



Ministry
of Defence



SCHEDULE N – CONTRACTOR REPORTING AND DATA DELIVERABLES

MERLIN AND APACHE ENGINES FUTURE SUPPORT

**CONTRACT NUMBER
HELSS/0102**

SCHEDULE N

CONTRACTOR REPORTING AND DATA DELIVERABLES

1 INTRODUCTION

1.1 This Schedule N (Contractor Reporting and Data Deliverables) details the Contractor Deliverables required for the purposes of the contract, in accordance with Schedule A - Statement of Requirements (SOR).

1.2 The Contractor shall inform effective decision making through the provision of operating, financial, performance and other information produced, maintained and stored by the Contractor and its Sub-Contractors (collectively the "Contractor Reporting and Data Deliverables"). This includes Management Information (MI).

1.3 The Contractor shall commit to supporting the Governance structures for decision-making, as outlined in Schedule L (Governance), and provide Contractor Reporting and Data Deliverables to the Authority to support the effective functioning of this governance structure. This schedule sets out all Contractor Reporting and Data Deliverables required in this regard.

CONTRACTOR REPORTING AND DATA DELIVERABLES

1.4 All deliverables detailed in Appendix A have been categorised as Category A Deliverables as they are either mandated or required for the effective management of the contract. The timely delivery of acceptable Category A Deliverables shall be monitored in accordance with KPI 5 in Schedule G (Performance for Core Services). Those not accepted prior to the required delivery date in accordance with paragraph 6.3 of Schedule G shall be deemed as not delivered on time for the purposes of KPI 5.

1.5 The deliverables listed in this Schedule N will be referred to as the Contractor Reporting and Data Deliverables for the purposes of consistency. The reference material detailed in Appendix A will act as a basis for the Contractor Reporting and Data Deliverables and will summarise MI required by the Authority.

1.6 Unless otherwise agreed deliverables listed here in Schedule N (Contractor Reporting and Data Deliverables) and requiring Authority approval shall be drafted by the Contractor and issued to the Authority for comment and then approval or rejection.

1.7 Where a deliverable is subject to acceptance by the Authority and the Authority rejects the deliverable, then the Contractor will be provided with clear comments and reasoning behind this non-acceptance and will be required to re-submit this deliverable within 10 working days.

1.8 Should no comments, notice of rejection or request for more time for approval be received by the Contractor within 30 calendar days of acknowledged receipt from the Authority then these documents shall be deemed as accepted.

2 PROVISION OF CONTRACTOR REPORTING AND DATA DELIVERABLES

2.1 The Contractor shall adhere to the following principles relating to the provision of Contractor Reporting and Data Deliverables:

- a. Access and Visibility.
- b. Consistency.

- c. Proactivity and Utility.
- d. Maintenance of Knowledge.
- e. Changes of the Contractor Reporting and Data Deliverables.
- f. Maintenance of Records.

3 PROACTIVITY AND UTILITY

3.1 The Contractor shall:

- a. Consistently, openly, willingly and proactively share with the Authority the information that the Contractor collects and uses internally to deliver and manage the effective delivery of this Contract;
- b. Ensure that the Authority is not reliant on the accuracy of its own enquiries to elicit information that may be relevant to the effective operation of this Contract;
- c. Ensure the MI is capable of being captured, extracted and managed by the Authority from the Contractor Reporting and Data Deliverables;
- e. Enable the Authority to carry out efficient and timely root cause analyses;
- f. Provide Contractor Reporting and Data Deliverables that require no or minimal reprocessing by the Authority and does not require the Authority to draw its own conclusions from voluminous, disparate, disorganised and unconnected data;
- g. Ensure that all Contractor Reporting and Data Deliverables:
 - i. Are timely;
 - ii. Are relevant and presented at an appropriately meaningful level of detail to inform and enable the decision-making process (e.g. not at such a high level that it fails to provide sufficient detail, and not so detailed as to make it unmanageable);
 - iii. Includes clear narrative explanations which describe:
 - (a). The specific information captured by the Contractor;
 - (b). Where it comes from;
 - (c). What it means;
 - (d). How it is used; and
 - (e). The interfaces, tools and system capabilities used by the Contractor to

provide it.

- iv. Direct the Authority's attention to significant and/or relevant matters, including the Contractor's key management insights and any issues requiring management attention from the Contractor or which would require a management intervention by the Contractor.

4 MAINTENANCE OF KNOWLEDGE

4.1 The Contractor shall maintain the capability to provide financial modelling, financial analysis, performance analysis and any other activities relating to the production and analysis of the Contractor Reporting and Data Deliverables consistent with the delivery of the requirements of this Schedule N and shall ensure such capabilities are readily available to the Authority.

5 CHANGES OF THE CONTRACTOR DELIVERABLES

5.1 Amendments to the format, structure or logic of the Contractor Reporting and Data Deliverables may be requested by either the Authority or Contractor due to changes in the underlying assumptions or circumstances, accounting methodology, legislative changes or identification of errors or outdated information.

5.2 Amendments to the format, structure or logic of the Contractor Reporting and Data Deliverables proposed by the Contractor shall not be carried out without the express prior written agreement of the Authority. In relation to each such proposed amendment, the Contractor will provide the Authority in writing with:

- a. Details of the precise amendment being proposed;
- b. The rationale for the proposed amendment with supporting evidence and documentation;
- c. The expected impact of the proposed amendment on all relevant Contractor Reporting and Data Deliverables.

5.3 The Contractor shall make available suitably skilled and knowledgeable staff to answer additional questions or provide such further information that may be requested by the Authority.

5.4 The Authority will consider the Contractor's proposed amendment and notify the Contractor as to whether it is agreed within a reasonable time. If the Authority does not consent to the proposed amendment, the relevant Contractor Reporting and Data Deliverables will not be amended.

5.5 Where the Authority proposes an amendment to the format, structure or logic of any Contractor Reporting and Data Deliverables, the Authority will notify the Contractor in writing of:

- a. Details of the precise amendment being proposed;
 - i. The rationale for the proposed amendment with supporting evidence and documentation;
 - ii. The expected impact of the proposed amendment on the relevant Contractor Reporting and Data Deliverables to the extent it is able to do so.

5.6 The Contractor shall respond to the proposed amendment within 10 Business Days or such other time scale that is agreed with the Authority promptly, notifying the Authority as to:

- a. Whether it accepts the proposed amendment; and
- b. If it does not agree with the Authority's assessment, the Contractor's own assessment of the expected impact of the proposed amendment.

5.7 If the Parties cannot agree on an amendment to the relevant Contractor Reporting and Data Deliverables proposed by the Authority, the matter shall be referred to the Dispute Resolution Process for resolution, in accordance with Schedule L (Governance).

5.8 Following approval of any amendment to the Contractor Reporting and Data Deliverables by the Authority, the Contractor shall present the relevant Contractor Deliverables to the Authority both before and after the change; and a clear audit trail showing the changes that have taken place.

5.9 In relation to all approved changes, the Contractor shall maintain full version control by, but not limited to:

- a. Keeping a Contractor Reporting and Data Deliverables Version Log that:
 - i. Records the version of the relevant Contractor Deliverables subject to the change and the version of the Contractor Deliverables that contains the change;
 - ii. Records the nature of the changes made to a level of detail to the extent where another adequately qualified individual could follow the instructions explaining each change and replicate it to produce the same results as first presented by the Contractor to the Authority as representing the nature and impact of each change;
 - iii. Records the rationale for the amendment with supporting evidence and documentation;
 - iv. Records the impact of the amendment on the relevant Contractor Reporting and Data Deliverables, the Pricing and Payment for Core Services, Contract Performance and/or the Services, including a detailed reconciliation and explanation by reference to inputs to or the logic or the presentation of the Contractor Reporting and Data Deliverables that gives rise to a change in the outputs of the Contractor Reporting and Data Deliverables presented;
 - v. Records who has made the changes and who has authorised the changes; and
 - vi. Updating the Contractor Reporting and Data Deliverables Version Log.

5.10 When a revised version of the updated Contractor Reporting and Data Deliverables has been delivered to the Authority and accepted in accordance with paragraph 6.9.a to this Schedule N, it shall become the Reference Contractor Reporting and Data Deliverables in accordance with paragraph 5.9.a to this Schedule N, and supersede any previous versions of the Contractor Reporting and Data Deliverables and shall constitute the definitive, binding version of the Contractor Reporting and Data Deliverables.

6 MAINTENANCE OF RECORDS

6.1 The Contractor and its Sub-Contractors shall maintain all records specified in and connected with the Contract (expressly or otherwise) and make the available to the Authority when requested on reasonable notice in accordance with DEFCON 609.

7 REFERENCE CONTRACTOR REPORTING AND DATA DELIVERABLES

7.1 The Authority shall hold a single reference version of the Contractor Reporting and Data Deliverables. In case of any unexplained difference between the Contractor Reporting and Data Deliverables provided by the Contractor and the Reference Contractor Reporting and Data Deliverables held by the Authority, the Authority's reference version of the Contractor Reporting and Data Deliverables shall be authoritative.

8 AUTHORITY REQUESTS

8.1 The Authority may at any time require the Contractor to submit information to support or substantiate any aspect of the Contractor Reporting and Data Deliverables, including:

- a. An opinion letter from a professional financial services firm, where specifically requested by the Authority;
- b. Sensitivities and scenarios where it has been agreed that the capability to deliver such capabilities and scenarios will be provided by the Contractor within the agreed cost for delivering the Services;
- c. Any other supporting documentation or information required under this Agreement or reasonably required by the Authority;
- d. And the Contractor shall supply all such information within a reasonable time at no additional cost to the Authority.

8.2 The Authority may request any further information from the Contractor prior to deciding whether it accepts or rejects amendments to the Contractor Reporting and Data Deliverables provided by the Contractor and the Contractor shall provide such information by a date specified by the Authority.

8.3 The Authority shall in all circumstances have an overriding entitlement to exercise its rights to verify both the integrity and content of the Contractor Reporting and Data Deliverables and any calculations used by the Contractor. This overriding entitlement shall have priority over any other conflicting provision in or arising out of the Agreement.

8.4 The Contractor shall promptly rectify errors identified in the Contractor Reporting and Data Deliverables at no cost to the Authority and reimburse the Authority for any excess sums paid by the Authority arising out of such errors and any associated costs or expenses incurred by the Authority.

9 RECTIFICATION

9.1 If it is disclosed that any information provided or made available to the Authority by or on behalf of the Contractor or any Sub-Contractor is inaccurate, the Contractor shall:

- a. Identify and notify the Authority in writing of the reason for the inaccuracy; and

- b. Take all necessary steps to rectify that information and, where relevant, the systems and/or processes that gave rise to the inaccuracy within a proposed timeframe that is signed off by the Authority.

Appendix A

1. All Contractor Reporting and Data Deliverables as outlined in Table A are Category A Deliverables. Therefore, all Deliverables below will be monitored in line with KPI 5 in Schedule G Performance for Core Services.
2. The Contractor shall provide the reports listed in Table A as detailed in the frequency column.
3. The reports listed in Table A are in addition to those required in accordance with applicable DEFCONS and narrative conditions.
4. All Contractor Reports and Data Deliverables will be submitted using an appropriate electronic format as agreed by the Parties.
5. Further details specifying format, content, structure, data sources and assurance processes will be defined through negotiation.

Table A

Serial	Report Name	Description	Timeline	Source	Reference	Frequency	Form
Contract Performance							
1	Flying Hour Review	Document consisting of a review against forecast for Contract Year. Impact of achieved level of KPIs including proposed retentions. Status and forecast of Non-funded arisings for Contract Year	No less than 10 working days prior to Quarterly Performance Review Meeting (QPRM)	Schedule N	Schedule N	Quarterly	Report
2	Summary of Operations Report	Document detailing service data analysis and provisions of the summary of operations	No less than 10 working days prior to Monthly Programme Review Meeting and QPRM	Schedule L	Table Serial 2	Quarterly	Report
3	System Health Report	A report detailing the performance of Health Monitoring of the System	Draft at bid and then update annually on anniversary of service start date	Schedule A	SR 136	Annually	Report

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Contract Management							
4	Monthly Performance Report	Document detailing level of performance against KPIs, PMs and Demands, in accordance with Schedules A and G. Non-attributable arisings (including Engine Rejection FOD rates)	No less than 10 working days prior to Monthly Programme Review Meeting and QPRM	Schedule G	Para 1	Monthly	Report
5	Quality Management Plan	Document detailing quality assurance, control and planning for the engines in compliance with ISO 9001 and AQAP 2105	Draft at bid and then update annually on anniversary of service start date	Schedule C	Para 1 and throughout	Once but reviewed and updated annually	Report
6	Life Management Plan	Document detailing the Life Management Plan for critical components, the Predicted Safe Cyclic Life (PSCL) and safe progressive increase of the Declared Safe Cyclic Life (DSCL) for critical components towards their PSCL	Draft at bid and then update bi-annually on anniversary of service start date	Schedule L	Table Serial 5	Updated Bi-annually	Document in MS Word or as agreed.
7	Implementation Plan	Document detailing initiation of the service demanded under Item 1 of the Schedule of Requirements	Draft at bid and then update annually on anniversary of service start date where applicable	DEFFORM47	C7	Updated Bi-annually	Report
8	Risk and Opportunity Management Plan	Document detailing time, cost and performance risks to the delivery of the service	Within the first quarter of contract let	Schedule O	Annex C5	Once but reviewed and updated if required Quarterly	Report
9	Contract Status Report	Detailing any contractual amendments proposed, under discussion or agreed	No less than 10 working days prior to QPRM	Schedule L	Table Serial 2	Quarterly	Report, as agreed e.g. email, MS Word
10	Modification Management Plan	Document detailing progress of modification development and embodiment in compliance with MAA RA 5301 – Control of Designs	First report at contract let. Updated during contract performance	Schedule A	SR-121	Quarterly	Report

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			review meeting (local Modification and Configuration Control Board				
11	Exit Management Plan	Document detailing handover requirements and process involved in case the contract for support is ending, either through planned expiry or prematurely. Document to be in compliance with Acquisition System Guidance (ASG) Governing Policy (GP) 1.3 – Supporting Continuity	Within 3 months of contract let	Schedule A	SR-203	Once, as required	Report
12	Requirements Compliance Matrix	Schedule detailing the tests, inspections, reviews, audits and their results, which will provide information on the Contractor's compliance with the requirements of this service set out in Schedule A -Statement of Requirements, as per the information contained in Schedule N Contractor Reporting and Data Deliverables	With ITN response and by the anniversary of the service start date	Schedule A	Throughout	Annually	Excel Sheet and Report
13	Contract Data Deliverables Version Log	Produce and maintain a Contract Data Deliverables Version Log which shall be the master log of all versions of all Contract Data Deliverables, as per Schedule N	With ITN response and monthly once contract is running	Schedule N	Para 5.9	Monthly	Excel Sheet
Technical Support							
14	Technical Support Report	Update of Technical Support Tasks, including Fault Investigations, Modifications and Technical Publication Amendments	Reported at the Technical Issues Meeting and QPRM	Schedule A	SR-225	Quarterly	Report
15	Scheduled Maintenance Review	The Contractor shall undertake periodic reviews of Engine scheduled maintenance requirements. Such reviews shall be aligned with Platform reviews and utilise a Reliability Centred Maintenance approach in accordance with JAP 22	Every activity to be reviewed within a rolling three-year period	Schedule A	SR-147	Every activity to be reviewed within a rolling three- year period	Report
16	Part Life Requirements Review	The Contractor shall undertake periodic reviews of part life requirements coincident with platform Operational Data Recording	In line with Authority's SOIU	Schedule A	SR-149	In line with Authority's SOIU and	Report

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		(ODR) exercises and subsequent revisions of the Statement of Operating Intent & Usage (SOIU) and propose strategies to optimise part life requirements to the Authority	and ODR review programme			ODR review programme	
17	Technical Support Review	The Contractor shall review the Technical Support arrangement periodically, including whenever the operational requirement changes significantly, and present the information to the Authority along with proposals to optimise the arrangement ensuring it remains fit for purpose	Anniversary of contract service start date	Schedule A	SR-154	Annually	Report
18	Draft SI(T) – Special Instructions - Technical	Special Instructions Technical [SI(T)] are temporary instructions issued to undertake a work package, identify, monitor, repair or prevent a potential fault. The contractor is required to provide Design Organisation input into SI(T)s when requested by the Delivery Team	As required	Schedule A	SR-225	As required (within 5 days of receiving a request)	Document in MS Word or as agreed.
19	Equipment Fault Investigations Report	Fault investigations are required to be carried out by the contractor on equipment faults which affect safety, airworthiness and reliability. A fault which warrants an in-depth investigation must follow the MOD Form 760 Narrative Fault Report Procedure. An industry equivalent can be used in parallel to the MOD Form 760 procedure	As required	Schedule A	SR-130	As required (within 28 days of receiving a request)	MOD Form 760 Narrative Fault Report
20	Unsatisfactory Feature of Technical Publications	Unsatisfactory Feature Reports are raised to identify an error that requires amendment within the Aircraft Document Set (ADS). An amendment to the ADS by the Contractor or Delivery Team must follow the MOD Form 765 procedure	As required	Schedule A	SR-109	As required (within 5 days of receiving a request)	MOD Form 765 Unsatisfactory Feature Report
21	Obsolescence Report	[Tenderer to define]		Schedule A	SR-118 and SR-119	As required	Report
Quality							

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22	Quality Issue Report	Document detailing status of any quality issues raised by Authority to the Contractor	No less than 10 working days prior to QPRM	Schedule L	Table Serial 2	Quarterly	Report, as agreed e.g. email, MS Word
23	Quality Management Plan	Document detailing quality assurance, control and planning for the engines in compliance with ISO 9001 and AQAP 2105	Draft at bid and then update annually on anniversary of service start date	Schedule C	Para 1 and throughout	Once but reviewed and updated annually	Report
Safety Management							
24	Safety Management Plan	Document detailing a Safety Management plan that supports the delivery of a safe engine in compliance with MAA RA 5722 – Propulsion Integrity Management	60 working days after Contract signature and then annually	Schedule L	Table Serial 9 and 10	Annually	Report
Financial & EVM (if applicable subject to final EVM agreement)							
25	Financial Model	The Financial Model sums all the Contractor's (and sub-Contractors') inputted volumes, costs and charges to generate the total costs of and charges for providing the Services to the Authority	With ITN response and then on any agreed change	Schedule F	Schedule F – Para 1.1	With ITN response and then on any agreed change	Excel Model
26	Financial Summary Report	The Financial Summary Report provides an analysis of the budgeted, forecast and actual operational volumes, costs and charges incurred in the delivery of the Services	no later than end of calendar month +5 working days	Schedule F	Schedule F – Para 1.1 and 2	Monthly	Excel Report
27	Earned Value Management Plan (EVMP) and Reports	The EVMP shall include a description of the system structure and data flows, Project Controls System Description (PCSD), plans for implementation and subsequent review and maintenance of the Contractor's EVMS	Initial– as part of Tender submission Final Delivery – Contract Award + 30 days Any IBR – 30 days	Schedule O	Schedule F – Para 1.1 Schedule P	Monthly	As per Schedule O

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			Any EVMS Demonstration or Surveillance -30 days Updates – 30 days prior to implementation significant changes to Contractor EVMS or EV approach				
28	Cost Collection Report	In support of the financial management process the reports detailed in Schedule O EVM, Annex C7 are required	Monthly	Schedule O	Schedule O – Annex C7	Monthly	As per Schedule O
29	Final cost statement	The Contractor shall submit to the Authority a final auditable cost statement showing Appropriate, Attributable and Reasonable costs. This Authority may elect at its sole discretion to undertake an audit of the costs included in the final cost statement to satisfy itself that the costs are Allowable, Attributable and Reasonable	Within 6 months of the end of the Contract Period	Schedule F	Schedule F – para 2.4	Once	Excel and Word Report
30	Interim cost statement	During the Contract Period the Contractor shall submit to the Authority an interim auditable cost statement (showing Appropriate, Attributable and Reasonable costs) detailing a breakdown of those costs it considers a charge to the Contract during the Contract Year that ended immediately preceding the statement date. The Authority may elect at its sole discretion to undertake an audit of the costs included in the interim cost statement	Within [one month] of the end of each Contract Year	Schedule F	Schedule F – para 4	Annually	Excel and Word Report. Consistent with Financial Model

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31	Through Life Cost Ownership Model	Model including the various costs associated over the entire life-cycle of the contract to help establish the total cost of ownership for the Authority	Within 3 months of contract let	Schedule N		Once but reviewed and updated annually	MS Excel or as agreed
32	Contract Work Breakdown Structure (CWBS) and Dictionary	The Contract Work Breakdown Structure (CWBS) is the Contractor's extension of the Authority Work Breakdown Structure (WBS) and forms the framework for Contract planning, management and status reporting and for estimating costs, schedule and technical achievements at completion	With ITN response and monthly once contract is running	Schedule F	Schedule F – Para 1.1	Monthly	Excel Sheet
33	Contract Master Schedule (CMS)	The Contractor shall develop, deliver and update a Contract Master Schedule (CMS) in accordance with CDRL-(DID-PC-003). This will include the Performance Measurement Baseline (PMB), a current forecast schedule with updated performance against the PMB, and a high-level summary schedule as agreed with the Authority	With ITN response and monthly once contract is running	Schedule O	Annex C3	Monthly	Excel Sheet
34	Integrated Baseline Review (IBR)	The Contractor shall, within a period of three months (or earlier as agreed with the Authority) after the Contract Award, be suitably prepared for and participate in a formal on-site IBR by the Authority Representative, in accordance with the Nominated EV Standard to enable an assessment of and acceptance of the Performance Measurement Baseline (PMB).	At Contract award and as per Annex F to Schedule O.	Schedule O	Annex C2	Once and updated if required	Organise, prepare for and execute the IBR
35	Contract Performance Reports (CPR)	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. (Examples of Format 1-5 and 7 reports have been provided.)	No less than 10 working days prior to Monthly Finance & EVM Meeting	Schedule O	Annex C4	Monthly	Report
Integrated Logistics Support (ILS)							
36	Integrated Support Plan (ISP)	An ISP will be prepared by the Contractor and describe in detail the Contractor's activities planned to provide the contractual	With tender response and updated annually	Schedule A and Schedule M	SR-214 Schedule M Para 4	Annually	Report

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		deliverables for the MAEFS project. The ISP is the principle document by which the ILS content of a potential contractor's bid will be assessed. A list of supporting plans to be included as Annexes to the ISP and further information can be found in Schedule M					
37	Elements Plans (EPs)	The Contractor shall update existing element plans and create element plans where none exists in accordance with Def Stan 00-600 to reflect changes to the aircraft through MAEFS. The ILS Element Plans (EPs) can be incorporated into the ISP or submitted as separate documents. The EPs shall detail planned ILS activities associated with the detailed ILS subjects and shall define how requirements will be satisfied and compliance demonstrated	Reported in accordance with the MAEFS SoW	Schedule M	Schedule M Para 4	Annually	Report
38	Operational Simulation Model	To demonstrate that the maintenance and spares support solution delivered by the Supplier and its supply chain efficiently meets availability requirements. The Supplier shall provide an Operational Simulation Model (the "Model") of the service to underpin forecasts of the maintenance requirements and the BoM. The Model shall be required as part of the Supplier's proposal and shall require Authority approval	With ITN response and then annually from start of contract	Schedule A	SR-3D5 & SR-22 & SR-223	Annually	Excel Model
Supply Chain							
39	Delivery Forecast	In the event that a spare(s) is not available to meet the Required Delivery Date (RDD), an updated delivery forecast must be produced	Within 24 hours of the Contractor being notified that the original RDD cannot be met	Schedule A	SR-98	As required	Forecast Report
40	Inventory Delivery Forecast	Forecast to include forecast amounts for inventory holding to meet demand. To include actuals and spares forecast deliver.	Provided at In Service Date (ISD) and reviewed annually	Schedule A	SR-79	Annual, where required	Report

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41	Theatre Priority Returns List (TPRL)	The report will include the TPRL to monitor reverse Supply Chain. Required if Unserviceable Asset Return Timescale (UARTS) will impact achievement of Required Activity Level (RAL)	Within 24 hours when UARTS will impact achievement of Required Activity Level (RAL)	Schedule A	SR-106	As required	Report
42	Inventory Modelling Data Report	The Supplier shall produce a maintenance and spares support solution that includes a Bill of Materials (BoM) for the expected spares that will be needed during the contract, as well as a report for the benefit of the Authority's Contract Manager outlining the data, analysis undertaken, and the justification, risks and issues underpinning the BoM	With ITN response and then annually from start of contract	Schedule A	SR-222 & SR-223	Annually	Word and Excel Report will require the model and the output of the model
Training							
43	Revision to training courses	Information to support revisions to training courses when required by changes in maintenance or operating procedures	Prior to any changes in engine technical requirements	Schedule A	SR-220	As required	Document in suitable format