MSR cHecklisT

1. Identification: MSR-CHECKLIST-TARR-V5.3
2. TITLE: task analysis requirements REVIEW Checklist
3. DESCRIPTION and intended use

The objectives of the Task Analysis Requirements Review (TARR) are to:

demonstrate that all tasks necessary to ensure that the Mission System and Support System Components can be operated and supported have been captured and defined;

demonstrate that Support Resources, procedures, and the Personnel Competencies for each applicable task are sufficiently defined to enable the production of associated publications and Training Materials; and

allow for the review of the completed Task Analysis Report (TAR) for each of the Support System Constituent Capabilities (SSCCs) required by the Statement of Work (SOW).

The TARR provides the Commonwealth and Contractor with the opportunity to review the output of the task-analysis process before proceeding with the relatively expensive processes of technical publication development and Training Materials development, including the production of Interactive Electronic Technical Publications (IETPs) and Computer Based Training (CBT). The TARR reviews task information, which is often a combination of results from newly conducted analyses and data collected from previous analyses (for off-the-shelf systems/components).

The TARR enables the Commonwealth and Contractor to confirm that the documented tasks address:

all applicable Failure modes and Preventive Maintenance requirements; and

all operator and non-maintenance support tasks with logistic requirements (including Training and documentation).

The TARR confirms that all aspects of the Commonwealth’s operating and support environments have been duly considered in the task analysis process, including the correct application of Personnel skill categories, terminology, operational and support concepts, and the use of local resources. The TARR may also be used to confirm Australian Industry Capability (AIC) obligations based on the allocation of maintenance, engineering and other support tasks.

The tasks in the TAR should be reviewed progressively over an extended period leading up to the TARR. The TARR should be conducted as the culmination of the review process. The TAR may be reviewed as a stand-alone report or as a report referring to detailed task information in a Logistic Support Analysis Record (LSAR). The TARR should not review every task or LSAR task record, but if the SOW requires a LSAR, then access to the LSAR during the TARR is required.

Multiple TARRs may be held (eg, one for each of the SSCCs required by the SOW), as set out in either the Approved System Review Plan (SRP) or the Approved Integrated Support Plan (ISP).

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

1. INTER-RELATIONSHIPS

The TARR shall be conducted in accordance with the Approved SRP, and shall be consistent with the Approved ISP.

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

TAR;

System Specification (SS);

Support System Specification (SSSPEC);

Support System Description (SSDESC);

Failure Mode, Effects and Criticality Analysis Report (FMECAR), which provides input information for the task analysis process;

Reliability Centred Maintenance Analysis Report (RCMAR), which provides input information (ie, Preventive Maintenance requirements) for the task analysis process;

Level of Repair Analysis Report (LORAR), which provides input information for the task analysis process;

Performance Needs Analysis Report (PNAR), which analyses the learning/Training requirements for identified tasks; and

Personnel Resource Requirements List (PRRL), which is derived from TAR Personnel information.

All ILS data items related to Support Resources, support plans, provisioning lists, and the PNAR are related to the TAR and depend on a successful outcome of the TARR.

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 data items required to be delivered before, and linked to, the TARR have been delivered and the Commonwealth Representative considers the data items to be suitable for the purposes of conducting TARR. | 1. Mandatory |
|  | 1. Data deliveries associated with data items, including LORA models and LSAR data, have been reviewed by the Commonwealth, and all comments have been addressed to the satisfaction of the Commonwealth Representative. | 1. Highly Desirable |
|  | 1. Action items from any previous System Reviews affecting TARR have been successfully addressed or action plans agreed with the Commonwealth Representative. | 1. Mandatory |

1. Review Checklist

| Item | Checklist Item | Status |
| --- | --- | --- |
| 1. 1. | 1. Were all entry criteria satisfied before starting TARR? | 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. Are all operator tasks consistent with, and likely to achieve[[1]](#footnote-1), the Mission System’s operational requirements described in the Mission System Functional Baseline (FBL) and the Operational Concept Document (OCD) (eg, in terms of available operator skills and Operating Support Resources)? | 1. Mandatory |
|  | 1. Have Preventive Maintenance and Corrective Maintenance tasks been identified for both the Mission System and the Support System Components at each level of Maintenance, as required under the Contract? | 1. Mandatory |
|  | 1. Are all Maintenance tasks for the Mission System consistent with, and likely to achieve, the Support System FBL? | 1. Mandatory |
|  | 1. Are tasks for the Maintenance of Support System Components consistent with, and likely to provide, the Maintenance needed to sustain the Support System and to satisfy the Support System FBL? (Consider all relevant Support and Test Equipment (S&TE), Training Equipment, and transportation and handling equipment; Facilities, plant and machinery; and specialist tools.) | 1. Mandatory |
|  | 1. Are all operational level Maintenance tasks, to be conducted in a **deployed** situation, consistent with, and likely to achieve, the operational Maintenance requirements needed to support the Mission System in accordance with the Support System FBL (eg, in terms of available Maintenance Personnel and other Support Resources)? | 1. Highly Desirable |
|  | 1. Are all operational level Maintenance tasks, to be conducted in a **contingency** situation, consistent with, and likely to achieve, the operational Maintenance requirements needed to support the Mission System in accordance with the Support System FBL (eg, in terms of available Maintenance Personnel and other Support Resources)? | 1. Highly Desirable |
|  | 1. Are all operational level Maintenance tasks, to be conducted in non-deployed / non-contingency situations, consistent with, and likely to achieve, the operational Maintenance requirements needed to support the Mission System in accordance with the Support System FBL (eg, in terms of available Maintenance Personnel and other Support Resources)? | 1. Highly Desirable |
|  | 1. Are the Maintenance task allocations, as a result of the LORA process, consistent with the Maintenance concept documented in the OCD? | 1. Highly Desirable |
|  | 1. Are all Maintenance tasks, at levels other than the operational level, consistent with, and likely to achieve, the Maintenance requirements needed to support the Mission System in accordance with the Support System FBL (eg, in terms of available Maintenance Personnel and other Support Resources)? | 1. Highly Desirable |
|  | 1. Are the identified Engineering Support tasks likely to provide the engineering support required for the Mission System and the Support System Components to enable the Support System FBL to be satisfied? | 1. Mandatory |
|  | 1. Have Supply Support tasks been identified at each level of maintenance and at each Supply Support location between each level of Maintenance? | 1. Mandatory |
|  | 1. Are the identified Supply Support tasks likely to provide an effective Supply Support capability for both the Mission System and the Support System Components to enable the Support System FBL to be satisfied? | 1. Mandatory |
|  | 1. Are the identified Training Support tasks likely to provide an effective Training Support capability for both the Mission System and the Support System to enable the Support System FBL to be satisfied? | 1. Mandatory |
|  | 1. Are the Maintenance and other support task allocations consistent with achieving Australian Industry Capability (AIC) Requirements? | 1. Mandatory |
|  | 1. Have all new and/or critical Support Resources been documented and detailed in the risk register and/or management plans as appropriate? | 1. Highly Desirable |
|  | 1. If applicable, do the projected requirements for Personnel numbers and skills, arising out of the task analyses, comply with specified Personnel constraints? | 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, for minor problems and risks, corrective action plans have been recorded and agreed by the Commonwealth Representative. | 1. Mandatory |
|  | 1. All risks identified during the course of TARR have been documented and analysed. | 1. Mandatory |
|  | 1. The risks associated with continuing the development of the Support System based on the task analyses 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 |

1. Actual achievement will be a subject of the Verification and Validation Program. The intention during the TARR is to ensure consistency with Commonwealth requirements and to avoid costly rework and any associated schedule delays. [↑](#footnote-ref-1)