

The Contractor's Participation in Integrated Test, Evaluation and Assessment Activities

BACKGROUND

Purpose

1. This Instruction is the means by which the Authority communicates and maintains the procedures to be followed when planning and conducting acceptance activity. The Authority, in conjunction with the User, is responsible for gathering and presenting the evidence to the Sponsor to demonstrate that Military Capability (MC) has been delivered and may, therefore, be accepted into service. The Contractor is responsible for proving that the Measure of Performance (MOP) for each System Requirement (SR) is met and thereby proving compliance with the System Requirement Document (SRD).

2. This will be accomplished through the capture of all Validation and Verification (V+V) evidence detailed in the Systems Acceptance Test (SAT) table within the DOORS application, a copy of which is attached. The SAT table will be used to prove compliance with the SRD and will be the main tool used to achieve System Acceptance. This table details the activity and evidence required to support acceptance of the SRs noting that some SRs require multiple layers of evidence to prove compliance whilst other SATs provide evidence of compliance against multiple SRs. This information is captured in the Verification, Validation and Acceptance Matrix (VVRM), attached, which describes the link between SATs, SRs and ultimately User Requirements (URs).

CONTRACTORS RESPONSIBILITY

Validation and Verification (V+V) Plan

1. The Contractor shall provide a draft V + V Plan as part of the ITN submission. This plan shall identify the V+V activity, timings and resources that will prove compliance with each serial within the SAT. A detailed V+V Plan shall be provided no later than 4 weeks post contract award.

2. This information will be transferred to the master DOORs document by the Requirements Manager (RM) who owns the Integrated Test Evaluation and Acceptance Plan (ITEAP) on behalf of the Sponsor.

3. It shall explicitly identify any GFX (facilities, equipment, manpower, skill sets, military trade groups etc.) that will be required to support system design and testing.

4. The V+V Plan will include, as a minimum, the following Contractor led V+V activity. The V+V methods described at the end of this document are stated in the SAT table against each test; the use of any other method must be presented to the authority with justification as to why this method is preferred and how it will provide the necessary evidence. The Authority reserves the right to refuse alternative methods of testing, in which case the V&V activities described in this document will need to be adhered to.

a. **Preliminary Design Review** –Where a panel of SMEs including the User, will be presented with the preliminary design of the CWSS equipment modules. This will enable the design to be de-risked and areas of potential concern to be highlighted. Note: - advice/guidance at this stage is not acceptance of the design; onus is still on the Contractor to prove the requirements.

b. **Critical Design Review** – Where a panel of SMEs including the User will be presented with the design of the CWSS equipment modules. This will ensure that the no further areas of concern remain. Note: - advice/guidance at this stage is not acceptance of the design; onus is still on the Contractor to prove the requirements.

- c. **Factory Acceptance Testing** – Where evidence to support the acceptance case can begin to be gathered.
- d. **Sub-system Testing** – Where further evidence to support the acceptance case shall be gathered.
- e. **System Integration Testing** – Where further evidence to support the acceptance case shall be gathered.
- f. **Module Testing** – Where further evidence to support the acceptance case shall be gathered.

5. Where possible a pre-defined test method, British Standards (BS), International Standards Organization (ISO), Defence Standards (Def Stans) or other recognized standards and test methodology, as directed in the SAT table and shall be adhered to. If no pre-defined standards exist then the Contractor shall provide a detailed Test Specification, (including but not limited to, the methodology to be employed to prove compliance with the system requirement, the requirements which can be assessed, test script, etc.) for each element of V+V activity at least 4 weeks before each activity is scheduled to occur.

Alternative Evidence

6. The Contractor may already have evidence to support acceptance using alternative testing regimes other than those that described in the SAT. The Contractor may present evidence of acceptance activity against these alternative standards as a substitute for re-testing. The decision to accept alternative evidence as a substitute for re-testing, against standards detailed in the SAT, remains with the Authority. When presenting alternative evidence the Contractor shall provide the following information to support a decision by the Authority: -

- a. Alternative test standard and methodology used.
- b. Variations to subject equipment from that presented for CWSS.
- c. Customer for which evidence was submitted for acceptance.

Long Term Partnering Agreement (LTPA)

7. The MoD owns a range of test facilities that are managed under the Long Term Partnering Agreement with QinetiQ. As MoD owned facilities the Authority is not charged for the use of these facilities other than costs arising from the use of consumable and personnel costs incurred as a result of testing outside of core hours. When planning V+V activity the Contractor is to use the cost of the use of these facilities against any proposed alternative facilities. The Contractor remains responsible to fund the trials but can take advantage of the Authorities reduced rates agreed with QinetiQ.

8. Use of LTPA facilities is not mandated however alternative facilities must present a better Value for Money (VfM) alternative to the MoD over use of the LTPA facilities. The Authority reserves the right to mandate LTPA where alternative facilities do not represent best VfM. The Authority will provide points of contact for the LTPA however responsibility for organising and funding the trials remain with the Contractor.

Validation and Verification Evidence

9. The Contractor shall provide a weekly, written, update, by exception, of all V&V activity conducted in the preceding week to the Project Manager and Requirements Manager. This must include a statement of compliance or non-compliance with the system requirement for each element. Verbal notification shall be made within 48 hours of any emerging non compliances.

10. The Contractor shall provide a full and detailed test report within 4 weeks which presents the data from the acceptance activity in full and clearly articulates the arguments for compliance with the system requirement or the reasons for non-compliance.

Validation and Verification, Requirements Matrix (VVRM)

11. The Contractor shall track and record all V+V activity on a COPY of the DOORS database SAT Table supplied by the Authority. Responsibility for updating the MASTER SAT Table remains with the Utilities RM as the owner of the ITEAP.

12. The Contractor shall enter all V+V activity into the SAT Table within 4 weeks of the Joint Evaluation Team (JET) confirming that the evidence presented for a particular activity is acceptable and proves the system requirement. The JET will begin to provide assurance once the V+V data is sufficiently mature. Prior to this time the Contractor shall maintain the SAT Table on a monthly basis and provide updates for incorporation into the MASTER SAT Table. A soft copy of all supporting evidence shall also be provided to the Authority to allow the compiling of evidence for the Sponsor to be conducted.

13. In the instance that the JET assess that the requirement has not been met or that confidence in the evidence presented is low, the Contractor shall propose remedial action and changes to the Acceptance Schedule for agreement by the Authority within 10 working days. The Authority shall confirm his agreement with the remedial action within 5 working days.

14. An Excel or Word working copy of the SAT Table may be used for ease of communication. The master SAT Table is held in the DOORS database which the Utilities RM shall maintain.

User Trial

15. Whilst the User Trial is an Authority led activity, it will require equipment and support from the Contractor to be successful. The full extent of this support will be included in the detailed trial plan and made available to the Contractor no later than 8 working weeks before the User Trial is scheduled to begin, but for planning purposes the following should be assumed as a minimum requirement (Serial a. and b of this list should be delivered in time for the trial to begin. Serials c. d. and e. should be made available 4 working weeks before the User Trial): -

- a. First Off of each equipment module.
- b. Personnel to train the trial troops in the safe and correct operation of the equipment.
- c. Draft AESPs for the equipment, including cats 201, 421(if appropriate), 511, 521 and 601.
- d. Certificates of Conformity for the equipment.
- e. An appropriately mature Safety and Environmental Case report.

16. Additionally the Contractor shall provide a physical presence at the trial site for the duration of the trials. This individual should be intimately knowledgeable of the systems being

trialled, in order to be able to provide advice, guidance and 1st hand feedback on any arising issues.

Safety

17. The Contractor shall be responsible for all elements of safety during the Contractor led V+V activity. This shall include but is not limited to, the provision of Risk Assessments for the activity, PPE (unless requested as GFE), appropriate training, SQEP personnel, a suitable Safety and Environmental Case, etc.

The Authority's Responsibilities

VVRM

18. The Authority shall provide the Contractor with a Copy of DOORs documents and maintain the DOORs MASTER documents.

Joint Evaluation Team

19. The Authority will convene a JET comprised of key acceptance stakeholders from across the project's stakeholder community, as required, to confirm that each element of V+V activity has proved compliance with the system requirements as required. This will be done

20. Where the Authority assesses that the evidence presented does not prove the system requirement, the Authority will inform the Contractor in writing within 5 working days of the JET meeting.

21. The Authority shall confirm his agreement with the remedial action proposal within 5 working days.

V+V Activity Evidence

22. The Authority is responsible for retaining all V+V activity evidence presented.

User Trial

23. The Authority is responsible for the development of the detailed trial plan, the provision of a testing site and SQEP troops to conduct the trial. On completion of the User Trials, the Contractor will be supplied with copies of the reports. Any failure to comply with the Contract shall be identified during the User Trials and shall be rectified by the Contractor, within the contract price, prior to System Acceptance.

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Item	Quantity	Unit	Description	Material	Brand	Model	Specification	Notes	Remarks	Remarks	Remarks

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