

2 April 2002

Test and Evaluation

COMMISSIONING CERTIFICATE



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Air Force Flight Test Center (AFFTC) Instruction establishes policies, procedures, and format for AFFTC Form 5001, **Technical Support System/Subsystem Test Verification Commissioning Certificates**. This regulation applies to all development and Project Management activities within the 412 Test Wing (TW) and other organizations where system/subsystem commissioning is anticipated.

1. References. AFFTC Program Manager's Handbook (Appendix 12, Transition and Turnover Guide)

2. Terms Explained.

2.1. Acceptance Test Plan (ATP): This is a test plan to ensure that the developed system/subsystem meets all design specifications and contractual requirements.

2.2. Discrepancies: These are requirements of the transition/turnover agreement that have not been completed before commissioning.

2.3. Full Operational Capability (FOC): This occurs when all development is completed and there are no discrepancies and the system/subsystem is capable of operating at full capacity.

2.4. Initial (Interim) Operational Capability (IOC): This occurs when the system/subsystem is commissioned for use, but there are some discrepancies. Before development project closure, these discrepancies must be eliminated.

2.5. Transition/Turnover (T/T): The process used to formally transfer management responsibility from the developing organization to the using organization for new or enhanced systems/subsystems. At a minimum, 12 requirements must be fulfilled at least partially before IOC. Careful consideration should be given to each. The IOC definition for each project must be agreed to by both the user and the developer. These include:

Report Documentation Page

Report Date 2 Apr 2002	Report Type N/A	Dates Covered (from... to) -
Title and Subtitle AFFTC Instruction 99-6, Test and Evaluation Commissioning Certificate	Contract Number	
	Grant Number	
	Program Element Number	
Author(s)	Project Number	
	Task Number	
	Work Unit Number	
Performing Organization Name(s) and Address(es) Air Force Test Center (AFMC) Edwards Air Force Base Ca 93524	Performing Organization Report Number	
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- 2.5.1. List of equipment.
- 2.5.2. Provisioning.
- 2.5.3. Documentation.
- 2.5.4. Training.
- 2.5.5. Configuration Management and Control.
- 2.5.6. Property Transfer.
- 2.5.7. Acceptance Test Program and Results.
- 2.5.8. Acceptance Certification Program and Results.
- 2.5.9. Maintenance Concepts.
- 2.5.10. Security.
- 2.5.11. Safety.
- 2.5.12. Commissioning Certificate.

Note: These elements are all addressed in the T/T agreement.

2.6. Transition/Turnover Working Group (T/TWG): This group of people includes Air Force (AF) and contractor personnel associated with the development and/or use of the system/subsystem. These personnel assist the AF Program Manager (PM) and Project Engineer (PE) in preparing the T/T agreement and ensuring that all discrepancies are eliminated.

3. Policies.

3.1. After the T/T agreement is signed and the ATP has been completed satisfactorily, the AF PM/PE and the T/TWG will review the agreement to identify and document T/T discrepancies. The AF PM/PE, or their designee, will complete AFFTC Form 5001, **Commissioning Certificate**, using the procedures on page 3 of this instruction.

3.2. The system/subsystem will enter the IOC phase when commissioned with discrepancies. The original Commissioning Certificate will be maintained by Air Force Quality Assurance (AFQA) and management will be periodically informed of the system/subsystem status until all discrepancies are eliminated. The AF PM/PE is responsible for coordinating with AFQA when discrepancies are eliminated. The AF PM/PE will keep the original signed T/T agreement until FOC.

3.3. The system/subsystem enters the FOC phase when all discrepancies have been eliminated. The original Commissioning Certificate and T/T agreement is transferred to the using organization configuration manager. AFQA issues an FOC achievement letter to the developing and using organization division chiefs and the Contractor Operations & Maintenance Manager, informing them of the system status.

WILBERT D. PEARSON, JR., Major General, USAF
Commander

Attachment 1**PROCEDURES FOR COMPLETING AFFTC FORM 5001, COMMISSIONING CERTIFICATE**

- Block 1 - N/A
- Block 2 - State location in which the project is being developed. (e.g., Building XXX, Edwards AFB, CA)
- Block 3 - State the name of the system or subsystem being developed (e.g., Building XXX Upgrade)
- Block 4 - If only a subsystem of a larger system is being commissioned, include the name of the subsystem. If there are no subsystems being commissioned separately, leave blank. (e.g., Receiver System)
- Block 5 - Include the Letter of Technical Direction (LOTD) number or other tasking document number (if applicable).
- Block 6 - Enter the AFFTC Job Order Number (JON) to which the task is charged (optional).
- Block 7 - Fill in the applicable contract number(s).
- Block 8 - Identify any facilities, sites, or links with which the system/subsystem will interface.
- Block 9 - Write a short narrative summary of the Acceptance Test results.
- Block 10 - This section includes AF and contractor personnel who have verified the acceptance test was conducted in the prescribed manner. AF personnel include the PM/PE, the End User and Quality Assurance. Contractor personnel include the Program Manager, Operation and Maintenance (O&M) Focal Points and Quality Assurance. Additional signatures may be included at the discretion of the PM/PE.
- Block 11 - This block includes all discrepancies that exist when the Commissioning Certificate is signed. List each discrepancy, a brief description, and who is responsible for resolving the discrepancy. If fuller narrative is needed, use a blank piece of paper or AF Form 2420, Quality Assurance Inspection Summary, and attach to the Commissioning Certificate. When discrepancies have been eliminated, the date it was corrected and the initials of the person verifying the correction is annotated.
- Block 12 - Line through those items that are not applicable at the time of commissioning.
- Signatures consist of the Developing Organization's Division Chief/Portfolio Manager and the Using Organizations Division Chief.

Attachment 2

AFFTC FORM 5001, COMMISSIONING CERTIFICATE

SUBSYSTEM/SYSTEM TEST VERIFICATION AND COMMISSIONING CERTIFICATE				DATE	LOG NUMBER
1. TEST PLAN CERTIFICATION		2. LOCATION		3. SYSTEM	
SOFTWARE VERSION					
TEST PLAN ID					
4. SUBSYSTEM	5. TASK NUMBER	6. JOB NUMBER	7. CONTRACT NUMBER		
8. FACILITIES, SITES, LINKS AND/OR INTERFACES COMPRISING THE SYSTEM AND UTILIZED IN TESTING					
9. NARRATIVE SUMMARY OF RESULTS					
10. TEST CERTIFICATION					
The subject subsystem/system has been tested in accordance with the approved Acceptance Test Plan/Specification. The undersigned verify that the test was conducted as prescribed and the results are as indicated above. Exceptions are listed on the reverse of this form.					
ORGANIZATION	DATE	RANK, GRADE OR TITLE	SIGNATURE		

11. EXCEPTIONS (Coordinate on page 3 if necessary)				
DISCREPANCIES	DESCRIPTION	RESPONSIBLE ACTIVITY	DATE CORRECTED	INITIALS

12. COMMISSIONING CERTIFICATION			
1. All exceptions listed above have been corrected 2. The subsystem/system meets all operational requirements 3. Complete logistics and operational support is available 4. Completion of this certificate affects the formal commissioning of the subsystem/system as of the above date			
ORGANIZATION	DATE	RANK, GRADE OR TITLE	SIGNATURE

DISCREPANCIES	DESCRIPTION	RESPONSIBLE ACTIVITY	DATE CORRECTED	INITIALS