**Recommended Spare Parts**

for the

**Procurement of Meteorological Observation Systems**

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# INTRODUCTION

Many NMHS already have template documents to cover all aspects of the procurement of all or part of an Observation Network.

In the absence of these, this document is provided as an example Recommended Spare Parts which may be adapted.

Text in red italics should be replaced by information relevant for this Procurement.

The aim of the example documents is to provide guidance. Most NMHS have their own documents/templates/formats should be used for this purpose. These example documents allow a NMHS to check their own documentation against these examples to ensure their Procurement considers the relevant aspects.

These documents have not been checked or approved by WMO legal. They are provided as examples only and should not be used without specific endorsement by the NMHS’s own legal departments.

# Recommended Spare Parts

## General

1. Spare parts to be supplied must be sufficient to maintain all System Components according to the required availability (MTBF, MTTR) as specified in the Requirement Specifications document.
2. Purchaser reserves the right to procure parts directly from the original or other manufacturers.

## Recommended Spare Parts List (RSPL)

1. The Contractor shall submit a Recommended Spare Parts List (RSPL) based upon the Maintenance Conditions as specified in the Maintenance Conditions document and the required availability (MTBF, MTTR) as specified in the Requirement Specifications document. This list shall contain spare parts recommended by the Contractor to support/maintain the System and System Components during their respective lifetimes regarding the following:
* For consumables the Contractor shall recommend an amount of spare parts sufficient for two years for the System and System Components.
* For repairable System Components (or modules of System Components, if applicable), the Contractor shall recommend a number of spares based on the mean time between failure (MTBF) for that specific System Component.
* For modules that can only be replaced as a whole in case of malfunctioning, the Contractor shall recommend a number of spares based on the lifetime of the System and on the MTBF as provided in the Requirement Specifications document.
* The Contractor shall make a recommendation for COTS-items.

The list will be subject to Purchaser’s review and used for the provisioning process. The RSPL will be submitted two (2) months after contract award.

1. The RSPL provides recommendation for a range and quantity of spares along with a minimum of descriptive data.
2. Every item listed in the RSPL must be identified by the following minimum information:
* Manufacturer part number/reference number.
* Prime Contractor’s part number (if applicable).
* Item name.
* Unit Price (UP).
* Unit of Issue (UI).
* Quantity recommended.
* Procurement Lead-Time (PLT).
* Brief description of part.

## Provisioning Conference

The Contractor can be asked to conduct a Provisioning Conference at his facilities. The purpose of the Provisioning Conference shall be to give assistance to the Purchaser’s representatives in selecting the spare parts. The Provisioning Conference will be held at the Contractor’s facilities.

## Delivery

At the time of Acceptance of the System, Purchaser shall have received sufficient spare parts to be able to maintain the System.

## Material Change Note

If applicable, the Contractor shall provide Purchaser with a Material Change Notice. Approval by Purchaser will be given within one (1) month after receipt.

## Packaging Storage/Stowage Information

The Contractor shall provide Purchaser with sufficient packaging, handling and storage/stowage information. Approval of this information will be given within one (1) month after receipt. All equipment and parts in storage have to be able to withstand the following conditions:

1. Maximum temperature of seventy degrees Celsius (70 °C); maximum relative humidity of seventy-five percent (75 %), for at least ten (10) days;
2. Maximum temperature of fifty five degrees Celsius (55 °C); maximum relative humidity of seventy-five percent (75 %), unlimited.
3. Storage temperature will above ten degrees Celsius (10 °C).