

**DATA ITEM DESCRIPTION**

- 1. DID NUMBER: DID-CM-DATA-CSAR-V5.3**
- 2. TITLE: CONFIGURATION STATUS ACCOUNTING REPORT**
- 3. DESCRIPTION AND INTENDED USE**
  - 3.1** The Configuration Status Accounting (CSA) system enables the efficient and effective execution of Configuration Management (CM) functions (ie, CM planning, configuration identification, control of configuration changes and configuration verification and audit). The CSA Report (CSAR), produced from the Contractor's CSA system, provides detailed information to describe the functional requirements and physical characteristics of Configuration Items (CIs), the status of changes to CIs, their associated documentation, and the actual configuration of individual CIs.
  - 3.2** The Contractor uses the CSAR to inform the Commonwealth of the current status of a product (ie, a complete system or CI) and its Product Configuration Information, associated Configuration Baselines, and changes to that product throughout the period of the Contract.
  - 3.3** The Commonwealth uses CSAR information to:
    - a. understand the current configuration of a product, its Product Configuration Information, and relationship to Configuration Baselines (including system-level baselines), and
    - b. inform Commonwealth CM activities related to that product throughout its lifecycle.
- 4. INTER-RELATIONSHIPS**
  - 4.1** The CSAR is subordinate to the following data items, where these data items are required under the Contract:
    - a. Configuration Management Plan (CMP);
    - b. Systems Engineering Management Plan (SEMP); and
    - c. Support Services Management Plan (SSMP).
  - 4.2** The CSAR inter-relates with the following data items, where these data items are required under the Contract:
    - a. all data items derived from the Master Technical Data Index (MTDI) (eg, Support System Technical Data List (SSTD));
    - b. Engineering Change Proposal (ECP);
    - c. Application for a Deviation (AFD); and
    - d. all data items that form part of a Baseline.
  - 4.3** The CSAR also inter-relates with the Technical Data and Software Rights (TDSR) Schedule.
- 5. APPLICABLE DOCUMENTS**
  - 5.1** The following document forms a part of this DID to the extent specified herein:
 

ANSI/EIA-649-C *National Consensus Standard for Configuration Management*
- 6. PREPARATION INSTRUCTIONS**
  - 6.1 Generic Format and Content**


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    - 6.1.1** The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled 'General Requirements for Data Items'.

- 6.1.2** The CSAR shall be provided in soft copy format as structured data (eg, one or more databases, spreadsheets or other structured data format) that enables CASR content to be accessed, queried, read, printed and used to generate soft copy tabulated text reports.
- 6.1.3** Except where the soft copy data file is compatible with a standard Software application defined elsewhere in the Contract, or otherwise agreed in advance and in writing by the Commonwealth Representative, the CSAR shall be accompanied by any software and Technical Data required to enable the functions identified in clause 6.1.2.
- 6.1.4** ANSI/EIA-649-C provides guidance in relation to Commonwealth expectations for CSA reporting.

## **6.2 Specific Content**

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### **6.2.1 General**

- 6.2.1.1** The CSAR shall be tailored by the governing plan for CM (eg, the Approved CMP) to include the sub-reports and information applicable to the phase of the lifecycle, the scope of the program, the Contract, and the complexity / grade of CM for the Materiel System.
- 6.2.1.2** The CSAR shall provide accurate, current information, relevant to the end item / CI, derived from the CSA system that is used to store and manage the Product Configuration Information.
- 6.2.1.3** Where the Contractor has delivered more than one configuration of a CI, the CSAR shall identify all currently approved documentation and the identification numbers for each configuration.

### **6.2.2 Indentured Item List**

- 6.2.2.1** For each CI, the CSAR shall include, or be able to generate, an Indentured Item List that illustrates the breakdown structure of subordinate CIs, parts, assemblies, sub-assemblies and Software, such that the relationships (eg, where used, next higher assembly) within the product breakdown structure can be clearly understood.
- 6.2.2.2** The Indentured Item List shall, for each item in the product breakdown structure, include:
- a. the configuration identifier / product identifier / Unique Item Identifier (UII);
  - b. the nature of the CI (ie, system, hardware, software);
  - c. the manufacturer's Enterprise Identifier (EID) (eg, NATO Commercial and Government Entity (NCAGE/CAGE) code);
  - d. the manufacturer's reference number / part number for the item;
  - e. an Effectivity identifier, such as a version number, useable on code or other, used to designate that a CI is useable on one or more higher-level CIs or end items; and
  - f. the name of the CI, part, component, assembly or Software item, as applicable.
- 6.2.2.3** The product hierarchy in the Indentured Item List shall be described to a level of detail that provides the Commonwealth with sufficient understanding of the evolving solution and to meet life cycle support concepts, supportability and other goals under the Contract.

### **6.2.3 Baseline Definitions**

- 6.2.3.1** For each CI, the CSAR shall list the Product Configuration Information associated with the specific baselines relevant to that CI (ie, Functional Baseline (FBL), Product Baseline (PBL), interim product baseline, and other baselines as may be required under the Contract).
- 6.2.3.2** The Baseline Reports shall include:
- a. for each CI:
    - (i) configuration identifier / product identifier / UII, including version numbers and any special identifiers / usable on codes used to distinguish between parts, assemblies, and software used in the product; and
    - (ii) the respective Configuration Control Authorities (CCA) and their EID; and
  - b. for each related configuration document:

- (i) document title;
- (ii) document number / identifier;
- (iii) issue or version number and issue date, as applicable; and
- (iv) the document type and, if applicable, sub-type.

**6.2.3.3 Functional Baseline Report.** The CSAR shall include, or be able to generate, Functional Baseline Reports that list the configuration documentation used to define the FBL for each CI including:

- a. requirements specifications (functional, interoperability and interface characteristics and design constraints);
- b. external interface definition documentation; and
- c. agreed Verification documentation required to demonstrate the CI's characteristics.

**6.2.3.4 Product Baseline Report.** The CSAR shall include, or be able to generate, Product Baseline Reports that list the configuration documentation or other information artefacts used to define the PBL for each CI, and which include the following types of documentation:

- a. specifications for the system and subordinate CIs, including both hardware and software CIs;
- b. interface control documents;
- c. engineering and manufacturing drawings and associated lists (eg, bill of materials, wiring lists, assembly drawings, item quantities);
- d. design documentation (including, as applicable, software and firmware source code, and system, hardware, software and firmware design documentation);
- e. computer aided design, simulation and modelling files;
- f. Verification and Validation plans, procedures and reports and Verification Cross Reference Matrices (VCRMs);
- g. audit reports, certifications and associated action items;
- h. ECPs / Engineering Change Orders (ECOs), and Requests for Variance (RFVs)<sup>1</sup>;
- i. related Contract Change Proposals (CCPs);
- j. operation and maintenance manuals;
- k. recommended spares and support and test equipment; and
- l. associated Training materials.

**6.2.3.5** Configuration documentation for the Product Baseline Report shall be identified to a level of detail commensurate with the expected Defence activities and support strategy for the product.

#### **6.2.4 Master Document Index**

**6.2.4.1** The CSAR shall include a Master Document Index for each CI (including end items) delivered for Acceptance (as specific or user-selectable filters / views), which includes:

- a. a list of all subordinate CIs, including:
  - (i) the configuration identifier / product identifier / UII;
  - (ii) their respective CCA and associated EID; and
  - (iii) their allocated grades of CM;
- b. an index of technical documents, including:
  - (i) specifications, interface control documents, drawings and design documentation;

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<sup>1</sup> Note that an Application for a Deviation under the Contract may result in one or more RFVs being required for CM purposes.

- (ii) logistics support documents including technical manuals and handbooks; and
- (iii) technical manuals and handbooks;
- c. the ECP / ECO register;
- d. the RFV register (including the 'return to standard' status and due date);
- e. the Defect reports; and
- f. a list of open action items from the relevant CI audits.

## **6.2.5 Documents Report**

**6.2.5.1** The CSAR shall include a Documents Report that, for each configuration document in the CSA system, includes:

- a. document number or identifier;
- b. document full title;
- c. document revision status (eg, draft, final);
- d. issue or version number and issue date;
- e. document type (eg, specification, drawing, source code) and, as applicable, sub-type (eg, detail assembly drawing, specification control drawing, wiring list);
- f. other specific attributes that are relevant to the type of artefact (eg, drawing sizes and number of sheets for a drawing);
- g. document media (if held externally);
- h. reference to the applicable CI;
- i. CDRL reference, if applicable;
- j. the Current Document Control Authority (ie, the organisation that is responsible for the document content and the only authority that can effect changes to the document), and associated EID;
- k. author / source organisation;
- l. a reference to the TDSR Schedule to define any limitation of rights for document distribution and use (eg, associated with Intellectual Property and International Traffic in Arms Regulations); and
- m. identification of associated ECOs.

## **6.2.6 Build Standard Report**

**6.2.6.1** The CSAR shall include a Build Standard Report that documents the build standards for CIs, and includes:

- a. equipment title / CI name;
- b. manufacturer's EID and reference number;
- c. NATO Stock Number (NSN) / UII, as applicable; and
- d. where a modification is applicable to the CI:
  - (i) ECO number;
  - (ii) modification number;
  - (iii) modification title; and
  - (iv) modification instruction identifier.

## **6.2.7 Build State Report**

**6.2.7.1** The CSAR shall include a Build State Report that documents the status of individual CIs, as delivered, including details of engineering changes, Deviations / variances, and relevant maintenance actions, and that includes:

- a. equipment title / CI name;

- b. manufacturer's EID, reference number, and serial number for rotatable items;
- c. NSN and UII, as applicable;
- d. where a modification has been applied to the CI:
  - (i) the ECO number / RFV number / modification instruction identifier;
  - (ii) date modification completed; and
  - (iii) modification strike number / dash number; and
- e. for any rotatables that were replaced during maintenance, prior to delivery, the reference / part number and serial number of those items.

## **6.2.8 ECP / ECO and RFV Reports**

**6.2.8.1** The CSAR shall include the current list of ECPs / ECOs and RFVs (if applicable), from the applicable register presented in dedicated ECP / ECO and RFV views, which include:

- a. ECP / ECO / RFV number;
- b. ECP / ECO / RFV title / short description;
- c. where applicable, any parent AFD;
- d. configuration identifier / product identifier / UII for the applicable CI;
- e. change classification (ie, major, minor, administrative or RFV);
- f. implementation status (eg, preliminary, CCB approved, issued, current effectivity / partial installation status, or closed); and
- g. status date.

## **6.2.9 Defects Report**

**6.2.9.1** The CSAR shall include a Defects Report, which references all Defect reports for each CI, and for each Defect includes:

- a. the configuration identifier / product identifier / UII for the applicable CI;
- b. CI name;
- c. Defect number;
- d. Defect categorisation (eg, critical, major, minor);
- e. if applicable, the RFV number; and
- f. if resolved by a configuration / engineering change, the ECP / ECO number.

## **6.2.10 Action Item Report**

**6.2.10.1** The CSAR shall include an Action Item Report that lists all action items resulting from configuration audits, CCBs or ICWGs, which for each action item includes:

- a. the configuration identifier / product identifier / UII for the applicable CI;
- b. CI name;
- c. the audit type / CCB / ICWG details;
- d. action item number;
- e. action item description;
- f. date the action item was established;
- g. if applicable, the contractual or specification requirement that is affected;
- h. action item owner;
- i. status / closure details; and
- j. date for completion / date closed.

**6.2.11 CSA Metrics Report**

**6.2.11.1** The CSAR shall include a Metrics Report that reports on measures for the execution of the Contractor's CM process and functions (eg, number and status of ECP / RFVs, processing times, and rates of closure of change documentation).

**DATA ITEM DESCRIPTION**

**1. DID NUMBER: DID-CM-MGT-ECP-V5.3**

**2. TITLE: ENGINEERING CHANGE PROPOSAL**

**3. DESCRIPTION AND INTENDED USE**

**3.1** An Engineering Change Proposal (ECP), including as a software-only change defined in a Software Change Proposal (SWCP), is required to enable the proposal, review and assessment of, and the engineering management and control of changes to the existing design configuration of hardware and/or software.

**3.2** The Contractor and the Commonwealth use the ECP (including the SWCP) as the common basis for defining the requirements, significance, approvals and scope of changes to the existing Functional Baseline and/or Product Baseline of the Materiel System and, if applicable, proposed changes to interfacing systems.

**4. INTER-RELATIONSHIPS**

**4.1** Each ECP inter-relates with the following data items, where these data items are required under the Contract:

- a. Contractor Engineering Management Plan (CEMP);
- b. Configuration Management Plan (CMP);
- c. Software Management Plan (SWMP); and
- d. Software Support Plan (SWSP).

**5. APPLICABLE DOCUMENTS**

**Note to drafters: Amend the following lists for the ADF regulatory / assurance framework to be referenced from the ECP form(s) annexed to this DID.**

**5.1** The following documents form a part of this DID to the extent specified herein:

AAP 8000.011	Defence Aviation Safety Regulations (DASR)
ANP3411-0101	Navy Materiel Assurance Publication
LMSM	Land Materiel Safety Manual

**6. PREPARATION INSTRUCTIONS**

**6.1 Generic Format and Content**

**6.1.1** The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled 'General Requirements for Data Items'.

**6.2 Specific Content**

**6.2.1 Specific Requirements**

**Note to drafters: Insert additional references below as required (eg, Configuration Management manual or software standard, as appropriate), noting that the CEMP, CMP, SWMP and/or SWSP that are used to tailor the application of manuals / standards are already applied through clause 4 (above) and the inclusion of 'Contract' in the clause below. Attach the applicable ECP and SWCP forms as annexes to this DID.**

**6.2.1.1** All engineering design and configuration change proposals shall be documented using the ECP form at Annex A, and in accordance with the Contract and:

- a. [...INSERT REFERENCE...]; and
- b. [...INSERT REFERENCE...].

**Note to drafters: If including a separate SWCP, then retain and amend the clause below; otherwise, it may be deleted (as should reference to Annex B below). Insert additional references below as required (eg, software standards, as appropriate), noting that the CEMP, CMP, SWMP and/or SWSP that tailor the application of manuals / standards are already applied through clause 4 (above) and the inclusion of 'Contract' in the clause below. Attach the applicable SWCP form as an annex to this DID.**

- 6.2.1.2** All software-only design and configuration change proposals shall be documented using the SWCP form at Annex B, and in accordance with the Contract and:
- a. [...INSERT REFERENCE...]; and
  - b. [...INSERT REFERENCE...].

### **6.3 Annexes**

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**Note to drafters: Include applicable forms as Annexes.**

- A. Engineering Change Proposal form
- B. Software Change Proposal form



## DATA ITEM DESCRIPTION

**1. DID NUMBER: DID-PM-HSE-SDS-V5.3**

**2. TITLE: SAFETY DATA SHEET**

**3. DESCRIPTION AND INTENDED USE**

**3.1** A Safety Data Sheet (SDS) provides information on the properties of Hazardous Chemicals, how they affect health and safety, and how to manage the Hazardous Chemical in the workplace. For Hazardous Chemicals, SDSs shall follow the code of practice approved under section 274 of the *Work Health and Safety Act 2011* (Cth) titled *Preparation of Safety Data Sheets for Hazardous Chemicals* (hereafter referred to as 'approved SDS code of practice'). In addition, SDSs are used by Defence to document the properties of Ozone Depleting Substances (ODSs), Synthetic Greenhouse Gases (SGGs) and Dangerous Goods that are not also classified as Hazardous Chemicals.

**4. INTER-RELATIONSHIPS**

**4.1** The SDS inter-relates with the following data items, or annex to the Statement of Work (SOW), where these data items or annexes are required under the Contract:

- a. the Health and Safety Management Plan, Project Management Plan or Support Services Management Plan, as applicable to the Contract for the purposes of recording Approved Substances; and
- b. problematic substances and problematic sources in supplies (SOW annex);
- c. Hazard Analysis Reports and Hazard Log; and
- d. Safety Case Report or Materiel Safety Assessment, as applicable.

**5. APPLICABLE DOCUMENTS**

**5.1** The following document forms a part of this DID to the extent specified herein:

approved SDS code of practice	code of practice approved under section 274 of the Work Health and Safety Act 2011 (Cth) titled Preparation of Safety Data Sheets for Hazardous Chemicals.
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GHS as defined in subregulation 5(1) of the <i>Work Health and Safety Regulations 2011</i> (Cth)	<i>Globally Harmonised System of Classification and Labelling of Chemicals</i> , Seventh revised edition, published by the United Nations as modified under Schedule 6 of the Work Health and Safety Regulations 2011 (Cth).
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**6. PREPARATION INSTRUCTIONS**

**6.1 Generic Format and Content**

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**6.1.1** The data item shall comply with the general format, content and preparation instructions provided in the approved SDS code of practice.

**Note:** *The approved SDS code of practice acknowledges that certain international SDS formats provide an equivalent standard of information to that required by the approved SDS code of practice. The intention is to permit some flexibility in the format of a SDS, while ensuring that the information contained in the SDS meets the requirements of the approved SDS code of practice.*

**6.1.2** Non-generic information may be submitted in the Contractor's preferred format.

**6.2 Specific Content**

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**6.2.1** The content of the SDS for Hazardous Chemicals shall follow the requirements of the approved SDS code of practice, which is available from the following internet address:

<http://safeworkaustralia.gov.au/>

- 6.2.2** Where the Contract requires an SDS for an ODS, SGG or Dangerous Good, which is not also a Hazardous Chemical, and therefore not required under the *code of practice*, the SDS shall include information that relates to the applicable regulatory requirements for those SDS sections that remain valid.

**Note:** *If an SDS exists within the Australian ChemAlert database, then the requirements of this DID may be met if the applicable SDS is identified to the Commonwealth Representative by its unique record within that database.*

## DATA ITEM DESCRIPTION

1. **DID NUMBER: DID-PM-MGT-AFD-V5.3**
2. **TITLE: APPLICATION FOR A DEVIATION**
3. **DESCRIPTION AND INTENDED USE**
  - 3.1 The Application for a Deviation (AFD) is required to document the request and evaluation of a deviation from, or the non-conformance with, an approved design or controlled process.
  - 3.2 The Contractor uses the AFD to inform the Commonwealth of a proposed deviation or non-conformance.
  - 3.3 The Commonwealth uses the AFD as the basis for review and evaluation of the application for a deviation or non-conformance made by the Contractor.
4. **INTER-RELATIONSHIPS**
  - 4.1 The AFD is subordinate to the following data items, where these data items are required under the Contract:  

Nil.
5. **APPLICABLE DOCUMENTS**
  - 5.1 The following documents form a part of this DID to the extent specified herein:  

Departmental Quality Assurance Instruction 014, *Applying for a Deviation*
6. **PREPARATION INSTRUCTIONS**
  - 6.1 **Generic Format and Content**


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    - 6.1.1 The data item shall comply with the general format, content and preparation instructions required by the form at Annex A to this DID (or equivalent electronic form) and, as applicable, the SOW clause for 'Deliverable Data Items' or the CDRL clause entitled 'General Requirements for Data Items'.
  - 6.2 **Specific Content**


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    - 6.2.1 **General Requirements**
      - 6.2.1.1 An AFD is required to be submitted for all applications for a deviation or waiver from, or non-conformance with, an approved configuration management baseline or variation from an approved process.
    - 6.2.2 **Specific Requirements**
      - 6.2.2.1 All AFDs shall be prepared and requested through the submission of a Department of Defence form, as per the example included at Annex A.
      - 6.2.2.2 The AFD form submitted by the Contractor shall, as a minimum, include applicable header information and the completion of all mandatory fields in Part 1 of the form.

**Note: If the Contractor has access to the Defence Protected Network, the Contractor should use the electronic form SG002 available from the 'e-Forms' application (as updated from time to time). Alternatively, the embedded PDF version may be used instead of the form at Annex A.**

**Note: For Configuration Management purposes, one AFD may result in one or more 'requests for variance'.**



SG002.pdf

Annex:

A. Application for a Deviation

Department of Defence

Application for a Deviation

Distribution
Original – Applicant's copy
Copy 2 – QAR
Copy 3 – Contracting Authority
Copy 4 – Ordering Authority
Copy 5 – DAA
Copy 6 – User authority

Applicant's reference no.
QAR authority reference no.

Applicant requests decision by

Date
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(Negotiated with the contract authority)

**Note:** Policy and procedure for this process are issued as a Department Quality Assurance Instruction

- Under no circumstances shall the applicant incorporate the deviation until approval from the appropriate contract authority has been received.
- Approval of this deviation does not represent an authority to change the design nor to extend the non-conformance, of any other item in the contract.
- The applicant must be a responsible officer of the supplier's, contractor's or subcontractor's organisation acceptable to the contract authority.

**Part 1 – To be completed by applicant** (Applicant includes, but is not limited to supplier, contractor and in-service provider)

\*Denotes mandatory fields

*a. Name and address of applicant		*b. Contract or order no.
*c. Main item or assembly	d. Component	
*e. Relevant documentation (include issue no. and date)	f. Specification no.	g. Part identification no.
h. Batch lot or reference	*i. Period or quantity involved	
*j. Description of deviation (including supporting data – attach additional sheets if necessary). Refer to note 1.		

\*k. Effect of deviation

Enter 'S' = Satisfactory, 'A' = Adversely affected, 'N' = Not known  
If 'A' or 'N' is used, supporting documentation is to be attached.

<input type="checkbox"/> Interchangeability	<input type="checkbox"/> Function	Price variation <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If 'Yes', Increase <input type="checkbox"/> Decrease If 'Yes', supporting information is to be attached.	Delivery variation <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If 'Yes', Longer <input type="checkbox"/> Shorter If 'Yes', supporting information is to be attached.
<input type="checkbox"/> Strength	<input type="checkbox"/> Safety		
<input type="checkbox"/> Quality control	<input type="checkbox"/> Life	Are there other critical factors affected which are not listed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Maintainability	<input type="checkbox"/> Weight	Is 'Yes', attach details	
<input type="checkbox"/> Reliability	<input type="checkbox"/> Performance		
<input type="checkbox"/> Environmental compliance			

\*l. Is permanent design change proposed?

Yes  No If 'No', box n. is to be completed and box o. is to be completed where applicable.

\*m. Applicant's design department (if applicable, attach agreed conditions)

Signature – (Design department)	Printed name	Appointment	Phone number	Date
n. Proposed corrective action for deviation application ( <i>Attach additional sheets where necessary</i> )				
o. Proposed action to prevent recurrence ( <i>Attach additional sheets where necessary</i> )				

\*p. Agreed by applicant (All details are correct, and design department signatory is authorised)

Signature – Application	Printed name	Appointment	Phone number	Date
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● When Part 1 is complete, forward both pages of the form and all attachments to Defence Quality Assurance Representative.

OFFICIAL

Applicant's reference no.

QAR authority reference no.

Part 2 – To be completed by the Defence Quality Assurance Representative

a. General comments (including, based on objective evidence, that effects identified in Part 1 k. are verified)

b. Application referred to c. 'For information' copy provided to CA

User authority (in-service applications)  and/or  Design acceptance authority  Contract authority

d. QAR (Sections a. and b. above have been completed where applicable and details supplied in Part 1 are assessed as being complete and accurate)

Signature	Printed name	Appointment	Phone number	Date
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Part 3 – To be completed by the User Authority (Where applicable to in-service requirements)

a. Application is

Endorsed Is restriction attached?  Yes (Attach response)  No  Not endorsed (Attach reasons)

b. User representative

Signature	Printed name	Appointment	Phone number	Date
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Part 4 – To be completed by the Design Acceptance Authority or delegate

a. Category

	Category guidelines	
<b>Critical</b>	Mission critical and/or threat to life	
<b>Major</b>	Significant issues that do not affect the mission or pose no threat to life.	
<b>Minor</b>	Lesser issues affecting configuration.	

b. Need for permanent design change is agreed c. If 'No', return to agreed specification by

Yes  No Date

d. Engineering Change Number (ECN) and Comments

e. Technical endorsement  Endorsed  Not endorsed

Signature	Printed name	Appointment	Phone number	Date
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Part 5 – Approval — To be completed by the Contract Authority or representative

Contract authority or representative (Cost and schedule implications have been accessed) (CCP and/or ECP action has been initiated)

Application is:  Approved  Not Approved (Attach reasons)  CCP  ECP  N/A

Signature	Printed name	Appointment	Phone number	Date
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Part 6 – To be completed by the Defence Quality Assurance Representative

Application close out (The details on this form have been recorded and copies dispatched as per distribution list)

Signature	Printed name	Appointment	Phone number	Date
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### DATA ITEM DESCRIPTION

1. **DID NUMBER: DID-PM-MGT-SAC-V5.3**
2. **TITLE: SUPPLIES ACCEPTANCE CERTIFICATE**
3. **DESCRIPTION AND INTENDED USE**
  - 3.1 The Supplies Acceptance Certificate (SAC) provides for formal Acceptance of deliverables without prejudice to any remedies that the Commonwealth may have under the Contract when the deliverables do not conform to the requirements, or do not comply with the terms of the Contract.
  - 3.2 The Contractor uses the SAC to detail the type and quantities of products being delivered to the Commonwealth for Acceptance.
  - 3.3 The Commonwealth uses the SAC for formally acknowledging and recording the Acceptance of products from the Contractor.
4. **INTER-RELATIONSHIPS**
  - 4.1 The SAC is subordinate to the following data items, where these data items are required under the Contract:  
Nil
5. **APPLICABLE DOCUMENTS**
  - 5.1 The following documents form a part of this DID to the extent specified herein:  
Nil
6. **PREPARATION INSTRUCTIONS**
  - 6.1 **Generic Format and Content**


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    - 6.1.1 The data item shall comply with the general format, content and preparation instructions required by the form at Annex A to this DID (or equivalent electronic form) and, as applicable, the SOW clause for 'Deliverable Data Items' or the CDRL clause entitled 'General Requirements for Data Items'.
  - 6.2 **Specific Content**


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    - 6.2.1 **General Requirements**
      - 6.2.1.1 A SAC is required to be submitted with all products submitted to the Commonwealth for Acceptance in accordance with the Contract.
    - 6.2.2 **Specific Requirements**
      - 6.2.2.1 Except as otherwise specified in the Contract, all SACs shall be prepared using a Department of Defence form, as per the example included at Annex A.
      - 6.2.2.2 The SAC form submitted by the Contractor shall include sections 'a' to 'k' completed as applicable, and section 'l', 'Contractor's Certification', signed by an authorised signatory of the Contractor, prior to offering the supplies to the Commonwealth.

**Note: If the Contractor has access to the Defence Protected Network, the Contractor should use the electronic form SG 001 available from the 'e-Forms' application (as updated from time to time). Alternatively, the embedded PDF version may be used instead of the form at Annex A.**



SG001 SAC May  
2020

Annex:

A. Supplies Acceptance Certificate



Supplies Acceptance Certificate

a. Contractor's reference number			b. CAPO or purchase order number		c. Project or ordering authority			d. Invoice number		e. Receipt voucher number	
f. From <i>(full name and address of contractor and ACN)</i>			<b>Packaging details</b>				k. To <i>(Full name and address of consignee)</i>				
			g. Number	h. Type	i. Gross weight						
CAPO or order item number. 1	Class 2	Identity. part, catalogue or other reference number 3	Description of Supplies <i>(Include batch number, lot or serial number, deviation number and remarks)</i> 4			Qty ordered 5	Previously accepted 6	Offered today 7	Accepted today 8	Total to date 9	Balance due 10
l. Contractor's certification The supplies detailed hereon and quantified in column 7 are hereby offered for Acceptance by the Commonwealth of Australia. It is hereby certified that the supplies conform in all respects of the conditions and requirements of Contract Number <input type="text"/> (Amendment Number <input type="text"/> ) <i>except as stated in the Attachment (delete words in italics if not applicable)</i> . It is also certified that all other conditions and requirements of the Contract have been met in relation to the above - detailed Supplies.			m. <b>Commonwealth's Acceptance</b> The Supplies detailed hereon and quantified in Column 8 have been Accepted without prejudice to the Commonwealth's remedies under the Contract in the event that the Supplies do not conform in all respects with the conditions and requirements of the Contract.				n. <b>Commonwealth's Reference or file number</b>				
o. <b>Is CAPO or order complete?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			p. <b>Recommended Distribution</b> <i>Original – To be forwarded with payment claim</i> <i>One Copy – To be forwarded by Contractor with supplies</i> <i>One Copy – To be retained by Commonwealth's authorised signatory</i> <i>One Copy – To be forwarded to project or ordering authority</i> <i>One Copy – To be retained by Contractor</i>								
Authorised signatory		Printed name		Authorised signatory		Printed name					
Position held		Date		Appointment		Date					

Supplies Acceptance Certificate

**Explanation**

The boxes and columns on the Supplies Acceptance Certificate form are to be completed as follows:

<p>Box a <b>Contractor's Reference Number.</b> Supplier's number to record an internal file / job number.</p> <p>Box b <b>CAPO or purchase order number.</b> Relevant Contract / purchase order number.</p> <p>Box c <b>Project or ordering authority.</b> The Defence authority that placed the order, also referred to as the procurement authority.</p> <p>Box d <b>Invoice number.</b> The invoice number as supplied by the supplier, when applicable.</p>	<p>Box e <b>Receipt voucher number.</b> For use by the receiving officer at the point of receipt.</p> <p>Box f <b>From.</b> The full name, address, and Australian Company Number (ACN) of the supplier, as shown in the Contract.</p> <p>Boxes g to j <b>Packaging details.</b> Enter relevant information.</p> <p>Box k <b>To.</b> The address to which the supplies are to be delivered, as shown in the Contract.</p>
<p>Column 1 <b>CAPO/Order Item No.</b> The item number as listed in the contract.</p> <p>Column 2 <b>Class.</b> The first four numbers of the NSN, or the Class number from the 'Classes of Supply' group for the item (see box at right).</p> <p>Column 3 <b>Identity, part, catalogue or other reference number.</b> The remaining nine numbers of the NSN, and/or relevant manufacturer code and item information to identify the item ordered.</p> <p>Column 4 <b>Description of Supplies.</b> A description of the item(s) as shown in the Contract. Reference is to be made to relevant details (ie, batch or lot numbers, serial numbers, and approved Application(s) for a Deviation (including variances, if applicable)).</p> <p>Column 5 <b>Qty ordered.</b> The total number of items ordered under this contract item number.</p> <p>Column 6 <b>Previously accepted.</b> The total number of items ordered under this contract item number, and identified in column 3, which have been Accepted prior to the raising of this SAC.</p> <p>Column 7 <b>Offered today.</b> The number of items ordered under this contract item number, and identified in column 3, which are being submitted by the Contractor for Acceptance vide this SAC.</p> <p>Column 8 <b>Accepted Today.</b> The number of items ordered under this contract item number, and identified in column 3, for which the accepting authority is satisfied, meet the requirements of the Contract and has agreed to Accept on this SAC.</p> <p>Column 9 <b>Total to date.</b> The number of items ordered under this contract item number, and identified in column 3, which have previously been Accepted including the number Accepted vide this SAC.</p> <p>Column 10 <b>Balance due.</b> The number of Items ordered under this contract item number, and identified in column 3, which are still outstanding.</p>	<p>Classes of Supply based on the NATO conventions (from Land Warfare Doctrine 4-1, Supply Support):</p> <p>Class 1 <b>Subsistence Items.</b> Foodstuffs, combat rations and packaged water.</p> <p>Class 2 <b>General Stores.</b> Clothing, tents, tarpaulins, minor equipment, stationery, administrative and housekeeping items.</p> <p>Class 3 <b>Petrol, Oils and Lubricants.</b></p> <p>Class 4 <b>Construction Items.</b> Construction materials, engineer stores and defence stores.</p> <p>Class 5 <b>Ammunition.</b> All types of ammunition and explosive ordnance.</p> <p>Class 6 <b>Personal Demand Items.</b> Personal items and canteen stores.</p> <p>Class 7 <b>Principal Items.</b> Major items of equipment such as vehicles and weapons, major assemblies and included accessories. Items usually have a serial number.</p> <p>Class 8 <b>Medical and Dental Stores.</b> Pharmaceutical items, medical and dental equipment, and repair parts.</p> <p>Class 9 <b>Repair Parts.</b> Repair parts for maintenance support.</p> <p>Class 10 <b>Material Support to Non-military Programs.</b> Item to support non-government program such as a UN mission or for economic development. Items should be segregated where possible.</p>
<p>Box l <b>Contractor's certification.</b> The supplier's authorised representative is required to complete this box, signifying that the Supplies meet the requirements of the Contract in all respects, with the exception of any listed approved production permits and/or concessions.</p> <p>Box m <b>Commonwealth's Acceptance.</b> By signing this box the Accepting Authority provides legal Acceptance of the Supplies on behalf of the Commonwealth.</p>	<p>Box n <b>Commonwealth's Reference or file number.</b> Reference to an official file or other document that can at a later date provide traceability of events.</p> <p>Box o <b>Is this CAPO/Order complete?</b> Enter whether the contract is complete when the deliveries of Supplies listed on this SAC have been made.</p> <p>Box p <b>Recommended Distribution.</b> Distribution of the completed SAC by the accepting authority, as required by the procurement authority.</p>

Boxes and columns are not to be left blank on any line of entry on the form. Where it is not necessary to enter information N/A (Not Applicable) is to be inserted.