Schedule 9
Fused Target Locator – Reconnaissance
Project & Engineering
Statement of Work (SOW)

Version 3
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DOCUMENT CONFIGURATION CONTROL

This document is managed by STSP DCC STA-PM3. 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.

A new issue of the document will be produced upon completion of each project phase.

Version No	Date	Affected Pages	Description of Change	Amendment Incorporated by
(a)	(b)	(c)	(d)	(e)
1.0	10/03/21	All	1st draft issue	RG
2.0	10/03/21	Eng	Engineering Review (Pete Shepherd)	RG
3.0	10/03/21	Risk	Risk Review (Darren Calafato)	RG
4.0	11/03/21	Safety	Safety Review (KP)	RG

FOREWORD

[REDACTED]

STATEMENT OF WORK (SOW)

The Contractor shall ensure Programme/Prime Contractor activities are coordinated and coherent, enabling successful delivery of the Fused Target Locator – R (FTL-R) to Performance, Time and Cost parameters. The SOW covers the following processes:

Section 1	Project Schedule
Section 2	Project Reviews & Progress Reports
Section 3	Risk & Opportunity Management
Section 4	System Acceptance (SA) Process
Section 5	Engineering
Section 6	Safety

PLANS AND REPORTS

The following list summarises the deliverable documents that shall be provided by the Contractor as evidence that they have processes and procedures in place to meet or have met their Project & Engineering Management obligations.

a. **Documents required in the delivery of Project & Engineering Management**

(1) Project Schedule
(2) Project Progress Reports
(3) Factory Acceptance Test (FAT) Evidence
(4) RiskManagement Plan
(5) Safety and Environmental Management Plan (SEMP)
(6) Safety & Environmental Case Report (SECR) Part2
(7) Technical Design Safety Assessment (DSA)

SECTION 1 - PROJECT SCHEDULE

1.1 The Contractor must:

(i) plan, manage, coordinate, and administer all aspects of the Agreement, including the administration of any subcontractors; and

(ii) establish effective controls for the delivery of the Contract and Deliverables; and

(iii) 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 must provide a detailed Project Schedule in the form of a Gantt Chart which identifies all tasks required to bring FTL-R into service from contract award and must include:

- Task description
- Task duration
- Task start and finish dates
- Component procurement
- Licencing applications
- Sub-contractor deliveries
- Manufacturing process and assembly
- First Article Inspection
- Factory Acceptance Testing
- Quality Assurance
- Initial equipment delivery to support Authority Acceptance trials
- System Acceptance Trials (assume 5 working days)
- All deliverables as per the Delivery Plan including breakdown of each ILS deliverable
- Identify task dependencies through linking of tasks.
- All tasks must have successors and predecessors, except for start and finish Milestones.
- Identify all project Milestones.
- Identify tasks on the critical path
- Total float on each task.
- Produce resource histogram by month from contract award to final delivery.
- Provide identifiable dates of financial commitment (including totals) to support project accruals and financial planning.

SECTION 2 - PROJECT REVIEWS AND PROGRESS REPORTS

2.1 Project Review meetings will be held initially on a monthly basis. The frequency of these Project Review meetings will vary as the contract progresses. The Contractor shall invite the Authority to all Project Review meetings giving not less than seven calendar days' notice. The meetings shall be held at a venue agreed with the Authority and will cover as minimum the following topics:

- Agreement of the minutes of the previous meeting
- Review of actions from previous meeting

- Financial Review
- Project Schedule/progress report
- Contracted requirements
- Safety and environmental
- Contract performance review
- Subcontractor performance review
- Supply chain activities
- Risk Review
- Quality management issues
- Supportability / ILS
- Joint action register

2.2 The Contractor shall be responsible for taking the minutes and these shall be submitted to the Authority for review within seven calendar days of each meeting. These shall be agreed at the next meeting.

2.3 The Contractor shall support the Authority in delivering a cost effective FTL solution 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.

2.4 The Contractor shall provide every two weeks by close of play on Thursday, Project Schedule and Project Progress update reports to the FTL Project Manager until Equipment Delivery Date (EDD) is achieved, after which reports shall be provided once a month on the last working Thursday of the month until final delivery is complete.

2.5 The Progress Report shall detail the Contractor's progress and planned activity against each of the contracts deliverable elements as listed below:

(i) System Design
(ii) Equipment Manufacture
(iii) Spares Provision
(iv) Technical Documentation
(v) Safety Documentation

2.6 The Contractor shall produce and maintain a joint action register. The Contractor shall hold weekly telecons to primarily record and review project actions including status and progress to completion on a day and time to be mutually agreed with the Authority from contract award until final delivery is complete.

SECTION 3 - RISK AND OPPORTUNITY MANAGEMENT

3.1 The Contractor shall Produce a Risk Management Plan (RMP) in accordance with JSP 892, describing how the Contractor will identify, assess, respond, monitor & record and manage risks, issues and opportunities in a structured and timely manner to ensure risks are mitigated.

3.2 Risk will be managed in accordance with the RMP with all project Risk/Issue (including opportunity) recorded in the Risk Register during the life of FTL-R contract and reviewed at all Project Review meetings stated at Section 2.

3.2 The Contractor shall provide and maintain the Joint Project Risk and Opportunities Register which will be issue prior to all Project Reviews and made available on request to the Authority.

3.3 The Risk and Opportunities Register must include:

- Identifier
- Description
- Event
- Cause
- Consequence/impact
- Risk owner
- Pre mitigation probability score
- Pre mitigation impact score against Performance, Cost Time (PCT)
- Pre-Mitigated Risk Score derived from the Probability Impact Diagram (PID)
- Mitigation action(s)
- Treatment strategy (Treat, Tolerate, Transfer)
- Action Owner.
- Action completion date.
- Post mitigation probability
- Post mitigation impact score against PCT
- Post Mitigated Risk Score derived from the PID
- Fall back plan
- Risk status (Closed, Draft and Live Risk)
- Identify in the schedule the task that the risk will likely impact? (List Task ID).

SECTION 4 – SYSTEM ACCEPTANCE (SA) PROCESS

4.1 Schedule 8 to Contract Number. 700936368 details the acceptance procedures for all deliverables under the contract as stated in Schedule 2 – Schedule of Requirements

SECTION 5 - ENGINEERING

ENGINEERING

5.1 The Tenderer shall, as part of the Invitation To Tender (ITT) response, provide in accordance with CDRL-3:

5.2 The information detailed below, is to assist the DT in delivering a positive Design Safety Assessment (DSA). The information requirements set out below should be regarded as the minimum:

a. Vertical drop - systems submitted for test must have been subjected to a proving test, in accordance with DEFSTAN 00-035, Pt 3, Issue 5, Chap 2-04, Test M4.

b. Identify lifed items - clearly identify the design life of components which either affect safety or functioning of the system.

c. Interchangeability - identify any component within the system that is not interchangeable and detail how its uniqueness to a particular system is identified.

d. Cleaning and User maintenance - provide a recommended cleaning and User maintenance regime for all the specified environments.

e. Extreme Service temperatures – state the upper and lower extreme Service temperatures

f. Instructions for use - provide detailed documentation covering the handling, operating/use and storage of the system under all the specified environmental conditions.

5.3 A SRD compliance report, demonstrating ability to satisfy technical Measure of Performance thresholds.

5.4 A Damage Modes Effects Analysis (DMEA) report, detailing likely damage under normal use, its impact, likely occurrence rate, and possible mitigation.

5.5 A Failure Modes Effects & Criticality Analysis (FMECA) Report, detailing likely failure modes under normal use, its impact, likely occurrence rate, and possible mitigation.

SECTION 6 - SAFETY

6.1 The Contractor shall provide a Safety and Environmental Management Plan (SEMP) in accordance with CDRL-3. The SEMP shall define and demonstrate how they are to implement a coherent approach to the management of all safety and environmental-related activities, throughout the life of the FTL contract. It should demonstrate the programmes of activities to generate the production of a Part 2 Safety and Environmental Case Report (SECR).

6.2 The Contractor shall provide a detailed Part 2 Safety and Environmental Case Report (SECR) in accordance with CDRL-3 on receipt of contract award. This document is an expansion on the Defence Safety Authority (DSA) report to include hazard log and environmental impact assessment supported by any manufacturing test/trials to demonstrate mitigations against inherit design/operating hazards.

6.3 The final delivery shall enable the Authority to exercise its rights as per the applicable DEFCONs of the terms and conditions of this contract. The Contractor should assume that the production of the Part 2 SECR will be an evolution of the existing Part 1 SECR which, along with the STSP Safety Environment Management Systems (SEMS), will be issued to the Contractor post contract let. The FTL Part 2 SECR shall be produced in accordance with DEFSTAN 00-56 Safety Management Requirements for Defence SystemsDSA02.DLSR.LSSR & DSA03.DLSR.LSSR Land System Safety & Environmental Protection Directive, JSP 375 parts 1 & 2 Management of Health & Safety on Defence, JSP 418 MOD Environmental Manual, Acquisition, Safety and Environmental Management Systems (ASEMS), Project Oriented Safety Management Systems (POSMS) and Project Oriented Environmental Management Systems (POEMS) as required under MOD policy.