MSR CHECKLIST

1. Identification: -
2. TITLE: DEFENCE-required AUSTRALIAN IndustrIAL Capability Readiness REVIEW Checklist
3. DESCRIPTION and intended use

The Defence-Required Australian Industrial Capability (DRAIC) Readiness Review (DRAICRR) forms an integral part of the assurance activities for a DRAIC, prior to Acceptance of the DRAIC. The objectives of the DRAICRR are to:

demonstrate that the DRAIC meets the required criteria to enable Acceptance of the DRAIC to be achieved, including that the DRAIC or specific DRAIC Elements meet the applicable requirements of the Contract;

confirm that the required DRAIC Elements are in place and that the DRAIC can be operated and perform its required functions, including in relation to (as applicable) designing, developing, integrating, conducting Verification and Validation (V&V) on, and supporting, the Mission System and/or the Support System; and

confirm that support arrangement for sustaining the DRAIC are in place, such that it is, and will be, operational when required and for the duration required.

The DRAICRR applies whenever a DRAIC (or set of DRAICs) is offered for Acceptance, which may include:

a DRAIC undergoing Acceptance for the first time; or

for a DRAIC that is developed or implemented in increments, undergoing a subsequent Acceptance for the new Industrial Capabilities that have been implemented.

For the purposes of this MSR Checklist, the term ‘**Relevant DRAIC**’ means the DRAIC or set of DRAICs for which the DRAICRR is being conducted.

This MSR Checklist sets out the Commonwealth’s requirements and minimum expectations for the conduct of a DRAICRR.

1. INTER-RELATIONSHIPS

The DRAICRR shall be conducted in accordance with the System Review Plan (SRP), and shall include the relevant requirements of the following plans and data items, where these data items are required under the Contract:

DRAIC Plan (DRAICP);

AIC Plan and other AIC-related plans (eg, Supply Chain Management Plan) to the extent applicable to the DRAIC;

Project Management Plan (PMP);

Systems Engineering Management Plan (SEMP);

Integrated Support Plan (ISP);

Contract Master Schedule (CMS);

Health and Safety Management Plan (HSMP);

Environmental Management Plan (ENVMP);

Hazard Log (HL);

Safety Data Sheets (SDSs) (for any Hazardous Substances in the DRAIC);

Quality Management Plan (QMP) (in relation to the quality systems and processes associated with operating and supporting the DRAIC);

Configuration Management Plan (CMP) (in relation to Configuration Management systems and processes for implementing and supporting the DRAIC);

Verification and Validation Plan (V&VP) (in relation to V&V activities for any DRAICs that will form part of the Support System (ie, as part of Support System Acceptance V&V (AV&V)) and/or where the SOW specifies that particular DRAIC Elements or the DRAIC itself are required to undergo AV&V);

Support System Technical Data List (SSTDL);

ANZ Subcontractor Technical Data List (ASTDL) in relation to the Technical Data required for implementing, operating and supporting a DRAIC; and

any data items required for operating and supporting the DRAIC, as listed in the Approved ASTDL (eg, maintenance plans, maintenance management plan, and inventory management plan).

1. Review Entry Criteria

| Item | Entry Criteria |
| --- | --- |
| 1. 1. | 1. All data items required to be delivered before, and linked to, the DRAICRR, including those identified in the CDRL and in other data items (eg, SSTDL and ASTDL), have been delivered and the Commonwealth Representative considers the data items to be suitable for the purposes of conducting the DRAICRR. |
|  | 1. The assurance scenarios for confirming the suitability of the Relevant DRAIC have been agreed by the Commonwealth Representative, including scenarios in relation to the use and support of the Relevant DRAIC, to ensure that the required functionality is achieved, and integrating (as applicable) with other elements of the design, development, production, V&V and delivery systems for the Materiel System. 2. The assurance scenarios include traceability to:    1. the scenarios identified in the Approved DRAICP;    2. any functional and performance requirements in Attachment F and any requirements for the DRAIC derived from the requirements in Attachment F;    3. any operating and support concepts in Attachment F; and    4. other applicable requirements sources (eg, legislation, the Support System Specification (SSSPEC) and, where applicable, the Contract (Support)). |
|  | 1. Any precursor transfer of technology activities to establish the Relevant DRAIC within Australian Industry have been undertaken, including in relation to transfer of technology, Technical Data and Intellectual Property, and knowhow and know-why (eg, through training, secondment or other means). 2. For clarity, this criterion only applies to transfer of technology activities set out in an Approved DRAICP. |
|  | 1. If applicable, any equipment associated with the Relevant DRAIC that requires installation has been installed and functionally checked, as appropriate, except as otherwise agreed by the Commonwealth Representative. |
|  | 1. The supportability analysis for the DRAIC Elements has been conducted and all of the Support Resources and Training associated with the Relevant DRAIC, which are capable of being identified at the time of the DRAICRR, have been identified, except as otherwise agreed by the Commonwealth Representative. |
|  | 1. The ICT applicable to the Relevant DRAIC has been Verified as satisfying the relevant requirements in the Technical Data that sets out the ICT needs at the DRAIC. |
|  | 1. The applicable governing plans for the work to be undertaken in the Relevant DRAIC (eg, the HSMP, ENVMP, QP, CMP and maintenance plans, as applicable) are up-to-date, Approved, and appropriately address the operating and support functions to be conducted for the Relevant DRAIC, except to the extent otherwise agreed by the Commonwealth Representative for sustainment DRAICs. |
|  | 1. All required Authorisations to operate and support the Relevant DRAIC have been obtained, except to the extent otherwise agreed by the Commonwealth Representative for sustainment DRAICs. |
|  | 1. Action items from any previous System Reviews, affecting the readiness of the Relevant DRAIC to perform its identified functions, have been successfully addressed or action plans agreed with the Commonwealth Representative. |

1. Review Checklist

| Item | Checklist Item |
| --- | --- |
|  | 1. Were all entry criteria satisfied before starting the DRAICRR? |
|  | 1. Have Approved and pending CCPs, which could have an effect on the Relevant DRAIC, been assessed? |
|  | 1. Have all Commonwealth Representative review comments against data items applicable to the DRAICRR been adequately addressed? |
|  | 1. Are operational-level plans for the Relevant DRAIC in place, current and authorised? For clarity, operational-level plans are used to operate the Relevant DRAIC under and within the scope of the governing plans identified in the entry criteria (eg, workshop plans). |
|  | 1. Have the work process flows to be conducted in the Relevant DRAIC been defined? For clarity, this includes operating and support processes within the Relevant DRAIC and, as applicable, functions in relation to designing, developing, integrating, conducting V&V on, and supporting the Materiel System. 2. Do these process flows define external interfaces associated with the Relevant DRAIC (which, for clarity, includes the identification of both sides of the interface including in other DRAICs) in relation to:    1. the flow of materials (eg, raw materials, component parts) into the Relevant DRAIC;    2. data flows and data exchanges; and    3. the flow of materials, including completed products, out of the Relevant DRAIC. 3. Are there current and authorised procedures that align to these process flows? 4. Is the requisite data for these process flows defined, and is appropriate access to this data available at the associated work areas? Is the data current and authorised? 5. Are the materials associated with these process flows identified and physically located where needed to provide the requisite operational functionality for the Relevant DRAIC? 6. Do processes and procedures address any special handling and related requirements (eg, in relation to Government Furnished Material (GFM), shelf life, security, storage environment, WHS, Problematic Substances, Problematic Sources, and environmental protection)? |
|  | 1. Do the physical locations and the layout of the Relevant DRAIC facilities, equipment, storage, ICT and work areas enable effective and efficient work practices when the DRAIC is operated and supported in accordance with authorised procedures? |
|  | 1. Do the physical locations and the layout of the Relevant DRAIC facilities, equipment, storage, ICT, and work areas enable the DRAIC to achieve capacity and throughput requirements, including if parallel activities are undertaken, such as when multiple Mission Systems are being built, tested, integrated, and/or supported? 2. If there are parallel activities applicable to the Relevant DRAIC, but these cannot be physically demonstrated, are the modelling and other assumptions, requirements and constraints underpinning the capacity / throughput analyses appropriate for the nature of the work to be performed? |
|  | 1. Have all items of equipment required to operate the Relevant DRAIC been identified, delivered and physically located where needed to provide the requisite operational functionality for the Relevant DRAIC? For equipment requiring installation, has each item of equipment been functionally tested to confirm installed performance? |
|  | 1. Have all items of equipment required to support the Relevant DRAIC, which are capable of being identified, been identified, delivered and physically located where needed to provide the requisite support functionality for the Relevant DRAIC? For equipment requiring installation, has each item of equipment been functionally tested to confirm installed performance? 2. For clarity, this includes all Support and Test Equipment (S&TE) and equipment for materials handling. |
|  | 1. Is the equipment required to operate and support the Relevant DRAIC serviceable and, for equipment requiring calibration, does the equipment have current calibration certification? |
|  | 1. For each item of bespoke equipment, has a Design Certificate been signed by the applicable Contractor or Subcontractor authority, and has each Design Certificate either been witnessed by, or (if required) delivered to, the Commonwealth Representative? |
|  | 1. Are all items of equipment that form part of the DRAIC identified in the information management systems / Configuration Management systems applicable to the DRAIC? |
|  | 1. Is all of the Technical Data required to operate the Relevant DRAIC equipment resident in the information management systems applicable to the DRAIC? |
|  | 1. Is all of the Technical Data required to support the Relevant DRAIC equipment resident in the information management systems applicable to the DRAIC? 2. For clarity, this includes data in relation to Maintenance (including calibration), Spares, inventory management (including Packaging, handling, storage and transportation), supply chain and Configuration Management. |
|  | 1. Have performance-management systems and processes for the Relevant DRAIC been defined and implemented? |
|  | 1. Are the plans, procedures and Technical Data to be used by a predominantly Australian Industry workforce provided to Simplified Technical English (STE) standards (ie, using a dictionary derived from ASD-STE100), or otherwise suitable for a workforce with the typical skills and experience to be found in Australian Industry for undertaking the type of work in the Relevant DRAIC? |
|  | 1. Does the ICT that forms part of the DRAIC implement all of the functionality required for the operation and support of the Relevant DRAIC, including to the extent applicable for the Relevant DRAIC:    1. project management (eg, for scheduling or resource allocation);    2. quality management;    3. enterprise resource management;    4. materiel requirements planning;    5. manufacture resource planning;    6. production engineering;    7. Technical Data management;    8. Configuration Management;    9. Maintenance management;    10. software support;    11. inventory management;    12. supply chain management;    13. requirements management;    14. integration and test management;    15. V&V management;    16. Work Health and Safety (WHS); and    17. environmental protection? |
|  | 1. Are any items of GFM required to provide the requisite operational and/or support functionality for the Relevant DRAIC in place and serviceable? |
|  | 1. Are the necessary personnel in place in sufficient numbers and with the correct skills mix to operate the Relevant DRAIC, as identified in the Approved DRAICP? 2. Are the necessary personnel in place in sufficient numbers and with the correct skills mix to support the Relevant DRAIC, as identified in the Approved DRAICP? 3. Are the management and organisational structures (including supervisory roles) commensurate with the nature and complexity of the tasks, the hazard analyses for the Relevant DRAIC, and the associated WHS and environmental risks? 4. Where there are shortfalls in personnel numbers and/or skills, are there plans in place to rectify these shortfalls so that the Relevant DRAIC will achieve full operational capability when required, as set out in the Approved CMS or Approved DRAICP (as applicable)? |
|  | 1. Are there Training programs in place so that:    1. personnel who are required to undertake work in the Relevant DRAIC can maintain currency; and    2. to enable Training to be provided to replacement personnel when required? 2. (Note that this will include training records and evidence of certification as necessary.) |
|  | 1. Is the hazard log for the Relevant DRAIC, including identified Problematic Substances and Problematic Sources, up-to-date and consistent with the systems, equipment, plans, processes and procedures associated with the Relevant DRAIC? 2. Have all hazards arising out of the Approved Hazard Log, which are applicable to the Relevant DRAIC, been addressed? 3. For all substances, which are either hazardous to personnel or the environment (or both), are the applicable Safety Data Sheets (SDSs) in place and readily available to the workforce in the Relevant DRAIC (eg, through the WHS Management System)? 4. Has Training been provided to ensure a safe workplace for the Relevant DRAIC? Has the workforce demonstrated an understanding of the safety considerations at the workplace? |
|  | 1. Are the required Subcontracts in place to provide the resources (eg, labour, materials, component parts and specialist services) required to meet the schedules applicable to operating the Relevant DRAIC and undertaking, as applicable, the design, development, integration, V&V, and support of the Materiel System? 2. Where these arrangements have not been fully implemented, are there plans in place to implement these arrangements at a suitable future time so that the Relevant DRAIC will achieve full operational capability when required, as set out in the Approved CMS or Approved DRAICP (as applicable)? |
|  | 1. Are the required Subcontracts in place to provide the resources (eg, labour, spares, consumables and specialist services, including in relation to disposal) required to support the Relevant DRAIC? 2. Where these arrangements have not been fully implemented, are there plans in place to implement these arrangements at a suitable future time so that the Relevant DRAIC will achieve full operational capability when required, as set out in the Approved CMS or Approved DRAICP (as applicable)? |
|  | 1. Have the Sovereignty requirements linked to the Relevant DRAIC been achieved? For clarity, these Sovereignty requirements are those defined through the Approved AIC Plan(s) (ie, including Subcontractor AIC Plans), the Approved DRAICP, and related data items, as they apply to the Relevant DRAIC. |
|  | 1. Are disposal plans and waste / scrap management, reclamation and recycling plans applicable to the Relevant DRAIC in place and authorised? |
|  | 1. Have the assurance scenarios agreed through the applicable entry criterion provided the integrated view of operations for the Relevant DRAIC to confirm suitability in relation to operating and supporting the Relevant DRAIC and, as applicable, designing, developing, integrating, conducting V&V on, and supporting, the Mission System and/or the Support System? |
|  | 1. Has a WHS audit been conducted of the Relevant DRAIC? Are safety plans, equipment and personnel training in place? |
|  | 1. Have all risks for the Relevant DRAIC identified prior to the DRAICRR been reported against? |
|  | 1. Are Contract plans and schedules consistent with the Contract activities post‑DRAICRR, including the activities to address any minor omissions and defects in the Relevant DRAIC? |

1. Review Exit Criteria

|  |  |
| --- | --- |
| Item | Exit Criteria |
|  | 1. All checklist items have been addressed to the satisfaction of the Contractor and the Commonwealth Representative. |
|  | 1. To the extent applicable, the Technical Data and Software Rights Schedule is up-to-date and consistent with the systems, equipment and processes included in the Relevant DRAIC, except to the extent otherwise agreed by the Commonwealth Representative. |
|  | 1. The ASTDL is up-to-date and consistent with the systems, equipment and processes included in the Relevant DRAIC, except to the extent otherwise agreed by the Commonwealth Representative. |
|  | 1. All major problem and risk areas with the Relevant DRAIC have been identified and resolved and, for minor problems and risks, corrective action plans have been recorded and agreed by the Commonwealth Representative. |
|  | 1. All risks identified during the course of DRAICRR have been documented and analysed. |
|  | 1. The risks with proceeding to the next phase (ie, using the Relevant DRAIC to perform its specified functions in relation to the Materiel System) are acceptable to the Commonwealth Representative. |
|  | 1. All major action items have been closed. |
|  | 1. All minor action items have been documented and assigned with agreed closure dates. |
|  | 1. Review Minutes have been prepared, Approved, and distributed in accordance with the Contract. |