**Data Item Description**

**Maintenance Records**

**COM209**

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**Purpose**

The purpose of the Maintenance Records is to make the Purchaser aware of the repair and maintenance activities undertaken by the Supplier.

This DID contain the purpose, scope, references, preparation instructions, content, structure and special instructions, if any, for the preparation of Maintenance Records.

**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 7 (Commissioning, Test and Trials) of the SOW.

**Format and Content**

## The Maintenance Records shall include as a minimum:

1. Repair and maintenance data for all supplied equipment.
2. Details of spare parts, special tools etc. required to carry out repairs or corrective maintenance.
3. Be written in the Supplier’s format.