Guidelines for the Technical Specification Template - 2nd draft

General Recommendations about Using the Template

- Please note that the Template just refers to the Technical Part of the Invitation to Tender Document
- the Commercial Part is under responsibility of the SPL division
- however, all commercial requirements, which are of technical interest (e.g. one might not allow the subcontracting of any part of the equipment) should also be mentioned in the Technical Specification in order to give the responsible designers all necessary information
- please take a look into Cern Contract Conditions; only repeat if absolutely necessary

- You should stick to the proposed clauses and sub-clauses
  - a list of further sub-clauses is given in the Annex of this Guideline

- For some clauses mandatory paragraphs are given (see electronic version of the Template), which you should only change for good reasons.
- Where possible, just make references to the corresponding clauses of the applicable documents, only repeat if necessary
- Since Specifications are official CERN documents, you should not change the layout of the Template

EDMS-Requirements

- only applications approved by the desktop forum (available at NICE) should be used to create the documents
- the use of Apple Macintosh applications like Mac Draw or Canvas causes problems in interchanging the files to standard Windows applications; it is strongly recommended to work on Windows 95 or Windows NT platforms only
- the Template was designed on Word 95, we can not give any guaranty that it will work correctly on Word 97
- All non CDD drawings and tables should be embedded in the word file (this is necessary for archiving the document)
  - CDD drawings should be annexed to the document
- a list of enclosed CDD drawings should be made available in clause 5 “Applicable Documents”
  - please list the number of the drawing without blank characters and then, separated by one blank character, the revision index:

<table>
<thead>
<tr>
<th>Drawing Number</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>LHCXXXXXXXnnnn XX</td>
<td>Title</td>
</tr>
<tr>
<td>LHCCLJ1UQ0001 AA</td>
<td>Cryogenic Layout … (Example)</td>
</tr>
</tbody>
</table>

- technical illustrations should obligatory have an identifier
1. Introduction

1.1 The Cern Laboratory
1.2 The LHC Project
1.3 The Subject of the Specification

You should use the standard text.

Please give a brief overview on all relevant points. You should also describe, how the object is related to the LHC-Machine.

2. Scope and Object

2.1 Scope of the Supply

<table>
<thead>
<tr>
<th align="center">Checklist - Extent of the Supply:</th>
</tr>
</thead>
<tbody>
<tr>
<td align="center">Supply of …</td>
</tr>
<tr>
<td align="center">Service</td>
</tr>
<tr>
<td align="center">Manuals</td>
</tr>
<tr>
<td align="center">Training</td>
</tr>
<tr>
<td align="center">48h in Site Service</td>
</tr>
<tr>
<td align="center">Option for a further Supply</td>
</tr>
</tbody>
</table>

Please give a very short overview on all the relevant points. A more detailed description will be in Clause 9 “Delivery and Commissioning”

2.2 Not included in the Supply

e.g. Cern provides ...

Please take a look into Cern Contract Conditions. Only repeat if absolutely necessary.
Please also note that this is just a short repetition of technically relevant points, which are described in the Commercial Papers.

3. General Conditions

3.1 Tender Procedure

Optional:
3.2 Country of Origin
3.3 Subcontracting

4. Technical Contract Management

5. Applicable Documents

5.1 International Standards
5.2 National Standards
5.3 Other References
5.4 Annexed Documents
5.5 Terms and Definitions (if applicable)

Please choose carefully which of the paragraphs are necessary. The list given in the Template is not complete.
Please use the suggested format for references.

Here you should also give a complete list of all annexed drawings

6. Technical Requirements

6.1 General Description
6.2 Environmental Conditions
6.3 Safety
6.4 Main Parameters

Optional:
<Specific Points>

6.5 Documentation
6.6 Training
6.7 48h in Site Service
## 7. Quality

7.1 General
7.1 Quality Assurance Plan

7.2 Quality Control

### Optional:

<Specific Points>

## 8. Tests and Acceptance

8.1 Test Methods
8.2 Acceptance

## 9. Delivery and Commissioning

9.1 Provisional Delivery Schedule
9.2 Packing and Transport to Cern
9.3 Handling at Cern

## 10. Annexes

Where possible (e.g. Quality Assurance Plan) you should refer to the relevant documents, instead of repeating their content. Please choose the Quality Assurance Plansub-clause, if applicable.

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Please take a look into Cern Contract Conditions. Only repeat if absolutely necessary.

<table>
<thead>
<tr>
<th>X.X Sub-Clause</th>
<th>X.X.1 Product A</th>
<th>X.X.2 Product B</th>
</tr>
</thead>
<tbody>
<tr>
<td>characteristics</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In case of two or more products, you should distinct them clearly by using the following formats:
Approval and Archiving Procedure (in Preparation)

Annexes
– List of Subheadings
– Extract from ISO Recommendations
– Example Market Survey (in Preparation)
– Example Technical Specification (in Preparation)

Applicable Documents
– Safety Codes: “List and Summaries of TIS Safety Documents” TIS/DI 97-46, regularly updated
– Cern Contract Conditions
– Abstract of the purchasing procedures - 14 July 1997
– Quality Assurance Plan

all documents, as well as the Guidelines can be found online: