**Data Item Description**

**Ship System Manuals / Special Purpose Manuals / Class Manuals**

**ILS-086-010**

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| **DATA ITEM DESCRIPTION** |
| 1. **TITLE**

Ship System Manuals | 1. **IDENTIFICATION NUMBER**

ILS-086-010 |
| 1. **DESCRIPTION / PURPOSE**

The Ship System / Special Purpose / Class, Manuals describe system functionality, architecture and operating principles. They provide all necessary information aiding in operating and maintaining the systems.  |
| 1. **REFERENCES**

Attachments: Appendix A – Sample Verification CertificateReferences: 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.
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| 1. **CONTENT**
2. System Manuals shall be provided in accordance with requirements outlined in the SOW. Each system manual shall provide instructions for the operation and maintenance of the corresponding integrated system on the vessel.
3. The information may be provided in a single or several documents. Information required but not included in Supplier’s standard documentation, may be provided by amending the standard documentation or providing additional separate documentation.
4. Existing OEM Manuals may be utilized to develop System Manuals for integrated systems. OEM Manuals shall be provided unaltered from their original formats, which reflect the as-fitted configuration of the vessel. Class 2 Interactive Electronic Technical Manuals (IETM) preferred.
5. Each System Manual shall include a cover sheet that includes the following information:
	* 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.
6. 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 for example.
7. The System Manual shall include the following sub-categories:
	* 1. System Operating Manual.
		2. System Maintenance Manual.
		3. System Start-up / Shut-down Manual.
		4. All information for equipment with Built in Test equipment (BIT), or Health Monitoring Device (HMD), or the ability to have a diagnostic tests run, have programmable logistic controllers (PLCs), and variable-speed frequency drives (VFDs). The on-board system, or diagnostic's fault tree, to identify and define the malfunction and proposed corrective action.
8. The System Manual must include the following information as a minimum:
	* 1. A description of the system, equipment and components within the system;
		2. General theory of operation;
		3. Operating instructions including initial adjustment, start up, normal operation, special procedures, emergency operation and shut down;
		4. Troubleshooting data including, possible malfunctions, causes, and effects;
		5. Fault isolation techniques and solutions (at system level); and
		6. A schematic of the system identifying all equipment and components that reflect the system.
9. The System Manuals shall include all information required for general understanding and shall define all special terms and acronyms used.
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| **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.
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| Name of Design Authority: |  |
| Signature of Design Authority: |  |
| Date of Signing: |  |
| Insert Designation of Signatory |  |
| Information Details | Issue Number | Issue date |
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