

NAVSEA  
STANDARD ITEM

FY-18

ITEM NO: 009-102  
DATE: 29 JUL 2011  
CATEGORY: I

1. SCOPE:

1.1 Title: Alteration Verification; provide

2. REFERENCES:

2.1 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 one legible copy, in approved transferrable media, of completed Attachments A through C to the SUPERVISOR for each alteration within 3 days after alteration completion.

4. NOTES:

4.1 Alterations may include Ship Alterations (ShipAlts), Ordnance Alterations (ORDALTs), Engineering Changes (ECs), Field Changes (FCs), Machinery Alterations (MACHALTs), Ship Change Document (SCD), Alteration Equivalent to Repair (AER), and other configuration changes authorized for accomplishment.

4.2 The requirements of this NAVSEA Standard Item will be accomplished by the activity installing the alteration.

ATTACHMENT A  
EXCEPTIONS TO ILS VERIFICATION

ALTERATION IDENTIFICATION: \_\_\_\_\_  
(Type Hull-Class-Alteration Number)

SHIP: \_\_\_\_\_ ALTERATION ACCOMPLISHMENT 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. Ship Selected Record Drawings (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 Naval Supervisory Authority (NSA)/Alteration Installation Team (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  
SHIP ALTERATION COMPLETION REPORT

REPORT NO:

ISSUE DATE:

SHIP/HULL  
SSP NO.  
UIC  
FY/TYPE AVAIL.

| NAVSEA SUMMARY |                   | COMPLETE |         |
|----------------|-------------------|----------|---------|
| SHIPALT NO.    | BRIEF DESCRIPTION | (Yes/No) | REMARKS |

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| TYCOM SUMMARY |                   | COMPLETE |         |
|---------------|-------------------|----------|---------|
| SHIPALT NO.   | BRIEF DESCRIPTION | (Yes/No) | REMARKS |

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