

Coded Note Number: **M1560**

Revision Level: **C003**

Date: **June 27, 2017**

Title: **PERFORMANCE TECHNICAL MANUAL/CHAPTER VALIDATION**

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

**Change from Revision C002– Editorial change to reformat to current standard.**

**Bolded font indicates changed/added content.**

**[Text deleted] inserted in the document indicates the removal of content.**

Forward deliverables herein to:

AMSEC LLC,  
5200 West Mercury Blvd  
Suite 250  
Hampton, VA 23605  
ATTN: Source Document Review Supervisor

The supplier shall perform technical manual/chapter validation. The technical manual/chapter requiring validation will be developed by the supplier or provided by Newport News Shipbuilding as specified in the purchase order.

- A. Theory and principles of operation, system and component description, SM&R codes (when applicable), schematic, and wiring data shall be validated against engineering source data. Operating and maintenance procedures including checkout, alignment, scheduled removal and replacement instructions, and associated checklists shall be validated against the system and equipment by actual demonstration. In addition:
1. For technical manual/chapter revisions, validation shall be performed only on sections and procedures directly affected by the revision.
  2. Malfunctions shall not be introduced into the system or equipment for the purpose of validation unless specifically required for certification of procedural tasks or system tests. Destructive malfunctions shall not be introduced into the system or equipment for any purpose.
  3. Validation shall not include demonstration of any procedure that:
    - a. Results in destruction of material.
    - b. Requires actual removal of parts where the adequacy of internal accessibility and performance can be determined by measurement, observation and reference to drawings.
    - c. Requires emergency or damage control operating procedures that would endanger material or personnel.

- d. Entails costs not encountered in the normal operation or maintenance of the ship.
  4. Available government approved support equipment shall be utilized in the performance of validation. Simulation or substitution of support equipment shall be approved by the government. It is the responsibility of the contractor to request government furnished equipment in order to support the validation effort.
  5. No special tools or instrumentation other than those called for by the procedure shall be used.
  6. Whenever technical manual procedures require major rewriting, new information is not immediately available, or the type or degree of a change is not obvious, the validation shall be postponed until adequate and complete data is available.
  7. Newport News Shipbuilding and the government reserve 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.
  8. The government may perform verification of the technical manual/chapter concurrent with validation. When applicable, the contractor shall provide assistance in performing verification tasks and recording performance of verification. Manual discrepancies recorded during verification shall be corrected. The supplier shall certify that all discrepancies recorded during verification have been resolved.
  9. The manual shall not be considered validated until the contractor's engineering technical review has been completed and manual information reflects configuration of the system/equipment and all required changes.
- B. The supplier shall prepare and submit a validation plan for Newport News Shipbuilding and government approval prior to proceeding with validation. The supplier shall incorporate NNS and government comments to the plan. The plan shall include:
1. The requirements of this coded note
  2. Supplier's validation procedure
  3. Scope of the validation effort
  4. A system for inspection, validation and correction of the manual
  5. Detailed review of the final manual to ensure it complies with the validated, corrected and accepted draft
  6. Description of validation set-up
  7. Description of equipment being validated
  8. Description of support equipment being used
  9. Validation personnel

10. Validation data sheets identifying:
  - a. List of technical manual/chapter sections
  - b. The applicable method of validation for each section
  - c. Person completing the validation for each section
  - d. Acceptability of validated section
  - e. Comments and observations from validating each section
  - f. Summary of comments and corrective actions
  
- C. A validation report of the demonstration shall be submitted to Newport News Shipbuilding for approval. It shall contain the following as a minimum.
  1. A copy of the technical manual/chapter marked-up with recommended changes resulting from the validation.
  2. Completed technical manual/chapter validation data sheets
  3. Technical manual validation certificate (NAVSEA Form 4160/3)
  
- D. Newport News Shipbuilding and/or government review comments shall be incorporated into the technical manual/chapter when otherwise required.
  
- E. The supplier shall re-validate procedural changes.

Provide validation plan and report in electronic format on Windows compatible cd or dvd disk which are not password protected or security enabled. Hard copy deliverables are unacceptable for the purposes of this coded note.