MSR cHecklisT

1. Identification: MSR-CHECKLIST-TXRR-
2. TITLE: Transition Requirements Review Checklist
3. DESCRIPTION and intended use

Note: In this MSR Checklist, a reference to the Contract (Acquisition) is a reference to the Contract, a reference to the Contractor (Acquisition) is a reference to the Contractor, and a reference to the Subcontractors (Acquisition) is a reference to the Subcontractors.

Note: Defined terms not within the Contract (Acquisition) Glossary will appear in the Contract (Support) Glossary, and have a relationship to the Contract (Acquisition) even if the contracts are not formally linked. For example, applicable ‘Products’ are included in the Supplies and ‘Services’ are deliverable services provided by the Contractor (Support) to those Products.

The objectives of the Transition Requirements Review (TXRR) are to:

demonstrate that the requirements for the transfer of materiel Supplies and processes from the Contractor (Acquisition) to the Contractor (Support) and to Commonwealth support organisations have been identified and clearly defined;

demonstrate that the various Commonwealth and contractor organisations involved in Transition have been identified and their responsibilities are defined and agreed;

evaluate the suitability of the Contractor Transition Plan (CTXP) for managing Transition activities, particularly in regard to, but not limited to, coordination with the Contractor (Support) and Commonwealth organisations;

evaluate the suitability of the Contract (Support) Phase In Plan (PHIP) and Ramp Up Management Plan (RUMP) to manage and coordinate Phase In and Ramp Up activities consistent with the Transition activities defined in the CTXP;

evaluate the suitability of specified Contract (Support) management plans for the purpose of managing the Services needed to support the Materiel System;

obtain the acknowledgement and agreement of all parties attending the TXRR of their responsibilities for Transition;

evaluate the suitability of the Support Resources, to be transitioned, in enabling the Contract (Support) to achieve the applicable requirements of the Support System Functional Base Line (SSFBL); and

demonstrate that any sustainment-related Industrial Capabilities established (in whole or in part) in Australian Entities under the Contract (Acquisition) will be appropriately transitioned to enable the Contract (Support) to achieve the applicable requirements of the SSFBL, including in relation to Defence-Required Australian Industrial Capabilities (DRAICs) and other applicable Australian Industrial Activities (AIAs) identified in Attachment F.

As required by the Contract (Acquisition) SOW and the Contract (Support) SOW, the TXRR is attended by representatives from organisations with significant involvement in the Transition and in-service support of the Materiel System including, as applicable, the Commonwealth acquisition and support organisations, Contractor (Acquisition), Approved Subcontractors (Acquisition), the Contractor (Support) and Approved Subcontractors (Support).

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

Note: Transition activities transfer responsibilities, Support Resources, and often skills, from the Contractor (Acquisition) to in-service organisations, including the Contractor (Support). The Contractor (Acquisition) and Contractor (Support) may be related entities, separate entities working under a formal agreement, or Associated Parties. The type of relationship between contractors will likely influence the level of visibility of each others’ contract and data items, but in all cases the Commonwealth, Contractor (Acquisition), Contractor (Support) and applicable Subcontractors will need to co-operate in order to implement the Support System, as defined by the Support System Description (SSDESC) delivered under the Contract (Acquisition). Accordingly, where contractors are Associated Parties, the accountability of one or the other for individual checklist items may vary, but all parties remain responsible for sharing information and collaborating, consistent with the Transition, Phase In, Ramp Up and Co-ordination and Co-operation clauses applicable to each contract.

1. INTER-RELATIONSHIPS

The TXRR shall be conducted in accordance with the Approved System Review Plan (SRP) and shall be consistent with the following plans, if these plans are required under the Contract (Acquisition):

Contractor Transition Plan (CTXP);

Project Management Plan (PMP);

Integrated Support Plan (ISP);

Australian Industry Capability (AIC) Plan and other AIC-related plans (eg, DRAIC Plan (DRAICP));

Verification and Validation Plan (V&VP); and

subordinate plans to the above that are applicable to Transition activities, the implementation of Support Resources, and/or initial Training.

The TXRR inter-relates with the following data items, if these data items are required under the Contract (Acquisition):

Support System Description (SSDESC);

Site Installation Plan (SIP);

Recommended Spares Provisioning List (RSPL);

Support and Test Equipment (S&TE) Provisioning List (S&TEPL);

Packaging Provisioning List (PACKPL);

Training Equipment List (TEL);

Training Materials List (TML);

Learning Management Package (LMP);

Support System Technical Data List (SSTDL);

Australia and New Zealand Technical Data List (ASTDL);

Logistic Support Analysis Record (LSAR);

Software Support Plan (SWSP); and

Disposal Plan (DISP).

Note: The PHIP and RUMP include the Contractor (Support)’s plans for receiving Supplies from the Contractor (Acquisition) and GFM from the Commonwealth; both plans are to address issues considered at the TXRR. The Contract (Support) Services management plans describe how the Contractor (Support) will manage their part of the Support System; hence, these are relevant to defining the end-state of the Transition process and are reviewed accordingly.

The TXRR considers the relevant requirements of the following plans if these plans are required by the Contract (Support) CDRL for delivery prior to the TXRR:

Phase In Plan (PHIP);

Ramp Up Management Plan (RUMP);

Support Services Management Plan (SSMP);

Operating Support Plan (OSP);

Contractor Engineering Management Plan (CEMP);

Maintenance Management Plan (MMP);

Supply Support Plan (SSP); and

Training Support Plan (TSP).

The following Contract (Support) Attachments and Annexes, which may be incomplete at the Effective Date, are applicable to the TXRR if these documents are required by the Contract (Support) CDRL for delivery prior to the TXRR:

Attachment E, ‘Government Furnished Material’;

SOW Annex A, ‘List of Products Being Supported’;

SOW Annex D, ‘List of Referenced Manuals’; and

any other Attachment or Annex update required to be delivered prior to the TXRR.

Note: The Status column in the following tables indicates when the associated checklist items can be tailored by the Contractor (Acquisition) 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 (Acquisition), the Contract (Support) and the internal processes of the Contractor (Acquisition) and Contractor (Support); and
3. Optional items may be tailored, based upon the specifics of the Contract (Acquisition), the Contract (Support) and the internal processes of the Contractor (Acquisition) and Contractor (Support).

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. All Contract (Acquisition) data items required by the CDRL to be delivered before, and linked to, the TXRR have been delivered and the Commonwealth Representative considers them to be suitable for the purposes of conducting the TXRR. | 1. Mandatory |
|  | 1. All Contract (Support) data items required by the CDRL to be delivered before, and linked to, the TXRR have been delivered and the Commonwealth Representative considers them to be suitable for the purposes of conducting the TXRR. | 1. Mandatory |
|  | 1. Action items from any previous System Reviews affecting the TXRR have been successfully addressed or action plans have been agreed with the Commonwealth Representative. | 1. Mandatory |

1. Review Checklist

| Item | Checklist Item | Status |
| --- | --- | --- |
|  | 1. Were all entry criteria satisfied before starting the TXRR? | 1. Mandatory |
|  | 1. Has the impact of Approved and pending CCPs for the Contract (Acquisition) and/or Contract (Support) been assessed? | 1. Highly Desirable |
|  | 1. Have all Commonwealth Representative review comments against the relevant Contract (Acquisition) data items been adequately addressed? | 1. Mandatory |
|  | 1. Have all Commonwealth Representative review comments against the relevant Contract (Support) data items been adequately addressed? | 1. Highly Desirable |
|  | 1. Have the required Supplies (including Technical Data and associated Intellectual Property (IP) rights), to be transferred from the Contractor (Acquisition) to the Commonwealth and from the Contractor (Acquisition) to the Contractor (Support), been adequately identified? | 1. Mandatory |
|  | 1. Have the required Products (including Supplies, Technical Data and associated IP rights), to be transferred from the Commonwealth to the Contractor (Support) in order to establish support Services, been adequately identified? | 1. Highly Desirable |
|  | 1. Have requirements for the transfer of skills (including in relation to both knowhow and know-why) from the Contractor (Acquisition) and Subcontractors (Acquisition), to the Contractor (Support) and Subcontractors (Support), been identified? 2. Have associated Training activities been identified and planned? | 1. Highly Desirable |
|  | * 1. In respect of proposed updates to Contract (Support) SOW Annex A (‘Annex A’) and Annex D (‘Annex D’) delivered prior to the TXRR, are all of the applicable Products identified in the relevant sections, specifically:   2. Are the Mission System(s) (and excluded items) and Repairable Items of the Mission System and Support System (including S&TE and Training Equipment), identified in Annex A, consistent with the Approved SSDESC and provisioning lists (eg, RSPL, S&TEPL, TEL and PACKPL)?   3. Are the required non-Repairable Items, identified in Annex A, consistent with the applicable provisioning lists?   4. Is all of the required Technical Data identified in Annex A and Annex D, and are those Annexes consistent with the Approved Contract (Acquisition) SSTDL and Contract (Support) TDL?   5. Are all Software items identified in Annex A consistent with the draft or Approved SWSP (as applicable at the time that the TXRR is held)?   6. Have identifiers for allocating Services (ie, within table columns) been assigned to the Products in a manner that is consistent with Contractor (Support) responsibilities, as defined in the SSDESC and Contract (Support) SOW? | 1. Mandatory |
|  | * 1. In respect of the proposed update to Annex A, delivered prior to the TXRR, do the:   2. Contractor (Support),   3. Contractor (Acquisition), and   4. Commonwealth Representative,   5. agree that the Products that are Support Resources will reasonably allow the Contractor (Support) to:   6. satisfy the SSFBL for the Services to be provided under the Contract (Support); and   7. achieve the required performance level(s) specified for Key Performance Indicators within the Contract (Support)? | 1. Mandatory |
|  | 1. Have all of the organisations involved in Transition, including the Commonwealth, Contractor (Acquisition), Contractor (Support), Subcontractors (Acquisition) and Subcontractors (Support) organisations been identified and their responsibilities agreed? | 1. Mandatory |
|  | 1. In respect of Government Furnished Material (GFM) for the Contract (Support), if a proposed update to the Contract (Support) Attachment E was delivered prior to the TXRR: 2. Have all materiel items to be delivered by the Contractor (Acquisition) to the Contractor (Support), and designated as GFM, been included in the proposed update? 3. Have all materiel items to be provided by the Commonwealth to the Contractor (Support), as GFM but not sourced from the Contract (Acquisition), been included in the proposed update? 4. If updates to Attachment E to the Contract (Support) were proposed for Government Furnished Facilities (GFF) and/or Government Furnished Services (GFS), have these been sufficiently defined to facilitate Transition, Phase In and Ramp Up, as applicable? | 1. Highly Desirable |
|  | 1. In respect of the Supplies, have the in-service processes and responsibilities for warranty repair or replacement by the Contractor (Acquisition) been defined by the Contractor (Acquisition) and the Contractor (Support), and are these arrangements acceptable to the Commonwealth Representative? | 1. Highly Desirable |
|  | 1. Is the Technical Data identified in the SSTDL and the ASTDL (and associated IP rights) for delivery to each entity that is, or will become, the Contractor (Support) or a Subcontractor (Support), sufficient to enable the required Services to be provided? | 1. Highly Desirable |
|  | 1. Are the Support Resources, Training, IP rights, and other Supplies to be provided by the Contractor (Acquisition), sufficient to enable the AIC Obligations of the Contract (Acquisition) to be completed? 2. Are the Support Resources, Training, IP rights, and other Products and Services to be established or provided by the Contractor (Support), sufficient to enable the AIC obligations of the Contract (Support) to be achieved? | 1. Mandatory |
|  | 1. Have the sustainment-related DRAICs and other applicable AIAs (including any that have a dual acquisition and sustainment function) been programmed for incorporation into the support environment for the Supplies under the Contract (Support) (eg, through the applicable Contract (Support) plans)? 2. For any sustainment-related DRAICs and other applicable AIAs that were only partially implemented under the Contract (Acquisition), have the necessary activities to fully implement these Industrial Capabilities been programmed into the planning for the Phase In and Ramp Up of the Contract (Support)? 3. Are the programming requirements for the sustainment-related DRAICs and other applicable AIAs appropriate (in terms of timing) and sufficient (in terms of scope) to ensure that these Industrial Capabilities will be available, when required, under the Contract (Support)? 4. Have any risks or Issues with incorporating the sustainment-related DRAICs and other applicable AIAs into the support environment under the Contract (Support) been identified and, if so, have risk-mitigation activities been identified and actioned? | 1. Mandatory |
|  | 1. If Contract (Support) management plans have been delivered prior to the TXRR, are these plans consistent with: 2. the SSFBL and the Approved SSDESC; and 3. Contractor (Acquisition) delivered plans for Support Services, including the SWSP and DISP, as applicable? 4. Applicable Contract (Support) plans include those under clause 4.3, as required by the Contract (Support) CDRL. | 1. Highly Desirable |
|  | 1. Have all of the Facilities, to be used by the Commonwealth and the Contractor (Support) for the provision of in-service support, been identified? 2. Are Facilities and site installation works being undertaken by the Commonwealth, Contractor (Acquisition) and/or Contractor (Support) progressing sufficiently to meet Transition and Phase In and Ramp Up schedules or are plans in place to address any anticipated delays? | 1. Mandatory |
|  | 1. Have the schedule and management requirements for the delivery of Supplies to the Commonwealth and Contractor (Support), as applicable, been defined by the CTXP? 2. Applicable management requirements include delivery locations, receipting, record keeping and processes for reporting progress. | 1. Mandatory |
|  | 1. Have Transition, Phase In and Ramp Up activities been defined and scheduled consistent with the Contract (Acquisition) V&V program, including any involvement by the Contractor (Support) and Approved Subcontractors (Support) in V&V activities? 2. Are the activities in the CTXP, PHIP and RUMP plans scheduled consistent with the Contract (Acquisition) and Contract (Support) Milestones, including inter-related and concurrent Milestones? | 1. Highly Desirable |
|  | 1. Are the CTXP and related Contract (Acquisition) plans consistent with the identified requirements and responsibilities for Transition? | 1. Mandatory |
|  | 1. Are the PHIP, RUMP and related Contract (Support) plans consistent with the identified requirements and responsibilities for Phase In and Ramp Up? | 1. Mandatory |
|  | 1. Are the CTXP, SIP, PHIP and RUMP harmonised? | 1. Mandatory |
|  | 1. Has the schedule for the transfer of responsibilities from the Contractor (Acquisition) to the Commonwealth and to the Contractor (Support), as applicable, been defined in the CTXP? 2. Applicable responsibilities may include those for Configuration Control, item management, Technical Data update, and so on. | 1. Mandatory |
|  | 1. Has the schedule for the receipt and implementation of Supplies / Products, GFM and for the transfer of responsibilities, been defined in Contract (Support) plans? | 1. Highly Desirable |
|  | 1. Have all identified Contract (Acquisition) Transition risks been reported against? | 1. Mandatory |
|  | 1. Have all identified Contract (Support) Phase In and Ramp Up risks been reported against? | 1. Mandatory |
|  | 1. Have future Transition Working Group (TXWG) activities been scheduled and agreed by the Commonwealth Representative, the Contractor (Acquisition) and the Contractor (Support)? | 1. Highly Desirable |

1. Review Exit Criteria

| Item | Exit Criteria | Status |
| --- | --- | --- |
|  | 1. All checklist items have been addressed to the satisfaction of the Contractor (Acquisition) and the Commonwealth Representative. | 1. Mandatory |
|  | 1. All major problem and risk areas for Transition have been identified and resolved and, for minor risks, corrective action plans have been recorded and agreed by the Commonwealth Representative. | 1. Mandatory |
|  | 1. All major problem and risk areas for Phase In and Ramp Up, including those related to Transition activities, have been identified and resolved and, for minor risks, corrective action plans have been recorded and agreed by the Commonwealth Representative. | 1. Mandatory |
|  | 1. All significant Support Resources, processes, Services and Industrial Capabilities (eg, DRAICs) required to be transitioned to the support environment have been identified and agreed by the Commonwealth Representative and Contractor (Acquisition). | 1. Mandatory |
|  | 1. All significant Support Resources, processes, Services and Industrial Capabilities required for Phase In and Ramp Up of the Contract (Support) have been identified, are consistent with Transition, and are agreed by the Commonwealth Representative and Contractor (Support). | 1. Mandatory |
|  | 1. All major responsibilities for the Transition activities have been allocated, and the Contractor (Acquisition), Subcontractors (Acquisition) and Commonwealth units each understand their applicable Transition responsibilities. | 1. Mandatory |
|  | 1. The Commonwealth Representative is satisfied that sufficient information has been provided by the Contractor (Acquisition) and the Contractor (Support) (or further will be provided in updated plans) to enable Commonwealth organisations to plan Commonwealth transition activities, for those activities that interface with or are dependent upon the activities of the contractors. | 1. Mandatory |
|  | 1. All major responsibilities for Phase In and Ramp Up activities have been allocated and the Contractor (Support), Subcontractors (Support) and Commonwealth units each understand their applicable Phase In and Ramp Up responsibilities. | 1. Mandatory |
|  | 1. Any discrepancies between the Contract (Acquisition) provisioning lists (eg, TEL, TML, S&TEPL, RSPL and PACKPL) and the proposed Commonwealth and Contractor (Support) stock-holdings, have been resolved, or plans are in place to resolve them, to the satisfaction of the Commonwealth Representative, Contractor (Acquisition) and Contractor (Support). | 1. Mandatory |
|  | 1. Contractor (Acquisition) plans and schedules for Transition are realistic and have been agreed by the Commonwealth Representative and Contractor (Acquisition). | 1. Mandatory |
|  | 1. Contractor (Support) plans and schedules for Phase In and Ramp Up are realistic, consistent with Transition, and have been agreed by the Commonwealth Representative and Contractor (Support). | 1. Mandatory |
|  | 1. The Contract (Support) management plans are consistent with the Approved SSDESC, the SSFBL, the sustainment-related AIC Obligations under the Contract (Acquisition), and the AIC obligations under the Contract (Support), or plans are in place to update those management plans to enable Approval prior to the Contract (Support) Operative Date. | 1. Mandatory |
|  | 1. The CTXP and the Contract (Support) PHIP and RUMP are Approved. | 1. Mandatory |
|  | 1. The Contractor (Acquisition) and the Contractor (Support) agree that implementation of Transition and the Phase In and Ramp Up of Services, in accordance with the Approved CTXP, Approved PHIP and Approved RUMP, will establish the Contract (Support) functions necessary to satisfy the applicable requirements of the SSFBL and the sustainment-related AIC obligations under both Contracts. 2. For this exit criterion, agreement will be deemed to have been provided when the Contractor (Acquisition) and the Contractor (Support) have both signed the minutes of the TXRR. | 1. Mandatory |
|  | 1. All major action items have been closed. | 1. Mandatory |
|  | 1. All minor action items have been documented and assigned with agreed closure dates. | 1. Mandatory |
|  | 1. All outcomes from TXRR have been addressed adequately in the Contract Master Schedule to the satisfaction of the Commonwealth Representative. | 1. Mandatory |
|  | 1. Review Minutes have been prepared, Approved, and distributed in accordance with the Contract (Acquisition). | 1. Mandatory |