MSR cHecklisT

1. Identification: -V5.3
2. TITLE: training equipment provisioning preparedness REVIEW Checklist
3. DESCRIPTION and intended use

The objectives of the Training Equipment Provisioning Preparedness Review (TEPPR) are to:

review the recommended Training Equipment List (TEL) to confirm that the recommended Training Equipment will support achievement of the required Training and the Functional Baselines (FBLs) for both the Mission System and the Support System at a minimised Life Cycle Cost (LCC); and

enable the Commonwealth to proceed with actions for the procurement of Training Equipment listed on the TEL.

The TEPPR is applicable when Training Equipment (including equipment for both Training delivery and Training development) is being supplied under the Contract.

The TEPPR provides the Commonwealth and Contractor with the opportunity to review the recommended TEL as a result of the Training-related analyses and any subsequent Training development and optimisation processes. The TEPPR enables the Commonwealth and Contractor to identify issues that may affect the production and delivery of the Training Equipment in accordance with the Contract. Where the re-use of existing Training Equipment or the sharing of Training Equipment with other Mission Systems and their respective Support Systems are considerations of the program, the TEPPR shall review the rationalisation of the TEL. The TEPPR shall also consider provisioning actions previously undertaken in relation to Long Lead Time Items (LLTIs).

The TEPPR allows the Commonwealth to Approve the TEL and any alterations to the TEL as a consequence of TEPPR evaluations.

There may be a requirement to have more than one review meeting as part of the TEPPR to enable the progressive consideration of Training Equipment for operational, maintenance, and other support functions.

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

1. INTER-RELATIONSHIPS

The TEPRR 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); and

Training Support Plan (TSP).

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

TEL;

Life Cycle Cost Report and Model (LCCRM) (to ensure that the TEL represents a minimised LCC solution);

Performance Needs Analysis Report (PNAR) (to ensure that the TEL is consistent with the PNAR);

Logistic Support Analysis Record (LSAR) (to ensure that the Training Equipment identified in the TEL is consistent with the LSAR);

Task Resources Report (to ensure that Training Equipment associated with Training for each of the Support System Constituent Capabilities (SSCCs) has been identified and included in the TEL);

Training Materials List (TML) (a consolidated list of Training Materials within the Master Technical Data Index (MTDI));

Support System Technical Data List (SSTDL) (to ensure that Technical Data associated with the Training Equipment has been appropriately addressed (part of the MTDI));

Recommended Spares Provisioning List (RSPL) (to ensure that Spares for the Training Equipment has been appropriately addressed);

Packaging Provisioning List (PACKPL) (to ensure that Packaging for the Training Equipment has been appropriately addressed);

Support and Test Equipment Provisioning List (S&TEPL) (to ensure that S&TE for the Training Equipment has been appropriately addressed);

Software Support Plan (SWSP) (to ensure that Training Equipment associated with Software support has been appropriately addressed); and

Computer Based Training (CBT) (optional) (to ensure that the list of Training Equipment is consistent with the CBT requirements).

These data items will be required in either draft or completed form to support TEPPR, unless otherwise agreed by the Commonwealth Representative.

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. The TEL and all other data items required to be delivered before, and linked to, the TEPPR, have been delivered and the Commonwealth Representative considers the data items to be suitable for the purposes of conducting TEPPR. | 1. Mandatory |
|  | 1. Action items from any previous reviews affecting TEPPR 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 TEPPR? | 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. Has the required Training Equipment information been documented in the LSAR or the Task Resources Report(s), as required under the Contract? Is the TEL consistent with the LSAR or the Task Resources Report(s)? | 1. Optional |
|  | 1. Does the TEL identify Training Equipment associated with the Training for each of the SSCCs? | 1. Highly Desirable |
|  | 1. Does the identified range and quantity of Training Equipment to be procured support the achievement (through quantities of sufficiently skilled personnel) of the required levels of Mission System availability and sustainability described in the FBLs and the Operational Concept Document (OCD) (ie, as should be defined in the PNAR)?) | 1. Mandatory |
|  | 1. Does the identified range and quantity of Training Equipment to be procured enable the Support System FBL and the support concepts documented in the OCD to be met? | 1. Mandatory |
|  | 1. Have all items of Training Equipment to be managed within a Commonwealth inventory and/or distribution management system, been codified? | 1. Highly Desirable |
|  | 1. Where the use of existing Commonwealth Training Equipment or the sharing of Training Equipment with other systems are considerations of this program, has the TEL been appropriately rationalised? | 1. Optional |
|  | 1. Has standardisation with existing Commonwealth Training Equipment been addressed? Has standardisation across the range of Training Equipment being proposed for the Contract been considered? | 1. Optional |
|  | 1. Has the TEL been prepared to ensure that other support items (eg, for Spares, Technical Data, and S&TE) do not duplicate or omit required Training Equipment and related Support Resources? | 1. Highly Desirable |
|  | 1. Have the different categories of Training Equipment been identified, particularly any developmental items of Training Equipment? | 1. Highly Desirable |
|  | 1. Have requirements for modifications to existing Training Equipment, Obsolescence, and developmental Training Equipment requirements been fully considered? | 1. Highly Desirable |
|  | 1. Has any Software development associated with any Training Equipment been identified? Are appropriate arrangements in place to manage this Software development within the proposed delivery schedule? | 1. Optional |
|  | 1. If CBT is provided as part of the Training solution, has access to the use, duplication, further development and compilation of CBT packages, which may be subject to Intellectual Property (IP) rights (refer to the IP clauses under the Contract), been adequately addressed to enable the on-going function and up-keep of the CBT and associated CBT packages? | 1. Highly Desirable |
|  | 1. Have any issues that may affect the production and delivery of the Training Equipment, in accordance with the Contract, been identified and action plans developed? | 1. Mandatory |
|  | 1. Is the TEL consistent with other support-related lists (eg, the RSPL, PACKPL, S&TEPL, SSTDL, etc)? | 1. Highly Desirable |
|  | 1. Has the TEL been prepared to ensure that other support elements for the Training Equipment (eg, Spares, Packaging, S&TE, Technical Data, warehousing and storage requirements, support of Training Equipment, etc) will be properly identified (noting that these other support elements will be the subject of other Mandated System Reviews)? | 1. Highly Desirable |
|  | 1. Does the Training Equipment identified in the TEL provide for a minimised LCC solution for the combination of the Mission System and Support System, as determined in accordance with the Approved governing plan for LCC (eg, LCCMP)? | 1. Mandatory |
|  | 1. Has the TEL considered any Training Equipment that was previously acquired as LLTIs? | 1. Mandatory |
|  | 1. If applicable, does the price for the agreed list of Training Equipment fit within the Contract NTE price for Training Equipment? | 1. Highly Desirable |
|  | 1. Does the TEL provide all of the information required for each item of Training Equipment, as required by DID-ILS-TNG-TEL? | 1. Highly Desirable |

1. Review Exit Criteria

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| 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 minor corrective action plans have been recorded and agreed by the Commonwealth Representative. | 1. Mandatory |
|  | 1. Plans for procurement, production and delivery of Training Equipment are deemed to be realistic and achievable. | 1. Highly Desirable |
|  | 1. All risks identified during the course of TEPPR have been documented and analysed. | 1. Mandatory |
|  | 1. The risks associated with approving the TEL, and (as applicable) either commencing Training Equipment procurement or progressing the actions required to incorporate the Approved list of Training Equipment into the Contract through one or more CCPs in accordance with clause 11.1 of the Conditions of Contract (COC), are acceptable to the Commonwealth Representative. | 1. Mandatory |
|  | 1. All major action items are 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 |