**Data Item Description**

**Configuration Management Plan**

**PM256**

Prepared by: Vancouver Shipyards Co. Ltd.

2 Pemberton Ave.

North Vancouver, BC, Canada, V7P 2R2

Tel: (604) 988-3111

Fax: (604) 984-1636

© Vancouver Shipyards Co. Ltd. 2016

|  |  |
| --- | --- |
| **Configuration Management Plan** | **DID PM256** |

**Purpose**

The Configuration Management Plan (***CMP***) defines the Supplier’s policy, procedures and responsibilities for configuration management during the conduct of the Work. The CMP shall include the definition of Configuration Management (***CM***) activities for all Configuration Items (***CI***) related to the Subcontract.

The Supplier uses the CMP to manage, coordinate and monitor the CM program for the Subcontract.

The Purchaser uses the CMP to:

1. evaluate the way the Supplier will conduct the Subcontract;
2. assess the adequacy and monitor the progress of the Subcontract; and
3. identify the Purchaser’s involvement in the CM program.

The CMP will be traceable from the earlier CMP versions and earlier Phase of the Project as appropriate.

**References**

This DID must be read in conjunction with Schedule A (General Conditions) and the corresponding SOW reference.

**Preparation Instructions**

This Data Item shall comply with the general format, content and preparation instructions set out in Part 1 (Introduction) and Part 2 (Project Management) of the SOW.

**Format and Content**

1 Configuration Management Organisation

The CMP shall describe the configuration management organisation for the Subcontract, including:

1. the functional structure of the Supplier's and major Sub-suppliers’ CM organisations;
2. lines of authority within the CM organisation and between the CM and engineering and project management organisations;
3. details of the formal links between the Supplier's CM organisation and lower tier suppliers (i.e. Sub-suppliers); and
4. the responsibilities and authority of participating groups, organisations and individuals involved in CM, including their role in Configuration Control Boards (***CCBs***) and Interface Control Working Groups (***ICWGs***).

2 Configuration Management Integration

The CMP shall:

1. identify and detail the integration of CM functions with other Subcontract activities;
2. detail the Purchaser’s involvement and responsibilities in the Supplier’s CM process, including the Purchaser’s involvement in CCBs and ICWGs (if called for in Schedule D1 (SOW); and
3. describe the integration of CM functions with other Subcontract activities, such as Design Reviews and Acceptance Events (see Part 3 (Engineering) of Schedule D1(SOW)).

3 Configuration Management Phasing and Milestones

The CMP shall describe and graphically portray the sequence of events and milestones for implementation of CM in phase with major Subcontract milestones and Acceptance Events. Where possible, this shall be done by cross-referencing to the applicable document. Events should include:

1. the release and submission of Configuration Documentation in relation to Subcontract events (e.g. Design Reviews, Acceptance Events, etc…);
2. the establishment of internal developmental configuration and Subcontract baselines;
3. the implementation of internal and Purchaser configuration control;
4. the establishment of CCBs and ICWGs; and
5. the conduct of configuration audits.

4 Data Management

(a) Specification Tree

The CMP shall define the relationship between the Specification tree, as captured in the technical documentation tree and Configuration Item (CI) list and define how these will be managed.

(b) Document Management

The CMP shall define the process and procedures to be used for managing all documents and documentation required for the conduct of the Subcontract, including both formal deliverables and internal Supplier and lower tier supplier documentation (i.e. Data Items or documentation received from Sub-subcontractors).

1. Drawing Management

The CMP shall define the process and procedures to be used for managing the engineering drawings and shall include, as a minimum:

1. identification of the engineering drawing practices standard used both by the Supplier and lower tier suppliers;
2. a statement of any need for deviation from the content of this standard during the Project; and
3. an overview of the drawing management system including:
	1. a description of any information system tools used (e.g. Drawing Management Database) to support the drawing management system; and
	2. a definition of the drawing procedures to be used.
4. Configuration Identification
5. Configuration Identification

The CMP shall define the procedures for the selection of CIs, and detail the criteria used for their selection. The CMP shall, by inclusion or reference, define the list of CIs and their respective specifications and other defining top-level documentation.

1. Configuration Identifiers

The CMP shall define the procedures for assignment and physical marking of configuration identifiers, including:

1. document numbers and revision markings to documentation;
2. nomenclature, serial numbers and part numbers to hardware; and
3. software identifiers to Software and firmware.
4. Developmental Configuration

The CMP shall define the procedures for establishing and controlling the documentation and repositories containing the elements of the developmental configuration, including:

1. the procedures for reporting, processing, tracking, rectifying and recording problems identified in the documentation defining the developmental configuration; and
2. the procedures for the establishment and control of a documentation library, drawing library and software development library.
3. Configuration Baselines

The CMP shall define the requirements for establishing Configuration Baselines, and include:

1. the procedures for the establishment of, at least, the Functional, Allocated and Product Baselines; and
2. the documentation to be used to define each baseline.
3. Engineering and ILS Release

The CMP shall define the procedures for issuing approved configuration documentation, and amendments to this documentation, to functional activities (e.g. manufacturing, ILS, logistics, and acquisition) within the Supplier's organisation.

5 Configuration Control

(a) The CMP shall define and detail the functions, membership, responsibilities and authority of the CCBs planned for the Subcontract.

(b) The CMP shall define the procedures, including Purchaser involvement if required under Schedule D1 (SOW), and associated documentation for processing the following:

1. classification of changes, and the level of authority for change approval/concurrence;
2. Subcontract Change Order Requests;
3. implementation of authorised Change Orders;
4. Major (Class I) Engineering Change Proposals (ECPs);
5. Minor (Class II) ECPs;
6. requests for deviations; and
7. requests for concessions.

6 Configuration Status Accounting (***CSA***)

The CMP shall define the procedures for CSA, including:

1. methods for collecting, recording, processing and maintaining the data required to provide the status of accounting information through reports and / or access to a ‘CSA Database’ (***CSAD***);
2. a complete description of the CSAD with respect to the areas related to:
3. the identification of the currently approved configuration documentation and configuration identifiers associated with each CI;
4. the status of proposed engineering changes from initiation to implementation;
5. the results of configuration audits, and the status and disposition of discrepancies;
6. the status of requests for deviations;
7. the ability to trace changes from the baseline documentation of each CI; and
8. the effectiveness and installation status of configuration changes to all CIs at all locations; and
9. identification and description of the reports available from the CSAD and their frequency of reporting and distribution.

7 Configuration Audits

The CMP shall:

1. describe the Supplier’s methodology and processes to establish and conduct Functional Configuration Audits and Physical Configuration Audits;
2. detail, for each audit, the proposed audit venue(s) and the details of the organisation(s) and individuals involved in the audits and their specific audit responsibilities;
3. define entry, exit and checklist items for each of the audits;
4. describe the plans, procedures, documentation, and schedules for the audits;
5. describe the format for reporting results of in-process audits; and
6. describe the format for recording and managing Corrective Action Requests (***CAR***s) resulting from an audit.

8 Control of the Supplier’s Lower Tier Suppliers

The CMP shall define the methods used to ensure that lower tier suppliers comply with the CM requirements of the Subcontract.

9 Master Record Indexes

If required under the Subcontract, the CMP shall define the production and management of Master Record Indexes (MRIs), including schedule, organisational responsibilities, and maintenance.