

## 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 as 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 2 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 may be assigned as Category I by the SSRAC if its requirements are either (a) safety (personnel or equipment) or environmental related, (b) administrative or managerial (non-trade) in nature, or (c) readily discernible, 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. The official source for Standard Items is the SSRAC web site at <http://www.navsea.navy.mil/CNRM/C/SERM/SSRAC1/default.aspx>.

2. Local Standard Items (LSIs) are items that 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-XXXX series (i.e., 099-XXSE for a Southeast Regional Maintenance Center LSI). Approval of LSIs will be made at the local level.

B. Changes or additions to SIs are identified by showing added or changed verbiage in bold Italics. Deletions to SIs are identified by a vertical line in the right-hand margin beside the deletion. New or completely revised SIs are identified by a vertical line in the right-hand margin beside the ITEM NO, DATE, and CATEGORY lines, e.g.:

ITEM NO:	<u>009-01</u>	
DATE:	<u>01 AUG 2008</u>	
CATEGORY:	<u>I</u>	

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 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 shall be published with the results 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. 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.

H. Planner's Notes should be used to explain "fill in the blank" information on SWTs, CSWTs and LWTs. Planner's Notes may also be used to provide other types of information that may be of value to the Planner, for example:

When accomplishing generator repairs, separate Work Item shall be invoked using 311-022 template to accomplish testing.

Verify and update drawings and revisions.