

		National Defence Défense Nationale	Back to the DID List
DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES			
1. TITLE – TITRE		2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION	
Project Quality Checklist		DID 18.12.1	
3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET			
The purpose of the Acceptance Review Plan and documentation is to specify and obtain acceptance of the Contractor's SDR Specification, including its core organization, management regimes, services, programs, processes, procedures, systems and other capabilities used to meet the requirements of the SOW.			
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)	N/A	
7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE			
Related CDRL 18.12.1 and SOW paragraphs 18.12.1, 18.12.2, 18.12.3 and 18.13.10 refer. This DID contains the format and content preparation instructions for preparation and submission of the Acceptance Review Plan and documentation as described in the NWS O&M SOW.			
8. ORIGINATOR - AUTEUR		9. APPLICABLE FORMS - FORMULES PERTINENTES	
NWSO TA		NIL	
10.1 The Contractor must submit an SDR Acceptance Review Plan, including milestones in accordance with the SOW. 10.1 The Contractor must submit a Risk Dashboard within two weeks after delivery of the Acceptance Review Plan, updated as circumstances change. 10.2 The Contractor must submit required information to support the Critical Acceptance Review milestone, prior to undertaking operations. 10.3 The Contractor must submit the SDR Specification for acceptance and provide the following information, delivered in phases in accordance with the requirements set out in the SOW as follows: <ul style="list-style-type: none"> a) for the Preliminary Acceptance Review: high-level descriptions of the SDR components and more detailed descriptions of selected SDR components for Acceptance-in-Principle; b) for the Critical Acceptance Review: detailed specifications for selected SDR components, and updates of other SDR descriptions, for acceptance in support of the Critical Acceptance milestone; and c) for the Final Acceptance Review: entire SDR Specification for acceptance, to achieve the SDR Acceptance milestone. 10.3 Service Delivery Strategy Describe the service delivery strategy to be used to meet the requirements of the SOW, including: <ul style="list-style-type: none"> • the service delivery approach; • the internal reporting, governance structure and processes to oversee the organization and ensure it is aligned to meeting the requirements and objectives of the SOW; and • the interface points and governance model to manage the relationship with the NWSO. 10.4 Service Delivery Processes Describe the service delivery processes and procedures for each service in the SOW, including, at a minimum, a flowchart of key activities, the strategy for meeting quality and performance objectives, alignment with SOW requirements, the recommended			

frequency of activities, the standards to be followed and the management and control points involved.

Provide descriptions of the following.

- Code of Conduct for interacting with Occupiers and other Contractors.
- incident and critical incident protocols and processes.
- service call response processes.
- processes and procedures for establishing, maintaining and updating the plans required under the SOW.
- processes for delivering each of the services set out in Sections 13,14, 15, 16 and 17 of the SOW.
- audit and assurance processes used to maintain the integrity of the system.
- how each of the management programs, address real property requirements, namely:
 - Quality Management System;
 - Performance Measurement Regime;
 - Occupational Health and Safety (OHS) Programs;
 - Optimized Maintenance Program;
 - Environmental Management System;
 - Information Management Methodology;
 - Work Management System
 - Commissioning Oversight Program; and
 - Project Delivery Regime.
- The Risk Management Program

10.5 Provide a template and description of the Risk Dashboard to be updated monthly.

10.6 Information Management

Describe the Information Management Methodology that will be used to meet the requirements of the SOW, including the processes and procedures for collecting, organizing and retaining information, and safeguarding sensitive and protected information.

10.7 Business Continuity and Disaster recovery

Describe the business continuity and disaster recovery plans that will be used to protect information and data in the Contractor's possession.