

Coded Note Number: **M1490**

Revision: **C006**

Date: **December 15, 2012**

Title: **COMMERCIAL OFF-THE-SHELF (COTS) TECHNICAL MANUALS FOR APPROVAL**

TECHNICAL MANUAL(S) SUBMITTAL:

Furnish commercial manuals as specified in the "Appendix E, Summary of Technical Manual Contract Requirements" document for the hull in which the equipment/system is provided for approval within 30 days after receipt of this purchase order.

Commercial Manuals Shall Include:

- Introduction
- Preparation for Use (If Applicable)
- Installation
- Principles of Operation
- Operating Instructions
- Troubleshooting
- Maintenance (Preventative and Corrective) and Lubrication Instructions
- Reprogramming (If Applicable)
- Preparation for Shipment
- Storage
- Overhaul Instructions (if applicable)
- Outline Drawings Showing Overall Dimensions and Weight
- Motor and Controller Drawings (if applicable)
- Motor and Controller Schematic Wiring Diagrams (if applicable)
- Exploded Views
- List of Repair Parts
- Electrical Data (if applicable)
- Technical Data that is considered absolute (not just recommended) in order to preserve the Manufacturer's Warranty, etc.

Preliminary manuals covering supplied equipment/system shall be submitted on Windows compatible electronic copy (CD-ROM or DVD). The vendor shall supply the above information in Adobe Searchable Portable Document Format (*.pdf), which are not password protected or security enabled. If .pdf format is not available, develop files using Microsoft Word. Drawing and graphic files shall be in Vector Electronic Format: *.dwg, or in an electronic format mutually agreed upon between Newport News Shipbuilding and the vendor. Before developing or shipping electronic source files not in the above electronic formats, contact AMSEC LLC to verify compatibility with their electronic publishing system. Please provide internet addresses for source information regarding the equipment supplied on this purchase order (vendor web pages, FAQ sheets, technical support, and points of contact). A hard copy deliverable is unacceptable for the purposes of this coded note.

COTS technical manuals that do not meet the minimum criteria in Appendix E shall require supplemental data to ensure customer approval. All supplemental data shall be provided in electronic format as listed above. A hard copy deliverable is unacceptable for the purposes of this coded note.

NOTE:

1. Manuals for approval to release manufacture must be received at Newport News Shipbuilding, within 30 business days of receipt of this purchase order.
2. Newport News Shipbuilding will supply the manuals with covers, Approval & Procurement Record Pages and Technical Manual Identification Numbers.
3. If complete manuals exist identical to those previously approved, they shall be furnished in lieu of above manuals and will retain their originally assigned NAVSEA/TMIN numbers.
4. The preliminary manuals must be complete, including all drawings and illustrations.

Call AMSEC LLC for additional information:
(757) 896-5393 (Voice)
(757) 896-5237 (FAX)

The request for approval shall include:
Current purchase order/item number(s),
NN Material Number(s),
This coded note number,
The drawing number/revision.

In the event the scheduled date for submittal cannot be met, the supplier shall provide a complete list of all documents and revisions to be used in advance of submittal. Full compliance to this submittal requirement is expected.

PRIOR APPROVED TECHNICAL MANUAL(S):

If prior approval has been obtained from NNS but the technical manual number and revision **is not listed** on this purchase order, re-submittal of the drawing is not required. A request for extension of the previous approval shall be submitted and shall include the information detailed above.

NO SUBMITTAL REQUIRED:

If prior approval has been obtained from NNS and the technical manual and revision **is listed** on this purchase order, no additional submittal is required to satisfy this requirement.

The above requirements do not relieve the seller of his responsibility to comply with the specification requirements of the purchase order.

Documents/extensions shall be submitted as follows:

SPARS (Shipbuilding Partners and Suppliers) enabled suppliers are required to submit through <https://spars.huntingtoningalls.com/ngcspars/Auth>

All other suppliers shall submit via:

e-mail to pmo@hii-nns.com

or

Newport News Shipbuilding

4101 Washington Ave.

Newport News, VA 23607

Attn: E45 Software Coordinator

Bldg. **902-2**