DATA ITEM DESCRIPTION

1. DID NUMBER: DID-V&V-TST-ATP&P-
2. TITLE: acceptance Test PLAN AND PROCEDURES
3. DESCRIPTION and intended use

The Acceptance Test Plan and Procedures (ATP&P) describes the organisations, schedule, responsibilities, procedures and other details that are necessary for the conduct of the test program, as required under the Contract and the Approved governing plan for Verification and Validation (V&V) (eg, the V&V Plan (V&VP)). The activities defined by the ATP&P are used to confirm the quality of the Supplies and that the Contract requirements have been met.

The Contractor uses the ATP&P to:

define, manage and monitor the plans and procedures for conducting specific segments or phases of the overall test program; and

ensure that those parties (including Subcontractors) who are undertaking Acceptance testing activities understand their respective responsibilities, the processes to be used, and the time-frames involved.

The Commonwealth uses the ATP&P to:

understand and evaluate the Contractor’s approach to meeting the Acceptance testing requirements of the Contract;

assist with monitoring the Acceptance testing activities; and

provide input to the Commonwealth Representative’s planning for Commonwealth involvement in Acceptance testing activities.

1. INTER-RELATIONSHIPS

The ATP&P is subordinate to the following data items, where these data items are required under the Contract:

Systems Engineering Management Plan (SEMP); and

V&VP.

The ATP&P inter-relates with the following data items, where these data items are required under the Contract:

Verification Cross-Reference Matrix (VCRM);

Acceptance Test Reports (ATRs); and

Contractor’s Previous V&V Results Package (PV&VRP).

1. Applicable Documents

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

|  |  |
| --- | --- |
| Nil*.* |  |

1. Preparation Instructions
   1. Generic Format and Content

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

The data item shall include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.

* 1. Specific Content
     1. Detailed Requirements – Plan

The ATP&P shall separately identify each requirement, and in respect of each requirement:

provide a summary description of the test, including the organisation(s) involved in the test and the responsibilities of key individuals;

reference the VCRM entries that detail which requirements are being tested, and whether Verification of a requirement and Validation (if required under the Contract) will be established by test, demonstration, inspection, analysis, simulation, modelling, experiment, audit, walk-through, documentation review, comparison, historical data, compliance certificate, or other means;

provide a description of the test article, including test configuration identification;

detail system configuration and initial conditions for test;

identify any limitations, assumptions and constraints associated with the V&V activity, including any measurements that need to be taken at the time of the V&V activity to record uncontrollable conditions (eg, ambient temperature);

identify any location or environmental considerations for the conduct of the V&V activities;

state the means, or combination of means, which will be used to Verify compliance with the requirement, for example, stand alone system, integration test;

identify, with respect to the means stated in subclause g above, whether the Verification of the requirement will be fully established by either a discrete test, as part of a test of the complete functioning system, or both;

identify the precursor test activities and the immediate successor test activities covered by a separate ATP&P, as applicable;

identify the subordinate test procedures that describe the test steps for each test case listed in the ATP&P; and

include details of the test organisation and the significant test equipment, documentation and facilities required for the conduct of the V&V activity, with cross-references to the applicable test procedures for additional detail.

The ATP&P shall define the procedures to be undertaken when a test result indicates that the test article has failed, and to provide traceability of any investigation or technical follow-up, corrective actions, and retest / regression testing, to maintain the integrity of the final results and reports.

The ATP&P shall list those Acceptance Test Reports (ATRs) that are generated by the ATP&P.

The ATP&P shall reference the VCRM that provides traceability of each requirement to test item and test procedures that will verify satisfactory compliance.

* + 1. Detailed Requirements – Procedures

Note: Test procedures should include a range of scenarios to enable testing of the test article in situations and under environmental conditions, where applicable, that are indicative of the stresses that would be present in the scenarios described in the Description of Requirement.

For each test procedure identified under clause 6.2.1.1j, the ATP&P shall include, using separate annexes for each procedure:

a description of the scope of the test, including a test method, which shall provide a general description of the test activity;

a description of the configuration of the item(s) under test and initial conditions for test, including any preparatory requirements or other pre-test activities;

a description of the test equipment (including the configuration of test equipment), documentation (including details of calibration and certification of test equipment if required), venue and personnel required for the conduct of the test;

all safety precautions necessary for the performance of the test procedure;

a description of any data inputs or data files required for the conduct of the test; and

step-by-step procedures for the performance of the test, in sufficient detail to identify every action necessary for the conduct of the test, including:

pre-test actions;

any notes, cautions or warnings that are necessary at each stage of the test procedure;

required operator test input;

expected outcomes or results;

space for recording actual results;

space for comments;

a block for sign-off signatures for all parties present at the test;

a space for recording the configuration of the item(s) under test, including all major hardware and Software Configuration Items;

a space for recording all test equipment utilised and the calibration date of the equipment;

if applicable, a space for recording details of test-recording media that will support test analysis; and

a space for recording any post-test actions.

Note: Ideally, test procedures should be modular where possible, in order to permit a failed test activity to be repeated, without repeating other parts of the test.

In conjunction with each test step, the test procedure shall define what measurements, readings, or observations are required for a correct response. As part of the test assessment data, PASS/FAIL criteria or the expected qualitative or quantitative result shall also be defined. Where a quantitative result is declared, this shall include the allowable tolerance. Where a qualitative result is declared, this shall include a description of the expected results of the test.