



Large Boat Aerial Delivery

Draft Contract Schedule 7 (Contract Deliverable(s) Documents)

DOCUMENT CONFIGURATION CONTROL**Document Information**

Title & Sub-title:	Contract Deliverable(s) Documents
Document No:	Schedule 7
Filename:	20230926-706048451-LBAD Schedule 7_Contract Deliverable(s) Documents v1.1-OS
Version:	1.0
Date:	26/09/2023

Version Control

Version	Issue Date	Description of Change	Page(s) Amended	Issued By
1.0	26/09/2023	Initial Document	N/A	Andrew Morris

1. CONTRACTOR DELIVERABLE DOCUMENTATION

- 1.1. The Contractor shall deliver against all its Contractor Deliverables as specified in the Statement of Requirements (SOR) (Schedule 2).
- 1.2. The Contractor Deliverable Documentation is as detailed below in Table 1 and such documentation shall be compliant with the detailed criteria set out in the applicable Data Item Description (DID) as detailed within Annex 1 to this Schedule 7.
- 1.3. In accordance with SOR (Schedule 2), the Authority may reject Contractor Deliverable Documentation that does not comply with the individual document requirements as identified in each DID below and/or the acceptance criteria detailed in Schedule 12 (Acceptance) of this Contract. In these instances, the Contractor shall rectify and resubmit the relevant document until Authority acceptance is achieved.
- 1.4. Required delivery dates and acceptance / rejection criteria for all Contract Deliverable Documents are set out within this Schedule 7 & iaw Schedule 12 Acceptance.
- 1.5. In the event of any conflict, inconsistency or discrepancy between the below table and this Contract, the terms of the Contract shall take precedence.

Table 1 – Contractor Deliverable Documentation

CDD Number	Contractor Deliverable Document Title	DID No.	Delivery Date	Acceptance / Rejection
CDD 1	Contractor Delivery Plan (CDP)	DID 1	In accordance with Statement of Requirement Section 3.1	In accordance with Statement of Requirement Section 3.1
CDD 2	Contract Master Schedule (CMS)	DID 2	In accordance with Statement of Requirement Section 3.2	In accordance with Statement of Requirement Section 3.2
CDD 3	Configuration Management Plan (CMP)	DID 3	In accordance with Statement of Requirement Section 3.3	In accordance with Statement of Requirement Section 3.3
CDD 4	Obsolescence Management Plan (OMP)	DID 4	In accordance with Statement of Requirement Section 3.4	In accordance with Statement of Requirement Section 3.4
CDD 5	Engineering Management Plan (EMP)	DID 5	In accordance with Statement of Requirement Section 3.5	In accordance with Statement of Requirement Section 3.5
CDD 6	Safety Management Plan (SMP)	DID 6	In accordance with Statement of Requirement Section 3.6	In accordance with Statement of Requirement Section 3.6
CDD 7	Hazard Log Report (HLR)	DID 7	In accordance with Statement of Requirement Section 3.7	In accordance with Statement of Requirement Section 3.7
CDD 8	Programmable Elements Safety Summary (PESS) Report	DID 8	In accordance with Statement of Requirement Section 3.8	In accordance with Statement of Requirement Section 3.8
CDD 9	Environmental Document Pack (EDP)	DID 9	In accordance with Statement of Requirement Section 3.9	In accordance with Statement of Requirement Section 3.9

CDD Number	Contractor Deliverable Document Title	DID No.	Delivery Date	Acceptance / Rejection
CDD 10	Human Factors Integration Plan (HFIP) (Including HFI Plan Annexes)	DID 10	In accordance with Statement of Requirement Section 3.10	In accordance with Statement of Requirement Section 3.10
CDD 11	Availability, Reliability and Maintainability Plan (ARMP)	DID 11	In accordance with Statement of Requirement Section 3.11	In accordance with Statement of Requirement Section 3.11
CDD 12	Test Reports and Results	DID 12	In accordance with Statement of Requirement Section 3.12	In accordance with Statement of Requirement Section 3.12
CDD 13	Service and Support Management Plan (SSMP)	DID 13	In accordance with Statement of Requirement Section 3.13	In accordance with Statement of Requirement Section 3.13
CDD 14	Disposal Plan (DP)	DID 14	In accordance with Statement of Requirement Section 3.14	In accordance with Statement of Requirement Section 3.14
CDD 15	Certificates Of Design (CoD)	DID 15	In accordance with Statement of Requirement Section 3.15	In accordance with Statement of Requirement Section 3.15
CDD 16	Equipment Safety Assessment	DID 16	In accordance with Statement of Requirement Section 3.16	In accordance with Statement of Requirement Section 3.16
CDD 17	Legislation & Standards Register	DID 17	In accordance with Statement of Requirement Section 3.17	In accordance with Statement of Requirement Section 3.17
CDD 18	Quality Plan (QP)	DID 18	In accordance with Statement of Requirement Section 3.18	In accordance with Statement of Requirement Section 3.18
CDD 19	Social Value Plan (SVP)	DID 19	In accordance with Statement of Requirement Section 3.20	In accordance with Statement of Requirement Section 3.20

CDD Number	Contractor Deliverable Document Title	DID No.	Delivery Date	Acceptance / Rejection
CDD 20	Technical Publications Management Plan (TPMP)	DID 20	In accordance with Statement of Requirement Section 3.21	In accordance with Statement of Requirement Section 3.21
CDD 21	Exit Management Plan (EMP)	DID 21	In accordance with Statement of Requirement 3.19	In accordance with Statement of Requirement Section 3.19

Annex 1 – Data Item Descriptions (DID)

1. Table 2 below provides a list of the Data Item Descriptions (DID) applicable to the Contractor Deliverables and which are detailed within the DID tables provided below:

DID No.	DID Title
1	Contractor Delivery Plan (CDP)
2	Contract Master Schedule (CMS)
3	Configuration Management Plan (CMP)
4	Obsolescence Management Plan (OMP)
5	Engineering Management Plan (EMP)
6	Safety Management Plan (SMP)
7	Hazard Log Report (HLR)
8	Programmable Elements Safety Summary (PESS) Report
9	Environmental Document Pack (EDP)
10	Human Factors Integration Plan (HFIP) (Including HFI Plan Annexes)
11	Availability, Reliability and Maintainability Plan (ARMP)
12	Test Reports and Results
13	Service and Support Management Plan (SSMP)
14	Disposal Plan (DP)
15	Certificates Of Design (CoD)
16	Equipment Safety Assessment
17	Legislation & Standards Register
18	Quality Plan (QP)
19	Social Value Plan (SVP)
20	Technical Publications Management Plan (TPMP)
21	Exit Management Plan (EMP)

Table 2 - Data Item Descriptions (DID) List

DATA ITEM DESCRIPTION 1	
Title	Contractor Delivery Plan

BACKGROUND INFORMATION

The Contractor shall provide a Contractor Delivery Plan (CDP) at Tender response submission that defines the management approach and activities they will undertake to ensure the provision of all Contractor Deliverables in accordance with Schedule 2, Statement of Requirements (SOR) to meet the performance requirements in the LBAD System Requirements Document (SRD).

The Authority requires delivery of Contractor Deliverables: Spares Package 1, Tranche 1 (including tech publications), Support and Test Equipment 1 and Airdrop Payload Covers 1, as soon as possible post Contract award to enable Flight Trial 1 and the CDP must describe how the Contractor will achieve this, including risks and opportunities identified.

The Authority would like to understand how the Contractor will fulfil the requirement for the manufacture and delivery of Tranche 2, Spares Package 2, Support and Test Equipment 2 and Airdrop Payload Covers 2.

The Authority requires details of the further optional Tranches (3, 4 and 5), Schedule 2 SOR (Item Numbers 1.9, 1.10 and 1.11) and the CDP must describe how the Contractor will achieve this, including manufacture and delivery lead times.

The Authority requires manufacture and delivery lead times for any other options in the SOR.

DELIVERABLE DOCUMENT

A CDP is to be in MS Office format, tailored for the LBAD requirements, describing all LBAD Contractor Deliverables.

DOCUMENT REQUIREMENTS

The Contractor shall provide a CDP containing the following information:

- Contract Management Plan;
- Tranche 1 and related Equipment (including a description of the manufacture and delivery lead times)
 - A detailed breakdown (Illustrated Parts Catalogue) of Tranche 1;
 - A detailed breakdown (including quantities) of its proposed Spares Package 1;
 - A duly completed DEFFORM 82a in accordance with DEFCON 82;
 - A detailed breakdown of Air Drop Payload Cover 1
 - A detailed breakdown of required Support and Test Equipment 1 (including quantities)
 - The Contractor is to identify the quantities, purpose and function, of all Support and Test Equipment needed for the maintenance and operation of the LBAD System

- A description of how the Contractor will deliver Tranche 1 and associated Contractor Deliverables to RAF Brize Norton. If the Contractor intends to phase the delivery it shall detail the phases, their delivery dates and the equipment included in each phase;
- Tranche 2 and related Equipment (including a description of the manufacture and delivery lead times)
 - A detailed breakdown (Illustrated Parts Catalogue) of Tranche 2;
 - A detailed breakdown (including quantities) of its proposed Spares Package 2;
 - A duly completed DEFFORM 82a in accordance with DEFCON 82;
 - A detailed breakdown of Air Drop Payload Covers 2
 - A detailed breakdown of required Support and Test Equipment 2
 - The Contractor is to identify the quantities, purpose and function, of all Support and Test Equipment needed for the maintenance and operation of the LBAD System in support of Tranche 2 (SOR item 1.6) Deliverables.
 - A description of how the Contractor will deliver Tranche 2 and associated Contractor Deliverables to RAF Brize Norton/Depot (as applicable). If the Contractor intends to phase the delivery it shall detail the phases, their delivery dates and the equipment included in each phase;
- Optional Tranches 3, 4 and 5
 - A detailed breakdown (Illustrated Parts Catalogue) of Tranches 3, 4 and 5
 - A description of how the Contractor will deliver Tranches 3, 4 and 5 Contractor Deliverables to the Authority's nominated Depot
 - A description of the lead times for manufacture and delivery of the Tranches 3, 4 and 5
- A duly completed Spares Price List in accordance with Schedule 11 of the Contract, to include Firm Prices for the Contractor's recommended full range of Spares as detailed within the DEFFORM 82a submission.
- The CDP shall outline the Contractor's proposed approach to achieving effective communications with the Authority to ensure positive engagement and buy-in throughout the delivery of the contract.
- The CDP shall list the Contractor's associated Assumptions and Dependencies.
- The CDP shall define the Contractor's confidence level of their ability and resource provision to deliver to their quoted timescales
- The CDP shall include a Risk Register, including Opportunities, associated with the Contractor's provision of all Contractor Deliverables.
 - Each risk/opportunity shall have a title, description, owner, probability, impact and associated mitigations.

PROGRESS REPORTS

A Delivery Plan report shall be provided every 2 months as part of the Contract Delivery Report. Details of which are contained in the SOR.

Updated Risk Register shall be provided every 2 months as part of the Contract Delivery Report. Details of which are contained in the SOR.

DATA ITEM DESCRIPTION 2	
Title	Contract Master Schedule

BACKGROUND INFORMATION

The Contract Master Schedule (CMS) shall be provided as part of the Tender response and subsequently maintained by the Contractor up to delivery of Tranche 5 as listed in the SOR at Section 1 line item 1.11.

The CMS shall describe contracted activities, milestones and decision points to enable all deliverables of the contract to be achieved. The CMS shall enable up to date schedule status through a comparison of the current schedule status and approved baseline schedule.

The activities and milestones in the CMS shall reflect the narrative descriptions which the Contractor has provided in its Contractor Delivery Plan.

The CMS will be used by the Authority and Contractor to monitor and control the delivery of all equipment contract.

DELIVERABLE DOCUMENT

- A CMS for the LBAD project, in Microsoft Project (or Primavera 6) format, that accurately reflects the Contractor Delivery Plan and covers provision of all Contractor Deliverables.
- A Schedule Risk Analysis conducted against the CMS.

DOCUMENT REQUIREMENTS

- The CMS shall be capable of comparing planned and current forecast data displayed as a Gantt chart:
 - A listing of all tasks, together with planned (baseline and current progress including forecast) and actual start and finish dates;
 - A listing of project milestones (to include all contract milestones) together with original, rescheduled, forecast and actual completion dates;

All activity durations within the schedule shall be in days unless otherwise agreed by the Authority;

- All resource units within the schedule shall be in hours and costs shall be in Great British Pounds Sterling unless otherwise agreed by the Authority.
- The CMS shall identify the following aspects of the Contractor Delivery Plan:
 - Activities and associated durations;
 - Forecast for all LBAD Contractor Deliverables, including Contract Options;
 - Milestones, including Contract Milestones, Milestone Payments and significant project events;
 - The relationships and dependencies of activities and associated milestones that are to be completed within the scope of this contract;
 - Earliest and latest start and finish dates for all activities and associated milestones;
 - Critical Path, list of activities on the critical path and those that are near the critical path from start through to completion of the contract;

- Subcontracting schedules to include all sub-contract activities and outputs at the appropriate level of detail, reflecting complexity and risk;
- Any Authority dependencies (e.g. all Design Acceptance Reviews);
- All non-working time such as holidays and known disruptions;
- An accompanying narrative to explain details in the CMS.

PROGRESS REPORTS

- A CMS schedule update shall be provided every two (2) months as part of the Contract Delivery Report. Details of which are contained in the SOR.

DATA ITEM DESCRIPTION 3	
Title	Configuration Management Plan

BACKGROUND INFORMATION

The Configuration Management Plan (CMP) shall be supplied at Tender response submission, that identifies the Contractor's approach and description of how Configuration Management of the LBAD System will be conducted through the duration of the Contract. An updated version of the CMP shall be issued every twelve (12) months from the date of Contract award.

The Authority requires the Contractor to manage, monitor and report on the LBAD System configuration throughout the duration of the contract. These requirements are set out in the Schedule 2, of the Statement of Requirement (SOR).

DELIVERABLE DOCUMENT

- The CMP for the LBAD Contract is to be delivered in Microsoft Word/Excel format.

DOCUMENT REQUIREMENTS

- The Contractor shall deliver a CMP that will clearly define the Configuration Management activities for the contract in accordance with MOD DEFSTAN 05-57 Issue 6.
- The CMP shall include a description of the how the Contractor will manage the following information for the duration of the Contract:
 - Configuration Management Requirements & Responsibility
 - Configuration Identification & Documentation
 - Configuration Change Management, to include initiation, identification and documentation
 - Configuration Accounting
 - Configuration Audit
 - Configuration Reporting
 - Technical documentation validation plan

DATA ITEM DESCRIPTION 4	
Title	Obsolescence Management Plan

BACKGROUND INFORMATION

The Authority requires the Contractor to produce an Obsolescence Management Plan (OMP) at Tender response submission, that identifies how it will be managed through the duration of the LBAD Contract. It is to be updated annually by the Contractor throughout the life of the Contract.

The Authority requires the Contractor to monitor, manage and report on obsolescence risk throughout the duration of the contract. These requirements are set out within Schedule 2 (Statement of Requirement).

DELIVERABLE DOCUMENT

- The OMP for the LBAD Contract is to be delivered in Microsoft Word/Excel format.

DOCUMENT REQUIREMENTS

- The OMP shall describe how the Contractor will approach and manage the risk of LBAD obsolescence for the duration of the Contract against the following headings:
 - Introduction (Including overall perceived obsolescence risk of the Contract);
 - Purpose and scope;
 - Obsolescence Management;
 - Historic obsolescence rates for the proposed LBAD solution;
 - Obsolescence strategy;
 - Known Obsolescence risks;
 - Forecast of obsolescence risk across the Bill Of Material at component level;

DATA ITEM DESCRIPTION 5	
Title	Engineering Management Plan (EMP)

BACKGROUND INFORMATION

A robust and realistic Engineering Management Plan (EMP) shall be provided at Tender response submission and subsequently maintained and up-issued annually by the Contractor for the duration of the Contract.

The EMP shall detail the Contractor's systems engineering processes and procedures it shall use to deliver its obligations under contract, for all phases of the Contract.

The agreed EMP will be used by the Authority and the Contractor to monitor and understand all engineering information required to deliver the Contract.

DELIVERABLE DOCUMENT

- An EMP for the LBAD requirement, as defined below. To be delivered using MS Office and/or pdf formats.

DOCUMENT REQUIREMENTS

The EMP shall include but is not limited to the following:

- An introductory section which describes:
 - The scope of the document.
 - Relationship with other plans.
 - Document Status.
- A list of referenced documents and specifications.
- A system architecture description for the LBAD System, including:
 - An architectural description which identifies the main systems, sub-systems and components and how they are connected and interact. This shall include:
 - Descriptions of their function.
 - System Architectural design drivers.
- Organisational Structure, including:
 - Engineering Team Construct.
 - Working Groups for Engineering and design.
- Systems Engineering and Design Principles, including:
 - Processes for elicited sub-system requirements.
- Integration of Transverse Engineering disciplines, including:
 - Human Factors.
 - Safety.
 - Security.
 - ARM&T.
 - Environmental.

- Design for Supportability.
- The approach to maximise the use of Open Standards;
- Engineering tools used and the function these tools will perform. To include development, manufacture, integration and support activities;
- Management of Systems of Systems Integration including a description of the approach to be employed to manage and agree system integration whilst working with other suppliers and shall address both the technical solution and relationships.
- Technology Management to include:
 - The approach for capturing, agreeing and monitoring project and technical assumptions.
 - The proposed approach for the assessment and management of Technology, Design, Integration and System maturity.
 - Reuse of existing products and technologies and the impact on in service support.

DATA ITEM DESCRIPTION 6	
Title	Safety Management Plan

BACKGROUND INFORMATION

The Contractor is required to deliver Safety documents in accordance with Defence Standard (DEF STAN) 00-056 – Safety Management Requirements for Defence Systems.

This information will be used by the Authority and the Contractor to maintain compliance with the DEF STAN requirements for the duration of the Contract.

DELIVERABLE DOCUMENT

- A Safety Management Plan for the LBAD System, in accordance with the guidance laid down in the DID at Appendix 7 to Annex C in Part 2 of DEF STAN 00-056.
- Where Programmable Elements (PE)¹ are present in the main deliverable LBAD System or associated test systems; the Safety Management Plan shall also meet the requirements of a PE Safety Management Plan, in accordance with the guidance laid down in the DID at Annex H in Part 1 of DEF STAN 00-055.

DOCUMENT REQUIREMENTS

- The Contractor shall define and implement a coherent approach to management of all safety-relevant activities, throughout the life of the Contract and document their approach in a Safety Management Plan.
- The Safety Management Plan shall be reviewed, as a minimum, once per annum and on major project events or changes to the System (e.g., any Design Acceptance Review, or equipment modification) and be provided to the Authority as a Contract document.

¹ DEF STAN 00-056 defines PE as, "PSS that is implemented in software or programmable hardware, which includes any device that can be customised, e.g. ASICs [Application Specific Integrated Circuits], PLDs [Programmable Logic Devices] and FPGAs [Field Programmable Gate Arrays]".

DATA ITEM DESCRIPTION 7	
Title	Hazard Log Report

BACKGROUND INFORMATION

The Contractor is required at Tender response submission to deliver Safety documents including Hazard Log Reports in accordance with Defence Standard (DEF STAN) 00-056 – Safety Management Requirements for Defence Systems.

This information will be used by the Authority and the Contractor to maintain compliance with the DEF STAN requirements for the duration of the Contract.

DELIVERABLE DOCUMENT AND FORMAT

- A Hazard Log Report for the LBAD System, in accordance with the guidance laid down in the DID at Appendix 6 to Annex C in Part 2 of DEF STAN 00-056.

DOCUMENT REQUIREMENTS

- A Hazard Log Report is a snapshot of the Hazard Log status on a given date. The System's Hazard Log is a continuously evolving record (database or document) which should be maintained with the LBAD System throughout its lifecycle.
- Hazard Log Reports must be capable of showing the linkages between Hazards, Accidents and Controls, i.e. which hazards could lead to which potential Accidents, possibly with many-to-many relationships, and which controls relate to which hazards and accidents. They must also differentiate between controls which are already in place and those which are being considered or planned.
- Hazard Log Reports will be produced for the purpose of review (e.g. by the Safety Committee, the ISA or Stakeholders) to communicate current or changed status of the Hazard Log, as detailed in the Safety Management Plan.

DATA ITEM DESCRIPTION 8	
Title	Programmable Elements Safety Summary Report

BACKGROUND INFORMATION

The Contractor is required to deliver at Tender response submission, an Programmable Elements Safety documents in accordance with Defence Standard (DEF STAN) 00-055 – Requirements for Safety of Programmable Elements (PE) in Defence Systems.

This information will be used by the Authority and the successful Contractor to maintain compliance with the DEF STAN requirements for the duration of the Contract.

DELIVERABLE DOCUMENT AND FORMAT

Where PE² are present in the main deliverable system or associated test systems; a PE Safety Summary (PESS) Report for the LBAD System, in accordance with the guidance laid down in the DID at Annex G in Part 1 of DEF STAN 00-055.

DOCUMENT REQUIREMENTS

- The PESS should summarise safety performance of PE. It should not be as extensive as the safety justification and analysis of the system Safety Assessment Report (SAR) but include elements that may not be in the SAR. This should include all the inherent / intrinsic risks that are part of the PE design but mitigated. These mitigations may be current limitation of use, valid assumptions in the environment and dependencies always available in the current PE in-service use.
- The PESS safety justification is a summary and should be succinct and not extensive but must highlight / summarise all the safety properties identified in the information set, particularly those not in the system SAR. The PESS should highlight any potential safety issues and how they are controlled.

² DEF STAN 00-056 defines PE as, "PSS that is implemented in software or programmable hardware, which includes any device that can be customised, e.g. ASICs [Application Specific Integrated Circuits], PLDs [Programmable Logic Devices] and FPGAs [Field Programmable Gate Arrays]".

DATA ITEM DESCRIPTION 9	
Title	Environmental Document Pack

BACKGROUND INFORMATION

The Contractor is required at Tender response submission to deliver Environmental documents as referenced within the appropriate Defence Standard (DEF STAN 00-051).

The Environmental Document Pack shall contain the Contractor's documents as stipulated in the appropriate Annex of DEF STAN 00-051.

This information will be used by the Authority and the Contractor to maintain compliance with the DEF STAN 00-051 requirements for the duration of the contract.

DELIVERABLE DOCUMENT

- An Environmental Document Pack for the LBAD requirement, as defined below.

DOCUMENT REQUIREMENTS

- The Contractor shall deliver all documents as defined by Data Item Descriptions (DIDs) that are referenced in Annex B of Chapter 2 of DEF STAN 00-051. This includes delivery of:
 - Environmental Management Plan, including Hazardous Material management.
 - Register of Environmental Standards.
 - Environmental Impact Screening and Scoping Report.
 - Environmental Impact Management Report.
 - Environmental Case Report.
 - Carbon Reduction Plan (PPN 06/21) Relevant to this procurement.

DATA ITEM DESCRIPTION 10	
Title	Human Factors Integration Plan

BACKGROUND INFORMATION

The Authority considers the human element within any system as crucial and mandates that all risks and management of Human Factors is documented and managed throughout the lifecycle of a project. The Contractor is required to deliver a Human Factors Integration (HFI) Plan as referenced within the appropriate Defence Standard (DEF STAN).

This information will be used by the Authority and the Contractor to maintain HFI compliance with the DEF STAN requirements for the duration of the Contract.

The aim of the LBAD HFIP is to provide both the Contractor and the Authority with assurance that the design of the solution will address all appropriate aspects of Human Factors, to enable the users to use the system safely and effectively, under all operating conditions.

The LBAD HFIP shall define the Contractor's approach to integrating all aspects of Human Factors into the LBAD System lifecycle. The Contractor's HFIP shall describe their approach to managing HFI, across the following HFI Process Stages: HFI 4.0 'Detailed System Design', HFI 5.0 'Test and Acceptance' and HFI 6.0 'In-Service Feedback'.

Upon Contract Award, the HFIP and its contents may form a subsection of a larger document such as the Engineering Management Plan or Integrated Support Plan, if agreed with the Authority's LBAD HFI Focus (HFIF).

DELIVERABLE DOCUMENTS

- A Human Factors Integration Plan for the LBAD requirement, which should also include the annex HFI related artefacts, as defined below.

DOCUMENT REQUIREMENTS

- The Contractor shall produce the LBAD HFIP in accordance with the HFI process outlined in Def Standard 00-251, and the guidance provided in the HFI Management System (HuFIMS) on the Knowledge in Defence (KiD) website. Process Leaflets, Process Product Descriptions, Terms of Reference and Technical Guides available on HuFIMS shall be utilised.
- The LBAD HFIP shall, as a minimum include:
 - A summary of the Contract.
 - The objectives, scope, purpose and structure of the HFIP.
 - Full details of the milestones, outputs and deliverables.
 - An outline of how HFI will support other project activities and disciplines, for example Safety, ILS, Reliability and Maintainability (R&M), and Training.
 - Details of any critical HFI Risks/Issues and planned mitigations.

- A description of how the Contractor HFI RAIDO Register will be managed through the programme lifecycle and input to the Authority HFI RAIDO Register.
- Details regarding compliance with the Human Factors System Requirements (HFSRs).
- Details regarding compliance with the Human Factors Process Requirement (HFPRs).
- An organisation chart identifying the individuals who will be responsible for HFI and their roles and responsibilities (including sub-contractors).
- Full details (*curriculum vitae*) of the HFI Suitably Qualified and Experienced Persons (SQEP) who will work on the project, including identifying who will be responsible for project management and for liaising with the Authority (i.e., the 'HFI Manager'(HFIM)).
- Details of how any sub-contractor HFI activities will be defined and managed, including details of how, if necessary, Human Factors System Requirements (HFSRs) will be flowed down to sub-contractors.
- Contain the following annexes:
 - Contractor's HFI RAIDO Register. - To provide a means for recording, tracking and addressing the HFI RAIDOs (also collectively known as HFI Considerations), through the course of the project. This should contain a clear delineation of both HFI design related risks and HFI programme related risks. There should be a focus on mission-critical and safety-critical risks.
 - HFI Case Report - To provide an evidence-based argument summarising all HFI activity and evidence produced by the Contractor during the development of the LBAD Capability and that HFI has been effectively implemented in the design of the LBAD capability.
 - HFI Log – To provide summary details of HF-led or HF-supported events including, but not limited to, meetings, workshops, trials, walkthroughs, mock-up assessments and Subject Matter Expert (SME) engagements.
 - HFI Detailed Test Report – To detail the purpose, methods, results, conclusions and any recommendations from any HFI test and evaluation activities/analyses that have been conducted.
- Following Contract Award, the LBAD HFIP shall further include:
 - A summary of the contracted SOR.
 - A schedule of the HFI management activities, provided as an annex. Utilisation of a schedule as an annex can be expected to facilitate updates to the HFIP. This shall align with the programme master schedule and other associated plans.
 - Details of any critical HFI Risks/Issues and planned mitigations.
 - Details of plans for managing Off The Shelf (OTS) Solution related issues acceptance.
 - An outline of how Human Factors has been and will continue to be integrated into the wider project via relevant stakeholders across disciplines to ensure the integration of HFI.
 - A description of the inter-relationships with other contract documents.

- An HFI Register of all planned Human Factors-led and Human Factors-supported meetings.
- A description of how HFI management decisions will be made through the course of the contract.
- Detail the Contractor's methods for monitoring and controlling progress against the plan.
- Detail how progress shall be reported to the Authority.

Applicable Standards, Governance & Relevant Documentation:

- Joint Service Publication 912 'Human Factors Integration for Defence Systems'
- Defence Standard 00-251 'Human Factors Integration for Defence Systems'.
- HFI Plan: Solution Provider Process Product Description (Available in HuFIMS)³.
- HFI Case Report Process Product Description (Available in HuFIMS)¹.
- HFI RAIDO Register Product Description (Available in HuFIMS)¹.
- HFI Detailed Test Report Process Product Description (Available in HuFIMS)¹.

³ <http://aof.uwh.diif.r.mil.uk/aofcontent/tactical/hfi/index.htm>

DATA ITEM DESCRIPTION 11	
Title	Availability, Reliability and Maintainability (ARM) Plan

BACKGROUND INFORMATION

Availability, reliability and maintainability (AR&M) are vital performance characteristics that impact upon the operational availability and the effectiveness and the whole life costs of defence material. It is fundamental that from the start of the contract, the AR&M information is continuously analysed, and progressively reviewed by the Authority and the Contractor. Unrealistic, unnecessary or unclear AR&M information will lead to non-essential and wasteful expenditure in resources, time and effort; and may result in failure to meet the needs of the Authority.

This information will be used by the Authority and the successful Contractor to maintain AR&M compliance with the DEF STAN requirements for the duration of the Contract.

DELIVERABLE DOCUMENT

- An Availability, Reliability and Maintainability Plan, tailored for the LBAD requirement, as defined below.
- R&M Case Reports.

DOCUMENT REQUIREMENTS

- The Contractor shall deliver an Availability, Reliability and Maintainability Plan that shall include, but is not limited to, the following information:
 - Introduction:
 - Purpose and Scope
 - AR&M Requirement Summary
 - AR&M Organisation & Interfaces
 - R&M Case Reports, in accordance with DEF STAN 00-040, to include:
 - Data selection, data storage & data flow.
 - Methodologies, Tools & Techniques.
 - The procedure for implementing the requirements of a Failure Modes, Effects and Criticality Analysis (FMECA).
 - A description of the procedure for implementing the requirements of Reliability-Centred Maintenance (RCM).
 - A description of the procedure for implementing the requirements of a Level of Repair Analysis (LORA).

DATA ITEM DESCRIPTION 12	
Title	Test Reports and Results

BACKGROUND INFORMATION

Provision of Test Reports and Results at Tender response submission, to provide the Authority with confidence within the performance and capabilities of a system, the processes and procedures to develop the equipment and the ability to meet requirements.

DELIVERABLE DOCUMENT

- All Test Reports and Results meeting the minimum level of information defined below.

DOCUMENT REQUIREMENTS

- The Contractor shall provide any Test Reports which detail the outcome of a conducted test.
- As a minimum, test reports shall include:
 - Summary of test purpose and requirements under test
 - References to applicable test plans, schedules, procedures and scenarios
 - Summary of Test Equipment and Test Environment including serial numbers and any software versions
 - Summary of Results
 - Detailed Results
 - Analysis
 - List of Conclusions
 - List of issues identified
 - List of recommendations to investigate outstanding issues, including:
 - Issue owner
 - Agreed action
 - Timescales for completion
 - List of Waivers
- It is accepted that some reports may be issued by other Agencies and may have 'restrictions' until on Contract. In this case these Test Reports must be referenced in this document, to allow the Authority to negotiate with source.

DATA ITEM DESCRIPTION 13	
Title	Service and Support Management Plan

BACKGROUND INFORMATION

The Service and Support Management Plan (SSMP) submitted at Tender response submission, shall identify the Contractor's approach to the delivery of the Authority's Support Management requirements. It is to be updated annually by the Contractor throughout the life of the Contract.

DELIVERABLE DOCUMENT

- An SSMP in MS Office format covering all the Document Requirements set out below.

DOCUMENT REQUIREMENTS

- The SSMP shall include a description of how the Contractor will provide and manage the following:
 - Spares modelling – a description of how the Contractor has modelled Spares Package 1 (20 descents) and Spares Package 2 (60 descents) Contract Deliverables (DEFCON 82).
 - A description of the Contractors Supply Chain.
 - A list of which LBAD equipment has (and has not been) codified with a NATO Stock Number (NSN). If equipment hasn't been codified a description of the Contractor's plan to achieve codification should be included (DEFCON 117)
 - NSN codification – a description of how the Contractor will ensure that all equipment procured under the contract, including Spares, is NATO codified. How the Contractor will rectify any situation where duplicate NSNs for identical items are found. How the Contractor will inform the Authority of any changes to items that may affect their codification.
 - Packaging – how the Contractor will ensure that all equipment is packed, labelled, barcoded prior to delivery (DEFCON 129, DEFSTAN 81-41)
 - Transportation – how the Contractor will safely transport LBAD spares and equipment to and from the Authority (STANAG 2828 and 42-80)
 - Spares Re-provision – how the contractor will ensure sufficient spares remain available to support the Authority requirement of 40 LBAD descents per annum.
 - A description of how the Contractor intends to set up, implement and operate the following services:
 - Fault Investigation;
 - Technical Query;
 - Maintenance and Repair;
 - Quality Occurrence Report investigations;
 - How the Contractor would manage repair and overhaul of LBAD equipment
 - A description of any risks associated with the delivery of support to the LBAD spares and equipment including the services.

DATA ITEM DESCRIPTION 14	
Title	Disposal Plan

BACKGROUND INFORMATION

The Disposal Plan (DP) Submitted at Tender response submission, shall identify the Contractor's approach and description of how Disposal will be conducted to meet the programme requirements. It is to be updated by the contractor throughout the life of the contract, subject to Authority acceptance.

Disposal Planning will address the requirements for ensuring that all parts of the LBAD capability can be safely and economically disposed of at the end of system life. Where a particular design feature requires a special disposal method the Contractor must justify this. The Contractor must ensure that details of all hazardous material used in the production of the LBAD system should be documented and that this document is maintained through the equipment's service life.

DELIVERABLE DOCUMENT

- The DP for the LBAD Contract is to be delivered in Microsoft Word/Excel format, tailored to the requirement, covering all phases.

DOCUMENT REQUIREMENTS

- The Contractor shall produce a DP in accordance with Defence Logistics Framework (DLF). The Defence Equipment Sales Authority (DESA) is the lead for the disposal of all Authority assets. DLF Inventory Management provides Authority guidance and policy for Disposal Planning. Disposal Planning will address the requirements for ensuring that all Contractor Deliverables can be economically disposed of at the end of system life.
- Where a particular design feature requires a special disposal method the Contractor must justify this. The Contractor must ensure that details of all hazardous material used in the production of the system are documented and that this document is maintained throughout the project lifecycle.
- The Contractor is to identify how they could support the disposal process including, but not limited to:
 - Provision of advice on sale / destruction.
 - Support for disposal to other markets.
 - Providing general information for supporting transfer of equipment.
- The Contractor's response as part of the DP will help to determine the best method for disposal at the end of the equipment's life.
- The DP shall include, but is not limited to, the following information:
 - Introduction
 - Disposal requirements
 - Hazardous equipment/substances
 - Security caveated or Sensitive equipment

DATA ITEM DESCRIPTION 15	
Title	Certificate of Design

BACKGROUND INFORMATION

Certificates of Design are required at tender submission to support any Authority recommendations toward safety, compliance and configuration of any equipment.

The Certificate of Design will be used by the Authority and the Contractor to monitor and understand Configuration Management of all LBAD equipment.

DELIVERABLE DOCUMENT

- A Certificate of Design for all LBAD equipment in accordance with MAA RA 5103.

DOCUMENT REQUIREMENTS

- Signed Certificate of Design complete with all supporting reference documents, written in accordance with MAA RA 5103.
- Certificate of Design will include issue number.

DATA ITEM DESCRIPTION 16	
Title	Equipment Safety Assessment

BACKGROUND INFORMATION

Military Air Systems, in this case Airborne Equipment (AE), are complex and often have unique and emerging capabilities that present complicated developmental challenges; moreover, the operation of AE could present a foreseeable and credible Risk to Life (RtL). A simple risk assessment will not be sufficient to assess the potential impact of these RtL, whereas the use of a Design Organisation (DO) Safety Assessment Report (SAR) case provides the ability to develop the Airborne Equipment Safety Assessment Report (AE SAR) to understand the cumulative and/or interrelated risks from the use of the LBAD System.

DELIVERABLE DOCUMENT

A DO Equipment Safety Assessment for the LBAD system

DOCUMENT REQUIREMENTS

- The Contractor shall undertake and deliver a DO Safety Assessment Report (SAR) at Tender response submission, for the complete LBAD System. The assessment shall follow the Acceptable Means of Compliance (1) as stated within MAA RA 1205 and regard the complete system as an 'Air System' for applicability of the RA.
- A complete LBAD Equipment Safety Assessment demonstrating required certification of the safety of the capability and equipment.

DATA ITEM DESCRIPTION 17	
Title	Legislation / Standards Register

BACKGROUND INFORMATION

The Authority is required to maintain a record of all applicable legislation and standards applied to its equipment provided by a Contractor.

DELIVERABLE DOCUMENT

- A legislation/standards register which must contain, but is not limited to, the following essential information below:

DOCUMENT REQUIREMENTS

- Document to be submitted at Tender response submission.
- Executive Summary:
 - The executive summary should enable the Duty Holder⁴ to provide assurance to the stakeholders that they are content that all applicable and relevant legislation and standards have been captured and are up to date.
 - Any applicable legislation currently being assessed is to be identified in the executive summary with an indication of the expected impact.
- Introduction:
 - A brief description of the system, providing the means to associate the legislation with the system.
 - A summary of how legislation and standards are recorded in the legislation/standards register, identifying roles and responsibilities for managing the register.
 - A summary of the process for capturing, reviewing and managing of legislation and standards.
- Register - The register is to contain all applicable and relevant legislation/standards which:
 - Extends to the UK. (including Defence Standards).
 - Is made in the UK and extends outside its boundaries. (including STANAGS).
 - Has been used by the Project to support a non-compliance against relevant legislation or mandatory defence standard.
 - Has been used by the Project because there are no alternative directly relevant legislation or defence standard.
- Against each item recorded in the legislation register, the following information must be recorded:
 - Title.

⁴ Military Aviation Authority (MAA), Regulatory Articles (RA 1020) defines the Roles & Responsibilities of the "Duty Holder"

- Reference, including version and date.
- Brief summary.
- Category:
 - Mandatory - Legislation or standards that are mandated for the system/programme;
 - 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.
 - Guidance – Legislation or standards that are being used as guidance as there is no alternative or relevant legislation or standard.
 - Status (Future, Current, Obsolete).
- Against each item recorded in the legislation register, where possible the following information should be recorded:
 - Reference to source of legislation or standard, i.e. from where the documentation was acquired.
 - Anticipated review / update date.
 - Owner (organisation) of legislation or standard.
 - Reference of previous version (if applicable), and brief summary of changes since previous issue.
- New / Revised Legislation and Standards
 - 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 register, taking into consideration and recording:
 - Date of implementation.
 - Scope of the legislation or standard, against the system and operational role.
 - Context of changes, noting that some changes are mandatory to resolve urgent safety/operational issues.
 - Impact Assessment:
 - Review of legislation / standard to determine the differences;
 - Impact assessment of identified changes against the current system/programme;

DATA ITEM DESCRIPTION 18	
Title	Quality Plan

BACKGROUND INFORMATION

JSP 940 directs the MOD Policy for Government Quality Assurance and directs that the Authority only places contracts with Suppliers who can demonstrate that they have a Quality Management System appropriate for the products or services being acquired. In order to assure this requirement is met, the contract will be subject to the requirements of AQAP 2310 Edition B Version 2 Dated January 2022. Part of the AQAP 2310 requirement is the provision of a Quality Plan generated to meet the requirements of AQAP 2105.

DELIVERABLE DOCUMENT

- A Quality Plan that meets the requirements of the latest version of AQAP 2105.
- The draft Quality Plan (QP) shall be delivered for Authority review with the tender, a full QP shall be provided for Authority review and acceptance within three (3) months of Contract award.

DOCUMENT REQUIREMENTS

- The Contractor shall submit at Tender response submission, an acceptable QP that addresses the contractual requirements.
- The QP shall:
 - Describe and document the quality management system requirements, making reference, where applicable, to the "company-wide" quality management system;
 - Describe and document the planning of the product realisation in terms of quality requirements for the product, needed resources, required control activities (verification, validation, monitoring, inspection, testing), and acceptance criteria. This shall include specific arrangements and communication requirements where work is to be conducted at locations external to the Contractor's premises.
 - Document and maintain traceability of requirements from the planning process by including a requirement and solution compliance matrix, justifying Contractor's belief of fulfilment of all contractual requirements (making reference where applicable).
- The QP shall be reviewed periodically by the supplier, or when any significant changes are made to the Contract, as a minimum at each development and production phase. The QP is to be amended/reissued when contractual or supplier related changes occur. Revisions to the QP shall be submitted to the Authority in accordance with the Contractors defined change control procedure and shall be submitted without any unnecessary delay. The Contractor's procedure for the amendment and review of the QP shall be included in the QP.
- The Contractor shall ensure that any changes related to the QP are controlled, with the identity, approval status, version and date of issue and details of these changes are clearly identified in the QP.

NOTE:

- **Contractual requirement for the content of the Quality Plan is established in AQAP 2105 “NATO requirements for Deliverable Quality Plans.”**
- Review of a draft plan during tender assessment will provide the Authority with an indication of how the tenderer's quality system will deal with perceived risks. The draft quality plan will be viewed as ‘information only’ for the provision of assurance for the management of quality by a supplier.
- Requirement and solution compliance matrix can be a part of the QP or a separate document as an annex to it.

DATA ITEM DESCRIPTION 19	
Title	Social Value Plan

BACKGROUND INFORMATION

The Contractor is required to conduct social value as part of the Government Commercial Function's Social Value Model (SVM).

Overview:

Social Value (SV) has a lasting impact on individuals, communities, and the environment. Government has a huge opportunity and responsibility to maximise benefits effectively and comprehensively through its commercial activity. It cannot afford not to. A missed opportunity to deliver social value may lead to costs that the taxpayer has to absorb elsewhere through public procurement.

A competitive and diverse supply landscape can help to deliver innovation in public services, manage risk and provide greater value for taxpayers' money.

As a result, the SVM has been created, which details 5 Themes, 8 Policy Outcomes and 24 Model Award Criteria (MACs). The use of the SVM is mandatory in all central government procurements using Public Contracting Regulations (PCR) 2015 and Defence and Security Public Contracting Regulations (DSPCR) 2011 above financial threshold and exempt procurements.

For this LBAD Contract the following defence theme has been selected as most relevant:

Theme		Policy Outcome	MAC Reference	MAC Title
3	Fighting climate change	Deliver additional environmental benefits in the performance of this contract including working towards net zero greenhouse gas emissions.	4.1	Additional environmental benefits

Alongside the Standard Reporting Metrics (SRM), SV Value Key Performance Indicators (KPIs) will be used within this Contract. It is therefore important that measurable commitments, which can be delivered in the context of the LBAD Contract, are included in the Tenderer's response.

Further Social Value Guidance can be found:

- [Social Value Model \(SVM\), Government Commercial Function, Edition 1.1 – 3 Dec 20](#)
- [Guide to Using the Social Value Model, Government Commercial Function, Edition 1.1 – 3 Dec 20](#)
- [Social Value Model Quick Reference Table, Government Commercial Function, Edition 1.1 – 3 Dec 20](#)

Aim

The aim of the following SVM MACs is to understand the Tenderer's Social Value Commitment that this procurement programme will provide within the geographical location(s) that it will be delivered from.

In your written response (at Tender response submission, you should provide convincing arguments, including suitable evidence, of **What** your understanding of SV is, in relation to this procurement, and **How** you will instil confidence in the Authority in your ability to deliver against the SV requirements for this LBAD procurement.

A list of some of the key response documents that the Authority would expect you to provide are provided below. Within the overall word limit you should supplement your written submission with other documents you consider will build confidence in your ability to maximise SV Commitments.

You should provide:

- Your 'Method Statement,' stating how your commitment meets the SV Model Award Criteria (MAC) and how you will achieve this;
- a timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals. You should include but not be limited to:
 - timed action plan
 - use of metrics
 - tools/processes used to gather data
 - reporting
 - feedback and improvement
 - transparency
- how you will influence your: staff, supply chains, third party suppliers, customers, and communities through the delivery of the contract to support the Policy Outcome, e.g., engagement, co-design/creation, training, and education, partnering/collaborating, volunteering.

Alongside commitments against the SRMs, the Tenderer's method statement will form the basis of KPI's and jointly managed throughout the life of the Contract.

The Tenderer's response will set out the additional SV benefits that they will deliver against the Policy Outcomes for this procurement. It is not sufficient to only reference/use to their Corporate Social Responsibility (CSR) and or Environmental, Social and Governance (ESG) documents.

DELIVERABLE DOCUMENT

- A SV plan tailored to deliver the SV theme in accordance to the guidance above and in the table below.
- A maximum of 5,000 words.

DOCUMENT REQUIREMENTS

- SV Plan
 - Method Statement explain how the Contract will deliver the social value theme
 - A timed project plan and process
 - Methods of influencing stakeholders
- Contractor's proposed reporting metrics
 - These will form the basis of the SV KPI metrics
- Contractor's current performance against the SV theme
- Result/Outcome from implementing SV through delivery of this Contract

Theme		Policy Outcome		MAC	4.1	Title: Deliver additional environmental benefits in the performance of the Contract including working towards net zero greenhouse gas emissions.
3	Fighting Climate Change	Effective stewardship of the environment				
			Model Evaluation Question (MEQ)	<p>Using a maximum of 5,000 words describe the commitment your organisation will make to ensure that opportunities under the contract deliver the Policy Outcome and Model Award Criteria (MAC). Please include:</p> <ul style="list-style-type: none"> • your 'Method Statement', stating how you will achieve this and how your commitment meets the Award Criteria, and • a timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals. You should include but not be limited to: <ul style="list-style-type: none"> ○ timed action plan ○ use of metrics ○ tools/processes used to gather data ○ reporting ○ feedback and improvement ○ transparency 		
			Sub-Criteria for MAC:	Additional environmental benefits		
			Model Response Guidance:	<p>Activities that demonstrate and describe the tenderer's existing or planned:</p> <ul style="list-style-type: none"> • Understanding of additional environmental benefits in the performance of the contract, including working towards net zero greenhouse gas emissions. 		
			Illustrative examples:	<ul style="list-style-type: none"> • Conducting pre-contract engagement activities with a diverse range of organisations in the market to support the delivery of additional environmental benefits in the performance of the contract. • Collaborative way of working with the supply chain to deliver additional environmental benefits in the performance of the contract, including working towards net zero greenhouse gas emissions. • Delivery of additional environmental benefits through the performance of the contract, including working towards net zero greenhouse gas emissions. Illustrative examples: <ul style="list-style-type: none"> ○ Enhancing the natural environment such as habitat creation, increasing biodiversity such as increased numbers of pollinators. ○ Green space creation in and around buildings in towns and cities, e.g. green walls, utilising roof tops for plants and pollinators. ○ Improving air quality. 		
			Standard Reporting Metrics	<ul style="list-style-type: none"> • Number of people-hours spent protecting and improving the environment under the Contract, by UK region. • Number of green spaces created under the Contract, by UK region. • Annual: <ul style="list-style-type: none"> ○ Reduction in emissions of greenhouse gases arising from the performance of the contract, measured in metric tonnes carbon dioxide equivalents (MTCDE). ○ Reduction in water use arising from the performance of the contract, measured in litres. ○ Reduction in waste to landfill arising from the performance of the Contract, measured in metric tonnes. 		

DATA ITEM DESCRIPTION 20	
Title	Technical Publications Management Plan

BACKGROUND INFORMATION

The Technical Publications Management Plan (TPMP) identifies the Contractor's approach and description of how the Technical Publications will be managed through the duration of the LBAD Contract. It is to be reviewed annually, and updated if required, by the Contractor throughout the duration of the Contractor.

DELIVERABLE DOCUMENT

The TPMP for the LBAD Contract is to be delivered in Microsoft Word/Excel format.

DOCUMENT REQUIREMENTS

The TPMP submitted at Tender response submission, shall describe how the Contractor will approach and manage the issue and subsequent updates of the Technical Publications against the following Requirements:

- The Contractor shall be responsible for the preparation, supply and routine update of all Air Publications (APs) and Illustrated Parts Catalogues (IPC), as a minimum listed in Table 1 below. Where requested by the Authority, the Contractor shall also prepare and supply both new AP editions and amendments to support the complete LBAD System. Information provided within these APs will be used to develop Authority publications (i.e Aircrew Pubs and ATOM) in conjunction with Flight Trial results.
- The initial issue of all Technical Publications is to be completed within three (3) months of Contract Award. APs shall be subject to Authority review prior to submission of final version, for acceptance by the Authority.
- The Air Publications Delivery Schedule shall be reported to the Authority as part of the Contract Tasking Report.
- Unless otherwise directed by the Authority, the Contractor shall comply with the Air Engineering Toolkit – Process 11 and DEFSTAN 00-601 part 4.
- All APs shall be published electronically, by the Authority, on Technical Documents Online (TDOL) rather than controlled in hard copy.
- Where directed by the Authority, the Contractor may also be required to submit draft publications to third parties.
- The Contractor shall review and reissue each AP listed in Table 1 every six (6) months for the first 2 years of the Contract and then annually thereafter.
- The Contractor shall use the Unsatisfactory Feature Report (UFR) process, using a MOD F765, to accompany the amendment of any AP. UFRs must be progressed in line with mandatory timescales assigned to the UFR, defined by the Authority on a case by case basis. As per the following timescales:

Routine – where the suggested change has no direct airworthiness or safety implications and can be issued at future Contractor periodic updates and will be completed within one year.

Rapid – where the suggested change is considered to have airworthiness implications and must be completed within three (3) months with using Contractor periodic updates or other means.

Immediate – where the suggested change is considered to have serious airworthiness implications, it must be promulgated to all users within 24 hours and completed within twenty-eight (28) calendar days.

- The Contractor shall maintain an Air Publications Delivery Schedule for each AP. This shall include but is not limited to:
 - The Serial Number
 - Publication Title
 - Last Update Date
 - Last Review Date
 - Next Scheduled Review Date
- As far as practicable, the Contractor shall stagger the delivery of AP updates across the six-monthly update period to ensure there is a 'steady state' and not a surge in AP review activity.
- As part of the Air Publications Delivery Schedule, the Contractor shall report a log of each F765 raised against each AP for the duration of the Contract. (Contract Tasking Report – details in Section 5 of Schedule 2 (SOR)). The log shall include:
 - Date received from the Authority
 - AP against which the F765 was raised against
 - Forecasted completion date
 - Actual completion date
 - Status (Open/Closed)
- The Contractor shall ensure that the Authority has the right to copy, amend, extend and circulate any AP or part thereof for any United Kingdom Government purpose. The Authority shall not carry out any AP amendments or changes as described above without notifying the Contractor, who shall share responsibility for configuration management of the APs.

Table 1: List of Air Publications (Applicable at a System level and equally for sub-component level (e.g Platform, Parachutes, Ancillaries))

Serial No. (all Topics)	Publication Title
101P-00xx	General and Technical Information (Topic 1 – Maintenance Manuals)
101P-00xx	General Orders and Modifications (Topic 2)
101P-00xx	Illustrated Parts Catalogue (Topic 3)
101P-00xx	Basic Maintenance Schedule (Topic 5)
101P-00xx	System component life data (Topic 5A1) – to be added to existing documentation
101P-00xx	Repair and Reconditioning Procedures (Topic 6)
101P-00xx	Preservation, Packaging, Transportation and Storage Procedures (Topic 7)
101P-00xx	General Orders and Special Instructions (Topic 2R1) – to be added to existing documentation
108C-xxxx	Component Maintenance Manual (required for all ancillary equipment)

DATA ITEM DESCRIPTION 21	
Title	Exit Management Plan

BACKGROUND INFORMATION

The *Contractor* shall comply with its obligations relating to Exit (including, without limitation, for the provision of an Exit Management Plan. A first draft of the Exit Management Plan shall be submitted by the Contractor at Tender submission and version one three (3) months post Contract award and updated annually thereafter. In addition, the *Contractor* shall prepare and deliver to the *Authority* an Exit Management Plan which:

- Sets out the *Contractor's* proposed methodology for achieving an orderly transition of the *services* from the *Contractor* to the *Authority* and/or a Replacement Contractor on the expiry or termination of this Contract; and
- Is otherwise reasonably satisfactory to the *Authority*.

DELIVERABLE DOCUMENT

A Exit Management Plan for the LBAD contract is to be delivered in Microsoft Word

DOCUMENT REQUIREMENTS

- The Exit Management Plan, shall include, as a minimum, the following:
 - how the Exit Information is obtained and provided to the *Authority*;
 - The assets which will be required to continue the provision of the *services* for the life of the LBAD System;
 - How continuity of supply of spares will be maintained through the life of the LBAD System;
 - Management structure to be employed during the Transfer Period;
 - A detailed description of both the transfer and cessation processes, including a timetable;
 - How the *services* will transfer to the Replacement Contractor and/or the *Authority*, including details of the processes, documentation, data transfer (including data format), systems migration, security and details of all hardware and software required to provide the *services*;
 - Provisions for the transfer to the *Authority* and/or any Replacement Contractor of all knowledge reasonably required for the provision of the *services* which may, as appropriate, include information, records and documents;
 - A timetable and critical issues for transferring the *services*;
 - Procedures to deal with requests made by the *Authority* and/or a Replacement Contractor for information relevant to the *services*;

- The scope of the Core Transfer Services that may be required for the benefit of the *Authority* and/or a Replacement Contractor;
- How the Transfer Services would be provided (if required) during the Transfer Period; and
- How each of the issues set out in this DID will be addressed to facilitate the transition of the *services* from the *Contractor* to the Replacement Contractor and/or the *Authority* with the aim of ensuring that there is no disruption to or degradation of the *services* during the Transfer Period.