



Maritime &
Coastguard
Agency

INVITATION TO TENDER

HYDROGRAPHIC SURVEY SERVICES IN UK AND EUROPEAN WATERS



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Coastguard
Agency

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1. Record of Changes

Version	Date	Status	Approved
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2. Abbreviated Terms

Abbreviation	Term
CHP	Civil Hydrography Programme
DAC	Data Archive Centre
DfT	Department for Transport
HI	Hydrographic Instruction
IHO	International Hydrographic Organization
ITT	Invitation to Tender
KPI	Key Performance Indicator
MBES	Multibeam Echosounder
MCA	Maritime & Coastguard Agency
MEDIN	Marine Environment Data and Information Network
OJEU	Official Journal of the European Union
RoS	Report of Survey
SAR	Search and Rescue
SBES	Single Beam Echosounder
SOLAS	Safety of Life at Sea
UKHO	United Kingdom Hydrographic Office

3. The Maritime & Coastguard Agency

The UK, as a contracting government to the United Nations' Convention of Safety of Life at Sea (SOLAS), has an obligation to 'arrange to collect and compile hydrographic data and to publish, disseminate and update all nautical information necessary for safe navigation' (SOLAS V, Regulation 9). The Maritime & Coastguard Agency (MCA) is an Executive Agency of the Department for Transport (DfT). The DfT has delegated the responsibility to meet this obligation to the MCA as the UK Maritime Administration.

The MCA is responsible throughout the UK for implementing and developing the UK Government's maritime safety and environmental protection policy. This includes co-ordinating Search and Rescue (SAR) at sea through Her Majesty's Coastguard 24 hours a day, and checking that ships meet UK and international safety rules. The MCA work to prevent the loss of lives at the coast and at sea, to ensure that ships and people are safe, and to prevent coastal pollution. The MCA's vision is to be the best maritime safety organisation in the world, driving progress towards Safer Lives, Safer Ships, Cleaner Seas.

The MCA provide a full range of search and rescue, counter pollution, survey, inspection and enforcement activities and has 12 major business activities:

- Survey
- Inspection
- Enforcement
- Ship Registration
- Navigation Services
- Strategic Prevention Design/Development
- Seafarers Services
- Search & Rescue
- Pollution Response & Salvage
- Stakeholder Communication
- Ministerial Services
- Regulatory Process

These activities are supported by support services responsible for providing a range of administrative functions including; infrastructure, MCA people, financial management & administration and corporate management.

In accordance with the Equality Act 2010, the MCA, in its capacity as a Public Body, has a statutory duty to eliminate unlawful discrimination, promote equality of opportunity and promote good relations between people from different groups. Contractors will be expected to ensure that the service they provide promotes Equality between the MCA and its customers and does not directly or indirectly discriminate on the grounds of Equality in accordance with both the Act and the Duty.

4. Introduction to Invitation to Tender

The Invitation to Tender (ITT) details the requirements for conducting Hydrographic Survey Services in UK and European Waters under the Medium Water work scope. The duration for any contract issued will be stated in the Official Journal of the European Union (OJEU) notice and the Contract Award Letter, e.g. between contract award and the end of March 2023. A summary of the Medium Water work scope and the project-specific details are detailed separately.

5. The UK Civil Hydrography Programme

The MCA plays a unique role within Government in discharging statutory hydrographic obligations under the United Nations' Safety of Life at Sea (SOLAS) Convention. The MCA funds, manages and delivers the UK Civil Hydrography Programme (CHP). The CHP is a multi-million-pound MCA-led Government initiative to prioritise, survey and map UK waters in order to keep UK nautical charts and publications current, safe and fit for purpose. The MCA delegates responsibility for data validation and charting to the UK Hydrographic Office (UKHO).

This multi-disciplined marine data gathering programme is targeted at areas of highest navigational safety risk. The CHP work scopes are divided as follows:

- Shallow Water
- Medium Water
- Routine Resurvey

Shallow Water refers to work typically in 0-200m water depths, predominantly shallower depths (less than 40m).

Medium Water refers to work typically in 0-200m water depths.

The UK CHP Survey Specification 2020 has been prepared in accordance with the 6th edition of the IHO Special Publication S-44 Standards for Hydrographic Surveys (2020). This Specification has evolved over time from previous iterations, with technical input and support from the UKHO, and contributions from other Maritime Administrations, Hydrographic Offices, contractors and other MCA and CHP stakeholders. The Specification details the requirements for hydrographic surveys undertaken on behalf of the MCA and is to be used in conjunction with the relevant project-specific contract documents to give comprehensive guidance for delivering the required services in their entirety. The UK CHP Survey Specification 2020 is provided in Annex A.

The CHP makes extensive use of Geographic Information Systems (GIS) to prioritise survey areas using a contemporary risk analysis methodology capable of reflecting the changing pressures of the maritime environment.

Much of the hydrographic survey work commissioned for the CHP is undertaken by contractors who gather and report hydrographic data using their own personnel, equipment and vessels. To ensure data is gathered to the highest possible quality for navigational charting, technical personnel from both the MCA and UKHO routinely visit survey vessels during scheduled operations to verify data integrity. Prior to final survey data being accepted from contractors, it passes through a rigorous quality assurance appraisal process at the UKHO, where checks are made against items such as data density, inter-line consistency, geodetic parameters and tidal observations, for example. Once data has passed verification, it is archived to the UKHO's hydrographic database ready for inclusion in their range of Admiralty products.

The MCA will issue Hydrographic Instructions (HIs) prior to the commencement of any survey operation. Each HI will, as a minimum, detail the survey area and any deviation from the generic survey specification and will be accompanied by a project data pack available from the UKHO.

There is no requirement to complete a HI prior to the vessel moving on to another HI. However, on completion of a HI, the data and a full Report of Survey shall be rendered in accordance with the UK CHP Survey Specification 2020.

The UKHO hosts the Marine Environment Data and Information Network (MEDIN) Data Archive Centre (DAC) for bathymetry data. Bathymetry data collected through the CHP are made freely available to visualise and download from <https://www.gov.uk/guidance/inspire-portal-and-medin-bathymetry-data-archive-centre>

The British Geological Survey hosts the MEDIN DAC for geology, geophysics and backscatter data. Backscatter data collected through the CHP are made freely available to visualise and download from <http://www.bgs.ac.uk/GeolIndex/offshore.htm>

6. Contract Management and Governance

The MCA is the Client. Throughout the life of this Contract, the MCA is required to ensure the effective and efficient management of the Contract and associated deliverables and ensure that key milestones are delivered in line with the appropriate specification and requirements. The governance and assurance processes and procedures that will be utilised are likely to include, but are not limited to, monitoring progress in line with key milestones, reporting progress, identifying risks to and mitigation measures for the delivery of deliverables, quality assurance of the deliverables and associated financial management.

6.1 Key Lines of Communication

The key points of contact responsible for the management of the Medium Water work scope are summarised below:

6.1.1 MCA

Roles	Responsibilities
Head of Hydrography & Meteorology	<ul style="list-style-type: none"> • Contract oversight and strategy • Technical operational queries • Technical office and vessel visits • Budgetary control
Hydrography Programme Lead	<ul style="list-style-type: none"> • Day-to-day operational programme management • Contract management and assurance • Point of contact for contractual and operational queries • Financial management and oversight of invoicing
Hydrography & Meteorology Programmes Co-ordinator	<ul style="list-style-type: none"> • Assistance with day-to-day operational programme monitoring • Financial/invoice management and related queries • Contract Progress meeting arrangements and actions • Data coverage payment milestone verification
Hydrography Lead	<ul style="list-style-type: none"> • Technical queries relating to UK CHP Survey Specification • Point of contact for operational technical issues • Technical office and vessel visits • Data coverage payment milestone verification

6.1.2 Contractor

The Contractor shall appoint a dedicated Project Manager (and deputy in their absence) who shall be the principle point of contact for the management and delivery for all aspects of the contract.

6.2 Contract Management

Contractor responsibilities for contract management are summarised below and in the following sub-sections:

- To attend a contract mobilisation meeting to confirm details of the processes and procedures surrounding the requirements for comprehensive contract and programme management.
- To provide, at the start of each financial year, a proposed/estimated schedule for completing the programme of HIs in their work scope and keep MCA apprised of any changes to timescales.
- To ensure that appropriate and relevant personnel attend quarterly contract progress meetings with the MCA.
- To ensure that Daily and Weekly Progress Reports are provided.
- To attend and/or facilitate technical office visits and vessel visits from MCA and/or UKHO representative(s).
- To liaise with MCA to arrange vessel inspections.
- To attend other specified MCA meetings (if/when appropriate), e.g. Civil Hydrography Annual Seminar.
- To identify issues and risks associated with progress, management and delivery of the contract, and identify appropriate mitigation measures.

6.2.1 Contract mobilisation meeting and close-out meeting

Following contract signature, the MCA will initiate the contract by convening a contract mobilisation meeting to clarify the details of the processes and procedures surrounding the requirements for comprehensive contract and programme management.

Towards the end of the contract period, the MCA will initiate contract completion by convening a contract close-out meeting, to include any exit management requirements, as appropriate.

6.2.2 Contract Progress Meetings

Contract progress meetings will be held to discuss contract performance and progress. These meetings will be convened at either MCA HQ, at contractor offices, or via teleconferencing facilities. Progress meetings will be held on a quarterly basis.

6.2.3 Daily Progress Reports

For each active HI, Daily Progress Reports (DPRs) shall be completed, signed by the Party Chief onboard and e-mailed to the MCA and UKHO representative on a daily basis. The format of the DPR shall not be defined by the MCA but the Contractor shall ensure that as a minimum the following details are supplied:

- Vessel and Project details
- Personnel on board
- Notification list
- Health and safety issues
- Summary of survey operation details and progress
- Daily log of activities, toolbox meetings, drills and exercises, etc.
- Cumulative time record of the different aspects of survey operations
- % of total survey coverage per vessel (if multiple vessels are utilised on a single HI, then an overall % of total survey coverage shall be provided in the WPR)
- planned activities
- weather downtime
- weather forecast
- estimated survey operations
- any problems encountered.

6.2.4 Weekly Progress Reports

The MCA will provide a template for a Weekly Progress Report (WPR), which shall be used for all active HIs, to include the following criteria:

- Summary of survey operations and progress
- Summary of vessel availability and operational schedules
- Key Performance Indicator (KPI) progress, predicted completion and delivery dates
- Vessel inspection schedule
- Graphics of latest data coverage

The Contractor Project Manager shall ensure that the WPR is completed and emailed to the MCA, copied to the UKHO representative, on a weekly basis.

6.2.5 Vessel Inspections

Each vessel tasked with survey under the CHP shall be subject to approval via an MCA Marine Office inspection prior to survey work commencing under the contract. The 'Approval Inspection' will be required for both UK and Foreign Flag vessels. Repeat annual inspections shall be undertaken throughout duration of the contract.

Vessels shall be inspected in the UK, however, where an overseas port is closer to the survey area for transit, crew change and onboard supplies, a vessel may be inspected overseas. The 'Approval Inspection', will be chargeable to the Contractor.

Where MCA requests a repeat annual inspection, MCA will cover the cost, and this will be part of the MCA's normal activities and recorded as a Port State Control inspection/inspection of a Foreign

Flag vessel/Code Vessel inspection as appropriate. Any inspections overseas will be charged to the Contractor, unless it is an annual inspection and the overseas port is the closest port to the particular survey area for transit, crew change and taking onboard supplies. The Contractor must cover travel costs.

6.2.6 Technical office and vessel visits

Vessel and technical office visits by MCA and/or UKHO representative are primarily intended to focus on the quality of hydrographic processes, procedures and deliverables but other requirements of the UK CHP Survey Specification (2020) shall also be assessed, such as safety aspects onboard. The MCA and the Contractor will liaise directly to arrange these visits, being mindful of prevailing and predicted operational schedules and availability of key personnel.

Any non-conformances identified by the MCA or UKHO representative during a vessel or technical office visit will be documented, and the MCA shall notify the Contractor. The MCA will agree with the Contractor a date by which the non-conformances shall be rectified. The Contractor shall provide evidence of any remedial action in respect of non-conformances, which may require further visits by the MCA and/or UKHO representative.

6.3 Performance Management

The MCA will continually monitor and record Contractor performance throughout the contract lifecycle.

The Contractor shall immediately notify the MCA Hydrography Programme Lead if they become aware that a Key Performance Indicator (KPI) milestone associated with the specified work scope will not be achieved, is likely not to be achieved, or has failed to be achieved, within agreed timescales.

The MCA HydroMet team and Contractor shall identify and discuss the issues. An effective resolution, to the appropriate/relevant standard required (i.e. UK CHP Survey Specification 2020) or timescale, shall be agreed.

Should any issues(s) remain unresolved and/or not meet the required standard, then these issues shall be escalated to the relevant MCA representative. The Contractor shall identify their escalation route and point of contact. The MCA shall then call an extra-ordinary contract progress meeting. Consistent failure to achieve required performance and completion and submission of deliverables within agreed and specified timescales shall constitute unsatisfactory performance and the MCA shall take the necessary steps to commence proceedings to terminate the Contract.

In line with the DfT Terms and Conditions of Contract, the MCA reserves the right to terminate the contract due to lack of performance.

6.4 Key Performance Indicators

The following Key Performance Indicators (KPI) and performance management measures are applicable:

Key Performance Indicators	
1.	The Contractor shall ensure that data acquisition for each year's work schedule of awarded HIs shall be completed by the end of that Financial Year (i.e. 31 st March).
2.	If survey operations for any HI take more than 150% of the operational time stated in the Contractor's tender response, the MCA reserves the right to terminate this contract due to lack of performance.
3.	All data and associated documents are to be rendered to the UKHO within 70 working days from the completion of fieldwork or from a date agreed with the MCA
4.	The Contractor shall ensure provision of the requirement of raw data and either a gridded surface or high resolution GeoTIFF demonstrating data coverage for the defined 33%, 66% and 100% fieldwork payment milestones.
5.	Successful validation appraisal of data.

6.5. Business Continuity Plan

The Contractor shall be required to provide a Business Continuity Plan that details their strategy for maintaining business operations with reduced or restricted infrastructure capabilities or resources. The plan shall detail Covid-19 mitigation measures and policies.

7. Environmental, Sustainability and Ethical Policies

The MCA is committed to sustainable procurement. This means making the necessary decisions to operate our procurement activity in an economically, socially and environmentally responsible way, in accordance with the policy published at:

<https://www.gov.uk/government/collections/greening-government-commitments>.

7.1 Environmental Policy

The tenderer shall be required to state in their tender what steps they would take to manage the environmental impacts of this requirement with particular reference to:

- The management of waste.
- Management of CO2 emitted by your organisation on the MCA's behalf.

7.2 Social Economic Policy

One of the Government's strategic objectives is to create skills and employment opportunities throughout the supply chain that will lead to a more diverse workforce. Describe what you would do to promote this objective through this contract, with particular reference to the provision of apprenticeships or other forms of employment training.

7.3 Equality and Diversity Policies

Describe what does your organisation does to ensure that Equality & Diversity is embedded within your organisation in:

- recruitment
- training
- performance management and disciplinary policies
- procurement and contracting

8. Tender Evaluation Criteria

The tender evaluation will be made on the following basis:

- Quality: 60%
- Price: 40%

9. Quality Evaluation Criteria

The Quality Evaluation Criteria for this work scope is detailed in the following sections.

The MCA aims to protect or maintain operational capability within the Programme and reserves the right not to award multiple work scopes to the same Contractor.

10. Quality Evaluation Criteria: Medium Water work scope

Tenders should contain sufficient detail to provide evidence that the requirements of the UK CHP Survey Specification 2020 (see Annex A) will be met. In addition to the details required under Tender Details, the broad evaluation themes and criteria as detailed in Table 1 will form the basis of the quality evaluation for the Medium Water work scope.

The Quality Evaluation Criteria are in no particular order of priority.

Evaluation Criteria	Weighting %
Company Performance	
Track record of charting and/or navigation surveys Details of Quality Management and Environmental Management Systems Details of contract management and performance monitoring References	8
Key Personnel	
CVs of Charge Surveyor CVs of Survey delivery management team (i.e. Project Manager, data processors, Quality Control Manager, Data Manager) CVs of other key personnel	10

Vessels	
Vessel specification and suitability Track record of vessels for survey Ship Risk Profiles (if appropriate)	10
Safety	
Safety Management Plan Emergency Response Plan Shallow water working procedure	10
Echosounder System	
System details and specification Mounting details Object detection capability Outer beam rejection criteria Inertial Measurement Unit / Motion Reference Unit Uncertainty model –THU, TVU and TPU Overall accuracy Data logging software Time system & synchronisation	12
Positioning System	
Primary positioning system details and specification Secondary positioning system details and specification Overall accuracy	10
Ancillary Equipment	
Seabed sampling equipment Sound Velocity Profiler equipment and specification Camera Tide gauge specification ADCP specification	5
Systems Calibration	
Echosounder calibration procedures Positioning calibration procedures Dimensional Control Report Sound Velocity Profiling procedures	10
Survey Planning	
Survey planning method statement Identifying and obtaining necessary licences, consents, permissions Stakeholder liaison e.g. Fisheries	5
Survey Methodology	
Echosounder data acquisition Positioning Sound Velocity Profiling Tides and Tidal Streams Wreck Investigations Seabed sampling Photographic Views	10
Data Processing and Quality Control (QC)	
Bathymetry Backscatter Positioning Sound Velocity Profiling Tidal reduction Tidal Streams Bottom Texture Characterisation QC and data management workflow and method statement	10

Table 1: Quality Evaluation Criteria for Medium Water work scope.

11. Quality Scoring Methodology

The quality evaluation will employ the following scoring methodology:

- 4** – Excellent: Fully meets all requirements with additional benefits
- 3** – Good: Fully meets all requirements
- 2** – Satisfactory: Meets the requirements but evidence/details may be lacking in some criteria.
- 1** – Not acceptable: Does not meet the requirement in full; numerous deficiencies.
- 0** – No information provided on a criterion.

Once scored, the overall quality weighting of 60% will be calculated.

If no information is provided on a whole weighting section (i.e. Vessels, Personnel) then the tender would be deemed to be non-compliant.

12. Price Scoring

The price of the lowest compliant tender receives 100%. Subsequent tenders are considered using the following formula:

$$(\text{Lowest Bid} / \text{Bid under consideration}) \times 100$$

Finally, the overall price weighting of 40% will be calculated.

13. Final Score

The final weighted scores for Quality and Price are added to arrive at a final evaluation score out of 100. In the event of an equal score, the lower priced bid will automatically win.

14. Tender Details

In addition to the requirements previously outlined and details provided for the quality evaluation criteria, tenders should also clearly detail the following information:

Requirement
1. Estimated start and finish dates for each vessel for each of the given survey areas.
2. State whether 12 or 24 hr operations will be undertaken by each vessel for each of the given survey areas.
3. Approx. operational time required (hrs) for each vessel for each of the given survey areas.
4. Approx. weather standby time (hrs) predicted for each vessel for each of the given survey areas.
5. Approx. disruption (hrs) predicted, e.g., fishing activity, for each vessel, for each of the given survey areas.

6. Approx. vessel survey speeds (in different water depths, if appropriate).
7. Ship Risk Profiles (SRP) for all proposed vessels to carry out work under the CHP. For further information refer to: https://www.parismou.org/inspections-risk/ship-risk-calculator
8. If bidding for multiple lots, the contractor should fully detail their capability and capacity to deliver these in line with the requirements of this document.
9. Provide company's Business Continuity Plan that details their capability and capacity to deliver the work scope(s).
10. Details of contract management and performance monitoring
11. Details of environmental, sustainability and ethical policies
12. Certificates of insurances

Table 2: Tender detail requirements

15. Price Schedule

The Medium Water work scope, as detailed in the tables below, covers potential work to be carried out over the two Financial Years: April 2021 to March 2022 and April 2022 to March 2023. Following contract award, a programme of HIs will subsequently be awarded by the MCA. The Contractor shall then provide a schedule to the MCA for agreement and approval. The Contractor shall ensure that data acquisition is complete by the end of each Financial Year (i.e. 31st March) and shall endeavour to render the data to the UKHO by the end of the same Financial Year.

The Contractor should note that the number of HIs awarded each year may vary and that the MCA reserves the right to alter the choice and size of survey areas at any time.

All-inclusive 'lump sum' prices for each year (£s excluding VAT) shall be provided for undertaking each HI, as listed below and as detailed in Annex B, in accordance with the UK CHP Survey Specification 2020, and any associated management of the contract. Costs should be identified within the price schedule provided in this tender documentation.

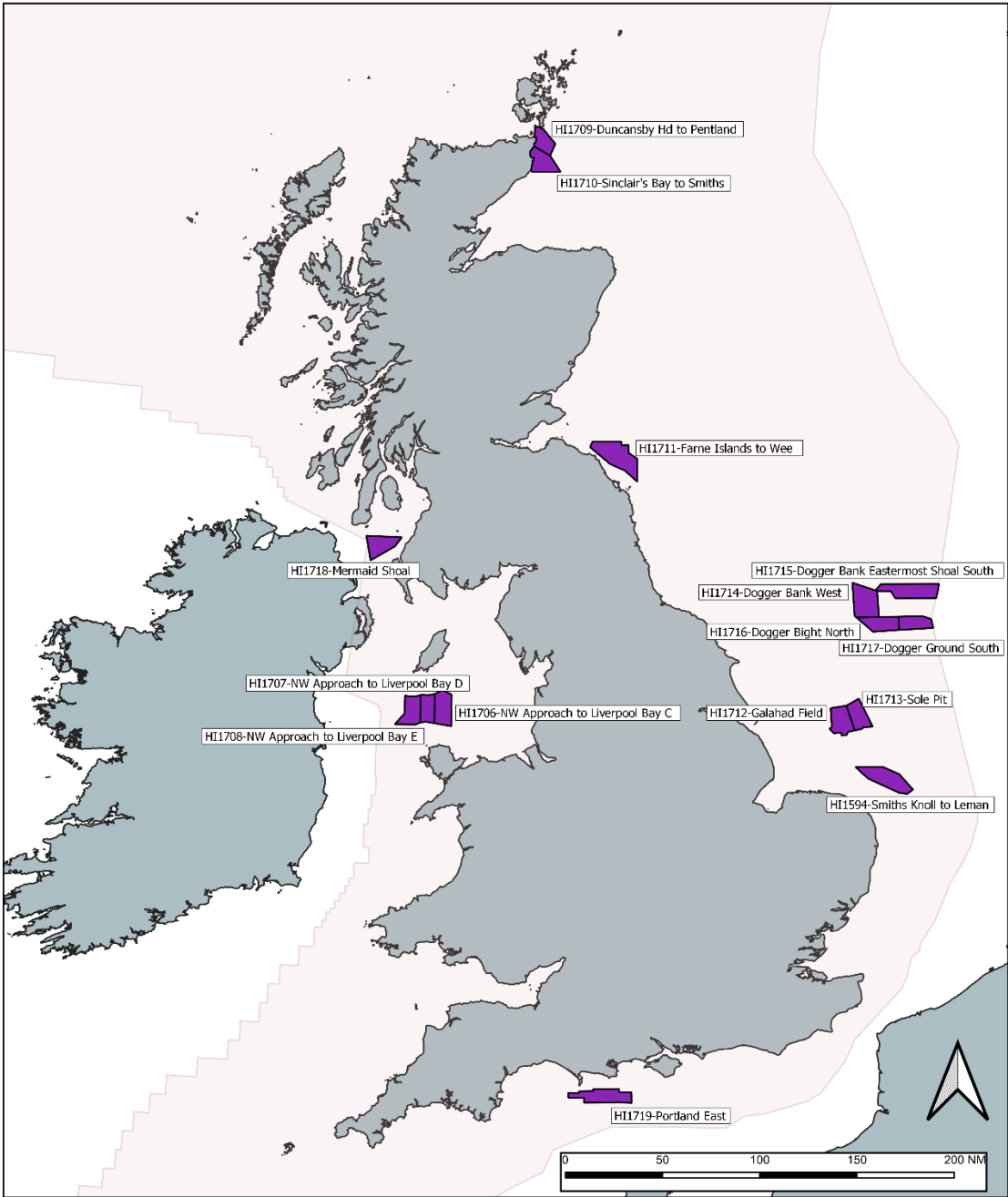
If the Contractor identifies potential operational savings for undertaking pairs or multiple HI, either simultaneously or concurrently within the same financial year, the reduction in price shall be provided.

Medium Water Hydrographic Instructions 2021/22
HI 1709 – Duncansby Head to Pentland Skerries
HI 1710 – Sinclair's Bay to Smith's Bank
HI 1714 – Dogger Bank West
HI 1715 – Dogger Bank Eastermost Shoal South
HI 1716 – Dogger Bight North
HI 1717 – Dogger Ground South
HI 1719 – Portland East

Table 3: Medium Water Hydrographic Instructions 2021/22

Medium Water Hydrographic Instructions 2022/23
HI 1594 – Smith's Knoll to Leman Bank
HI 1706 – North West Approach to Liverpool Bay C
HI 1707 – North West Approach to Liverpool Bay D
HI 1708 – North West Approach to Liverpool Bay E
HI 1711 – Farne Islands to Wee Bankie
HI 1712 – Galahad Field
HI 1713 – Sole Pit
HI 1718 – Mermaid Shoal

Table 4: Medium Water Hydrographic Instructions 2022/23



CIVIL HYDROGRAPHY PROGRAMME 2021/23 (Shallow - Medium)		
	LEGEND <div><div></div> 2021-23 Shallow - Medium Areas</div> <div><div></div> EEZ Area</div>	 Maritime & Coastguard Agency
	NOT TO BE USED FOR NAVIGATION © Crown Copyright 2020. All rights reserved. Graphic may only be reproduced in full.	DRAWING Projection: WGS1984 World Mecator Originator: A14 Date: 26 August 2020 Document Reference: CHP 41

16. Payment Schedule

Every HI issued will be reimbursed using the following payment schedule:

Payment Milestones	% Reimbursed
Submission of 1 st third of HI fieldwork and successful validation of preliminary data ^{*1}	20
Submission of 2 nd third of HI fieldwork and successful validation of preliminary data ^{*1}	20
Submission of final third of HI fieldwork and successful validation of preliminary data ^{*1}	20
Submission of processed CHP deliverables to UKHO ^{*2}	30
Successful validation of CHP deliverables by UKHO and final acceptance and issue of 'Notice of Completion' form (H628B) by MCA	10

Note *1: Fieldwork invoices will be only be paid following a successful 5 working day validation period at the MCA. Raw data and either a gridded surface or high resolution GeoTIFF demonstrating data coverage should be submitted to the MCA on a USB 3.0 (or equivalent) external hard disc to support this payment milestone.

Note *2: The UKHO endeavour to complete the validation process within 35 working days as detailed below. The process may take longer if remedial work is required by the Contractor. If the Contractor takes more than a further 30 working days to perform this remedial work, the MCA reserves the right to terminate this contract due to lack of performance.

The UKHO appraisal process is detailed as follows:

- The UKHO will confirm receipt of rendered data to the Contractor and the MCA.
- Once received the UKHO will upload the data, which may take up to 5 working days depending on the size and structure of the deliverable.
- The UKHO will notify the Contractor and MCA confirming commencement of the initial validation checks (typically up to 5 working days) and provide preliminary due dates for the issuing of the H628 'Appraisal of Hydrographic Survey Data' note.
- Following successful completion of the initial check the UKHO will notify the Contractor and MCA, and continue with the main validation of the deliverable (typically 20 working days). If significant non-conformities are identified in the initial check the appraisal schedule will be halted and the Contractor will be required to address the required items as detailed and re-submit the data for validation whereby the appraisal schedule will restart from the beginning in the next available slot.
- If non-conformities are identified during the main validation, the UKHO will issue an H628A note to the Contractor and MCA; if non-conformities are considered significant or prevent continuation of the main validation process the survey will be placed 'on hold'.
- The Contractor will be required to address the required items as detailed in the H628A note and re-submit the deliverables for validation. Once UKHO receive the re-submitted data the appraisal schedule re-commences. Revised dates for completion of main validation will be issued to the Contractor and MCA.
- The UKHO will issue an H628 note to the Contractor and MCA confirming completion of appraisal. The UKHO will then issue MCA with an H628B 'Notice of Completion'.

Annexes

Annex A – MCA UK CHP Survey Specification 2020.

Annex B – Hydrographic Instructions for Medium Water work scope.