**Data Item Description**

**Defect Report**

**COM213**

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| **Defect Report** | **COM213** |

**Purpose**

The purpose of the Defect Report is to make the Purchaser aware of the nature of a defect, the circumstances in which it appeared, the analysis of the root cause and the remedial actions taken by the Contractor.

This DID contains the purpose, scope, references, preparation instructions, content, structure and special instructions, if any, for the preparation of a Defect Recording and Corrective Action System.

**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**

## 1. The Contractor shall prepare commissioning documentation using their own format in such a manner that it can be integrated within the Purchaser`s own Test and Trails documents. The Purchaser shall supply the Contractor with its Commissioning Documentation format to indicate which part is to be provided by the Contractor.

## 2 Instructions:

## The Defect Report shall include as a minimum:

1. Description of the original defect – The Contractor shall provide an in depth review and analysis of the events that lead to the defect arising;
2. Description of the effect on the article – The Contractor shall provide detail of the impact of the problem on the article;
3. Discussion of options - The Contractor shall provide a discussion of the options considered. This shall also address the trade-off studies used to arrive at the recommended solution;
4. The proposed technical solution for the rectification of the defects as applied to the detail at 2 above - The Contractor shall provide information pertaining to the execution of the programme of work to rectify the defect. Any diagnostic results from rectification and specific information on any materials was used in the process of rectification should be supplied;
5. Conclusive assurance from the Contractor – the Contractor shall provide supporting evidence that will demonstrate that the solution applied is within the requirements and does not necessitate a requirement for additional tests. Also the Contractor should provide assurance that warranty and/or guarantees have not been affected; and
6. All documents, if any, referred to in the defect report shall be attached.