Command Support Air Transport (CSAT) Phase 2

Draft Contract Schedule 7 (Contract Deliverable Documents)

DOCUMENT CONFIGURATION CONTROL
Document Information

Title & Sub-title:	Contract Deliverable Documents
Document No:	Schedule 7
Filename:	707083450 – CSAT Phase 2 – Schedule 7 Contract Deliverable Documents v1.0 – O
Version:	1.0
Date:	18/03/2025

Version Control

Version	Issue Date	Description of Change	Page(s) Amended	Issued By
1.0	18/03/2025	Final for ITN	N/A	Commercial

1. CONTRACTOR DELIVERABLE DOCUMENTATION

1.1. The Contractor shall deliver its Contract Deliverables in accordance with the management plans listed in Table 1 below, as updated, in accordance with the Contract.

1.2. The Contractor shall deliver and update the Contractor Deliverable Documentation (CDD) listed in Table 1 below and such documentation shall be compliant with the detailed criteria set out in the applicable Data Item Description (DID), as detailed within Annex 1 to this Schedule 7.

1.3. In accordance with Schedule 11 (Acceptance Plan), the Authority may reject Contractor Deliverable Documentation that does not comply with the individual document requirements as identified in each DID below and/or the acceptance criteria detailed in Schedule 11 (Acceptance) of this Contract. In these instances, the Contractor shall rectify and resubmit the relevant document until Authority acceptance is achieved.

1.4. Required delivery dates and acceptance / rejection criteria for all Contract Deliverable Documents are set out within this Schedule 7 and in accordance with Schedule 11 (Acceptance).

1.5. In the event of any conflict, inconsistency or discrepancy between the below table and this Contract, the terms of the Contract shall take precedence.

Table 1 – Contractor Deliverable Documentation (CDD)

CDD Number	CDD Title	DID No.	Delivery Date	Acceptance / Rejection
CDD 1	Transition and Delivery Plan (TDP)	DID 1	Tender submission. Then to be reviewed as specified.	The Authority will provide written acceptance within 30 Business Days of receipt of each version. If the TDP does not cover all detailed requirements in DID 1, the Authority will reject, and the Contractor will provide an update within 20 Business Days.
CDD 2	Contract Master Schedule (CMS)	DID 2	Within 60 Business Days of the Effective Date. Then to be reviewed as specified.	The Authority will provide written acceptance within 30 Business Days of receipt of each version. If the TDP does not cover all detailed requirements in DID 1, the Authority will reject, and the Contractor will provide an update within 20 Business Days.
CDD 3	Configuration Management Plan (CMP)	DID 3	Tender submission. Then to be reviewed as specified.	Tender submission to be Accepted/Rejected in accordance with the technical evaluation criteria and thereafter in accordance with the DID.

CDD Number	CDD Title	DID No.	Delivery Date	Acceptance / Rejection
CDD 4	Obsolescence Management Plan (OMP)	DID 4	Tender submission. Then to be reviewed as specified.	Tender submission to be Accepted/Rejected in accordance with the technical evaluation criteria and thereafter in accordance with the DID.
CDD 5	Engineering Management Plan (EMP)	DID 5	Tender submission. Then to be reviewed as specified.	Tender submission to be Accepted/Rejected in accordance with the technical evaluation criteria and thereafter in accordance with the DID.
CDD 6	Safety Management Plan (SMP)	DID 6	Tender submission. Then to be reviewed as specified.	Tender submission to be Accepted/Rejected in accordance with the technical evaluation criteria and thereafter in accordance with the DID.
CDD 7	Hazard Log Report (HLR)	DID 7	6 months from the Effective Date.	To be Accepted/Rejected in accordance with the DID.
CDD 8	Programmable Elements Safety Summary (PESS) Report	DID 8	6 months from Programme elements and annually thereafter.	To be Accepted/Rejected in accordance with the DID.
CDD 9	Environmental Document Pack (EDP)	DID 9	Tender submission. Then to be reviewed as specified.	Tender submission to be Accepted/Rejected in accordance with the technical evaluation criteria and thereafter in accordance with the DID.
CDD 10	Human Factors Integration plan (HFIP) (Including HFI Plan Annexes)	DID 10	Prior to introducing new equipment/systems or design change.	

CDD Number	CDD Title	DID No.	Delivery Date	Acceptance / Rejection
CDD 11	Availability, Reliability and Maintainability Plan (ARMP)	DID 11	Tender submission. Then to be reviewed as specified.	Tender submission to be Accepted/Rejected in accordance with the technical evaluation criteria and thereafter in accordance with the DID.
CDD 12	Certificates of Design (CoD)	DID 12	When introducing new equipment/systems or design change.	To be Accepted/Rejected in accordance with the DID.
CDD 13	Equipment Safety Assessment (ESA)	DID 13	When introducing new equipment/systems or design change.	To be Accepted/Rejected in accordance with the DID.
CDD 14	Legislation and Standards Register	DID 14	Tender submission. Then to be reviewed as specified.	Tender submission to be Accepted/Rejected in accordance with the technical evaluation criteria and thereafter in accordance with the DID.
CDD 15	Quality Plan (QP) and Additional Information	DID 15	3 months from the Effective Date.	The Authority will provide written acceptance within 30 Business Days of receipt of each version. If the QP and additional information does not cover all detailed requirements in DID 15 the Authority will reject, and the Contractor will provide an update within 30 Business Days.

CDD Number	CDD Title	DID No.	Delivery Date	Acceptance / Rejection
CDD 16	Social Value (SV) Plan	DID 16	Tender submission. Then to be reviewed as specified.	Tender submission to be Accepted/Rejected in accordance with the technical evaluation criteria and thereafter in accordance with the DID.
CDD 17	Technical Publications Management Plan (TPMP)	DID 17	Tender submission. Then to be reviewed as specified.	Tender submission to be Accepted/Rejected in accordance with the technical evaluation criteria and thereafter in accordance with the DID.
CDD 18	Exit Management Plan (EMP)	DID 18	Twelve (12) months from the Operational Service Commencement Date.	To be Accepted/Rejected in accordance with the DID.
CDD 19	Project Software Quality Plan (PSQP)	DID 19	3 months from the Effective Date.	The Authority will provide written acceptance within 30 Business Days of receipt of each version. If the PSQP does not cover all detailed requirements in DID 19 the Authority will reject, and the Contractor will provide an update within 30 Business Days
CDD 20	Service and Support Management Plan (SSMP)	DID 20	Tender submission. Then to be reviewed as specified.	Tender submission to be Accepted/Rejected in accordance with the technical evaluation criteria and thereafter in accordance with the DID.

CDD Number	CDD Title	DID No.	Delivery Date	Acceptance / Rejection
CDD 21	CAA Oversight of Military Registered Aircraft (COMRA) Strategy	DID 21	Tender submission. Then to be reviewed as specified.	Tender submission to be Accepted/Rejected in accordance with the technical evaluation criteria and thereafter in accordance with the DID.
CDD 22	Change Control Plan/Process (CP)	DID 22	3 Months from the Effective Date	The Authority will provide written acceptance within 30 Business Days of receipt of each version. If the CP does not cover all detailed requirements in DID 024 the Authority will reject, and the Contractor will provide an update within 30 Business Days.
CDD 23	Risk Management Plan (RMP)	DID 23	3 Months from Operational Service Commencement Date.	The Authority will provide written acceptance within 30 Business Days of receipt of each version. If the RMP does not cover all detailed requirements in DID 025 the Authority will reject, and the Contractor will provide an update within 30 Business Days.
CDD 24	Certification Strategy	DID 24	Tender submission. Then to be reviewed as specified.	Tender submission to be Accepted/Rejected in accordance with the technical evaluation criteria and thereafter in accordance with the DID.

CDD Number	CDD Title	DID No.	Delivery Date	Acceptance / Rejection
CDD 25	Maintenance Organisation Exposition (MOE)	DID 25	MAA Approved MOE within fifteen (15) months of the Effective Date.	To be Accepted/Rejected in accordance with the DID.
CDD 26	Design Organisation Handbook (DOH)	DID 26	Tender submission. Then to be reviewed as specified.	Tender submission to be Accepted/Rejected in accordance with the technical evaluation criteria and thereafter in accordance with the DID.
CDD 27	Design Organisation Approval Gap Analysis and Closure Plan	DID 27	Tender submission. Then to be reviewed as specified.	Tender submission to be Accepted/Rejected in accordance with the technical evaluation criteria and thereafter in accordance with the DID.
CDD 28	Design Organisation Exposition (DOE)	DID 28	MAA Approved DOE required six (6) months prior to Spiral 1 & 2 into service date.	To be Accepted/Rejected in accordance with the DID.
CDD 29	Maintenance Approval Gap Analysis and Closure Plan	DID 29	Tender submission	Tender submission to be Accepted/Rejected in accordance with the technical evaluation criteria and thereafter in accordance with the DID.
CDD 30	Software Management Plan	DID 30	3 Months after Operational Service Commencement Date.	The Authority will provide written acceptance within 30 Business Days of receipt of each version

CDD Number	CDD Title	DID No.	Delivery Date	Acceptance / Rejection
CDD 31	Security Management Plan	DID 31	Tender submission. Then to be continuously reviewed for Contract Period with quarterly reviews.	Tender submission to be Accepted/Rejected in accordance with the technical evaluation criteria and thereafter in accordance with the DID.
CDD 32	CAMO Support Plan	DID 32	Tender submission. Then to be continuously reviewed by means of routine updates to the Contractor's CAME after contract award.	Tender submission to be Accepted/Rejected in accordance with the technical evaluation criteria and thereafter, Acceptance and monitoring of the Contractor's CAME will be conducted by the Mil CAMO. If the CAMO Support Plan does not cover all detailed requirements in DID 32, the Mil CAMO will reject, and the Contractor will provide an update within 30 Business Days.
CDD 33	Contractor Acceptance Case Report (ACR)	DID 33	Twenty-Five (25) Business Days prior to Preliminary Design Review (PDR), Critical Design Review (CDR), System Acceptance Review (SAR).	For each revision - Authority acceptance within 10 Business Days prior to agreed date of all PDR, CDR, SAR.

CDD Number	CDD Title	DID No.	Delivery Date	Acceptance / Rejection
CDD 34	Joint Trials and Evaluation Management Plan (JTEMP)	DID [34]	Twenty-Five (25) Business Days prior to Preliminary Design Review, Critical Design Review, Test Readiness Review (TRR).	For each revision - Authority acceptance within 10 Business Days prior to agreed date of all PDR, CDR, TRR.
CDD 35	Detailed Trials Specification (DTS)	DID [35]	For each trial - 10 Business Days prior to the trials date recorded within the latest agreed Contractor Trials Plan.	For each trial - Authority acceptance within 10 Business Days prior to the trials date recorded within the latest agreed Contractor Trials Plan.
CDD 36	Detailed Trials Report (DTR)	DID [36]	For each trial – within 10 Business Days of completion of the trial.	Authority acceptance within 10 Business Days following receipt.

Annex 1 – Data Item Descriptions (DID)

1. Table 2 below provides a list of the Data Item Descriptions (DID) applicable to the Contractor Deliverable Documentation:

DID No.	DID Title
1	Transition and Delivery Plan (TDP)
2	Contract Master Schedule (CMS)
3	Configuration Management Plan (CMP)
4	Obsolescence Management Plan (OMP)
5	Engineering Management Plan (EMP)
6	Safety Management Plan (SMP)
7	Hazard Log Report (HLR)
8	Programmable Elements Safety Summary (PESS) Report
9	Environmental Document Pack (EDP)
10	Human Factors Integration plan (HFIP) (Including HFI Plan Annexes)
11	Availability, Reliability and Maintainability Plan (ARMP)
12	Certificates of Design (CoD)
13	Equipment Safety Assessment (ESA)
14	Legislation and Standards Register
15	Quality Plan (QP) and additional information
16	Social Value (SV) Plan
17	Technical Publications Management Plan (TPMP)
18	Exit Management Plan (EMP)
19	Project Software Quality Plan (PSQP)
20	Service and Support Management Plan
21	CAA Oversight of Military Registered Aircraft (COMRA) Strategy
22	Change Control Plan/Process (CP)
23	Risk Management Plan (RMP)
24	Certification Strategy
25	Maintenance Organisation Exposition (MOE)
26	Design Organisation Handbook
27	Design Organisation Approval Gap Analysis and Closure Plan
28	Design Organisation Exposition (DOE)
29	Maintenance Approval Gap Analysis and Closure Plan
30	Software Management Plan
31	Security Management Plan
32	CAMO Support Plan
33	Contractor Acceptance Case Report

DID No.	DID Title
34	Joint Trials and Evaluation Management Plan (JTEMP)
35	Detailed Trials Specifications (DTS)
36	Detailed Trials Report (DTR)

Table 2 - Data Item Descriptions (DID) List

DATA ITEM DESCRIPTION 1	
Title	Transition and Delivery Plan (TDP)

BACKGROUND INFORMATION

The Contractor shall develop and deliver a Transition and Delivery Plan (TDP) at tender submission that defines the approach and activities to be undertaken to ensure the delivery of the CSAT Phase 2 capability and supporting services from the Effective Date. The Contractor shall meet with the Authority within 4 weeks of the Effective Date to discuss transition to service. The TDP will be required to be updated annually throughout the Contract Period.

The Full Operating Capability (FOC) definitions, referenced below. The Transition and Delivery Plan is as an extremely important deliverable in the Contract and must give the Authority confidence that the Contractor's solution is realistic and achievable within the required and proposed timescales.

DELIVERABLE DOCUMENT

A TDP for CSAT Phase 2 to achieve:

- **Minimum Deployable Capability** - Transition from the current CSAT Contractor from the Effective Date to 30 Sept 26.

- **Spiral 1** - Date: Apr 28, Two (2) aircraft modified in accordance with Spiral 1, capable of delivering limited Global CSAT taskings to benign and operational environments, fitted with DAS and Mil GPS/PNT only.

- **Spiral 2** - Date: Apr 29, Two (2) aircraft modified in accordance with Spiral 2, capable of delivering Global CSAT taskings to benign and operational environments, fitted with DAS, Mil GPS/PNT, IFF Mode 5, secure UHF communications and Flight Deck Armour.

A TDP is to be in MS Office format, tailored for the CSAT Phase 2 requirements, describing all CSAT Phase 2 Contractor Deliverables.

DOCUMENT REQUIREMENTS

- The Contractor shall provide a TDP with their tender. The plan shall include but not be limited to:
- A Transition Schedule clearly identifying:
    - All activities within the Transition Plan including durations and dependencies to achieve Contractor Transition period including Spiral 1 and Spiral 2;
    - Critical path activities during the transition.
    - Appointment of a nominated Transition Manager (TM)
    - Schedule Of Work/technical data pack for the equipment and integration activity
    - A timeline of required actions from the Effective Date to Operational Service Commencement Date

- A timeline (Level 0 Schedule) of required actions from Design to completion of the embodiment for Spiral 1 and Spiral 2.

- An outline plan of how the Contractor will approach:
  - MDC:
    - Operating base set up;
      - Procurement of ground support equipment;
      - Key Personnel and identified Key Roles for the performance of the Contract;
      - TUPE;
      - Provision of security clearances for relevant staff.
    - Acceptance of the Aircraft by the Contractor;
      - Technical Acceptance;
      - Documentation Inspection;
      - Physical Inspection;
      - Acceptance of real estate- signing for hangars/offices.
    - Certification and regulatory requirements;
      - Certification of the Aircraft on the Military Register.
    - Approved Maintenance Programme;
      - COMRA/B40 compliant;
      - Process/schedule for C-Check maintenance;
      - Implementation of MAA airworthiness directives or SB;
      - CAMO/MIL CAM solution.
    - Operational.
      - Communication Plan.
      - Satcom solution.
      - Delivery of the Annual Flying Target.
      - Process for delivering Aircraft Availability.
      - Short notice tasking (minimum 24 hrs).
    - Training;
      - Booking of all Sim Training for All RAF Pilots;
      - Aircraft familiarisation.
    - Procurement of spares and tooling;
      - Delivery of spares to the point of need.
    - Supply chain routes and resilience of;
    - Management of aircraft obsolescence;
    - Cyber Security Accreditation;
    - Transition Risks;
  - Spiral 1/Spiral 2:
    - Design Authority solution;
    - Schedule/timeline;
    - Technical acceptance;
    - Documentation inspection;
    - Physical inspection;
    - Acceptance flight;
    - Maintenance programme;
    - Certification and regulatory requirements;
    - Training;
    - Operational risk- Residual risk coming from Spiral 1/Spiral 2.

- The TDP shall outline the Contractor's proposed approach to achieving effective communications with the Authority to ensure positive engagement and buy-in throughout the delivery of the Contract.

- The TDP shall list the Contractor's associated Assumptions, Dependencies and Constraints.
- The TDP shall define the Contractor's confidence level of their ability and resource provision to deliver to their quoted timescales.
- The TDP shall include a Risk Register, including Opportunities, associated with the Contractor's provision of all Contractor Deliverables.
    - Each risk/opportunity shall have a title, description, owner, probability, impact and associated mitigations.

PROGRESS REPORTS

- A Delivery Plan report shall be provided every 30 Business Days as part of this Contract & TDP and reviewed at the monthly Contract Management Meeting.
- Updated Risk Register shall be provided in accordance with DID 23.

DATA ITEM DESCRIPTION 2	
Title	Contract Master Schedule (CMS) & Performance Reports

BACKGROUND INFORMATION

The Contract Master Schedule (CMS) shall be provided 60 Business Days after the Effective Date and subsequently maintained by the Contractor with updates provided on a monthly basis at the Contract Management Meeting.

The CMS shall describe contracted activities, milestones and decision points to enable all deliverables of the Contract to be achieved. The CMS shall enable up to date schedule status through a comparison of the current schedule status and approved baseline schedule.

The activities and milestones in the CMS shall reflect the narrative descriptions which the Contractor has provided in its Contractor Transition & Delivery Plan (TDP).

The CMS will be used by the Authority and Contractor to monitor and control the delivery of the performance of the equipment contract.

The Contractor shall provide a Contract Performance Report (CPR) within two (2) months of the Effective Date.

- The CPRs are prepared by the Contractor to provide the Authority with earned value performance data designed to report multiple aspects of Contract performance and future planning activity.

- Narrative report used to explain significant cost and schedule variances together with other related Contractor problems. Significant variances are those that exceed the contracted thresholds for these variances.

- Provided by reports from the CMS.

DELIVERABLE DOCUMENT

- A CMS for the CSAT Phase 2 project, in Microsoft Project (or Primavera 6) format, that accurately reflects the Contractor TDP and covers provision of all Contractor Deliverables.
- A Schedule Risk Analysis conducted against the CMS.
- A Contract Performance Report to be delivered in an electronic format to the Authority, on a monthly basis.
    - Assessment and evaluation of the Contract performance and as the basis for Contract performance meetings and reviews;
    - Assess the impact of existing and potential problems encountered resulting in significant cost and schedule variances and as the basis for discussing potential mitigation actions;
    - Provide accurate, timely status information to aid Authority view of Contractor performance.

DOCUMENT REQUIREMENTS

- The CMS shall be capable of comparing planned and current forecast data displayed as a Gantt chart:

- A listing of all tasks, together with planned (baseline and current progress including forecast) and actual start and finish dates;
- A listing of project milestones (to include all Contract milestones) together with original, rescheduled, forecast and actual completion dates;
- All activity durations within the schedule shall be in days unless otherwise agreed by the Authority;
- All resource units within the schedule shall be in hours and costs shall be in Great British Pounds Sterling unless otherwise agreed by the Authority.

- The CMS shall identify the following aspects of the Contractor TDP:
  - Activities and associated durations;
  - Forecast for all CSAT Phase 2 Contractor Deliverables, including Contract Milestones, Milestone Payments and significant project events;
  - The relationships and dependencies of activities and associated milestones that are to be completed within the scope of this Contract;
  - Earliest and latest start and finish dates for all activities and associated milestones;
  - Critical path, list of activities on the critical path and those that are near the critical path from start through to completion of the Contract;
  - Subcontracting schedules to include all sub-contract activities and outputs at the appropriate level of detail, reflecting complexity and risk;
  - Required Government Furnished Assets (GFA), to include Government Furnished Equipment (GFE), Government Furnished Information (GFI) and Government Furnished Facilities (GFF) if applicable, together with ‘required by’ dates and ‘end of loan’ dates.
  - Risks, including risk analysis techniques used, and any mitigations embedded in the schedule;
  - Any Authority dependencies (e.g. all Design Acceptance Reviews);
  - All non-working time such as holidays and known disruptions;
  - An accompanying narrative to explain details in the CMS.
- Data provided within the CPRs shall relate to the authorised Contract work undertaken in support of this Contract, demonstrating compliance with earned value requirements.
  - Data provided shall include both priced and unpriced effort;
  - The level of detail required for each report shall be as agreed by the Authority.

NOTE: Lower-level detail may be required on an ad hoc basis in areas where a problem has occurred until such time that the Authority is content to return to the higher level.

PROGRESS REPORTS

- A CMS schedule update shall be provided every 30 Business Days as part of the Contract Delivery Report. Details of which are contained in the DID 1.
- Electronic copy of the progressed schedule each reporting period that has formed the basis of the CPR for that period.
- A schedule narrative shall be provided with the progressed schedule outlining, the key assumptions underlying the progress and forecast together with the basis of

estimate for key forecast activities where this is significantly different to the baseline, the impact and rationale of any significant logic changes and the resulting change to the schedule risk implications, and the resulting impact on key (including Contract) milestone and deliverables, if any. The analysis shall include a narrative description of the current critical and near path analyses.

- Milestone Report. Agreed milestones to be shown with the baseline and current forecast dates. Report to provide RAG status and indication of float. Note that there shall be clear definitions and acceptance criteria for reporting milestones.

DATA ITEM DESCRIPTION 3	
Title	Configuration Management Plan (CMP)

BACKGROUND INFORMATION

The Configuration Management Plan (CMP) shall be supplied at tender submission, that identifies the Contractor's approach and description of how Configuration Management of the CSAT Envoy IV Phase 2 will be conducted through the Contract Period. An updated version of the CMP shall be issued every twelve (12) months from the Effective Date.

The Authority requires the Contractor to manage, monitor and report on the Envoy IV platform and subsystem's configuration (including military modifications and SW) throughout the Contract Period. These requirements are set out in the Schedule 2, of the Statement of Requirement (SoR).

DELIVERABLE DOCUMENT

- The CMP for the CSAT Phase 2 Contract is to be delivered in Microsoft Word/Excel format.

DOCUMENT REQUIREMENTS

- The Contractor shall deliver a CMP that will clearly define the Configuration Management activities for the Contract in accordance with MOD DEFSTAN 05-57 Issue 8.

- The CMP shall include a description of the how the Contractor will manage the following information for the duration of the Contract:

    - Configuration Management requirements & responsibility;
    - Configuration Identification & documentation;
    - Configuration Change Management, to include initiation, identification and documentation;
    - Configuration accounting;
    - Configuration Audit;
    - Configuration Reporting;
    - Technical documentation validation plan.

Note: The Contractor shall periodically review the CMP for effectiveness, and, where necessary, up-date and re-submit to the Authority.

DATA ITEM DESCRIPTION 4	
Title	Obsolescence Management Plan (OMP)

BACKGROUND INFORMATION

The Authority requires the Contractor to produce an Obsolescence Management Plan (OMP), at tender submission, that identifies how it will be managed through the duration of the CSAT Contract. It is to be updated annually by the Contractor throughout the Contract Period.

The Authority requires the Contractor to monitor, manage and report on obsolescence risk throughout the Contract Period. These requirements are set out within Schedule 2 (Statement of Requirement). The contractor is responsible for Obsolescence Management for the complete Air System and its support equipment less the components/Line Replaceable Units (LRUs) issued as Spiral 1 GFE (Defensive Aid Suite and M-Code Receiver accommodated in the Mil GPS Falcn EGI).

The OMP shall comply with the BSENIEC62402:2019 and provide evidence of the approach, processes, responsibilities and resources required to identify, analyse, manage, review, mitigate and resolve obsolescence risks and issues.

As obsolescence is a major driver in support costs this plan will describe how the Contractor will adopt Obsolescence Management policy which is underpinned by the BSENIEC62402 standard, to ensure that the risk of obsolescence is considered as an integral part of the design, development, manufacture and in-service lifecycles to minimize the impact on the through life costs, availability and capability of the *project*.

DELIVERABLE DOCUMENT

- The OMP for the CSAT Contract is to be delivered in Microsoft Word/Excel format.

DOCUMENT REQUIREMENTS

- The OMP shall describe how the Contractor will approach and manage the risk of CSAT obsolescence for the duration of the Contract against the following headings:
  - Introduction (Including overall perceived obsolescence risk of the Contract);
  - Purpose and scope;
  - Obsolescence Management;
  - Historic obsolescence rates for the proposed CSAT solution;
  - Obsolescence strategy;
  - Known Obsolescence risks;
  - Forecast of obsolescence risk across the Bill of Material (BoM) at component level.

Note: The OMP shall provide evidence of the process for confirming the serviceability of reclaimed components and life components.

DATA ITEM DESCRIPTION 5	
Title	Engineering Management Plan (EMP)

BACKGROUND INFORMATION

A robust and realistic Engineering Management Plan (EMP) shall be provided at tender submission and subsequently maintained and up-issued annually by the Contractor for the duration of the Contract.

The EMP shall detail the Contractor's systems engineering processes and procedures it shall use to deliver its obligations under Contract, for all phases of the Contract.

The agreed EMP will be used by the Authority and the Contractor to monitor and understand all engineering information required to deliver the Contract.

DELIVERABLE DOCUMENT

- An EMP for the CSAT Phase 2, as defined below. To be delivered using MS Office and/or pdf formats.

DOCUMENT REQUIREMENTS

The EMP shall include but is not limited to the following:

- An introductory section which describes:
  - The scope of the document;
  - Relationship with other plans;
  - Document status.
- A list of referenced documents and specifications.
- A general system architecture description for the CSAT Envoy IV platform plus a more comprehensive description for any military modifications, including:
  - An architectural description which identifies the main systems, sub-systems and components and how they are connected and interact. This shall include:
    - Descriptions of their function;
    - System architectural design drivers.
- Organisation and Governance of the Engineering Delivery Team:
  - Engineering Team Construct;
  - Working Groups for Engineering and design.
- Systems Engineering and Design Principles, including:
  - Processes for elicited sub-system requirements.
- Integration of Transverse Engineering disciplines, including:
  - Human Factors;
  - Safety;
  - Security;
  - ARM&T;
  - Environmental;

- Design for Supportability.

- The approach to maximise the use of open standards.
- Engineering tools used and the function these tools will perform. To include development, manufacture, integration and support activities.
- Management of Systems Integration, including: a description of the approach to be employed to manage and agree system integration whilst working with other suppliers and shall address both the technical solution and relationships.
- Technology Management to include:
  - The approach for capturing, agreeing and monitoring project and technical assumptions;
  - The proposed approach for the assessment and management of Technology, Design, Integration and System maturity;
  - Reuse of existing products and technologies and the impact on in service support.

- Include how industry is to support the Authority for fulfilment of any MAA requirements such as Integrity Management, ADS management, support policy statement.

DATA ITEM DESCRIPTION 6	
Title	Safety Management Plan (SMP)

BACKGROUND INFORMATION

The Contractor is required to deliver Safety documents in accordance with Defence Standard (DEF STAN) 00-056 – Safety Management Requirements for Defence Systems at tender submission and is required to be reviewed and updated annually throughout the Contract Period.

This information will be used by the Authority and the Contractor to maintain compliance with the DEF STAN requirements for the Contract Period.

DELIVERABLE DOCUMENT

- A Safety Management Plan (SMP) for CSAT Phase 2, in accordance with the guidance laid down in the DID at Section 2, Annex J in Part 2 of DEF STAN 00-056.

- Where Programmable Elements (PE)[1] are present in the main deliverable for CSAT Phase 2 or associated test systems; the Safety Management Plan shall also meet the requirements of a PE Safety Management Plan, in accordance with the guidance laid down in the DID at Annex H in Part 1 of DEF STAN 00-055.

DOCUMENT REQUIREMENTS

- The Contractor shall define and implement a coherent approach to management of all safety-relevant activities, throughout the Contract Period and document their approach in a SMP.

- The SMP will outline all Safety aspects required to support the Contractor's system solution. It should include safety documentation from the Contractor's subcontractors as part of the System. It should cover the Contractor's continued safety commitment to supporting the system solution in service through timely responses to technical information requests and any post design services.

- The SMP shall be reviewed, as a minimum, once per annum and on major project events or changes to the System (e.g., any Design Acceptance Review, or equipment modification) and be provided to the Authority as a Contract document.

[1] DEF STAN 00-056 defines PE as, “PSS that is implemented in software or programmable hardware, which includes any device that can be customised, e.g. ASICs [Application Specific Integrated Circuits], PLDs [Programmable Logic Devices] and FPGAs [Field Programmable Gate Arrays]”.

DATA ITEM DESCRIPTION 7	
Title	Hazard Log Report (HLR)

BACKGROUND INFORMATION

The Contractor is required at 6 months from the Effective Date to deliver Safety documents including Hazard Log Reports (HLR) in accordance with Defence Standard (DEF STAN) 00-056 – Safety Management Requirements for Defence Systems.

This information will be used by the Authority and the Contractor to maintain compliance with the DEF STAN requirements for the Contract Period.

DELIVERABLE DOCUMENT AND FORMAT

- A HLR for the System, in accordance with the guidance laid down in the DID at Annex I in Part 2 of DEF STAN 00-056.

- Initial report 6 months from the Effective Date and annually thereafter.

DOCUMENT REQUIREMENTS

- A HLR is a snapshot of the Hazard Log's status on a given date. The System's Hazard Log is a continuously evolving record (database or document) which should be maintained with the System throughout its lifecycle.

- HLR must be capable of showing the linkages between Hazards, Accidents and controls, i.e. which hazards could lead to which potential Accidents, possibly with many-to-many relationships, and which controls relate to which hazards and accidents. They must also differentiate between controls which are already in place and those which are being considered or planned.

- HLR will be produced for the purpose of review (e.g. by the Safety Committee, the ISA or Stakeholders) to communicate current or changed status of the Hazard Log, as detailed in the Safety Management Plan.

DATA ITEM DESCRIPTION 8	
Title	Programmable Elements Safety Summary (PESS) Report

BACKGROUND INFORMATION

The Contractor is required to deliver Programmable Elements Safety Summary (PESS) documents in accordance with Defence Standard (DEF STAN) 00-055 – Requirements for Safety of Programmable Elements (PE) in Defence Systems, 6 months from PE embodiment and annually thereafter.

This information will be used by the Authority and the successful Contractor to maintain compliance with the DEF STAN requirements for the Contract Period.

DELIVERABLE DOCUMENT AND FORMAT

Where PE[2] are present in the main deliverable system or associated test systems; a PE Safety Summary (PESS) Report for the System, in accordance with the guidance laid down in the DID at Annex G in Part 1 of DEF STAN 00-055.

DOCUMENT REQUIREMENTS

- The PESS should summarise safety performance of PE. It should not be as extensive as the safety justification and analysis of the system Safety Assessment Report (SAR) but include elements that may not be in the SAR. This should include all the inherent / intrinsic risks that are part of the PE design but mitigated. These mitigations may be current limitation of use, valid assumptions in the environment and dependencies always available in the current PE in-service use.
- The PESS safety justification is a summary and should be succinct and not extensive but must highlight / summarise all the safety properties identified in the information set, particularly those not in the system SAR. The PESS should highlight any potential safety issues and how they are controlled.
- Initial report 6 months from PE embodiment and annually thereafter.

[2] DEF STAN 00-056 defines PE as, “PSS that is implemented in software or programmable hardware, which includes any device that can be customised, e.g. ASICs [Application Specific Integrated Circuits], PLDs [Programmable Logic Devices] and FPGAs [Field Programmable Gate Arrays]”.

DATA ITEM DESCRIPTION 9	
Title	Environmental Document Pack (EDP)

BACKGROUND INFORMATION

The Contractor is required to deliver Environmental Document Pack (EDP) as referenced within the appropriate Defence Standard (DEF STAN 00-051, Annex b, Part 2), at tender submission.

This information will be used by the Authority and the Contractor to maintain compliance with the DEF STAN 00-051 requirements for the Contract Period.

DELIVERABLE DOCUMENTS

An EDP for the CSAT Phase 2 requirement, as defined below, as well as supplemental deliverables applicable to the Contract. To be delivered using MS Office and/or pdf formats.

DOCUMENT REQUIREMENTS

- Def-Stan 00-051 Compliance Matrix that will be delivered at tender submission.

- The Environmental Management Plan (EnvMP) will state how the Contractor will manage the environmental aspects and impacts, and how they meet compliance obligations associated with the program.

- The EnvMP that will contain as a minimum:

    - A summary of anticipated and/or actual legal compliance arguments, exemptions, derogation and;
    - Anticipated and/ or actual significant environmental aspects;
    - PSS description;
    - Concept of use, operation, and operating environment;
    - A description of the Delivery Team and structure;
    - Relationship with other systems;
    - Summary of anticipated and/or actual legal compliance arguments, exemptions, derogations;
    - Reference to the Environmental Policy to be met;
    - Stakeholders;
    - Anticipated and/or actual significant environmental aspects;
    - Outline approach to anticipated aspects including objectives and targets and communications;
    - Identify opportunities to minimise waste through life;
    - Opportunities to implement circular economy and carbon reduction initiatives; Environmental responsibilities;
    - Resources required;
    - Competence and SQEP.

- EnvMP will be delivered at tender submission.

- EnvMP will be then reviewed and updated at either planned intervals, key project milestones or at ‘trigger’ events, (i.e. changes in International or Defence Standards), throughout the Contract Period.

- Register of Environmental Standards (RoES) that identifies all applicable and relevant environmental legislation, defence regulations, standards, policy, and guidance relevant to the PSS provided.
    - RoES will be delivered six months post the Effective Date and will be reviewed and updated at either planned intervals, key project milestones or at 'trigger' events, (i.e. Changes in International or Defence Standards), throughout the Contract Period.
- Environmental Case Report (ECR) which should be an accurate representation of the Environmental Case at the time of production, and it should consist of:
    - Non-compliance statement;
    - Environmental Impact management - if one or more impacts have been identified as Medium or High Priority;
    - Appendix A to the ECR: Environmental Features Matrix (EFM). The Contractor shall identify all environmental aspects and impacts related to the PSS and record them in the EFM. This should be assessed by a SQEP forum, and all the Medium and High Priority impacts recorded;
    - ECR will be delivered six months post the Effective Date and will be reviewed and updated at either planned intervals, key project milestones or at 'trigger' events, (i.e. Changes in International or Defence Standards), throughout the Contract Period.

- A Hazardous Substances and Restricted Materials (HSRM) Register is to be provided 3 months post Operational Commencement.
    - As a minimum the register will outline any substances restricted by EU REACH, UK REACH and the POPS Regulations. The register should detail the part number/NSN or equivalent to identify item, HSRM name and CAS Number. Any restricted materials that are replaced as a part of continued compliance with HSRM legislation within part numbers must have an alternative part number supplied. The HSRM Register is required by the MOD as part of the UK Defence programme the contractor shall maintain, hold and kept up to date, on behalf of the Authority. It will be made available for Environment Agency inspection within 24 hours' written notice.

The Authority have outlined minimum documented outputs required within DID 9. In accordance with DEF STAN 00-051, Annex B Part 2, the Authority will agree documentation deliverable dates and any additional documented outputs throughout the life of the contract post Contract commencement.

DATA ITEM DESCRIPTION 10	
Title	Human Factors Integration Plan (HFIP)

BACKGROUND INFORMATION

The Authority considers the human element within any system as crucial and mandates that all risks and management of Human Factors Integration (HFI) is documented and managed throughout the lifecycle of a project. The Contractor is required to deliver a Human Factors Integration Plan (HFIP), as referenced within the appropriate Defence Standard (DEF STAN 00-251), for the introduction any design change/modifications.

This information will be used by the Authority and the Contractor to maintain HFI compliance with the DEF STAN requirements for the Contract Period.

The aim of the CSAT Envoy IV HFIP is to provide both the Contractor and the Authority with assurance that the design of the solution will address all appropriate aspects of Human Factors, to enable the users to use the system safely and effectively, under all operating conditions.

The CSAT Envoy IV HFIP shall define the Contractor's approach to integrating all aspects of Human Factors into the System lifecycle. The Contractor's HFIP shall describe their approach to managing HFI, across the following HFI Process Stages: HFI 4.0 'Detailed System Design', HFI 5.0 'Test and Acceptance' and HFI 6.0 'In-Service Feedback'.

HFIP and its contents may form a subsection of a larger document such as the Engineering Management Plan, if agreed with the Authority's CSAT Envoy IV HFI Focus (HFIF). The HFIP is to be delivered prior to any design change/modifications or addition of new equipment/systems.

DELIVERABLE DOCUMENTS

- A Human Factors Integration Plan for the CSAT Envoy IV requirement, which should also include the annex HFI related artefacts, as defined below.

DOCUMENT REQUIREMENTS

- The Contractor shall produce the CSAT Envoy IV HFIP in accordance with the HFI process outlined in Def Standard 00-251, and the guidance provided in the HFI Management System (HuFIMS) on the Knowledge in Defence (KiD) website. Process Leaflets, Process Product Descriptions, Terms of Reference and Technical Guides available on HuFIMS shall be utilised.
- The CSAT Envoy IV HFIP shall, as a minimum include:
    - A summary of the Contract;
    - The objectives, scope, purpose and structure of the HFIP;
    - Full details of the milestones, outputs and deliverables;
    - An outline of how HFI will support other project activities and disciplines, for example Safety, ILS, Reliability and Maintainability (R&M), and Training;
    - Details of any critical HFI Risks/Issues and planned mitigations;

- A description of how the Contractor HFI RAIDO Register will be managed through the programme lifecycle and input to the Authority HFI RAIDO Register;
- Details regarding compliance with the Human Factors System Requirements (HFSRs);
- Details regarding compliance with the Human Factors Process Requirement (HFPRs);
- An organisation chart identifying the individuals who will be responsible for HFI and their roles and responsibilities (including sub-contractors);
- Full details (*curriculum vitae*) of the HFI suitably qualified and experienced personnel (SQEP) who will work on the project, including identifying who will be responsible for project management and for liaising with the Authority (i.e., the 'HFI Manager'(HFIM));
- Details of how any sub-contractor HFI activities will be defined and managed, including details of how, if necessary, Human Factors System Requirements (HFSRs) will be flowed down to sub-contractors.

- Contain the following annexes:
  - Contractor's HFI RAIDO Register. - To provide a means for recording, tracking and addressing the HFI RAIDOs (also collectively known as HFI Considerations), through the course of the project. This should contain a clear delineation of both HFI design related risks and HFI programme related risks. There should be a focus on mission-critical and safety-critical risks;
  - HFI Case Report - To provide an evidence-based argument summarising all HFI activity and evidence produced by the Contractor during the development of the CSAT Envoy IV Capability and that HFI has been effectively implemented in the design of the CSAT Envoy IV capability;
  - HFI Log – To provide summary details of HF-led or HF-supported events including, but not limited to, meetings, workshops, trials, walkthroughs, mock-up assessments and Subject Matter Expert (SME) engagements;
  - HFI Detailed Test Report – To detail the purpose, methods, results, conclusions and any recommendations from any HFI test and evaluation activities/analyses that have been conducted.
- The CSAT Envoy IV HFIP shall further include:
  - A summary of the contracted SoR;
  - A schedule of the HFI management activities, provided as an annex. Utilisation of a schedule as an annex can be expected to facilitate updates to the HFIP. This shall align with the programme master schedule and other associated plans;
  - Details of any critical HFI Risks/Issues and planned mitigations;
  - Details of plans for managing Off The Shelf (OTS) Solution related issues acceptance;
  - An outline of how Human Factors has been and will continue to be integrated into the wider project via relevant stakeholders across disciplines to ensure the integration of HFI;
  - A description of the inter-relationships with other Contract documents;
  - An HFI Register of all planned Human Factors-led and Human Factors-supported meetings;
  - A description of how HFI management decisions will be made through the course of the contract;

- Detail the Contractor's methods for monitoring and controlling progress against the plan;
- Detail how progress shall be reported to the Authority.

Applicable Standards, Governance & Relevant Documentation:

- Joint Service Publication 912 'Human Factors Integration for Defence Systems';
- Defence Standard 00-251 'Human Factors Integration for Defence Systems';
- HFI Plan: Solution Provider Process Product Description (Available in HuFIMS)[3];
- HFI Case Report Process Product Description (Available in HuFIMS)[1];
- HFI RAIDO Register Product Description (Available in HuFIMS) [1];
- HFI Detailed Test Report Process Product Description (Available in HuFIMS)[1].

[3] http://aof.uwh.diif.r.mil.uk/aofcontent/tactical/hfi/index.htm

DATA ITEM DESCRIPTION 11	
Title	Availability, Reliability and Maintainability (ARM) Plan

BACKGROUND INFORMATION

Availability, Reliability and Maintainability (ARM) are vital performance characteristics that impact upon the operational availability and the effectiveness and the whole life costs of defence materiel. It is fundamental that from the start of the Contract, the ARM information is continuously analysed, and progressively reviewed by the Authority and the Contractor. Unrealistic, unnecessary or unclear ARM information will lead to non-essential and wasteful expenditure in resources, time and effort; and may result in failure to meet the needs of the Authority.

This information will be used by the Authority and the successful Contractor to maintain ARM compliance with the DEF STAN requirements for the Contract Period.

DELIVERABLE DOCUMENT

- To be provided at tender submission and updated throughout the Contract Period.
- An ARM Plan, tailored for the CSAT Envoy IV platform, as defined below.
    - R&M Case Reports.

DOCUMENT REQUIREMENTS

- The Contractor shall deliver an ARM Plan that shall include, but is not limited to, the following information:
    - Introduction:
        - Purpose and Scope;
        - ARM Requirement Summary;
        - ARM Organisation & Interfaces.
    - R&M Case Reports, in accordance with DEF STAN 00-040, to include:
        - Data selection, data storage & data flow;
        - Methodologies, Tools & Techniques;
        - The procedure for implementing the requirements of a Failure Modes, Effects and Criticality Analysis (FMECA);
        - A description of the procedure for implementing the requirements of Reliability-Centred Maintenance (RCM);
        - A description of the procedure for implementing the requirements of a Level of Repair Analysis (LORA).

DATA ITEM DESCRIPTION 12	
Title	Certificates of Design (CoD)

BACKGROUND INFORMATION

Certificates of Design (CoD) are required when introducing new equipment/systems to the aircraft, in order to support any Authority recommendations toward safety, compliance and configuration.

The CoD of Design will be used by the Authority and the Contractor to monitor and understand Configuration Management of all newly acquired CSAT equipment.

DELIVERABLE DOCUMENT

- A CoD for all new CSAT Envoy IV equipment in accordance with MAA RA 5103.

DOCUMENT REQUIREMENTS

- Signed CoD complete with all supporting reference documents, written in accordance with MAA RA 5103;
- CoD will include issue number.

DATA ITEM DESCRIPTION 13	
Title	Equipment Safety Assessment (ESA)

BACKGROUND INFORMATION

Military Air Systems are complex and often have unique and emerging capabilities that present complicated developmental challenges; moreover, the operation of the System could present a foreseeable and credible Risk to Life (RtL). A simple risk assessment will not be sufficient to assess the potential impact of these RtL, whereas the use of a Design Organisation (DO) Safety Assessment Report (SAR) case provides the ability to develop the System Safety Assessment Report to understand the cumulative and/or interrelated risks from the use of the System.

DELIVERABLE DOCUMENT

A DO Equipment Safety Assessment (ESA) for the System.

Delivery to be aligned to presentation of system change and modification proposal.

DOCUMENT REQUIREMENTS

- The Contractor shall undertake and deliver a DO Safety Assessment Report (SAR) for any system change/modification proposal. The assessment shall follow the Acceptable Means of Compliance (1) as stated within MAA RA 1205 and regard the complete system as an ‘Air System’ for applicability of the RA.

- A complete System ESA demonstrating required certification of the safety of the capability and equipment.

DATA ITEM DESCRIPTION 14	
Title	Legislation / Standards Register

BACKGROUND INFORMATION

The Authority is required to maintain a record of all applicable legislation and standards applied to its equipment provided by a Contractor. Document to be submitted at tender submission and managed throughout the Contract Period.

DELIVERABLE DOCUMENT

- Legislation / standards register will be required, which must contain, but is not limited to, the following essential information below:

DOCUMENT REQUIREMENTS

- Executive Summary:
  - The executive summary should enable the Duty Holder[4] to provide assurance to the stakeholders that they are content that all applicable and relevant legislation and standards have been captured and are up to date;
  - Any applicable legislation currently being assessed is to be identified in the executive summary with an indication of the expected impact.
- Introduction:
  - A brief description of the system, providing the means to associate the legislation with the system;
  - A summary of how legislation and standards are recorded in the legislation/standards register, identifying roles and responsibilities for managing the register;
  - A summary of the process for capturing, reviewing and managing of legislation and standards;
  - Register - The register is to contain all applicable and relevant legislation/standards which:
  - Extends to the UK (including Defence Standards);
  - Is made in the UK and extends outside its boundaries (including STANAGS);
  - Has been used by the Project to support a non-compliance against relevant legislation or mandatory defence standard;
  - Has been used by the Project because there are no alternative directly relevant legislation or defence standard.
- Against each item recorded in the legislation register, the following information must be recorded:
  - Title;

[4] Military Aviation Authority (MAA), Regulatory Articles (RA 1020) defines the Roles & Responsibilities of the “Duty Holder”.

- Reference, including version and date;
- Brief summary;
- Category:
  - Mandatory - Legislation or standards that are mandated for the system/ programme;
  - Optional - Legislation or standards that may not be directly applicable to the system but are being used as an alternative to justify an exemption to a non-compliance;
  - Guidance – Legislation or standards that are being used as guidance as there is no alternative or relevant legislation or standard;
  - Status (Future, Current, Obsolete).

- Against each item recorded in the legislation register, where possible the following information should be recorded:
  - Reference to source of legislation or standard, i.e. from where the documentation was acquired;
  - Anticipated review / update date;
  - Owner (organisation) of legislation or standard;
  - Reference of previous version (if applicable), and brief summary of changes since previous issue.

- New / Revised Legislation and Standards
  - Where new or revised legislation or standards are identified, the Contractor is responsible for undertaking an assessment of the documentation prior to inclusion in the register, taking into consideration and recording:
    - Date of implementation;
    - Scope of the legislation or standard, against the system and operational role;
    - Context of changes, noting that some changes are mandatory to resolve urgent safety/operational issues;
    - Impact assessment:
  - Review of legislation / standard to determine the differences;
  - Impact assessment of identified changes against the current system/programme;

DATA ITEM DESCRIPTION 15	
Title	Quality Plan (QP) and Additional Information

BACKGROUND INFORMATION

JSP 940 directs the MOD Policy for Government Quality Assurance (QA) and directs that the Authority only places contracts with Contractors who can demonstrate that they have a Quality Management System (QMS) appropriate for the products or services being acquired. In order to assure this requirement is met, the Contract will be subject to the requirements of AQAP-2310 Edition B Version 2 Dated Jan 2022. Part of the AQAP-2310 requirement is the provision of a Quality Plan (QP) and additional information generated to meet the requirements of AQAP-2105 and DEFCON 602C Quality Assurance (with Deliverable QP and QA Information).

DELIVERABLE DOCUMENT

A QP shall be delivered to the Authority in an electronic Microsoft Office compatible format and meets the requirements of AQAP 2105 Edition C Version 1 Dated Jan 2019

- The Contractor shall submit an acceptable QP, which addresses the contractual requirements, to the Authority and/or GQAR within three (3) months of the Effective Date.

DOCUMENT REQUIREMENTS

- The QP shall be, but not limited to:
  - Describe and document the quality management system requirements, making reference, where applicable, to the "company-wide" quality management system.
  - Describe and document the planning of the product realisation in terms of quality requirements for the product, needed resources, required control activities (verification, validation, monitoring, inspection, testing), and acceptance criteria. This shall include specific arrangements and communication requirements where work is to be conducted at locations external to the Contractor’s premises.
  - Document and maintain traceability of requirements from the planning process by including a requirement and solution compliance matrix, justifying Contractor’s belief of fulfilment of all contractual requirements of AQAP-2310 (making reference where applicable).
  - Reviewed periodically by the Contractor, or when any significant changes are made to the Contract, as a minimum at each development and production phase. The QP is to be amended/reissued when contractual or supplier related changes occur. Revisions to the QP shall be submitted to the Authority in accordance with the Contractors defined change control procedure and shall be submitted without any unnecessary delay. The Contractor’s procedure for the amendment and review of the QP shall be included in the QP.
  - Detail any changes related to the QP are controlled, with the identity, approval status, version and date of issue and details of these changes are clearly identified in the QP.

NOTE:

- Contractual requirement for the content of the QP is established in AQAP-2105 “NATO requirements for Deliverable QPs”;

- The AQAP-2310 solution compliance matrix can be a part of the Deliverable QP or a separate document as an annex to it.

ADDITIONAL DELIVERABLE INFORMATION:

- DEFCON 602C Quality Assurance (With Deliverable QP and QA Information) mandates the Contractor provide the Authority with additional quality assurance information within 3 months of the Effective Date of the Contract as follows:
    - a valid Quality Management System (QMS) Certificate, with the appropriate scope for the Contract;
    - the Contractor’s third-party CB QMS certification audit schedule, inclusive of audit scope (as defined by ISO 17021-1);
    - a list of the production processes and the activities that shall be implemented to verify they are able to produce products that meet requirements and the metrics/indicators or alternative approaches used to monitor their performance;
    - an internal audit programme for the Contract Period and phase (as described in AQAP-2105), to include the audit criteria and scope;
    - details of the process, including tools and techniques, used to support root cause analysis for nonconforming outputs, including identification of the performance indicators to monitor nonconforming outputs and the root cause analysis process, in accordance with AQAP-2310;
    - a work breakdown structure detailing key supplier, outsourced critical processes and external provider planned quality assurance activities;
    - an audit programme for auditing external providers to include the audit criteria and scope;
    - metrics to be used for measuring and monitoring the performance of external providers.

- The Authority shall review the QP and additional information, following such review the Authority shall formally accept or reject the QP and additional information no later than 30 Business Days from receipt of the QP and additional information to the Authority.

DATA ITEM DESCRIPTION 16	
Title	Social Value (SV) Plan

BACKGROUND INFORMATION

The Contractor is required to conduct social value as part of the Government Commercial Function's Social Value Model (SVM).

Overview:

Social Value (SV) has a lasting impact on individuals, communities, and the environment. Government has a huge opportunity and responsibility to maximise benefits effectively and comprehensively through its commercial activity. It cannot afford not to. A missed opportunity to deliver social value may lead to costs that the taxpayer has to absorb elsewhere through public procurement.

A competitive and diverse supply landscape can help to deliver innovation in public services, manage risk and provide greater value for taxpayers' money.

As a result, the SVM has been created, which details 2 Themes, 2 Policy Outcomes and 3 Model Award Criteria (MACs). The use of the SVM is mandatory in all central government procurements using Public Contracting Regulations (PCR) 2015 and Defence and Security Public Contracting Regulations (DSPCR) 2011 above financial threshold and exempt procurements.

For the CSAT Phase 2 Contract the following defence themes have been selected as most relevant:

Theme		Policy Outcome	MAC Reference	MAC Title
2a	Tackling economic inequality	Increase supply chain resilience and capacity.	3.4	Demonstrate collaboration throughout the supply chain, and a fair and responsible approach to working with supply chain partners in delivery of the Contract.
2b	Tackling economic inequality	Increase supply chain resilience and capacity.	3.5	Demonstrate action to identify and manage cyber security risks in the delivery of the Contract including in the supply chain.
4	Equal Opportunity	Tackle Workforce inequality	6.1	Demonstrate action to identify and tackle inequality in employment, skills and pay in the Contract workforce.

Table 1 – Social Value Themes.

Alongside the Standard Reporting Metrics (SRM), SV Value Key Performance Indicators (KPIs) will be used within this Contract. It is therefore important that measurable commitments, which can be delivered in the context of the CSAT Phase 2 Contract, are included in the Contractor's response.

Further Social Value Guidance can be found:

- Social Value Model (SVM), Government Commercial Function, Edition 1.1 – 3 Dec 20

- Guide to Using the Social Value Model, Government Commercial Function, Edition 1.1 – 3 Dec 20
- Social Value Model Quick Reference Table, Government Commercial Function, Edition 1.1 – 3 Dec 20

Aim

The aim of the following SVM MACs is to understand the Contractor's Social Value Commitment that this procurement programme will provide within the geographical location(s) that it will be delivered from.

In your written response (at tender response submission, you should provide convincing arguments, including suitable evidence, of what your understanding of SV is, in relation to this procurement, and how you will instil confidence in the Authority in your ability to deliver against the SV requirements for this CSAT Phase 2 procurement.

A list of some of the key response documents that the Authority would expect you to provide are provided below. Within the overall word limit, you should supplement your written submission with other documents you consider will build confidence in your ability to maximise SV Commitments.

You should provide:

- Your 'Method Statement,' stating how your commitment meets the SV Model Award Criteria (MAC) and how you will achieve this.
- A timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals. You should include but not be limited to:
  - timed action plan;
  - use of metrics;
  - tools/processes used to gather data;
  - reporting;
  - feedback and improvement;
  - transparency.
- How you will influence your: staff, supply chains, third party suppliers, customers, and communities through the delivery of the Contract to support the Policy Outcome, e.g., engagement, co-design/creation, training, and education, partnering/collaborating, volunteering.

Alongside commitments against the SRMs, the Contractor's method statement will form the basis of KPI's and jointly managed throughout the Contract Period.

The Contractor's response will set out the additional SV benefits that they will deliver against the Policy Outcomes for this procurement. It is not sufficient to only reference/use to their Corporate Social Responsibility (CSR) and or Environmental, Social and Governance (ESG) documents.

DELIVERABLE DOCUMENT

- An SV plan tailored to deliver the SV theme in accordance with the guidance above and in the table below;
- A maximum of 5,000 words;
- To be provided at tender submission

DOCUMENT REQUIREMENTS

- SV Plan
  - Method Statement explain how the Contract will deliver the social value theme;
  - A timed project plan and process;
  - Methods of influencing stakeholders;
- Contractor's proposed reporting metrics;
  - These will form the basis of the SV KPI metrics.
- Contractor's current performance against the SV theme;
- Result/Outcome from implementing SV through delivery of this Contract.

PROGRESS REPORTS

  - 6 Monthly progress report to be submitted to the authority throughout the Contract Period.

Theme		Policy Outcome	MAC	3.4	**Title:** Demonstrate collaboration throughout the supply chain, and a fair and responsible approach to working with supply chain partners in delivery of the Contract.

2a	**Tackling economic inequality**	Increase supply chain resilience and capacity.	**Model Evaluation Question (MEQ)**	Using a maximum of 5000 characters describe the commitment your organisation will make to ensure that opportunities under the Contract deliver the Policy Outcome and Award Criteria. Please include:
				• your 'Method Statement', stating how you will achieve this and how your commitment meets the Award Criteria, and
				• a timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals. You should include but not be limited to:
				  ○ timed action plan;
				  ○ use of metrics;
				  ○ tools/processes used to gather data;
				  ○ reporting;
				  ○ feedback and improvement;
				  ○ transparency.
				• how you will influence staff, suppliers, customers, and communities through the delivery of the Contract to support the Policy Outcome, e.g., engagement, co-design/creation, training and education, partnering/collaborating, volunteering.	

			Sub-Criteria for MAC:	Collaboration throughout the supply chain	
			Model Response Guidance:	Activities that demonstrate and describe the Contractor's existing or planned: • Understanding of opportunities to drive greater collaboration in the supply chain; • Measures to ensure supply chain relationships relating to the Contract will be collaborative, fair, and responsible.	
			Illustrative examples:	• Engagement; co-design/creation; training and education; partnering/collaborating; secondment and volunteering opportunities.	

Theme		Policy Outcome	MAC	3.4	**Title:** Demonstrate collaboration throughout the supply chain, and a fair and responsible approach to working with supply chain partners in delivery of the Contract.

2a	**Tackling economic inequality**	Increase supply chain resilience and capacity.	**Standard Reporting Metrics**		• For each of the following categories:
					  ○ start-ups;
					  ○ SMEs;
					  ○ VCSEs; and;
					  ○ Mutuals.
					• The number of Contract opportunities awarded under the Contract;
					• Total spend under the Contract, as a percentage of the overall Contract;
					• Percentage of all companies in the supply chain under the Contract with a current Cyber Essentials certification. [where relevant].
					• The value of Contract opportunities awarded under the Contract in £.

Theme		Policy Outcome			
2b	**Tackling economic inequality**	Increase supply chain resilience and capacity.	**MAC**	**3.5**	**Title:** Demonstrate action to identify and manage cyber security risks in the delivery of the Contract including in the supply chain.
			Model Evaluation Question (MEQ)	Using a maximum of 5000 characters describe the commitment your organisation will make to ensure that opportunities under the Contract deliver the Policy Outcome and Award Criteria. Please include: • your 'Method Statement', stating how you will achieve this and how your commitment meets the Award Criteria, and; • a timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals. You should include but not be limited to: o timed action plan; o use of metrics; o tools/processes used to gather data; o reporting; o feedback and improvement; o transparency. • how you will influence staff, suppliers, customers, and communities through the delivery of the Contract to support the Policy Outcome, e.g., engagement, co-design/creation, training and education, partnering/collaborating, volunteering.	
			Sub-Criteria for MAC:	Manage cyber security risks	

Theme		Policy Outcome	MAC	3.5	**Title:** Demonstrate action to identify and manage cyber security risks in the delivery of the Contract including in the supply chain.
2b	**Tackling economic inequality**	Increase supply chain resilience and capacity.	**Model Response Guidance:**	Activities that demonstrate and describe the Contractor's existing or planned: • Understanding of risks affecting the Contract, including those affecting the market, industry, sector, and country (of origin or of source), and to identify the risks and ways of mitigating and managing them; • Measures to mitigate and manage cyber security risks within the supply chain relating to the Contract, including: o engaging with the supply chain to identify and build resilience against cyber security risks; o actions to be taken to actively raise cyber security awareness. • Commitment to adopting the required technical standards and best practice as a basis for appropriate cyber security controls (appropriate to the Contract and risk profile), such as: o the '10 Steps to Cyber Security' advocated by the National Cyber Security Centre for establishing a cyber risk management regime. o more stringent cyber security measures in the supply chain where necessary, such as Cyber Essentials and Cyber Essentials Plus certification, and having a specific cyber insurance policy for the Contract. o NCSC Cloud Security Guidance o NCSC 14 Cloud Security Principles o Technology Code of Practice	
			Illustrative examples:	• N/A	
			Standard Reporting Metrics	• Number of companies in the supply chain under the Contract with a current Cyber Essentials certification. [where relevant] • Number of companies in the supply chain under the Contract to have adopted the National Cyber Security Centre's 10 steps. [where relevant] • Percentage of all companies in the supply chain under the Contract with a current Cyber Essentials Plus certification. [where relevant] • Number of companies in the supply chain under the Contract with a current Cyber Essentials Plus certification. [where relevant] • Percentage of all companies in the supply chain under the Contract to have adopted the National Cyber Security Centre's 10 steps. [where relevant]	

Theme		Policy Outcome	MAC	6.1	Title: Demonstrate action to identify and tackle inequality in employment, skills and pay in the Contract workforce.
4	Equal Opportunity	Tackle Workforce inequality			
		Model Evaluation Question (MEQ)	Using a maximum of 5000 characters describe the commitment your organisation will make to ensure that opportunities under the Contract deliver the Policy Outcome and Award Criteria. Please include: • your 'Method Statement', stating how you will achieve this and how your commitment meets the Award Criteria, and • a timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals. You should include but not be limited to: ○ timed action plan ○ use of metrics ○ tools/processes used to gather data ○ reporting ○ feedback and improvement ○ transparency • how you will influence staff, suppliers, customers, and communities through the delivery of the Contract to support the Policy Outcome, e.g., engagement, co-design/creation, training and education, partnering/collaborating, volunteering.		
		Sub-Criteria for MAC:	Tackling inequality in the Contract workforce		
		Model Response Guidance:	Activities that demonstrate and describe the Contractor's existing or planned: • Understanding of the issues affecting inequality in employment, skills and pay in the market, industry, or sector relevant to the Contract, and in the Contractor's own organisation and those of its key sub-contractors. • Measures to tackle inequality in employment, skills and pay in the Contract workforce.		
		Illustrative examples:	• Inclusive and accessible recruitment practices, and retention-focussed activities. ○ Offering a range of quality opportunities with routes of progression if appropriate, e.g., T Level industry placements, students supported into higher level apprenticeships.		

Theme		Policy Outcome	MAC	6.1	Title: Demonstrate action to identify and tackle inequality in employment, skills and pay in the Contract workforce.
4	Equal Opportunity	Tackle Workforce inequality			
					○ Working conditions which promote an inclusive working environment and promote retention and progression. ○ Demonstrating how working conditions promote an inclusive working environment and promote retention and progression. ○ A time-bound action plan informed by monitoring to ensure employers have a workforce that proportionately reflects the diversity of the communities in which they operate, at every level. ○ Including multiple women, or others with protected characteristics, in shortlists for recruitment and promotions. ○ Using skill-based assessment tasks in recruitment. ○ Using structured interviews for recruitment and promotions. ○ Introducing transparency to promotion, pay and reward processes. ○ Positive action schemes in place to address under-representation in certain pay grades. ○ Jobs at all levels open to flexible working from day one for all workers. ○ Collection and publication of retention rates, e.g., for pregnant women and new mothers, or for others with protected characteristics • Regular equal pay audits conducted.

Theme		Policy Outcome	MAC		
4	**Equal Opportunity**	Tackle Workforce inequality	**MAC**	**6.1**	**Title:** Demonstrate action to identify and tackle inequality in employment, skills and pay in the Contract workforce.
		Standard Reporting Metrics	• Total percentage of full-time equivalent (FTE) people from groups underrepresented in the workforce employed under the Contract, as a proportion of the total FTE Contract workforce, by UK region. • Number of full-time equivalent (FTE) people from groups under-represented in the workforce employed under the Contract, by UK region. • Total percentage of people from groups under-represented in the workforce on apprenticeship schemes (Level 2, 3, and 4+) under the Contract, as a proportion of the all people on apprenticeship schemes (Level 2, 3, and 4+) within the Contract workforce, by UK region. • Number of people from groups under-represented in the workforce on apprenticeship schemes (Level 2, 3, and 4+) under the Contract, by UK region. • Total percentage of people from groups under-represented in the workforce on other training schemes (Level 2, 3, and 4+) under the Contract, as a proportion of all the people on other training schemes (Level 2, 3, and 4+) within the Contract workforce, by UK region. • Number of people from groups under-represented in the workforce on other training schemes (Level 2, 3, and 4+) under the Contract, by UK region. • Percentage of all companies in the supply chain under the Contract to have committed to the five foundational principles of good work. • Number of companies in the supply chain under the Contract to have committed to the five foundational principles of good work		

DATA ITEM DESCRIPTION 17	
Title	Technical Publications Management Plan (TPMP)

BACKGROUND INFORMATION

The Technical Publications Management Plan (TPMP), submitted at tender submission, identifies the Contractor's approach and description of how the Technical Publications will be managed through the duration of the CSAT Contract. Subject to Authority initial acceptance, it is to be updated as required by the Contractor throughout the Contract Period.

DELIVERABLE DOCUMENT

The TPMP for the CSAT Contract is to be delivered in Microsoft Word/Excel format.

DOCUMENT REQUIREMENTS

The TPMP submitted at tender submission, shall describe how the Contractor will approach and manage the issue and subsequent updates of the Technical Publications against the following Requirements:

- The Contractor shall provide technical documentation pertaining to the CSAT equipment, covering all aspects of maintenance, supply, storage, operating and limitations to the Authority to enable, as required, the development of required publications.
- The initial issue of all Technical Publications is to be completed within three (3) months of the Effective Date. APs shall be subject to Authority review prior to submission of final version, for acceptance by the Authority.
- The Air Publications Delivery Schedule shall be reported to the Authority as part of the Contract Tasking Report.
- Unless otherwise directed by the Authority, the Contractor shall comply with the Air Engineering Toolkit – Process 11 and DEFSTAN 00-601 part 4. Which can be provided by the Authority.
- All APs shall be published electronically, by the Authority, on Technical Documents Online (TDOL) rather than controlled in hard copy.
- Where directed by the Authority, the Contractor may also be required to submit draft publications to third parties.
- The Contractor shall review and reissue each AP every six (6) months for the first two (2) years of the issue of the publication and then annually thereafter.
- The Contractor shall use the Unsatisfactory Feature Report (UFR) process, using a MOD F765, to accompany the amendment of any AP. UFRs must be progressed in line with mandatory timescales assigned to the UFR, defined by the Authority on a case-by-case basis. As per the following timescales:

  Routine – where the suggested change has no direct airworthiness or safety implications and can be issued at future Contractor periodic updates and will be completed within one year.

  Rapid – where the suggested change is considered to have airworthiness implications and must be completed within three (3) months with using Contractor periodic updates or other means.

Immediate – where the suggested change is considered to have serious airworthiness implications, it must be promulgated to all users within 24 hours and completed within twenty-eight (28) calendar days.

- The Contractor shall maintain an Air Publications Delivery Schedule for each AP. This shall include but is not limited to:
    - The Serial Number;
    - Publication Title;
    - Last Update Date;
    - Last Review Date;
    - Next Scheduled Review Date.
- The Contractor shall stagger the delivery of AP updates across the six-monthly update period to ensure there is a ‘steady state’ and not a surge in AP review activity.
- As part of the Air Publications Delivery Schedule, the Contractor shall report a log of each F765 raised against each AP for the Contract Period. (Contract Tasking Report – details in Section 5 of Schedule 2 (SoR)). The log shall include:
    - Date received from the Authority;
    - AP against which the F765 was raised against;
    - Forecasted completion date;
    - Actual completion date;
    - Status (Open/Closed).
- The Contractor shall ensure that the Authority has the right to copy, amend, extend and circulate any AP or part thereof for any United Kingdom Government purpose. The Authority shall not carry out any AP amendments or changes as described above without notifying the Contractor, who shall share responsibility for configuration management of the APs.

DATA ITEM DESCRIPTION 18	
Title	Exit Management Plan

BACKGROUND INFORMATION

The Contractor shall comply with its obligations relating to Contract exit, including, without limitation, the provision of an Exit Management Plan (EMP). A first draft of the EMP shall be submitted by the Contractor 12 months following Operational Service Commencement and updated annually thereafter until 12 months prior to Envoy platform out of service date. The EMP is to prepare for closure of the Contract as a result of either termination or expiry. The Contractor shall deliver to the Authority an Exit Management Plan which:

- Sets out the Contractor's proposed methodology for achieving an orderly transition of the services from the Contractor to the Authority and/or a replacement Contractor on the expiry or termination of this Contract; and
- Includes for the provision of secure destruction of Authority Data.

DELIVERABLE DOCUMENT

A EMP for the CSAT PHASE 2 Contract is to be delivered in Microsoft Word.

DOCUMENT REQUIREMENTS

- The EMP, shall include, as a minimum, the following: but not limited to:
    - Closedown date for the submission of articles;
    - Plan for returning all GFA including packaging and handling, and report status of assets;
    - A plan to complete all outstanding additional tasks including the management effort that will be incurred to close post the Contract Expiry Date;
    - A plan to decommission hardware;
    - How the Exit Information is obtained and provided to the Authority;
    - The assets which will be required to continue the provision of the *services* until the Envoy Out of Service Date of the Envoy aircraft;
    - How continuity of supply of spares will be maintained to the Out of Service date of the Envoy aircraft;
    - Management structure to be employed during the transfer period;
    - A detailed description of both the transfer and cessation processes, including a timetable;
    - How the *services* will transfer to the replacement Contractor and/or the *Authority*, including details of the processes, documentation, data transfer (including data

format), systems migration, security and details of all hardware and software required to provide the *services*;

- Provisions for the transfer to the *Authority* and/or any replacement Contractor of all knowledge reasonably required for the provision of the *services* which may, as appropriate, include information, records and documents;
- A timetable and critical issues for transferring the *services*;
- Procedures to deal with requests made by the *Authority* and/or a replacement Contractor for information relevant to the *services*;
- The scope of the Core Transfer Services that may be required for the benefit of the *Authority* and/or a replacement Contractor;
- How the Transfer Services would be provided (if required) during the transfer period; and
- How each of the issues set out in this DID will be addressed to facilitate the transition of the services from the Contractor to the replacement Contractor and/or the Authority with the aim of ensuring that there is no disruption to or degradation of the services during the transfer period.

DATA ITEM DESCRIPTION 19	
Title	Project Software Quality Plan (PSQP)

BACKGROUND INFORMATION

JSP940 MOD Policy for Government Quality Assurance MoD Quality Policy requires that the Contractor implement an appropriate Quality Management System (QMS) appropriate for the products or services being acquired in order to assure the success of software acquisitions. In order to assure this requirement is met, the Contract shall be subject to the requirements of AQAP-2310 Edition B Version 2 Dated Jan 2022 and AQAP-2210 NATO Supplementary Software Quality Assurance Requirement.

Part of the AQAP-2210 requirement is the provision of a Deliverable Project Software Quality Plan (PSQP) generated to meet the requirements of AQAP-2210 and AQAP-2310.

The Contractor shall submit an acceptable PSQP, 3 months after the Effective Date and periodically thereafter, which addresses the contractual requirements, to the Authority and/or GQAR in the agreed timescale.

Information and guidance on the application of AQAP-2210 Edition B Version 1 NATO Supplementary Software Quality Assurance requirements to AQAP-2310 is detailed within AQAP-2210-SRD.1 NATO Guidance on the use of APAP-2210 NATO Supplementary Software Quality Assurance Requirements to AQAP-2110 or AQAP 2310 Edition B Version 1 dated August 22.

GENERAL

The QMS should address the range of software that the Contract produces. Different methods, procedures and tools may be called for dependent on the type of application, size of project, number of people involved etc.

A periodic, systematic and documented evaluation of the status and adequacy of the QMS should be conducted by or on behalf of, top management to ensure that their objectives are reached and to reveal non-conformances or irregularities in the system elements that require improvement.

The Project Software Quality Management Activities should comprise the planning and implementation activities necessary for the successful execution of the project.

The Contractor should begin to plan their quality related activities at the earliest possible phase of the Contract.

For non-deliverable software (which may be employed in the development of deliverable software, like emulators, tools for autogenerated code and/or autogenerated testing, test harnesses and driver programs, stub routines, etc.); it is essential that all such software is placed under configuration management, since it directly affects the integrity of the deliverable software.

DELIVERABLE DOCUMENT

A PSQP will be produced in MS Office Word format.

The PSQP and its contents should be recognised by the Authority and the Contractor as an indication of the understanding, commitment, and compliance with the quality requirements of the Contract.

The PSQP should address "contract-specific" quality activities and should not be a reiteration of the QMS requirements, as detailed in the Supplier's Quality Manual / Documentation; however, reference to these requirements in the PSQP may be necessary.

PSQP that meets the requirements of the latest version of AQAP-2210. AQAP-2210 requires the Contractor to apply additional controls to assure software quality.

DOCUMENT REQUIREMENTS

The Contractor shall document the software quality management activities, as related to the Project, in a Project Software Quality Plan (see also AQAP-2105). The Project Software Quality Plan (PSQP) shall carry the signature of approval of those organizational elements having responsibilities identified in the PSQP and be placed under configuration control.

The PSQP shall be used by the Contractor as a current baseline to define the activities to monitor and control the quality of the software project. The PSQP shall be reviewed and updated at pre-defined milestones during the project as new definitions and development details become known.

The PSQP shall detail the analysis methods and criteria for determining software criticality.

The PSQP shall capture quality models, derived from ISO/IEC 25010 or another appropriate standard, for each software product, with the quality assurance and control rules for obtaining and assessing the sub-characteristics.

The PSQP shall include determination of the appropriate scope of operational planning and control required to support the software activities required by the Contract.

The PSQP shall document and maintain traceability of all the requirements from the project process by including a requirement and solution compliance matrix, justifying fulfilment of all the requirements (making reference where applicable).

Note:

- The solution compliance matrix can be a part of the Deliverable PSQP or a separate document as an annex to it;
- Quality reports are to be positioned within the Contract cycle (e.g., reviews, progress meetings, test phase, key point of the development cycle, etc.);
- The Authority and/or GQAR reserve the right to reject the PSQP and their revisions (see also AQAP-2105);
- Further guidance may be found in ISO/IEC/IEEE 90003:2018.

DATA ITEM DESCRIPTION 20	
Title	Service and Support Management Plan (SSMP)

BACKGROUND INFORMATION

The Service and Support Management Plan (SSMP) submitted at tender submission, shall identify the Contractor's approach to the delivery of the Authority's Support Management requirements. It is to be updated annually by the Contractor throughout the Contract Period.

DELIVERABLE DOCUMENT

- An SSMP in MS Office format covering all the Document Requirements set out below.

DOCUMENT REQUIREMENTS

- The SSMP shall include a description of how the Contractor will provide and manage the following:
  - Spares modelling – a description of how the Contractor has modelled spares usage (DEFCON 82);
  - A description of the Contractor's Supply Chain;
  - A list of which CSAT equipment has (and has not been) codified with a NATO Stock Number (NSN). If equipment has not been codified a description of the Contractor's plan to achieve codification should be included (DEFCON 117);
  - NSN codification – a description of how the Contractor will ensure that all equipment procured under the Contract, including spares, is NATO codified. How the Contractor will rectify any situation where duplicate NSNs for identical items are found. How the Contractor will inform the Authority of any changes to items that may affect their codification;
  - Packaging – how the Contractor will ensure that all equipment is packed, labelled, barcoded prior to delivery (DEFCON 129, DEFSTAN 81-41);
  - Special to Type Equipment (STE) – any STE required is to be captured and detailed in the SSMP;
  - Transportation – how the Contractor will safely transport CSAT spares and equipment to and from the Authority location (STANAG 2828 and 42-80);
  - Spares Re-provision – how the Contractor will ensure sufficient spares remain available to support the Authority tasking requirement;
  - A description of how the Contractor intends to set up, implement and operate the following services:
    - Fault Investigation;
    - Technical Query;
    - Maintenance and Repair;
    - Quality Occurrence Report investigations.
  - A description of any risks associated with the delivery of support to the CSAT spares and equipment including the services.

DATA ITEM DESCRIPTION 21	
Title	COMRA Strategy

BACKGROUND INFORMATION

The Envoy IV CC Mk1 will operate within the Civil Aviation Authority (CAA) Oversight of Military Registered Aircraft (COMRA) construct as detailed in Military Aviation Authority (MAA) Regulatory Article (RA) 1165. A COMRA Strategy shall be supplied at tender submission, that identifies the Contractor's approach and description of how compliance with Civil Aviation Publication (CAP) 562 Leaflet B-40 will be achieved throughout the Contract Period.

DELIVERABLE DOCUMENT

- The COMRA Strategy for the CSAT Phase 2 Contract is to be delivered in Microsoft Word/PDF format.

DOCUMENT REQUIREMENTS

- The Contractor shall deliver a COMRA Strategy that will clearly define the Contractor's approach to complying with CAP 562 Leaflet B-40.

- The COMRA Strategy shall include a description of how the Contractor will manage the following for the duration of the Contract:

    - Management of in-service support;
    - Management of military changes;
    - Management and recovery of operations outside of Civil oversight.

- The Contractor shall brief the Authority on continued compliance with CAP 562 Leaflet B-40 on a six-monthly basis at the Platform Safety and Environmental Panel.

- An updated version of the COMRA strategy will be issued following significant update which impacts the Contractor's approach in complying with CAP 562 Leaflet B-40. For minor updates to CAP 562 Leaflet B-40, confirmation to the CSAT DT that the review has been completed and there is no impact which will be recorded in the DT's MRP compliance tracker.

DATA ITEM DESCRIPTION 22	
Title	Change Control Plan/Process

BACKGROUND INFORMATION

The Contractor shall provide a change control process within 3 months of the Effective Date.

The change control process describes how the baseline will be maintained under configuration control, including defining how revisions will be analysed, communicated and approved (in conjunction with the Authority when appropriate).

DELIVERABLE DOCUMENT

- Documents are to be delivered in electronic format (MS Excel, XER, XML or other format agreed with the Authority) to the Authority. Reports shall be delivered on a quarterly basis or on adhoc basis if a change is required between the quarterly review schedule.
- **Applicable Standards, Governance & Relevant Documentation**
  - DEFCON 620: Contract change control procedure;
  - DEFCON 503: Formal amendments to Contract;
  - APM Planning, Scheduling, Monitoring and Control (PSMC) guide;
  - APM Earned Value Management Handbook;
  - Electronic Industries Alliance 748 (EIA-748) EVMS Standard;
  - International Organisation for Standardisation (ISO) 21508:2018 Earned Value Management in Project and Programme Management;
  - ISN 2023 03 Control and Procedures for Patching and Updates.

DOCUMENT REQUIREMENTS

- The change control process shall:
  - Document, track and communicate to stakeholders' changes to the Performance Measurement Baseline;
  - Ensure that the full impact of any change is articulated, including scope, schedule and budget;
  - Ensure that all changes are assessed and endorsed by the right group of stakeholders;
  - Reconcile current budgets to prior budgets in terms of changes to the authorised work in the detail needed by management for effective control;
  - Control retroactive changes to records pertaining to work performed that would change previously reported amounts for actual costs, earned value, or budgets. Adjustments should be made only for correction of errors, routine accounting adjustments, effects of customer or management directed changes, or to improve the baseline integrity and accuracy of performance measurement data;
  - Allow a forward view of potential changes;
  - Prevent revisions to the budget except for authorised changes;

- Be in accordance with best practice as defined by the standards referenced above (i.e. not be used to cover poor performance).
- The Contractor's Change Control Process is required to accept and control:
- Internal changes that do not impact the Contract – can often be processed without the need for Authority approval, but specialist requirements, e.g., safety, may result in a requirement for Authority assessment and endorsement;
- Internally raised changes that impact the Contract – will always require formal approval from the Authority (DEFCON 620). Changes that impact the Contract include any that has an impact on contractually agreed scope, milestones, or the funding split across financial years;
- Externally directed changes – raised by the Authority and formally submitted to the Contractor in accordance with DEFCON 503. This DEFCON also requires that the Contractor submit their response back to the Authority in a set format and timescales;
- All changes are required to follow the agreed formal process, noting that changes that impact the Contract must also follow the associated commercial processes before being contractually agreed.

DATA ITEM DESCRIPTION 23	
Title	Risk Management Plan (RMP)

BACKGROUND INFORMATION

The Contractor shall provide a Risk Management Plan (RMP) within 3 months of operational service commencement.

The Contractor shall maintain a RMP that enables a formal risk process to be managed in conjunction with the Authority. The Contractor shall make it possible for the Authority to engage with the regular risk update process via regular risk reviews and formal risk reporting.

DELIVERABLE DOCUMENT

- A RMP in electronic format to the Authority and progress reports shall be delivered on a quarterly basis. (Top 5 risks will be presented in the monthly Contract review as per DID 2).

DOCUMENT REQUIREMENTS

- The RMP defines roles, responsibilities, methodology (process), tools and techniques specific to the project and how threats and opportunities are to be managed through life as part of the overall project management strategy.
- In the ROMP the Contractor must take due cognisance of the scope of the project (performance, cost and time) to establish a mutually agreed risk appetite (agreed tolerances) that enables the Contractor to develop their scoring criteria for cost time and performance.
- The process shall:
    - Establish ownership for significant project risks;
    - Reduce overall project risk exposure;
    - Ensure all scope is considered to give a balanced view of risk;
    - Deliver information in support of the overall project decision making and governance processes;
    - Enable quantitative analysis to support forecasts of project cost and schedule out-turn.

PROGRESS REPORTS

- In support of the risk management process the following reports are required:

- Risk register. Full risk registers for contracted scope, defining risk (case, event, consequence), owner, proximity, current and target impact (probability and cost/schedule/performance impact) and associated management responses. The register shall cover both risks (threats) and opportunities;
- Risk and opportunity change report. Standard Risk Report - Risk & Opportunities Change Report. Report of risks that have been escalated to a higher level for action / information;
- Risk profile. Risk exposure profiled over the Contract Period;
- Risk / opportunity pre & post mitigation response. Waterfall charts highlighting reduction in risk as a result of mitigation actions;
- Risk & Opportunities Process Health metrics report. Information reported for each month and includes; Total number of risks, risks added, closed, updated, review planned, review overdue, scoring updated - increased - decreased, risk escalated / de-escalated, plan added - updated, responses added, response completed before due date, response completed after due date, response completed before trigger date, response completed after trigger date, responses updated.

DATA ITEM DESCRIPTION 24	
Title	Certification Strategy – Spiral 1

BACKGROUND INFORMATION

The Authority's Certification Team will lead the military certification activity for the Spiral 1 change to ensure they are completed in accordance with the relevant military certification specification which are in addition to the required civil certification specification. To achieve this the Contractor's design office will need to be consulted to gain the necessary evidence.

The Authority wishes to understand the Contractor's certification approach to supporting all major and minor changes to the aircraft and how the interaction between key stakeholders could function, ensuring an efficient process to achieving a type certification change.

A certification strategy outlining what their intentions of how type changes would take place and how the communication between the Delivery Teams Certification Team and the various other stakeholders will be managed.

The Contractor shall provide a certification strategy at tender response and updated every five (5) years or following significant change to the supporting Regulatory Articles or internal design organisation process update which impacts the document.

DELIVERABLE DOCUMENT

- The certification strategy for the CSAT Phase 2 Contract is to be delivered in Microsoft Word/pdf format.

DOCUMENT REQUIREMENTS

- The Contractor shall deliver a certification strategy that outlines their approach to the Spiral 1 military changes in accordance with RA 1165, 5103, 5820 and the Manual of Military Air System Certification (MMAC).

- The Certification Strategy should include the following:

    - Detail the Contractor's certification process for implementing changes to aircraft operating under the CAP 562 Leaflet B40 including how the civil certification process will be run alongside the input into the military certification;
    - Planned route to achieving approved design certification. Including potential/expected risks or issues (e.g. technical or regulatory) based on past experience and process to mitigate potential delays to the schedule;
    - Potential risks and mitigations for the proposed military change;

- Description of the intended approach to interacting with the various design organisations (aircraft, engine, military equipment);
- Planned interaction with the key stakeholders (TAA, DT, MAA, other design organisations);
- Approach to compliance evidence;
- Detail how non-compliances might be handled/mitigated;
- Outline of the Contractor's design management process, key design reviews, proposed method for agreeing the design with the Authority and required interfaces with the Authority;
- Top level certification plan detailing how the Contractor will meet the key milestones of:
    - Flight Trial Q2/2027;
    - Certification Evidence available for Military Certification Q3/2027;
    - Modification embodiment;

  and proposing, as a minimum when then following activities will occur:
    - Preliminary and Critical Design Reviews and presentation to the Authority for approval;
    - Anticipated trials (installation, ground, flight);
    - Embodiment time scale.

DATA ITEM DESCRIPTION 25	
Title	Maintenance Organisation Exposition (MOE)

BACKGROUND INFORMATION

- A Contractor-run organisation executing Air System and Air System component Maintenance activities on UK Government property are required to produce a Maintenance Organisation Exposition (MOE) to support the Contractor's application to the Maintenance Approved Organisation Scheme (MAOS).
- MAOS application to be achieved within three months of contract award and accreditation achieved within 15 months.

DELIVERABLE DOCUMENT

- The MOE for the CSAT Phase 2 Contract is to be delivered in Microsoft Word/PDF format.

DOCUMENT REQUIREMENTS

- The Contractor shall deliver a MOE in accordance with RA 4800 series regulations and CAP 562 Leaflet B-40.

- The Contractor shall provide a copy of the organisations MOE and any applicable supplements:

    - On submission to the MAA for approval;
    - Within ten (10) Business Days of approval by the MAA.

- The Contractor shall update the MOE annually and present such at an appropriate meeting.

DATA ITEM DESCRIPTION 26	
Title	Design Organisation Handbook (DOH)

BACKGROUND INFORMATION

The Design Organisation (DO) Handbook describes the Contractor's extant Design Management System (DMS).

The Contractor shall provide the DOH at tender response.

DELIVERABLE DOCUMENT

- Extant DO Handbook for current Design Organisation Approval in word/PDF format.

DOCUMENT REQUIREMENTS

- The Contractor shall deliver a DO Handbook developed in accordance with UK/EASA Part J 21.A.243.

DATA ITEM DESCRIPTION 27	
Title	Design Organisation Approval Gap Analysis and Closure Plan

BACKGROUND INFORMATION

The MAA's Design Approved Organisation Scheme (DAOS) is a mechanism by which the competence of a Design Organisation can be assessed. To ensure the Contractor can fulfil the requirements of DAOS, a gap analysis between the Contractor's extant Design Organisational Approval and the requirements contained within RA 5850 is required. This will form the basis of a gap closure plan demonstrating how the Contractor will achieve DAOS for the Envoy IV CC Mk1 platform.

DAOS application to be submitted to the MAA within three months of contract award and accreditation achieved within 15 months or 9 months prior to Spiral 1, whichever is earliest.

DELIVERABLE DOCUMENT

- The gap analysis and closure plan are to be provided in excel/word/PDF format.

DOCUMENT REQUIREMENTS

- The Contractor shall deliver a gap analysis and closure plan that:
    - Identifies the additional measures that will need to be put in place, over and above those set down in its extant civil handbook and associated procedures, to account for the differences in complying with the MAA Regulatory Publications (MRP);
    - Detailing the gap closure plan and demonstrating how the identified gaps will be addressed;
    - Details a milestone plan, demonstrating how the Contractor will achieve DAOS approval within the required timeframe.

DATA ITEM DESCRIPTION 28	
Title	Design Organisation Exposition (DOE)

BACKGROUND INFORMATION

The Design Approved Organisation Scheme (DAOS) is a mechanism by which the competence of a Design Organisation can be assessed. As part of the DAOS application, a Design Organisation Exposition (DOE) is required.

DELIVERABLE DOCUMENT

- The DOE for the CSAT Phase 2 Contract is to be delivered in Microsoft Word/PDF format.

DOCUMENT REQUIREMENTS

- The Contractor shall deliver a DOE in accordance with RA 5850.

- The Contractor shall provide a copy of the organisations DOE:

    - On submission to the MAA for approval;
    - Within ten (10) Business Days of approval by the MAA;
    - Following an up-issue of a non-significant change approved by the Design Organisation.

DATA ITEM DESCRIPTION 29	
Title	Maintenance Approval Gap Analysis and Closure Plan

BACKGROUND INFORMATION

The MAA's Maintenance Approved Organisation Scheme (MAOS) is a mechanism by which the competence of a Maintenance Organisation can be assessed. To ensure the Contractor can fulfil the requirements of MAOS, a gap analysis between the Contractor's extant Maintenance Organisation Approval and the requirements contained within RA 4800 is required. This will form the basis of a gap closure plan demonstrating how the Contractor will achieve MAOS for the Envoy IV CC Mk1 platform.

MAOS application to be submitted to the MAA within three months of contract award and accreditation achieved within 15 months.

The Contractor is to submit the Maintenance Approval Gap Analysis and Closure Plan at tender submission.

DELIVERABLE DOCUMENT

- The gap analysis and closure plan are to be provided in excel/word/PDF format.

DOCUMENT REQUIREMENTS

- The Contractor shall deliver a gap analysis and closure plan that:
    - identifies the additional measures that will need to be put in place over and above those set down in its extant civil handbook and associated procedures, to account for the differences in complying with the MAA Regulatory Publications (MRP);
    - details the gap closure plan demonstrating how the identified gaps will be addressed;
    - details a milestone plan demonstrating how the Contractor will achieve MAOS approval within the required timeframe.

DATA ITEM DESCRIPTION 30	
Title	Software Management Plan

BACKGROUND INFORMATION

The Software Management Plan is used to identify the resources and procedures required to manage the entire software lifecycle. It covers the software lifecycle planning and support concept for the software within a system.

The Software Management Plan describes the overarching strategy and activities the Contractor shall adopt for the acquisition of any software that forms part of its Article, System or Service. This is managed through the identification and definition of Software Enabling Requirements within the System Requirements Document (SRD) and used as validation checkpoints against any Contractor delivered proposals, ensuring that the overarching Software Acquisition Requirements of the Authority will be met.

The Software Management Plan is to be provided to the Authority three (3) months after operational service commencement and throughout the acquisition lifecycle, the Software Management Plan should be reviewed and updated at defined review points, so it identifies how the software will be managed to ensure it meets system level requirements.

DELIVERABLE DOCUMENT

- Provide a plan for controlling the acquisition, management, and support of software throughout the acquisition process;
- Document the plan for the orderly transition of system software from the Contractor to Authority;
- Document the procedures for applying systems engineering and management disciplines (Configuration Management, Quality Evaluation, Testing, Security) throughout the lifecycle;
- Identify the resources required to manage, acquire and support the software;
- A Software Management Plan will be produced in MS Office Word format.

DOCUMENT REQUIREMENTS

- The Software Management Plan shall include but is not limited to:
  - A description of the intended use of software;
  - Milestones;
  - References and Standards that apply to software development, transition and post development support phases;
  - Roles and Responsibilities of all agencies involved in the software acquisition / development, transition and support;
  - Reference to Contractor Software Development Plan;
  - Configuration and Change Management processes to be used;
  - Identification of Software Quality criteria and artefacts, and how it will be integrated into the System Quality Plan - For quality plans associated with contracts involving software development, both AQAP 2105 and AQAP 2210 should be invoked together with AQAP 2310 and DEFCON 602C;
  - How the software will affect system Availability, Reliability and Maintainability criteria, and the metrics used for the software;

- Identification of Integrity requirements and how those requirements will be disseminated down into the software;
- Test and Evaluation - The organisations, equipment, models, and procedures required for software testing.

DATA ITEM DESCRIPTION 31	
Title	Security Management Plan

BACKGROUND INFORMATION

ISN 2023 09 Secure by Design. The implementation of Secure by Design is intended to secure capabilities through continuous risk management. Ensuring that MOD capabilities are secure by design is crucial in achieving defence outcomes.

SROs must ensure that cyber risks are actively managed throughout the capability lifecycle to ensure delivery is within defined MOD risk appetite and capability delivery risk management.

Risk analysis should be continuous throughout the capability lifecycle. Projects must be able to evidence this.

The Security Management Plan evidences the security activities undertaken to ensure the programme is suitably resilient against security threats. Security Management Plan to be submitted at the Effective Date and reviewed every quarter, aligning with Secure By Design.

The Contractor shall provide the Security Management Plan at tender response and review quarterly throughout the Contract Period.

DELIVERABLE DOCUMENT

The Security Management Plan documents arrangements for how the Contractor will:

- Assure stakeholders that security is well managed and security risks are within the risk appetites of risk owners.
- Comply with the requirements of relevant security legislation/regulation and Defence policy, leveraging Contract security mechanisms to ensure supplier compliance.

DOCUMENT REQUIREMENTS

The Security Management Plan shall include but is not limited to:

Governance - The Supplier shall have appropriate management policies and processes in place to govern their approach to the security of the network and information systems supporting functions and protection of Data.

Board Direction - The Supplier shall have effective organisational security management led at board level and articulated clearly in corresponding policies.

Roles and Responsibilities - The Supplier shall have established roles and responsibilities for the security of networks and information systems at all levels, with clear and well-understood channels for communicating and escalating risks.

Asset Management – Physical devices and systems within the organisation are inventoried and managed. Organisational communication and data flows are mapped.

Risk Management - The Supplier shall take appropriate steps to identify, assess, understand and remediate security risks to the network and information systems that protect all Data. This includes an overall organisational approach to risk management.

Periodically Assess Risk - The Supplier shall periodically assess the risk to organisational operations (including mission, functions, image, or reputation), organisational assets, and individuals, resulting from the operation of organisational systems and the associated processing, storage, or transmission of Data.

Internal Controls Assurance - The Supplier shall monitor security controls on an ongoing basis to ensure the continued effectiveness of the controls. Any identified deficiencies should be recorded, reported to leadership, and mitigated within agreed timeframes.

Supply Chain Assurance - The Supplier shall understand and manage security risks that arise as a result of dependencies on external suppliers. This includes ensuring that appropriate measures are employed where third party services are used.

Identity and Access Control - The Supplier shall understand, document and manage (i.e. create, review and disable) access to networks, information systems, and removable storage media & devices supporting functions and protection of Data. All accounts and identities, including users, system and automated functions that can access Data or systems are appropriately verified, authenticated and authorised.

Ensure GDPR Compliance - The Supplier shall ensure that the processing of personal data is conducted in compliance with the General Data Protection Regulation.

System Security - The Supplier shall ensure that network and information systems and technology critical for the operation of business functions and protection of Data are protected from cyber-attack.

Vulnerability Management - The Supplier shall implement a vulnerability and patch management process to identify, report, and remediate application and system (internal and external facing) vulnerabilities.

Penetration Testing - The Supplier shall conduct penetration testing (minimum every 12 months) against externally facing systems used to support the operation of functions and that protect Data. The penetration testing programme shall be based upon industry standards and performed by subject matter experts. The Supplier shall ensure that any deficiencies identified are remediated in a timely manner in line with their risk to the network. The Supplier shall retain records.

Change Management - The Supplier shall formally document, publish and review (minimum every 12 months) the change control procedures to manage changes to information systems, supporting infrastructure and facilities.

Patch Management - The Supplier shall develop and maintain an appropriately robust patch management programme to address known vulnerabilities on its network within industry best-practice timelines. The Supplier shall take appropriate steps to identify, assess, test and implement patches for endpoints, network devices and software which address known vulnerabilities within industry best practice timeline.

Resilient Back Ups - The Supplier shall hold accessible and secured current backups of data and information needed to recover operation of their functions and protect Data.

Cyber Security Culture and Training - The Supplier shall develop and maintain a positive cyber security culture which encourages employees to make information security part of their day-to-day activities. The Supplier shall conduct awareness training at least every 12 months.

Security Monitoring - The Supplier shall monitor the security status of the networks and systems supporting the operation of business functions and protection of Data in order to detect potential security problems and to track the ongoing effectiveness of protective security measures.

Response and Recovery - The Supplier shall implement well-defined and tested incident management processes that aim to ensure continuity of business functions and protection of Data in the event of system or service failure.

Testing and Exercising - The Supplier shall conduct exercises to test response plans at least every 12 months.

Applicable Laws Compliance

- DEF STAN 05-138 Cyber Security Standard for Suppliers

  Defence Standard 05-138 Issue 4 - cyber security for defence suppliers.pdf (publishing.service.gov.uk)

The Defence Cyber Protection Partnership (DCPP) Cyber Risk Profiles Cyber Risk Profile Requirements Table this can form part of the Security Management Plan as an annex or a separate document.

DATA ITEM DESCRIPTION 32	
Title	CAMO Support Plan

BACKGROUND INFORMATION

Authority wishes to understand how tenderers intend to set and fulfil the CAMO requirements throughout the life of the contract.

DELIVERABLE DOCUMENT

- The CAMO Support Plan for the CSAT Phase 2 Contract is to be delivered in Microsoft Word/PDF format.

DOCUMENT REQUIREMENTS

- The CAMO Support Plan shall cover:
  - CAMO establishment: nominated person and support staff;
  - Management of scheduled maintenance including any reference to an approved AMP;
  - Management of modifications and repairs;
  - Management of life limited parts;
  - Management of fault investigations;
  - Management of airworthiness records;
  - Management of incident and occurrence reporting;
  - Configuration Management;
  - AMM/CMM update process.

- The CAMO Support Plan shall include a copy of the Contractor's CAME;
- The CAMO Support Plan shall fulfil CAMO requirements as per RA 4800;
- The CAMO Support Plan shall include any military deltas;
- The CAMO Support Plan shall include references to any lower-level Local Work Instructions detailing relevant airworthiness processes.

DATA ITEM DESCRIPTION 33	
Title	Contractor Acceptance Case Report (ACR)

INTRODUCTION

The Contractor Acceptance Case Report is the vehicle for making an Acceptance Recommendation by the Contractor, it presents the case for (or exceptionally against) "Acceptance" at each decision point.

DETAILED REQUIREMENT

The Contractor Acceptance Case Report comprises:

- A covering letter to the authority making an explicit recommendation against compliance with the SRD;
- A summary report, detailing any exceptions (provisos or concessions) and the plan for resolving any provisos;
- Comprehensive database listing of evaluation outcomes against each requirement;
- Supporting evidence.

Exceptions

Exceptions arise when Acceptance is advocated but evidence is not available to confirm the solution delivered meets the criteria.

An exception may be required because of:

- Evidence shows a shortfall in performance - requiring re-design;
- There is a shortfall in evidence - requiring a further test or evaluation.

An exception request may be agreed when doing so is advantageous to the Authority, which may be the case when:

- The requirement is no longer relevant (the need has changed);
- There is a problem with the requirement (unrealistic expectation - wasn't SMART);
- Extra time would lead to a better solution (a delay is acceptable);
- Additional desirable features are provided in lieu (a trade is offered);
- The solution is good enough (validation of the capability is acceptable);
- There is a commensurate cost saving (price reduction);
- Delaying acceptance would be undesirable (affects Temporal coherence).

Provisos and Concessions

There are 2 types of exception:

- Concessions - a permanent relaxation of the criteria;
- Provisos - a temporary relaxation of the criteria.

These may be combined; 'acceptance with a proviso and a concession' occurs where you 'hold out for more' cognisant that you will never get all that you originally requested.

Proviso Management

Provisos, by definition, are temporary.

Acceptance with a Proviso should be conditional upon the presentation of a plan to clear the proviso, defining:

- the remedial action to be taken (retest or redesign / modify and then retest);
- the date by which this will be achieved.

All provisos should be recorded in the VVRM and pursued to closure; a dedicated ‘proviso management’ module may be created.

DELIVERABLE DOCUMENT

- The Contractor Acceptance Case Report for CSAT Phase 2 Contract is to be delivered in Microsoft Word/PDF format.

DATA ITEM DESCRIPTION 34	
Title	Joint Trials and Evaluation Management Plan (JTEMP)

INTRODUCTION

1.1 This Data Item Description defines the requirement for the Joint Trials & Evaluation Management Plan (JTEMP).

1.2 The JTEMP is a key document which will define the Contractor led test, trials and evaluation activities during the Spiral Development phases to generate the evidence required to achieve the V&V Complete milestone. The JTEMP will also define the Contractor's acceptance test process for Factory Acceptance Testing.

1.3 The agreed JTEMP will form part of the Contract, and will describe how the Contractor shall plan and perform the verification of the Military Modifications where requirements verification methods require test, trial, demonstration, inspection, assessment or evaluation activities to be carried out on prototypes, major rigs, mock-ups and in SILs, or where requirement verification is supported by analysis modelling, simulation or provision of released documents such as plans or technical publications.

GENERAL REQUIREMENT

1.4 The JTEMP is the plan used to establish and execute the Contractor-led activities required for the test, evaluation and acceptance of the Military Modifications.

1.5 The JTEMP shall be in the Contractor's format and shall contain, as a minimum, the following:

1.5.1 The process for managing and conducting trials, recoding results and reporting and tracking the evidence of compliance with the SRD. This process should be set in context with the relevant Contractor Deliverable Documents defined with this Schedule 7;

1.5.2 The schedule for test and evaluation (the 'Contractor's Trials Schedule'), including trials groupings;

1.5.3 Roles, responsibilities and organisation of the Contractor's test evaluation & acceptance (TE&A) resources, including their relationship to the management structure;

1.5.4 Identification and management of GFA related to test, trials, evaluation and acceptance activities;

1.5.5 Supplementary information may be provided in the form of additional annexes with suitable cross-references. Information that is likely to be amended or updated regularly should be provided within annexes to simplify the procedure for updating and maintaining configuration control of the document

1.5.6 The JTEMP shall identify and describe the interdependencies between the Contractor's test and evaluation activities and the processes and the activities defined within the Engineering Management Plan (EMP), as well as any of the other relevant management plan deliverables, such as the software and safety management plans.

DETAILED REQUIREMENT

1.6 The following sections provide further guidance on the scope and structure of the JTEMP and these may be adapted by the Contractor in consultation with the Authority for the first publication and delivery of the JTEMP:

1.6.1 **Identification**. This section identifies the document, document status, procuring authority, preparing authority and contract number.

1.6.2 **Introduction**. This section provides general background to the JTEMP.

1.6.3 **Purpose of the Plan**. This section explains the purpose and scope of the JTEMP.

1.6.4 **Definitions**. This section defines terms used in the JTEMP that merit a definition. It shall include a glossary of all acronyms and special terms or words used in the text.

1.6.5 **Assumptions**. This section lists and explains the assumptions upon which the JTEMP is based.

1.6.6 **JTEMP Process Overview**. This section provides an overview of the proposed JTEMP development and control processes. This will provide sufficient information about the JTEMP processes, from Contract Effective Date to System Acceptance, to enable all key stakeholders involved to be clear about the main test and evaluation activities, roles, milestones and deliverables within the JTEMP process. This shall refer to the Contractor's Trials Schedule defined below.

1.6.7 **Relationship to the EMP.** This section shall explain the relationship between the JTEMP and the Contractor's EMP, and in particular how test, evaluation and acceptance activities will be integrated into the overall system engineering effort including development of the programmes configuration-controlled requirement verification matrix. The relationship to other plans, such as software, safety, environmental, and human factors should also be explained.

1.6.8 **Details Test Specifications**. This section shall describe how each Detailed Trials Specification (DTS) is created by the Contractor. The Detailed Test Specifications should detail the step-by-step inputs and expected outputs for each test or trial. The requirement for the DTS are derived from the Contractor's Trials Schedule as defined within the JTEMP and in accordance with Table 1 of this Schedule 11. The Contractor should provide the proposed DTS template to be used by the Contractor.

1.6.9 **Government Furnished Assets (GFA).** This section shall identify the use and details of all GFA (i.e. facilities, equipment, information & resources) required to support test, trial, evaluation, demonstration and assessments as called out in the JTEMP for Contractor led trials and provided for with the Contract.

1.6.10 **Interfacing Systems**. The Contractor's JTEMP shall identify any integration and test activities associated with interfacing systems.

1.6.11 **Configuration Management**. This section shall describe how the overall configuration management process relates to the JTEMP activities. In particular it will explain how the test, trial and evaluation evidence relating to configuration items such as systems under test at a given baseline will be progressively updated: this is to maintain the relevance of evidence as the requirement, and physical equipment baselines evolve prior to System Acceptance and captured in the Verification and Validation Requirements Matrix (VVRM).

1.6.12 **Detailed Trials Reports**. This section shall describe how each Detailed Trials Report (DTR) is created by the Contractor and should provide the proposed template to be used by the Contractor. The requirement for the DTR are derived from the Contractor's Trials Schedule as defined within the JTEMP and in accordance with Table 1 of this Schedule 11.

1.6.13 **Incident Sentencing.** This section shall describe how incidents, including success as well as failure events, as they occur during tests and trials evaluations will be addressed.

1.6.14 **Resources.** This section shall describe the resources needed to implement the JTEMP. Particular mention shall be made of where access to specialist facilities, skills and tools are needed.

1.6.15 **Contractor's Resources**. This section shall identify the planned resource commitment to be made by the Contractor. Particular attention shall be paid to the mobilisation of appropriately experienced, qualified, trials team personnel.

1.6.16 **Authority Resources.** This section shall identify the planned engagement of Authority in witnessing the Contractor trials.

1.6.17 **Contractor Trials Schedule.** This section shall identify when all Contractor test, trials, evaluation and acceptance activities are to be conducted and managed, and shall ensure sufficient time is afforded with the timing of trials activity for the requirement for Detailed Trials Specifications (DTS) and Detail Trials Reports (DTR).

1.6.18 **Trials Reviews.** This section shall explain how and when the review of formal, planned test, trial, evaluation, inspection, assessment, demonstration etc activities will be conducted. It should describe the roles and responsibilities of both Authority and Contractor staff in the formal T&T review process including all necessary Test Readiness

Reviews (TRRs). T&T Reviews shall address, amongst other things, schedule, resources, test objectives, test requirements, all required resources, data collection, witnessing, safety, security, change control, and latest risks and assumptions. When conducted, test and trials outcomes shall also form part of the Contractor s programme and design reviews with the Authority.

1.6.19 **Factory Acceptance Tests (FAT)**. This section shall describe the process for final factory test (Factory Acceptance Tests) ahead of the Authority led trials.

DELIVERABLE DOCUMENT

1.7 The JTEMP shall be delivered in MS Word format. Annexes may be provided in other MS Office format if appropriate (e.g. MS Project, Excel).

ACCEPTANCE

1.8 Acceptance of the JTEMP shall be in accordance with Table 1 of this Schedule 7.

DATA ITEM DESCRIPTION 35	
Title	Detailed Test Specifications (DTS)

INTRODUCTION

1.1 Detailed Test Specifications (DTS) will be generated for each test for review and acceptance by the Authority prior to commence of any Contractor test or trials detailed with the Contractor's Trials Schedule.

1.2 The requirement for Detailed Test Specifications are derived from the Contractor's Trials Schedule as defined within the JTEMP and will detail the step by step inputs and expected outputs for the test or trial.

GENERAL REQUIREMENT

1.3 The DTS will be held under version control and will mature in line with the system development and maintain alignment with the VVRM and Trials Operating Schedule.

1.4 DTS will contain a detailed description of the method of testing to be conducted for a particular test or trial, including instrumentation and data recording requirements.

DETAILED REQUIREMENT

1.5 Due to the diverse nature of tests and trials associated with the Military Modification Programme the DTS will need to be tailored to align to the objectives of each test or trial.

1.6 A DTS template is to be provided by the Contractor as part of the JTEMP and is to be used when developing the individual test DTS.

DELIVERABLE DOCUMENT

1.7 The DTS shall be delivered in MS Word format. Annexes may be provided in other MS Office format if appropriate (e.g. MS Project, Excel).

ACCEPTANCE

1.8 Acceptance of the JTEMP shall be in accordance with Table 1 of this Schedule 7.

DATA ITEM DESCRIPTION 36	
Title	Detailed Trials Report (DTR)

INTRODUCTION

1.1 Detailed Test Reports (DTRs) will be generated for each test for review and acceptance by the Authority and will build as evidence that the Military Modification SRD requirements are met as equipment progresses through the Spiral development phases. Each report may be referenced from the VVRM as supporting evidence.

GENERAL REQUIREMENT

1.2 The DTR should include details of the test results achieved, any Contractor engineering observations and any incidents arising. The completed report should be subject to formal review in accordance with the Contractor's internal procedures prior to release and under configuration control. This is to ensure the technical accuracy of the content prior release.

DETAILED REQUIREMENT

1.3 Due to the diverse nature of tests and trials associated with the Military Modification Programme the DTR will need to be tailored to align to the objectives of each test or trial.

1.4 A DTR template is to be provided by the Contractor as part of the JTEMP and is to be used when developing the individual test DTR.

DELIVERABLE DOCUMENT

1.5 The DTR shall be delivered in MS Word format. Annexes may be provided in other MS Office format if appropriate (e.g. MS Project, Excel).

ACCEPTANCE

1.6 Acceptance of the JTEMP shall be in accordance with Table 1 of this Schedule 7.