**Statement of Requirement**

**The Provision of an International Standards Organisation 27001 Lead Auditor Course, to be delivered at Defence School of Policing and Guarding**

| Ref | Requirement | | | | | | |
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| **A** | **General Requirements** | | | | | | |
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| **A.1** | **Scope of Requirement** | | | | | | |
| A.1.a | In order to effectively train RAF Police, Air Security Force (ASF) personnel employed in Protective Security (PS) roles, vital in ensuring the effective protection of Air Assets and information, inclusive of the cyber spectrum, there is a requirement for Information Assurance (IA) training to be conducted. The entry level IA course is delivered by Defence School of Policing and Guarding for this purpose. The current IA course teaches basic implementation of Military systems and an understanding on the workings of accreditation, which is not sufficient for the growing requirement of in-depth Cyber auditing and related investigative activity, especially when we consider the technically advanced platforms that Air operate. ISO 27001 is a course which can be delivered by an external provider and would act as a bolt on to the IA and upskill ASF personnel, filling the knowledge gap thus making them Suitably qualified to conduct their role and better protect Air assets and information. An in-house solution is not available. | | | | | | |
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| **A.2** | **Definitions** | | | | | | |
| A.2.a | In addition to the definitions detailed in the Terms and Conditions of the Contract the following definitions shall also apply. Where the definitions below contrast to those detailed in the Terms and Conditions of the Contract then the definitions within the Terms and Conditions of the Contract shall take precedence. | | | | | | |
|  | Definition | Interpretation | | | | | |
|  | Contractor’s Personal Use | Any use of MOD furnished property, facilities or equipment intended for the primary benefit of the Contractor or the Contractor’s Personnel which is contrary to the MOD’s interests is considered personal use. | | | | | |
|  | Contractor’s Personnel | Any employees, including sub-contractors or other agents working on behalf of the Contractor, shall be deemed the Contractor’s Personnel. | | | | | |
|  | Designated Officer | The Designated Officer is the MOD representative responsible for the Requirement and is as defined at Box 2 of DEFFORM 111 of this Contract. | | | | | |
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| **A.3** | **Abbreviations and Acronyms** | | | | | | |
| A.3.a | In addition to the abbreviations and acronyms detailed in the Terms and Conditions of the Contract the following abbreviations and acronyms will be used. | | | | | | |
|  | Abbreviation or Acronym | Interpretation | | | | | |
|  | AOC | Air Officer Commanding | | | | | |
|  | DO | Designated Officer | | | | | |
|  | MOD | Ministry of Defence | | | | | |
|  | OC | Officer Commanding | | | | | |
|  | RAF | Royal Air Force | | | | | |
|  | SC | Security Check | | | | | |
|  | SoR  STU  ASF  TRA  DSPG  ISO | Statement of Requirement  Security Training Unit  Air Security Force  Training Requirements Authority  Defence School of Policing and Guarding  International Standards Organisation | | | | | |
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| **A.4** | **References** | | | | | | |
| A.4.a | In addition to the references detailed in the Terms and Conditions of the Contract the following references shall also apply as well as any subsequent revisions and amendments to the references. This list does not absolve the Contractor from conforming to any other relevant publications. | | | | | | |
|  | Reference | | | Version | Source | | |
|  | Data Protection Act 2018 | | | 2018 c. 12 | http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted | | |
|  | Government Security Classifications | | | 1.1 | https://www.gov.uk/government/publications/government-security-classifications | | |
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| **A.5** | **Site** | | | | | | |
| A.6.a | The Site for the delivery of all services is DSPG, RAF Security Training Unit (STU) is sited Southwick Park, Fareham, PO17 6EJ. | | | | | | |
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| **A.6** | **Security** | | | | | | |
| A.7.a | The Contractor is to ensure that all of the Contractor’s Personnel have Security Check (SC) clearance. Where the Contractor’s Personnel does not have SC clearance that individual will not be allowed access to MOD facilities or data. | | | | | | |
| A.7.b | All information related to or generated by this Contract is to be treated in the appropriate manner in accordance with Government Security Classifications. The classification of the material to be handled shall not exceed OFFICIAL-SENSITIVE in nature. | | | | | | |
| A.7.c | All personal data processed under this Contract is to be treated in accordance with the Data Protection Act 2018.  The Establishment Security Officer (ESyO) works within STU and will advise on the control of entry policy. | | | | | | |
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| **A.8** | **Site Access** | | | | | | |
| A.8.a | Control Of entry policy for DSPG will advise on specifics, though STU where the cse will be delivered, houses the ESyO who is best placed to advise and articulate risk to the CO as required. If the contractor has appropriate vetting, they may be afforded an unescorted pass. If not, they will be on an escorted pass, escorted by STU personnel and access, suitably managed. | | | | | | |
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| **A.9** | **Safety and Environmental Provisions** | | | | | | |
| A.9.a | When on the Site the Contractor is to comply with all MOD Safety, Health and Environmental Protection regulations and policy. | | | | | | |
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| **A.10** | **Hours of Operation and Times of Delivery** | | | | | | |
| A.10.a | All services to the Site shall be delivered between the hours of 08:00 – 17:00 on weekdays with exception of recognised UK Bank Holidays and Public Holidays. | | | | | | |
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| **A.11** | **Quality Assurance** | | | | | | |
| A.11.a | A Standard Quality Assurance Requirements Checklist (SQARC) will be finalised by a Licensed Government QA Practitioner within the Defence Quality Assurance Field Force (DQAFF). If deemed appropriate for this contract the specific conditions will be provided and the Commercial Officer will ensure that any potential supplier has the relevant quality controls and processes. | | | | | | |
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| **A.12** | **Contract Monitoring** | | | | | | |
| A.12.a | For the purposes of contract monitoring, representatives of the Contractor will routinely report to the Designated Officer on the performance of the Contract. | | | | | | |
| A.12.b | The Contractor is responsible for the performance of the Contract by any sub-contractors or other agents working on behalf of the Contractor. The Contractor is to deal with any issues relating to any sub-contractors or other agents working on behalf of the Contractor, this however does not exclude sub-contractors or other agents working on behalf of the Contractor from attending any Contract Monitoring meeting or contributing to any report where it is appropriate for such sub-contractors or other agents to do so. | | | | | | |
| A.12.c | If any sub-contractors or other agents working on behalf of the Contractor are found unsuitable, for whatever reason, the Contractor is to engage with the relevant sub-contractors or other agents to broker a resolution. | | | | | | |
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|  | |  |  | | --- | --- | | **A.13** | **Personnel Qualification Requirements and Training** | |  |  | |  |  | | A.13.a | The Contractor’s Personnel require the qualifications detailed at Annex A. | | A.13.b | The Contractor is responsible for the sourcing of the appropriate training for the Contractor’s Personnel unless otherwise noted at Annex B. Where the MOD is delivering the training then the Contractor and Contractor’s Personnel are to quote the Contract Reference Number and relevant Commercial Officer when booking any training for verification of the validity of training need under the Contract. | | A.13.c | The Contractor is responsible for all costs for training of the Contractor’s Personnel in order to meet their obligations under the Contract unless otherwise noted at Annex B. | |  |  | | **A.14** | **Certification and Accreditation** | |  |  | | A.14.a | ISO 27001 Lead Auditor training course is certified by the CQI and IRCA approved Training Provider. |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **B** | **Deliverable Requirements** | | | | | Ref | Requirement | Additional Information | Quantity | Standard of Performance | |  |  |  |  |  | | B.1 | *Formal technical training of military personnel in the principles of Information Security, specifically as a Lead auditor.* | *Provide a classroom-based training course delivered within the working week (Mon – Fri in no more than 5 days) which instructs trainees on the principles of Information Security, specifically as a Lead auditor, progressing trainees Information Assurance knowledge and skills.* | *Estimated training required:*  *24 personnel per training year* | *On completion of the cse All personnel in attendance to be certified ISMS ISO/IEC 27001: 2022 version (or newer) Lead Auditor.* | |  |  |  |  |  | | B.2  B.3  B.4 | *Provide appropriate course documentation, accompanying learning material and certificates.*  *Ongoing engagement with the training school.*  *Changes to course.* | *Produce training materials that cover the course content and will provide a reference guide to be retained by the trainee after the course.*  *Engagement with DSPG, in particular, prior to and just after the delivery of the course required. Informal governance to be conducted annually and a formal process to be carried out at the 2 yr point with both DSPG and Designated Officer (TRA) to negotiate changes for yr 3, where required.*  *To inform Designated Officer (TRA) and DSPG (TP) of any intended changes to the course content.* | *All course trainees* | *In the interest of Continuous improvement.*  *No changes to be made without engagement.* | | | | | | | |
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**Annex A**

**Personnel Qualification Requirements and Training**

| **Qualification or Training** | **Relevant Item(s) of the SoR** | **Responsibility for Delivery of the Qualification or Training** | **Responsibility for Payment of the Qualification or Training** |
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| All relevant facilitator and specific specialist training required for the external provider to deliver this proposed course is the responsibility of the training provider and not the MOD | A.1.a |  |  |
| ISO27001 Lead Auditor (Essential) | A.1.a | Contracted trg provider | Contracted trg provider |
| UK Security Clearance level: ‘SC’ (Essential) | A.1.a | Contracted trg provider | Contracted trg provider |
| Member, IISP (Chartered Institute of Information Security Professionals) (Desirable) | A.1.a | Contracted trg provider | Contracted trg provider |
| EC-Council Certified Ethical Hacker (i/p) (Desirable) | A.1.a | Contracted trg provider | Contracted trg provider |
| Certified Information Security Professional (CISSP) (i/p) (Desirable) | A.1.a | Contracted trg provider | Contracted trg provider |