

**STATEMENT OF WORK  
FOR THE SUPPORT OF THE  
WEAPON EFFECTS SIMULATION (WES)  
INTERIM IN-SERVICE SUPPORT (ISS)  
SERVICE SUPPORT CONTRACTOR (SSC)**

**APPENDIX 5  
LOGISTICS STATEMENT OF WORK (LOG SOW)  
FOR  
REPAIR CONTRACTS**

*Issued on authority of the Assistant Deputy Minister (Material) (ADM (Mat))*

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**RECORD OF CHANGES**

<b>Date of change</b>	<b>Chapter</b>
17 Jan 19	Entire document updated

## **FOREWORD**

The purpose of this Logistics Statement of Work (LOG SOW) is to provide special instructions and procedures required by the Contractor to provide Repair, Supply Support, Sustainment Support and related activities. The standard Department of National Defence (DND) LOG SOW has been adjusted to fit the scope of the WES contract.

The Contractor must read this LOG SOW in conjunction with the A-LM-184-001/JS-001 as it provides important information to assist the Contractor in managing government-owned materiel.

This LOG SOW is distributed on the authority of the Assistant Deputy Minister (Material) (ADM (Mat)).

It is important to understand the system of record (DRMIS) being used in DND and the various account structures in place. All of this information is located in Chapter 1.1 of the A-LM-184-001/JS-001.

**ACRONYMS AND ABBREVIATIONS**

<b>Abbreviation</b>	<b>Description</b>
CA	Contracting Authority
DND	Department of National Defence
NDQAR	National Defence Quality Assurance Representative
PA	Procurement Authority
SOW	Statement of Work

Figure A-1 List of Acronyms and Abbreviations

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## **1.0 OVERVIEW OF PUBLICATION**

### **1.1 System of Record**

- 1.1.1. DRMIS: **Defence Resource Management Information System (DRMIS)** provides total asset visibility of all Canadian Forces (CF) materiel, whether it is in use, in stock, or on a repair line. The Contractor's responsibilities related to management of the accounts in DRMIS are explained and outlined below. The Contractor, having access to DRMIS, must process required transactions as instructed in this publication.
- 1.1.2. The Contractor must obtain a PKI (Public Key Infrastructure) card in accordance with the recently implemented Two-Factor Authentication to access DRMIS.
- 1.1.3. The Contractor must refer to Chapter 1.1 of A-LM-184-001/JS-001 for further information on the System of Record.

### **1.2 Supply Accounts**

- 1.2.1. CRPA (Contractor Repair Parts Account) is a **DRMIS** provisioning account (\_P) with a serviceable and an unserviceable storage location.
- 1.2.2. SLOC (Storage Locations) are used to manage and warehouse National Spares.
- 1.2.3. The Contractor must refer to Chapter 8.2 of A-LM-184-001/JS-001 for further information on Supply Accounts.

### **1.3 Spares**

- 1.3.1. CIS (Contract Issue Spares) are government-owned materiel issued for incorporation into DND equipment undergoing repair and modification.
- 1.3.2. GFOS (Government-Furnished Overhaul Spares) are non-catalogued spare parts that are salvaged by the Contractor, on PA/NDQAR authority, from DND materiel undergoing repair, overhaul, re-life, or modification
- 1.3.3. AAS (Accountable Advance Spares) are spared that are purchased by the Contractor using DND funds, in order to support DND equipment.

### **1.4 GFE/GFI**

- 1.4.1. Government-Furnished Equipment (GFE) is government-owned equipment provided by DND to the Contractor, on a loan agreement, to be used during the contract period and returned in essentially the same condition at the end of the contract.
- 1.4.2. Government-Furnished Information (GFI) is any information that DND will provide to the Contractor to enable contract fulfillment.
- 1.4.3. The Contractor must refer to Chapter 1.3 of A-LM-184-001/JS-001 for further information on Spares.

**1.5. Extent of work/Types of equipment**

- 1.5.1. The Contractor must maintain and repair only those items for which they have received authorization.
- 1.5.2. The Contractor must refer to the Maintenance Concept, Appendix 3, for further information on the types of DND Equipment that are authorized for maintenance and repair.

**1.6. Repair process**

- 1.6.1. The Contractor must refer to Maintenance Concept flowchart, Appendix 3.

**2.0 RECEIPTS**

**2.1. Receipts**

- 2.1.1. The Contractor must receive, identify, inspect and distribute all incoming material, as well as process receipt documentation.
- 2.1.2. The Contractor must refer to Ch. 2.0 of A-LM 184 for complete instructions on how to process receipts.

**2.2. Selection notice observation message (SNOM)**

- 2.2.1. The Contractor must use a SNOM to report any or all observations to the Supply Manager or the DND Contract Manager.
- 2.2.2. The Contractor must refer to Chapter 2.1 of A-LM-184-001/JS-001 for further information on SNOMs.

**2.3. Discrepancies in shipments**

- 2.3.1. The Contractor must contact their supporting NDQAR/OCRS to report and action discrepancies in shipments.
- 2.3.2. The Contractor must act in accordance with Chapter 2.1 of A-LM-184-001/JS-001.

**2.4. Initial inspection of repairable material**

- 2.4.1. The Contractor may be authorized by DND TA to strip the equipment to assess its repair potential and to estimate costs.
- 2.4.2. The Contractor must refer to Chapter 2.3 of A-LM-184-001/JS-001 for further instructions on inspection of repairable material.

**2.5. Hazardous material and controlled goods**

- 2.5.1. The Contractor must exercise due diligence when carrying out duties and responsibilities associated with hazardous material and controlled goods.

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2.5.2. The Contractor must refer to Chapter 2.4 of A-LM-184-001/JS-001 for further information on HAZMAT and controlled goods.

**2.6. Work control**

2.6.1. The Contractor must ensure that the repair of all DND equipment is controlled by an internal serial numbered work order in accordance with Chapter 3.0 of A-LM-184-001/JS-001.

**3.0 COMPLETION OF WORK**

**3.1. Completion of work**

3.1.1. On completion of Repair, the Contractor must transfer the material from unserviceable Storage Location or Work Order to the serviceable Storage Location.

3.1.2. The Contractor must refer to Chapter 3.1 of A-LM-184-001/JS-001 for further information on completion of work.

**4.0 COST CONTROL**

4.1.1. The Contractor must monitor the cost of each repair to ensure that total repair costs remain within approved limits. While undergoing repair, total cost will be monitored by DND TA to determine whether or not to continue the repair.

4.1.2. The Contractor must refer to Chapter 5.0 of A-LM-184-001/JS-001 for more information on cost control.

**5.0 COSTING RECORDS**

**5.1. Costing Records**

5.1.1. The Contractor must prepare forms and maintain records in accordance with Chapter 6.0 of A-LM-184-001/JS-001.

**6.0 ENGINEERING & MAINTENANCE SERVICES**

**6.1. Engineering & maintenance services**

6.1.1. The Contractor must refer to Chapter 7.0 of A-LM-184-001/JS-001 for more information on engineering and maintenance services.

**6.2. DND 626 task authorization**

6.2.1. The Contractor must refer to Chapter 7.1 of A-LM-184-001/JS-001 for further information on DND 626 Task Authorizations.

**7.0 SUPPLY SUPPORT/SUSTAINMENT SUPPORT**

**7.1. Transaction documentation**

- 7.1.1. The Contractor must use the DND 2227 supply document when performing supply-related transactions. The Contractor may use their own templates, provided all of the same information appears on their templates.
- 7.1.2. The Contractor must refer to Chapter 8.1 of A-LM-184-001/JS-001 for more information.

**7.2. Stocktaking**

- 7.2.1. The PA, working with the supporting NDQAR, will initiate and have the Contractor carry out a 100% manual stocktaking. Additionally, the Contractor must perform a stocktaking at a minimum of once every two years or as indicated by Cycle Count Indicator.
- 7.2.2. The Contractor must refer to Chapter 8.5 of the A-LM-184-001/JS-001 for more information and the processes for Stocktaking.

**7.3. Warehousing**

- 7.3.1. The Contractor must provide appropriate warehousing and storage of government-owned materiel.
- 7.3.2. The Contractor must refer to Chapter 8.7 of A-LM-184-001/JS-001 for further information on Warehousing.

**7.4. Loss or damage to DND materiel**

- 7.4.1. The Contractor must report to the DND TA all instances of loss or damage to government-owned materiel in their custody within 2 working days of confirmation of its discovery.
- 7.4.2. The Contractor must refer to Chapter 8.8 of A-LM-184-001/JS-001 for further explanation and detail.

**7.5. Scrap - custody & disposal**

- 7.5.1. The Contractor must safeguard, control, and dispose of scrap material.
- 7.5.2. The Contractor must refer to Chapter 8.9 of A-LM-184-001/JS-001 for further explanation and detail on scrap materiel.

**7.6. Packaging**

- 7.6.1. The Contractor must adhere to commercial packaging best practices to assure maximum life, utility, and performance of materiel.
- 7.6.2. The Contractor must refer to Chapter 8.10 of A-LM-184-001/JS-001 for further explanation and detail on packaging.

**7.7. Transportation**

- 7.7.1. If the Contractor is required to return equipment back to DND, they must follow the terms and

conditions of the contract in place.

- 7.7.2. The Contractor must refer to Chapter 8.12 of the A-LM-184-001/JS-001 for more information pertaining to transportation.

## **8.0 PUBLICATIONS**

### **8.1 Publications**

- 8.1.1. The Contractor must document requirements for publications and submit to the PA. The Contractor must develop procedures to control all DND publications in their possession.

- 8.1.2. The Contractor must refer to Chapter 11.0 of A-LM-184-001/JS-001 for more information.

### **8.2 Disposal of publications**

- 8.2.1. When the Contractor no longer needs a publication, they must request disposal instructions from the CA and take action as directed.

- 8.2.2. The Contractor must refer to Chapter 11.2 of A-LM-184-001/JS-001 for more information.

## **9.0 OFFICE SERVICES**

- 9.1.1. The Contractor must perform the secretarial and clerical work necessary to carry out the terms of this contract with respect to the preparation, filing, and transmission of all forms, reports, and correspondence relating to the movement, accounting, storage, repair, overhaul, quality control, and investigation of materiel covered by this contract.

- 9.1.2. The Contractor must refer to Chapter 12.0 of A-LM-184-001/JS-001 for further explanation.

## **10.0 REPORTS**

### **10.1 Materiel management reports**

- 10.1.1. Reports are available to the Contractor in DRMIS or from their supporting NDQAR.

- 10.1.2. The Contractor must refer to Chapter 15.1 of A-LM-184-001/JS-001 for a complete list of reports available to the Contractor.