DATA ITEM DESCRIPTION

1. DID NUMBER: DID-ENG-MGT-SIP-V5.3
2. TITLE: SITE INSTALLATION Plan
3. DESCRIPTION and intended use

The Site Installation Plan (SIP) describes the Contractor’s strategy, methodology and plans for undertaking site installation activities at all of the Commonwealth Premises, including facilities where installation of Mission System elements or Support System Components (or both) is required. The SIP includes the Contractor's plans for integrating its activities with those of the Commonwealth (or other party) at these installation sites.

The Contractor uses the SIP to:

define, manage and monitor its activities at the installation sites;

plan and co-ordinate its involvement with the Commonwealth’s (or other parties’) activities at these sites; and

ensure that those parties (including Subcontractors) working at the installation sites understand their respective responsibilities, the processes to be used, and the time frames involved.

The Commonwealth uses the SIP to:

understand and evaluate the Contractor’s requirements for installing Mission System elements or Support System Components (or both) at the installation sites;

identify and understand the Commonwealth’s involvement in the Contractor’s activities, including the monitoring of the Contractor’s activities; and

provide input to the Commonwealth’s own planning (eg, in relation to site preparation and co-ordination with other Commonwealth organisations).

1. INTER-RELATIONSHIPS

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

Project Management Plan (PMP);

System Engineering Management Plan (SEMP); and

Integrated Support Plan (ISP).

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

Contractor Transition Plan (CTXP);

Facilities Requirements Analysis Report (FRAR);

System Integration Plan (SINTP);

Verification and Validation Plan (V&VP); and

Contract Master Schedule (CMS).

1. Applicable Documents

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

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| --- | --- |
| 1. 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’.

When the Contract has specified delivery of another data item that contains aspects of the required information, the SIP shall summarise these aspects and refer to the other data item.

The SIP shall comprise a main body and a series of separate Site-specific annexes, where:

the main body shall describe all site installation activities that are required to be undertaken by the Contractor under the Contract and which are common/applicable at all Sites; and

a separate annex shall be used to describe the Site-specific installation activities, constraints and information applicable at each Site.

* 1. Specific Content – Main Body
     1. General

The main body of the SIP shall describe the objectives, scope, constraints, and assumptions associated with the Contractor’s site installation activities at Commonwealth Premises (including facilities).

The main body of the SIP shall include all installation activities at Commonwealth Premises, including in relation to any:

new, modified or existing Contractor provided facilities; and

new, modified or existing Commonwealth provided facilities.

The main body of the SIP shall provide a summary of the key relationships between the Contractor’s activities and those of the Commonwealth (or other party), including any access requirements to Commonwealth Premises, required for the installation of any Mission System elements or Support System Components (or both).

* + 1. Risk Management

All risks associated with site installation activities shall be documented in the Risk Register, in accordance with the Approved Project Management Plan (PMP).

The main body of the SIP shall describe the risk management strategies common to all site-installation activities.

* + 1. Organisation and Management

The main body of the SIP shall include the Contractor's organisational arrangements (including Subcontractors) for its site installation activities, and the inter-relationships between the installation organisation and the other parts of the Contractor's organisation for the Contract.

The main body of the SIP shall identify the individual within the Contractor’s organisation who will have managerial responsibility and accountability for meeting the site installation requirements of the Contract.

The main body of the SIP shall identify the Contractor’s expectations of the Commonwealth with respect to site installation activities at Commonwealth-managed sites.

* + 1. Site Installation Activities

The main body of the SIP shall describe the Contractor’s processes, procedures and common activities, and plans for co-ordinating the Contractor’s activities and the Commonwealth’s activities for all site-installation activities required under the Contract, including:

the major activities to be undertaken, when, and by whom;

an overview of the integration of Subcontractors into the Contractor’s activities;

the relationship between access, installation and Verification and, if applicable, Validation activities;

processes, procedures and forms for co-ordination of interruptions to power, communications and other services;

implications for security and safety, including the Contractor’s plan to manage work health and safety during site installation; and

any facilities approvals required.

The main body of the SIP shall include:

an outline of the general physical and electrical characteristics of the proposed installation(s); and

a description of any Verification and Validation (V&V) activities, including tests that may be conducted during and following installation to confirm that the installation has been successful.

Without limiting the requirements of the Contract, the main body of the SIP shall provide an overview of the actual and potential impact of site installation activities on:

existing systems or equipment, including outages to operational capability;

facilities, including:

utility services, such as water, plumbing, drainage, gas, electricity and phone connections;

monitoring services, such alarm services, including fire alarms;

roads, paths, car parks, retaining walls, storage tanks, landscaping, and fencing;

electrical distribution, including power feeds, switchboards, UPS, sub-circuits arrangements; and

heating, ventilation and air-conditioning (HVAC); and

the environment.

* + 1. Site Installation Schedule

The main body of the SIP shall include a schedule of the site installation activities, showing the relationships between activities at each installation site and between different installation sites, as required under the Contract.

The full site installation schedule shall be provided as part of the CMS.

* 1. Annex Requirements – Site Specific
     1. General

Each annex to the SIP shall provide site-specific details for the installation activities required under the Contract at any:

new, modified or existing Contractor provided facilities; and

new, modified or existing Commonwealth provided facilities.

Each annex to the SIP shall identify the site-specific relationships between the Contractor’s activities and those of the Commonwealth (or other party), including any access requirements to Commonwealth Premises, required for the installation of any Mission System elements or Support System Components (or both) at the relevant Commonwealth Premises.

* + 1. Risk Management

Each annex to the SIP shall describe the risk management strategies associated with the site-specific installation risks applicable at the relevant Commonwealth Premises.

* + 1. Organisation Management

Each annex to the SIP shall identify the individual within the Contractor’s organisation who will have managerial responsibility and accountability for meeting the site installation requirements at the relevant Commonwealth Premises.

* + 1. Site Installation Activities

Each annex to the SIP shall describe the Contractor’s plans for co-ordinating the Contractor’s activities and the Commonwealth’s activities at the relevant Commonwealth Premises, including:

the major activities to be undertaken (including during each phase of the system implementation process from removal of existing equipment (if applicable), construction work undertaken by the Commonwealth, and installation and V&V activities to be undertaken by the Contractor), when, and by whom;

the integration of Subcontractors into the Contractor’s activities;

site-specific access requirements to various parts of the site, including timeframes associated with these access requirements;

the relationship between the Contractor’s site-specific access requirements and specific Commonwealth constraints associated with operational, support or training activities, including any Commonwealth constraints associated with site preparation before access can be provided to the Contractor (eg, for removal of existing equipment);

site-specific co-ordination of interruptions to power, communications and other services;

site-specific implications for security and safety, including the Contractor’s plan to manage:

site-specific security considerations during site installation, including management of site-related Certifications and re-Certifications; and

work health and safety during site installation;

any site-specific facilities approvals required; and

activities to be undertaken to ensure the installation site is returned to a clean and functional condition upon completion of site installation activities, including such aspects as repairing any damage to road surfaces and removal of rubbish.

Each annex to the SIP shall include the following information applicable at the relevant Commonwealth Premises:

an outline of the physical and electrical characteristics of the proposed installation(s);

references to the relevant site installation drawings, which document at least the following:

equipment housings;

equipment racks and contents;

interconnections between components;

fencing; and

cable runs;

a description of any V&V activities, including tests, that may be conducted during and following site installation to confirm that the installation has been successful and the Site is ready for subsequent Contract activities (eg, further V&V activities or Site Acceptance).

Without limiting the requirements of the Contract, each annex to the SIP shall identify the site-specific impact of site installation activities on:

existing systems or equipment, including outages to operational capability;

facilities, including:

utility services, such as water, plumbing, drainage, gas, electricity and phone connections;

monitoring services, such alarm services, including fire alarms;

roads, paths, car parks, retaining walls, storage tanks, landscaping, and fencing;

electrical distribution, including power feeds, switchboards, UPS, sub-circuits arrangements; and

heating, ventilation and air-conditioning (HVAC); and

the environment, including in relation to:

vehicle hygiene requirements;

sediment and erosion control;

road base and quarry material;

vegetation management;

POL and vehicle refuelling;

waste management;

fauna protection;

heritage protection;

vehicle movement;

fire control; and

others as required.