



Contract No: C17CSAE/701558417

For: PDS & Spares Procurement for the Maritime
Modular Platform (MMP)

Annex A to Condition 46: Statement of Requirement
(SoR)

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1. Purpose and Scope

- 1.1. The Purpose of this Statement of Requirement (SOR) is to describe the scope, content, the responsibilities, and Contractor Deliverables to be undertaken by the Contractor in respect of Post-Design Services (PDS) services for the Maritime Modular Platform (MMP).
- 1.2. The C17CSAE Delivery Team have a requirement for PDS Services, procurement of additional Maritime Modular Platform (MMP) systems and associated spares as well as Coordinating Design Organisation (CDO) support to Aerial Delivery Equipment (ADE) Delivery Team (The Authority). The PDS process is concerned with the redesign, redevelopment and engineering necessary for preserving an equipment's capabilities at the performance levels formally approved by the equipment sponsor. PDS shall include the Design Organisation's (DO's) services necessary to maintain the design and manufacturing data and reference equipment.
- 1.3. Throughout this SOR the Contractor's obligations are split between Core PDS Services and Non-core services. All Non-Core Services shall be subject to the Emergent Tasking Process at Section 4 to this Statement of Work. For additional clarity a full breakdown of the Core and Non-Core services are provided at Appendix A.
- 1.4. Unless stated otherwise, the Authority refers to DE&S C17CSAE Delivery Team.

2. Core Post Design Services (PDS)

- 2.1. The Contractor shall carry out Core PDS services within the timescales outlined herein, or within the timescale otherwise agreed by the Authority. Any changes to the timescales must be communicated to and authorised by the Authority.
- 2.2. PDS services shall be undertaken to ensure that modifications and minor design alterations are properly appraised and, where approved, implemented. The PDS process is concerned with the redesign, redevelopment and engineering necessary for preserving an equipment's capabilities at the performance levels formally approved by the equipment sponsor. PDS includes the Design Organisation's (DO's) work necessary to maintain the design and manufacturing data and reference equipment. PDS tasking may also be used for minor enhancements such as meeting new safety legislation, or for reducing in-service support costs.

3. Post Design Services Emergent Tasking

- 3.1. All PDS services that do not fall within the Core-Services of this SOR shall be authorised by way of an approved Work Authorisation Form (WAF). All Non-Core services shall be subject to the Emergent Tasking Process at Section 4 of this SOR.

4. Emergent Tasking Process

- 4.1. All Non-core tasking requirements shall be defined on the Work Authorisation Form (WAF) at Appendix D to this Statement of Requirement. A WAF must be approved by the Authority prior to any commencement of tasking.
- 4.2. All WAF's shall be drafted by either the Authority or the Contractor and shall detail all the task requirements and deliverables. The draft WAF shall be signed by the Authority's Operations Manager (OM) and Commercial Officer before it is issued by email to the contractor for quotation. Only WAF's that have been signed by both the Authority's Commercial Officer and Authority Operations Manager are to be valid for quotation by the Contractor.

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4.3. The Contractor shall acknowledge receipt of a WAF within 3 working days and respond with a Firm Price quote within 20 working days of the request, unless otherwise agreed by the Authority. The Contractors quotation shall contain a full price breakdown for the task, including but not limited to, the following:

- i. Price of materials, including any spares;
- ii. Hourly Labour Rate
- iii. Number of Labour Hours;
- iv. Travel and subsistence costs;
- v. Travel and subsistence costs shall be broken down by airfare, hotel & subsistence costs and vehicle rental & fuel costs, and other transportation costs;
- vi. Risk;
- vii. Profit

4.4. Upon receipt of the WAF proposal from the Contractor, the Authority shall review the proposal. Should the Authority decide to proceed with the task, the Authority Operations Manager and Commercial Officer shall sign and return the WAF to the Contractor to initiate the WAF. The signed WAF shall include an approved Purchase Order (PO).

4.5. The Authority is under no obligation to proceed with the placement of any WAF raised. The Contractor shall not commence any work or services under a WAF until a signed document is issued by the Authority in accordance with 4.4 above.

4.6. The Authority shall not be liable for the cost of any work or services undertaken by the Contractor prior to the Contractor receiving an authorised WAF and PO from the DE&S Commercial Officer.

5. Maintenance and Repair Services

5.1. The Contractor shall undertake Maintenance and Repair activities in accordance with DEFSTAN 05-61 for all Systems described as the responsibility of the Contractor. All maintenance and repair activities shall be undertaken in accordance with the Emergent Tasking Process at Section 4 to this SOR.

5.2. The Authority shall initiate Maintenance and Repair by issuing a WAF to the Contractor detailing the scope of the requirement, specifying the repair or maintenance activity to be carried out. The Contractor shall provide a quotation for completion of these services in accordance with the Emergent Tasking Process at Section 4 to this SOR.

5.3. The Contractor shall complete all Maintenance and Repair services in accordance with the agreed WAF. During the maintenance or repair process, should the Contractor identify any additional repair or maintenance activity that fall outside of the scope of the agreed WAF, the Contractor shall immediately inform the Authority's Commercial and Operations Managers. Should the Authority wish to proceed with the additional maintenance or repair services, the existing WAF part 1 will be updated and submitted to the Contractor for quotation. The revised WAF shall be subject to the full Emergent Tasking Process at Section 4 to this SOR.

5.4. The Authority reserves the right to not proceed with any additional services identified at 5.3.

6. Supply of Equipment and Spares

6.1. The Contractor shall supply consumable spares as Contractor Deliverables in response to a Purchase Order, in accordance with Schedule of Requirements (Schedule 2) Item 1 and the consumable spares pricing list at Annex B to Condition 46.

6.2. Spares shall be delivered with no less than 90% of their life from date of manufacture preserved, if subject to a finite or shelf life. If there are reasons that make it impracticable to

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deliver particular items with 90% of their life then this will be considered on a case by case basis by the Authority.

- 6.3. The consumable spares list at Annex B to Condition 46 shall be subject to review in the event additional items are to be added to the list. Any amendments to the pricing list shall be by mutual agreement in accordance with condition 6 (Formal Amendments to Contract).
- 6.4. To support the Contractor in their planning assumptions, the Authority may provide indicative procurement schedules (forecasts). These forecasts, where provided, are done so without commitment and do not place an obligation on the Authority to purchase the items or quantities indicated. These forecasts schedules may alter during the term of the contract.
- 6.5. Notwithstanding Condition 30 (Diversion Orders), the Contractor is responsible for the shipment of all consignments to the Authority in accordance with Condition 27 to the delivery location specified at the time of order placement from the list found at Schedule 3 condition 27(b).
- 6.6. Further to Condition 27(b)(1), the Contractor shall notify the Authority (whom placed the order), no less than three (3) working days in advance of any consignment delivery. In the event the Contractor anticipates a consignment deviating from the contracted lead time, the Authority must be notified at the earliest opportunity, but not later than two (2) days after the Contractor becomes aware of the change.
- 6.7. The Contractor shall retain all delivery and tracking documentation for all consignments (including signed delivery confirmation documents) which shall be made available to the Authority in an electronic format upon request. The information must be sufficient for use as 'proof of delivery' in the event of a system failure in order to progress Contractor claims for payment and to support the identification and location of consignments at the delivery location.
- 6.8. Further to Condition 22 of the Terms and Conditions, all consignments (Contractor Deliverables) under Schedule of Requirements (Schedule 2) Item 1 shall comply with the [LCST Supplier Manual](#) (v2.0, dated 28 June 2019).
- 6.9. In addition to the provisions of Condition 29 (Rejection), the Authority, or its agent, shall report any defective/faulty items by utilising the MOD F760 Narrative Fault Report and MOD F765 Unsatisfactory Feature Report (UFR) procedures.

7. Expediated Delivery

- 7.1. On occasion the Authority may require that an item is delivered faster than the agreed lead times for urgent operational reasons. In this case the Authority will request that the contractor use best endeavours to deliver the item ahead of the contracted lead time. Where a specific improved lead time may incur additional costs, these should be issued to the Authority for consideration with supporting evidence. Any additional costs to achieve an expediated delivery time will be considered on a case-by-case basis and if agreed, shall be subject to the WAF process as defined in Section 4 to this Statement of Requirement.

8. Obsolescence Management

- 8.1. The Contractor shall implement a reactive Obsolescence Management strategy in accordance with IEC 62402:2019 Obsolescence Management as a core PDS Service. This shall consist of:

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- i. the ongoing identification and reporting of Obsolescence Risks and Obsolescence Issues.
- ii. the identification of mitigation action for each identified Obsolescence Risks, or issues.
- iii. the identification of resolution action for Obsolescence Issues.

8.2. Should the Authority wish to implement any mitigation or resolution action as recommended by the contractor at 8.1 above, the Authority shall raise a WAF in accordance with the Emergent Tasking Process at Section 4 to this SOR. Any decision to implement any resolution action shall be at the sole discretion of the Authority.

9. Meetings

9.1. The Contractor shall attend all meetings as defined in this Section 9. Meetings shall be held via electronic means unless otherwise specified, at the frequencies requested.

9.2. All meetings shall be attended by DE&S and Contractor's Commercial Officers, Engineers and Project Managers unless otherwise specified or agreed between the Contractor and Authority. The Authority shall confirm attendees and advise on availability three weeks prior to each meeting. The Contractor shall ensure that wherever practical meetings are combined:

- a. **Contract Progress Meeting:** to be held in accordance with DEFCON 642. The meeting shall be held annually on Contract Effective Date plus thirteen (13) months and thereafter on a recurring annual basis from the date of the first meeting, including Option periods, until Contract expiry. At the meeting the Authority and will review progress against both Core and Non-Core deliverables for the annual period.
- b. **Local Technical Committee (LTC) Meetings:** to be held in accordance with RA 5301, three (3) times per annum. Minutes for LTC shall be provided by the Contractor in a format agreed by the Authority. These will be reviewed by the Authority and feedback provided within 10 working days. In the event the Authority requires additional LTC meetings in any one year this shall be subject to the Emergent Tasking process at Section 4 to this SOR.
- c. **Task Review Meeting:** to be held three (3) time per annum. The Contractor shall ensure that the most recent Contract Tasking Report, as requested in section 10.1, is made available to attendees at least five working days in advance of these meetings.
- d. **Spares Orders Meetings:** to be held once (1) per annum. The Contractor shall ensure that the most recent Equipment and Spares Order Report as requested in at 10.1.2 to this SOR is made available to attendees 5 working days prior to the meetings.
- e. **Configuration Control Board (CCB) Meetings:** to be held once (1) per annum in accordance with RA530. This meeting shall be held alongside an LTC.
- f. **Safety/Hazard Review Meetings:** to be held quarterly with Authority and Contractor Safety representatives in attendance. These meetings include Preliminary Hazard Identification and Analysis (PHIA), Hazard Working Groups (HWG), and Hazard Review Boards (HRB). These meetings shall be held at RAF Brize Norton. In the event an alternate venue is identified for this meeting, the Contractor shall be entitled to raise a WAF in accordance with the Emergent Tasking process at Section 4 to this SOR to cover any additional Travel and Subsistence costs incurred. In the event the Authority requires further Safety/Hazard Review Meetings, these shall be raised in accordance with the Emergent Tasking Process at Section 4 to this SOR.

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9.3. The Contractor may be required to discuss urgent or unforeseen problems which arise as part of the meetings listed above. Any additional activity outside of these meetings shall be subject to the Emergent Tasking process at Section 4 to this Statement of Requirement. This may include requests for Contractor's attendance at prototype installations, trial installations or assessment/investigation or alternative materials.

9.4. The Contractor shall provide secretarial services for all of the above meetings, except for the Safety/Hazard Review Meetings, unless otherwise agreed by the Authority. Final copies of all meeting minutes shall be provided to all meeting attendees, within 10 working days of each meeting listed in 9.2 (a) to (f) above unless otherwise specified by the Authority. If revisions to the meeting minutes are required, the Contractor shall update the minutes and provide a final version of the meeting minutes within an additional 10 working days.

10. Management information

10.1. For the Contract duration the Contractor shall provide the Authority with the following Management Information:

10.1.1. **Contract Tasking Report:** This report shall be provided to the DE&S Commercial Officer and a DE&S Operations Manager on a quarterly basis. The Contract Tasking Report is also to be reviewed at Task Review Meetings. The Contract Tasking Report shall include the following:

I. A Core Tasking List, including:

- a. A Meetings Report displaying the date and title of meetings completed that year.
- b. The Technical Queries Register described in section 10.3.
- c. The F760 Fault Investigations Register described in section 10.4.
- d. The Air Publication (AP) Delivery Schedule including a 765 log for each AP as described in section 10.5
- e. A Certificate of Design update schedule.

II. An Emergent Tasking List, including:

- a. A list of approved and ongoing Emergent Tasks. The report shall including task value, date of task commencement, date of forecast completion and percentage completion;
- b. A list of emergent tasks awaiting authority approval (where quotation has been provided).
- c. A list of Emergent Tasks that have been completed within the subsequent three months.
- d. Safety Assessment Reports (SARs), for which the Contractor shall carry out reviews every four years, in accordance with MAA policy.

III. Copy of the Technical Queries Register in accordance 11.4 of this SOR for the previous quarter.

IV. Copy of the Fault Investigations Register in accordance 12.4 of this SOR for the previous quarter.

V. Copy of the Air Publication (AP) Delivery Schedule in accordance 12.4 of this SOR for the previous quarter.

10.1.2 **Equipment and Spares Order Report:** This report shall be provided to the DE&S Commercial Officer, the relevant Authority DE&S Operations Manager and the DE&S Supply Chain Manager (SCM), five working days from the end of the calendar month.

10.2 The Contractor shall issue the above reports to the Authority at the frequencies detail within this Section 10 in draft format. The Contractor shall respond to any comments from the DE&S Commercial Officer or the DE&S Operations Manager within 5 working days, and if necessary, re-issue the report with any agreed amendment.

11. Technical Queries

11.1. As a core PDS Service, the Contractor shall provide a Technical Queries service Monday to Friday from 09.00 to 17.00. Technical Queries shall be raised by the Authority via telephone or email. Where a query is raised by telephone this shall be followed up by email to confirm the query raised.

11.2. All queries will be assigned as either routine or urgent by the Authority. The Contractor shall respond to Routine or Urgent Technical Queries within the timeframes stipulated below:

11.2.1. For all queries designated as urgent, the contractor shall provide a response within 2 working days.

11.2.2. For all queries designated as routine the contractor shall provide a response within 5 working days.

11.3. At either the direction of the Authority or as the Contractor deems necessary to respond to the Technical Query, the Contractor shall be responsible for:

11.3.1. Performing experimental, developmental or other tasks to provide a report as required.

11.3.2. Preparing and supplying draft Special Technical Instructions (STI) and Servicing Instructions (SI) in accordance with MAA Regulatory Publications (MRP) RAs. Draft STI and SI documents are to be forwarded to the Authority for editing and publishing.

11.3.3. Advising the Authority on the preparation of Design Modifications and Service Modifications as appropriate, in accordance with MRP RAs and DEFSTAN 05-57.

11.3.4. Preparing any other Information Leaflets or Vetting Command Leaflets not subject to separate Development Contracts, such as Service Amendment Leaflets (SAL) and Advance Information Leaflets (AIL).

11.4 The Contractor shall maintain a Technical Queries Register, reported to the Authority as part of the Contract Tasking Report at 10.1.1 to this SOR. This shall include but is not limited to:

- a. Brief description of the Technical Query.
- b. Which individual in DE&S authorised the Technical Query.
- c. Which individual responded to the Technical Query on behalf of the Contractor.
- d. The date and time the Technical Query was raised;
- e. The date and time the Technical Query was responded to;
- f. The classification of the Technical Query (Routine/Urgent).
- g. Action taken to resolve the Technical Query.
- h. Status of the Technical Query (Open/Closed).

11.5 Each Technical Query shall be limited to 10 hours under the Core Activities of this Contract. Should further assistance be required a Work Authorisation Form shall be raised iaw the Emergent Tasking Process outlined at Section 4 to this SOR.

12. Fault Investigations

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- 12.1. As a core PDS service, the Contractor shall be responsible for Fault Investigations in accordance with the following process:
 - 12.1.1. Undertake the preliminary work arising from Fault Investigation Reports (MOD Form 760A);
 - 12.1.2. Determine the precise reason for the fault, issue a comprehensive report for each investigation which shall include, but not be limited to, the investigation conducted, and conclusions drawn. The report shall ensure recommendations for the rectification or elimination of the cause of the fault;
 - 12.1.3. Respond (with Fault Investigation Reports (Form 761) within the timeframe in Appendix E, unless previously agreed with the Authority;
 - 12.1.4. Holding equipment identified for disposal through the Fault Investigation process, while the Authority arranges for the disposal of the equipment.
 - 12.1.5. Maintain a complete record of all fault reports on the equipment and analyse investigation reports and report on fault trends.
- 12.2. The Contractor shall maintain a Fault Investigations Register, reported to the Authority as part of the Contract Tasking Report and Local Technical Committee (LTC) Meeting Minutes. This shall include but is not limited to:
 - 12.2.1. Brief Description of the Fault Investigation
 - 12.2.2. The date the Fault Investigation was raised by the Authority
 - 12.2.3. Action taken/underway to resolve the Fault Investigation
 - 12.2.4. Status of the Fault Investigation (Open/Closed)
- 12.3. Each Fault Investigation shall be limited to 10 hours under the Core Activities of this Contract. Should further assistance be required a WAF shall be raised iaw the Emergent Tasking Process outlined at Section 4 of this SOR.

13. Technical Air Publications

- 13.1. As a core PDS service the Contractor shall be responsible for the preparation, supply and routine update of all Air Publications (APs) and Illustrated Parts Catalogues (IPCs) listed in Appendix C. Where requested by the Authority, the Contractor shall also prepare and supply both new AP editions and amendments. This core activity shall be limited to no more than three times over the Contract duration. Should further assistance be required a WAF shall be raised iaw the Emergent Tasking Process outlined under Section 4 of this SOR.
 - 13.1.1. On the Contract Effective Date the Authority shall notify the Contractor of authorised representatives to whom APs for should be submitted. The Authority may update this list of recipients at any point during the term of the Contract and shall inform the Contractor as soon as reasonably practicable of any changes.
 - 13.1.2. APs shall be submitted in draft version to the Authority for review prior to final submission and the Authority shall review within 20 working days. Drafts APs are to be submitted in .doc or .docx format for Authority review and response. The Contractor shall carry any amendments to the draft version as reasonably requested by the Authority. Where directed by the Authority the Contractor may also be required to submit draft publications to third party Contractors. All amendments shall be recorded in either red text or track changes and returned to the Authority along with the completed Request for Review form within the timeframes stipulated in 7.1.3 and Appendix C. The Contractor shall submit final version publications in .pdf format with any tables or data lists also provided in .xls or .xlsx format.
 - 13.1.3. Unless otherwise directed by the Authority, the Contractor shall comply with the following CoMPI14 conventions:
 - 13.1.3.1. In accordance with COMPI14 Section 16, to allow APs to be easily deployed and configuration controlled, all APs shall be published electronically by the Authority on Technical Documents Online (TDOL) rather than controlled in hard copy;
 - 13.1.3.2. COMPI14 Section 12 stipulates that the industry standard is that APs should be refreshed every 3 months. For the purpose of this Contract, the Contractor shall update the APs listed in Appendix C every six (6) months;

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13.1.3.3. The Contractor shall re-issue all AP's listed in Appendix C every 6 months to ensure that technical information is current and accurate. This shall include any item detailed as part of the APs being codified, with any exemptions made at the discretion of the Authority, and that NSNs detailed in the APs are a live entry in CSIS and have an accurate description of the item, with UK interest declared. As a minimum this will involve a review to confirm that no changes have been made and a re-issue with an updated date of last review;

13.1.3.4. In accordance with COMPI14 Sections 1 through 9, the amendment of APs shall be delivered using the F765 Unsatisfactory Feature Report (UFR) process, also referred to as an AP Change Request. COMPI14 Section 3 stipulates that UFRs must be progressed in line with mandatory timescales defined by the airworthiness and air safety prioritisation of each UFR by a Letter of Airworthiness Authority (LoAA) or Letter of Air Safety Notification (LoAN) holder in Part 3 of the F765. Upon receipt of a prioritised F765 with a signed Part 3, unless agreed otherwise by the Authority on a case-by-case basis, the Contractor must progress the F765 and return a completed and signed Part 4 to the Authority in accordance with the following timescales:

Routine - where the suggested change has no direct airworthiness or safety implications and can be issued at future vendor 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 3 months either using vendor 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 28 days. When action has been completed to mitigate an Immediate F765 the LoAA or LoAN may choose to downgrade its priority to Routine or Rapid.

13.2 The Contractor shall maintain an Air Publication (AP) Delivery Schedule, reported to the Authority as part of the Contract Tasking Report. This shall include but is not limited to the Serial Number, Publication Title, Last Update Date, Last Update Recipient, Last Review Date, and Next Scheduled Review Date of each Technical Air Publication listed in Appendix C.

13.3 As part of the Air Publication (AP) Delivery Schedule included in the Contract Tasking Report, the Contractor shall report a log of all F765s raised for the term of the Contract. This log shall include Date Received from Authority, Forecast/Actual Completion Date and Status (Open/Closed) for each 765.

Core and Non-Core Services

The following table outlines the activities which are Core and the activities which are Non-core. It also includes delivery information.

Core Services

Activity	Para / Ref	Medium for Delivery	Frequency of Delivery
Obsolescence Management	8	Obsolescence Report	Annually
Contract Progress Meeting	9.2 (a)	LTC	Annually
Local Technical Committee	9.2 (b)	LTC	3 times per Annum
Task Review Meeting	9.2 (c)	LTC	3 times per Annum
Spares Order Meetings	9.2 (d)	LTC	3 times per Annum
Configuration Control Board (CCB)	9.2 (e)	LTC	Annually
Hazard Review Board	9.2 (f)	Attendance at Authority Site (Brize Norton)	Quarterly
Contract Tasking Report	10.1.1	Electronic report	Quarterly
Core-Tasking List	10.1.1 (I)	As part of Contract Tasking Report	Quarterly
Emergent Tasking List	10.1.1 (II)	As part of Contract Tasking Report	Quarterly
Technical Queries Register	10.1.1 (III)	As part of Contract Tasking Report	Quarterly
Fault Investigations Register	10.1.1 (IV)	As part of Contract Tasking Report	Quarterly
AP Delivery Schedule (Inc F765 log)	10.1.1 (V)	As part of Contract Tasking Report	Quarterly
Technical Queries	11	E-mail / Telephone	As Required
Fault Investigations	12	Submission of F765	As Required
Technical Air Publications (AP's)	13	Electronic Copy	As Required

Non-Core Services

Activity	Para / Ref	Medium for Delivery	Frequency of Delivery
PDS Emergent Tasking	3	Completion of approved WAF	As agreed with DT upon approval of WAF
Maintenance & Repair Services	5	Completion of approved WAF	As agreed with DT upon approval of WAF
Supply of Equipment & Spares	6	Delivery of ordered ancillaries	As agreed with DT as per Purchase Order
Obsolescence Management	8	Completion of approved WAF	As agreed with DT upon approval of WAF
Ad-hoc meeting activity	9	Completion of approved WAF	As agreed with DT upon approval of WAF

Appendix C
Statement of Requirement
C17CSAE/701558417

Air Publications

Reference: DAP101P-0016-123567

Description: Maritime Modular Platform (MMP)

**Appendix D
Statement of Requirement
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Work Authorisation Form

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**Appendix E
Statement of Requirement
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Fault Investigation

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