

SECTION II

DEFINITIONS

- A. Work Item (4E Spec) - An individual set of work requirements written in a standard format to accomplish a specific alteration or repair.
- B. Specification (Schedule) - The set of Work Items contained in a Job Order for repair and alteration of vessels.
- C. Specification Package - The Work Items, reference data, and all contractual requirements.
- D. Standard Items - Mandatory and non-deviational.
 - 1. Standard Items (SIs) - 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. SIs are approved and maintained by the SSRAC.
 - 2. Local Standard Items (LSIs) - Items that meet the criteria of SIs but are approved by the Naval Supervisory Authority (NSA) on a case basis for local or port specific requirements such as local environmental requirements or heavy weather plans. 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 Southeast RMC LSI).
- E. Templates - Work Items that can be modified and used for single or multiple ship classes.
 - 1. Standard Work Templates (SWTs) - Work templates that are prepared for specific repairs, alterations, or to provide support for work frequently occurring in ship repair utilized across ship classes.
 - a. User activity may add/delete requirements or may use "Intentionally Left Blank" for non-applicable reference(s) or requirement(s) as shown in Section VII-B.
 - b. User activity shall fill in all blanks or use "Intentionally Left Blank" if non-applicable as shown in Section VII-B.
 - 2. Class Standard Work Templates (CSWTs) - Work templates that are prepared for specific repairs, alterations, or to provide support for work frequently occurring in ship repair utilized on a specific class of ship.

- a. User activity may add/delete requirements or may use "Intentionally Left Blank" for non-applicable reference(s) or requirement(s) as shown in Section VII-B.
 - b. User activity shall fill in all blanks or use "Intentionally Left Blank" if non-applicable as shown in Section VII-B.
3. Local Work Templates (LWTs) - Work templates that are prepared to provide instruction or support for work frequently occurring in ship repair that is unique to a specific geographic location.
- a. User activity may add/delete requirements or may use "Intentionally Left Blank" for non-applicable reference(s) or requirement(s) as shown in Section VII-B.
 - b. User activity shall fill in all blanks or use "Intentionally Left Blank" if non-applicable as shown in Section VII-B.
- 4. Basic Work Shell Templates (BSWTs)- When no applicable template(s) (SWT, CSWT or, LWT) or previously written work item is identified that is applicable, develop BSWT using the requirements of Section VII.**
- a. User activity may add/delete requirements or may use "Intentionally Left Blank" for non-applicable reference(s) or requirement(s) as shown in Section VII-B.**
 - b. User activity shall fill in all blanks or use "Intentionally Left Blank" if non-applicable as shown in Section VII-B.**
- F. The Master Specification Catalog Maintenance Office (MSCMO) is responsible for approving and maintaining CSWTs and SWTs. LWTs are approved and maintained at the local level.
- 1. The use of the applicable CSWTs or SWT 077-001 in preparation of Hazardous Waste Work Items is non-deviational and mandatory. User activity shall fill in applicable blanks only.
 - 2. The use of the applicable CSWTs or SWT 992-031 in preparation of Cleaning and Pumping Work Items is mandatory.
 - 2.a User activity may add/delete requirements or may use "Intentionally Left Blank" for non-applicable reference(s) or requirement(s) as shown in Section VII-B.
 - 2.b User activity shall fill in all blanks or use "Intentionally Left Blank" if non-applicable as shown in Section VII-B.