

**W8485-19SJ01/B**

**AIRCRAFT MAINTENANCE  
SUPPORT EQUIPMENT  
(AMSE)**

**ANNEX A**

**PERFORMANCE WORK  
STATEMENT (PWS)**

# ANNEX A – Performance Work Statement

## 1 Introduction

### 1.1 Purpose

The Department of National Defence (DND), Director General Aerospace Equipment Program Management (DGAPEM), has a requirement for cost-effective support for the Aircraft Maintenance Support Equipment (AMSE) to provide support to the Royal Canadian Air Force (RCAF).

### 1.2 PWS Structure and Organization

1.2.1 This Performance Work Statement (PWS) describes the Work that Canada requires the Contractor to perform. This PWS describes the Work that is to be accomplished (the “what”) while the method for accomplishing this work (the “how”) is to be defined by the Contractor. Where the performance of the Work is tied directly to established policies or regulations, reference will be made directing the Contractor to policies that must be adhered to.

1.2.2 Sections 1- 8 of this PWS define the work scope and is organized into the aspects of the repair and overhaul program required to support the contracted portion of the AMSE enterprise. In order for the contracted solution to be considered successful, the following contracted outcomes must be met:

#### 1.2.1.1 Optimal Repair and Overhaul of AMSE assets

Timely and consistent return of reliable, serviceable assets that comply with the fit, form and function that they were designed for, delivered into service to meet operational needs. The availability of reliable, serviceable equipment is critical to CAF operations.

#### 1.2.1.2 Timely and responsive engineering tasking support to the AMSE enterprise

When tasked to provide maintenance support or to perform engineering to studies, to improve or make recommendations on how to best address technical issues as they arise. This work is timely, of high quality and in accordance with the detail of the provided statement of work.

#### 1.2.1.3 Accuracy and consistency in provision of cost and time estimates

Financial and schedule management are critical to the success of the AMSE enterprise. Cost and time estimates are key enablers for fiscal control to manage the expectations of senior management and the units that rely on Weapons System Management (WSM) support.

#### 1.2.1.4 Fidelity and consistency in the provision of technical and financial data

The AMSE enterprise requires concise and accurate financial data so that both technical and cost drivers can be understood. This will enable the organisation to make informed decisions and improve DND’s ability to be a “smart buyer” in the future.

### 1.3 The PWS is divided into 8 sections:

Section 1 – Introduction;  
Section 2 – Program Management;  
Section 3 – Engineering and Technical Support;  
Section 4 – Maintenance Support;  
Section 5 – Resource Requirements;  
Section 6 – Materiel Support;

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Section 7 – Performance Management; and  
Section 8 – Close Out.

### 1.4 Background

Aircraft Maintenance Support Equipment (AMSE) is essential for aircraft maintenance and handling wherever Royal Canadian Air Force (RCAF) aircraft are stationed or deployed. Due to the joint nature of operations in the Canadian Armed Forces (CAF) and there is a requirement to support the Canadian Army, and the Royal Canadian Navy in addition to the RCAF.

### 1.5 In-Service Support Organization

1.5.1 Within the Department of National Defence, the Assistant Deputy Minister (Materiel) (ADM(Mat)) is responsible for the delivery of the materiel and services required by the Canadian Armed Forces (CAF). ADM(Mat) is made up of several divisions, one of which, the Director General Aerospace Equipment Program Management (DGAEPM), is charged with the in-service support of aircraft fleets. The Directorate of Aerospace Equipment Program Management (Fighters and Trainers) (DAEPM(FT)), is the directorate within DGAEPM responsible for the in-service support of AMSE.

1.5.2 Located in the National Capital Region (NCR), the AMSE Weapon System Management organization provides technical and engineering support and has overall responsibility for the sustainment and life cycle management of the AMSE equipment for multiple fleets.

### 1.6 Operational Planning Overview

Canadian Air Division (1 CAD), the Royal Canadian Air Force's operational command, determines the required Yearly Flying Rate (YFR) for each of its aircraft fleet to meet the mandates assigned to the CAF by the Government of Canada (GOC).

### 1.7 Concept of Support

1.7.1 The AMSE enterprise is designed to support the RCAF in the context of its operations worldwide. The Contractor will be an integral part of the AMSE enterprise. The enterprise combines all of the organizations that play a role in the delivery of the outcomes required by Canada in support of AMSE equipment.

1.7.2 The concept of support for the AMSE contract is based on the effective implementation of contracting best practices in order to deliver the AMSE enterprise outcomes as follows:

- a. **Affordability**, whereby Canada will gain insight into the total cost of ownership, and the ability to control the underlying cost drivers, thus optimally balancing Canada requirements with budget;
- b. **Availability**, in that the Contractor will provide the right AMSE assets to Canada, ready for use when and where required;
- c. **Flexibility**, through a robust and responsive sustainment system that delivers sustainment services in an adaptable manner;
- d. **Reliability**, through optimization of equipment stock levels and reliability with consideration given to ensure Value for Money (VfM);
- e. **Behaviour**, whereby cooperation, responsiveness and proactivity will foster positive and trusting relationships between Canada and the Contractor;

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- f. **Industrial and Technological Benefits (ITBs)**, leveraging the Contractor to create jobs and economic growth in Canada.

### 1.8 PWS Key Features

#### 1.8.1 Program Management Responsibilities

1.8.1.1 Canada retains full responsibility for Program Management within the AMSE enterprise, including coordination of resources and activities across the Enterprise; however, the Contractor will perform internal Program Management over the Contract scope.

1.8.1.2 This PWS allows the Contractor the ability to execute the Work in order to best meet the required outcomes, and assigns to the Contractor accountability for the results.

#### 1.8.2 Engineering and Technical Support

1.8.2.1 Canada will retain responsibility for engineering and technical requirements. The Contractor will identify the need for changes to the maintenance program; prepare and provide the technical data required, IAW approved processes, to support changes deemed necessary and will implement those changes through publication amendments or other appropriate means.

1.8.2.2 In conjunction with its engineering support responsibilities, the Contractor will be required to provide AMSE technical data to support DND's technical requirements.

#### 1.8.3 Maintenance Support

##### 1.8.3.1 General

The approved maintenance program for the AMSE enterprise includes first, second, and third level maintenance activities, both scheduled and unscheduled.

##### 1.8.3.2 First Level Maintenance

First level maintenance is a DND responsibility and is executed by DND technicians at DND facilities.

##### 1.8.3.3 Second Level Maintenance

Second Level maintenance is carried out at Second Line (at DND facilities) and at Contractor facilities (Third Line). The Contractor may be asked to perform Second Level maintenance as required.

##### 1.8.3.4 Third Level Maintenance

Third Level Maintenance Repair and Overhaul (R&O) is the Contractor's responsibility and will be performed at Contractor facilities unless otherwise directed.

#### 1.8.4 Resource Requirements

Unless otherwise stated in this PWS, the Contractor is free to determine the exact composition of its personnel to best meet the support services requirements.

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### **1.8.5 Materiel Support**

Canada retains full responsibility for provisioning material to First and Second Line. The Contractor will be responsible for the provisioning of material required to support 3<sup>rd</sup> line, as described in Section 6 of this document.

### **1.8.6 Progress Review Meetings**

Progress Review Meetings (PRM) will be held as required, at a minimum once per annum. The purpose of the PRMs will be to review the program and address any technical or contractual issues that may arise. This forum may alternate between the contractor's venue, a DND venue or may occur via telecom.

### **1.8.7 Roles and Responsibilities of Canada**

1.8.7.1 Canada will retain oversight and overall control over the AMSE enterprise including the AMSE R&O contract activities.

1.8.7.2 Canada will retain the following responsibilities:

- a. Enterprise-level program management and direction;
- b. Technical and contractual requirements definition;
- c. Internal budget financial execution;
- d. Internal reporting requirements;
- e. Contract management;
- f. Product service acceptance; and
- g. Life Cycle Materiel Management (LCMM).

### **1.8.8 Roles and Responsibilities of the Contractor**

The Contractor is responsible to carry out the work in accordance with the requirements defined in this PWS. Through its provision of materiel and support services, the Contractor must meet the AMSE enterprise contract outcomes as detailed in this PWS.

### **1.8.9 Acronyms and Glossary**

Acronyms and a glossary are provided in Appendix 2.

## **2 Program Management**

### **2.1 General**

2.1.1 Canada is responsible for AMSE Program Management at the Enterprise level.

2.1.2 The Contractor must perform the required internal program management over the contract scope to meet the performance outcomes and contracted requirements.

### **2.2 Communications and Relation Management**

#### **2.2.1 Support Services Reviews and Reporting**

2.2.1.1 The Contractor must participate in the following management forums:

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- a. Kick-off Meeting;
- b. Progress Review Meetings (PRMs); and
- c. Close-out Meeting.

2.2.1.2 The Contractor must participate in the above meetings in person, by teleconference or by videoconference, as directed by Canada.

### **2.3 Activity and Service Coordination**

#### **2.3.1 Contractor Services Delivery Coordination**

The Contractor must be responsive to Canada (R&O Coordinator, CA (Contract Authority), PA (Procurement Authority), and TA (Technical Authority) for services delivery coordination over the full scope of work in this PWS. The Contractor must have the ability to rapidly mobilize Contractor resources to make timely decisions and coordinate effective support across the full spectrum of services in this PWS.

## **3 Engineering and Technical Support**

### **3.1 General**

The Contractor will perform Engineering Support Services as detailed herein in order to sustain the AMSE identified in ANNEX B – List of Applicable NSNs.

### **3.2 Technical Regulation**

The Contractor must perform all engineering activities and support work in accordance with Canadian Forces Technical Orders (CFTO) or, in the absence of CFTO, approved technical documentation.

### **3.3 Engineering and Technical Support - Details**

#### **3.3.1 General**

Engineering Support Services comprises two streams: Technical Investigation and Engineering Support (TIES) and Technical Support.

#### **3.3.2 Technical Investigations and Engineering Support**

3.3.2.1 In order to meet the Contract outcomes, the Contractor must perform Technical Investigations and Engineering Support (TIES) in support of design changes or maintenance program changes. TIES may include:

- a. Technical Investigations (TIs);
- b. Engineering Studies (ESs); and
- c. Support to flight safety investigations.

3.3.2.2 The Contractor must support TIES, on an as and when requested basis, and as authorized by a duly signed DND 626 Task Authorization Form.

3.3.2.3 The Contractor must deliver TIES in accordance with CDRL XXXX, as requested.

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### **3.3.3 Publication Support**

3.3.3.1 As directed, the Contractor must submit to the TA all Technical Data Packages (TDPs) in support of technical processes for which DND has retained approval authority. The Contractor must submit the TDP in accordance with CDRL XXXXX. The Contractor may make recommendations to the TA for changes to the maintenance program affecting equipment and publications not included in Appendix 3 if such changes will benefit the AMSE contract outcomes or are necessary as a result of changes to AMSE systems. The Contractor must submit the draft publications in accordance with CDRL XXXXX.

3.3.3.2 The Contractor must provide timely and accurate systems expertise to the TA, Equipment Management Team (EMT) personnel and other applicable agencies. This support may include:

- a. Attendance at meetings; conferences, and symposiums as requested by Canada to provide technical support; and
- b. Accompanying and participating in visits by WSM staff to the CAF facilities or other locations, as required by Canada in support of AMSE sustainment.

## **4 Maintenance Support**

### **4.1 General**

The Contractor must perform Third Level maintenance, repair and overhaul, on all AMSE system components and support equipment identified in ANNEX B.

### **4.2 Technical Regulation**

Canadian Forces Technical Orders (CFTOs) define the technical standards to which DND equipment must be maintained and repaired.

### **4.3 Maintenance Support - Details**

#### **4.3.1 General**

##### **4.3.1.1 Third Level Maintenance**

4.3.1.1.1 The Contractor must retain the capability and perform in-house R&O services for a minimum of number of items, as detailed in the Performance Management Framework (PfMf).

4.3.1.1.2 The Contractor is responsible for Third Level maintenance at Third Line on the AMSE systems and components listed in ANNEX B, in accordance with the maintenance instructions in the CFTOs listed in Appendix 3, any repair engineering instructions issued by the OEM, Non-Standard Repair/Military support instructions, applicable approved modifications, special inspections and industry standards.

4.3.1.1.3 The Contractor may be required to perform all Second Level maintenance not carried out at Second Line on the AMSE systems and components listed in ANNEX B. This maintenance must be carried out at Third Line Contractor facilities in accordance with the CFTOs listed in Appendix 3.

4.3.1.1.4 The Contractor may submit recommendations to transfer, either on a temporary or permanent basis, Second Level maintenance activities to the Contractor's facility (Third Line). These recommendations will be based on sound business case analyses and are subject to TA and CA approval.

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### **4.3.1.2 First and Second Level Maintenance**

4.3.1.2.1 Canada performs First and Second Level maintenance on the AMSE in accordance with the applicable CFTOs.

4.3.1.2.2 The Contractor may provide technical advice on the performance of First and Second Level maintenance as requested by the WSM in order to meet the Contract outcomes.

### **4.3.1.3 Manufacturing**

The Contractor must manufacture AMSE parts, tooling and support equipment when local manufacture is called for by CFTOs or approved drawings, when authorized by the TA.

### **4.3.1.4 Mobile Repair Party**

The Contractor must provide Mobile Repair Party (MRP) services as authorized by a duly signed DND 626 Task Authorization form.

## **5 Resource Requirements**

### **5.1 Personnel**

5.1.1 The Contractor must establish its personnel resources to execute the Support Services defined in this PWS. Unless otherwise specified, Canada will not mandate or direct the Contractor to allocate or retain personnel or resources to support the Work.

5.1.2 The Contractor must undertake all necessary recruitment, training, security clearance preparation and other human resources functions to ensure its personnel have the required skills, experience and qualifications to fulfill the Support Services requirements in this PWS.

## **6 Materiel Support**

### **6.1 General**

The Contractor must provide Materiel Support Services for Contract Issue Spares (CIS), Government Furnished Overhaul Spares (GFOS) and equipment.

### **6.2 Planning Materiel Support**

In order to achieve Contract and Enterprise outcomes, the Contractor must provide the inputs required to forecast the materiel requirements associated with the AMSE enterprise as and when requested to ensure adequate materiel support for Third Level maintenance.

### **6.3 Technical Regulation**

6.3.1 When dealing with DND-owned materiel, the Contractor must comply with the requirements for materiel support activities defined by the following publications:

- a. A-LM-007-100/AG-001: Canadian Forces Supply Administration Manual; and
- b. A-LM-184-001/JS-001: Special Instructions Repair and Overhaul Contractor.

6.3.2 In order to ensure that DND's interests are protected in terms of DND-owned materiel, the National Defence Quality Assurance Representative (NDQAR) reserves the right to carry out audits on the Contractor's materiel management system at any time.



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### **6.4 Procurement**

The Contractor is responsible for the vendor selection and the procurement of replacement parts to support authorized maintenance. The Contractor must only procure parts listed in applicable CFTOs. Alternate parts can be recommended, but are subject to approval by the TA on receipt and review of Contractor-provided Technical Data Package(s), IAW CDRL XXXX.

### **6.5 Petroleum, Oils and Lubricants (POL)**

The Contractor must procure all required POL to support Third Line maintenance requirements, in accordance with applicable CFTOs.

### **6.6 Inventory Management**

The Contractor must perform and manage materiel inspection, packaging, handling and preservation requirements, including the special requirements for air shipment and dangerous goods in accordance with A-LM-184-001/JS-001, for all Canada-owned materiel in its custody.

### **6.7 Use of DND System of Record**

In order to ensure total asset visibility of DND-owned materiel while in the care, custody and control of the Contractor, the Contractor must provide the NDQAR with any data required to ensure data fidelity, accuracy and visibility within DND's System of Record. Canada will assign a Contractor Repair Parts Account (CRPA) and a Repairable Materiel Account (RMA) to the Contractor in DND's System of Record to manage these assets.

### **6.8 Controlled Goods**

6.8.1 The Contractor must restrict access to Controlled Goods (CG) materiel to only authorized individuals.

6.8.2 The Contractor must prepare and distribute End User Certificates IAW applicable regulations.

### **6.9 Discrepancies**

The Contractor must action discrepancies in shipments in accordance with Chapter 2.1 of A-LM-184-001/JS-001.

### **6.10 Stocktaking**

The Contractor will be responsible to account for all Canada-owned assets. IAW Chapter 8.5 of A-LM-184-001/JS-001.

### **6.11 CIS/GFOS Inventory Analysis**

6.11.1 In conjunction with the stocktaking schedule defined in A-LM-184-001/JS-001, the Contractor must carry out a review of CIS and GFOS to determine if holdings of any particular item:

- a. Exceed the economic stock retention level;
- b. Have become surplus to the requirement as a result of removal of the end item; or
- c. Have become redundant because of a modification, change notice, product improvement, etc.

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6.11.2 The Contractor must dispose of and/or transfer CIS and/or GFOS which meet the criteria above and must prepare and handle the necessary documentation associated with the disposal function in accordance with paragraph 6.10 below and submit to DND for approval.

### 6.12 **Obsolescence Management**

The Contractor is responsible to assist the WSM with recommendations pertaining to obsolescence management of in-scope AMSE equipment and associated spares to ensure that the performance of contracted outcomes is not affected and to ensure compliance with continuing technical requirements.

### 6.13 **Repair and Overhaul**

#### 6.13.1 **General**

6.13.1.1 The overarching construct of Repair and Overhaul (R&O) under this PWS is that of managed flow, as outlined in ANNEX C. The Contractor will be informed of incoming work prior to the receipt of items. In the event that un-forecasted items are received, the Contractor will contact the WSM R&O Coordinator for disposition.

6.13.1.2 The Contractor must repair or overhaul only those items for which they have received authorization. This authority is in accordance with the equipment scope defined ANNEX B and reflected in DRMIS on the Selection Notice and Priority Summary (SNAPS). Items not on the SNAPS but within contract scope may move to the Contractor's facility using a Stores Removal Request (SRR), an approved Repairable Materiel Request (RMR) for a Repairable Materiel Account (RMA).

6.13.1.3 The Contractor must comply with the R&O requirements as outlined in A-LM-184-001/JS-001 for all DND-owned assets. Applicable sections will be referenced specifically. Due to the generic nature of the wording within certain sections of the A-LM-184, the definition of the work contained within this PWS takes precedence. Clarification of any ambiguity between this PWS and A-LM-184 can be requested from the Contracting Authority.

6.13.1.4 The Contractor must ensure that storage and maintenance facilities provide sufficient protection to DND materiel to minimize the risk of:

- a. Unauthorized use;
- b. Theft or misappropriation;
- c. Damage from elements including special handling requirements for sensitive and shelf-life items;
- d. Damage from contamination of dust, dirt, animal droppings and animal infestation;
- e. Security breaches; and
- f. Animal droppings and infestation.

#### 6.13.2 **Receipt of Items for Repair**

Upon receipt of DND Equipment the Contractor must:

6.13.2.1 Within 48 hours of receiving an item, identify the item and ensure they are authorized to repair it, and report to NDQAR that an item has arrived, then carry out a physical check to ensure that the item is complete and is in accordance with the accompanying vouchers. If a discrepancy is found, it is to be reported to NDQAR IAW A-LM-184-001/JS-001, Chapter 2.1. Copies of the discrepancy report will be provided to the PA and WSM R&O Coordinator

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- 6.13.2.2 If the Contractor has not already received direction from the WSM R&O Coordinator with respect to specific items, they must contact the WSM R&O Coordinator for disposition instructions within 48 hours of receiving the item. Once repair authorization has been granted by the WSM R&O Coordinator or by the TA, a pre-induction inspection can be carried out.
- 6.13.2.3 Perform a pre-induction inspection on each item and submit the estimate of cost to repair and anticipated Turn-Around Time (TAT) to the WSM R&O Coordinator and the PA in accordance with CDRL XXXX.
- 6.13.2.4 Enter each item in the “R&O Contractor Monthly Report” in accordance with CDRL XXXX.
- 6.13.2.5 Open a separate work order for each item in their system of record.
- 6.13.2.6 Once DND has considered and agrees to the cost and TAT estimates provided, the WSM R&O Coordinator will authorize the Contractor to proceed with the repair or provide disposition instructions. The Contractor must contact the NDQAR within 24 hours to advise that the repair of the equipment has been authorized and to obtain one DRMIS work order number for each item that will be repaired. This number will be entered into the Contractor’s system of record and used as a cross reference between the two systems.

### 6.13.3 **Work Control**

The Contractor must ensure that work is controlled by an internal work order IAW Chapter 3.0 of A-LM-184-001/JS-001.

### 6.13.4 **Completion of work**

6.13.4.1 On completion of Repair and/or Overhaul, the Contractor must:

- a. Stamp the “Contractor Certification” in accordance with Chapter 3.1 of A-LM-184-001/JS-001;
- b. Prepare and affix a CF942 Materiel Condition Tag in accordance with C-02-005-009/AM-000;
- c. Update the applicable maintenance records;
- d. Close the Work Order in the Contractors and DND’s System of Record; and
- e. Upon completion of R&O on an item, the Contractor must complete the remaining details in R&O Contractor Monthly Report IAW CDRL XXXX and contact the WSM R&O Coordinator requesting direction on where the item is to be sent. Once the direction has been received, the Contractor will prepare the item for shipment and contact the supporting NDQAR representative IAW Chapter 3.1 of A-LM-184-001/JS-001, ensuring the WSM R&O Coordinator is copied on all correspondence with NDQAR.

### 6.13.5 **Stop Repair Action**

6.13.5.1 The Contractor must comply immediately with all stop repair instructions issued by the WSM R&O Coordinator, TA, PA or CA. Irrespective of the person issuing the instruction, the Contractor must:

6.13.5.2 Identify all affected work orders impacted by the instruction.

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6.13.5.3 Provide the WSM R&O Coordinator and the PA with cost incurred to date on each affected item.

6.13.5.4 Confirm that the NDQAR is informed of the completion of the work.

6.13.5.5 If there are any questions regarding direction to stop repairs on an item, the WSM R&O Coordinator and PA should be contacted for clarification. Further information can be found in Chapter 3.2 of A-LM-184-001/JS-001. In the event that updates the SNAPS have not been received in conjunction with the instruction to stop work, email correspondence from the PA will serve as authority to proceed as directed.

### 6.13.6 Annual Repair Forecast

Beginning in the second year of the contract, the Contractor can expect to receive an updated SNAPS with the estimated repair forecast. Further detail can be found in Chapter 4 of A-LM-184-001/JS-001. Upon receipt, if there are any concerns with capacity, production capability or critical spares to repair the items forecasted, the WSM R&O Coordinator is to be informed within 21 days.

### 6.13.7 Cost Control

6.13.7.1 While undergoing R&O, the total costs must be monitored to ensure that total repair costs remain within the approved estimate. The Contractor must have appropriate management and records control procedures in place to monitor the current cost of each repair. These control procedures and records must be available for review or audit on request.

6.13.7.2 In circumstances where the final cost of repair will exceed the cost estimate, Contractors are required to cease repair and report complete details to the PA using the Selection Notice Observation Message (SNOM) via email IAW Chapter 4 of A-LM-184-001/JS-001 and informing the WSM R&O coordinator. The SNOM email will provide full disclosure of all costs and indicate the balance of work required that will exceed the provided cost estimate. DND WILL NOT pay costs which exceed the cost estimate without prior authorization.

### 6.13.8 Turnaround Time (TAT)

TAT will be determined as part of the approved estimate in para 6.7.3.5. The Contractor must inform the WSM R&O Coordinator as soon as possible, via email, when the approved TAT will not be met. In the event of an urgent operational requirement, the Contractor may be asked to repair the item on a priority basis and revise the estimate if practicable. The Contractor must have appropriate management and records control procedures in place to monitor the TAT of each repair. These control procedures and records must be available for review or audit on request.

### 6.13.9 Supply Sustainment Support

The Contractor shall be responsible for supply accounting IAW established DND supply policy, as defined in Chapter 8.1, 8.2, 8.3 of A-LM-184-001/JS-001.

### 6.13.10 Reduction to Spares

Reduction to spares is a disposal activity, and as such, requires appropriate disposal guidance and authorization from the TA. When the Contractor is directed by DND to reduce DND-owned assets into spares or scrap, the Contractor must proceed IAW A-LM-184-001/JS-001 and as per paragraph 6.10 of this PWS.

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### 6.13.11 Tooling

The Contractor must acquire all Tools and Test Equipment necessary to carry out authorized work.

### 6.13.12 Identification Marking

6.13.12.1 The Contractor must verify that all equipment assemblies, components and their packaging are marked IAW CFTO XXXX. The Contractor will mark any AMSE that requires marking IAW CFTO XXXX.

6.13.12.2 The Contractor must add the following information immediately adjacent to the original identification markings or previous reconditioning markings:

- a. Re-conditioner's identification, date of reconditioning, inspector's stamp/number; and
- b. When it is not possible to add this information to the part, it will be permissible to annotate the information onto a suitable tag to be attached to the part prior to shipping.

### 6.14 Completion of R&O

#### 6.14.1 Warranty Consideration

The Contractor must ensure that materiel returned for warranty consideration will be actioned IAW Chapter 9 of A-LM-184-001/JS-001.

#### 6.14.2 Materiel Movement

##### 6.14.2.1 Transportation and Brokerage

6.14.2.2 The Contractor is responsible for transportation and customs brokerage documentation of Contract Issued Spares (CIS) between the Contractor and sub-Contractor/vendor facilities.

### 6.15 Materiel Disposal and Divestment

#### 6.15.1 General and Technical Regulations

6.15.1.1 The Contractor can make recommendation with regard to disposal; however, DND must create and approve Disposal Plans.

6.15.1.2 The Directorate of Supply Chain Operations (DSCO) is the functional authority for coordinating the disposal of all surplus assets on behalf of DND. The subsequent sale is the responsibility of DSCO.

6.15.1.3 The Contractor must comply with the Defence Supply Chain (DSC) disposal framework and policies. If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list:

- a. DAOD 3013-0: Surplus Materiel;
- b. DAOD 3013-1: Disposal of Surplus Materiel;
- c. A-LM-184-001/JS-001: Special Instructions Repair and Overhaul Contractor;
- d. A-LM-007-100/AG-001: Canadian Forces Supply Administration Manual;
- e. A-LM-007-015/AG-001: Disposal of Surplus Materiel Guidance; and
- f. Crown Assets Act.

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6.15.1.4 The Contractor must perform disposal activities as directed by the TA. Disposal activities will be subject to verification by NDQAR.

6.15.1.5 The disposal of hazardous material is subject to Federal, Provincial and Municipal regulations and laws. The Contractor must adhere to these laws when disposing of items under this Contract.

### **6.16 Demilitarization**

6.16.1 Any disposal action at Third Line for items with demilitarization requirements must be witnessed by the NDQAR. The Contractor must allow for NDQAR oversight of all disposal activity.

6.16.2 The Contractor must comply with DND policy for demilitarization of controlled goods.

### **6.17 Materiel Administration**

#### **6.17.1 Document Retention**

6.17.1.1 The Contractor must file and retain the following auditable transaction documentation by applicable account (RMA or CRPA) either by Stock Code or by Requisition Number, IAW Chapter 8.1 of A-LM-184-001/JS-001:

- a. Stock Code sequence followed by requisition number; or
- b. Requisition number.

6.17.1.2 The Contractor must account for the following:

- a. Materiel held on CRPA, RMA and RRMA must be in DND's system of record IAW Defence Supply Chain (DSC) automated procedures in accordance with A-LM-184-001/JS-001; and
- b. Government Furnished Overhaul Spares (GFOS) in either a manual or an automated system. Regardless of the system used, the Contractor must maintain an audit trail acceptable to DND.

#### **6.17.2 Reporting Materiel Support Services**

6.17.2.1 The Contractor must prepare and submit a Repair and Overhaul Monthly Report in accordance with CDRL MAT-XXX.

6.17.2.2 The Contractor must deliver an Annual Contractor Held Inventory (CHI) Report in accordance with CDRL MAT-XXX.

6.17.2.3 The Contractor must prepare and submit a detailed account of all R&O activities invoiced IAW CDRL MAT –XXX.

## **7 Performance Management**

The Performance Management Framework (PfMf) is still in development. The PfMf will be included in RFP.

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### **8 Contract Close-Out**

The Contractor must prepare and submit a Contract Close-Out Plan (CCOP) in accordance with CDRL XXXX. A draft document must be provided one (1) year prior to the end of the initial period of performance.

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**ANNEX B – List of Repairable Equipment** (subject to change)

- TAB 1 - List of simple AMSE
- TAB 2 - List of complex AMSE

**ANNEX C – Repair & Overhaul Process Chart**

**ANNEX D - Performance Management Framework (PfMf)** - Not available at present time

### **APPENDIXES**

**APPENDIX 1 - CDRLs and DIDs** - Not available at present time

**APPENDIX 2 - Acronyms and Glossary** – Not available at present time

**APPENDIX 3 - List of References** - Not available at present time