

SLOVAK DEFENCE STANDARD

	REQUIREMENTS FOR DRAFTING TECHNICAL TERMS AND CONDITIONS TO SUPPLY PRODUCTS AND SERVICES FOR DEFENSE PURPOSES Edition 3	SOŠ 001
-----------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------	----------------

April 2016

This Slovak Defence Standard has been drafted in compliance with article 7(2)(b) of Act no. 11/2004 on Defence Standardizations, Codifications and Government Quality Assurance of National defence product and services for purpose of defence as amended “.

Substitution of previous standards:

SOŠ 001 REQUIREMENTS FOR DRAFTING TECHNICAL TERMS AND CONDITIONS TO SUPPLY PRODUCTS AND SERVICES FOR DEFENSE PURPOSES (Edition 2)

Approved: April 20, 2016

Ing. Emil KOŠÚT, m. p.
DSCaGQAA director

National preface

This Slovak Defense Standard sets out requirements for the design, approval, maintenance, archiving and cancellation of technical conditions for products and services that are developed and designed by suppliers for defense purposes.

The purpose of this Slovak Defence Standard edition is to unify the procedure for drafting, approving, maintaining, archiving, and canceling technical conditions for production, repairs, revisions, modernization and extending the technological lifetime of a product, and to determine their contents and formal layout.

Documents and standards used:

- Act 264/1999 Coll. on Technical Requirements for Products and on Compliance Assessment and on amendment of certain acts as amended
- Act 11/2004 Coll. on Defence Standardization, Codification and Government Quality Assurance of defence product and services for purpose of defence as amended
- STN IEC 60050-191/O1 International Electrotechnical Vocabulary. Chapter 191: Dependability and Quality of Service.
- STN ISO 2145 Documentation. Numbering of sections and subsections of written documents.
- STN EN ISO 9000 - Quality management systems. Fundamentals and glossary
- STN EN ISO 9001 - Quality management systems. Requirements.
- Regulation no. 60/2012 of the Ministry of Defence on Armaments.

Drafting of the Slovak Defence Standard:

Developer:	Defence Standardization, Codification and Government Quality Assurance Authority Government Quality Assurance Department
Technical supervision:	Ing. Anton KAPUSTA Defense Standardization, Codification and Government Quality Assurance Authority, Government Quality Assurance Department

Text has not been edited for language accuracy.

SOŠ 001
REQUIREMENTS FOR
DRAFTING TECHNICAL TERMS AND CONDITIONS TO SUPPLY PRODUCTS
AND SERVICES FOR DEFENCE PURPOSES
Edition 3

INDEX

1. Glossary of used abbreviations, definition of terms	6
1.1 Glossary of used abbreviations	6
1.2 Definition of terms	6
2. General	7
3. Drafting, review, and approval	7
3.1 Drafting of technical conditions	7
3.2 Review and approval process	7
4. Contents of technical conditions	8
4.1 Approval form	8
4.2 Overview of changes	8
4.3 Table of contents	9
4.4 Glossary of terms, abbreviations, and related documents	9
4.5 Text, contents of individual chapters	9
4.6 Annexes	14
5. Numbering, new edition, archiving, and cancellation of technical conditions	14
6. Formal layout of technical conditions	15
7. Changes to technical conditions	15
Annex č. 1: Sample approval form	17
Annex č. 2: Sample overview of changes to technical conditions	18
Annex č. 3: Contents of technical conditions	19
Annex č. 4: Form for individual chapters	20
Annex č. 5: Sample checklist	21
Annex č. 6: Sample change proposal form	22
Annex č. 7: Codification	24

1. List of used abbreviations, definition of terms

1.1 List of used abbreviations

NATO - North Atlantic Treaty Organization

EU - European Union

DF SR - Defence Forces of the Slovak Republic

MoD SR - Ministry of Defence of the Slovak Republic

STN - Slovak Technical Standard

TP - Technical Conditions

SOŠ - Slovak Defence Standard

SR - Slovak Republic

1.2 Definition of terms

Customer shall mean the MO SR organizational unit that has requested TP to be developed for the product or offered service for defence purposes in compliance with this SOŠ.

Developer shall mean a legal person, typically the defence product or service manufacturer or supplier, who claims proprietary rights to TP and assumes responsibility to develop, initiate, change, and maintain the TP within a managed regime.

2. General

Requirements set out in TP must conform to the generally binding legal provisions of the Slovak Republic, EU policies, and international conventions requirements that are binding on the Slovak Republic. Text of the TP should be brief, concise, understandable, and unequivocal.

If the intellectual rights owned by other person than the TP developer are connected to the product, developer must manifest that they are entitled to use them by showing certified copies of certificates or licenses of the intellectual rights' holder.

TP developed pursuant to SOŠ 001 Technical Conditions to Supply Products and Services for Defence Purposes (Edition 1) approved prior to their effective date shall be considered developed TP pursuant to this SOŠ.

3. Drafting, review, and approval

3.1 Drafting of technical conditions

3.1.1 Based on the Customer's request, the corresponding public procurement agency shall file a claim for TP development in compliance with this SOŠ within the process of public procurement of defence products.

3.1.2 Customer shall be liable for setting the requirements for TP development, review, and approval.

3.1.3 Corresponding procurement entity shall assume responsibility for including the requirements to develop TP into agreements for the purchase of defence products and services. (hereinafter only "product")¹.

3.1.4 Types of technical conditions:

- a) to production of prototype,
- b) to production of testing series,
- c) for serial production,
- d) for product modernization,
- e) for overhauls, repairs, technical adjustments, revisions, or other types of repairs,
- f) for extending the product's technology life cycle.

Specific kind of TP has to be shown on the approval form, in the part labeled, "TP Validity".

3.2 Review and approval process

3.2.1 Developer shall send a draft of TP for review to the subjects designated by Customer.

3.2.2 Unless otherwise stated, the subjects to whom the Developer has sent the draft of the TP for review shall be obliged to send in their comments to Developer within 15 working days following the date of receiving the draft.

3.2.3 Developer shall incorporate the comments into the draft of the TP, discuss with the reviewing subjects any conflicting comments, and produce a record thereof. If the Developer fails to settle any conflicting positions, he shall submit these positions to the Customer who shall decide on their acceptance or rejection.

3.2.4 Once the conflicting positions have been settled, Developer shall produce the final draft of TP in the required number of registered copies. Developer shall seal and bind the copies to prevent their undesirable manipulation by unauthorized persons. Developer shall acknowledge the final version of the TP on its cover sheet and submit it for approval to all the subjects to whom the TP have been submitted for review. The subjects to whom the Developer has sent the TP for final

¹Regulation no. 19/2011 of the Ministry of Defence on public procurement.

comment shall do so within 15 working days following the date of receiving the final version of the TP, unless otherwise agreed.

3.2.5 On receiving affirmative comments of the reviewing subjects the Developer shall submit all registered copies of TP for approval to the Customer's approving body. Customer's authorized body shall approve the TP within 15 working days following the date their reception, unless otherwise agreed.

3.2.6 Once the TP are approved the Developer shall assume responsibility for maintaining the registered copies of the TP within a managed regime.

4. Contents of technical conditions

TP shall contain the following:

- a) Approval form. For sample, please refer to Annex 1,
- b) Overview of changes to TP. For sample, please refer to Annex 2,
- c) Contents of TP. For sample, please refer to Annex 3,
- d) Glossary of terms, abbreviations, and related documents,
- e) The text part of TP. For sample, please refer to Annex 4.
- f) Specification of TP type.

4.1 Approval form shown in Annex 1, that at the same time serves as the cover sheet for TP, shall contain information with the following specifications regarding their filling out:

- a) name of product and its type expressed in the nominative form,
- b) TP number and the number of its edition,
- c) degree of confidentiality (shown only when the TP are classified),
- d) copy number,
- e) number of sheets,
- f) number of annexes,
- g) what is being replaced by these TP (does not appear in new TP),
- h) developer's name and code, if such has been assigned,
- i) TP developer's name (organization, name, surname - position, signature, and date),
- j) developer's approving subject (organization's name, name, surname, position, signature, stamp, and date),
- k) agency responsible for the product's design, layout, and configuration (name of organization, name, surname, position, stamp, and date),
- l) developer's commenting subjects (organization's name, name, surname - position, signature - stamp and date),
- m) customer's approving subject (organization's name, name, surname, position, signature, stamp and date),
- n) validity of TP,
- o) table of changes made to TP,
- p) other data according to the specimen.

4.2 Overview of changes shown in Annex 2 must appear on the sheet that follows the approval form.

4.3 Table of contents shown in Annex 3 must appear on the sheet that follows the overview of changes to TP.

4.4 Glossary of terms, abbreviations, and related documents

In this point the TP developer shall provide the following:

- a) Reference to the related standards whose terminology has been used within the text. Should the TP text show abbreviation and non-typical terms, their glossary shall be published in an alphabetical order together with an explanatory note.
- b) Values and units that are not standardized in the Slovak Republic but are part of international or regional standards, or military standards of NATO member states, together with their precise labeling and calculation to match the international SI units system.
- c) List of related effective generally binding legal regulations, standards, norms, instructions, drawings, or parts thereof (including their changes) referenced in TP.

4.5 Text, contents of individual chapters

4.5.1 Text.

Text of the TP shall contain all chapters as they are shown in Annex 3. If any of the chapters has not been developed, the chapter shall show, due to the character of the product, its heading, and the text “UNUSED” placed below the heading. Developer shall draft the chapter's text following the specimen shown in Annex 4, unless otherwise agreed.

More chapters may appear on the same page, and pages may be double-sided. Individual pages need not have the text area bordered with a frame. If any of the chapters results too extensive, which might compromise the clarity and organization of TP, a reference to related document may be made instead. If TP shows references to other documents, these references must refer to specific (*easily identifiable*) documents. In both such cases the Developer shall submit these documents along with TP as part of the review and approval process, unless otherwise agreed.

4.5.2 Contents of individual chapters

General

This chapter shall show the TP table of contents, for example: “TP shall lay out conditions for the production, inspection, testing, codification, government quality assurance, operation, maintenance, repairs, revisions, packaging, storage, transport, labeling and disposal of material (*showing the name of the material referenced in TP*).

Definition of product

This chapter shall address the definition of product, concise and definite purpose of the product. If the product is to be a type of repair, scope of work, deadlines, and the reason for their performance shall be mentioned.

Tactical and technical parameters

This chapter shall address especially:

- a) tactical and technical parameters and the characteristic features of the product, major groups, and subgroups, including tolerances,
- b) technical drawing documentation of the product, and technological processes,
- c) conditions of operation and storage, resistance to factors from the environment (vibrations, shocks, temperature, pressure, humidity, dust, sand, frost deposit, dew, sunlight, molds, radio and magnetic interference, acceleration, weather-related resistance for various climates, etc.),
- d) limitations (stated shall be limitations in use, operation, functioning, etc.),

Technical specifications

This chapter shall especially contain concise and clear technical specifications of the product's principle and layout, its parts, and accessories.

Next shall be mentioned a concise and clear description of the product's functions, accompanied by references to a precise labeling of drawings and technological processes, or references to the positions of individual parts shown in technical specifications graphics.

Other information and requirements

This chapter shall address especially:

- a) requirements for the product's quality,
- b) list of parts that are subject to special inspection (e.g., parts with impact on air traffic operation, etc...)
- c) specification of the accompanying documentation that is supplied together with the product,
- d) specific product labeling approach,
- e) special requirements (e.g., for developing a reference specimen, etc.),
- f) auxiliary parts and features of the product along with the list of spare parts,
- g) list of units and parts that are subject to government technical and technological supervision or homologation subject to generally binding legal regulations and policies,
- h) list of recommended items of the supply chain for which codification data will be produced in line with the annex (Annex 7) unless otherwise stated (e.g., in the very document or in annexes to TP),
- i) requirements of generally binding regulations (e.g., for product safety, sanitary requirements, requirements for eco-friendly disposal, etc.)

Instructions for the system of inspections and testing

This chapter shall show data on the scope and type of performed product conformity inspections and tests at the corresponding stages of the product's life cycle, especially:

- a) types of tests on the product and its subgroups,
- b) number of inspected/tested products per individual types of tests,
- c) who and in what manner selects the samples designated for inspections/tests, and the way to treat samples after inspections/tests,
- d) who performs inspections/tests,
- e) who evaluates inspections/tests,
- f) program of inspections/tests with their prescribed sequence,
- g) methodology of inspections/tests, or reference to a specific document (standard, internal policies, regulations, etc.),
- h) requirements for measuring devices, their categories, calibration, etc.
- i) criteria for the evaluation of outcomes/tests,
- j) acceptance criteria,
- k) procedure for:
 - 1. unsatisfactory outcome of partial test,
 - 2. unsatisfactory outcome of tests as a whole.

Sequence of tests shall be easily identifiable. Individual tests shall show a methodology of tests, procedure of conformity assessment, acceptance criteria, and types of test reports.

Government quality assurance

In this chapter the TP developer shall provide the following: “The scope of these TP shall be obligatorily subject to Government Quality Assurance pursuant to Act 11/2004 Coll. on Defence Standardization, Codification and Government Quality Assurance of defence product and services for purpose of defence as amended “.

Instructions for product's installation and launching

This chapter shall address especially:

- a) corresponding drawings of assemblies, drawings with the main construction dimensions and diagrams of the product's functions. The documentation shall accompany TP in form of annexes.
- b) requirements for specific tools, agents, measuring instruments, testing devices, etc., needed for correct installation, adjustment, and inspection of the product.

Operation and maintenance instructions

This chapter shall address especially the instruction for operation of the product, including information on the scope of works that the product user is allowed to perform during operation. Potential specific qualification requirements for the operating personnel shall also be stated.

Reliability requirements

This chapter shall define the basic and characteristic no-failure (life cycle) parameters of the product, its reliability and sustainability as it relates to the provisions of the STN IEC 60050-191/01 standard in force. At defining these parameters, the following points shall especially be included:

- a) product critical sites analysis,
- b) criteria for product's malfunctions and threshold states,
- c) justified quantification of these parameters,
- d) ways and conditions for testing the product's lifetime and reliability parameters,
- e) terms and conditions of tests and the criteria of their success rate,
- f) way of outcomes evaluation and interpretation,
- g) determining the product's lifetime,
- h) determining the intervals of the product's lifetime and reliability tests,
- i) measures to prevent malfunctions at manufacturer and customer (user).

Maintenance instructions

Chapter on maintenance instructions shall address mainly:

- a) determining maintenance intervals,
- b) prescribing the criteria to carry out preventive or planned maintenance or technological diagnostics depending on the product's condition,
- c) determination of details or functional units with decisive effect on the condition of the whole product,
- d) information on the product, that ensure its safe and faultless operation (potential malfunctions, their signs, determination, elimination, and consequences),
- e) data on permitted changes to parameters during the operation,
- f) list of replaceable items with specified conditions for their replacement,
- g) recommended spare parts, substances and materials of operation, agents, special tools, instruments, and control devices.

In cases of material for consumption, for instance, the minimum consumption life or health safety of products shall be shown. Next, this chapter shall show the scope and conditions for performing legal and preventive revisions of products. In case of designated technological devices, conditions and scope of specialized inspection and specialized test shall be stated. If maintenance instructions are extensive and published in the accompanying product documentation, it is possible to make a reference in this chapter to such accompanying documentation. (stating exact name and label - number of documentation)

Instructions for repairs

this chapter shall address especially whether the product is repairable, or not. In case it can be repaired, the chapter shall further state:

- a) list of repairs that the operator is authorized to perform, stating the approved repair procedures,
- b) list of repairs to be performed by the Developer.

Instructions for conservation and pre-conservation

Mentioned are technologies and short- and long-term conservation approaches, along with technologies to remove conservation and instructions for pre-conservation. A reference to another document that defines a specific conservation approach, procedures to remove conservation, and instructions for pre-conservation, along with stating the exact name and identification of documentation, may be made.

Instructions for packaging, storage, transport, and labeling

This chapter shall address especially:

- a) product labeling approach or parts thereof as it relates to transport,
- b) data on the label's weather resistance,
- c) the label's weather resistance testing approach,
- d) storage, permitted storage time taking into consideration the product's operational and technological properties, and steps in cases of exceeding the storage time,
- e) deadlines for periodic checks and activities during storage,
- f) product and label marking and identification.

Warranties and claims

This chapter shall address warranties and policies for handling claims in conformity with generally binding legal regulations.

The section on warranties shall address especially:

- a) warranty coverage and conditions,
- b) product warranty periods with specification of its parts and details with limited warranty,
- c) criteria for inclusion of warranty periods of the product and its parts,
- d) rights and obligations of product supplier and consumer within the scope of warranty policies.

The section on claims shall address especially:

- a) conditions that allow filing a claim,
- b) procedure and general grievance policies.

Requirements for disposal

This chapter shall address the product disposal procedure once its lifetime has terminated, or reference to technical regulations and standards to be followed at the product's disposal and in compliance with generally binding legal regulation of the Slovak Republic, EU, or international agreements binding on the Slovak Republic.

4.6 Annexes

Annexes shall provide an overview of documents references in TP. They form part of TP and shall be included in the table of contents. Annexes shall typically contain two sections - obligatory section and other parts of the annex. (per TP developer's decision)

The obligatory section shall include documents required by generally binding legal regulations of the Slovak Republic, European Union, or international agreements that are binding on the Slovak Republic, legally prescribed documents, and certificates and licenses in cases there exist intellectual rights to the product that are not owned by the TP developer.

Other annexes shall typically include:

- a) list for completion (please refer to Annex 5 for a sample),
- b) technical drawing of the assembly, drawing showing space dimensions to be occupied by the assembly, functional diagram, connections diagram, etc.,
- c) list of standards, policies, instructions, and regulations referenced in TP,
- d) sample of Certificate of quality and completeness along with a sample of recording form,
- e) product characteristics,
- f) list of certificates of type,
- g) list of reference samples,
- h) measuring (control) protocols,
- i) test protocols,
- j) manuals (instructions) for installation, operation, maintenance, repairs, etc.,
- k) list of related TPs,
- l) diagrams of test devices and a list of control and measuring devices,
- m) other annexes relating to TP or product (e.g., list of shipments for producer that are subject to government quality assurance, sample of product plate, etc.),
- n) list of exceptions to generally binding legal regulations,
- o) list of materials (for material for personal use),
- p) table of sizes (for material for personal use),
- q) table of free dimensions.

5. Numbering, new edition, archiving, and cancellation of technical conditions

5.1 TP number shall be assigned by a respective office, pursuant to the MoD SR organization policies. Customer shall be responsible for assigning a number to TP via a specific office.

5.2 Central register of TP products introduced into the DF SR armament shall be maintained by a respective office of the Ministry of Defence, in compliance with organizational policies and internal norms of the MoD SR.

5.3 TP may not be canceled before the end of the product's life period. Cancellation of TP validity shall be performed through a change procedure. In the original copy of the approval form, section labeled, "Validity of TP", the Developer shall make a record of TP cancellation, including the cancellation date, and shall send a written note to the holders of managed TP copies concerning the cancellation of their validity. The holders of managed TP copies shall return the canceled TP to the Developer or shall archive them or dispose of them following the instructions found in the information on TP cancellation and in compliance with generally binding legal regulations.

6. Formal layout of technical conditions

6.1 TP text shall be of size 12, written on A4 format, with the layout as shown in Annexes 1 through 7 of this Standard, typically using an appropriate computer text editor to be able to reproduce them through the appropriate means of reproduction. Words may not be shortened. Should the annex contain a format other than A4, it shall show the number of pages of annexes and the format. (e.g., 2 pages of the A3 format).

6.2 Main segments of TP shall be divided into chapters. Individual chapters shall be numbered in an ascending manner, using Arabic numerals. Each segment shall always have its title (heading) written in bold capital letters.

6.3 Chapters shall be further divided into articles. Individual articles shall be numbered in each chapter according to the STN ISO 2145 standard with the first numeral denoting to the chapter's number and second numeral, following a period, denoting the order of the article within the chapter.

6.4 All TP pages, beginning by their second page, shall be marked in their upper right corner - showing the TP number, and a page number centered in the page's foot.

6.5 All pages of the annexes shall be marked in their upper right corner with the TP number. Under this number, still in the upper right corner, they shall show the annex number and name, number of annex pages, annex page number, and an overall TP text page number centered in the page's foot. Single-page written annexes shall not show overleaf page numbers. Newly added annex pages shall show a number and a letter. (e.g., 25a) Canceled annex pages shall be crossed through and left inside the TP, showing the change number.

6.6 Guided copies of TP shall have a solid binding and shall be sealed by Developer against any changes to TP by an unauthorized person.

6.7 The upper left corner may show the Developer's logo or trademark.

7. Changes to technical conditions

7.1 Change shall be understood as a permanent modification effected within the TP and affecting all latter produced or supplied products. Publishing a supplement shall also be understood as effecting a change.

Reasons for the change may include especially:

- elimination of errors resulted from deficiencies within the TP,
- change in product configuration effected to improve the product's apparent qualities, or to eliminate the product's deficiencies detected during the use thereof.

7.2 Change proposal may be filed by TP Developer, consumer, or an agency responsible for the product's design and layout. A sample of change proposal form may be found in Annex 6. The use of other change proposal forms is permitted if the basic data shown in Annex 6 are preserved. Protocol number of a change proposal shall be assigned by TP Developer.

7.3 Any changes to TP shall be discussed with all agencies listed in the TP approval form, in the form of change proceedings. Each party to change proceedings shall undertake to make comments to Developer as to the proposed change within 10 working days following the date of its notification, unless otherwise agreed. Proponent of change shall assume responsibility for carrying out change proceedings. Appropriate offices shown on TP approval form shall approve changes and comment on change proposals.

7.4 Developer shall send to all holders of managed TP copies the approved change including an updated "Overview of changes to TP" (Annex 2) through a Change notification letter, sufficiently in advance of the change effective date.

7.5 Changes to TP may be performed through:

- a) changing the page order (in cases of a major change, to provide for more transparent TP),
- b) in-text corrections (with a pen), indexing the change.

7.6 Holders of managed TP copies shall be obliged to register the received Change notification letter into the overview of changes to TP (Annex 2) and based on the letter, perform the change without delay into the corresponding parts of TP. The holder of a managed TP copy shall assume responsibility for the damage caused by failing to perform changes to TP as stated in the Change notification letter, duly sent by a legal person having the ownership rights to TP and being responsible for keeping TP in managed regime, or by a loss incurred by the holder of a managed TP copy.

7.7 Changes to the sealed managed TP copies shall be performed by adding specific sheet(s) to TP without breaking the binding thereof.

**Annex 1:
SAMPLE APPROVAL FORM**

Developer: NATO product Developer code:	TECHNICAL SPECIFICATIONS (name of product and its type expressed in the nominative form)	TP (number):					
		Sequence number of edition:					
TP Developer:	APPROVAL FORM	Degree of confidentiality:					
		Copy No.:					
		Number of pages:					
		Number of annexes:					
organization	name, surname - position	signature	date				
Organ responsible for product's design and layout:							
organization	name, surname - position	signature - stamp	date				
Comments on TP made by:							
organization	name, surname - position	signature - stamp	date				
TP approved on behalf of Customer by:							
organization	name, surname - position	signature - stamp	date				
Validity of TP following its approval by customer							
TP effective for (type of TP):							
Index:	Change	Date	Performed	Index:	Change	Date	Performed
a				d			
b				e			
c				f			

Annex 3:
CONTENTS OF TECHNICAL CONDITIONS

Page no.:

Approval form.

Overview of changes to TP

Table of contents of TP.

Glossary of terms, abbreviations and related documents

1. Chapter GENERAL
2. Chapter DESIGNATION OF PRODUCT
3. Chapter TACTICAL AND TECHNICAL PARAMETERS
4. Chapter TECHNICAL SPECIFICATIONS
5. Chapter OTHER INFORMATION
6. Chapter INSTRUCTIONS FOR THE SYSTEM OF INSPECTIONS AND TESTING
7. Chapter GOVERNMENT QUALITY ASSURANCE
8. Chapter INSTRUCTION FOR PRODUCT INSTALLATION AND LAUNCHING
9. Chapter OPERATION AND MAINTENANCE INSTRUCTIONS
10. Chapter RELIABILITY REQUIREMENTS
11. Chapter MAINTENANCE INSTRUCTIONS
12. Chapter INSTRUCTIONS FOR REPAIRS
13. Chapter CONSERVATION AND DE-CONSERVATION INSTRUCTIONS
14. Chapter INSTRUCTIONS FOR PACKAGING, STORAGE, TRANSPORT, AND LABELING
15. Chapter WARRANTIES AND CLAIMS Chapter REQUIREMENTS FOR DISPOSAL

Index:	Change	Date	Performed	Index:	Change	Date	Performe
a				d			
b				e			
c				f			

Annex 4
FORM FOR INDIVIDUAL CHAPTERS

Form for individual chapters (chapter number and name)

TEXT TP

Index:	Change	Date	Performed	Index:	Change	Date	Performe
a				d			
b				e			
c				f			

Annex 5:
SAMPLE CHECKLIST

CHECKLIST

(name and type of product)

This list shall show:

- a) standard level of product equipment with completion aggregates and devices,
- b) non-standard level of product equipment with completion aggregates and devices.

Note: Paragraphs a) and b) shall show typological identification and number of pieces including specified individual and group units of spare parts, tools, ground equipment, list of accompanying and operating documentation to the product, etc.

Index:	Change	Date	Performed	Index:	Change	Date	Performe
a				d			
b				e			
c				f			

Annex 6:
SAMPLE CHANGE PROPOSAL FORM

Developer:

(Developer's identification details including contact persons)

Cope no.:

Number of sheets:

Number of annexes:

CHANGE

Reference number:

1. Product identification/denomination:	
2. Identification of documentation affected by change: <i>(provide technical conditions number)</i>	
3. Proponent: <i>(provide identification details of the change proponent)</i>	
4. Recent condition: <i>(detailed specification of current condition)</i>	
5. Proposed condition: <i>(detailed specification of proposed condition)</i>	
6. Reason for change:	
7. References to performed checks, tests and opinions relating to the proposed change: <i>(provide performed tests, protocol test numbers, reference numbers of letters issued by pertinent authorities)</i>	
8. Change is deemed:	major <input type="checkbox"/> minor <input type="checkbox"/>
9. Costs for the purchaser shall:	increase <input type="checkbox"/> decrease <input type="checkbox"/> stay the same <input type="checkbox"/>

10. Affected characteristics of product:	performance <input type="checkbox"/> functionality <input type="checkbox"/> reliability <input type="checkbox"/> lifetime <input type="checkbox"/> interchangeability <input type="checkbox"/>	maintainability <input type="checkbox"/> safety <input type="checkbox"/> appearance <input type="checkbox"/> other <input type="checkbox"/> without impact <input type="checkbox"/>
11. Are there impact on delivery dates in signed contracts:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. Is needed supplement to signed contracts: <i>(In case the answer is "Yes", attach a proposed supplement to the change)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13. Attitude of authority responsible for product's design and layout: <i>(provide identification details of the corresponding agency)</i>		
14. Effective date of change:		
Approval clause		
	Statement:	Name, surname, date, signature and stamp:
Official representative of proponent: <i>(I agree / I disagree)</i>		
Authorized representative of an authority responsible for product's design and layout: <i>(I agree / I disagree)</i>		
Authorized representatives of offices listed on TP approval form: <i>(I recommend / I do not recommend)</i>		
Final position of customer representative: <i>(I approve / I do not approve)</i>		

Annex 7: CODIFICATION

of Recommended supply items list

1	2	3	4	5
Reg. number:	NSN	Original name:	RN	NCAGE or address with IČO
1 to n				

Instructions for filling out the table:

Registration number – to be filled out in ascending order. Start with number 1 from the complete unit (final product, set, ...) to be codified and gradually fill out individual groups, subgroups and parts that belong into this assembly.

NSN (NATO storage number) - to be provided only if known to the product manufacturer or developer (hereinafter only “Developer”), otherwise leave blank.

Original name - always state only the product's original name, i.e., name used within technical conditions
(hereinafter only “TP”) of product Developer.

RN (reference number) - provide the number by which the product can be identified (typological identification, drawing, standard, type, variant, model, etc.) with the real product Developer:

NCAGE (NATO Commercial and Governmental Entity Code) - a code assigned to product manufacturer or Developer by the National Codification Bureau of Defence Standardization, Codification and Government Quality Assurance Authority, or complete address incl. the person's charter number.

Note: In cases requirements for codification (e.g. in conditions of public procurement orders) the product's manufacturer or Developer shall include (to the best of their knowledge) with the TP a “List of recommended supply items” in compliance with this annex. Customer shall, based on the “List of recommended supply items” those products that are to be codified pursuant to Act no. 11/2004 Coll. on Defence Standardizations, Codifications and Government Quality Assurance of National defence product and services for purpose of defence as amended. At drafting TP for selected products, the customer may require other specifications needed for codification of recommended supply items.

