
	COM		RCE			<u>Insp. Maint.</u> Y – Qty 5 in NCR
C60	Chest Harness	4240-14-564-1894	-		16	<u>Insp. Rotat.</u> Y – Qty 4 in CAF unit & Qty 8 in CFSME
C38CAA 1	Seat Harness (Size 1)	4240-14-548-7343	-		16	<u>Insp. Rotat.</u> Y – Qty 4 in CAF unit & Qty 8 in CFSME
C38CAA 2	Seat Harness (Size 2)	4240-14-548-7345	-		16	<u>Insp. Rotat.</u> Y – Qty 4 in CAF unit & Qty 8 in CFSME

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Item Identifier MRN/OEM Part No. (1)	Item Nomenclature (2)	NSN (if item can be ordered) (3)	Regular or Free-Flow RCE/MRC (4)	Repair TAT (cal. Days) (5)	FSS (Qty. to hold) (6)	<u>Insp. Maint.</u> (Y – HASE-COM Equip. QTY) <u>Insp. Rotat.</u> (Y – HASE-COM Equip. QTY) (7)
	Roll of Multi-use Rescue/Rappel Static Rope (200m)		-		-	N
	Roll of Climbing Dynamic Rope (200m)		-		-	N
	Edge Pad Rope Protector		-		-	N
	Roll of Prusik Cord (200m)		-		-	N
	Roll of Accessory Cord (200m)		-		-	N
	Roll of Tubular Nylon Climbing Webbing (91m)		-		-	N
	Single Swivel Pulley		-		20	<u>Insp. Rotat.</u> Y – Qty 5 in CAF unit & Qty 10 in CFSME
	Double Swivel Pulley		-		8	<u>Insp. Rotat.</u> Y – Qty 2 in CAF unit & Qty 4 in CFSME
	Double Pulley with Locking and Release Mechanism		-		8	<u>Insp. Rotat.</u> Y – Qty 2 in CAF unit & Qty 4 in CFSME
	Anchor Plate		-		8	<u>Insp. Rotat.</u> Y – Qty 2 in CAF unit & Qty 4 in CFSME
	Manual-Lock Pear Shape Carabiner		-		120	<u>Insp. Rotat.</u> Y – Qty 30 in CAF unit & Qty 60 in CFSME
	Wire Gate Carabiner		-		120	<u>Insp. Rotat.</u> Y – Qty 30 in CAF unit & Qty 60 in CFSME
BD620055	Belay/Rappel Device	8465-01-614-1590	-		16	<u>Insp. Rotat.</u> Y – Qty 4 in CAF unit & Qty 8 in CFSME

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Item Identifier MRN/OEM Part No. (1)	Item Nomenclature (2)	NSN (if item can be ordered) (3)	Regular or Free-Flow RCE/MRC (4)	Repair TAT (cal. Days) (5)	FSS (Qty. to hold) (6)	<u>Insp. Maint.</u> (Y – HASE-COM Equip. QTY) <u>Insp. Rotat.</u> (Y – HASE-COM Equip. QTY) (7)
	Self-braking Descender		-		16	<u>Insp. Rotat.</u> Y – Qty 4 in CAF unit & Qty 8 in CFSME
	Handheld Ascender System		-		8	<u>Insp. Rotat.</u> Y – Qty 2 in CAF unit & Qty 4 in CFSME
	Waist Tool Bag		-		-	N
	Ankle Tool Bag		-		-	N
	Tripod and Winch System		RCE		4	<u>Insp. Rotat.</u> Y – Qty 1 in CAF unit & Qty 2 in CFSME
SK200C-GR	Collapsible Search and Rescue Litter	6530-01-575-4004	-		4	<u>Insp. Rotat.</u> Y – Qty 1 in CAF unit & Qty 2 in CFSME

A1.2 Technical Data – Support Requirements

A1.2.1 The Contractor must provide support for the publications specified in Table 2 (below), including updated versions/editions of the Technical Data, in accordance with the SOW. An explanation of each column is detailed below:

A1.2.1.1 Publication Number – The unique identifier for the published Item of Technical Data.

A1.2.1.2 Title – The title of the item of Technical Data.

Table 2: Technical Data

NOTE: INFORMATION IN THIS TABLE WILL BE FINALIZED DURING THE ACQUISITION CONTRACT

Publication Identifier (1)	Title (2)
	HASE – OPERATOR MANUAL
	HASE – OPERATOR QUICK REFERENCE CARD
	COM – OPERATOR MANUAL
	COM – OPERATOR QUICK REFERENCE CARD
	COM – MAINTENANCE AND PARTS HANDBOOK
	OPERATOR TRAINING PACKAGE
	PROVISIONING PARTS BREAKDOWN
	SUPPLEMENTARY PROVISIONING TECHNICAL DOCUMENTATION
	SPECIAL TOOL & TESTING EQUIPMENT
	IDENTIFICATION PLATES
	CONTROLLED & NON-CONTROLLED GOODS LIST
	PACKAGING, LABELS AND CODES

A2.0 APPENDIX: CONTRACT DATA REQUIREMENTS LIST

A2.1 CDRL Item List

CDRL #	Title	DID #
HASE-COM-PM-001	Contract Status Report	HASE-COM-PM-001
HASE-COM-PM-002	Meeting Agenda	HASE-COM-PM-002
HASE-COM-PM-003	Meeting Minutes	HASE-COM-PM-003
HASE-COM-PM-004	Technical Data Plan & List	HASE-COM-PM-004
HASE-COM-ILS-201	Catalogue of Repairable and Consumable Items	HASE-COM-ILS-201

A2.2 CDRL Table Definitions

The following section defines the various blocks of information found on the CDRL forms:

BLOCK 1 – SYSTEM / ITEM

Provides the name of the System or Item for which the CDRL applies.

BLOCK 2 – ITEM NUMBER

The Item Number is a sequential three-digit number to uniquely identify the individual data item (CDRL number). Note that the 001-099 series is reserved to Program Management (PM) CDRLs, the 101-199 series is reserved to Systems Engineering (SE) CDRLs and the 201-299 series is reserved to Integrated Logistics Support (ILS) CDRLs.

BLOCK 3 - TITLE OR DESCRIPTION OF DATA

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

BLOCK 4 - AUTHORITY (DATA ITEM NUMBER)

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

BLOCK 5 - CONTRACT REFERENCE

The specific paragraph number of the Contract Demand, Statement of Work, Request for Proposal, Specification, or other applicable document to assist in identifying the work effort associated with the data item.

BLOCK 6 - FREQUENCY

This block indicates the frequency of the delivered data. The following frequency codes are used:

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

BLOCK 7 – REQUIRING OFFICE

Identifies the technical office of primary interest responsible for defining the data requirement, reviewing, acceptance and approval of the data item, and ensuring the adequacy of the delivered data.

BLOCK 8 – SUBMISSION SCHEDULE

DATE OF 1ST SUBMISSION - The initial submission date or associated constraint for the 1st submission of the data item is indicated in this block using typical abbreviations as listed above under Block 11.

DATE OF SUBSEQUENT SUBMISSION / EVENT - The date(s) of subsequent submission(s) or associated constraint(s) of the data item is indicated in this block.

BLOCK 9 - DISTRIBUTION AND ADDRESSEES

Indicates the addressees and the respective number of copies (hard copies and soft copies separately), for either the draft or first submissions (Sub-Block "Draft"), and for the final or subsequent submissions (Sub-Block "Final"), for which the data item is required.

A2.3 CDRL – Contract Status Report

CONTRACT DATA REQUIREMENTS LIST						
1. SYSTEM / ITEM High-Angle Search Equipment and Confined-Space Communication						
2. ITEM NUMBER CDRL HASE-COM-PM-001	3. TITLE OR DESCRIPTION OF DATA Contract Status Report (CSR)	4. AUTHORITY (Data Item Number) DID HASE-COM-PM-001				
5. CONTRACT REFERENCE SOW: Para. 3.2.2.1 (pg. 15) DID: App. A3.3 (pg. 51)	6. FREQUENCY MNTHY	7. REQUIRING OFFICE DND EMT				
8. SUBMISSION SCHEDULE First Submission: The Contractor must provide a draft CSR for review no later than 28 calendar days after the Kick-off Meeting. Response Time: Comments on the draft CSR will be provided by Canada no later than 14 calendar days after receipt of the <u>soft copy submission</u> . Subsequent Submission(s): The Contractor must provide a revised CSR, addressing Canada's comments, for review and possible acceptance no later than seven (7) calendar days after the receipt of Canada's comments. Response Time: Comments or acceptance of the revised CSR will be provided by Canada no later than seven (7) calendar days after receipt of the <u>soft copy submission</u> . Monthly Submissions: After acceptance by Canada, the Contractor must provide a CSR on a monthly basis throughout the contract.		9. DISTRIBUTION and ADDRESSEES				
		A. ADDRESSEE	B. COPIES			
			DRAFT		FINAL	
			Hard Copy	Soft Copy	Hard Copy	Soft Copy
		DND TA	0	1	0	1
		PSPC CA	0	0	0	1
		DND PA	0	0	0	1

A2.4 CDRL – Meeting Agenda

CONTRACT DATA REQUIREMENTS LIST								
1. SYSTEM / ITEM High-Angle Search Equipment and Confined-Space Communication								
2. ITEM NUMBER CDRL HASE-COM-PM-002		3. TITLE OR DESCRIPTION OF DATA Meeting Agenda		4. AUTHORITY (Data Item Number) DID HASE-COM-PM-002				
5. CONTRACT REFERENCE SOW: Para.3.2.3.5.1 (pg. 16) DID: App. A3.4 (pg. 55)		6. FREQUENCY ASREQ		7. REQUIRING OFFICE DND EMT				
8. SUBMISSION SCHEDULE First Submission: The Contractor must provide a draft Meeting Agenda for review no later than seven (7) calendar days prior to each meeting. Response Time: Comments on the draft Meeting Agenda, and additions and deletions of discussion items, will be provided by Canada no later than five (5) calendar days after receipt of the <u>soft copy submission</u> . Subsequent Submission: The Contractor must provide a revised Meeting Agenda, addressing Canada's comments, in <u>soft copy</u> one (1) calendar day prior to each meeting, and in <u>hard copy</u> at the meeting.			9. DISTRIBUTION and ADDRESSEES					
			A. ADDRESSEE		B. COPIES			
					DRAFT		FINAL	
					Hard Copy	Soft Copy	Hard Copy	Soft Copy
			PSPC CA	0	1	1	1	
			DND TA	0	1	1	1	
DND PA	0	1	1	1				

A2.5 CDRL – Meeting Minutes

CONTRACT DATA REQUIREMENTS LIST						
1. SYSTEM / ITEM High-Angle Search Equipment and Confined-Space Communication						
2. ITEM NUMBER CDRL HASE-COM-PM-003	3. TITLE OR DESCRIPTION OF DATA Meeting Minutes	4. AUTHORITY (Data Item Number) DID HASE-COM-PM-003				
5. CONTRACT REFERENCE SOW: Para. 3.2.3.5.2 (pg. 16) DID: App. A3.5 (pg. 57)	6. FREQUENCY ASREQ	7. REQUIRING OFFICE DND PMO				
8. SUBMISSION SCHEDULE First Submission: The Contractor must provide draft Meeting Minutes for review no later than seven (7) calendar days following each meeting. Response Time: Comments on the draft Meeting Minutes will be provided by Canada no later than seven (7) calendar days after receipt of the <u>soft copy submission</u> . Subsequent Submission(s): The Contractor must provide revised Meeting Minutes, addressing Canada's comments, for review and possible acceptance no later than seven (7) calendar days after receipt of Canada's comments. Response Time: Comments or acceptance of the revised Meeting Minutes will be provided by Canada no later than seven (7) calendar days after receipt of the <u>soft copy submission</u> .		9. DISTRIBUTION and ADDRESSEES				
		A. ADDRESSEE	B. COPIES			
			DRAFT		FINAL	
			Hard Copy	Soft Copy	Hard Copy	Soft Copy
		PSPC CA	0	1	0	1
		DND TA	0	1	0	1
DND PA	0	1	0	1		

A2.6 CDRL – Technical Data Plan & List

CONTRACT DATA REQUIREMENTS LIST								
1. SYSTEM / ITEM High-Angle Search Equipment and Confined-Space Communication								
2. ITEM NUMBER CDRL HASE-COM-PM-004		3. TITLE OR DESCRIPTION OF DATA Technical Data Plan & List (TDPL)		4. AUTHORITY (Data Item Number) DID HASE-COM-PM-004				
5. CONTRACT REFERENCE SOW: Para. 3.4.3.3 (pg. 18) DID: App. A3.6 (pg. 58)		6. FREQUENCY R/ASR & SEMIA		7. REQUIRING OFFICE DND EMT				
8. SUBMISSION SCHEDULE First Submission: The Contractor must provide a draft TDPL (Section A & B) for review no later than 42 calendar days after the Kick-off Meeting. Response Time: Comments on the draft TDPL (Section A & B) will be provided by Canada no later than 14 calendar days after receipt of the <u>soft copy submission</u> . Subsequent Submission(s): The Contractor must provide a revised TDPL (Section A & B), addressing Canada's comments, for review and possible acceptance no later than 14 calendar days after the receipt of Canada's comments. Response Time: Comments or acceptance of the revised TDPL (Section A & B) will be provided by Canada no later than seven (7) calendar days after receipt of the <u>soft copy submission</u> . Semi-Annual Submissions: After acceptance by Canada, the Contractor must provide a TDPL (Section B – Technical Data List) for review and possible acceptance on a semi-annual basis throughout the contract. The Contractor must provide a CD/DVD(s) of the up-to-date electronic versions of the Technical Data on the list (TDPL Section B) on a semi-annual basis throughout the contract.			9. DISTRIBUTION and ADDRESSEES					
			A. ADDRESSEE		B. COPIES			
					DRAFT		FINAL	
					Hard Copy	Soft Copy	Hard Copy	Soft Copy
			PSPC CA		0	1	0	1
			DND TA		0	1	0	1

A2.7 CDRL – Catalogue of Repairable and Consumable Items

CONTRACT DATA REQUIREMENTS LIST						
1. SYSTEM / ITEM High-Angle Search Equipment and Confined-Space Communication						
2. ITEM NUMBER CDRL HASE-COM-ILS-201	3. TITLE OR DESCRIPTION OF DATA Catalogue of Repairable and Consumable Items (CRCI)	4. AUTHORITY (Data Item Number) DID HASE-COM-ILS-201				
5. CONTRACT REFERENCE SOW: Para. 3.6.3.1 (pg. 23) DID: App. A3.7 (pg. 60)	6. FREQUENCY R/ASR & SEMIA	7. REQUIRING OFFICE DND EMT				
8. SUBMISSION SCHEDULE First Submission: The Contractor must provide a draft CRCI for review no later than 63 calendar days after the Kick-off Meeting. Response Time: Comments on the draft CRCI will be provided by Canada no later than 14 calendar days after receipt of the <u>soft copy submission</u> . Subsequent Submission(s): The Contractor must provide a revised CRCI, addressing Canada's comments, for review and possible acceptance no later than 14 calendar days after the receipt of Canada's comments. Response Time: Comments or acceptance of the revised CRCI will be provided by Canada no later than seven (7) calendar days after receipt of the <u>soft copy submission</u> . Semi-Annual Submissions: After acceptance by Canada, the Contractor must provide a CRCI for review and possible acceptance on a semi-annual basis throughout the contract.		9. DISTRIBUTION and ADDRESSEES				
		A. ADDRESSEE	B. COPIES			
			DRAFT		FINAL	
			Hard Copy	Soft Copy	Hard Copy	Soft Copy
		DND TA	0	1	0	1

A3.0 APPENDIX: DATA ITEM DESCRIPTION

A3.1 DID Item List

DID #	Title	CDRL #
HASE-COM-PM-001	Contract Status Report	HASE-COM-PM-001
HASE-COM-PM-002	Meeting Agenda	HASE-COM-PM-002
HASE-COM-PM-003	Meeting Minutes	HASE-COM-PM-003
HASE-COM-PM-004	Technical Data Plan & List	HASE-COM-PM-004
HASE-COM-ILS-201	Catalogue of Repairable and Consumable Items	HASE-COM-ILS-201

A3.2 DID Table Definitions

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

BLOCK 1 – TITLE

The title of the data item for the DID.

BLOCK 2 - IDENTIFICATION NUMBER

The Data Item Description (DID) number, consisting of a sequential three-digit number and prefixed with an abbreviation code, to uniquely identify the DID. Note that the 001-099 series is reserved to Program Management (PM) DIDs, the 101-199 series is reserved to Systems Engineering (SE) DIDs and the 201-299 series is reserved to Integrated Logistics Support (ILS) DIDs. The abbreviation codes used for the prefix are:

“PM” for Program Management
“SE” for Systems Engineering
“ILS” for Integrated Logistics Support

BLOCK 3 - DESCRIPTION

Provides a general description of the data content requirements.

BLOCK 4 – RELATED DOCUMENT(S)

Provides a listing of the related documents and specifications associated with and required to produce this DID.

BLOCK 5 - CONTRACT REFERENCE

The specific paragraph numbers from the Contract Statement of Work and CDRL to assist in identifying the work effort associated with the data item.

BLOCK 6 - PREPARATION INSTRUCTIONS

Provides the preparation instructions for the content and format requirements for the DID.

A3.3 DID – Contract Status Report

DATA ITEM DESCRIPTION	
1. TITLE Contract Status Report (CSR)	2. IDENTIFICATION NUMBER DID HASE-COM-PM-001
3. DESCRIPTION The Contract Status Report (CSR) is the principal statement and explanation of the status of the contract at the end of each reporting period, and will summarise the Contractor's progress and activities in relation to the Program milestones, schedule, and contract data deliverables.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE SOW: Para. 3.2.2.1 (pg. 15) CDRL: App. A2.3 (pg. 44)
6. PREPARATION INSTRUCTIONS 6.1. CONTENT 6.1.1. SECTION A: Contract Status 6.1.1.1. The CSR must identify the date at which the CSR is valid, and the time period since the status date of the previous CSR (the 'reporting period'). 6.1.1.2. The CSR must include the following information: 6.1.1.2.1. A summary of work activities (to be covered in detail in the Support Summary Report of the CSR) undertaken during the reporting period; 6.1.1.2.2. A summary of work activities expected to be undertaken in the next reporting period and all significant forthcoming events likely to influence the provision of Support or contract management activities, as applicable. 6.1.1.2.3. A list of correspondence that requires a response from the DND/PSPC, but for which no response has been received; and 6.1.1.2.4. A list of DND/PSPC correspondence to the Contractor for which a response is outstanding, and an estimate of the response date. 6.1.1.3. Contract Status Accounting Report (CSAR) 6.1.1.3.1. The Contract Status Accounting Report must include the following information: 6.1.1.3.1.1. The start date for the work activity undertaken during the reporting period. 6.1.1.3.1.2. A classification of the activity type such as Repair, TIES, FSR & Travel. 6.1.1.3.1.3. A description of the activity. 6.1.1.3.1.4. The estimated completion date of the activity. 6.1.1.3.1.5. The estimated cost of the activity. 6.1.1.3.1.6. The amount invoiced against the activity. 6.1.1.3.1.7. A summary of work activities expected to be undertaken in the next reporting period and all significant forthcoming events likely to influence the provision of Support or Contract management activities, as applicable.	

Contract Status Accounting Report (CSAR)

Information current as of: *Date*
Reporting Period: *1 April XXXX - 31 March XXXX*

Item	Start Date	Activity Type	Description	Sub-Total		Invoiced	Comments
				Estimated Completion Date	Estimated Expense (Euro, CAD, USD, GBP)		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

Next reporting period activities

Estimated Completion Date Estimated Amount for next FY

1							
2							

6.1.2. SECTION B: Support Summary

6.1.2.1. The CSR must include a Support Summary that describes the applicable support provided during the reporting period.

6.1.2.2. Operating Support

6.1.2.2.1. The Operating Support sub-section must include, for the reporting period and as required by the Contract, details of:

6.1.2.2.1.1. Operator and Technical Resource deployments, quantifying the level of effort related to the various activities;

6.1.2.3. Engineering Support

6.1.2.3.1. The Engineering Support sub-section must include, for the reporting period and as required by the Contract, details of:

6.1.2.3.1.1. Configuration Management changes;

6.1.2.3.1.2. Technical Data Management activities;

6.1.2.3.1.3. Technical Investigation and Engineering Support activities undertaken, including all significant outcomes or recommendations resulting from them;

6.1.2.3.1.4. Technical Problem Reports including the following information:

6.1.2.3.1.4.1. Category, priority, and title;

6.1.2.3.1.4.2. Date originated and originated by;

6.1.2.3.1.4.3. Assigned Contractor subject matter expert, and date assigned;

6.1.2.3.1.4.4. Technical problem corrective action plan;

6.1.2.3.1.4.5. Corrective action approval authority, if known;

6.1.2.3.1.4.6. Forecast completion date;

6.1.2.3.1.4.7. Reasons for delays;

6.1.2.3.1.4.8. Technical problem workarounds, if needed, and

6.1.2.3.1.4.9. Links to related technical reports.

6.1.2.3.2. The Support Summary must include a Configuration Management Equipment List (originally based on Appendix A1.0 List of Items to be Supported (page 36) to this SOW), showing the

most current configuration of the HASE-COM, its equipment and all associated items. The list must be provided in a table format including:

6.1.2.3.2.1. Serial numbers of the equipment installed in each instance of the HASE-COM and also variances in configuration among instances of the system.

6.1.2.3.2.2. For each listed item, basic information must be recorded, including:

6.1.2.3.2.2.1. Item name;

6.1.2.3.2.2.2. Part number;

6.1.2.3.2.2.3. Model number (if applicable);

6.1.2.3.2.2.4. Original equipment manufacturer;

6.1.2.3.2.2.5. Commercial and Government Entity (CAGE) Code, and

6.1.2.3.2.2.6. NATO Stock Number (NSN), if available.

6.1.2.3.2.3. Software items must be identified by name, software identification number and version number.

6.1.2.4. Maintenance Support

6.1.2.4.1. The Maintenance Support sub-section must include, for the reporting period and as required by the Contract, details of:

6.1.2.4.1.1. Details of HASE-COM that had the detailed inspection and maintenance during the reporting period, and what repairs or replacements were done. Include schedule for completing remaining detailed inspection and maintenance.

6.1.2.4.1.2. Details of which CAF unit that had their detailed inspection and equipment rotations during the reporting period, and what repairs or replacements were done. Include schedule for completing remaining detailed inspection and equipment rotations.

6.1.2.4.1.3. The number and type of Maintenance activities undertaken and all significant delays or issues encountered;

6.1.2.4.1.4. Maintenance Report, summarizing:

6.1.2.4.1.4.1. The number and nature of the defects or unexpected failure modes;

6.1.2.4.1.4.2. The NATO Stock Number (NSN) and part number, name, make and model (if applicable), quantity and serial number, if any, of item(s) repaired;

6.1.2.4.1.4.3. For each item undergoing R&O, provide details of the work performed and indicate what was found wrong with the item;

6.1.2.4.1.4.4. The repair cost;

6.1.2.4.1.4.5. In the instances when the Contractor can find nothing wrong with an item sent for repair, this must be indicated so the root cause can be investigated.

6.1.2.4.1.4.6. The measures that can be (or already has been) undertaken to avoid future defects or failure modes of a similar nature, and

6.1.2.4.1.4.7. Those defects and unexpected failure modes remaining without resolution or pending DND EMT action.

6.1.2.4.1.5. Each Repairable Item, by item name and quantity that has been identified as beyond physical repair or beyond economic repair, must be listed.

6.1.2.5. Supply Support

6.1.2.5.1. The Supply Support sub-section must include, for the reporting period and as required by the Contract, details of:

6.1.2.5.1.1. All issues or concerns with Inventory Management and stock item levels, such as stock item levels being low and needing replenishment;

6.1.2.5.1.2. Fleet Support Spares replenishments;

6.1.2.5.1.3. Obsolescence Management activities;

6.1.2.5.1.4. The numbers of stock movements, and cost of procurement, under:

6.1.2.5.1.4.1. Provision of Material (Fleet Support Spares);

6.1.2.5.1.4.2. Provision of Material (DND request), and

6.1.2.5.1.4.3. Disposal of DND-owned Stock;

6.1.2.5.1.5. All significant problems either encountered or envisaged with obtaining particular stock items, and

6.1.2.5.1.6. Disposals of DND-owned Stock.

6.1.2.6. Training Support

6.1.2.6.1. The Training Support sub-section must include, for the reporting period and as required by the Contract, details of:

6.1.2.6.1.1. The name and quantity of each Training Session conducted;

6.1.2.6.1.2. Activities to review and update the Training Package; and

6.1.2.6.1.3. Recommended changes for the training program, materials and equipment.

6.1.2.7. Other Observations and Opportunities

6.1.2.7.1. The Support Summary must include other details of other events, or on-going activities that the Contractor believes to be significant to the performance of the support services during the reporting period.

6.1.2.7.2. The Support Summary must include a description of opportunities identified by the Contractor that could improve the effectiveness and efficiency of the support provided.

6.2. SOFT COPY FORMAT

6.2.1. The CSR must be submitted as a PDF file type.

6.2.2. The CSR PDF must be submitted via email (submission size not to exceed 7MB) as follows:

6.2.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.

6.2.2.2. Subject Field: HASE-COM-PM-001 – CSR – [Rev #] – [Date of Issue]

A3.4 DID – Meeting Agenda

DATA ITEM DESCRIPTION	
1. TITLE Meeting Agenda	2. IDENTIFICATION NUMBER DID HASE-COM-PM-002
3. DESCRIPTION The Meeting Agenda contains the venue information and identifies the discussion items to be covered at meetings.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE SOW: Para. 3.2.3.5.1 (pg. 16) CDRL: App. A2.4 (pg. 45)
6. PREPARATION INSTRUCTIONS 6.1. CONTENT 6.1.1. The Meeting Agenda must set forth the venue, identify all requirements and list the discussion items to be covered at the meeting. 6.1.2. Venue. The Meeting Agenda must address the venue as follows: 6.1.2.1. Meeting Identification Number; 6.1.2.2. Purpose; 6.1.2.3. Date, time and location; and 6.1.2.4. Attendees. 6.1.3. Discussion items. The Meeting Agenda must address the discussion items through the following sections: 6.1.3.1. Opening Remarks; 6.1.3.2. Agenda Review; 6.1.3.3. Review of Previous Minutes; 6.1.3.4. Opened Discussion Items; 6.1.3.5. New Discussion Items; 6.1.3.6. Review of Action Items; 6.1.3.7. Next Venue; and 6.1.3.8. Closing Remarks. 6.2. HARD COPY FORMAT 6.2.1. The Meeting Agenda must be printed on paper with these characteristics: 6.2.1.1. Weight of no less than 90 gsm; 6.2.1.2. Brightness of no less than 96 ISO brightness; 6.3. SOFT COPY FORMAT 6.3.1. The Meeting Agenda must be submitted as a PDF file type. 6.3.2. The Meeting Agenda PDF must be submitted via email (submission size not to exceed 7MB) as follows: 6.3.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.	

6.3.2.2. Subject Field: HASE-COM-PM-002 – Meeting Agenda – [Rev #] – [Date of Issue]

A3.5 DID – Meeting Minutes

DATA ITEM DESCRIPTION	
1. TITLE Meeting Minutes	2. IDENTIFICATION NUMBER DID HASE-COM-PM-003
3. DESCRIPTION The Meeting Minutes contains the detailed records of proceedings, discussions, decisions and action items from meetings.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE SOW: Para. 3.2.3.5.2 (pg. 16) CDRL: App. A2.5 (pg. 46)
6. PREPARATION INSTRUCTIONS	
6.1. CONTENT	
6.1.1. The Meeting Minutes must contain the detailed records of proceedings, discussions, decisions and action items from the meeting and be presented through the following sections:	
6.1.1.1. General – consisting of meeting identification number, purpose, date, time and location;	
6.1.1.2. Attendees, consisting of the organization each person represents, and the identification of the Chairperson(s);	
6.1.1.3. Opening Remarks;	
6.1.1.4. Action Item Report - used to monitor issues, assign responsibility, direct action and track status, history, and progress, and must consisting of:	
6.1.1.4.1. Item #; date initiated; required action; assigned actionee; target completion date; cross-reference to all related action items.	
6.1.1.4.2. Action Item Report must be updated with each meeting and must consisting of:	
6.1.1.4.2.1. Action Item current status and the actual date completed;	
6.1.1.5. Next Venue;	
6.1.1.6. Closing Remarks;	
6.2. SOFT COPY FORMAT	
6.2.1. The Meeting Minutes must be submitted as a PDF file type.	
6.2.2. The Meeting Minutes PDF must be submitted via email (submission size not to exceed 7MB) as follows:	
6.2.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.	
6.2.2.2. Subject Field: HASE-COM-PM-003 – Meeting Minutes – [Rev #] – [Date of Issue]	

A3.6 DID – Technical Data Plan & List

DATA ITEM DESCRIPTION	
1. TITLE Technical Data Plan & List	2. IDENTIFICATION NUMBER DID HASE-COM-PM-004
3. DESCRIPTION <p>The Technical Data Plan & List (TDPL) describes the Contractor's strategy, plans, methodology, and processes for meeting the Contract requirements for the identification, control, update, validation and support of Technical Data.</p> <p>The TDPL also identifies and defines the Contractor's and sub-Contractor's Technical Data associated with the Contract. The configuration of the TDPL is managed to keep track of changes to the list of Technical Data throughout the period of the Contract.</p>	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE SOW: Para. 3.4.3.3 (pg. 18) CDRL: App. A2.6 (pg. 47)
6. PREPARATION INSTRUCTIONS 6.1. CONTENT 6.1.1. Section A – Technical Data Organisation & Management 6.1.1.1. Technical Data Organisation 6.1.1.1.1. The TDPL must describe the Contractor's organisational arrangements for meeting the Technical Data requirements of the Contract, including: 6.1.1.1.1.1. The Contractor's Technical Data manager and the organisational units primarily involved in managing Technical Data; and 6.1.1.1.1.2. The Contractor's and approved sub-Contractor's management positions with responsibilities for Technical Data (eg, configuration managers, managers of technical information libraries, and quality managers). 6.1.1.1.2. Technical Data Management 6.1.1.1.2.1. The TDPL must describe the Contractor's strategy, methodology, and processes for managing Technical Data, including: 6.1.1.1.2.1.1. Distribution of Technical Data and distribution of updates to Technical Data, within the Contractor's and sub-Contractors' organisations and, where applicable, DND units; 6.1.1.1.2.1.2. Configuration Control of Technical Data, including: 6.1.1.1.2.1.2.1. Version control; 6.1.1.1.2.1.2.2. Matching Technical Data, including publications, with equipment configurations where multiple configurations exist, and 6.1.1.1.2.1.2.3. Storage, backup and recovery of electronic Technical Data. 6.1.1.1.2.2. The TDPL must the Contractor's processes for controlling and enabling access to Technical Data that is subject to restrictions or caveats associated with security, export licences, Technical Assistance Agreements, escrow arrangements, or IP rights. 6.1.1.1.2.3. The TDPL must describe the Contractor's expectations of the DND with respect to the management of Technical Data. 6.1.1.1.3. Technical Data Development 6.1.1.1.3.1. The TDPL must describe:	

6.1.1.3.1.1. The Contractor's typical activities associated with the identification, design, development, review, and delivery of new Technical Data and updates to existing Technical Data;

6.1.1.3.1.2. The standards and specifications to be applied for the development of new Technical Data and for updates to existing Technical Data;

6.1.2. Section B – Technical Data List (TDL)

6.1.2.1. The TDL must list all of the Technical Data:

6.1.2.1.1. Used by the Contractor and sub-Contractors in the provision of the support services; and

6.1.2.1.2. Generated by the Contractor and approved sub-Contractors as an outcome of providing the support services.

6.1.2.2. The TDL must list software separately from the other types of Technical Data.

6.1.2.3. The TDL must include the following information for each Item of Technical Data:

6.1.2.3.1. The name or title of the Technical Data;

6.1.2.3.2. The Item's reference number or document number for the Technical Data, including revision and amendment status;

6.1.2.3.3. A brief description of the Technical Data, including the purpose of the Technical Data;

6.1.2.3.4. The developmental status of the Technical Data (eg, existing and not to be modified, existing and to be modified, and new);

6.1.2.3.5. The source of the Technical Data (eg, name of sub-Contractor);

6.1.2.3.6. If not electronic Technical Data, delivery information, including location (to include the details of the escrow agent, if applicable, and the support organisations), quantity, and delivery date;

6.1.2.3.7. Security classification;

6.2. SOFT COPY FORMAT

6.2.1. The TDPL must be submitted as a PDF file type.

6.2.2. **Soft Copy format submission size below 7MB** – The TDPL PDF may be submitted via email as follows:

6.2.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.

6.2.2.2. Subject Field: HASE-COM-PM-004 – TDPL – [Rev #] – [Date of Issue]

6.2.3. **Soft Copy format submission size at or above 7MB** – The TDPL PDF must be submitted on CD or DVD media and be labelled as follows:

6.2.3.1. High-Angle Search Equipment and Confined-Space Communication

6.2.3.2. TDPL;

6.2.3.3. HASE-COM-PM-004;

6.2.3.4. The Revision number, and

6.2.3.5. The date of issue.

A3.7 DID – Catalogue of Repairable and Consumable Items

DATA ITEM DESCRIPTION	
1. TITLE Catalogue of Repairable and Consumable Items	2. IDENTIFICATION NUMBER DID HASE-COM-ILS-201
3. DESCRIPTION The Catalogue of Repairable and Consumable Items (CRCI) will be used by the DND EMT to potentially order additional Fleet Support Spares, and as such, will also include the necessary NATO codification cataloguing information to allow receipt at depot and movement within the world.	
4. RELATED DOCUMENTS D-01-100-214/SF-000 <i>Specification for Preparation of Provisioning Documentation for Canadian Forces Equipment</i> D-01-400-001/SG-000 <i>Standard – Engineering Drawing Practices for Class 1 Drawings and Technical Data List</i>	5. CONTRACT REFERENCE SOW: Para. 3.6.3.1 (pg. 23) CDRL: App. A2.7 (pg. 48)
6. PREPARATION INSTRUCTIONS 6.1. CONTENT 6.1.1. The CRCI must include: 6.1.1.1. Basic ordering data including item identification, prices, and lead times for Fleet Support Spares. 6.1.1.2. Supplementary Provisioning Technical Documentation (SPTD) for each item of the Fleet Support Spares, and must include the technical data required for DND to classify and fully describe the item within the NATO codification system, allowing for item identification and cataloguing purposes. 6.1.1.2.1. Key elements of good SPTD: 6.1.1.2.1.1. Displays the true manufacturer company logo & address (or NCAGE), and MRN (see D-01-100-214/SF-000 for definitions.). 6.1.1.2.1.2. Lists characteristic data of the item: 6.1.1.2.1.2.1. Configuration; 6.1.1.2.1.2.2. Physical characteristics, such as dimensions, tolerances, material, mandatory processes, surface finish, and protective coatings; 6.1.1.2.1.2.3. Electrical Characteristics; 6.1.1.2.1.2.4. Performance data; 6.1.1.2.1.2.5. Special features which contribute to the uniqueness of the item, especially for common items modified to a particular standard of performance. 6.1.1.2.1.3. Clearly shows the item in question. 6.1.1.2.1.4. Show where the item fits in the next higher assembly (where practical) 6.2. GENERAL FORMAT 6.2.1. The SPTD must be prepared as black and white line drawing(s) or with good quality photograph(s) within a Technical Datasheet. 6.2.1.1. If prepared as a drawing, the SPTD must follow the drawing format of D-01-400-001/SG-000 section 7.4, with attached parts lists (for assemblies), so that DND can ensure that the Provisioning Documentation reflects the current and complete configuration of the equipment being produced. 6.3. SOFT COPY FORMAT 6.3.1. The CRCI must be submitted as a PDF file type.	

- 6.3.2. The SPTD must be submitted in PDF file type, with filenames in the following format:
(MRN)_(NCAGE)_(item name).pdf.
- 6.3.3. **Soft Copy format submission size below 7MB** – The CRCI & SPTD PDFs may be submitted via email as follows:
 - 6.3.3.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.
 - 6.3.3.2. Subject Field: HASE-COM-ILS-201 – CRCI – [Rev #] – [Date of Issue]
- 6.3.4. **Soft Copy format submission size at or above 7MB** – The CRCI & SPTD PDFs must be submitted on CD or DVD media and be labelled as follows:
 - 6.3.4.1. High-Angle Search Equipment and Confined-Space Communication
 - 6.3.4.2. CRCI;
 - 6.3.4.3. HASE-COM-ILS-201;
 - 6.3.4.4. The Revision number, and
 - 6.3.4.5. The date of issue.

A4.0 APPENDIX: MERCURY CONTAINING PRODUCTS/COMPOUNDS

A4.1 General

A4.1.1 Mercury and its compounds are listed as a toxic substance in Schedule 1 to the Canadian Environmental Protection Act, 1999. Consequently, the Contractor must comply with the following requirements:

A4.1.1.1 The Contractor must not replace an existing component or add a new equipment component containing mercury, when a mercury-free alternative exists.

A4.1.1.2 For each case where the products must contain mercury or its compounds, the Contractor must submit a statement that it is not technically feasible to use a mercury-free product in its place, and explain why;

A4.1.1.3 Products containing mercury or its compounds must comply with mercury content limits specified in all relevant standard;

A4.1.1.4 Where the products contain mercury or its compounds, in all shapes or forms, or where its operation or maintenance requires the use of mercury or its compounds, the Contractor must provide in tabular format, to the Technical Authority (TA), the following for each occurrence of mercury or its compounds:

A4.1.1.4.1 Identification of the Products as containing mercury or its compounds;

A4.1.1.4.2 NATO Stock Number of the Products, if available;

A4.1.1.4.3 Description of the Products:

A4.1.1.4.3.1 Manufacturer of the item or part containing mercury or its compounds;

A4.1.1.4.3.2 Manufacturer part number of the item or part containing mercury or its compounds;

A4.1.1.4.3.3 National Supply Code for Manufacturers (NSCM) / Commercial and Government Entity (CAGE) Code of the item or part containing mercury or its compounds;

A4.1.1.4.3.4 Description of the mercury or its compounds of the item or part containing mercury or its compounds;

A4.1.1.4.3.5 The form of mercury or its compounds (e.g. liquid, vapour, amalgam, metal halide); and

A4.1.1.4.3.6 The location of the mercury or its compounds on or in the item or part containing mercury or its compounds;

A4.1.1.4.4 Safety Data Sheet, where possible;

A4.1.1.5 The Contractor is responsible to ensure that products containing mercury or its compounds are labeled in a readily visible location identifying that the item contains mercury or its compounds. The label must be bilingual and in accordance with the following standard:

- | | |
|---------------|--|
| A4.1.1.5.1 | The information must be in characters that are at least 3 mm in height, legible and indelible and that are impressed, embossed or in a colour that contrasts with the label's background or the colour of the product as applicable. |
| A4.1.1.5.2 | The label must be enclosed by a borderline and easily distinguishable from other graphic material on the product or its package. |
| A4.1.1.5.3 | The label must be bilingual and must include following contents: |
| A4.1.1.5.3.1 | A statement "CAUTION/MISE EN GARDE" in characters that are at least 4 mm in height; |
| A4.1.1.5.3.2 | A statement that the product contains mercury and the content of mercury in the product in milligrams; |
| A4.1.1.5.3.3 | Information on the action to be taken in case of accidental breakage and a description of the risks associated with the use of the product, the address of a website that contains the information, or contact information for a person who can provide that information; |
| A4.1.1.5.3.4 | Information on the options available for proper disposal and recycling in accordance with the laws of jurisdiction where the disposal or recycling to take place, the address of a website that contains the information, or contact information for a person who can provide that information; |
| A4.1.1.5.3.5 | A warning that the product should be managed in accordance with the applicable disposal or recycling laws; |
| A4.1.1.5.3.6 | The "Hg" symbol encircled by a line on a readily visible location on the product where the characters are at least 3 mm in height which are impressed, embossed or in a colour that contrasts with the label's background or the colour of the product as applicable; |
| A4.1.1.5.3.7 | If the product is not large enough to accommodate the information, the information must be: |
| 4.1.1.5.3.7.1 | In a readily visible location on the package in which the product is sold or offered for sale; or |
| 4.1.1.5.3.7.2 | In a notice attached to the product or in a manual that accompanies the product, if there is no package, or if the package is not large enough to accommodate the information; |
| 4.1.1.5.3.7.3 | In both official languages; |
| A4.1.1.6 | Technical documentation provided by the Contractor must contain: |
| A4.1.1.6.1 | Product warning to provide information on the mercury content and other relevant information. The technical document must also include information on part numbers containing mercury, location, type of mercury, manufacturer's information, mercury content, and MSDS information (refer to para. A4.1.1.4). |

- A4.1.1.6.2 A written work procedure for processes involving the safe handling of mercury-containing equipment, components and materials, must be included. It must identify procedures for mercury spills cleanups and disposal procedures. The work procedure must identify proper Personal Protective Equipment in the case of a spill. A warning indicating that the product should be disposed of or recycled in accordance with the applicable laws must also be included.