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DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES			
1. TITLE – TITRE		2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION	
LIBRARY AND DOCUMENT CONTROL MANAGEMENT PLAN		DID 2.19.3.1	
3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET			
<p>The purpose of the North Warning System Library and Document Control Management Plan is to provide a detailed description of the Contractors approach to managing the extensive document, drawing and Publication libraries at the Central Management Office (CMO) and the satellite libraries across the North Warning System.</p>			
4. APPROVAL DATE DATE D'APPROBATION	5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)	6. GIDEP APPLICABLE D'ÉCHANGE DE DONNÉES PERTINENT	
July 2020	NWSO Technical Authority (TA)	N/A	
7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE			
<p>CDRL-2.19.3.1 and SOW paragraph 2.19.3.1 refer. This DID contains the format and content preparation instructions for the data generated under the work tasks described in the NWS O&M SOW.</p>			
8. ORIGINATOR - AUTEUR		9. APPLICABLE FORMS - FORMULES PERTINENTES	
NWSO TA		NIL	
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES			
<p>10.1 <u>Source Document</u> SOW Section 2, paragraph 2.19</p> <p>10.2 The Library and Document Control Management Plan shall be prepared and delivered in Contractor format.</p> <p>10.3 The Contractor shall prepare, implement, and administer the NWS Library and Document Control Management Plan. The plan shall document , at a minimum, the Contractor's approach to:</p> <ul style="list-style-type: none"> a. The establishment and administration of a physical central technical library and the existing physical satellite libraries; b. Library access; c. The establishment and administration of a library management system, incorporating Commercial Off The Shelf (COTS) library management software; d. The control and issuing of all library documentation, including drawings; e. The maintenance and administration of an existing digital photograph database; and f. The management of project files. <p>10.4 The Contractor shall establish and administer a main central technical library located in the Contractor's Contract Management Office (CMO). The central technical library shall be a repository for all NWS publications, drawings, vendor information, controlled goods and the Contractors quality management system documentation. The central technical library shall maintain document control and shall serve as the distribution authority for all NWS documentation.</p> <p>10.5 The Contractor shall afford North Warning System Office (NWSO) and NWSO sponsored personnel who have the</p>			

appropriate identification with same day access to the NWS central library and satellite libraries during normal working hours. The Contractor shall maintain procedures for emergency access outside normal office hours.

- 10.6 Library Management System, within 2 years of contract award, the Contractor shall incorporate all library holdings including all documents included on the current Microsoft Excel Library listing spreadsheet and all drawings into an electronic library management system. The library management system shall incorporate library management software which shall be COTS as proposed by the Contractor and accepted by the North Warning System office Technical authority (NWSO TA). The metadata for the library management software shall be proposed by the Contractor and accepted by the NWSO TA. Within this two year period, the Contractor shall, as part of this effort:
- a. Audit the holdings in the NWS central technical library, satellite libraries and all drawings to ensure accuracy and incorporate any amendments into the library management system;
 - b. Incorporate the storage and tracking of historical and active hard copy and soft copy project files; and
 - c. Ensure that the library management system is accessible to the NWSO TA from the NWSO.
- 10.7 The Contractor shall ensure that the NWS technical library is the repository and controlling agency for all NWS related publications, technical documents and drawings held by the Contractor. The Contractor shall:
- a. Maintain tables of allowance and distribution lists by location for all documentation;
 - b. Procure, issue and distribute publications, documents and revisions; and
 - c. Maintain amendment records.
- 10.8 The Contractor shall maintain procedures for the update and revision of all publications, technical documentation and drawings held in the NWS technical library. The Contractor shall verify documentation received by the NWS library for correct revision status prior to entry into the library management system and subsequent distribution.
- 10.9 The Contractor shall ensure that the assigned account/plate number is indicated on all publications requisitions.
- 10.10 The Contractor shall maintain NWS electronics drawing in accordance with Directorate of Supply Chain Operations (DSCO) requirements. The Contractor shall ensure that new or revised drawings are prepared and issued in the required DSCO format.
- 10.11 The Contractor shall maintain and administer the Government furnished digital photo database. The database shall be populated with new photographs on a period basis, gathered through the implementation of the work in this SOW. Photos shall be taken:
- a. Of new installations and installed equipment during implementation of facility condition inspections;
 - b. Of Mobile Support Equipment (MSE) during performance of Limited Technical Inspections (LTIs);
 - c. To augment incident reports required by this SOW; and
 - d. To document implementation of project work.
- 10.12 The Contractor shall adopt the current naming/labelling convention for new photos added to the database. The current naming/labelling convention is D-01-001-000/SF-001, DITCS Digital Data Format and Delivery Specification, as Metadata allows for easier searches.
- 10.13 The Contractor shall ensure that the digital photo database is available to the NWSO TA from the NWSO.