

	National Defence Défense Nationale		<a href="#">Back to the DID List</a>
<b>DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES</b>			
<b>1. TITLE – TITRE</b>		<b>2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION</b>	
<b>TEST EQUIPMENT MAINTENANCE PLAN</b>		<b>DID 4.64.1.1</b>	
<b>3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET</b>			
<p>The Test Equipment Maintenance Plan must provide a detailed description of the organization, facilities and procedures to be implemented by the Contractor to ensure that all test equipment is repaired as required and is calibrated at the required intervals and that all sites have calibrated test equipment available at all times.</p>			
<b>4. APPROVAL DATE DATE D'APPROBATION</b>	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)</b>	<b>6. GIDEP APPLICABLE D'ÉCHANGE DE DONNÉES PERTINENT</b>	
TBD	NWSO Technical Authority (TA)	N/A	
<b>7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE</b>			
<p>CDRL-4.64.1.1 and SOW paragraphs 4.64.1.1. This DID contains the format and content preparation instructions for the data generated under the Work tasks described in the NWS O&amp;M SOW.</p>			
<b>8. ORIGINATOR - AUTEUR</b>		<b>9. APPLICABLE FORMS - FORMULES PERTINENTES</b>	
NWSO TA		NIL	
<b>10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b>			
<p>10.1 <u>Source Document</u> NWS SOW Section 4, paragraphs 4.64.1.1</p> <p>10.2 <u>Content and Format</u></p> <p>10.2.1 The Test Equipment Maintenance Plan must be prepared and delivered in Contractor format. The Plan must describe in detail the Contractor's method of calibrating or having calibrated, and of repairing or having repaired, all test equipment. The Plan must include:</p> <ol style="list-style-type: none"> <li>Responsibilities of Contractor personnel for test equipment calibration at all NWS facilities;</li> <li>Method of authorizing test equipment/instruments for all sites and facilities;</li> <li>Facilities to be used for repair of test equipment;</li> <li>Facilities to be used for various levels of calibration;</li> <li>Procedures for transporting test equipment to/from calibration or repair facilities;</li> <li>Procedures for rotating spare test equipment to ensure that each site has full complement of authorized test equipment at all times; and</li> <li>Documentation such as labels, forms, and messages (with instructions for completion of each) to control and record the location and status of all test equipment.</li> </ol> <p>10.2.2 The Test Equipment Maintenance Plan must include the following four (4) reports:</p> <ol style="list-style-type: none"> <li>Test Equipment Master List;</li> <li>Test Equipment Calibration Report;</li> <li>Test Equipment Calibration Non-Compliance Report; and</li> <li>Test Equipment Repair Report.</li> </ol>			

#### 10.2.3 Test Equipment Master List

The List must be prepared and delivered quarterly in Contractor format. The Contractor must provide a Master List of all Test Equipment for which the Contractor is responsible. The List must include the following:

- a. Site;
- b. NSN;
- c. Nomenclature;
- d. Serial number;
- e. Calibration interval;
- f. Date of last calibration; and
- g. Date next calibration due.

Test Equipment Master List must be organized by NSN and by Site/Location.

#### 10.2.4 Test Equipment Calibration Report

The Report must be prepared and delivered quarterly in Contractor format. The Report must document calibration of test equipment for which the Contractor is responsible. The Report must include the following:

- a. Equipment nomenclature;
- b. Equipment model;
- c. Equipment serial number;
- d. Date of calibration;
- e. Calibration facility;
- f. Date next calibration due; and
- g. Location (after calibration).

#### 10.2.5 Test Equipment Calibration Non-Compliance Report

The Report must be prepared and delivered quarterly in Contractor format. The Report must provide a summary of test equipment items not calibrated in accordance with the schedule of requirements of the Test Equipment Maintenance Plan. The Report must include:

- a. Equipment nomenclature;
- b. Equipment model;
- c. Equipment serial number;
- d. Date calibration due;
- e. Calibration facility;
- f. Date calibration rescheduled; and
- g. Reason for non-compliance.

#### 10.2.6 Test Equipment Repair Report

The Report must be prepared and delivered quarterly in Contractor format. The Report is a summary of repairs to NWS test equipment. The Report must include:

- a. Equipment nomenclature;
- b. Equipment model;
- c. Equipment serial number;
- d. Date sent for repair;
- e. Repair facility; and
- f. Date received from repair facility.