

NAVSEA
STANDARD ITEM

FY-03

ITEM NO: 009-102
DATE: 30 AUG 2001
CATEGORY: I

1. SCOPE:

1.1 Title: Alteration Verification; provide

2. REFERENCES:

a. None.

3. REQUIREMENTS:

3.1 Accomplish reporting of alterations in accordance with the following:

3.1.1 Meet with the ship's Commanding Officer's **designated representative** and the SUPERVISOR within one day after start of the availability. Accomplish required reporting for each alteration in accordance with Attachments A through C.

3.1.2 Meet with the Commanding Officer's **designated** representative to obtain necessary information and signatures as required throughout the availability.

3.1.3 Submit eight legible copies of completed Attachments A through C for each alteration to the SUPERVISOR within three days after alteration completion.

3.2 Submit all copies of technical manuals, MIPs, and MRCs received with equipment (GFM and CFM) to the SUPERVISOR no later than five calendar days after receipt of equipment.

4. NOTES:

4.1 Data received in 3.2 required for installation and testing will be issued to the Contractor.

4.2 Alterations may include Ship Alterations (ShipAlts), Ordnance Alterations (ORDALTs), Engineering Changes (ECs), Field Changes (FCs), Machinery Alterations (MACHALTs), and other configuration changes authorized for accomplishment.

ATTACHMENT A
EXCEPTIONS TO ILS VERIFICATION

ALTERATION IDENT: _____
(Type Hull-Class-Alteration Number)

SHIP: _____ ALTERATION ACCOMP DATE: _____
(Hull No./Name) (From - To)

INSTALLING ACTIVITY: _____

1. The following ILS was not provided upon completion of this alteration:

- a. Technical Manuals (listed by identification number and equipment application).
- b. Spares Support that is without RIC/PAL No./Interim Repair Parts (listed by Equipment Nomenclature)
- c. COSAL Updates (list documentation not onboard)
- d. Test Equipment (listed by Equipment Nomenclature)
- e. PMS Documentation (listed by Maintenance Index Pages (MIPs), Maintenance Requirements Card (MRC) Numbers)
- f. SSRD Markups (list mark-ups not onboard)
- g. Installation Drawings (list drawings not onboard)

2. The following information is provided for items indicated in paragraph (1):

- a. Information on how and when this missing ILS was ordered (i.e. Requisition Number, Letter/Transmittal Number, etc.).
- b. Information on the current status/estimated receipt date/reason for late arrival (if known) (i.e. out of stock, not developed, etc.).
- c. Information on the anticipated method of transfer to the ship when received (i.e. transshipment, forwarding letter, to be accomplished by someone other than NSA/AIT, etc.).

ATTACHMENT B
PHYSICAL CONFIGURATION AUDIT REPORT

ALTERATION IDENT: _____
(Type Hull-Class-Alteration Number)

SHIP: _____ ALTERATION ACCOMP DATE: _____
(Hull No./Name) (From - To)

INSTALLING ACTIVITY: _____

EQUIPMENT NOMENCLATURE _____

SERIAL NO.: _____

LOCATION: _____

EQUIPMENT DISPOSITION:

INSTALLED REMOVED MODIFIED

EIC NO.: _____

TECHNICAL MANUAL(S): _____
(New/Revised/Copies)

APL/AEL/PAL: _____

TEST EQUIPMENT: _____

PMS DOCUMENTATION: _____ (MIP NO.)

REMARKS: _____

ATTACHMENT C
SHIPALT INSTALLATION COMPLETION REPORT

KEY: X - CDM/NSA RESPONSIBILITY

DATE: _____
SHIPALT NO: _____
SHIPALT BRIEF: _____
SHIP HULL NO: _____
SHIP NAME: _____
SHIP CLASS: _____
PLANNING YARD: XXXXXXXXXXXX _____
PLANNING YARD Point of Contact: XXXXXXXXXXXX _____
TYPE COMMANDER: XXXXXXXXXX _____
SQUADRON: XXXXXXXXXX _____
NAVSEA SHIP PROGRAM MANAGER (SPM): XXXXXXXXXXXX _____
LIFE CYCLE EQUIPMENT MANAGER: XXXXXXXXXXXX _____
IN-SERVICE ENGINEERING AGENT (ISEA) XXXXXXXXXX _____
INSTALLING ACTIVITY Point of Contact: _____
INSTALLATION DATES: _____

SHIP'S FORCE	GOVERNMENT ACTIVITY	INSTALLATION CONTRACTOR
(Signature)	(Signature)	(Signature)
(Printed Name)	(Printed Name)	(Printed Name)
(Department/Division)	(Department/Division)	(Department/Division)
(Phone)	(Phone)	(Phone)
(Date)	(Date)	(Date)