

NAVSEA  
STANDARD ITEM

FY-05

ITEM NO:	<u>009-90</u>	
DATE:	<u>29 AUG 2003</u>	
CATEGORY:	<u>II</u>	

1. SCOPE:

1.1 Title: Technical Representative; provide

2. REFERENCES:

2.1 None.

3. REQUIREMENTS:

3.1 Provide the services of a qualified on-site Technical Representative to provide assistance in the process or processes, including NAVSEA pilot coating system application, and repair and testing of the equipment specified in the invoking Work Item. The Technical Representative shall meet the following minimum qualification requirements:

3.1.1 Have technical knowledge of the specified equipment or process and have a documented history of successful performance or repairs on similar equipment or processes.

3.1.2 Have demonstrated competency in analyzing repair requirements and process performance and making recommendations based on process or disassembly inspection results.

3.1.3 Have documented and verified access to OEM proprietary plans, specifications, procedures, material, and parts.

3.1.3.1 The Chief Engineer of the SUPERVISOR is the only representative who may waive specific requirements of 3.1.3.

3.1.4 Submit one legible copy, in hard copy or electronic media, of the name and qualifications of the Technical Representative to the SUPERVISOR for approval. Qualification documentation shall include information supporting the requirements of 3.1.1 through 3.1.3.

3.1.4.1 Written approval from the SUPERVISOR is required prior to substituting the Technical Representative.

3.2 The Technical Representative shall review all required reports, including Process Control Procedures, for technical adequacy prior to submittal to the SUPERVISOR for acceptance.

3.3 The Technical Representative shall meet periodically, weekly at a minimum, with the Chief Engineer of the SUPERVISOR or his/her designated representative to address problems and status of repairs.

3.4 The Technical Representative and contractor shall receive Technical Authority briefing by the Chief Engineer of the SUPERVISOR or his/her designated representative.

3.5 The Technical Representative does not have the authority to direct modifications to the equipment, processes, or items specified in the invoking Work Item without signed authorization from the Chief Engineer of the SUPERVISOR.

3.6 Minimum requirements for the services of the Technical Representative are as follows:

3.6.1 Witness pre-repair operational tests, adjustments, and inspections to determine equipment condition, when required by the Work Item.

3.6.2 Inspect equipment and component parts during disassembly, to include process material and process performance.

3.6.3 Verify process documents where as-found reports are required, to include clearances and conditions, and submit as-found report. Include in as-found report the information required by 3.6.3.1 through 3.6.3.4.

3.6.3.1 Provide dimensional measurements and comparisons to minimum/maximum design tolerances for equipment.

3.6.3.2 Provide sketches of suspect and defective areas with notations to describe defects.

3.6.3.3 Provide list of recommended repair parts or material in addition to those specified in the invoking Work Item.

3.6.3.4 Provide recommendations for future process improvements.

3.6.4 Inspect new and repaired areas and component parts of the equipment prior to re-assembly to ensure compliance with Navy technical manual requirements and Standard Items.

3.6.4.1 Any deviations or departure from the specifications and/or the requirements of 3.6.4 require an approval from the SUPERVISOR prior to equipment re-assembly.

3.6.5 Inspect and provide technical guidance and assistance during process performance, equipment re-assembly and adjustment, and when specified, coating application. Verify re-assembly procedures, sizes, and clearances comply with manufacturer's requirements, Navy technical manual requirements, and coating application procedures when specified.

3.6.5.1 Verify and document mechanical and electrical alignments, final closing sizes, and clearances.

3.6.6 Witness operational tests, make adjustments, and document test and process performance results, including, when required, final inspections of coating systems.

3.6.7 Submit one legible copy, in hard copy or electronic media, of an overall condition report to the SUPERVISOR within five days of completion of the requirements of the Work Item and/or coating system application or other process specified in the invoking Work Item.

3.6.7.1 The report shall provide a brief of the repairs accomplished and the Technical Representative's opinion of the post-overhaul equipment condition or process performance.

3.7 Notify the SUPERVISOR upon arrival and prior to departure of the Technical Representative.

4. NOTES:

4.1 The Technical Representative shall not "accept or reject" work for the SUPERVISOR.