



Annex B Statement of Work

GASKET 1c (Medium Vehicles)

DISMOUNTED CLOSE COMBAT MOBILITY PROJECT TEAM

November 2019

Project Number
Ref 700031307
December 2019
Version 0.1
OFFICIAL - SENSITIVE



MINISTRY OF DEFENCE

FOREWORD

THIS DOCUMENT IS THE PROPERTY OF HER MAJESTY'S GOVERNMENT and is for information of such persons as only are required to know its contents in the course of their official duties. Any persons finding this document should immediately hand it in to a British Consulate, British Forces Unit or to a UK Police Station for its safe return to the Ministry of Defence, D MoD Sy, London, SW1a 2HB, with particulars of how and where it was found.

THE UNAUTHORISED RETENTION OR DESTRUCTION OF THE DOCUMENT IS AN OFFENCE UNDER THE UK OFFICIAL SECRETS ACT OF 1911-1989. (When released to persons outside Government Service, this document is issued on a personal basis, and the recipient to whom it is entrusted in confidence, within the provisions of the UK Official Secrets Act 1911-1989 or National legislation, is personally responsible, for its safe custody and for seeing that its contents are disclosed only to authorised persons)

If additional copies of this document are required, they must be obtained from either the Project Manager or the Project Officer as appropriate. The Project Manager should keep registered holders informed of any amendments subsequently issued.

References in this document to any other requirement, specification, drawing or document refer to the latest issues of those documents.

The contents of this document in no way absolve the supplier or the user from statutory obligations relating to the health and safety at any stage of development, manufacture or use.

This document has been devised for use within the Ministry of Defence and by its Contractors in the execution of contracts for the Ministry and subject to the Unfair Contract Terms Act 1977, the Ministry will not be liable in any way whatever (including, but without limitation, negligence on the part of the Ministry, its servants or agents) where the plan is used for other purposes.

DOCUMENT CONFIGURATION CONTROL

This document is managed by STSP, DCC-Mobility. This document shall be amended by issue of complete main section, annex or appendix. Amendment status shall be recorded in the footer information of affected pages.

Version No	Date	Affected Pages	Description of change	Amendment incorporated by
(a)	(b)	(c)	(d)	(e)
0.1	16/09/19	All	1 st issue	STSP, DCC-MOB-PM

REFERENCE DOCUMENTATION

Defence Technical Documentation Guidance	AESP – Specification for Army Equipment Support Publications
DEFSTAN 00-56	Safety Management Requirements for Defence Systems
POSMS	Project Orientated Safety Management Systems
POEMS	Project Orientated Environmental Management Systems

PREFACE

AIM

1. The aim of this Statement Of Work (SOW) is to detail the Authority's Technical, Safety and Project Management requirements. This SOW is therefore a contractual document. Deliverables and timings are identified in the Contract Data Requirements List (CDRL).
2. The Contractor shall ensure Programme/Prime Contractor activities are co-ordinated and coherent, enabling successful delivery of the GASKET 1C project to Performance, Time and Cost parameters.
3. The Contractor shall ensure that the design and selection of equipment is supportable, on the grounds of delivering an optimum Through Life Cost (TLC).

STATEMENT OF WORK

SECTION 1 – PROJECT MANAGEMENT

1.1 The Contractor shall:

- a. Plan, manage, co-ordinate, and administer all aspects of the contract, including the administration of any subcontractors; and
- b. Establish effective controls for the delivery of the Design and Deliverables; and
- c. Provide early indication to the Authority of problems encountered and their resolution activities in order to reduce risk to Performance, Time and Cost parameters;

1.2 The Contractor shall provide a Project Management Plan (PMP) delivered in accordance with (**CDRL-03**), detailing the contractor's approach to managing the project through the Design, Manufacture and Acceptance phases. The PMP should explain the construct of the management team and the project management approach employed.

1.3 The PMP shall include a detailed, resourced Project Schedule Gantt Chart in a MS Project 2010 compatible format that indicates all the activities, interdependencies, key milestones and all supporting activities necessary to deliver the project against the delivery schedule from the commencement date until completion of the contract. The schedule shall be issued with the tender return and re-issued with any changes to the schedule following Project reviews with the Authority.

1.4 The Contractor shall provide and keep updated as part of the PMP a list identifying the contractors Project Management Team who shall have the appropriate qualifications, competencies and any necessary security clearances to discharge effectively their obligations in this Contract.

1.5 The Contractor shall clearly identify where an individual undertakes more than one of the Contractors Project Management Team roles.

1.6 The Contractor shall submit to the Authority for approval prior to implementation all changes to the PMP that the contractor may propose. No changes shall be executed without such prior approval, in writing, from the Authority.

SECTION 2 – PROJECT REVIEWS AND PROJECT PROGRESS REPORTS

2.1 The Contractor shall invite Authority representation to project reviews giving not less than 5 working days' notice. Project Review meetings shall be held at a UK

venue or via telephone conference as agreed with the Authority, initially on a 4 weekly basis., or when design reviews are required and will cover as minimum the following topics:

- a. Project Schedule
 - b. Design Review
 - c. System Acceptance
 - d. Safety and Environmental Contract Performance Review
 - e. Risk Register
 - f. Quality Management Issues
- 2.2 Project review meeting minutes shall be produced by the Contractor and submitted to the Authority for review within 5 working days of each meeting and shall be agreed as a standing agenda item during the next meeting.
- 2.3 Design review minutes shall detail in full the agreed changes to the SR's.
- 2.4 The Contractor shall support the Authority in delivering the project by attending other relevant meetings as required by the Authority. The Authority will provide a minimum of seven calendar days' notice where such attendance is required.
- 2.5 The Contractor shall provide electronic schedule and progress reports to the GASKET 1c Project Manager every 4 weeks. These will be at the midpoint between formal Project Reviews to ensure that there is a reporting point every 2 weeks.
- 2.6 The progress reports shall detail the Contractors progress and planned activity against each of the contract deliverable elements as listed below:
- a. System Design
 - b. Equipment Procurement and Modification
 - c. Technical Documentation
 - d. Safety Documentation

SECTION 3 – RISK AND OPPORTUNITY MANAGEMENT

- 3.1 The Contractor shall plan and manage risks.
- 3.2 The Contractor shall provide and maintain the Project Risks, Issues and Opportunities Register (**CDRL-04**) which shall describe how the Contractor will identify, record and manage risks, issues and opportunities in a structured and timely manner to ensure risks are mitigated to As Low As Reasonably Practicable (ALARP), issues are addressed and agreed opportunities are delivered.
- 3.3 The project risks, issues and opportunities register shall contain the following as a minimum for each risk and opportunity:
- a. **ID Number** – A unique identifier.
 - b. **Owner** – Person responsible for the risk or opportunity once it has been identified.

- c. **Description** – The cause and impact of the risk or the nature of the opportunity.
- d. **Risk assessment** – level of risk by probability and impact (including an assessment of the pre and post mitigation levels).
- e. **Actions** – Actions or actions that must be or have taken place to mitigate the risk or take advantage of the opportunity.
- f. **Status** – Open/Closed and last updated comments.

SECTION 4 – QUALITY

- 4.1 The Contractor shall hold and maintain Quality Management System (QMS) certification to ISO 9001:2015 (or equivalent) for the duration of the contract. The certification must be issued by a National Accredited Certification Body and the certification scope shall be appropriate to deliver the contractual requirements.
- 4.2 The Contractor shall provide a copy of their QMS certification and shall immediately inform the Authority of any amendments or if it is revoked or suspended.
- 4.3 The Contractor shall ensure that all Articles undertaken in support of this requirement are carried out in accordance with the Quality Standards detailed in the Terms and Conditions to the contract.
- 4.4 The Authority retains the right to reject any contract deliverable or part of, if it is found not to meet requirements or may constitute a safety risk

SECTION 5 – SYSTEM ACCEPTANCE

- 5.1 The Authority requires assurance, through an acceptance process, that the vehicle has met all technical, quality, safety and build standards in accordance with the contract.
- 5.2 The system acceptance will be conducted in 5 stages:
 - a. Preliminary Design Review (PDR)
 - b. Critical Design Review (CDR)
 - c. Final Design Acceptance (FDA)
 - d. Factory Acceptance Testing (FAT)
 - e. Logistic Demonstration
- 5.3 **Preliminary Design Acceptance (PDA):** The Contractor shall include Authority representation to agree the proposed design to ensure the performance specifications will meet the requirements within the SRD.
- 5.4 **Critical Design Review (CDR).** The Contractor shall include Authority representation to agree the proposed design to ensure the specifications will meet the requirements within the SRD prior to production.

- 5.5 **Final Design Acceptance (FDA):** The Contractor shall include Authority representation throughout the design process. In order to achieve FDA the Contractor shall present the following documents for approval by the Authority:
- a. Final Design Document Pack with agreed amendments
 - b. Equipment Breakdown List
 - c. Draft Technical Documents (**CDRL-01**)
- 5.6 **Factory Acceptance Testing (FAT):** During acceptance the Contractor shall demonstrate that the vehicles are built in accordance with the FDA and are compliant against the contracted System Requirements (SR's)
- 5.7 The Contractor shall provide evidence of the Factory Acceptance Testing in the form of comprehensive test reports to demonstrate the claimed compliance for each SR.
- 5.8 The Authority reserves the right to be present for the Factory Acceptance Trials activities and the Contractor shall provide a minimum of seven calendar days' notice of such testing.
- 5.9 The Authority may undertake its own acceptance testing prior to vehicles being delivered to the customer, this may be conducted on a number of vehicles to ensure the quality is maintained throughout the production run.
- 5.10 **Logistic Demonstration:** The Authority requires assurance that the Contractor has identified all the necessary ILS processes and is able to present them to the Authority at the Logistic Demonstration (LD).
- 5.11 Development of the LD should be reflected in the project schedule (**CDRL-03**).
- 5.12 The Contractor shall ensure the LD will include but is not limited to:
- a. Schedule Review – (**CDRL-03**)
 - b. Presentation of completed vehicle in its final build standard
 - c. Complete Equipment Schedule (CES) items
 - d. Presentation of draft Technical Documentation (**CDRL-01**)
 - e. Vehicle familiarisation to include Special to Role equipment

SECTION 6 - SAFETY

- 6.1 The Contractor shall provide a Safety and Environmental Management Plan (SEMP) in accordance with **CDRL-02**, which shall define and demonstrate how the Contractor will implement a coherent approach to the management of all safety and environment related activities throughout the life of the contract.
- 6.2 The Contractor shall also provide a Certificate of Conformance for each vehicle.
- 6.3 The Contractor shall support and attend project Safety and Environmental Panels when requested by the authority throughout the life of the project. These will be expected to be held annually from delivery of the capability, or when

required to support extraordinary safety panels. Expected life for this capability is 10 years.

SECTION 7 – TECHNICAL DOCUMENTATION

- 7.1 The Contractor should provide all the required Technical Documentation in accordance with CDRL-01. The Contractor is to ensure that all vehicle variants are included within the technical publications and are available to the Authority before the first batch of vehicles are released to the Authority (draft copies are required at Log Demo). The Contractor must update the documents, electronic format is acceptable for the amendments, prior to each new variant being released to the Authority. The Authority will require sight of the amended publication prior to issue.
- 7.2 Development of technical documentation shall be reflected in the project schedule (**CDRL-03**).
- 7.3 In accordance with **CDRL-01** the Contractor shall provide technical documentation in the form of Manufactures Owner's Manual consisting of the following categories (but not limited to);
- a. Operators Information (handbook) to include special to role equipment (eg tail lift)
 - b. Maintenance Schedules
 - c. Vehicle Warnings & Cautions
 - d. Drivers walk round & pre operational checks
 - e. Vehicle information Quick Reference Guide (QRG)
 - f. Complete Equipment Schedule (CES)
- 7.4 The Contractor shall produce Technical Documentation in accordance with AESP 0110-P-005-010 Tech Doc guidance specifications for Army Equipment Support Publications Category content & layout.

SECTION 8 - HANDLING AND TRANSPORTATION

- 8.1 The Contractor shall be responsible for arranging delivery of vehicles to United Kingdom locations and Northern Ireland, to be confirmed by the Authority. The Contractor will maintain responsibility and ownership of the equipment until the point of delivery. The locations and numbers are indicated within the vehicle fit lists.
- 8.2 Vehicle delivery dates should be reflected in the project schedule (**CDRL-03**).

SECTION 9 – TRAINING

- 9.1 The Authority requires the Contractor to provide Familiarisation training to Unit representatives, this can be undertaken at unit locations upon delivery of the vehicle.

- 9.2 All training shall be delivered by a suitably qualified and experienced person (SQEP)
- 9.3 Development and delivery of the Training should be reflected in the project schedule (**CDRL-03**)

SECTION 10 – INTEGRATED LOGISTICS SUPPORT ACTIVITIES

- 10.1 The Authority's intention is to use a fleet management company to manage this fleet through life (10 years), the Authority requires confirmation that the vehicle and its sub-systems can be supported throughout its service duration.

SECTION 11 – TECHNICAL REQUIREMENTS

- 11.1 The Contractor shall meet all of the required SR's, within Annex C to the Contract in accordance with (IAW) their bid submission in order to achieve vehicle acceptance.

Appendix A to Annex B to 700031307 CONTRACT DATA REQUIREMENTS LIST

1. The following list summarises the Contract Data Requirements List (CDRLs) that shall be provided by the Contractor as evidence that they have met their project management obligations.

Documents required in the delivery of GASKET 1

CDRL No	Data Category
01	Technical Documentation
02	Safety and Environmental Management Plan (SEMP)
03	Project Management Plan (PMP) & Project Schedule
04	Risk Register

DEFFORM 315 (Edn – 12/19)
CONTRACT DATA REQUIREMENT – NUMBER 01

<u>Project No:</u> 700031307	<u>1. CDRL No:</u> 01	<u>2. Data Category:</u> Technical Documentation	<u>3. Contract Delivery Date:</u> Draft technical documents at FAT Final 20 Working days post Logistic Demos
<u>4. Equipment/Equipment Subsystem Description:</u> GASKET 1C		<u>5. General Description of Data Deliverable:</u> The Contractor shall produce and issue Operational and Maintenance technical documents to include; a) Manufactures Owner's Manual (AESP Format) b) Chapter-sized User/Operator Handbook (AESP 201) Incorporating Quick Reference Guide, Modification instructions, Inspection Standards, Installation and removal Instruction and Complete Equipment Schedule (CES).	
<u>6. Purpose for which data is required:</u> The Authority requires all the necessary information to Operate and Maintain the equipment safely. The Technical documentation will form the primary source of information in conjunction with the training package. The technical documents should contain all vehicle variants for this procurement. The requirement is for each variant to have a separate chapter and that each chapter will be produced for incorporation within the documents as each variant is released to the Authority.			
<u>7. Update/Further Submission Requirements:</u> Further information on the Technical documents in defined in the SoW section 7 Technical Documentation & Information.			
<u>8. Medium of Delivery:</u> i) Documentation is to be delivered in Word and PDF format, CD ROM electronic format and hard copy ii) All documents shall use UK English iii) Documentation shall be provided in a format compatible with Microsoft Office 2010		<u>9. Number of copies:</u> Issue: 1 x electronic copy 1 x hard copy	

iv) Hard copies should be submitted 2 sided where possible, in colour where photos are included.	
--	--

DEFFORM 315 (Edn – 12/19)
CONTRACT DATA REQUIREMENT – NUMBER 02

1. <u>Contract No:</u> 700031307	2. <u>CDRL No:</u> 02	3. <u>Data Category:</u> Safety and Environmental Management Plan (SEMP)	4. <u>Contract Delivery Date:</u> Return with Tender
5. <u>Equipment/Equipment Subsystem Description:</u> GASKET 1C		6. <u>General Description of Data Deliverable:</u> Safety and Environmental Management Plan (SEMP)	
7. <u>Purpose for which data is required:</u> The Safety and Environmental Management Plan (SEMP) will give the Authority confidence that the Contractor is aware of their Safety & Environmental responsibilities. Confirmation that Certificates of Conformity will be provided to the Authority for each vehicle.			
8. <u>Update/Further Submission Requirements:</u> Further detail can be found within the GASKET 1 SoW Section 6 Safety			
9. <u>Medium of Delivery:</u> i) Documentation is to be delivered in CD ROM electronic format ii) The SECR shall be provided in a format compatible with Microsoft Office 2010 iii) All documents shall use UK English		10. <u>Number of copies:</u> 1 x Hard Copy 1 x Soft Copy	

DEFFORM 315 (Edn – 12/19)**CONTRACT DATA REQUIREMENT – NUMBER 03**

1. <u>Contract No:</u> 700031307	2. <u>CDRL No:</u> 03	3. <u>Data Category:</u> Project Management Plan (PMP) & Schedule	4. <u>Contract Delivery Date:</u> First Issue to be returned as part of Tender, thereafter a revised schedule is required every 4 weeks post contract award
5. <u>Equipment/Equipment Subsystem Description:</u> GASKET 1C		6. <u>General Description of Data Deliverable:</u> The Contractor shall produce a PMP to include: • Project Management Approach • Contract and management Approach • Resources and maintain a project schedule to include but not limited to: • Tasks, Duration/lead-times • Predecessors and Successors • % Completions • Key Milestones	
7. <u>Purpose for which data is required:</u> The Authority requires the Contractor to outline their PM approach and how sub-contractors are managed, the Authority also ability to monitor progress and identify milestones, resources and dependencies as described in the SoW Section 1. The Authority will require the Contractor to demonstrate at any point within the project its progress against the plan for each of the vehicles contracted for, the plan should be sufficiently detailed to allow the Authority to see whether the manufacture stages for each vehicle is on target.			
8. <u>Update/Further Submission Requirements:</u> Updated project schedules to be included in each electronic progress report with monthly Project meetings to discuss in more detail.			
9. <u>Medium of Delivery:</u> i) Documentation is to be delivered in CD ROM electronic format ii) All documents shall use UK English		10. <u>Number of copies:</u> 1 x Soft Copy Contractor to maintain post contract award and supply soft copies as requested.	

iii) Documentation shall be provided in both Microsoft Project 2010 compatible format and PDF	
---	--

DEFFORM 315 (Edn – 12/19)
CONTRACT DATA REQUIREMENT – NUMBER 04

1. <u>Contract No:</u> 700031307	2. <u>CDRL No:</u> 04	3. <u>Data Category</u> Risk and Issues Register	4. <u>Contract Delivery Date:</u> Every 4 weeks from date of contract award
5. <u>Equipment/Equipment Subsystem Description:</u> GASKET 1C		6. <u>General Description of Data Deliverable:</u> A Risk and Issues register to record, score and monitor project risks and issues.	
7. <u>Purpose for which data is required:</u> A maintained Risk and Issue Register is a key document in delivering successful projects. The Authority requires visibility of all project risks and issues and their progress throughout the project			
8. <u>Update/Further Submission Requirements:</u> Risks shall be updated and submitted on a fortnightly basis with the project schedule. Any issues that arise are to be updated and notified to the project team within 24 hours of realisation.			
9. <u>Medium of Delivery:</u> i) Documentation is to be delivered in either a CD ROM electronic format ii) All documents shall use UK English iii) Documentation shall be provided in a format compatible with Microsoft Office 2010		10. <u>Number of copies:</u> 1 x Soft Copy Contractor to maintain post contract and supply soft copies fortnightly.	