

Coded Note: M1550
Revision: C007
Date: September 29, 2020
Title: TECHNICAL MANUAL / CHAPTER VALIDATION

Forward deliverables herein to:
Newport News Shipbuilding
4101 Washington Avenue
Newport News, VA 23607
Attn: E68 Software Coordinator
Bldg. 902-2

The supplier shall perform technical manual/chapter validation. The technical manual/chapter requiring validation will be provided by Newport News Shipbuilding following preparation using an engineering data package from the supplier as specified in the purchase order.

Validation will consist of reviewing the technical manual/chapter for completeness and accuracy and performing all procedures (e.g. operating, maintenance, installation, and packaging procedures) by actual demonstration to ensure that performance of the procedure, as written, will satisfactorily accomplish the objectives of the procedure. In addition:

- The demonstration shall be conducted on the actual equipment; except when approved by the procuring activity, it may be conducted on a mockup of the equipment or in a simulation.
- For procedures normally performed on installed equipment, the demonstration shall be performed with the normally installed orientation and access reproduced. When the equipment is used in more than one orientation or access situation, the demonstration shall be performed with each orientation and access for the procedure involved.
- If an assembly or disassembly or troubleshooting procedure applies to more than one identical part or assembly, the validation need be demonstrated only on the part or assembly with the most adverse orientation and accessibility.
- No special tools or instrumentation other than those called for by the procedure shall be used.

Before performing the validation, the supplier shall submit to Newport News Shipbuilding for approval the detailed instructions and data sheet formats that will be used by the supplier in setting up and obtaining all necessary data (e.g., manpower required, photographs required, etc.).

Newport News Shipbuilding reserves the right to witness the supplier’s performance of validation. Newport News Shipbuilding shall be notified at least three weeks prior to performance of validation to allow witnessing of validation. In addition, confirmation shall be given 48 hours prior to commencement of validation.

A validation report of the demonstration shall be submitted to Newport News Shipbuilding for approval. It shall contain the following as a minimum.

1. Description and photographs and/or line drawings of the demonstration setup.
2. Description and photographs and/or line drawings of any approved mockup used.
3. List of all tools used and a statement that they do not differ from those required by the written procedure.
4. Elapsed time to accomplish the complete procedure.
5. Manpower requirements.
6. Statement that the procedure satisfactorily accomplished its objective and did not require clarification by other documents.
7. Description of special training and/or mockup work performed prior to the actual validation.
8. A copy of the technical manual/chapter marked-up with recommended changes. The supplier shall provide written certification as to the technical accuracy and adequacy of the manual/chapter content as marked-up. This certification shall be signed by a responsible member of the supplier management, preferably the manager of the engineering organization.
9. The supplier shall provide written certification as to the technical accuracy and adequacy of the validation report. This certification shall be signed by a responsible member of the supplier management, preferably the manager of the engineering organization.

Revision History Table		
Rev	Description	Revision Date
C007	Revised: Mailing address- changed E45 to E68.	09-29-2020

This revision history is provided for convenience and does not alleviate the supplier’s responsibility with understanding and complying with the full coded note.