

## 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		
<input type="checkbox"/>	Maintainability	<input type="checkbox"/>	Weight		
<input type="checkbox"/>	Reliability	<input type="checkbox"/>	Performance		
<input type="checkbox"/>	Environmental compliance			Are there other critical factors affected which are not listed? <input type="checkbox"/> Yes <input type="checkbox"/> No Is 'Yes', attach details	

\*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.