DATA ITEM DESCRIPTION

1. DID NUMBER: DID-V&V-TST-ATPROC-V5.3
2. TITLE: Acceptance Test PROCEDURE
3. DESCRIPTION and intended use

Acceptance Test Procedures (ATProcs) are produced for each test activity, or group of activities to detail the procedures, developed by the Contractor, which are to be used in confirming that the complete system requirements for the Mission System and Support System have been met.

The Contractor uses the ATProc to:

define, manage and monitor the procedures for conducting specific elements of the test program; and

ensure that those parties (including Subcontractors), who are undertaking Acceptance testing activities, understand their respective responsibilities, the processes to be used, and the time-frames involved.

The Commonwealth uses the ATProc to:

understand and evaluate the Contractor’s approach to meeting the Acceptance testing requirements of the Contract; and

assist with monitoring the Acceptance testing activities.

1. INTER-RELATIONSHIPS

The ATProc is subordinate to the following data items, where these data items are required under the Contract:

Acceptance Test Plan (ATP).

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

Verification Cross-Reference Matrix (VCRM); and

Acceptance Test Report (ATR).

1. Applicable Documents

The following documents form a part of this DID to the extent specified herein:

Nil.

1. Preparation Instructions
   1. Generic Format and Content

The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled ‘General Requirements for Data Items’.

The data item shall include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.

* 1. Specific Content

The ATProc shall include:

a description of the scope of the test, including a test method, which shall provide a general description of the test activity;

a description of the configuration of the item(s) under test and initial conditions for test, including any preparatory requirements or other pre-test activities;

a description of the test equipment (including the configuration of test equipment), documentation (including details of calibration and certification of test equipment if required), venue and personnel required for the conduct of the test;

all safety precautions necessary for the performance of the test procedure;

a description of any data inputs or data files required for the conduct of the test; and

step by step procedures for the performance of the test in sufficient detail to identify every action necessary for the conduct of the test, including:

pre-test actions;

any notes, cautions or warnings that are necessary at each stage of the test procedure;

required operator test input;

expected outcomes or results;

space for recording actual results;

space for comments;

a block for sign off signatures for all parties present at the test;

a space for recording the configuration of the item(s) under test, including all major hardware and software Configuration Items;

a space for recording all test equipment utilised and the calibration date of the equipment;

if applicable, a space for recording details of test-recording media that will support test analysis; and

a space for recording any post-test actions.

Note: Ideally, test procedures should be modular where possible, in order to permit a failed test activity to be repeated without repeating other parts of the test.

In conjunction with each test step, the test procedure shall define what measurements, readings, or observations are required for a correct response. As part of the test assessment data, PASS/FAIL criteria or the expected qualitative or quantitative result shall also be defined. Where a quantitative result is declared, this shall include the allowable tolerance. Where a qualitative result is declared, this shall include a description of the expected results of the test.