**Data Item Description**

**Repair and Overhaul Manuals**

**ILS-086-020**

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

.

|  |  |
| --- | --- |
| **DATA ITEM DESCRIPTION** | |
| 1. **TITLE**   Repair and Overhaul Manuals | 1. **IDENTIFICATION NUMBER**   ILS-086-020 |
| 1. **DESCRIPTION / PURPOSE**   The Repair and Overhaul Manuals shall be provided to the purchaser for the purposes repair and overhaul maintenance. | |
| 1. **REFERENCES**   Attachments:  References: This DID must be read in conjunction with the appropriate paragraphs of the Statement of Work, Contract Data Requirements List and any references cited in the DID | |
| 1. **FORMAT**   The following formatting guidelines must be considered when preparing the deliverables.   * 1. Unless a specific template is provided by VSY, the deliverables may be prepared in contractor’s format upon review and approval by VSY.   2. The format shall not impose any restriction on searching, editing, copying, or printing.   3. The information shall be provided in English and in French if available.   4. Class 2 Interactive Electronic Technical Manuals (IETM) are preferred (indicate if publications are Class 2 IETM).   5. The information may be provided in a single or several documents. Information required for this Subcontract but not included in Supplier’s standard documentation may be provided by amending the standard documentation or providing additional separate documentation. | |
| 1. **CONTENT** 2. Existing OEM Repair and Overhaul Manuals shall be provided to the purchaser unaltered from their original formats, which reflect the as-fitted configuration of the vessel. 3. Where repair and overhaul manuals do not exist, the Supplier shall prepare them in the following three (3) stages enabling review and comments to be made by the Purchaser and incorporated into the next stage by the Supplier:    * 1. Repair and Overhaul Manuals – Synopsis;      + Proposed contents list.      + Proposed style and format.      + Proposed technical publications standards to be applied.      + Proposed electronic delivery standard.      + Estimated page and diagram counts.      1. Repair and Overhaul Manual – Draft;      + Draft text, figures and drawings.      + Binder with front cover details.      1. Repair and Overhaul Manual – Camera Ready;      + Shall follow the same structure as the draft but will include the purchaser’s comments and instructions. 4. Each Repair and Overhaul Manual shall include a cover sheet that includes the following:    * 1. Reference to Master Records Index Configuration Item.      2. Equipment Name.      3. Equipment Description.      4. Supplier’s Name.      5. Purchaser Name.      6. Hull Number.      7. Revision Number and Date.      8. Unique Document Number Provided By VSY. 5. A Technical Documentation Verification Certificate shall be provided for each manual to confirm that the information in the documentation conforms to the technical, health and safety requirements to operate and maintain the equipment. See Appendix A. 6. As a minimum, the Repair and Overhaul Manuals shall include the following:    * 1. General information.      2. General description of the Equipment.      3. Drawings, illustrations, and schematics that represent the Equipment.      4. Wiring diagrams.      5. Warnings, cautions, and safety notes (including all statutory obligations).      6. Details of any dangerous or special materials used in construction including details of any items subject to Control of Substances Hazardous to Health (COSHH).      7. List of symbols and abbreviations used.      8. Operating manuals including normal Start Up / Shut Down manuals.      9. Details of all controls and indicators.      10. Commissioning procedures.      11. Safety precautions prior to maintenance.      12. Support and test equipment required for maintenance.      13. Failure diagnosis information.      14. Diagnostics instructions.      15. Special Tool and Test Equipment (STTE).      16. Software Loading and Updating Instructions (where applicable).      17. Test requirements.      18. Testing instructions.      19. Calibration requirements. 7. The Repair and Overhaul Manuals shall include all information required for general understanding and shall define all special terms and acronyms used. | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TECHNICAL DOCUMENTATION VERIFICATION CERTIFICATE** | | | | |
| Name of Supplier: | |  | | |
| Address of Supplier: | |  | | |
| Equipment / System description: | |  | | |
| Configuration modification status: | |  | | |
| Agreement No: | |  | | |
| SWBS #: | |  | | |
| Covering Purchase Order #: | |  | | |
| **DECLARATION**  It is hereby declared that the information sets supplied for the above named Equipment, which are listed below have satisfactorily cleared verification, and that:   * Qualified personnel have verified all procedures. * They are technically accurate. * They incorporate all safety precautions and warnings that are considered to be necessary for the safe operation and maintenance of the equipment (including all relevant COSHH information). * Their security classifications are in accordance with the Security Requirements for the above Equipment. | | | | |
| Name of Design Authority: |  | | | |
| Signature of Design Authority: |  | | | |
| Date of Signing: |  | | | |
| Insert Designation of Signatory: |  | | | |
| Information Details | | | Issue Number | Issue date |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |