SITUATIONAL AWARENESS COMMAND & CONTROL

**DELIVERY TEAM**

**STATEMENT OF WORK**

**for**

**INDEPENDENT SAFETY AUDITOR**

**in support of the**

**INTERIM DEPLOYABLE AIR SURVEILLANCE AND CONTROL SYSTEM**

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# INTRODUCTION

## REQUIREMENT

There is a requirement for an Independent Safety Auditor (ISA) in support to the Interim Deployable Air Surveillance and Control System (Interim DASACS) project within the Situational Awareness Command & Control Delivery Team (SACC DT).

An ISA is defined by Defence Standard 00-56 Part 1 Issue 6 as an individual or team, from an independent organisation, that undertakes audits and other assessment activities on behalf of MOD to provide assurance that safety activities comply with planned arrangements, are implemented effectively and are suitable to achieve objectives; and whether related outputs are correct, valid and fit for purpose.

By definition the ISA must be independent of the MOD, and in this particular case, independent of the SACC DT, its suppliers and safety technical support contractors.

## DEPARTMENTAL REGULATION & POLICY

The equipment solution delivered by the Interim DASACS project will be used by the No 1 Air Command and Control (1 ACC) unit as an Aerospace Battle Management (ABM) system which will include provision of Air Traffic Services (ATS) as defined by CAP 483. As such, Interim DASACS falls under the regulatory control of the Military Aviation Authority (MAA) as Air Traffic Management (ATM equipment.

Of particular note are the following MAA Regulatory Articles (RA) that will apply:

* RA1002 Competent Persons;
* RA1003 Delegation of Airworthiness Authority and Notification of Air Safety Responsibility;
* RA1220 Project Team Airworthiness and Safety;
* RA1027 Air Traffic Management (ATM) Equipment Organizations – Responsibilities;
* RA3100-08 Air Traffic Management (ATM) Approved Organization Scheme (AAOS);
* RA3120: ATM Equipment Standards;
* RA3130: Air Traffic Management (ATM) Equipment Safety Management;
* RA3132: Air Traffic Management (ATM) Equipment Safety Cases;
* RA3134: Air Traffic Management (ATM) Equipment Release into Service Process (RiSP);
* RA3140: Air Traffic Management (ATM) Equipment End to End Safety.

RA1220(3) Independent Assessment: places a requirement on the SACC Team Leader (TL) to ensure all relevant safety cases are subject to independent audit against the safety plan by an Independent Safety Auditor (ISA) in accordance with Def Stan 00-56.

## INTERIM DEPLOYABLE AIR SURVEILLANCE AND CONTROL SYSTEM

**Background/Description**

## ISA SUPPORT TO the Interim DAsacs project

The key objective of the Interim DASACS ISA is to independently provide confidence that the Interim DASACS safety programme, its activities and deliverables meet the requirements of relevant legislation, regulation, standards, policy, procedures and good practice, and that adequate evidence exists to support claims that safety objectives, targets and requirements will be, or have been met. This is broken down as follows:

* To provide assurance that legislation, regulation, standards and policy are being complied with through the effective application of an appropriate and proportionate safety regime.
* To verify that appropriate and justified safety objectives, targets and requirements are being, or have been set;
* To examine and objectively assess the safety management processes, activities and evidence for compliance and fitness for purpose;
* To provide the means to identify safety improvements.

To this end, the Contractor shall:

* Generate and secure the acceptance of the Authority’s Safety Manager of an Interim DASACS ISA Plan, within 4 weeks of contract award, and implement, control and sustain that plan throughout the life of the contact;
* Against relevant safety legislation, regulation, standards, policy, processes, procedures, good practices, objectives, targets and requirements review, audit and assure the Interim DASACS Safety Programme, its activities and deliverables for compliance, correctness, completeness, validity and fitness for purpose;
* Attend:
	+ Interim DASACS Project Safety Committee (PSC) meetings;
	+ Interim DASACS Safety Working Group (SWG) meetings;
	+ Interim DASACS safety risk management activities;
* Provide ISA audit and assurance reports in support of PSC meetings;
* Provide generic safety advice and guidance to stakeholders.

## SUITABLY QUALIFIED & EXPERIENCED PERSONNEL

All individuals acting as an Interim DASACS ISA shall be named, accepted by the Authority’s Safety Manager and recorded in the contract. This shall include a named Lead Auditor who shall be the primary point of contact for the Authority’s Safety Manager.

To supplement the knowledge and experience of the named ISA(s), other individuals may be included in the Interim DASACS ISA team scope of work.

Each Interim DASACS ISA shall be qualified to at least BSc (or equivalent) level in a relevant discipline and be a chartered member of a relevant institution;

# SCOPE OF WORK

## General

This Statement of Work (SOW) identifies the tasks to be undertaken by the Interim DASACS ISA which has been established in accordance with:

* Guidance for Integrated Project Teams for Use in Contracting for Independent Safety Auditor (ISA) Services, STG/181/1/9/1 Version 1.0 dated 1 June, 2004,
* The Use Of Independent Safety Auditors In DE&S - Guidance, Best Practice And FAQs, S&EP Publication SEP/ASE/ISA/3/1/1 Issue 1 Dated December 2011.

The Interim DASACS ISA shall perform the tasks in this SoW under the direction and control of the Authority’s Safety Manager or their delegated representative.

The tasks in this SoW shall be performed by the Interim DASACS ISA in such a manner as to enable the Authority to demonstrate enduring compliance with applicable legislation, regulation, standards, policy, processes and best practice.

The contractor shall provide all office accommodation, office equipment, IT equipment and software to carry out the task, including a suitable RLI account for access to e-Cassandra. The Authority shall provide the contractor with the required log-in for e-Cassandra.

The Contractor is expected to work remotely on this task as desk space cannot be provided at Abbey Wood.

## Task Structure

An outline of the pre-Main Gate Interim DASACS safety process map and safety management activities are shown at Sections 6 and 7 respectively.

**Task 1** consists of the ISA review, audit and assurance of the core Interim DASACS safety programme, its activities and outputs, and includes:

* The Contractor shall, in support of evolving the Safety Case Report Part 1, attend three 2 day hazard identification & analysis and risk estimation workshops at MOD Abbey Wood, RAF High Wycombe or RAF Scampton;
* The ISA shall be one of three markers to assess the safety questions of both the PQQ returns received form potential Interim DASACS equipment solution providers. As part of the core work, the ISA shall mark up to five PQQ responses and three ITT/ITN returns. The ISA shall attend a moderation panel with the other two markers to moderate the results of each return, both for PQQ returns and ITT/ITN returns.
* **\*Contract Option 1\*** There is an additional option under Task 1; The ISA shall mark an additional PQQ response and attend the moderation panel.
* **\*Contract Option 2\*** There is an additional option under Task 1; The ISA shall mark an additional ITT/ITN response and attend the moderation panel.

**Task 2** consists of the generation of ISA reports in support of the anticipated three 1 day Interim DASACS Project Safety Committee meetings.

**Task 3** consists of ISA attendance at the anticipated three 1 day Interim DASACS Project Safety Committee meetings and the anticipated eight 1 day Safety Working Group Meetings. It is to be assumed that Interim DASACS Project Safety Committee and Safety Working Group meetings will be held at either:

* MOD Abbey Wood;
* RAF High Wycombe;
* RAF Scampton.

# programme

## Contract Duration

It is to be assumed that the contract will start 14 December 2015 and complete 31 March 2017. This contract will run in parallel with the Interim DASACS Project Schedule:

## Schedule of Activity

An indicative outline Interim DASACS safety schedule is at Section 8.

Please note that the actual schedule of activity will be dependent upon other aspects of the wider Interim DASACS programme and the dates provided are an indicative guide only.

# Contract Deliverables

## Format and Acceptance of Contract Deliverables

The required format(s) of the contract deliverables are listed at Section 6.

All contract deliverables must be accepted by the Authority’s Safety Manager.

Deliverables 1 and 2 shall be subject to the following review cycle for acceptance: the deliverables shall be submitted in a mature draft form within 10 business days of the contract start date. Deliverables 1 and 2 will then be subject to a 10 business day review period by the Authority. Once this is complete, the Contractor shall, if required, incorporate the additional comments from the Authority within a further 10 business days. The Contractor shall determine the number of business days for re-submission. There is a maximum of 1 review cycle per deliverable subject to review.

Deliverable 4 must be delivered within 10 business days of the Contractor receiving the document that has been submitted for ISA review and comment.

Deliverables 3, 5 and 6 are not subject to a review cycle as they independently provided audit advice.

Deliverable 7 is not subject to a review cycle as this is an update on progress.

## Protective Marking

The majority of the information the ISA will be exposed to with respect to the Interim DASACS Project is OFFICIAL although some documents will be OFFICIAL SENSITIVE.

## Electronic Communication

Maximum use will be made of electronic communication using unclassified e‑mails. Any information marked at above OFFICIAL is not permitted for transmission outside of the RLI.

# FORMAT OF CONTRACT DELIVERABLES

| **No.** | **Deliverable** | **Required Format** | **Date Required** |
| --- | --- | --- | --- |
| 1 | Audit Plans | • Drafts: Microsoft Word 2010• Issues: Adobe pdf (signed) | 10 days after contract start; subject to 4.1.3 |
| 2 | Audit Schedule | • Microsoft Project 2010 | 10 days after contract start; subject to 4.1.3 |
| 3 | Audit and Assurance Reports | • Drafts: Microsoft Word 2010• Issues: Adobe pdf (signed) |  |
| 4 | Document Review Comments | • Microsoft Word 2003 (using provided template) | Within 10 business days of the ISA receiving the document that has been submitted for review and comment |
| 5 | Briefs, advice, guidance and supporting material | In the most suitable of the following:• Microsoft Word 2010,• Microsoft Excel 2010,• Microsoft PowerPoint 2010,• Microsoft Visio 2010,• Microsoft Project 2010,• ASCE v4.1• Mindjet MindManger v9.• Adobe pdf |  |
| 6 | PSC Meeting Reports | • Adobe pdf | 10 business days in advance of the PSC meeting date |
| 7 | Quarterly contract progress information | • Progress brief - Microsoft Word 2010• Financial forecasts and accruals - Microsoft Excel 2010 or Microsoft Project 2010 | 10 business days in advance of the QPM date |

# Interim DASACS PRE-MAIN GATE SAFETY PROCESS MAP


# Interim DASACS PRE-MAIN GATE SAFETY MANAGEMENT ACTIVITIES