

SECTION IV

STANDARDIZED ITEMS AND WORK ITEMS

A. The specification standardization concept is used to promote a program to promulgate and utilize the best procedures to be employed in developing Work Items. There are five types of standardized items and Work Items which are defined below:

1. Standard Items (SIs) are items that establish uniform methods and standards for routine requirements normally invoked in ship repair Work Items. These items are invoked whenever applicable without modification.

a. There are two categories of SIs from the standpoint of utilization. A Category I SI, when invoked, is applicable to the entire Job Order without further reference in the individual Work Item. A Category II SI, when applicable, shall be invoked in each Work Item.

(1) A Standard Item or its equivalent SI may be assigned as Category I by the SSRAC if its requirements are either (1) safety (personnel or equipment) or environmental related, (2) administrative or managerial (non-trade) in nature, or (3) readily discernable, by shipcheck or listed references, based on the scope of repairs specified in a Work Item. A SI may be assigned as Category I by the SSRAC if it is applicable to only a unique class of ship or location of work and it meets the safety or administrative criteria above. Category I Standard Items shall stand alone and require no utilization guidance or phraseology.

2. Local Standard Items (LSIs) are items which meet the criteria of SIs but are approved on a case basis for local area use only. LSIs shall not be used in coast-wide bidding or extended solicitations. LSIs are numbered sequentially in the 099-XX series (i.e., 099-XXJA for a SUPSHIP Jacksonville LSI). Approval of LSIs will be made at the local level.

3. Standard Work Templates (SWTs) are Work Items that are prepared to cover repair or alteration work frequently occurring in ship repair. With the exception of SWT 077-01, Hazardous Waste Produced on Naval Vessels; control, and 992-31, Cleaning and Pumping; accomplish, which are maintained by the SSRAC, these items are prepared or reviewed and approved by the Standardization Management Working Group (SMWG) and must be locally reviewed for applicability and modified to suit the specific work requirement. (See Section II, D-E). SMWG will assign cognizant SUPSHIPS maintenance responsibility for each SWT.

4. Class Standard Work Templates (CSWTs) are Work Items for accomplishment of ShipAlts or repair of equipment or systems or for other recurrent work, which have been prepared for work on a specific class of ship. (See Section VII D).

5. Locally prepared Work Items are Work Items that must be prepared to suit specific work requirements where applicable SWTs or CSWTs are not available.

B. Additions to SIs and SWTs are identified by showing added verbiage in bold italics. Deletions to SIs and SWTs are identified by a vertical line in the right hand margin beside the deletion. New or completely revised SIs and SWTs are identified by a vertical line in the right hand margin beside the ITEM NO, DATE, and CATEGORY lines for SIs, and beside the PCN, CMP, and PLANNER lines for SWTs.

C. SIs and invoking phraseology (Section A of Annex B) developed at the SSRAC meeting shall be invoked in all new procurements issued after receipt from the SSRAC Chairman, provided that the receipt of the SIs supports the planning timetable for use.

D. Newly developed or revised SWTs and Standard Phraseology (Sections B-G of Annex B) shall be utilized upon receipt.

E. Annex A contains an invoking guide for Category I Standard Items. This Annex shall be updated after each SSRAC meeting and the results shall be published by the Chairman of the SSRAC with the minutes of the meeting and copies of the Standard Items and new or revised Standard Work Templates.

F. Annex B is a comprehensive listing of approved NAVSEA Standard Phraseology and is provided with notes and usage guidance for preparation of Work Items where a standard phrase is appropriate to describe the work requirement. Additions, deletions, or modifications to Annex B will be made by the SSRAC and a new Annex B will be published after each SSRAC meeting. Other changes deemed necessary by the SSRAC Chairman will be promulgated by correspondence for later incorporation into Annex B. Issues relative to the interpretation of standard phrases will be forwarded to the Chairman of the SSRAC with supporting documentation and recommendations for review prior to effecting contract modifications at the local level. Changes required by such a review will be promulgated by the SSRAC Chairman.

G. Annex C, which is designated "For Official Use Only", contains a list of the Category I SI's, the direct labor charges, and a rule-of-thumb estimating guide for each item.

H. Utilization of Standard Phraseology for invoking Category II Standard Items (Section A of Annex B) is mandatory. Standard Phraseology in Sections B through G of Annex B shall be utilized when applicable.

I. Planner's Notes used to explain "fill in the blank" information on SWTs and CSWTs will be indicated by (*1), (*2), etc., in bold, in the blank space. If the Planner's Note refers to an entire paragraph, then the flag should be at the left margin on the blank line above the paragraph.