

ANNEX A TO ATTACHMENT A

CONTRACT DATA ITEMS

1. DATA ITEMS AND DATA ITEM DESCRIPTIONS

1.1 The following data items and data item descriptions are applicable to the Contract:

Table A-1: Deliverable Data Items

Data Item	Data Item Description	Related Clause(s)
Phase In Plan (PHIP)	DID-CSER-PHIP	SOW clause 2.4
Phase Out Plan (PHOP)	DID-CSER-PHOP	SOW clause 2.5
Services Management Plan (SMP)	DID-CSER-SMP	SOW clause 3.1
Contract Status Report (CSR)	DID-CSER-CSR	SOW clause 3.2
Services Summary Report (SSR)	DID-CSER-CSR Part B	SOW clause 3.2
Commonwealth Assets Stocktaking Report (CASR)	DID-CSER-CSR Part C	SOW clauses 3.2 and 3.10
Defence Industry Participation Report	DID-CSER-CSR Part D	SOW clause 3.15
Quote for S&Q Services	DID-CSER-S&Q	COC clause 3.12 SOW clause 3.13
Training Schedule	Not specified	SOW clause 7.2
Technical Data List	DID-CSER-TDL	SOW clause 8.2
Supplies Acceptance Certificate	DID-PM-MGT-SAC	COC clause 6.6
Application for a Deviation	DID-PM-MGT-AFD	SOW clause 9.4
Safety Data Sheet (SDS)	DID-PM-HSE-SDS	SOW clause 10.1

Note to drafters: Drafters need to amend Table A-1 to reflect the data items and DIDs required for the draft Contract. DIDs should be included in this annex as schedules to Annex A – particularly if provided as a hard copy. If providing DIDs in soft copy, the DIDs provided should include a version of the files in a non-editable form.

ANNEX B TO ATTACHMENT A

CONTRACT SERVICES REQUIREMENTS LIST

GENERAL GUIDANCE FOR ANNEX B

- Status: Core
- Purpose: To consolidate a list of the DSDs that are required to be included with the SOW.
- Policy: Nil
- Guidance: The Contract Services Requirements List (CSRL) is used as a focal point to list the DSDs requested throughout the SOW clauses.
- DSDs are sections of the SOW, which can be added or subtracted from the SOW to tailor the scope of Services defined in the draft Contract without requiring the drafter to 'cut and paste' large sections of text. The purpose of the CSRL is primarily to consolidate the list of required DSDs for inclusion as part of the SOW.
- Notes may be added to identify DSDs applied continuously or on a periodic or ad hoc basis, or only to specific locations, all of which would be reflected in the Price and Payment Schedule (Attachment B).
- Drafter's Action: Before releasing an RFT, drafters are to:
- a. determine which DSDs will meet their specific requirements for Services;
 - b. tailor the DSDs to the needs of the proposed contract;
 - c. if modifying the template DSDs is not adequate, develop new DSDs;
 - d. amend the CSRL list to reflect the DSDs chosen and any new DSDs developed;
 - e. amend the SOW to refer to the applicable lines of the CSRL; and
 - f. if printed versions of the draft Contract will be required, attach the DSDs to the CSRL as schedules to Annex B.

ANNEX B TO ATTACHMENT A

SUPPORT SERVICES – CONTRACT SERVICES REQUIREMENTS LIST

1. PURPOSE

Note to drafters: Not all DSDs will be required for every contract and the DSDs provided as examples here may not cover every type of Service required by a draft Contract. Additional DSDs may be drafted and, in some cases, DSDs may need to be split and redeveloped to define similar but different Services in different locations.

1.1 This Annex lists the Detailed Service Descriptions (DSDs), and outlines the relationship between DSDs, the Contract Services Requirements List (CSRL), and the SOW.

2. EXPLANATION OF THE CONTRACT SERVICES REQUIREMENTS LIST

2.1 Application of this CSRL is specified in the SOW. An explanation of each CSRL column is detailed below:

- a. Line Number: This field provides the unique sequential number that identifies each DSD within different functional groups (eg, TNG-100, for training services, etc). Additional DSDs can be added as they are required, for example, another training DSD could be numbered TNG-150.
- b. Detailed Service Description Title: This field identifies the title of the DSD.
- c. SOW Clause: This field shows the major clause in the SOW where the DSD is referenced. There may be multiple references in the SOW; however, generally only the first (or one) reference is shown in the CSRL.
- d. Detailed Service Description Reference: This field provides the identification of the DSD, using a short title form.
- e. Notes: This field may be used for any purpose deemed necessary. It may be used to denote properties of individual DSDs, such as only being applicable to Services at a specific location, provided on a periodic basis or being dependent upon a defined event. As an example, a contract-unique DSD for contingency support may only be applicable to specific Surge events. This field should not include direct contractual obligations, which should be included in the COC or SOW.

ANNEX B TO ATTACHMENT A

SUPPORT SERVICES – CONTRACT SERVICES REQUIREMENTS LIST

Note to drafters: If provided as hard copies, the DSDs must be attached to the draft Contract to this CSRL – see 'Schedule 1' below. Once any resultant Contract is executed, the DSDs appropriate to the Contract requirements are to be attached to the CSRL and, if hard copies are required, attached as Schedule 1. The DSDs listed below are included only as an example of populating this table.

Line Number	Detailed Service Description Title	SOW Clause	Detailed Service Description Reference	Notes
a	b	c	d	e
OPS -100	Help Desk Services	6.x	DSD-OPS-HLPDSK	
TNG-100	Training Management Services	7.x	DSD-TNG-MGT	
TNG-200	Training Delivery Services	7.x	DSD-TNG-DEL	
TNG-300	Training Material Support Services	7.x	DSD-TNG-TMS	

SCHEDULE 1 TO ANNEX B TO ATTACHMENT A

DETAILED SERVICE DESCRIPTIONS

Note to drafters: Insert the required DSDs for the Contract as schedules. This is primarily for a printed form of the draft Contract.

ANNEX C TO ATTACHMENT A

DEFENCE INFORMATION SYSTEM USE

1. GENERAL USE OF DEFENCE INFORMATION SYSTEMS

Note to drafters: This annex addresses the use of Defence information management systems, by the Contractor, in order to perform the Services required by the draft Contract. The example clause below is for the use of MILIS for Supply Services and stocktaking of CMCA; however, this is primarily included to demonstrate an approach that may be taken to define the use for any system. If MILIS use is applicable, refer to DSD-SUP-MILIS of the ASDEFCON (Support) template for additional clauses and guidance.

Depending on the date of RFT release, some functions of the Defence ERP systems may have been deployed, or otherwise adequately defined, to be included in this Annex. In this case, drafters will need to modify the following note to tenderers as appropriate. The Defence information system being provided should be included as GFS (ICT) or GFE depending on whether system access, hardware or other equipment is provided.

Note to tenderers: The Defence Enterprise Resource Planning (ERP) System will replace existing Defence information systems over a number of years, with inventory management and stock control functions scheduled in the initial tranche of replacement systems. References to MILIS and other Defence information systems should be considered as references to the Defence ERP Systems, used to perform relevant functions.

Changes to the draft Contract, for the introduction of the Defence ERP System, will be included in negotiations for any resultant Contract. If the Defence ERP System, for the relevant functions, has not been implemented by the Effective Date, then one or more CCPs will be required once the relevant functions in the Defence ERP System become available.

Refer to clause 2.2 (below) for training in the use of Defence information systems.

1.1 Identified Defence Information Systems

1.1.1 The Contractor shall provide the required Services using the following Defence information systems in accordance with the requirements of the SOW and this Annex:

Note to drafters: Edit the list of Defence information systems to be used.

- a. Military Integrated Logistics Information System (MILIS), and
- b. [INSERT OTHER INFORMATION SYSTEMS AS APPLICABLE].

1.2 Use of Defence Information Systems for Supply Services

Note to drafters: The use of MILIS by the Contractor requires a financial delegation (eg, to place demands as procurements) and DEFLOGMAN Part 3 (ESCM) Volume 2 Section 3 Chapter 1 Annex A, 'MILIS Security', must be consulted (<http://escmweb/2139.htm>).

Edit the following subclauses according to Contract needs.

1.2.1 The Contractor shall use MILIS to provide Supply Services for the following types of Stock Items:

- a. Commonwealth-owned Stock Items, including GFE; and
- b. Commonwealth Software, for Software that is managed as a Stock Item.

1.2.2 The Contractor shall use MILIS in accordance with the applicable Electronic Supply Chain Manual (ESCM) sections relevant to the scope of the required Services.

1.2.3 The Contractor shall, for each Contractor and Approved Subcontractor employee who is proposed for being provided with access to MILIS, prepare and submit to the Commonwealth Representative for Approval a form AC847, *Application for Contractor Access to MILIS*, in accordance with the ESCM Volume 2 Section 3 Chapter 1 Annex A.

1.2.4 The Contractor shall use MILIS for the Stock Items listed in clause 1.2.1 to provide the following Supply Services:

- a. accounting for Stock Items;
- b. tracking of Stock Items;

ANNEX C TO ATTACHMENT A

- c. receiving and processing Demands for Stock Items;
- d. issue and receipt of Stock Items; and
- e. [DRAFTER TO INSERT OTHER ACTIVITIES AS APPLICABLE].

1.2.5 Except where otherwise agreed in writing by the Commonwealth Representative, the Contractor shall not use MILIS to undertake the procurement of Stock Items.

Note to drafters: *Times in the following clause may be adjusted to meet specific requirements of the Contract. Drafters should note that the clause provides flexibility for certain data, such as progress updates during a Maintenance activity, which may exceed the timeframe specified.*

1.2.6 Unless otherwise allowed for in the Contract, the Contractor shall ensure that the information on MILIS for the Stock Items listed in clause 1.2.1 is never more than 24 hours out-of-date.

Note to drafters: *The following clause helps to ensure that the use of MILIS does not impact upon the Contractor's ability to meet any Contract performance measures (eg, demand satisfaction). Requirements Determination is listed below, but drafters may amend the following clause for other MILIS functions applicable to the Contract.*

1.2.7 The Contractor may use MILIS to undertake the following Supply Services if required by the Contract; however, the use of MILIS for these Services shall not relieve the Contractor from satisfying the Contract performance measures (if applicable):

- a. Requirements Determination for RIs; and
- b. Requirements Determination for Non-RIs.

1.2.8 The Contractor shall inform the Commonwealth:

- a. if MILIS is/was not available for use;
- b. how long it was not available; and
- c. if known, the reason why it was not available.

1.3 Use of Defence Information Systems for Maintenance Services

Note to Drafters: *Where MILIS or another system is to be used for Maintenance Services, use clause 1.2 as a template for clauses to insert below. Refer to the SOW Tailoring Guide for further information. If additional Defence Information Systems are not required, then retain clause 1.3.1 as 'Not used'.*

1.3.1 Not used.

2. ACCESS AND TRAINING

2.1 Access to Defence Information Systems

Note to drafters: *This clause includes reference to what the Commonwealth will provide to the Contractor to allow the use of Defence information systems. If different Defence information systems have different arrangements, drafters should amend the clauses accordingly. Caution needs to be used in this clause as any offer to provide GFS(ICT) or GFM must be implemented on time, or the Contractor may claim an act of Postponement or Performance Relief.*

2.1.1 Subject to clause 3.10 of the COC, the Commonwealth shall provide the Contractor with access to Defence information systems, for the purposes of undertaking the requirements of the Contract.

Note to drafters: *Select from the following optional clauses based on the access to be provided. Drafters must ensure that Attachment G is updated to capture the associated GFS(ICT) or GFM.*

Option A: *For when the Contractor will be provided with hardware and software for access to the Defence information systems.*

2.1.2 The Commonwealth shall provide the Contractor with terminals and/or interfaces, to enable use of the Defence information systems, as detailed in Attachment G.

ANNEX C TO ATTACHMENT A

Option B: For when the Contractor will be provided with DREAMS tokens for access to MILIS.

- 2.1.3 The Commonwealth shall provide the Contractor with tokens for the Defence Remote Electronic Access Mobility Service, as detailed in Attachment G, in order to access the Defence information systems via remote logon.

Option C: For when access to terminals located on Commonwealth Premises will be provided. Drafters should insert the number of terminals available and conditions of use.

- 2.1.4 The Commonwealth shall provide access to [INSERT NUMBER] of terminals for the Defence information systems at [INSERT LOCATION/TIME DETAILS].

- 2.1.5 The Commonwealth shall be responsible for maintaining the Defence information system equipment provided as GFE to the Contractor.

2.2 Training in Defence Information Systems

- 2.2.1 The Contractor shall ensure that all relevant Contractor Personnel (including Subcontractor Personnel) are trained in the operation of Defence information systems.

Note to drafters: Amend the following clause based on the expected start-up time period for the Contract and the expected availability of information system training.

- 2.2.2 Within [INSERT NUMBER OF DAYS, EG, 15] Working Days after the Effective Date, the Commonwealth shall provide the requisite training to allow the Contractor to conduct activities relating to Defence information systems in the performance of the Services.

- 2.2.3 Subsequent to the initial training provided under clause 2.2.2, the Commonwealth shall provide appropriate initial training for any new or upgraded Defence information system that provided to the Contractor by the Commonwealth. The Commonwealth shall provide such appropriate training to the Contractor in advance of the introduction of the new or upgraded Defence information system s.

Note to drafters: Insert the number of Contractor Personnel to be allowed access to training on an annual basis. The clause should be restructured if multiple systems and courses apply.**Note to drafters: Insert systems, roles and numbers of personnel for training in various Defence information systems/applications on an annual basis. For example, "for the X maintenance management system, training for maintenance co-ordinators, up to two persons per year".**

- 2.2.4 In addition to the initial training and any training for new or upgraded Defence information systems, the Commonwealth will make training available for Contractor Personnel who are replacing existing staff, and who will be directly engaged in Services for the Contract, as follows:

- a. for the [INSERT SYSTEM NAME], training for [INSERT USER / ROLE NAME], up to [INSERT NUMBER OF PERSONS, EG, TWO] persons per year; and
- b. for the [INSERT SYSTEM NAME], training for [INSERT USER / ROLE NAME], up to [INSERT NUMBER OF PERSONS, EG, TWO] persons per year.

- 2.2.5 Training provided by the Commonwealth to Contractor Personnel under clauses 2.2.2 to 2.2.4 shall be provided free of charge by the Commonwealth, after which the Commonwealth may recover costs from the Contractor for any additional training.

- 2.2.6 For the training to be provided under this clause 2.2, the Contractor shall:

- a. nominate the personnel requiring training and provide sufficient personal details to the Commonwealth to enable training coordination (eg, for when access controls to information systems and facilities apply);
- b. ensure that the personnel nominated for training meet any applicable Defence requirements (eg, personnel security clearances) and have a suitable level of general competence in the use of electronic information systems; and
- c. ensure that it and its Subcontractors meet all employer responsibilities, including all salaries, travel, accommodation and allowances for employees during the training.

ANNEX D TO ATTACHMENT A

TRAINING COURSE DETAILS

1. TRAINING COURSES (GENERAL)

- 1.1 The Contractor shall provide Training Services in accordance with the SOW, this Annex, and the Approved Training Schedule, for each Training course identified in this Annex.

Note to drafters: Copy the following section for each Training course to be provided, and fill in the appropriate details or refer to an external reference (to be provided to tenderers) where those details are already documented (eg, a Learning Management Package (LMP)). Clauses should be amended as required. Refer to the SOW Tailoring Guide for further guidance.

2. TRAINING COURSE DETAILS - [INSERT COURSE NAME (AND IDENTIFIER)]

2.1 Course Delivery

Note to drafters: If all of these courses will be delivered as a Task Priced Service, do not include subclause 2.1.1a. Otherwise, amend the clause as required for the draft contract.

- 2.1.1 The Contractor shall deliver the [INSERT NAME OF COURSE] course:
- a. [INSERT NUMBER OF COURSES] courses per year, for the Term of the Contract;
 - b. for [INSERT NUMBER OF DAYS] days per course;
 - c. for up to [INSERT NUMBER OF PARTICIPANTS] participants; and

Note to drafters: Delivery standards may be "defined in the Learning Management Package".

- d. to the delivery standard [INSERT NAME OF APPLICABLE STANDARD].

2.2 Panelling

- 2.2.1 The Commonwealth shall panel all participants for each course to be conducted and provide a copy of the panel to the Contractor [INSERT NUMBER OF WEEKS] weeks prior to each course commencing.

2.3 Training Venue

Option A: For when the Contractor is to provide the venue:

- 2.3.1 The Contractor shall arrange the provision of Training venues for this course.

Option B: For when the Commonwealth is to provide the venue:

- 2.3.2 The Commonwealth shall provide the following Training venues for this course:
- a. [INSERT DETAILS (OR REFERENCES) OF COMMONWEALTH VENUES AND PERIOD OF AVAILABILITY FOR THIS COURSE, AS APPLICABLE].

2.4 Training Equipment and Training Materials

- 2.4.1 The Contractor shall use the following Commonwealth-provided master-copies of Training Materials as the basis for Training course delivery:

- a. participant workbook: [INSERT DETAILS (OR REFERENCE) FOR MATERIALS REQUIRED FOR COURSE];
- b. presenter / facilitator guide: [INSERT DETAILS (OR REFERENCE) FOR MATERIALS REQUIRED FOR COURSE]; and
- c. exercise booklet: [INSERT DETAILS (OR REFERENCE) FOR MATERIALS REQUIRED FOR COURSE].

- 2.4.2 The Contractor shall utilise the following Training Equipment for Training course delivery:

- a. [INSERT DETAILS (OR REFERENCE) FOR EQUIPMENT REQUIRED FOR COURSE]; and
- b. [INSERT DETAILS (OR REFERENCE) FOR EQUIPMENT REQUIRED FOR COURSE].

ANNEX D TO ATTACHMENT A

2.5 Course Assessment

Note to drafters: Assessment requirements may cross-reference details in the applicable LMP.

2.5.1 [INSERT DETAILS (OR REFERENCE) FOR ASSESSMENT, INCLUDING COMPETENCY BASED TRAINING REQUIREMENTS].

ANNEX E TO ATTACHMENT A

SUPPORT REQUIREMENTS FOR COMMONWEALTH ASSETS

Note to drafters: This Annex is to be included if the Contractor will have the responsibility for supporting Contractor Management Commonwealth Assets (CMCA) while in the Contractor's possession and control. Applicable equipment may include Government Furnished Material (GFM) or other items provided to the Contractor for use or sent to the Contractor for repair. In most cases, this Annex will not identify fittings or equipment in Government Furnished Facilities (GFF); responsibility for these items will be defined in the GFF License, when applicable.

Drafters need to populate Table E-1 with the appropriate details for each column, as described below. Additional tables or notes may be required if there is insufficient space within the table. Drafters will need to ensure that the applicable technical references (eg, user manuals) are either provided (eg, as GFI or GFD) or otherwise readily accessible (eg, online from the manufacturer).

1. REPAIRABLE ITEMS

1.1 The Contractor shall provide support for the Repairable Items (RIs) specified in Table E-1 in accordance with the Contract, including clause 8 of the SOW. The scope of these support functions are identified in the columns included in Table E-1, and further defined in the listed technical references. An explanation of each column is detailed below:

- a. **System Identifier / Part Number.** A unique identifier for the RI, as used in the applicable user and technical manuals.
- b. **Item Nomenclature.** The formal name of the RI, which may refer to a class or category and functional descriptors.

Note to drafters: If the list of technical references for an RI is extensive, consideration should be given to adding a separate table to list all of those references, and then cross-referring to the applicable list, in that other table, from column c.

- c. **Technical References.** The Technical Data (which could be a hard or soft copy user or maintenance manual, or interactive electronic technical publication) that defines the maintenance and other support requirements for the RI.

Note to drafters: Insert a description for the applicable maintenance or other support activity, to be performed by the Contractor, to column d. Drafters may include cross-references to the page or procedure in the technical reference (eg, "all user maintenance described in the user manual" or "monthly safety inspection procedure (page 32)").

- d. **Maintenance / Support Activity.** The required maintenance or other support activity for which the Contractor has responsibility, as described in the associated technical reference(s) applicable to each RI.
- e. **Recording Requirement.** The Commonwealth's requirement for the recording of the maintenance or other support activity (eg, maintenance log, calibration register).

Note to drafters: Insert any additional notes that will clarify the Contractor's or Commonwealth's responsibilities. For example, there may be an existing maintenance support contract and the Contractor will need to make equipment available for the required maintenance. If the required notes are lengthy, drafters may consider adding the notes after the table and cross-reference from the table (eg, "see note (a)").

- f. **Notes.** Any further information related to the support activities or to clarify Contractor support responsibilities.

Note to drafters: Where columns in Table E-1 are not applicable to all groups of RIs, shading the non-applicable cells can help to visually clarify that the column is not applicable to that RI.

1.2 For clarity, the support to be provided by the Contractor also includes the provision of any applicable energy source (eg, fuel) required for operation of the RI by the Contractor, unless otherwise stated as a Commonwealth responsibility within the Contract.

ANNEX E TO ATTACHMENT A

Table E-1: Repairable Items

System Identifier / Part Number (a)	Item Nomenclature (b)	Technical References (c)	Maintenance / Support Activity (d)	Recording Requirement (e)	Notes (f)
Support and Test Equipment					
Training Equipment					
Other Repairable Equipment					

ANNEX E TO ATTACHMENT A

2. SOFTWARE

Note to drafters: This section identifies Software for which the Contractor will have some support responsibilities. For example, this may be Software embedded in S&TE or Training Equipment that has been provided as GFE, and OEM updates are required. Alternatively, it could be a student database for which the Contract is required to maintain back-ups. If such support is not applicable, this section may be deleted and replaced with 'Not used'.

If there are additional support requirements, not included below, drafters should add these to Table E-2 and, if required, provide an explanation in subclauses below clause 2.1.

Drafters should ensure that the Commonwealth has appropriate 'rights to sublicense' the identified Software products, for the applicable Services. Refer to clause 5 of the COC.

Drafters should note that the following clauses are an example only, and that an alternative approach may be developed, provided that it defines a clear scope of Contractor responsibility.

2.1 The Contractor shall provide support for the Software specified in Table E-2 in accordance with the requirements of the SOW and this Annex. The scope of these support functions are identified in the columns included in Table E-2, and further defined in the listed technical references. An explanation of each column is detailed below:

- a. **Software Function.** A unique identifier for the Software, which may refer to the product that it is hosted on (eg, "operating system for [hardware product]").

Note to drafters: In specifying the name of a Software product be cautious of identifying version / release numbers unless the Commonwealth would be responsible for providing such an upgrade or another arrangement has been clearly defined. Identifying version numbers may also require additional (and perhaps unnecessary) contract changes to amend Table E-2.

- b. **Nomenclature.** The formal name of the Software product, which may refer to a class or category and functional descriptors.

Note to drafters: If the list of technical references for an RI is extensive, consideration should be given to adding a separate table to list all of those references, and then cross-referring to the applicable list, in that other table, from column c.

- c. **References.** When applicable, Technical Data (eg, standard operating procedures) that identifies support arrangements and/or relevant licensing restrictions.

Note to drafters: The following columns are intended to summarise the support functions to be performed by the Contractor. Wherever possible, the applicable functions should be detailed in the references identified under column c. Drafters may add further columns as appropriate.

- d. **Back-ups.** The Contractor is required to perform business continuity functions, such as user data and system configuration back-ups. When applicable, the required functions are described in the associated references ('Y' = yes, 'N' or blank = no).
- e. **SW Update.** The Contractor is required to incorporate Software updates ('C' = Commonwealth provided, 'O' = OEM / vendor provided, 'N' = not applicable).
- f. **Notes.** Any further information related to the support activities or to clarify Contractor support responsibilities.

2.2 For clarity, the support functions for software required by this clause 2 are in addition, and subordinate, to any security obligations that are required by the COC or SOW.

Table E-2: Software Items requiring Support

Software Function (a)	Nomenclature (b)	References (c)	Back- ups (d)	SW Update (e)	Notes (f)

ANNEX E TO ATTACHMENT A

3. FACILITIES

Note to drafters: This section is used to define any specialised support for GFF that the Contractor is required to provide and may only be required if that specialised support is not available, or not cost effective, for SEG and their contractors to provide. Drafters need to liaise with SEG to determine if such a requirement exists. If all Facilities support requirements are addressed through the GFF Licence, then this section of Annex E should be replaced with 'Not used'. If required, drafters need to ensure that additional supplementary information (eg, facilities plans, authorised work procedures, etc) are made available to the Contractor.

3.1 In addition to the general care and maintenance obligations described in the applicable GFF Licence(s), the Contractor shall provide specialised support Services for the Facilities described in Table E-3.

3.2 The Contractor acknowledges that the scope of the Services required for the Facilities identified in Table E-3 is further defined through the columns included in Table E-3. An explanation of each column is detailed below:

- a. Building / Facility Number: Building or facility number as designated by Defence Security and Estate Group;
- b. Known As: The common name for the building / Facility (eg, base gymnasium, firing range);
- c. Services / Comments: A description of the Services to be provided in respect of the Facility and/or specific embedded equipment within the Facility; and
- d. References: Cross-reference to the applicable technical manuals / work description (eg, the calibration procedure for a test and measurement range).

Table E-3: Facilities

Building/ Facility Number	Known As	Services / Comments	References
a.	b.	c.	d.

**ANNEX E TO ATTACHMENT A
SECTION FOUR - TECHNICAL DATA**

Note to drafters: This section is for use when the Contractor is to provide support to Technical Data. Support may apply to those publications for which the Contractor is the OEM for a Stock Item and/or the incorporation of Commonwealth-approved updates from third-party OEMs into Defence documents, as defined in the SOW. Training materials may also be listed, where these are to be maintained under the Contract. If there is no requirement to support Technical Data, the clauses and table should be deleted and replaced with 'Not used'.

Drafters should ensure that the Commonwealth has appropriate 'rights to sublicense' the identified Technical Data, for the applicable Services. Refer to clause 5 of the COC.

4. SUPPORTED TECHNICAL DATA

4.1 Support Requirements

4.1.1 The Contractor shall provide support for the publications specified in Table A-4, including updated versions / editions of the Technical Data, in accordance with the requirements of the SOW and this Annex. The scope of these Services is further defined through the columns included in Table A-4. An explanation of each column is detailed below:

Note to drafters: The publication number may be a catalogue number or based on a functional group hierarchy. Drafters may amend the following description of column (a) to identify the type of numbering system used.

- a. **Reference Number.** The unique identifier for the published item(s) of Technical Data, which may include publication numbers, drawing numbers (including computer-aided design drawings / models) or reference numbers for a set or series of publications or drawings, as applicable.
- b. **Title.** The title of the item of Technical Data.
- c. **Contractor Updates.** The Contractor is responsible for distributing Technical Data updates, which they have developed, into the versions of the Technical Data held by the Commonwealth.
- d. **3rd Party Updates.** The Contractor is responsible for incorporating Technical Data updates that are sourced from third party providers and approved for incorporation by the Commonwealth Representative.

Note to drafters: The drafter may add columns to Table A-4 in order to allocate further responsibilities and/or provide additional information to describe the scope of Services required for each item. Each additional column should be explained in this list of subclauses with the subclause number matching the column number. If not required, column 'e' should be deleted. Refer to the SOW Tailoring Guide for further guidance.

- e. [...TBD BY DRAFTER...].

Note to drafters: Drafters may wish to divide the table into separate tables or use additional headings to separate types of Technical Data into logical groups.

Table A-4: Technical Data

Reference Number (a)	Title (b)	Contr. Updates (c)	3 rd Party Updates (d)	TBD (e)

ANNEX F

KNOWN HAZARDS AT COMMONWEALTH PREMISES

GENERAL GUIDANCE FOR ANNEX F

<u>Status:</u>	Optional
<u>Purpose:</u>	To list hazards to the health and safety that are or may be present at the Commonwealth Premises to be used by the Contractor.
<u>Policy:</u>	WHS Legislation Defence Safety Manual (SafetyMan)
<u>Guidance:</u>	<p>This Annex is used to list WHS hazards known to be present at, or in the proximity of, Commonwealth Premises where work may be performed under the Contract. Hazards can include Problematic Substances, Problematic Sources, Asbestos Containing Materiel (ACM), high-voltage electricity, noise and other hazards. This annex informs the Contractor and Subcontractors when preparing Work Health and Safety (WHS) risk assessments, in compliance with WHS Legislation.</p> <p>Annex F includes a standard introduction (clauses 1 and 2) outlining the purpose of the Annex and the Contractor's acknowledgement of the hazards. This is followed by specific details in clause 3, which may be repeated for each of the applicable Commonwealth Premises (eg, each Defence base). Where there are multiple sites and a large amount of detail for each site, an enclosure for each site can be a more usable document structure.</p> <p>Problematic Substances include Hazardous Chemicals, Dangerous Goods, Ozone Depleting Substances (ODSs) and Synthetic Greenhouse Gases (SGGs). For WHS purposes, the focus is on Hazardous Chemicals and Dangerous Goods. These are present at many Commonwealth Premises and common examples include fuels, cleaning agents, solvents and compressed gases. ODSs and SGGs are not as important in this Annex unless they also pose a risk to health and safety (eg, fire suppressants in a confined work area). Drafters should refer to the Defence <i>ChemAlert</i> database, on the Defence Restricted Network, and transfer identifying details for the applicable Problematic Substances into Table F-1.</p> <p>ACM may be present in Commonwealth buildings where the Contractor and/or Subcontractors are required to work. If applicable, details of ACM can be obtained from Security and Estate Group and summarised in Table F-1.</p> <p>Problematic Sources may be present at or near locations where the Contractor and/or Subcontractors will perform work. Examples include microwave radars, lasers and some chemicals used in non-destructive testing. Drafters must identify and include applicable Problematic Sources in Table F-2.</p> <p>Other hazards, if applicable, should be added to Table F-3. These may include high levels of noise, high-voltage electrical installations, and any other hazards. Drafters should consult WHS representatives in order to identify these hazards.</p> <p>Drafters should enter details in the appropriate tables. If the RFT includes location options (eg, on or off-base options to be proposed by tenderers) then the Annex should be updated during pre-contract period, or otherwise prior to Effective Date (ED). Changes to Annex F after the ED will require a CCP.</p>
<u>Related Clauses:</u>	Paragraph 4 of Annex E to Attachment A of the Conditions of Tender SOW clause 10, Health, Safety and Environment

ANNEX F

KNOWN HAZARDS AT COMMONWEALTH PREMISES

1. PURPOSE

- 1.1 This Annex F summarises the hazards that are known to be present at Commonwealth Premises where work may be performed under the Contract.

2. WHS HAZARDS

Note to drafters: Each of the applicable Commonwealth Premises should be listed under clause 2.1. Details must then be added for each of the applicable Commonwealth Premises under clauses 3, 4, and so on (or as enclosures for each of the Commonwealth Premises).

- 2.1 The Contractor acknowledges that this Annex F provides a list of known Problematic Substances, ACM, Problematic Sources and other hazards present at ('the applicable Commonwealth Premises'):
- a. [...INSERT THE NAME OF THE COMMONWEALTH PREMISES AT WHICH WORK WILL BE UNDERTAKEN...]; and
 - b. [...INSERT THE NAME OF THE COMMONWEALTH PREMISES AT WHICH WORK WILL BE UNDERTAKEN...].
- 2.2 The Contractor further acknowledges, regarding known hazards, that:
- a. details in this Annex F are not intended to be comprehensive or exhaustive, but provide an overview of the general location of known Problematic Substances, ACM, Problematic Sources and other hazards, where applicable;
 - b. the referenced survey reports identified in the 'Comments / Survey Report' column of each table, for each of the applicable Commonwealth Premises, should be consulted for specific details of the known hazards;
 - c. the referenced survey reports may be amended or superseded during the Term and the latest documents should be sought from the Commonwealth Representative prior to any undertaking work at each location; and
 - d. this Annex F is not intended to repeat the information that is contained in the list of Approved Problematic Substances and Problematic Sources within the Approved SMP, or the Approved Substances identified within Government Furnished Information and Government Furnished Data, such as Maintenance manuals.

Note to drafters: Drafters are to copy clause 3 and create new clauses (ie, clauses 4, 5, etc) for each additional Commonwealth Premises (eg, each base or building) where the Contractor and/or Subcontractors may work (or create enclosures if preferred). Drafters should insert the name of the Commonwealth Premises into the level 1 clause headings, as indicated below. Where sites are near-identical, such as ships, each heading and set of clauses may address multiple sites (eg, insert the name of the class of ship as the heading).

3. KNOWN WHS HAZARDS AT [...INSERT THE NAME OF THE COMMONWEALTH PREMISES AT WHICH WORK WILL BE UNDERTAKEN...]

Note to drafters: Table F-1 should be populated with information relevant to the Commonwealth Premises that Contractor and/or Subcontractor Personnel are likely to occupy in relation to work under the Contract (eg, GFF or site visited for the removal and replacement of items from fixed installations). All entries in the draft table below are given as suggestions only and must be replaced with details specific to the Contract. If there are no Problematic Sources or 'other hazards', reference to Table F-2 or Table F-3, respectively, should be deleted from the note to tenderers.

Note to tenderers: Copies of the Survey Reports in Table F-1, Table F-2, and Table F-3 are provided in the Technical Library for perusal by tenderers.

- 3.1 The Contractor acknowledges that Table F-1 lists and references the survey details for the known Problematic Substances, ACM and other substances that could cause

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Contamination, where applicable, for the Contractor's work areas at the applicable Commonwealth Premises.

Table F-1: Known Problematic Substances and ACM at applicable Commonwealth Premises

PROBLEMATIC SUBSTANCE / ACM	SUBSTANCE LOCATION		COMMENTS / SURVEY REPORT
	Facility / Area	Location	
ACM	Building numbers [...TBD Drafter...]	Roof cladding and eaves. Wall cladding in boiler rooms.	[...TBD Drafter...] Asbestos Hazard Register.
ACM	Building number [...TBD Drafter...]	Standby generator facility – roof cladding, lining and wall cladding.	[...TBD Drafter...] Asbestos Hazard Register.
Lead	All buildings	Lead-based paint used extensively throughout buildings.	Lead Management Report, dated [...TBD Drafter...].
Hydrocarbons	Area X 'Fuel Farm'	All areas inside perimeter fence.	Hydrocarbon Report, dated [...TBD Drafter...].
Hydrocarbons	Building number [...TBD Drafter...]	Standby generator facility.	Hydrocarbon Report, dated [...TBD Drafter...].
[...TBD Drafter...]	[...TBD Drafter...]	[...TBD Drafter...]	[...TBD Drafter...]

Note to drafters: Include and amend the following clause and table when Problematic Sources (eg, RADHAZ) are present in the proximity of areas that Contractor and/or Subcontractor staff may occupy on Commonwealth Premises (including ships). All entries in the draft table below are given as suggestions only and must be replaced with details specific to the Contract.

- 3.2 The Contractor acknowledges that Table F-2 lists and references the survey details for the known Problematic Sources for the Contractor's work areas at the applicable Commonwealth Premises.

Table F-2: List of Problematic Sources at Commonwealth Premises

PROBLEMATIC SOURCE	LOCATION	COMMENTS / SURVEY REPORT
Defence ATC Radar	As identified in RADHAZ Survey Report	[... DRAFTER TO INSERT REFERENCE...] RADHAZ Survey Report dated [... DRAFTER TO INSERT...]
Non Destructive Testing Equipment	Non Destructive Inspection workshop	Source Licence [... DRAFTER TO INSERT REFERENCE...], Facility Licence [... DRAFTER TO INSERT REFERENCE...]
Gaseous Tritium Light Sources	Electrical and Instrument Repair Workshop	Standing Orders [... DRAFTER TO INSERT REFERENCE...]
[...TBD Drafter...]	[...TBD Drafter...]	[... DRAFTER TO INSERT REFERENCE...] RADHAZ Survey Report dated [... DRAFTER TO INSERT...]

Note to drafters: Include and amend the following clause and table for any other known hazards present in the areas where Contractor and/or Subcontractor staff may work on Commonwealth Premises (including ships). These may include high-voltage electrical substations, high-noise

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areas and any other hazard. If there are no other relevant safety hazards, the clause and table may be deleted.

- 3.3** The Contractor acknowledges that Table F-3 lists other known safety hazards in proximity of the Contractor's work areas at the applicable Commonwealth Premises.

Table F-3: List of other Safety Hazards at Commonwealth Premises

HAZARD	LOCATION	COMMENTS / SURVEY REPORT
[... DRAFTER TO INSERT NAME...]	[... DRAFTER TO INSERT LOCATION...]	[... DRAFTER TO INSERT REFERENCE...] dated [... DRAFTER TO INSERT...]
		[... DRAFTER TO INSERT REFERENCE...], dated [... DRAFTER TO INSERT ...]