

**DALO**  
**Terms and conditions of the Purchase Order**  
**Appendix 1**

**Instructions for the tenderers:** This document contains the key terms and conditions, appendix 1, contained in the Purchase Order.

**The following special conditions shall apply to the Agreement:**

**A. TRAINING**

The Supplier shall perform the training activities included in Appendix 1 in compliance with the requirements contained therein. As a general requirement, the training shall enable DALO to use, repair and maintain all parts of the Deliverables.

If **Fejl! Henvisningskilde ikke fundet.** does not contain requirements regarding when the training shall be executed, it shall take place in connection with the Delivery unless otherwise agreed in writing between the Parties.

**DALO'S STANDARDS OF TRAINING**

Clause 1 contains DALO's requirements to the standards of training and education and proficiency level of DALO personnel to be trained.

Clauses 2 – 6 contain guidance to the Supplier on how to prepare Appendix 1 regarding the Supplier's outline training and education programme.

**1. DALO'S REQUIREMENTS**

**1.1 Subjects taught**

DALO expects the following subjects to be taught:

- Basic instrument operation
- Sample introduction
- Analysis of a standard sample
- Software:
  - Library search
  - Quantification using Beer-Lambert law

- Multivariate quantification
- Other relevant quantification methods
- Maintenance:
  - Basic daily maintenance
  - Periodic maintenance
- Trouble shooting
  - Common issues and how to address them

### **1.2 Course scheduling**

DALO expects the course to be scheduled in connection with delivery of the instrument. In addition a one day follow up course shall follow after 6 months of operation.

DALO expects the training to take place at the Danish Defence Laboratory, Perimetervejen 71, DK-3500 Værløse.

### **1.3 Learning aids**

One set of learning aids for student property must be handed over to DALO by the Supplier.

### **1.4 Training certificate**

The Supplier shall issue a training certificate to each participant after the end of the training session(s).

## **2. DURATION OF CLASSES**

The number of days in course(s) and combination of theory and practice / emulated exercises must be described by the Supplier in Appendix 1. The description must be approved by DALO.

## **3. COURSE SCHEDULING**

The Supplier must describe what the interconnections are between the dates of training course(s) and deployment for work of the material body in case of change of delivery schedule.

The description and training schedule must be approved by DALO.

Conditions for absence and restitution of teachers, class-hours, learning aids, locations and students must be described by the Supplier in Appendix 1. The description must be approved by DALO.

#### **4. TEACHERS QUALIFICATIONS**

The Supplier must describe in Appendix 1 the qualifications of the teachers relevant to method of learning and subjects taught and taxonomy level.

Both must be approved by DALO.

If the Supplier changes the teachers to other teachers than those referred to in the Supplier's offer, then the Supplier must ensure that new teachers have the same qualifications as those presented in the Supplier's offer to DALO.

The new teachers must be approved by DALO, before they carry out courses.