

## Annex A

### **STATEMENT OF WORK FOR:**

#### **SUPPLY, SPARES AND POST DESIGN SERVICES FOR AIRCREW PROTECTIVE HELMETS**

- Mk4A4 - Fast Jet Use - Night Helmet, Night Vision Goggle (NVG) Compatible
- Mk4B4L - Rotary Wing Use, NVG Compatible
- Mk10B, C & R - Fast Jet use - Day Helmet
- Mk10RW - Rotary Wing Use - Day / Night Helmet. Lightweight helmet developed for NVG mounting to provide an alternative helmet to address individuals with Musculoskeletal Injuries (MSI) who have been referred through RAF Centre of Aviation Medicine (RAFCAM)
- Mk10SAR - Rotary Wing Use, Waterproof Variant for SAR Ops
- Alpha 928 - Rotary Wing Use, Urgent Op Requirement (UOR)

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## LIST OF ABBREVIATIONS

AoG	Aircraft on Ground
AP	Air Publication
COD	Certificate Of Design
DAOS	Design Approved Organisation Scheme
Def Stan	Defence Standard
DO	Design Organisation
DofQ	Denomination of Quantity
ISA	Independent Safety Auditor
JSP	Joint Service Publication
LTC	Local Technical Committee
MAA	Military Aviation Authority
MRI	Master Records Index
MOD	Ministry of Defence
MRP	MAA Regulatory Publications
OEM	Original Equipment Manufacturer
PM	Project Manager
PDS	Post Design Services
PRM	Progress Review Meeting
PPQ	Primary Packaging Quantity
QA	Quality Assurance
QMP	Quality Management Plan
QMS	Quality Management System
SCR	Safety Case Report
SEMP	Safety and Environmental Management Plan
SOW	Statement of Work
STC	Special to Type Container
TAAF	Task Authorisation and Agreement Form

## ***Definition of Terms***

In this document, the following words have the specific meaning defined below:

**"Shall"** is used to indicate a mandatory requirement placed on the Contractor. Departure from such a requirement is not permissible without formal agreement between the Contractor and the Authority.

**"User"** is used to refer to the Front Line Commands, including planners, operators, maintenance personnel, etc.

**"Bi-annual"** is defined as occurring twice a year:

**"Design Organisation"** the organisation appointed by the Project Team to be responsible for the design or design change of a system or its associated equipment, and for certifying the design by issue of a Certificate of Design.

**"Special to Type Container"** means a form of packaging designed and built to house a specific item.

**"Aircraft on Ground"** is a term in aviation maintenance indicating that a problem is serious enough to prevent an aircraft from flying.

**"Serviceable"** is defined as being able to be used for its intended purpose.

**"Authority's Task Number"** means a unique reference number allocated to a specific task assigned to the contractor under a TAAF.

**"NSN – NATO Stock Number"** is a 13-digit numeric code, identifying all the 'standardized material items of supply' as they have been recognized by all NATO countries

**"Spares Process Map"** refers to a procedure to be followed by the contractor for the demand ordering and supply of items against the contract.

**"Non Conforming Receipt"** refers to a document raised where a product or article is found to be nonconforming to the packaging requirements upon delivery to the end user.

**"International Traffic in Arms Regulations" (ITAR)** is a set of United States government regulations that control the export and import of defense-related articles and services on the United States Munitions List (USML).

**"Denomination of Quantity"** the unit of ordering, issuing and accounting used for an item of supply. For the majority of items, accounting is by individual pieces, and the D of Q is "Each". Where multiple accounting is desirable for certain items, a D of Q of 50, 100, Box or Bottle may be used.

**"Primary Packaging Quantity"** refers to the minimum number of multiples of the Unit of Issue by which an Item of Supply is moved within the Supply Chain.

**“Authority’s Logistic Management Data”** refers to supply chain information that is critical to your organization required for exact matching of receipts to orders.

**“Equipment Drawing Set”** refers to the Master Equipment design and technical production drawings.

**“Configuration Control”** refers to the maintenance of effective control of the approved configuration of materiel.

**“Obsolescence Management Log”** refers to a register held by the contractor identifying any items with obsolescence issues and recommends a course of action to manage the solution.

**“Accredited Alternative”** refers to either: a fit, form and functional item; or replacement item to satisfy the future requirement and is authorised for use by the Design Organisation.

**“Life of Type Buy”** is the term used to describe the pre-ordering of sufficient quantities of equipments or components to cover any potential periods of time when, due to an impending obsolescence issue, availability of the afore mentioned equipment or component will be unaffected until an Accredited Alternative can be supplied.

**“Firm”** means a price, agreed for the Articles or Services, or both, which is not subject to variation.

**“Obsolescent/Obsolete”** refers to an article or item that is already disused, discarded or no longer available.

**“Investigative Engineering”** refers to the specific investigation of materials, products, structures or components that fail or do not operate or function as intended as instructed by the Authority’s Project Manager.

**“Engineering Support”** refers to the provision of essential maintenance information, technical advice and engineering activities outside of the Core PDS tasks.

**“Reference Material”** refers to original ‘controls’ or standards used to check the quality and traceability of the product.

**“Project Manager” and “Equipment Support Manager”** mean the authority so designated in the Contract.

**“Fit Form and Function”** an item that provides the same fit to mating parts as the original, is the same form, ie. all critical dimensions and materials are the same as original and provides the same technical function.

## Introduction

- 1 This Statement of Work sets out the activities the Contractor is to undertake in order to deliver the requirements of Contract ACCOMM4/7132. The Authority's Project Manager (PM) will be responsible for the day to day management of the Contract on behalf of the Authority. The details of the PM are detailed in Box 2 of DEFFORM 111- Addresses and Other Information.

1.1 **Short introduction to equipment** – The range of equipment is detailed at appendix 3, AES PT currently supports 7 types of aircrew helmets through this contract these being the Mk4A4, Mk4B4L, Mk10C, Mk10R / RW, Mk10SAR and Alpha 928 (under UOR). The Mk4A4 and Mk10 C & R helmets are primarily designed for fast jet use with the Mk4A4 being the night helmet (NVG compatible) version and the Mk10 is a day version. The Mk4B4L is for use within RW Platforms covering both day and night / NVG use. The Mk10SAR is a waterproof variant for Search & Rescue (SAR) operations and the Mk10R which is a lightweight helmet has been developed to mount NVG's to provide an alternative helmet to address individuals with Musculoskeletal Injury (MSI) for Rotary Wing operators who have been referred though RAF Centre of Aviation Medicine (RAFCAM).

- 2 The Contractor shall be required to deliver all the requirements of ACCOMM4/7132 in accordance with the following line items:

- 2.1. Line Item 1 - Project Management
- 2.2. Line Item 2 – Main Equipment Provisioning
- 2.3. Line Item 3 - Spares Provisioning
- 2.4. Line Item 4 – Coordinating Design Organisation, Core Post Design Service (PDS) Support including Obsolescence Management
- 2.5. Line Item 5 - PDS Ad Hoc Post Design Support Tasking

- 3 The requirement is split into the following:

3.1. Core Services. The Core Services are those activities which represent a fixed level of support to the Authority; charges for these services shall be Firm Priced for the duration of the contract. The following are the Core Services under this Statement of Work:

- 3.1.1. Line Item 1 - Project Management
- 3.1.2. Line Item 4 - Core PDS Support including Obsolescence Management

3.2. Variable Services. The variable services are those which are varied in frequency, scope and/or value and will be tasked on a case-by-case basis in accordance with of the Terms and Conditions of Contract:

- 3.2.1. Line Item 2 –Main Equipment Provisioning

3.2.2. Line Item 3 – Spares Provision

3.2.3. Line Item 5 – As Hoc PDS Tasking

#### **4 Line Item 1 - Project Management**

4.1 The Contractor shall deliver the following Project Management Documentation in accordance with the Contract Deliverable Document List at Annex G to the Contract:

4.2.1 Risk Management Plan in accordance with DID 0108

4.2.2 Risk Register in accordance with DID 0109

4.2.3 Safety and Environmental Management Plan DID 0110

4.2.4 Safety Case DID 0111

4.2.5 Equipment Environmental Plan DID 0112

4.2.6 Hazard and Accident Log DID 0113

4.2.7 Legislation Plan DID 0114

4.2.8 Configuration Management Plan

4.2 Quality Management– WP 2.2.1

4.2.1 The Contractor shall deliver a Quality Management Plan in accordance with DEFCON 602A.

4.2.2 The Contractor shall implement, conduct and manage all quality management activities in accordance with the Quality Management Plan (QMP) (Appendix 15) delivered to the Authority in accordance with Annex G to the Contract. This shall include, but not be limited to, vendor quality approval, and surveillance of Sub Contractors and Suppliers.

4.2.3 Throughout the Contract the Contractor shall periodically review, update and formally re-issue the QMP in accordance with the CDDL, following agreement by the Authority, to reflect Project changes and circumstances.

4.2.4 The Contractor shall ensure that the Quality Assurance activities are undertaken to ensure products and services provided under the Contract meet the requirement of the Contract.

4.3 Risk and Opportunity Management Plan

4.3.1 The Contractor shall deliver a Risk and Opportunity Management Plan in accordance with Annex G

4.3.2 The Contractor shall implement, conduct and manage all Risk Management activities in accordance with the ROMP (Appendix 16) delivered to the Authority in accordance with Annex G to the Contract.

4.3.3 Throughout the Contract the ROMP, shall be updated and formally re-issued in accordance with the CDDL, following agreement by the Authority, to reflect Project changes and circumstances

4.4 Management of Risk and Opportunity

4.4.1 The Contractor shall deliver a Joint Risk and Opportunity Register in accordance with DID 109 within timescales as detailed in Annex G



- 4.4.2 The Contractor shall in co-operation with the Authority prepare the Joint Risk and Opportunity Register (Appendix 11) and deliver it to the Authority in accordance with the Annex G to the Contract. The Contractor shall develop and hold the Joint Risk and Opportunity Register jointly with the Authority and it shall be open to both the Contractor and the Authority to actively update the mitigation and action details held therein. Whilst the Risk and Opportunity Register is open to both the Contractor and the Authority, the Contractor is responsible for managing the risks to deliver all Contractor obligations under this Contract.
- 4.4.3 The Contractor shall maintain the Joint Risk and Opportunity Register as distinct from other Risk Registers that the Contractor or Authority may hold independently for risks and opportunities that pertain solely to each organisation.
- 4.4.4 The Contractor shall regularly review their own risks and opportunities and update the Joint Risk and Opportunity Register accordingly. Mitigation actions are to be identified and actioned to reduce the likelihood of risks adversely affecting the performance of the Project.
- 4.4.5 The Contractor shall carry out their actions and risk mitigation activity identified within the register against each risk throughout the Contract.
- 4.4.6 The Contractor shall report key risks and opportunities at each Project Review Meeting.
- 4.4.7 The Contractor shall prepare and supply Risk and Opportunity Management updates in support of the Project Review Meetings.

#### 4.5 Safety and Environmental Management and Plan

- 4.5.1 The Contractor shall deliver a Safety and Environment Management Plan (Appendix 8) in accordance with Annex G
- 4.5.2 The Contractor shall comply with the Safety Management Requirements for Defence Equipment contained in the 'Tailored' Defence Standard 00-56 Part 1 in accordance with Annex O to the Contract..
- 4.5.3 The Contractor shall ensure an auditable Safety Management System is implemented that directs and controls activities necessary to ensure safety throughout the lifecycle of the Contract.
- 4.5.4 The Contractor shall implement, conduct and manage all Safety and Environmental Management activities in accordance with the SEMP delivered to the Authority in accordance with Appendix 17 to the Contract.
- 4.5.5 The Contractor should ensure that the SEMP covers all safety-relevant activities to a level of detail that is reasonably practicable, so as to determine what activities are to be performed, by whom, at what time, and with what methods and tools, throughout the Contract.
- 4.5.6 Throughout the Contract the SEMP shall be updated and formally re-issued in accordance with the CDDL, following agreement by the Authority, to reflect Project changes and circumstances.

#### 4.6 Legislation

- 4.6.1 The Contractor shall deliver a Legislation Register (Appendix 14) in accordance with DID 119 within timescales as detailed in Annex G
- 4.6.2 The Contractor shall comply with all relevant safety legislation, regulations, standards and MOD Policy in connection with Equipment.
- 4.6.3 Throughout the Contract the Legislation Register delivered to the Authority in accordance with Annex G to the Contract shall be updated and formally re-issued in accordance with the CDDL, following agreement by the Authority, to reflect Project changes and circumstances.

#### 4.7 Safety Cases and Safety Case Reports

- 4.7.1 The Contractor shall review the existing Safety Case documentation and develop and maintain, in accordance with Annex G to the Contract, a Safety Case throughout the life of the Contract that demonstrates how safety will be, is being and has been achieved and maintained for the equipment. The Contractor shall update the Equipment Safety Case(s) to reflect agreed changes introduced to the equipment following Contract Award.
- 4.7.2 The Contractor shall develop a Safety Case Report in accordance with DID 111 (Appendix 9) and deliver within the timescales detailed within Annex G to the Contract, that summarises the Safety Case and document
  - 4.7.2.1 the status of safety management activities, are delivered as necessary for effective oversight of safety management.
- 4.7.3 The Contractor shall review and provide SME input into the Equipment Safety Assessment Reports held by the Authority.
- 4.7.4 The Contractor shall be responsible for ensuring that the safety and environmental risks associated with AAS are As Low As Reasonably Practicable (ALARP).

#### 4.8 Equipment Environmental Case(s)

- 4.8.1 The Contractor shall deliver Equipment Environmental Cases (Appendix 12) in accordance with DID 114 and within the timescales detailed within Annex I to the Contract.
- 4.8.2 Throughout the Contract the Equipment Environmental Case (Appendix 18) shall be reviewed updated and formally re-issued in accordance with the CDDL, following agreement by the Authority, to reflect Project changes and circumstances.
- 4.8.3 There are no constraints on the format of an Environmental Case; however the Environmental Cases must clearly demonstrate the equipment's impact upon the environment throughout its life cycle, including disposal. The Environmental Case shall include;
  - 4.8.3.1 An estimate, by type and quantity, of expected releases and emissions (including but not limited to; water, air and soil pollutants, noise, vibration, light, heat and radiation) throughout the service life of the equipment.
  - 4.8.3.2 Consideration of issues and impacts associated with the disposal of the system at the end of its life highlighting where impacts may exceed regulatory requirements.

4.8.3.3 A description of the main characteristics and impacts of the manufacturing processes, including but not limited to; a list of material contained within the AAS equipment, the nature and quantity of the materials used and evidence that the materials used are compliant with hazardous materials legislation such as COSHH, RoHS and REACH.

#### 4.9 Hazard Analysis

- 4.9.1 Using the Hazard and Accident Log(s) (Appendix 13) delivered to the Authority in accordance with the Annex G to the Contract, the Contractor shall update the Hazard and Accident Log(s) to reflect agreed changes introduced to the Equipment following Contract Award, in accordance with the CDDL.
- 4.9.2 The Contractor shall ensure all credible hazards and accidents associated with the equipment and Support equipment are identified, the associated accident sequences are defined and the risks associated with them are determined.
- 4.9.3 The Contractor shall provide a Hazard and Accident Analysis Report to reflect the Hazard and Accident Review and Analysis conducted for any agreed changes introduced to the equipment following Contract Award, in accordance with Annex G to the Contract.
- 4.9.4 The Contractor shall review and provide SME input into the existing Equipment Safety Assessment Report held by the Authority containing the Hazard and Accident Logs.
- 4.9.5 The Contractor shall ensure that all identified safety risks are reduced to levels that are As Low As Reasonably Practicable (ALARP) and broadly acceptable or, when this is not possible, tolerable and ALARP, unless legislation, regulations or MOD Policy imposes a more stringent standard.

#### 4.10 Independent Safety and Environmental Auditors

- 4.10.1 The Contractor shall ensure the Authority appointed Independent Safety and Environmental Auditors are provided access to all premises and records of the Contractor and his Sub-Contractors, which in the opinion of the Authority, are necessary for proper performance of the roles of the Independent Safety Audit (ISA), Independent Environmental Audit (IEA) and Defence Quality Assurance Field Force (DQAFF).

#### 4.11 Storage of Safety and Environmental Artefacts

- 4.11.1 The Contractor shall store and retain all safety artefacts, including but not limited to, the minutes of Project Safety and Environmental Panel Meetings and referenced material which supports the design, development, qualification and production, for a period of 5 years following the expiration of the Contract.

#### 4.12 Monitoring/Reporting including Contract Performance.

- 4.12.1 The Contractor shall submit a Monthly Progress Review Report to the Authority's PM, detailing the following information:

- 4.12.1.1 Main Equipment progress report – shall include; orders placed and current delivery forecasts, equipment delivered and any outstanding requests for quotation.
- 4.12.1.2 Spares progress report - shall include; orders placed and current delivery forecasts, spares delivered and outstanding requests for quotation.
- 4.12.1.3 Core PDS and PDS Ad Hoc progress report - shall include; current tasks with forecast completion dates, and completed tasks.

#### 4.13 Quality Approvals Management

- 4.13.1 The Contractor shall maintain the following approvals requirements to provide assurance of competence to deliver the following Line Items:

Line Item	Approvals
2 – Main Equipment Provisioning	BS/EN/ISO Quality Management System (9001:2008)
3 - Spares Provisioning	BS/EN/ISO Quality Management System (9001:2008)
4 - Core Post Design Service Tasking	BS/EN/ISO Quality Management System (9001:2008)
5 - Post Design Service Ad Hoc Tasking	BS/EN/ISO Quality Management System (9001:2008) Authorisation to change equipment configuration requires Ministry of Defence (MOD) Design Approved Organisation Scheme (DAOS) accreditation and Authority's PM Approval

- 4.13.2 The Contractor shall hold for the life of the contract a MOD DAOS approval to perform Design Modifications, therefore the Authority does approve the Contractor to prepare or authorise Design Modifications to the equipment configuration, in accordance with MAA Regulatory Article (RA) 1005.
- 4.13.3 If the Contractor recommends to the Authority that a Design Modification is required, the Authority shall be responsible for the acceptance or rejection of such a recommendation. If the Authority accepts that a Design Modification is required, the Contractor shall be responsible for coordinating and facilitating all activities between the Contractor and the Authority to achieve the Design Modification. The Authority shall be responsible for ensuring that the Design Modification is approved and authorised in accordance with MRA RA 1005 prior to the release of any Design Modification.

#### 4.14 Attendance at Contract Meetings

- 4.14.1 The Contractor shall attend Quarterly Progress Review Meetings (PRM) in support of the Contract. Meetings shall be held at the Contractor's premises unless otherwise agreed by the Authority. The Contractor shall provide the agenda for PRM and the Contractor shall carry out secretarial activities including the preparation of minutes for

agreement by the Authority within twenty working days. The standing PRM agenda will include but is not limited to the format at Appendix 1.

4.14.2 The Contractor shall attend Quarterly Local Technical Committee Meetings (LTC) to agree and carry out actions detailed at Line Items 3 and 4 in support of the equipment listed at Appendix 3 and 4. Meetings shall be held at the Contractor's premises unless otherwise agreed by the Authority. The Authority shall provide the Agenda for LTC meeting and the Contractor shall carry out secretarial activities including the preparation of minutes for agreement by the Authority within twenty working days. The standing LTC agenda will include but is not limited to the format at Appendix 2.

4.14.3 The PRM and LTC will be held consecutively over a one/two day period, unless prior agreement has been granted by the Authority. Any issues that cannot be resolved at any of the meetings held between the Contractor and the Authority shall be escalated in accordance with the Terms and Conditions of the Contract.

#### **Line Item 1 - Project and Support Management Deliverables/Requirements**

4.15 Project Management reporting.

4.15.1 The following table lists the deliverables which shall be provided to the Authority, their content and the frequency to be issued:

Deliverable No.		Comment	Frequency
1	Monthly Progress Review Report	To be issued to the Authority's PM no later than 5 working days after the last day of the reporting calendar Month	Monthly
4	Quarterly Progress Review Meeting	To be held Quarterly at the Contractor's premises.	Quarterly
5	Agenda and Minutes of Quarterly Production Progress Review Meetings	The Contractor shall issue to the Authority's PM an agenda at least 5 working days before each meeting and shall issue an approved set of minutes to the Authority's PM within 20 working days of each meeting.	Quarterly
6	Quarterly Local Technical Committee Meeting	To be held Quarterly at the Contractor's premises.	Quarterly
7	Agenda and Minutes of LTC Meetings	The Authority PM shall issue to the Contractor an agenda at least 5 working days before each meeting. The Contractor will issue an approved set of minutes to the Authority's PM within 20 working days of each meeting.	Quarterly

## **5 Line Item 2 - Main Equipment Provisioning**

### **5.1 Supply general requirements – WP 5.1**

- 5.1.1 The Contractor shall provide an equipment supply function for the duration of the contract for the Equipments listed at Appendix 3. All equipment under Line Item 2 shall be on a task by task basis at the agreed prices and turnaround times. Upon agreement of a task, the Contractor shall be responsible for supplying compliant, serviceable spares within the agreed Delivery Forecast (DF) lead times identified in Appendix 3.
- 5.1.2 An Equipment / Spare Process Map for managing the Spares Inclusive repairs and refurbishments can be found at Appendix 5 and shall be followed by the Contractor to satisfy all Demand Orders.

### **5.2 Shipping**

- 5.2.1 Transportation of Articles between the Contractor and the Authority's sites shall be carried out by the Authority in accordance with DEFCON 621A .
- 5.2.2 The Contractor shall be responsible for all packaging between their premises to the Authority's sites. All equipment listed at Appendix 3 shall be packaged in accordance with DEFCON 129. The Contractor shall identify and ensure that any Equipments identified as requiring a Special to Type Container (STC) must be delivered in the STC. Any non-compliance with DEFCON 129 or any damage resulting from incorrect packaging shall be assessed on a case-by-case basis utilising the MOD Quality Occurrence Reporting (QOR) Process. Should an Article be delivered without the correct labelling, a Non-Conforming Receipt will be declared and the Contractor shall rectify this issue at his own expense within 5 working days.

### **5.3 Import and Export legislation**

- 5.3.1 The Contractor shall comply with all import and export legislation and regulations and shall be solely responsible for obtaining all necessary import and export licenses required to deliver equipment or spares. The Contractor shall create and maintain a list of all items that are subject to export licenses, including, but not limited to International Traffic in Arms Regulations.

### **5.4 NATO Codification**

- 5.4.1 The contractor shall ensure that all equipment / spares entering the military supply chain are individually NATO codified in accordance with JSP 886 – Defence Logistics Supply Chain Manual and DEFCON 117 – Supply of Documentation for NATO Codification Purposes.
- 5.4.2 For new equipment the contractor shall ensure that all equipment / spares entering the military supply chain are individually NATO codified in accordance with JSP 886 – Defence Logistics Supply Chain Manual and DEFCON 117 – Supply of Documentation for NATO Codification Purposes before delivery.

### **5.5 Denomination of Quantity (DofQ) and Primary Packaging Quantity (PPQ)**

- 5.5.1 The Denomination of Quantity (DofQ) and Primary Packaging Quantity (PPQ) for each Equipment is specified in Appendix 3. The Authority's Logistic

Management Data systems require exact matching of receipts to orders therefore it is essential that the Contractor observes the specified DofQ and PPQ. Goods will be rejected by the Authority if not delivered to the specified DofQ & PPQ. Any variance in the delivery quantity must be notified to the Authority prior to despatch otherwise the items will not be accepted.

## 5.6 Urgent Requirements

- 5.6.1 Demands for equipment to meet cases of special urgency will be submitted direct to the Contractor via email from the Authority's PM. The Contractor is required to deal with these orders as a matter of urgency within a timescale agreed with the Authority on a task by task basis. In such circumstances, the authority may decide on the most appropriate mode of transport to ensure timely delivery.

## 5.7 Marking of Equipment

- 5.7.1 Equipments supplied under the Contract shall have a data label, fitted in a prominent position containing, the equipment's Description, Part Number, Serial Number, NSN, date of manufacture, and the contract number. Within the package the equipment will be accompanied by relevant test documents and Certificates of Conformity.

## 5.8 Alternative Equipment or New Equipment

- 5.8.1 Where there Contractor supplies new equipment that is not cleared for in service use. The Contractor shall supply a Certificate of Design (CofD) detailing the information below, to the Project Manager of any new or alternate equipment / spares. The Certificate of Design shall be supported by the following documentation:
  - 5.8.1.1 Specification per equipment / Spare.
  - 5.8.1.2 Specific evidence of structural integrity
  - 5.8.1.3 The design data
  - 5.8.1.4 exceptions or limitations
    - 5.8.1.4.1 Where exceptions or limitations of components or spares affect the overall system performance, the Contractor should list the exceptions or limitations and state their likely consequences.
  - 5.8.1.5 reports on tests demonstrating adherence to the specifications / standards
  - 5.8.1.6 drawings.
  - 5.8.1.7 A Safety Assessment in accordance with Def Stan 00-56 that demonstrates that the certified design is tolerably safe for the intended purpose.

## 6.1 Spares Provisioning general requirements

- 6.1.1 The Contractor shall provide a spares facility for the duration of the Contract, for provision of the items contained in Appendix 4. All spares provisioning under Line Item 3 shall be on a task by task basis and will follow the Spares Process Map at Appendix 4. Upon agreement of a task, the Contractor shall be responsible for supplying compliant, serviceable spares within the agreed Delivery Forecast (DF) lead times identified in Appendix 4.
- 6.1.2 A Spares Process Map for managing the spares facility can be found at Appendix 5 and shall be followed by the contractor to satisfy all Demand Orders.

## 6.2 Shipping

- 6.2.1 Transportation of Articles between the Contractor and the Authority's sites shall be carried out by the Authority in accordance with DEFCON 621A
- 6.2.2 The Contractor shall be responsible for all packaging between their premises to the Authority's sites. All equipment listed at Appendix 5 shall be packaged in accordance with DEFCON 129 unless otherwise stated by the Authority. Any Equipment identified as requiring a Special to Type Container (STC) must be delivered in the STC. Any non-compliance with DEFCON 129 or any damage resulting from incorrect packaging shall be assessed on a case-by-case basis utilising the MOD Quality Occurrence Reporting (QOR) Process. Should an Article be delivered without the correct labelling, a Non-Conforming Receipt will be declared and the Contractor shall rectify this issue at his own expense within 5 working days.

## 6.3 Import and Export legislation

- 6.3.1 The Contractor shall comply with all import and export legislation and regulations and shall be solely responsible for obtaining all necessary import and export licenses required to deliver spares. The Contractor shall create and maintain a list of all items that are subject to export licenses, including, but not limited to International Traffic in Arms Regulations.

## 6.4 NATO Codification

- 6.4.1 The contractor shall ensure that all spares entering the military supply chain are individually NATO codified in accordance with JSP 886 – Defence Logistics Supply Chain Manual and DEFCON 117 – Supply of Documentation for NATO Codification Purposes.

## 6.5 The Denomination of Quantity (DofQ) and Primary Packaging Quantity (PPQ)

- 6.5.1 The Denomination of Quantity (DofQ) and Primary Packaging Quantity (PPQ) for each Equipment is specified in Appendix 5. The Authority's Logistic Management Data systems require exact matching of receipts to orders therefore it is essential that the Contractor observes the specified DofQ and PPQ. Goods will be rejected by the Authority if not delivered to the specified DofQ & PPQ. Any variance in the delivery quantity must be notified to the Authority prior to despatch otherwise the items will not be accepted.

## 6.6 Urgent Requirements – WP 7.2



- 6.6.1 Demands for Spares Provisioning to meet cases of special urgency will be submitted direct to the Contractor via email from the Authority. The Contractor is required to deal with these orders as a matter of urgency within a timescale agreed with the Authority on a task by task basis. In such circumstances, the authority may decide on the most appropriate mode of transport to ensure timely delivery.

## 6.7 Alternative Equipment or New Equipment

- 6.7.1 Where the Contractor supplies new equipment the Contractor shall supply a Certificate of Design (CofD) detailing the information below, to the Project Manager of any new or alternate equipment / spares. The Certificate of Design shall be supported by the following documentation:
- 6.7.1.1 Specification per equipment / Spare.
  - 6.7.1.2 The calculations made during the course of design.
  - 6.7.1.3 Specific evidence of structural integrity
  - 6.7.1.4 The design data
  - 6.7.1.5 exceptions or limitations
    - 6.7.1.5.1 Where exceptions or limitations of components or spares affect the overall system performance, the Contractor should list the exceptions or limitations and state their likely consequences.
  - 6.7.1.6 reports on tests demonstrating adherence to the specifications / standards
  - 6.7.1.7 A Safety Assessment in accordance with Def Stan 00-56 that demonstrates that the certified design is tolerably safe for the intended purpose.
  - 6.7.1.8 drawings.

## 6.8 Equipment Qualification Readiness Review

- 6.8.1 The Contractor shall hold an Equipment Qualification Readiness Review, (QRR), meeting to review new or alternate equipment the assessment of readiness to undergo trials in the appropriate environment. The QRR shall:
- 6.8.1.1 Ensure that the scope of the qualification testing addresses the necessary specifications / standards requirements.
  - 6.8.1.2 Confirm agreement of the trials and evaluation programme between the Contractor and the Authority.
  - 6.8.1.3 Ensure the scope of the trials addresses the system functional, environmental and interoperability requirements to the satisfaction of the Authority.
  - 6.8.1.4 Ensure trials readiness by confirming that all test equipment and facilities are in place and available to accomplish the objectives of the qualification testing.

### Key Outputs

- 6.8.2 The Contractor shall deliver:
- 6.8.2.1 QRR in accordance with the Qualification Test Plan.
  - 6.8.2.2 QRR Minutes.
  - 6.8.2.3 Change proposals to resolve any issues arising during the QRR.
  - 6.8.2.4 Action plan to resolve actions arising during the meeting.

## 6.9 Approval of Certificate of Design

- 6.9.1 The methods of checking design calculations, including the procedure for verifying computer outputs, may be subject to the agreement of the Authority,

e.g. in the case of novel or contentious areas or where substantiation by the MOD is required.

6.9.2 Where significant changes are made to a certified design a new certificate may be required by the Authority.

6.9.3 The Contractor is to note that under some circumstances, due to the declared limitations and exceptions against which the materiel meets the specifications, the Authority may conditionally accept a standard of design. In such cases the Authority will indicate the qualified acceptance by endorsing the CofD with the relevant conditions.

6.9.4 Acceptance by Authority of the CofD does not imply acceptance of responsibility for the design, which remains with the Contractor.

6.9.5 The Contractor should submit the CofD and its supporting documentation to the Authority. The Authority should signify the acceptance of the CofD, including any exceptions and limitations, by signing the box on the CofD reserved for this purpose.

#### 6.10 Retention of Certificate of Design.

6.10.1 The Contractor should hold copies of the accepted CofD and the master records in accordance with the Terms and Conditions of the Contract instructions of the PTL.

### **7 Line Item 4 – Core Post Design Service (PDS) Support including Obsolescence Management.**

#### 7.1 Post Design Service (PDS) Support

7.1.1 PDS involves all engineering activities to preserve equipment capabilities at the performance levels formally approved by the Authority and may be used to identify and authorise minor enhancements such as meeting new/safety legislation, or for reducing in-service support costs. The Contractor IS approved to perform changes to the configuration or design of legacy equipment in accordance with paragraph 4.2.3 of this Statement of Work.

#### 7.2 Maintenance of Master Equipment Documentation Set and Design Custodian

7.2.1 The Contractor shall maintain the Master Equipment Document Set for each item detailed at Appendix 5 and 6. This shall involve maintaining the Equipment Drawing Set, CMM, test specifications, equipment manuals, reference documentation and publications to the latest issue standard, and provide drawings as requested by the Authority. The Equipment Document Set shall also include:

7.2.1.1 Equipment Specifications

7.2.1.2 Manufacturing Drawings.

7.2.1.3 Drawings Lists of equivalents.

7.2.1.4 Packing Instructions Sheets and Certificates.

7.2.1.5 Responsibility Lists, Master Design Indexes and Modification Record Indexes.

7.2.1.6 Equipment Lifting Register.

7.2.1.7 Master Equipment Technical Publications to the military format

7.2.1.8 Certificate of Design and supporting documentation

- 7.2.2 The Contractor shall supply on demand, any Equipment Document Set to the Authority for the equipment at Appendix 5 and 6.
- 7.2.3 Any amendments to existing documentation requested by the Authority shall be on a task by task basis under Line Item 6 in accordance with the Terms and Conditions of the Contract. The Contractor shall be responsible for amending documentation as required by the Authority in accordance with the Approvals Process at paragraphs 4.2.3 of this SOW and shall maintain a record of all changes to the Equipment Document Set.
- 7.2.4 The Contractor shall maintain a Master Equipment Document Set of reproducible documents for all equipment listed at Appendix 5 and 6 to the standard of design and build currently in service. The Contractor shall keep a contingency copy of the Master Equipment Document Set at a safe site removed from the Master Equipment Document Set.

### 7.3 Design Organisation Continuity

- 7.3.1 The Contractor shall ensure Configuration Control is controlled in accordance with DEF STAN 05-57 Configuration Management of Defence Materiel and relevant MRA's; RA 4457 – 4462: Configuration Control.
- 7.3.2 The Contractor will maintain the appropriate capability and tools to facilitate on-going support and development relating to the products within the scope of equipment, including test, maintenance and calibration of equipment, for the equipment listed at Appendix 5 and 6.

### 7.4 Technical support.

- 7.4.1 The Contractor shall provide a technical advice service Monday to Friday 9 a.m to 5 p.m GMT not to exceed 1 hour per day, to the Authority on all aspects of the equipment. To include, but not limited to advice, assistance and respond to questions on technical aspects related to the products and services covered by the contract by the most appropriate means to that particular situation.. Where an investigation exceeds 1 hour per day effort this will fall under the scope of Line Item 5 - Ad Hoc PDS.

### 7.5 Obsolescence Management

- 7.5.1 The Contractor shall be responsible for the continued and uninterrupted supply of spare parts at the agreed Firm Price for the life of the contract unless the item is declared obsolete and unavailable, in such cases the contractor may recommend alternative parts subject to the provision of this SOW. Where items are at risk of becoming obsolete the contractor may propose that the Authority forward buy sufficient stock to cover the anticipated time required to introduce an alternative part, such a forward buy shall be by negotiation with the Authority.
- 7.5.2 In cases of obsolescence the contractor may recommend to the PM an alternative part, alternative parts shall provide the same fit and function and be of equivalent quality.
- 7.5.3 The Contractor shall submit a Quarterly Obsolescence Management Log at the LTC meetings, in accordance with agenda item 7 of Appendix 2. The

Obsolescence Management Log will identify any items at risk of obsolescence issues due to regulation change and recommend one of the following solutions:

7.5.3.1 A 'Life of Type' Buy.

7.5.3.2 An Accredited Alternative.

7.5.3.3 Configuration Change.

7.5.4 A 'Life of Type' Buy is the term used to describe the pre-ordering of sufficient quantities of equipments or components to cover any potential periods of time when, due to an impending obsolescence issue, availability of the afore mentioned equipment or component will be unaffected until an Accredited Alternative can be supplied. Where the recommendation is a Life of Type Buy, the Contractor shall supply the items in accordance with the Contract. The Contractor will also investigate an Accredited Alternative replacement item to satisfy the future requirement.

7.5.5 Where the recommendation is an Accredited Alternative, the Contractor shall provide the Authority's with a Firm price quotation for the Accredited Alternative item if it is different from the original price. The Contractor will seek approval from the Authority prior to the purchase of the Accredited Alternative item. The Authority reserves the right to request further price information for the alternative item in order to provide evidence that justifies value for money...

7.5.6 The Contractor shall support the management of Obsolescent/Obsolete equipment through the early identification of and informing the Authority of potential issues, but no later than at a Quarterly PRM as required by Line Item 1. The Contractor shall notify the Authority of any impacts on the satisfaction of Main Equipment under Line Item 2 and Spares under Line Item 3 caused by any Obsolescence issue.

## 7.6 Configuration Management Plan

7.6.1 The Contractor shall provide a Configuration Management Plan in accordance with the Annex G. Configuration control and management shall cover the design, manufacture, incorporation and approval of modifications in accordance with RA 5301, needed to rectify equipment performance issues arising in service or as a contracted change requested by the Authority.

7.6.2 The Contractor shall implement, conduct and manage all Configuration Management activities in accordance with Appendix 20.

## 7.7 Obsolescence Management Plan

7.7.1 The Contractor shall manage and conduct Obsolescence management in accordance with the Obsolescence Management Plan (Appendix 19).

## Line Item 5 PDS Deliverables

7.7.2 The following table lists the deliverables which shall be provided to the Authority, their content and the frequency to be issued:

7.7.3

Deliverable	Comment	Frequency
Supply of Technical Documentation	To be submitted on an 'As required' basis to the Authority's PM within 10 working days of request.	'As required'
Obsolescence Management Log	To be submitted to the Authority's PM on a Quarterly basis within 10 working days of the end of Progress / LTC meeting.	Quarterly

## **8 Line Item 5 - PDS Ad-Hoc Tasking**

**8.1** The Contractor shall provide a PDS Ad-Hoc Tasking service for the duration of the Contract, for services not within the scope of Line Item 4 – Core PDS. All PDS Ad-Hoc Tasking provisioned under Line Item 5 shall be on a task by task basis. Any requests from the Authority to the Contractor for a PDS Ad-Hoc Tasking will follow the PDS Ad-Hoc Tasking Process Map at Appendix 6 using the Air Commodities Team PDS Task Authorisation and Agreement Form (TAAF) at Appendix 7.

**8.2** PDS Ad-Hoc tasks raised under Line item 5 of this contract may include but are not be limited to the following activities:

**8.2.1** The provision of Post Delivery Fault Reporting and Investigation, and Investigative Engineering Support against PDS tasks authorised by the Project Manager for work arising from F760 Narrative Fault Investigations and F761 Fault Reports where the fault lies with the Authority in accordance with clause 3.12 of the Contract terms and Conditions.

**8.3** Preparation of Servicing Instructions (SIs), Special Technical Instructions (STIs), and other Informatory Leaflets, Vetting of Command Leaflets, Service Engineered Modifications (SEMs) etc, as required.

**8.4** The design and development of modifications, including trial installations, in accordance with the provisions of DEF-STAN 05-57.

**8.5** The update of Equipment Packaging and the preparation of Prototype Packaging Specifications as required by the Project Manager.

**8.6** Preparation and Supply of Amendments to Publications, Initial Provisioning Lists (IPL's) and Modification Spares Provisioning Lists (MSPL's) to the requirements of the Authority.

8.7 Any other associated Post Design Services tasks authorised by the Authority in relation to the equipment and spares covered by this contract..

8.8 Ad Hoc PDS reporting:

8.8.1 The following table highlights information which shall be provided to the Authority, their content and the frequency to be issued:

	Comment	Frequency
Supply of Technical Documentation	To be submitted on an ad-hoc basis to the Authority's PM within 20 working days of request.	Ad-hoc
List of Ad-Hoc Tasks Completed	To be completed and submitted to the Authority PM.	Quarterly

**PROGRESS REVIEW MEETING (PRM) AGENDA FORMAT**

See Distribution:

Date:

**AGENDA FOR THE AES BRANCH PROGRESS REVIEW MEETING TO BE HELD AT (CONTRACTOR), AT (LOCATION), ON (DATE) AT (TIME)****References**

- A. Air Commodities Configuration Management Plan.
- B. MAA RA 5301.
- C. ACCOMM4/7132.

The PRM is to be held in accordance with the guidance at Reference A and B; Chaired by the Contractors PM for the contract at Reference B. The purpose of the PRM is to provide a forum for the Authority and the Contractor to discuss the performance of the contract.

Item No	Item	Lead
1	Introductions and Apologies.	Contractor
2	Review of the Minutes from the previous PRM and actions therein.	Contractor
3	Performance Review – Review of deliverables and agreement on any alleviation.	Contractor
4	<b>Commercial Review</b>	
	- Invoicing and Payments	AC Comm
	- Contract Amendments	AC Comm
	- Commercial Issues	AC Comm
5	<b>New Build Main Assy Review</b>	
	- Review of WIP	AC PM
	- Review of delivery forecasts, agree and amend where appropriate variations in the repair program	AC PM
6	<b>Spares Review</b>	
	- Review of outstanding RFQs	AC Logs
	- Review of Orders placed and current delivery forecasts	AC Logs
	- Critical item review	AC Logs
7	<b>PDS Review</b>	
	- Review of PDS tasks in progress and forecast completion dates	ACT PM
	- Review of Obsolescence issues	ACT PM
14	AOB.	Contractor
15	Date of next meeting.	Contractor

Distribution	Defence Equipment & Support:	Info only:
:	AES AS AC-PM6 - Authority Programme Mgr AES AN - PM/Engineering Authority AC-SCM-AES - Inventory Manager AC-ComrcICM1 - Commercial Officer Contractor: - Technical Manager - Sales and Contract Co-ordinator	AC AES - Head of Branch / Lead AC Safety(Air) - Head of Safety



**Ministry  
of Defence**

**Engineering Project Manager**  
 Defence Equipment and Support  
 Air Commodities Team (AC Team),  
 Walnut 3C, #1335  
 MOD Abbey Wood,  
 BRISTOL, BS34 8JH  
**Tel:** 030679 (+ext)  
**GTN:** 9679 (+ext)  
**Email:** [DESXXXXXXXX@mod.uk](mailto:DESXXXXXXXX@mod.uk)



**AC Team**

See Distribution:

Date:

**AGENDA FOR THE AIR COMMODITIES LOCAL TECHNICAL COMMITTEE MEETING TO BE HELD AT (insert CONTRACTOR), AT (insert LOCATION), ON (insert DATE) AT (insert TIME)**

References:

- A. Air Commodities Configuration Management Plan.
- B. MRP RA 5303.

The Local Technical Committee (LTC) is to be held in accordance with the guidance at Reference A and B; Chaired by the Engineering Project Manager in their capacity as the MOD Engineering Authority (EA). The purpose of the LTC is to provide a forum for the EA and the Design Organisation to deal with technical and associated matters. The meeting is also used to verify the configuration control status of equipment, to classify and approve any configuration changes and manage the performance of the contract.

Item No	Item	Lead
1	Introductions and Apologies	ACT PM
2	Minutes from previous LTC meeting	ACT PM
3	Distribution	ACT PM
4	Configuration Status Report (CSR) review of all contractor products supplied to ACT	Contractor
5	Proposed configuration changes or modifications	Contractor
6	Maintenance policy and technical document status – APs/CMMs/AESPs	Contractor
7	ACT Safety assessment reports and equipment lifing	ACT PM
8	Obsolescence management log	Contractor
9	PDS TAAFs (incl Fault Investigations) and forecast completion dates	ACT PM
10	Regulatory Issues	ACT PM
11	Contract quality issues (including government quality assurance)	ACT PM
12	Contract logistics issues (including management of GFE)	ACT PM
13	MOD Ac Fleets Out of Service Dates	ACT PM
14	Commercial issues, warranties and core / ad-hoc charges	ACT Comm
15	AOB	ACT PM
16	Date of next meeting	ACT PM

Distribution: Delete as required

Defence Equipment & Support:  
 AC XX- Engineering Programme Mgr  
 AC XX- Engineering Project Mgr  
 AC XX- Technical Support  
 AC XX - Inventory Manager  
 AC XX - Commercial Officer

Info only:  
 AC XX - Head of Branch / Lead  
 Airworthiness Engineer  
 AC Safety(Air) - Head of Safety  
 AC Assurance – Quality Manager

Contractor:  
 Technical Manager  
 Sales and Contract Co-ordinator



<b>MAIN EQUIPMENT WITHIN CONTRACT</b>

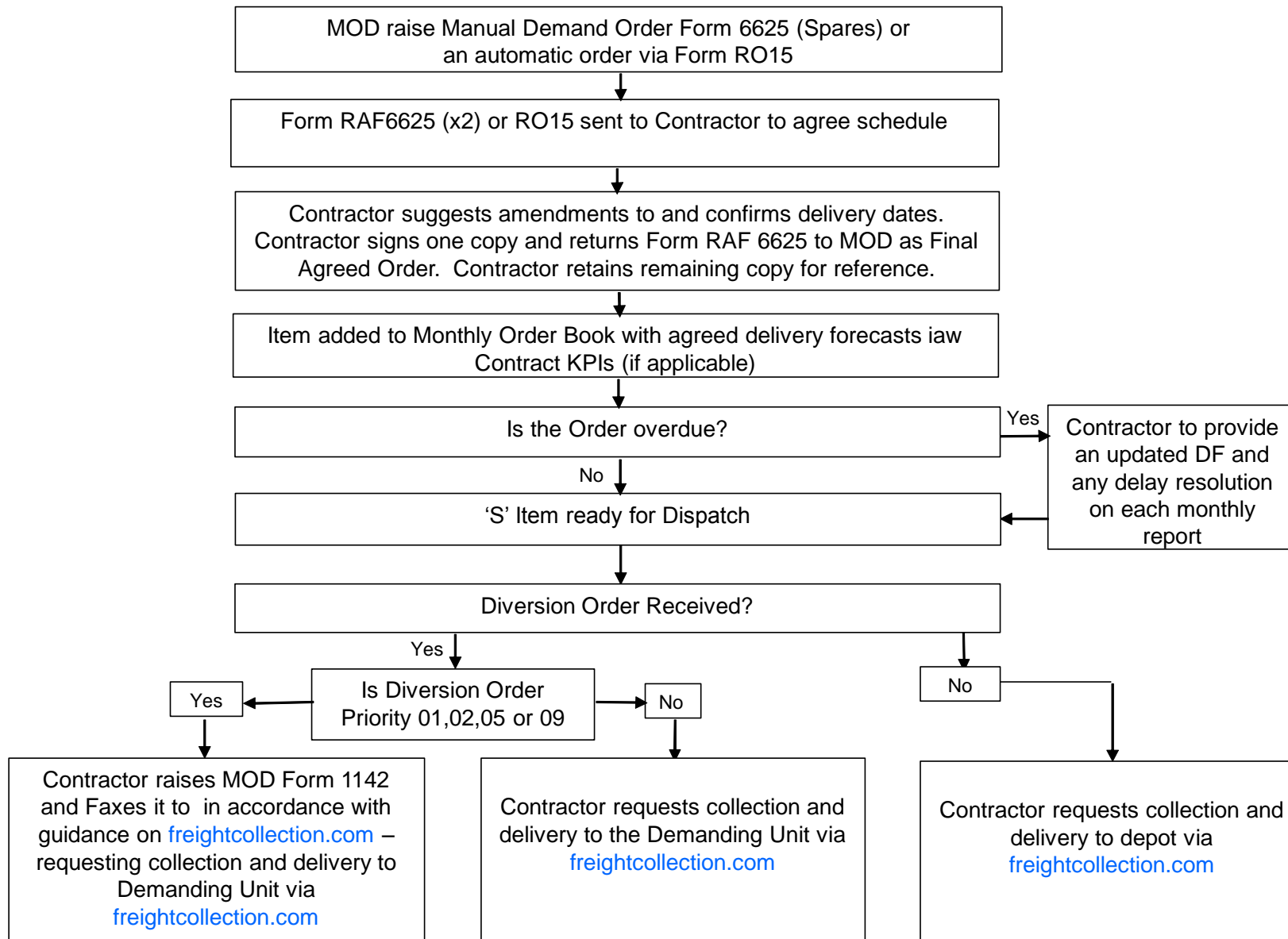
See Excell File

**SPARES PRICE LIST - SPARES PROVISIONING**

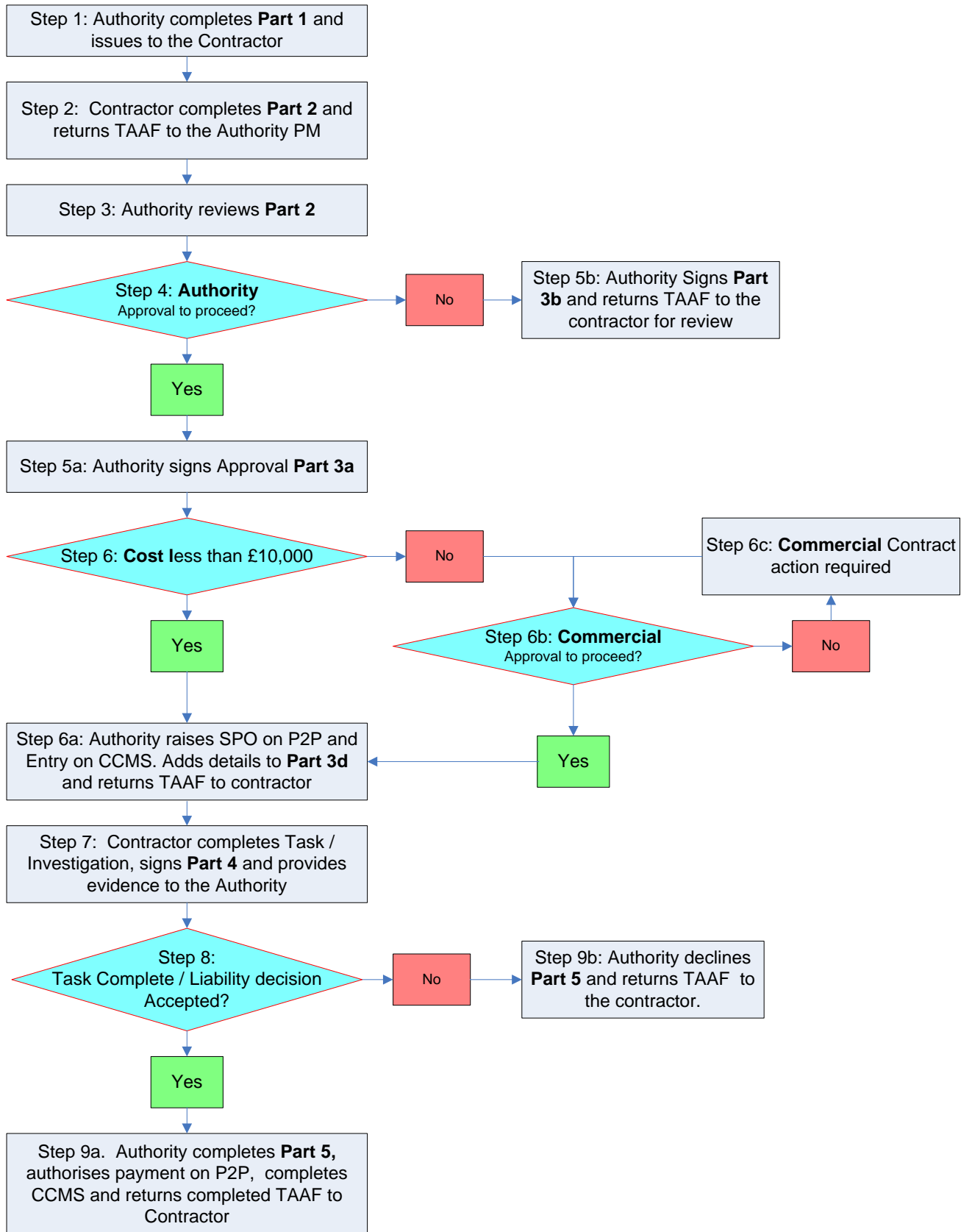
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APPENDIX 5

SPARES PROCESS MAP



## PDS Ad-Hoc Tasking Process Map



# **PDS TASK AUTHORISATION AND AGREEMENT FORM** **(TAAF)**



AC Team

The Contractor is required to submit a Firm Price quotation, exclusive of VAT, at Part 2 for the work specified at Part 1 of the TAAF. Work shall **NOT** commence until authorised by the Project Manager/Equipment Support Manager at Part 3a. If the Firm Price exceeds the financial levels detailed in the contract (£5k ex VAT), a counter signature by the Branch Commercial Manager is required at Part 3c. Commencement of the task shall be subject to the pricing arrangements as detailed in the Contract. Where appropriate, the price shall include the update of all drawings, documents or publications that are affected by changes in design.

## **PART 1 – AUTHORISATION REQUEST** **(To be completed by MoD staff)**

Contractor:	Project/Equipment Support Manager:
	DES AS AC AEN AN Air Commodities Team Defence Equipment & Support Walnut 3C #1333 MOD Abbey Wood BRISTOL BS34 8JH

<b>Contract Title:</b>		<b>Contract N°:</b>	
<b>Contract Schedule Item N°</b>		<b>TAAF No</b>	
<b>Financial Period</b>			
<b>DESCRIPTION OF TASK REQUIRED</b>			

IPR DEFCONs shall apply to this task when the box is ticked below

DEFCON 14 ☐  
 DEFCON 15 ☐  
 DEFCON 16 ☐  
 DEFCON 21 ☐

\*If DEFCON 14, 15,16 applies please complete and attach DEFFORM 315 to TAF

\*If DEFCON 15 and 16 are ticked please tick DEFCON 21

Deliverables

PEC N°:		SAC N°:		Completion Date Required:	
Post:		Name:		Signature:	Date:

**PART 2 – CONTRACTORS FIRM PRICE QUOTATION FOR TASK**  
 (To be completed by the Contractor)

		TAAF No.		
The Cost breakdown detailed below is a <b>FIRM</b> price quotation				
Labour	Man hours	Hourly rate	Value £	
a. Total Labour (Prime and Overheads)				
b. Direct Material (please provide copies of invoices)				
c. Material Overheads				
d. Travel and Subsistence				
e. Other Costs				
f. Total Costs				
g. Profit – Risk/Non-risk (delete as appropriate)				

**APPENDIX 7 to Annex A of CONTRACT No. ACCOMM4/7132**

<b>Total TAAF Value</b>					
Approved on behalf of Contractor.		Additional information/Cost breakdowns included in Appendix A.		Yes*	No*
<b>Name:</b>		<b>Signature:</b>		<b>Post:</b>	<b>Date:</b>

**PART 3 – APPROVALS**  
(To be completed by MOD Staff)

		<b>TAAF No.</b>			
<b>3a Approval to Proceed</b> I have scrutinised the cost and necessity of this task and deem it to be both Fair and Reasonable based on the evidence provided. The task can now proceed.  Approval granted on behalf of the MOD Authority.					
<b>Name:</b>		<b>Signature:</b>		<b>Post:</b>	<b>Date:</b>
<b>3b Approval Declined</b> Based on the evidence available: * The requirement for the task no longer exists. * The proposed task is unlikely to deliver the required output and/or deliver value for money.  * Delete as necessary					

Declined on behalf of MOD Authority.

Name:

Signature:

Post:

Date:

**3c MOD Commercial Branch Price Approval:** (If the price exceeds the level set iaw the Contract Financial Limit).

With reference to this TAAF, I have confirmed the rates are correct and I am content that subject to the task being work scoped to the satisfaction of the project manager that commercial approval is granted for the task to proceed.

For Director of Contracts (MOD)

Name:

Signature:

Post:

Date:

3d.

**CP&F & CCMS DETAILS MUST BE INSERTED  
PRIOR TO RETURN OF THIS TAAF TO THE CONTRACTOR**

CP&F Purchase Order  
Number:

CP&F Purchase  
Order Date:

CCMS Transaction  
Number:

Name of Officer  
inputting data onto  
CP&F:

Signature:

**Distribution:** Contractor.

#### PART 4 – Contractor Completion

TAAF No.

\* The task has been completed and all required outputs delivered

\* Liability has been accepted by Contractor

- No charge to MOD

\* Liability has not been accepted by Contractor

- Costs as above

\* Delete **NON** Applicable

Name:

Signature:

Post:

Date:

#### PART 5 – Project Management TAAF Completion Agreement:

\* The above task is complete, the man-hours, material and bought-out/sub- contract costs are commensurate with the Task.



**APPENDIX 7 to Annex A of CONTRACT No. ACCOMM4/7132**

- \* Contractor liability agreed - No charge to MOD
  
- \* Liability relating to this activity is in question; the above charge has not been agreed. Additional PDS activity is required or commercial resolution through the AC Team commercial manager is to be established.
  
- \* The task, subsequent to approval, has been either cancelled or terminated where costs have been incurred a revised TAAF with the original number followed by an "a" annotation will be raised (this original TAAF will have zero value)
  
- \* Delete **NON** applicable
  
- Agreed on behalf of the MOD Authority

<b>Name:</b>		<b>Signature:</b>		<b>Post:</b>		<b>Date:</b>	
--------------	--	-------------------	--	--------------	--	--------------	--

**INPUTTING P2P/ CCMS RECEIPT DATA FOR COMPLETION OF THE TAAF**

<b>CCMS Input Completed? (Y/N)</b>		<b>P2P Input Completed? (Y/N)</b>	
<b>P2P Receipt Number</b>		<b>P2P Receipt Date</b>	
<b>Name of Officer inputting Receipt onto P2P / CCMS:</b>		<b>Signature:</b>	
<b>Distribution:</b> Contractor.			

AC

**TAAF ADDITIONAL NARRATIVE DETAIL / COST BREAKDOWN FORM**

TAAF No.  Contract No. 

TAAF Title. 

## 1. Additional Narrative Detail / Cost Breakdown:

Cost Element	Man-hours / Cost	Hourly rate / Quantity	Value £
Total TAAF Value			

2. The total value of Detailed Cost Breakdown is included in the TAAF Part 2. Cost Breakdown Table Yes ☐ No ☐

3. Is this TAAF a Firm Price Quotation or Maximum Cost Estimate Firm Price ☐ Max Cost ☐

Name 

Signature\* 

Post: 

Tel: 

Date:

# APPENDIX 7 to Annex A of CONTRACT No. ACCOMM4/7132

## DEFFORM 315\*

### CONTRACT DATA REQUIREMENT

1. <u>ITT/Contract Number</u>	2. <u>CDR Number</u>	3. <u>Data Category</u>	4. <u>Contract Delivery Date</u>
5. <u>Equipment/Equipment Subsystem Description</u>		6. <u>General Description of Data Deliverable</u>	
7. <u>Purpose for which data is required</u>		8. <u>Intellectual Property Rights</u> a. <u>Applicable DEFCONs</u>  b. <u>Special IP Conditions</u>	
9. <u>Update/Further Submission Requirements</u>			
10. <u>Medium of Delivery</u>		11. <u>Number of Copies</u>	

\*To be attached to TAF if DEFCON 15,16 applies

DATA ITEM DESCRIPTION		
<u>TITLE</u> <b>SAFETY &amp; ENVIRONMENTAL MANAGEMENT PLAN</b>	<u>NUMBER</u> <b>DID - 0110</b>	
	<u>ISSUE</u> <b>1.0</b>	<u>ISSUE DATE</u>

## 1 Background Information

1.1 Effective Safety and Environmental Management will be one of the key factors which will ensure the Project's success. The Authority therefore wishes to select a supplier who is proposing a proactive and robust approach to Safety and Environmental Management.

1.2 The Safety and Environmental Management Plan is part of the Project's Master Planning Schedule and its purpose is to capture the activities, dependencies, outputs and milestones connected with the Safety and Environmental Management processes of the Project.

## 2 Deliverable Document

2.1 A **Safety and Environmental Management Plan (SEMP)** for the Provision of Supply, Spares and PDS for Aircrew Protective Helmet Contract.

## 3 Document Requirements

3.1 The Plan shall contain, but is not necessarily limited to, the following essential information:

- a. Introduction: Provide a brief introduction to the SEMP outlining the aim and scope of the document.
- b. System Overview:
  - (1) Background to the provision of supply, spares and PDS for Aircrew Protective Helmet Contract.
  - (2) Brief description of current provision of supply, spares and PDS for Aircrew Protective Helmet Contract.
  - (3) Description of the provision of supply, spares and PDS for Aircrew Protective Helmet Contract.
- c. System Boundary: Diagrammatic representation of the system boundary.
- d. Safety and Environmental context.
- e. Project Safety and Environmental Management:
  - (1) State the reason for the production of the SEMP.
  - (2) Identify the main objectives of the SEMP.
  - (3) Describe the supplier's organisation for Safety and Environmental Management.
  - (4) Define the equipment Safety and Environmental Requirements, Targets and Assessment criteria. Safety and

Environmental requirements shall include, but are not limited to those identified in the Authority's Safety and Environmental Management Plan, Part 1 Safety Case Report and the Statement of Work.

(5) Outline a programme of Safety and Environmental Management activities for the provision of supply, spares and PDS for Aircrew Protective Helmet Project ensuring compliance with the Authority's provision of supply, spares and PDS for Aircrew Protective Helmet SEMP. The timing of activities shall ensure that they are able to influence the design, as well as demonstrate that the design is tolerably safe.

(6) Details of how the Safety and Environmental activities will support Management Reviews and Performance Reporting.

f. Safety And Environmental Requirements: Identification of all safety and environmental requirements and targets for the provision of supply, spares and PDS for Aircrew Protective Helmet Contract which are expected to be met by the implementation of the plan including but not limited to:

(1) Safety and environmental requirements arising from legislation.

(2) MOD Certification and Sustainable Procurement requirements.

(3) Acceptance criteria.

(4) Safety and environmental requirements from the Requirement/Safety Targets.

(5) Safety and environmental related standards to be applied eg British Standards, Defence Standards, Military Aviation Authority Regulatory Publications – Regulatory Articles, JSPs 430 (Seaborne Systems) and JSP 454 (Land Systems), International Standards or overseas standards and the guidance contained in POSMS and POEMS.

(6) The planning, co-ordination and means of collation of evidence of hazards at system and equipment levels.

(7) Identification of Safety and Environmental Management documentation to be produced for each platform type prior to the initial trials fit to allow clearance for trial.

(8) Agreement and delegation of authority between the supplier and the Platform Design Organisation for the conduct of safety assurance activities related to specific platforms.

(9) How evidence of safety and environmental assurance for existing or proprietary product will be provided.

g. Programme of Works: Identify the tasks that will enable the safety and environmental requirements to be met and develop this into a schedule of work on a Gantt or PERT chart linked to key stages in the Project lifecycle.

h. Safety Case Strategy: This strategy should support the programme of work above. It should give consideration to the types of analyses and testing to be carried out. It should define the scope of work of the safety and environmental cases and interfaces with associated equipment safety cases.

DATA ITEM DESCRIPTION		
<u>TITLE</u> <b>SAFETY CASE REPORT</b>	<u>NUMBER</u> <b>DID - 0111</b>	
	<u>ISSUE</u> <b>1.0</b>	<u>ISSUE DATE</u>

## 1 **Background Information**

1.1 The Safety Case Report (SCR) is a snapshot of the Safety Case at key milestones. Providing no major changes are made to the equipment, this Report will be amended when minor changes to existing data make it necessary. Hazard Logs will be amended should any new hazard be identified or in the case of a change to any hazard assessment already noted.

1.2 Safety Case Reports provide details of the progress made in managing safety since the previous report. A Safety Case Report should be structured around the safety claims for the system and the planned activities. A Safety Case Report should provide justifiable confidence that the Safety Case is, or will be, comprehensive and that the expected progress is being made on planned activities.

1.3 The Safety Case Report has two functions: firstly, to assure the Duty Holder that safety risks are being managed effectively, so it should include a clear and concise summary of the Safety Case and safety progress; secondly, to highlight key areas of risk to the operators and users, so it should provide information that will support operational decision-making, such as a decision to operate outside the design envelope.

1.4 The Safety Case Report should be as concise as possible, without sacrificing the need to provide the necessary information. References should be provided to supporting material within the Safety Case.

## 2 **Deliverable Document**

2.1 A **Part 2 Safety Case Report** for Aircrew Protective Helmet Project.

## 3 **Document Requirements**

3.1 The SCR must contain, but is not necessarily limited to, the following essential information:

- a. Executive Summary: The executive summary should enable the Duty Holder to provide assurance to stakeholders that he/she is content with the progression of work and that safety requirements have been, or will be, met by:
  - (1) Confirming that Safety Case work has been, or is being, progressed satisfactorily.
  - (2) Confirming that all other stakeholders have acknowledged their safety responsibilities.
  - (3) Recommending or otherwise progression to the next stage of the acquisition cycle or the next defined milestone confirming that safety risks associated with the next stage can be satisfactorily managed.
- b. Summary of System Description: A brief description of the system should be provided, noting that a full System Description will be contained within the Safety Case. The summary should be sufficient to enable the boundaries and scope of the Safety Case

and its interfaces with other Safety Cases to be clearly defined and understood.

c. Assumptions: Assumptions that underpin the scope of the safety case, or the safety requirements, argument or evidence should be stated. For example, this may include numbers of personnel, training levels, operational profiles, time in service, operating environment etc.

d. Progress against the agreed Project plans: An assessment of progress against the safety activities identified in the Project plans should be provided that describes:

(1) An indication of the current status relative to the expectations documented within the Project plans, including an assessment of any impacts on future progress.

(2) Progress on safety management activities since the previous Safety Case Report, including identification of any new hazards and accidents and progress on Risk Management activities.

(3) Progress against agreed actions placed on stakeholders.

e. Meeting Safety Requirements:

(1) A statement describing the principle agreed Safety Requirements.

(2) A summary of the argument and evidence that demonstrates how the Safety Requirements have been, or will be, met. This shall include but is not limited to:

(a) Summary of the hazards and likely accidents associated with the system, noting the main areas of risk. Note: The main areas of risk will also be highlighted under the Operational Information heading. Safety requirements that are unlikely to be met, either in part or in full, with remedial/follow-up actions identified.

(b) Risk management actions that are outstanding identifying both the risk and the organisation responsible for its management.

(c) The residual risk that is, or is anticipated to be, posed by the System.

(d) Issues of particular sensitivity, e.g. use of restricted materials, or with significant project or corporate risk.

(e) Regulatory approvals/certificates, and any associated restrictions, that are currently in place.

(f) Any counter evidence found that may invalidate the Safety Case, including a description of the activities taken to address this counter-evidence.

(g) Feedback, reporting and auditing arrangements for defects and shortfalls.

(h) Particular issues related to interfaces between different systems.

(i) Action Log.

f. Emergency/Contingency Arrangements:

(1) A statement confirming that appropriate Emergency/Contingency Arrangements (e.g. procedures) have been or will be put in place and identification of any areas where such arrangements do not exist or are inadequate.

g. Operational Information.

(1) This section will be aimed specifically at the operator. Outputs from the Safety Case that are relevant to the management of operational safety, including:

- (a) A description of the operational envelopes.
- (b) Any limitations on use or operational capability.
- (c) The main areas of risk e.g. Cat A/B risks.
- (d) Relevant information that can assist the operator in balancing the operational imperative against safety risk.
- (e) Demonstration that operating and maintenance procedures and publications have been, or will be developed.

h. Independent Safety Auditor (ISA) Report:

- (a) Where an ISA is engaged, a formal ISA report should be prepared for inclusion in the Safety Case Report.

i. Conclusions And Recommendations

- (a) Conclusions should include an overall assessment of the safety of the system and any recommendations to enable issues identified within the SCR to be resolved.



DATA ITEM DESCRIPTION		
<u>TITLE</u> <b>RISK MANAGEMENT PLAN</b>	<u>NUMBER</u> <b>DID - 0108</b>	
	<u>ISSUE</u> <b>1.0</b>	<u>ISSUE DATE</u>

## 1 Background Information

1.1 Risk Management is a key project management discipline used to maximise the projects likelihood of success through the early identification and effective management of threats and exploitation of potential opportunities. The implementation of effective risk management can help to ensure the achievement of the project's Time, Cost and Performance parameters. Risk management can also be used to inform and guide the direction of the project.

1.2 Authoritative information on risk management can be found in JSP892.

## 2 Deliverable Document

2.1 A **Risk Management Plan (RMP)** for the Aircrew Protective Helmets Project.

## 3. Document Requirements

3.1 The Plan must contain, but is not necessarily limited to, the following essential information:

- a. Introduction; including:
  - (1) A definition of the purpose and scope of the RMP
  - (2) Background of the team managing risk within the Project.
- b. Purpose of Risk Management; including:
  - (1) The objectives of risk management,
  - (2) Success criteria for risk management.
- c. Process by which risks will be managed; including:
  - (1) How risks will be identified
  - (2) How risks will be analysed/assessed
  - (3) How risk responses will be planned and developed
  - (4) How risk responses will be implemented and monitored
- d. Organisation, roles and responsibilities; including:
  - (1) Identification of risk management organisation for the Project,
  - (2) Identification of specific roles,
  - (3) Terms of Reference for individuals involved in risk management.
  - (4) Risk Management Competency and Training
- e. Methodology for Risk Management; including:
  - (1) How the risk management method relates to other project control methods, including how risk is incorporated into project planning and scheduling.

(2) The scoring and interpretation methods appropriate for the type and timing of the qualitative and quantitative risk analysis being performed.

f. Risk Management Activities; including:

(1) How the risk management method will be applied throughout any sub-contractor hierarchy

(2) The process for the elevation and escalation of risks, both within the organisation and the Authority.

g. Stakeholder Management Activities; including: Interaction with the Authority.

h. Reviews and reporting procedures; including:

(1) Review meeting structure,

(2) Frequency of jointly held risk review meetings (monthly or bi-monthly),

(3) Risk review report to be produced for these meetings to demonstrate the degree of management of mitigation actions and progress in reducing/eliminating risks,

(4) Discussion of risk priority ranking and further actions,

(5) Support to Authority risk reviews,

(6) A proposed procedure to update and maintain Supplier owned risks information in the Authority's and jointly controlled Risk Registers.

Audit and review of the project risk management process

i. Risk Register (as detailed in DID-0109).

j. Risk Management Tools and Techniques; including:

(1) Risk management software tools

(2) Techniques used throughout the stages of the risk management process.

k. Risk Terminology, including all the terms and definitions used for Risk Management by the organisation.

l. Each risk and opportunity in the register shall be scored in accordance with Table 1. Only the scale of risk probability is specified here for guidance. The actual level of impact within the Contract will be agreed upon discussion between the Supplier and Authority and will depend upon Contract details. Suppliers are invited to complete these sections to provide initial estimates to facilitate the above discussion.

Risk Quantity	Very Low	Low	Medium	High	Very High
Probability %	0 - 10	11 - 20	21 - 50	51 - 75	> 75
Cost (£K)					
Time Delays					
Performance					

Table 1 – Risk Categorisation

m. The Supplier shall prioritise the risks and present a pictorial representation of risk using the Probability Impact Grid shown in Table 2. Threats and Opportunities should be displayed on separate Grids.

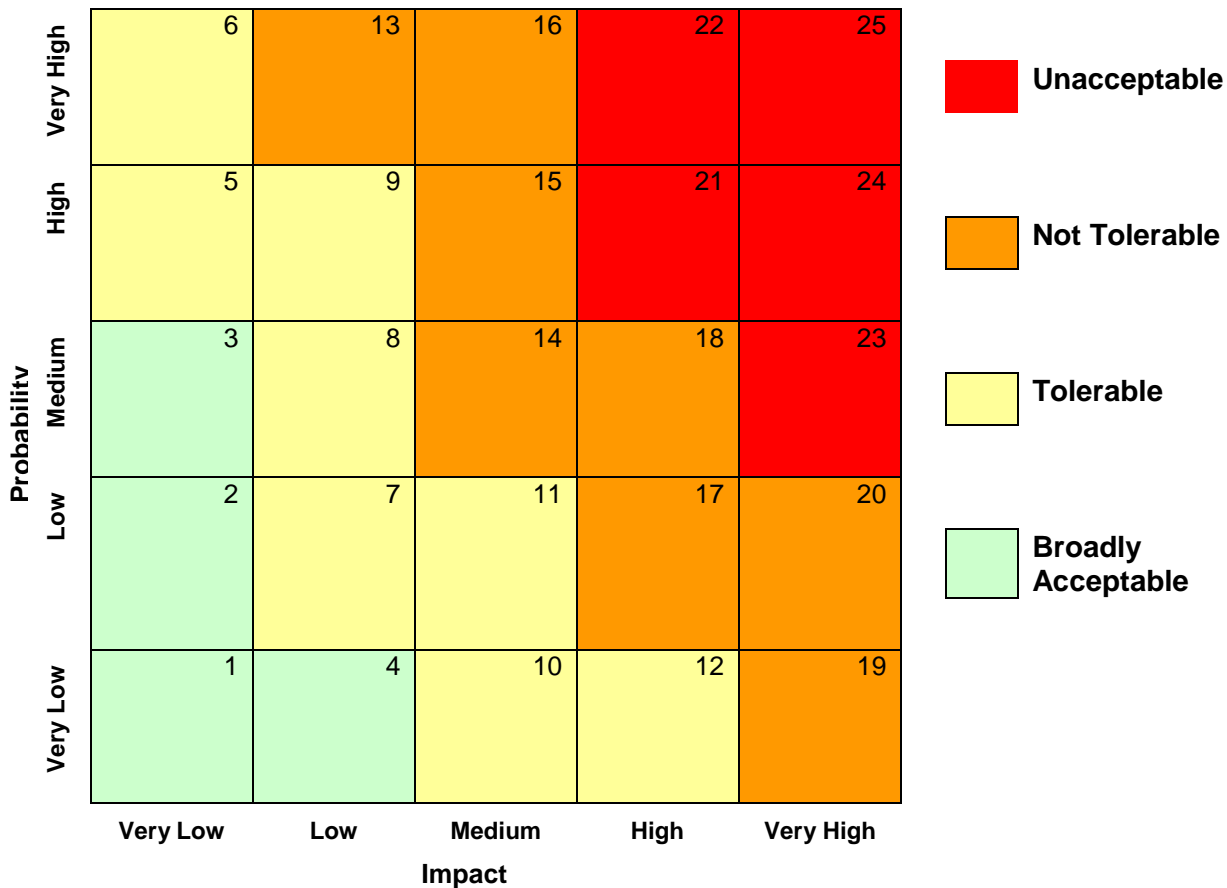


Table 2 – Risk (Threats) - Probability Impact Grid

DATA ITEM DESCRIPTION		
<u>TITLE</u> <b>RISK REGISTER</b>	<u>NUMBER</u> <b>DID - 0109</b>	
	<u>ISSUE</u> <b>1.0</b>	<u>ISSUE DATE</u>

## 1 Background Information

1.1 Risk Management is a key project management discipline used to maximise the projects likelihood of success through the early identification and effective management of threats and exploitation of potential opportunities. The implementation of effective risk management can help to ensure the achievement of the project's Time, Cost and Performance parameters. Risk management can also be used to inform and guide the direction of the project.

1.2 Authoritative information on risk management can be found in JSP892.

## 2 Deliverable Document

2.1 A **Risk Register** for the Aircrew Protective Helmets Project.

## 3. Document Requirements

3.1 The register must contain, but is not necessarily limited to, the following essential information:

- a. A Risk Identifier: A unique serial number for each risk.
- b. Date identified: When the risk was identified.
- c. Risk category
- d. Description: A narrative description of the risk including possible causes
- e. Impact: A narrative description of the impact (degree of) the risk will have on the Contract if the risk were to occur.
- f. Probability Assessment : Estimate of the likelihood of the risk occurring for both pre and post mitigation. (as detailed in DID 108 – Table 1)
- g. Impact Assessment: Estimate of the impact on the Contract should the risk occur. Estimated against time, cost and performance for both pre and post mitigation activity. (as detailed in DID 0108 – Table 1)
- h. Combined Assessment: A combined score for both pre and post mitigation of probability and impact on a scale of 1- 25. (as detailed in DID 0108 Table 2)
- i. Mitigation Strategy: What activities can/will be done in order to reduce either the probability and/or the impact of the risk occurring; to include consideration of Cost Benefit Analysis.
- j. Mitigation Owner: Who will be responsible for managing the mitigation strategy?
- k. Mitigation Leader: Who will be leading the activities and actions that mitigate the risk?
- l. Mitigation Actions: Specific actions and activities that can be identified to mitigate the risk.

- m. Mitigation Target Dates: Expected completion date for each identified mitigation action.
- n. Fallback plans: What action will be undertaken (to include start and finish dates where applicable), to minimise the impact of a risk following its realisation.
- o. Fallback trigger: What is the identified trigger point of the risk?
- p. Review dates: When the risk and mitigation actions were last reviewed.
- q. Any possible secondary risks arising from implementing mitigation actions.

#### **4 Format**

4.1 A risk management software tool may be used but is not mandated (the Authority is familiar with the Active Risk Manager (ARM) and Predict Risk Analyser tools). A Joint Register may be set up in Predict that is accessible by both teams

#### **5 Data Population**

5. Demonstration of an initial risk identification and population of the register with potential risks to the fulfilment of the contract, is expected at the Tender stage.

DATA ITEM DESCRIPTION		
<u>TITLE</u>  <b>EQUIPMENT ENVIRONMENTAL CASE</b>	<u>NUMBER</u>  <b>DID - 0112</b>	
	<u>ISSUE</u> <b>1.0</b>	<u>ISSUE DATE</u> <b>Insert Date</b>

## 1 **Background Information**

1.1 Effective Environmental Management will be one of the key factors which will ensure the Aircrew Helmet Project's success. The Authority therefore wishes to select a Supplier who is proposing a proactive and robust approach to Environmental Management.

1.2 The Equipment Environmental Case is part of the Project's Master Documentation set and its purpose is to demonstrate that the Authority has put in place appropriate management controls and procedures as part of the acquisition process, to identify and manage its potential environmental impacts, and any related risks, throughout the lifetime of the Project.

## 2 **Deliverable Document**

2.1 An **Equipment Environmental Case** for the Aircrew Helmet Project.

## 3 **Document Requirements**

3.1 The Report shall contain, but is not necessarily limited to, the following essential information:

- a. Description of the Equipment or Service and Potential Priority Impacts:
  - (1) The methodology or methodologies that have been used for the assessment including a summary of the scope of the assessment.
  - (2) A description of the equipment's or services physical characteristics.
  - (3) A description of the main characteristics and impacts of any proposed testing, trials or demonstration activities.
  - (4) A description of the main characteristics and impacts of the manufacturing processes, including but not limited to; a list of material contained within the Aircrew Helmet equipment, the nature and quantity of the materials used and evidence that the materials used are compliant with hazardous materials legislation such as Control of Substances Hazardous to Health (COSHH), Restriction of Hazardous Substances (RoHS) and Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH).
  - (5) An estimate, by type and quantity, of expected releases and emissions (including but not limited to; water, air and soil pollutants, noise, vibration, light, heat and radiation) throughout the service life of the equipment.
  - (6) Consideration of issues and impacts associated with the disposal of the system at the end of its life highlighting where impacts may exceed regulatory requirements.
  - (7) An outline all Environmental Stakeholders involved at all stages of the Aircrew Helmet project.
  - (8) The Environmental Impact Assessment (EIA) shall include the completion of form EMP02/f/01- Environmental Features Matrix (see Appendix 1) for the appropriate stages of the CADMID Cycle.
- b. For each of the Priority Impacts identified above the Report should include:
  - (1) Reference to relevant legal and policy requirements highlighting where impacts may approach or exceed regulatory thresholds.

- (2) Quantitative information on the predicted scale of each impact (allowing for the incorporated mitigations).
  - (3) Consideration of how individual impacts may combine to produce cumulative effects.
  - (4) A description of receptors where there is the potential to be significantly affected by the Project (in particular - population, fauna, flora, soil, water, air, climatic factors, material assets (including heritage), and any interaction between them).
  - (5) A description of the forecasting methods used.
  - (6) An indication of any difficulties (technical difficulties or lack of know-how) encountered in compiling the required information.
  - (7) An outline of any missing or incomplete knowledge.
- c. Mitigation and monitoring:
- (1) Details of mitigation measures that can be incorporated into the design of the proposed development.
  - (2) Details of mitigation measures that can be applied to the system to reduce environmental impacts.
  - (3) A list of any potential mitigation measures that it has not been possible to include, and the reasons why.
  - (4) Statement of any residual impacts.
  - (5) Suggested monitoring regimes.
  - (6) Suggested plan for undertaking any suggested “in-service” mitigation measures.
  - (7) An indication of any difficulties (technical difficulties or lack of know-how) encountered in compiling the required information.
  - (8) Consideration of any positive environmental impacts the Project may have and ways in which these can be optimised.
- d. A Conclusion that outlines for each known or potential priority impact whether:
- (1) Suitable mitigation is identified; or
  - (2) No suitable mitigation is available: the EIA Report should provide evidence that all reasonable and practicable alternatives were explored in a structured and documented manner; and
  - (3) The nature and scale of any residual impacts.

Appendix 1																				
- Environmental Feature Matrix																Page 1				
<<Enter CADMID stage here>>																Medium Threshold Score = 12 High Threshold Score = 24				
Embodied materials and energies (inputs)																PRIORITY ASSESSMENT				
b	c	d	e										f	g	h	i	k	l	m	n
Activity	Normal / Abnormal / Emergency	Aspect (materials and energies)	Environmental Receptors										Impact	Positive or negative	Impact code	Notes	Severity	Frequency / Duration	Priority score	Result
			Human	Land	Water	Air	Flora	Fauna	Cultural	Historical	Scientific	Climate								
																		0		
																		0		
																		0		
																		0		
																		0		
																		0		
																		0		
																		0		
																		0		
																		0		
Emitted materials and energies (outputs)																				
																		0		
																		0		
																		0		
																		0		
																		0		
																		0		
																		0		
																		0		

Receptor Code (section e)

A - Affected

NA - Not affected

TBC - To be considered

Impact Codes (section h)

CC - Climate Change

Wst - Waste

N - Nuisance (eg odour, dust)

NR - Non-renewable resource use

R - Renewable resource use

WU - Water use

A - Air Pollution

L - Land Pollution

Wat - Water Pollution

H - Human health

B - Biodiversity and eco-systems

O - Other (includes heritage, landscape, social, historical)



DATA ITEM DESCRIPTION		
<u>TITLE</u> <b>HAZARD &amp; ACCIDENT LOG</b>	<u>NUMBER</u> <b>DID - 0113</b>	
	<u>ISSUE</u> <b>1.0</b>	<u>ISSUE DATE</u> <b>Insert Date</b>

## 1 Background Information

1.1 The Hazard and Accident Log is part of the Project's Master Planning documentation and its purpose is to capture Hazards and potential Accidents and to document mitigations and processes which are put in place to reduce the probability and severity of potential accidents.

## 2 Deliverable Document

2.1 A **Hazard and Accident Log** for the Aircrew Helmet Project.

## 3. Document Requirements

3.1 The Hazard and Accident Log must contain, but is not necessarily limited to, the following essential information:

a. Part 1 - Introduction: This part should describe the purpose of the Hazard and Accident Log and indicate the environment and safety criteria to which the system safety characteristics relate. The following details, appropriate to the programme phase, should be contained in this part:

- (1) The purpose and structure of the Hazard Log. This should be of sufficient detail to ensure that all project staff understands the aim and purpose of the Hazard Log. The procedure for managing the Hazard Log should also be included.
- (2) A description of the system and its scope of use. This should include reference to a unique system identifier.
- (3) Reference to the system safety requirements.
- (4) The accident severity categories, probability categories, equivalent numerical probabilities and accident risk classification scheme for the system.
- (5) The design rules and techniques for each Safety Integrity Level.
- (6) The apportionment of the random and systematic (Safety Integrity Level) elements of the hazard probability targets between all the functions of the system.
- (7) The description and scope of use of the system should be stated in order to indicate the environment to which the system safety characteristics relate. This information should be entered in Part 1 of the Hazard Log.

b. Part 2 - Accident data: This part should give sufficient information to identify the accident sequence linking each accident and the hazards which cause it. It should include the following:

- (1) A unique reference.
- (2) A brief description of the accident.
- (3) The accident severity category and probability targets appropriate to Risk Classes B and C.
- (4) A cross reference to the full description and analysis of the accident sequence in the safety programme reports. This information should be used to justify the subsequent setting of the hazard probability targets.
- (5) A list of the hazards and associated accident sequences that can cause the accident.

c. Part 3 - Hazard data: This part should give sufficient information to identify the risk reduction process applicable to a particular hazard. A summary of all the hazards and their status, including any

outstanding corrective action, should be contained within this part to provide an overview of the current situation. This part should contain the following information for each hazard:

- (1) A unique reference. A brief description of the hazard which should comprise the functions or components and their states that represent the hazard. Reference should also be made to the design documentation which describes the functions or components.
- (2) The related accident severity category and the random and systematic elements of the hazard Introduction probability targets appropriate to Risk Classes A through to D.
- (3) The predicted probability for the random element of the hazard.
- (4) A statement as to whether or not the hazard requires further action to reduce the risk from the system to As Low as Reasonably Practicable (ALARP).
- (5) A discussion of any possible means by which the risk could be reduced to a tolerable level, and notes on the re-evaluation of the accident sequence following such action.
- (6) A brief description of the action to reduce risk, together with either a reference to the design documentation that has changed as a result of the action, or the justification for taking no action.
- (7) A cross-reference to the full description and analysis of the hazard in the hazard analysis reports.

d. Part 4 - Statement of Risk Classification: A Statement of Risk Classification should be included to provide a brief statement of the current System Risk Class. It should contain sufficient information to enable it to be a stand alone statement, and it should contain the Hazard Log reference to enable traceability to its supporting documentation.

e. Part 5 – Journal: A journal should be constructed to provide a historical record of the compilation of the Hazard Log. It should contain the following information:

- (1) The date the Hazard Log was started.
- (2) Entries made in the Hazard Log, including any accident or hazard reference numbers.
- (3) Reference to the Safety Programme Plan.
- (4) References to analysis and assessment reports.
- (5) References to Safety Review and Project Safety Committee minutes.

f. References.

g. Appendices.

h. Format: The Safety Hazard and Accident Log shall be prepared by the contractor using an appropriate Template/Risk Management Tool.

DATA ITEM DESCRIPTION		
<u>TITLE</u> <b>LEGISLATION REGISTER</b>	<u>NUMBER</u> <b>DID - 0114</b>	
	<u>ISSUE</u> <b>1.0</b>	<u>ISSUE DATE</u> <b>Insert Date</b>

## 1 **Background Information**

1.1 The Legislation Register reflects all legislation applicable to, or used in, the design, development, trials, production and in-service operation of the system.

## 2 **Deliverable Document**

2.1 A **Legislation Register** for the Aircrew Helmet Project.

## 3 **Document Requirements**

3.1 The Legislation Register must contain, but is not limited to, the following essential information:

- a. Executive Summary:
  - (1) The executive summary should enable the Duty Holder to provide assurance to the stakeholders that he/she is content that all applicable and relevant Legislation and Standards have been captured and are up to date.
  - (2) Any applicable legislation currently being assessed is to be identified in the executive summary with an indication of the expected impact.
- b. Introduction - The Introduction is to provide:
  - (1) A brief description of the products and project providing the means to associate the legislation with the system.
  - (2) A summary how legislation and standards are recorded in the Legislation Register, identifying roles and responsibilities for managing the Legislation Register.
  - (3) The process for capturing, reviewing and managing of legislation and standards is to be summarised.
- c. Legislation Register - The Legislation Register is to contain all applicable and relevant legislation which:
  - (1) Extends to the UK.
  - (2) Are made in the UK and extends outside its boundaries.
  - (3) Are applied by host nations to UK Armed Forces operating aboard.
  - (4) Have been used by the Project to support a non-compliance against relevant legislation or mandatory standard.
  - (5) Have been used by the Project because there are no alternative directly relevant legislation.
- d. Against each item recorded in the Legislation Register, the following information must be recorded:
  - (1) Title.
  - (2) Reference, including version and date.
  - (3) Brief summary.
  - (4) Category:
    - (a) Mandatory - Legislation or standards that are mandated for the system/programme;
    - (b) 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.

(c) Guidance – Legislation or standards that are being used as guidance as there are no alternative or relevant legislation or standard.

(d) Status (Future, Current, Obsolete).

e. Against each item recorded in the Legislation Register, where possible the following information should be recorded:

(1) Reference to source of legislation or standard, i.e. from where the documentation was acquired.

(2) Anticipated review / update date.

(3) Owner (organisation) of legislation or standard.

(4) Reference of previous version (if applicable), and brief summary of changes since previous issue.

### 3.2 New / Revised Legislation and Standards

a. 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 Legislation Register. This is to be facilitated by the use of a Legislation and Standards Template that will include Applicability Assessment, taking in to consideration:

(1) Date of implementation.

(2) Scope of the legislation or standard, against the system and operational role.

b. Context of changes, noting that some changes are mandatory to resolve urgent safety/operational issues.

c. Impact Assessment:

(1) Review of legislation / standard to determine the differences;

(2) Impact assessment of identified changes against the current system/programme;

(3) Future proofing of the system.

(4) Agreement by the Authority's Project Manager.

d. It is the responsibility of the contractor to produce the Legislation and Standards template.