MSR cHecklisT

1. Identification: -
2. TITLE: long lead time items REVIEW Checklist
3. DESCRIPTION and intended use

The objective of the Long Lead Time Items (LLTIs) Review (LLTIR) is for the Commonwealth Representative and Contractor to review the recommended LLTIs, prior to any formal procurement action for LLTIs.

The LLTIR is applicable where there is need to commit to the procurement of items with a long lead time, either to ensure their timely delivery into service or, perhaps, to realise price reductions through (for example) taking advantage of prime-equipment production runs for the manufacture of LLTIs.

Decisions to procure Long Lead Time Items (LLTIs) are required before a fully detailed analysis of Support Resource requirements can be undertaken, and a considerable time before normal provisioning reviews. Accordingly, the LLTIR allows the parties to determine the best balance between price and the risk of procuring items of an incorrect configuration (ie, due to design decisions and configuration changes occurring after the procurement is actioned).

The LLTIR allows the Commonwealth to Approve the list of LLTIs and any alterations to this list as a consequence of the LLTIR.

This Mandated System Review (MSR) Checklist sets out the Commonwealth’s requirements and minimum expectations for the conduct of an LLTIR.

1. INTER-RELATIONSHIPS

The LLTIR shall be conducted in accordance with the Approved System Review Plan (SRP), and shall be consistent with the following data items, where these data items are required under the Contract:

Integrated Support Plan (ISP);

Supply Support Development Plan (SSDP); and

Training Support Plan (TSP).

The primary data deliverable for the LLTIR is a proposed list of LLTIs. The following data items, which are normally produced after more detailed analysis, must be adjusted for LLTI procurements, where these data items are required under the Contract:

Recommended Spares Provisioning List (RSPL);

Training Equipment List (TEL);

Support and Test Equipment Provisioning List (S&TEPL);

Packaging Provisioning List (PACKPL).

Note: The Status column in the following three tables indicates whether or not the associated Checklist items are able to be tailored by the Contractor in its SRP, based on the following definitions:

1. Mandatory items are not to be tailored;
2. Highly Desirable items should not be tailored, but may be tailored depending upon the specifics of the Contract and the Contractor’s internal processes; and
3. Optional items may be tailored, based upon the specifics of the Contract and the Contractor’s internal processes.

Notwithstanding the Status assigned to each Checklist item, the items are to be included in the SRP if they are applicable.

1. Review Entry Criteria

| Item | Entry Criteria | Status |
| --- | --- | --- |
| 1. 1. | 1. The list of LLTIs and all other data items required to be delivered before, and linked to, the LLTIR have been delivered and the Commonwealth Representative considers the Contract Data Requirements List (CDRL) items to be suitable for the purposes of conducting LLTIR. | 1. Mandatory |
|  | 1. Action items from any previous System Reviews affecting LLTIR have been successfully addressed or action plans agreed with the Commonwealth Representative. | 1. Mandatory |

1. Review Checklist

| Item | Checklist Item | Status |
| --- | --- | --- |
|  | 1. Were all entry criteria satisfied before starting LLTIR? | 1. Mandatory |
|  | 1. Has the impact of Approved and pending Contract Change Proposals (CCPs) been assessed? | 1. Highly Desirable |
|  | 1. Have all Commonwealth Representative review comments against data items been adequately addressed? | 1. Mandatory |
|  | 1. Have all of the potential LLTIs been identified across the required set of Support System Constituent Capabilities, as defined by the Contract? | 1. Mandatory |
|  | 1. Have all alternatives, other than procuring items as LLTIs, been thoroughly investigated? | 1. Mandatory |
|  | 1. Is the list of potential LLTIs supported by cost, benefit and risk analyses? | 1. Mandatory |
|  | 1. Has the ability to take advantage of prime-equipment production runs for the manufacture of LLTIs been fully identified and planned for? | 1. Highly Desirable |
|  | 1. Has the ability to procure LLTIs in batches, to reduce risk by taking advantage of equipment roll-out schedules and delaying procurement decisions, been fully investigated? | 1. Highly Desirable |
|  | 1. If there is a requirement for phased production and procurement of items, has this been taken into consideration when planning the provisioning of LLTIs? | 1. Highly Desirable |

1. Review Exit Criteria

|  |  |  |
| --- | --- | --- |
| Item | Exit Criteria | Status |
|  | 1. All checklist items have been addressed to the satisfaction of the Contractor and the Commonwealth Representative. | 1. Mandatory |
|  | 1. All major problem and risk areas have been identified and resolved and, for minor problems and risks, corrective action plans have been recorded and agreed by the Commonwealth Representative. | 1. Mandatory |
|  | 1. Plans for procurement, production and delivery of LLTIs included on the Approved list of LLTIs are deemed to be realistic and achievable. | 1. Highly Desirable |
|  | 1. All risks identified during the course of LLTIR have been documented and analysed. | 1. Mandatory |
|  | 1. The risks associated with approving the list of LLTIs, and commencing procurement of these items, are acceptable to the Commonwealth Representative. | 1. Mandatory |
|  | 1. All major action items have been closed. | 1. Mandatory |
|  | 1. All minor action items have been documented and assigned with agreed closure dates. | 1. Mandatory |
|  | 1. Review Minutes have been prepared, Approved, and distributed in accordance with the Contract. | 1. Mandatory |