LIST OF REFERENCED MANUALS

GENERAL GUIDANCE FOR ANNEX D

Status: Core

Purpose: To list the referenced manuals used to support the Products in Annex A to the SOW.

Policy: Nil

Guidance: Annex D is presented as a table in a Word® document; however, where the list is extensive, reference to a controlled electronic list is usually preferred. The electronic list may refer to an existing document index, for a set of electronic technical manuals, if the appropriate information is captured. Otherwise, a list will need to be prepared with the required details, and cross-refer to the document index for the full list of publications / references. An electronic list may be prepared on separate media (eg, a USB drive) labelled as ‘Annex D to the SOW’ or labelled by the publisher (eg, an Original Equipment Manufacturer), identified in this Annex and ‘attached’ to the Contract.

Although the tables in Annex A include a column to identify technical references, complex Products may have many technical references and listing all of these within Annex A would be difficult. Instead, the technical reference field in Annex A can cross-refer to tables or indexes in the tables in Annex D, to list sets of manuals.

For example, Annex A entries could refer to index number XXX, where index XXX is inserted into an index column (added to the example table) against each applicable manual or set of manuals.

Alternatively, the technical reference column in Annex A could refer to functional group codes or system-subsystem numbers used within document numbers for a series of publications. For example, ‘AA-BB’ may relate to a Product in Annex A, while many documents identified in Annex D would contain ‘AA-BB’ within the document number (this option would require the column explanation in Annex A to be amended).

When technical references are also GFI or GFD, the drafter must ensure that the technical manuals referenced in this Annex D are also listed within Attachment E.

Section 6 of Annex A to the SOW identifies the ‘Technical Data’ as Products Being Supported, which could include some or all of the publications in this Annex. To ensure that all Products Being Supported are captured in Annex A, drafters may list all of the applicable Technical Data in Annex A and Annex D (noting the duplication), or section 6 of SOW Annex A can cross-refer to this Annex (usually preferred). In the latter case, this Annex needs to separate the publications being supported from any that are not supported, and the ‘Contractor Support’ column is shown as an example of this.

In a combined tender for acquisition and support, much of the required data for this Annex may not be available when the SOW is drafted. In this instance, the Annex will need to be revised, usually in preparation for the Operative Date. Refer to the *ASDEFCON Linkages Module (Strategic)* for further guidance on this issue.

Drafters should adapt this Annex to best suit the needs of the individual program.

Related Clauses/Documents:

SOW clause 9.2

Optional SOW Clauses:

None

list of REFERENCED MANUALS

Notes to drafters: Include the lists of applicable technical references / manuals in the table below. Add further tables or indices as required. Drafters should ensure that it is clear as to which items in Annex A that each manual, series of manuals, or other publications apply.

Publications to be supported by the Contractor may also be identified in this annex, which can simplify section 6 of Annex A to the SOW. This approach uses optional clause 1.2 and the last column in the example table. If this annex will not be used to identify publications as Products Being Supported, delete the optional clause 1.2 and the last column in the example table.

The optional Note to tenderers below is for use when the proposed Contract (Support) follows an existing support contract and Phase In will be used as a due diligence period. If used, drafters need to insert the applicable file name. If not required, the note should be deleted.

When linked acquisition and support contracts are to be tendered, the ASDEFCON Linkages Module (Strategic) lists this Annex in the CDRL for update by CCP approval. If preferred, the following note to tenderers may be amended to explain the mechanism for populating the annex when linked to a Contract (Acquisition).

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| Option: For when the proposed Contract (Support) follows an existing support contract.  Note to tenderers: A list of operator and maintenance manuals, and other publications required to operate and support the Products Being Supported, is provided in the accompanying file entitled […DRAFTER TO INSERT…]. During Phase In under any resultant Contract, the Contractor is required to validate this list, populate the table below to include the applicable publications, raise a CCP to incorporate the revised table into the Contract, and incorporate the list into the Contractor’s Technical Data management system. |

1. REQUIREMENTS

The Contractor shall support the Products Being Supported in accordance with the publications identified in Table 1‑1.

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| Option: Include when technical references are also Products Being Supported.  The Contractor shall provide support, in accordance with the SOW, for the publications and series of publications identified Table 1‑1 where Contractor Support = ‘Y’. |

Table 1‑1: Publications for […DRAFTER TO INSERT…]

|  |  |  |  |
| --- | --- | --- | --- |
| Document Number or Series | Title | Sponsor | Contractor Support |
| 1. DX-XXX-XX (AL1) | 1. Title | 1. Appointment | 1. Y |
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