

		National Defence Défense Nationale	Back to the DID List
DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES			
1. TITLE – TITRE		2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION	
STANDARD OPERATING PROCEDURES		DID 5.6.3.1	
3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET			
<p>The purpose of Standard Operating Procedures (SOP) is to advise the NWSO TA of the procedures and methods that the Contractor will follow in order to report all significant site events, including equipment outages.</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
TBD	NWSO Technical Authority (TA)		
7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE			
<p>CDRL 5.6.3.1 and SOW paragraph 5.6.3.1 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			
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES			
<p>10.1 <u>Source Document</u> NWS SOW Section 5, paragraph 5.6.3.1.</p> <p>10.2 <u>Content and Format</u></p> <p>10.2.1 SOPs must be prepared and delivered in Contractor format.</p> <p>10.2.2 The Contractor must develop SOPs for the following events but not limited to indicating courses of actions to be followed:</p> <ul style="list-style-type: none"> a. aircraft accidents and emergencies; b. fire; c. search and rescue; d. epidemics; e. total power failures; f. natural disasters; g. environmental incidents; h. unauthorized access; i. site outages; j. LUC 72 Emergency Maintenance SOP; k. LUC 74 Corrective Maintenance SOP; l. LUC 73 Preventative Maintenance SOP; m. Aircraft incident Reporting n. LUC CA Test Equipment Repair o. LUC CA Test Equipment Calibration 			

- p. Maximo Work Code OPS SOP
- q. Cold Site Recovery Procedures;
- r. NWS Depot Repair Process;
- s. Environmental Incident Reporting;
- t. Halocarbon Equipment SOP;
- u. Health and Safety Incident Management;
- v. Health and Safety Incident Reporting;
- w. Emergency Evacuation Procedures;
- x. SRR Fire Action Sign
- y. LRR Fire Action Sign
- z. Fire Incident Reporting;
- aa. Fire Brigade;
- bb. Inventory Count SOP;
- cc. CSR and TPS SOP;
- dd. Internal Report Process for Annual Inspection for SRR Sites;
- ee. Bulk Fuel Inventory Management;
- ff. Bulk Fuel Inventory Management Database;
- gg. Significant Incident Reporting;
- hh. Management Review Procedures;
- ii. Internal Audit Procedures;
- jj. Corrective Action Procedures;
- kk. Process Mapping Guidelines;
- ll. NWS Cataloguing SOP;
- mm. Miscellaneous Consumables Blanket;
- nn. SBSS Repair;
- oo. LSS Repair;
- pp. IQ Approval Authorization-Purchasing;
- qq. NWS IQ Approval Authorization Purchasing;
- rr. NWS GFE GSM Approval Authorization-Repair and Disposal;
- ss. FFP Procurement;
- tt. Configuration Identification Procedures;
- uu. Configuration Change Control Procedure;
- vv. Configuration Status Accounting Procedure;
- ww. Configuration Verify and Audit Procedure;
- xx. Drawing Control Procedure;
- yy. Unsatisfactory Condition Report;
- zz. Engineering Change Request(ECR) Procedure;
- aaa. Document Delivery Procedure;
- bbb. Technical Services Naming Convention Procedure;
- ccc. Git Source Control SOP;
- ddd. Design Project Initiation Procedure;
- eee. External Access to Customer Deliverable SharePoint Site;
- fff. Engineering Design Process;
- ggg. Tag Out of JET A1 awaiting Certification;
- hhh. Photo Database User Guide;
- iii. Draining Accumulated Water from Storage Tanks; and
- jjj. Third Party Aircraft Refueling Using Fuel Dispenser.

10.2.3 SOPs must include a prioritized Contact List by event type, security considerations, immediate course of action and approvals, if required. The prioritized Contract List will be approved by the NWSO TA at Transition-In.