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DE&S

Contract Number :

WSPT/202/1

Description:

Provision of Technical Services for Reliability Centred Maintenance (RCM)

LOT 1 - Maritime RCM Analysis

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Contents

CONTENTS	3
SCHEDULE OF REQUIREMENTS	5
2 GENERAL CONDITIONS	7
2.1. Security Measures (With SAL)	7
3 SPECIFICATIONS, PLANS, ETC	7
3.1. NATO Quality Assurance Requirements (Production)	7
3.2. Configuration Control	8
3.3. Contractor Working Parties	8
3.4. Independent Safety Auditors, Advisors, and Assessors	8
3.5. Quality Assurance Representative	8
4 PRICE	8
5 INTELLECTUAL PROPERTY RIGHTS	8
5.1. Employee's Acknowledgement to Employer of Obligations Relating to Confidentiality	8
5.2. Confidentiality	8
6 LOANS	9
6.1. Licences	9
6.2. Government Furnished Information	9
7 DELIVERY/PERFORMANCE	9
8 PAYMENTS/RECEIPTS	10
9 CONTRACT ADMINISTRATION	10
10 TENDER DOCUMENTS	10
11 DURATION	10
12 ORDER OF PRECEDENCE	10
DEFFORM 111 - Appendix - Addresses and Other Information	
DEFFORM 177 - Design Rights and Patents (Sub-Contractor's Agreement)	
SCHEDULE 1 - Statement of Technical Requirements	
SCHEDULE 2 - Pricing and Payment	
SCHEDULE 3 - Task Authorisation	
SCHEDULE 4 - Key Performance Indicators	
SCHEDULE 5 - Government Furnished Assets	
SCHEDULE 6 - Transfer of Undertakings (Protection of Employment)	
SCHEDULE 7 - Definitions	

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SCHEDULE OF REQUIREMENTS

Name and Address of Contractor Xpedite Group of Companies Ltd The West Barn, Southstoke Lane, Southstoke, Bath, BA2 7PQ	MINISTRY OF DEFENCE	Contract No WSPT/202/1
	Schedule of Requirements for Provision of Technical Services for Reliability Centred Maintenance (RCM) - LOT 1	
Issued With Contract WSPT/202/1	On 12 December 2017	Previous Contract No

Requirements

Item Number	Reference	Description	Delivery Date	Deliver To	Quantity	UOM	Packaging Code	Notes to Supplier	Unit Price (£)	Price All £ (ex-VAT)
1		WSPT/202 LOT 1 - Maritime RCM Analysis. Core		XX	1	Each	00			
2		WSPT/202 LOT 1 - Maritime RCM Analysis Non-Core		XX	1	Each	00			TBD though individual Tasks

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2 GENERAL CONDITIONS

DEFCON16 (Edn.10/04) – Repair and Maintenance Information

DEFCON21 (Edn.10/04) – Retention of Records

DEFCON501 (Edn.05/17) - Definitions and Interpretations

DEFCON503 (Edn.12/14) - Formal Amendments To Contract

DEFCON515 (Edn.02/17) - Bankruptcy and Insolvency

DEFCON516 (Edn.04/12) - Equality

DEFCON518 (Edn.02/17) - Transfer

DEFCON520 (Edn.02/17) - Corrupt Gifts and Payments of Commission

DEFCON526 (Edn.08/02) - Notices

DEFCON527 (Edn.09/97) - Waiver

DEFCON528 (Edn.07/17) - Import and Export Licences

DEFCON529 (Edn.09/97) - Law (English)

DEFCON530 (Edn.12/14) - Dispute Resolution (English Law)

DEFCON531 (Edn.11/14) - Disclosure of Information

DEFCON532A (Edn.06/10) - Protection Of Personal Data (Where Personal Data is not being processed on behalf of the Authority)

DEFCON537 (Edn.06/02) - Rights of Third Parties

DEFCON538 (Edn.06/02) - Severability

DEFCON539 (Edn.08/13) - Transparency

DEFCON550 (Edn.02/14) - Child Labour and Employment Law

DEFCON566 (Edn.10/16) - Change of Control of Contractor

DEFCON620 (Edn.05/17) - Contract Change Control Procedure

DEFCON630 (Edn.03/15) - Framework Agreements

DEFCON658 (Edn.04/17) - Cyber

Further to DEFCON 658 the Cyber Risk Level of the Contract is Low, as defined in Def Stan 05-138.

DEFCON659A (Edn.02/17) - Security Measures

DEFCON670 (Edn.02/17) - Tax Compliance

2.1. Security Measures (With SAL)

For the purpose of DEFCON659, the Secret Matter of the Contract is defined in the Department's letter reference WSPT/202/1 – Security Aspects Letter (SAL) - Provision of Reliability Centred Maintenance Specialist Support, dated 11 December 2017. Changes in these classifications will be notified by Stu Le Marechal to whom enquiries about the Security Aspects Letter should be addressed.

3 SPECIFICATIONS, PLANS, ETC

DEFCON129J (Edn.11/16) - The Use Of The Electronic Business Delivery Form

DEFCON502 (Edn.05/17) - Specifications Changes

DEFCON601 (Edn.04/14) - Redundant Materiel

DEFCON602B (Edn.12/06) - Quality Assurance (Without Deliverable Quality Plan)

DEFCON608 (Edn.10/14) - Access and Facilities to be Provided by the Contractor

3.1. NATO Quality Assurance Requirements (Production)

For the purposes of the Contract AQAP 2120 Edition 3 entitled "NATO Quality Assurance Requirement for Production" and Defence Standard 05-061 Part 1 (Concessions) Issue 4 shall apply.

3.2. Configuration Control

For the purposes of the Contract Defence Standard 05-057 Issue 5 entitled "Configuration Management of Defence Materiel" shall apply.

3.3. Contractor Working Parties

For the purposes of the Contract any Contractor Working Parties shall be provided in accordance with Defence Standard 05-061 Part 4 (Issue 3) entitled "Quality Assurance Procedural Requirements – Contract Working Parties".

3.4. Independent Safety Auditors, Advisors, and Assessors

The Contractor shall provide access to records, including sub-contractor records, for contract purposes; to enable the MOD appointed Independent Safety Auditor to carry out safety audits and other assessment activities to meet MOD safety requirements.

3.5. Quality Assurance Representative

All reference to the QAR in documents which form part of this Contract shall be read as referring to the Authority specified in Box 7 of DEFFORM 111.

4 PRICE

Prices shall be in accordance with Schedule 2 of the Contract.

5 INTELLECTUAL PROPERTY RIGHTS

DEFCON90 (Edn.11/06) - Copyright

DEFCON632 (Edn.08/12) - Third Party Intellectual Property - Rights and Restrictions

5.1. Employee's Acknowledgement to Employer of Obligations Relating to Confidentiality

The Contractor shall ensure that any employee of the Contractor who is engaged in performance of the Contract/Task shall sign the confidentiality acknowledgement DEFFORM 702.

5.2. Confidentiality

a. This Condition shall apply in addition to and notwithstanding DEFCON 531 or any other confidentiality condition of the Contract.

b. For the purposes of this Condition "Controlled Information" shall mean any information in any written or tangible form which is disclosed to the Contractor by or on behalf of the Authority under or in connection with the Contract, and which is identified by the legend "Controlled Information" or other approved legend notified to the Contractor. Controlled Information shall exclude information provided by oral communication.

c. The Contractor shall:

- (1) hold the Controlled Information and not to use it other than for the purpose of discharging its obligations under the Contract;
- (2) not to copy the Controlled Information except as strictly necessary for the purpose of discharging its obligations under the Contract;
- (3) not to disclose the Controlled Information to any third party unless so authorised in writing beforehand by the Authority;
- (4) protect the Controlled Information diligently against unauthorised access and against loss; and,
- (5) act diligently to ensure that:

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- (a) Controlled Information is disclosed to its employees only to the extent necessary for the purpose of discharging its obligations under the Contract;
- (b) employees to whom Controlled Information is disclosed are made aware of and required to comply with the terms of this Condition.

d. Where Controlled Information is provided to the Contractor, it shall:

- (1) compile a register of that Controlled Information, which shall include explicit description of the Controlled Information, a record of the number of copies made and a record of all access to the Controlled Information including access to any copies of the Controlled Information.
- (2) maintain this register for the duration of the Contract and for two years following completion of the Contract.
- (3) make the register of access available to the Authority upon reasonable notice for inspection and audit for so long as it is required to be maintained under this Condition; and,
- (4) at the completion of the Contract, return to the Authority all original and duplicate copies of the Controlled Information, or else at the Authority's option destroy these copies and provide a certificate of destruction to the Authority.

e. This Condition shall not diminish or extinguish any right of the Contractor to copy, use or disclose any other information to the extent that it can show:

- (1) that the information concerned was or has become published or publicly available for use without breach of any provision of the Contract or any other agreement between the parties;
- (2) that the information was already known to it (without restrictions on disclosure or use) prior to receiving it under or in connection with the Contract;
- (3) that the information concerned was lawfully provided by a third party without restriction on use or further disclosure; or
- (4) from its records, that the information was derived independently of the Controlled Information;

to the extent that copying use or disclosure of this other information shall not disclose its relationship to any Controlled Information.

6 LOANS

DEFCON76 (Edn.12/06) - Contractor's Personnel at Government Establishments

DEFCON611 (Edn.02/16) - Issued Property

DEFCON694 (Edn.03/16) - Accounting For Property of the Authority

6.1. Licences

Any land or premises (including temporary buildings) made available to the Contractor by the Authority in connection with the Contract shall be made available to the Contractor free of charge and shall be used by the Contractor solely for the purposes of performing the Contract. The Contractor shall have the use of such land or premises as Licensee and shall vacate the same upon completion of the Contract. Any utilities required by the Contractor shall be subject to the charges set out elsewhere in the Contract.

6.2. Government Furnished Information

The Authority does not give any warranty or undertaking as to the completeness, accuracy, or fitness for any purpose of any of the Authority provided information. Neither the Authority nor its agents or employees shall be liable to the Contractor in contract (save as expressly provided elsewhere in the Contract), tort, statute nor otherwise, as a result of any inaccuracy, omission, unfitness for any purpose, or inadequacy of any kind, in the Authority provided information.

7 DELIVERY/PERFORMANCE

DEFCON5J (Edn.11/16) - Unique Identifiers

Where used in conjunction with contracts for services, Clause 2 of the DEFCON shall not apply.

DEFCON507 (Edn.10/98) - Delivery

DEFCON656B (Edn.08/16) - Termination for Convenience (Contracts £5M and over)

8 PAYMENTS/RECEIPTS

DEFCON513 (Edn.11/16) - Value Added Tax

DEFCON522 (Edn.11/16) - Payment and Recovery of Sums Due

DEFCON534 (Edn.06/17) - Subcontracting and Prompt Payment

9 CONTRACT ADMINISTRATION

DEFCON604 (Edn.06/14) - Progress Reports

For the purposes of the Contract, the frequency of reports shall be Monthly.

DEFCON605 (Edn.06/14) - Financial Reports

For the purposes of the Contract, the frequency of reports shall be Monthly.

DEFCON609 (Edn.06/14) - Contractor's Records

DEFCON642 (Edn.06/14) - Progress Meetings

DEFCON647 (Edn.09/13) - Financial Management Information

10 TENDER DOCUMENTS

The Contractor's Pre-Qualification Questionnaire Submission, the Contractor's Clarification Responses and the Contractor's Tender are Terms of Contract WSPT/202/1.

11 DURATION

The Contract shall commence on 1st January 2018 and shall continue for a period of four and a half (4.5) years until 30th June 2022.

12 ORDER OF PRECEDENCE

a. In the event of a conflict of information, the following precedence shall apply:

Narrative Conditions

Schedules

DEFCONS

Statement of Technical Requirements (SOTR)

Tasking Form

Any other documents

b. Where any such conflict arises, all cases shall be referred to the Authority's Commercial Branch.

Appendix - Addresses and Other Information

1. Commercial Officer:

Name: Mr James Little - DES Ships Comrcl-WSpt-4b

Address: Mail Point #3229, Birch 2b, MOD Abbey Wood, Bristol, BS34 8JH

Email: james.little707@mod.gov.uk

☎ 030 679 36305

8. Public Accounting Authority:

1. Returns under DEFCON 694 (or SC equivalent) should be sent to DBS Finance ADMT – Assets In Industry 1, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD

☎ 44 (0) 161 233 5397

2. For all other enquiries contact DES Fin FA-AMET Policy, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD

☎ 44 (0) 161 233 5394

2. Project Manager, Equipment Support Manager or PT Leader
(from whom technical information is available):

Name: Mr Stuart Le Marechal - DES Ships WSpt-SMM-MMSG-RCM

Address:

#3229, Birch 2a, MOD Abbey Wood, Bristol, BS34 8JH

Email: Stuart.LeMarechal108@mod.gov.uk

☎ 030 679 32748

9. Consignment Instructions:

The items are to be consigned as follows:

See Schedule of Requirement

3. Packaging Design Authority:

Organisation and point of contact:

No Packaging Requirement

(where no address is shown please contact the Project Team in Box 2)

**4. (a) Supply/Support Management Branch or Order Manager**

Branch/Name:



(b) U.I.N.

10. Transport. The appropriate Ministry of Defence Transport Offices are:A. **DSCOM**, DE&S, DSCOM, MoD Abbey Wood, Cedar 3c, Mail Point 3351, BRISTOL BS34 8JHAir Freight Centre

IMPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

EXPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

Surface Freight Centre

IMPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

EXPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

B. **JSCS**JSCS Helpdesk ☎ 01869 256052 (option 2, then option 3); JSCS Fax No 01869 256837 www.freightcollection.com**5. Drawings/Specifications are available from:****6. Intentionally Left Blank****7. Quality Assurance Representative:**

Mr Shen Ooi - DES Ships MPS-QA-3

Commercial staff are reminded that all Quality Assurance requirements should be listed under the General Contract Conditions.

Def. Stan 00-45 Parts 1 & 2

AQAPS and **DEF STANs** are available from UK Defence Standardization, for access to the documents and details of the helpdesk visit <http://dstan.uwh.dif.r.mil.uk/> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed]**11. The Invoice Paying Authority:**

Ministry of Defence

☎ 0151-242-2000

DBS Finance

Walker House, Exchange Flags Fax: 0151-242-2809

Liverpool, L2 3YL

Website is:<https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing>**12. Forms and Documentation are available through *:**

Ministry of Defence, Forms and Pubs Commodity Management

PO Box 2, Building C16, C Site

Lower Arncliffe

Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)

Applications via fax or email: DESLCSLS-OpsFormsandPubs@mod.uk**NOTES*** Many **DEFCONs** and **DEFFORMs** can be obtained from the MOD Internet Website [extranet, registration needed]:<https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm>

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**Design Rights and Patents
(Sub-Contractor's Agreement)**

THIS AGREEMENT is made the day of 19

BETWEEN

whose registered office is at

(hereinafter called "the Sub-Contractor") of the one part and THE SECRETARY OF STATE FOR DEFENCE (hereinafter called "the Secretary of State") of the other part

WHEREAS:-

1. The Secretary of State has placed with
(hereinafter called "the main contractor") a contract bearing the
reference number (hereinafter called "the
main contract") for the design and development of
the effect of which is that the costs of such design
and development (including the cost referable to any sub-contracts hereinafter
referred to) will be substantially borne by the Secretary of State.
2. The main contractor contemplates that the design development and supply of
certain components needed for performance of the main contract will be
undertaken by various third parties in pursuance of sub-contracts made between
them and the main contractor.
3. With a view to securing to the Secretary of State rights as regards inventions
designs and other related matters in respect of any sub-contract the main
contract provides that the main contractor shall not enter into any sub-contract for
any component aforesaid without obtaining the prior approval of the Secretary of
State.
4. The main contractor has now informed the Secretary of State that for the
purpose of performing the main contract he wishes to place with the Sub-
Contractor a sub-contract for the design and development of the items described
in the First Schedule (hereinafter called "the sub-contracted items") and has
requested the Secretary of State's approval of the sub-contract accordingly.

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5. The Secretary of State has signified his willingness to approve the sub-contract on condition that in consideration of his giving approval the Sub-Contractor enters into a direct Agreement with the Secretary of State concerning the matters hereinafter appearing and the Sub-Contractor has signified his willingness to enter into such an agreement.

NOW THIS AGREEMENT made in consideration of the premises and of the rights and liabilities hereunder mutually granted and undertaken WITNESSETH AND IT IS HEREBY AGREED AND DECLARED as follows:-

1. The Sub-Contractor and the Secretary of State hereby agree to be bound to each other by the provisions of the Conditions as set out in the Second Schedule hereto.
2. No extension alteration or variation in the terms of the sub-contract between the main contractor and the sub-contractor and no other agreement between the main contractor and the sub-contractor relating to the work to be done under the sub-contract or any modification now or hereafter made thereto shall prejudice the operation of this Agreement which shall in all respects apply to the sub-contract as so extended altered varied supplemented or modified as if such extension alteration variation supplementation or modification had been originally provided for in the sub-contract and the expression "the sub-contract items" shall have effect accordingly.

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DEFFORM 177 (Edn 3/80)

IN WITNESS whereof the parties hereto have set their hands the day and years first
before written

Signed on behalf of
the Sub-Contractor

(in capacity of)

Signed on behalf of
The Secretary of
State for Defence

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THE FIRST SCHEDULE

The Sub-Contract Items are:-

THE SECOND SCHEDULE

The Clauses which apply to this Agreement are:-

To be
inserted as
appropriate

except that:

- (i) Where "the Contractor" is stated "the Sub-Contractor" shall be substituted.
- (ii) Where "the Authority" is stated "the Secretary of State" shall be substituted.
- (iii) Where "Contract" is stated "sub-contract" shall be substituted.

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(iv) Where "sub-contractor" is stated "further sub-contractor" shall be substituted.

(v) Where "sub-contract" is stated "further sub-contract" shall be substituted.

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Schedule 1 to
Contract WSPT/202/1



Ministry
of Defence



**STATEMENT OF TECHNICAL REQUIREMENTS
(SOTR)**

**SCHEDULE 1 TO
CONTRACT WSPT/202/1**

**RELIABILITY CENTRED MAINTENANCE (RCM) SUPPORT
LOT 1: RCM MARITIME ANALYSIS**

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Schedule 1 to
Contract WSPT/202/1

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Version control

Version	Date	Change
1	28/07/17	Released with ITT
2	18/09/17	Updated post CQ's
3	12/12/17	Issued at contract placement

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Schedule 1 to
Contract WSPT/202/1

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OFFICIAL

Contents

1. INTRODUCTION.....	7
2. BACKGROUND	7
2.1 Overview.....	7
2.2 Programme of Studies	8
2.3 RCM Study Tasking Procedure.....	8
2.4 Conduct of Task.....	8
3. SCOPE OF SERVICES	9
3.1 Lot 1: RCM Maritime Analyses.....	9
3.2 Lot 1 - Support to Strategic Class Authority in UMMS Data Base management.	10
4. DELIVERABLES	11
4.1 Lot 1: Maritime Analyses.....	11
5. CODES AND STANDARDS.....	12
5.1 Defence Standards	12
6. INTERFACE MANAGEMENT	12
6.1 Authority Input.....	12
6.2 Third Parties	13
6.3 Representatives of the Parties	13
7. PROGRESS MEASUREMENT AND SCHEDULE CONTROL.....	13
7. 1 Progress Reports	13
7.2 Monthly Report & Progress meeting.....	13
8. PERFORMANCE OF WORK	14
9. AUTHORITY SUPPLIED INFORMATION.....	14
10. ASSIGNMENT AND SUBCONTRACTING	15
11. DOCUMENT CONTROL.....	15
12. HSE	15
12.1 Personnel Safety Assessments.....	15
12.2 As Low As Reasonably Practicable (ALARP)	16
12.3 Personnel Risk Safety Assessments.....	16
13. QUALITY ASSURANCE	16
14. SECURITY	16
ANNEX A – RCM CORE SCOPE	17
ANNEX B - RCM SQEP DEFINITIONS	19
ANNEX C - SUPPORT TO STRATEGIC CLASS AUTHORITY IN UMMS DATA BASE MANAGEMENT.....	21

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Handling Instruction: Commercial in Confidence

Schedule 1 to
Contract WSPT/202/1

Page intentionally left blank for printing.

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1. Introduction

The purpose of this 'Statement of Technical Requirements' (SOTR) is to define the requirements for the provision of Reliability Centred Maintenance Lot 1 only.

- Lot 1 - Provision of RCM specialist industry support to undertake Maritime centric RCM studies, review existing RCM studies, provide MMSG Floor plate support for implementing maintenance changes in Web Unit Maintenance Management System (UMMS) and support to Strategic Class Authority in UMMS Data Base management.

For information, there are 3 Lots in total, which are detailed in a separate SOTR. Purely for information the other Lots are titled;

- Lot 2 – RCM Training - Provision of RCM specialist industry support to undertake RCM training courses.
- Lot 3 – RCM Auditing - Provision of RCM specialist industry support to provide independent RCM methodology auditing services.

2. Background

2.1 Overview

The Maritime Maintenance Support Group (MMSG) incorporates the Reliability Centred Maintenance (RCM) Team. Reliability Centred Maintenance (RCM) is a process to ensure that systems continue to function in accordance with the users' present operating context. In general, it is used to achieve improvements in fields such as the establishment of safe minimum levels of preventative maintenance. Successful implementation of RCM will lead to increase in cost effectiveness, reliability, machine uptime, and a greater understanding of the level of risk that is being managed. The RCM Team uses the RCM II methodology to determine the Preventative Maintenance and associated support strategies that can be applied to both new and in-service Royal Navy and Royal Fleet Auxiliary flotilla (and some shore-based establishments). The methodology is detailed in Defence Standard 00-45 (Thereafter called Def Stan 00-45).

RCM II is a structured methodology which ensures that the consequence of equipment failures are mitigated or eliminated as far as it is practical and the inherent reliability of equipment is cost effectively sustained throughout its intended life. The output from a RCM study is the maintenance requirements of an asset in its specific operating environment thereby ensuring that it continues to achieve its required performance standards. RCM is a living process, which emphasises improvements to equipment reliability; principally through the feedback of maintenance experience and equipment condition data to facilitate maintenance managers, technicians and manufacturers. The feedback is used to continually upgrade equipment analysis specifications leading to increased reliability. Implementation of RCM leads to increased reliability of assets, optimised asset availability (less equipment failures) therefore, enhancing the availability for mission support in conjunction with lower maintenance costs.

The delivery of Ships' Preventative Maintenance is via the Web Unit Maintenance Management System (UMMS). UMMS is a comprehensive web-enabled maintenance management and reporting system deployed to support the majority of the surface, submarine and auxiliary fleets in the RN as well as all RN/industry shore support organisations. It manages all aspects of ashore and afloat maintenance management. The solution links all surface and submarine vessels with shore based support and known problems are communicated automatically to the fleet manager. It is expected that the Contractor(s) will demonstrate and maintain suitable user knowledge of both RCM Toolkit and UMMS which is fundamental to RN maintenance management in order to comply with the requirements of this SOTR.

The MoD RCM Project Manager co-ordinates both in-house MoD RCM activities as well as contracts placed with third parties. As the centre of excellence for RCM activities, the RCM Team is

occasionally requested to give RCM support to other internal organisations developing maintenance regimes for specialist items of support equipment.

Although a variety of tasks associated with the objectives of the RCM Team may be required, the largest proportion will be associated with the conduct of RCM studies on Naval Platforms or Systems. When working on Naval Platforms, Systems and Shore Establishments adherence to local Health and Safety regulations must be observed.

A large and important part of the support required by RCM Maritime is the provision of a RCM Industry support on the floor plate staffed by Suitably Qualified Experience Personnel (SQEP) to assist in controlling changes to maritime maintenance hosted in Web Unit Maintenance Management System (UMMS).

2.2 Programme of Studies

It is envisaged that approximately 100+ RCM studies per annum (A proportion of these will be conducted using In-House resources) will be undertaken by the RCM Team during Financial Years 2017/2018, 2018/2019, 2019/2020, 2020/2021, 2021/2022 and 2022/2023 respectively. A number of studies will be conducted using the in-house RCM Facilitator and the remainder will require support from Industry, to be specified on a task by task basis. The studies will range in technical complexity, and can be either amendments to existing studies or completely new requirements.

The majority of RCM studies will be conducted at MoD premises in the Bristol areas but a Contractor Study Team (CST) may also be required to visit Ships at UK Naval Bases.

2.3 RCM Study Tasking Procedure

Tasking will be in accordance with Schedule 3 of the Contract.

The Authority will provide appropriate information to allow the Contractor to cost the proposed task. This information may include:

- (a) Appropriate extracts from available technical documentation (schematics, performance requirements, etc.) to describe the physical components of the system and how they interact
- (b) Identified failure data
- (c) Availability of 'templates' i.e. records of previous studies undertaken on similar equipment. The availability of such templates does not signify MoD endorsement of their suitability for proposed study.

2.4 Conduct of Task

The MoD RCM Project Manager will outline the scope and conduct of each task as a part of the tasking procedure (Section 2.3).

Meetings will be specified in the task and will be normally be held in MoD Abbey Wood or at another location, agreed with the MoD RCM Project Manager, to make best use of the resources required. The MoD RCM Project Manager will indicate the location, secretarial support and frequency for the meetings during the tasking procedure.

The Contractor may require access to locations other than that nominated for the study to be undertaken. If there is a requirement for a visit to another location, this will be coordinated by the MoD RCM Project Manager.

Certification is required that any input to a study from a Design Support or Design Authority Contractor is formally endorsed by the MoD Design Authority for the system or equipment concerned.

MoD staff may be diverted to deal with priority tasks. The Contractor should therefore plan to cater for this eventuality.

The contractor must determine the spares required to support the derived Maintenance Schedule and fully populate any derived task with the appropriate NATO Stock Number (NSN), part number and quantities required etc. Note special to type tools are also to be identified and listed as required.

3. Scope of Services

The Contractor shall be responsible for:

- Lot 1 - RCM Maritime Analyses

Provision of RCM specialist industry support to undertake Maritime centric RCM studies, review existing RCM studies, provide MMSG Floor plate support for implementing maintenance changes in Web Unit Maintenance Management System (UMMS) and support to Strategic Class Authority in UMMS Data Base management.

3.1 Lot 1: RCM Maritime Analyses

The primary objective of each RCM study is to derive an optimised RCM management strategy for the upkeep of a chosen system, using the RCM methodology as defined in Def Stan 00-45 (in conjunction with BR1313A, Section 5, 'Specific Applications Requirements' and supported by WIN UMMS).

The Contractor shall:

- (a) For each study, the Contractor will be responsible for supplying a RCM Suitably Qualified Experienced Person (SQEP) Team comprising of a RCM Facilitator and a Technical Secretary or Technical Analyst. Note that a Technical Secretary is not a mandatory requirement of Def Stan 00-45. See Annex B for a definition of RCM SQEP personnel.
- (b) Identify any requirement for the attendance of specialist personnel from either MoD or Industry not already nominated by the MoD RCM Project Manager.
- (c) During the study, the DSC will carry out tasks as required by the study facilitator and to the satisfaction of the MoD RCM Project Manager. The Contractor should inform the MoD RCM Project Manager as soon as possible if any DSC, whether Sub-contracted by the Contractor or contracted directly through the MoD, is unsuited to the tasks required by the study (See Section 6.2).
- (d) Produce and agree with the Authority an 'Operating Context' and confirming the equipment physical boundary statement for the study in accordance with Def Stan 00-45. For studies on assets involving significant variations in usage patterns, e.g. extended periods of inactivity, peacetime cruising, transition to war, and war; derive the modes of usage using mission phase analysis or other suitable method to determine critical stages in the usage of assets. Operating Context must be approved by the Authority prior to its implementation by the Contractor.
- (e) Assess the suitability of any existing failure data, FMECA (Failure Mode Effects & Criticality Analysis) and/ or existing templates to support the study.
- (f) Lead the study team to generate the FMECA at an indenture level appropriate for deriving the optimum maintenance strategy for the system being analysed investigated.
- (g) Conduct a RCM analysis for each identified failure mode.
- (h) Input appropriate supporting stores data (including "no spares required" if appropriate).
- (i) Input the appropriate safety data in support of the derived maintenance task.

The Contractor shall provide recommendations and develop their findings following the outcome of the study. This may include and not limited to:

- (j) Developing a Maintenance Strategy for the function, identifying both the Originating and Remedial tasks Titles as required and ensuring that the necessary details to enable maintainers to undertake the tasks have been captured.
- (k) Proposing Age Exploration (AE) programmes when available data is considered inadequate and subjective values have been used during the study.

- (l) Proposing redesign action when required by identifying and recording redesign recommendations in the appropriate field(s) in the database. For redesigns designated as "mandatory" an immediate redesign notification is to be forwarded to the MoD RCM Project Manager. The MoD RCM Project Manager will either then initiate dialogue with the Equipment Project Manager (EPM)/ Platform Authority directly or direct the Contractor with this task. It is imperative that these notifications are issued as the study progresses and not left until the study completion.
- (m) Consolidate the tasks within the maintenance schedule by identifying similar tasks with the same task interval and skill level in accordance with BR1313A – Task As Linking.
- (n) Categorise the tasks according to the support facilities they require, in accordance with BR1313A.
- (o) Take into account the complexity of each derived task (including remedial tasks associated with No Scheduled Maintenance (NSM)), specify whether a Job Information Card (JIC), Initiating and / or Remedial) is required. Where a JIC is recommended and authorised by the MoD RCM Project Manager, data to complete all relevant RCM data fields is to be supplied by the CST members to the satisfaction of the Facilitator / MoD RCM Project Manager. Guidance on the level detail required in specific instances may be sought from the MoD RCM Project Manager. All data generated during these phases of each study is to be recorded by the Technical Secretary / Analyst using appropriate maintenance management software.
- (p) Propose Change Action/s to Ship/Sub Operational Instructions etc.; by identifying and recording Change Action recommendations in the appropriate field(s) in the database.

Note: The RCM studies managed by the Contractor will be of varying durations and will require a dedicated Contractor Study Team (CST), consisting of a SQEP RCM Facilitator with at least 3 years of work experience as a Facilitator and a Technical Secretary, qualified in WIN UMMS and must have as a minimum a basic awareness of RCM.

Deliverables for Lot 1 are detailed in Section 4.1.

3.2 Lot 1 - Support to Strategic Class Authority in UMMS Data Base management.

The Contractor shall deliver the following (on an as required Task basis): To act as the first line contact for Ships Staff, SCA, COM Platform Managers and Maintenance Engineers, SCA and COM Upkeep Managers, Dockyard Industrial Staff, Equipment Groups, MMSG, PMAAT, FLEET (for general data queries including those of Waterfront Flotilla Staff) and any other party. This remit is for general queries, questions about RCM & UMMS data accuracy, applicability, due dates, linking, requests for information (i.e. maintenance overdue figures) and any activity which requires database interrogation notwithstanding activities which are judged by administrators to be particularly laborious and which are to be referred to SCA for a decision on further action. This will include the potential of out of hours support via SCA to support deployed units.

See Annex C for further details of this requirement.

3.3 Lot 1 – Core contract requirement

The Maritime Maintenance Support Group (MMSG) has responsibility for the maintenance definitions supplied to HM Ships, Submarines and RFAs. In exercising this responsibility, the MMSG has a continuing programme of work to ensure the quality of RCM analysis, RCM database integrity and supporting information, e.g. Job Information Cards (JICs), being delivered to end users by UMMS, is safe, defensible and auditable from end-to-end.

The requirement is to:

- (a) To advise the MMSG on its primary role and to provide Suitable Qualified Experience Personnel (SQEP) to give impartial RCM Subject Matter Expert (SME) advice enabling the MMSG to maintain its intelligent customer responsibility and maintain the RCM process whilst presenting value for money. In this role, the successful contractor will be

acting on behalf of the MMSG with regards to RCM standards, business processes, acceptable practices and the maintenance and/or modification of the RCM data being used to populate UMMS;

- (b) Undertake the routine activities associated with the compilation of the coherent maintenance definition that will be delivered to end users;
- (c) Represent MMSG at key technical business meetings, maintenance policy development meetings and advise on Support Solutions Envelope (SSE) matters.

The contractor will be required to maintain a full RCM support team, a core element of which will provide a continuous presence on the MMSG floor plate area within Abbey Wood for the duration of the contract. However, bearing in mind the Abbey Wood site policy on the provision of Government Furnished facilities (GFF), working desks cannot be guaranteed and will be only supplied on a best endeavours basis. Team members providing the RCM support element remotely must have access to the RLI and UMMS from locations outside of Abbey Wood. A full RCM support team will consist of the following skill sets:

- (a) Contractor provided personnel at Abbey Wood for MMSG RCM Floorplate support - will consist of 1 Facilitator, 1 Technical Analyst and 2 Technical Secretaries. A nominated member of the core element will act as the liaison, management and co-ordination focal point for the full support team.
- (b) Additional Contractor provided SQEP (not based at Abbey Wood): The Contractor will be expected to maintain the services of a SQEP support element which will consist of 1 Practitioner, 2 Facilitators (1 of which must be Submarine SQEP), 1 Technical Analyst and 1 Technical Secretary

The lot 1 core scope and definitions of RCM SQEP can be found at Annex A & B respectively.

4. Deliverables

The Contractor shall produce the deliverables in accordance with the requirements stipulated within this section.

4.1 Lot 1: Maritime Analyses

The deliverables required for each study or task will be specified during the tasking procedure. As a minimum the Contractor shall deliver the following:

- (a) FMECA and analysis decision worksheets complete in all aspects.
- (b) A Maintenance Schedule agreed with the MoD authorities for the upkeep of the system under investigation.
- (c) The Contractor is to use WIN UMMS to fully populate Originating Job Information Cards (JICs) for each maintenance task identified. The required JIC information includes: Skill level; Tools; Guidance Information; and test equipment as deemed necessary to support the derived maintenance task.
- (d) Any production of Originating and Remedial JICs must include a Personal Risk Assessment showing ALARP status in accordance with Def Stan 00-56 (See Section 12).
- (e) A final report containing:
 - i) A brief narrative record of the study. This should also be recorded in the "Analysis Details" screen input of WIN UMMS.
 - ii) A comparison between any existing maintenance and RCM Study derived maintenance schedules, highlighting areas of difference, if any.
- (f) Proposed redesign requirements are to be entered in the appropriate field of WIN UMMS. The CST should only provide broad outlines of the redesign requirement and should not attempt to give definitive solutions.
- (g) Certification that any input from a DSC has been formally endorsed by the DA for the system or equipment concerned.

- (h) In the final report redesign proposals, changes to operating procedures or stores recommendations resulting from the study should be referenced back to the appropriate FMECA using the FM references.
- (i) The deliverables as listed above are required, in hard-copy. They are to make full use of tables, figures and diagrams to aid understanding. Narrative reports are to be in a Microsoft Word (Windows®), or other compatible word processor format. One copy of the RCM analyses data, as applicable, is to be supplied for subsequent downloading onto WEB UMMS.
- (j) ALL deliverables produced are property of the Authority (included supporting material). ALL deliverables, including presentation slides, training material, memos, and emails derived for the SOW must be released to the Authority.

5. Codes and Standards

In executing the services, the Contractor shall maintain compliance with the existing codes, standards, recommended practices, specifications; as per the Authority requirements. It shall be the Contractor's responsibility to ensure that the latest revision/ edition of the relevant codes/ standards are adhered to. Ideally the same code revision should be used for the duration of the study; for consistency. However if an upgraded version should become available during this time, The Contractor is to assess the impact of the latest revision on design; if deemed significant, the Contractor is to inform the Authority and provide justification note, in relation to impact to SOW prior to propagating its use.

5.1 Defence Standards

Def Stan 00-45, Part 1 accompanied by BR1313A RCM Maritime Technical Instructions, describes how RCM is to be applied in a Maritime environment. It has been developed from accepted Military and Industry best practices. The application of RCM remains under continuous improvement and the MoD reserves the right to make modifications to these documents, without notice.

6. Interface Management

The interfaces between the Authority and 3rd parties are detailed in this section.

6.1 Authority Input

Authority input to the study will be coordinated by the MoD RCM Project Manager, managing the overall platform programme. The MoD will provide the following personnel to the study team (not all personnel listed will be available for every phase of the study):

- (a) The MoD RCM Project Manager (for overall coordination of the study on MoD's behalf).
- (b) The MoD RCM Project Manager (To coordinate and oversee correct RCM methodology and RCM study/analysis.)
- (c) Member(s) from the MoD, Platform Team or Platform support organisation.
- (d) Member (s) from the relevant MoD Equipment Specialist section (Equipment Project Manager)
- (e) Operator/ Maintainer expertise
- (f) Design Support Contractor, if available from an existing MoD Contract.
- (g) Other specialist support staff, either in house or contracted, as required.

The Contractor will organise a 'Start- up' meeting that will be held prior to the commencement of the study and invite all stakeholders from MoD equipment specialists and sponsor sections relating to the study area. The purpose of the meeting is to ensure all items are in place in order to commence RCM analysis. Note: The Contractor will need to liaise with various stakeholders (both MoD and Industry) during the study, and will be required to gain approval of the study once complete with the relevant MoD equipment/ system design authority. Should this process not be achievable, e.g. Lack of appropriate MoD resources, or technical rejection of the study by the MoD design authority, then the Contractor is to bring the issue to the attention of the RCM Project Manager for resolution.

6.2 Third Parties

Where it is considered necessary to support a study process the Authority may nominate an equipment manufacturer or some other suitable party as the DSC, who will have expertise for the:- design, manufacture, repair or maintenance of the system or equipment under investigation.

If a MoD Contract exists with the nominated DSC, the Authority may arrange for their attendance.

Any Sub-contract for use of DSC must specify that any input by the DSC's representative is fully underwritten by the employing organisation and a requirement for such input to be formally certificated. This is essential to avoid the situation where DSCs input to RCM Studies could be disowned by the delegated Design Authority (DA) when subsequently forwarded to the relevant MoD Equipment Project Manager for approval (See Section 10. Assignment and Subcontracting).

The tasks expected of a DSC will include, but not necessarily be limited to:

- (a) Identification, collection and assessment of additional supporting data relating to the equipment or system, including any relevant failure data.
- (b) Assisting the study team as it defines the functions and assesses the criticality of each asset to the operation of the complete system.
- (c) Contributing to a FMECA for each identified function.
- (d) Contributing to an RCM task analysis for each plausible failure mode.

6.3 Representatives of the Parties

- (a) Prior to the commencement of the work each of the parties shall appoint a representative and his deputy who shall have authority to act on behalf of their respective parties in all matters relating to the agreement.
- (b) A representative or deputy may delegate any of the duties to one or more persons who they nominate. The other party's representatives shall be informed of the authority vested in the person so nominated.
- (c) Contractor shall give the Authority representative access to the facility, the site and the work during working hours. Free access at all times shall be given to persons authorised by the Authority representative provided that such authorisation is notified in reasonable time.

7. Progress Measurement and Schedule Control**7.1 Progress Reports**

Progress shall be measured based on physical progress on deliverables and not on resources expended. The proposed methodology for progress measurement must be agreed with the Authority. The Contractor shall promptly notify Authority if it believes that the work cannot be carried out according to the agreed schedule.

Status meetings are conducted when required by the MoD RCM Project Manager.

7.2 Monthly Report & Progress meeting

The Contractor shall provide a monthly project report to the MoD RCM Project Manager. The monthly project report shall contain as a minimum the following information:

- Introduction
- Contractor risk register
- Activity report (achievement and delays)
 - Actual progress against the planned progress (%)
 - A comparison of currently forecast completion dates and planned completion dates for key deliverables
 - Areas of concerns or anticipated delays
 - List of outstanding actions required by the Authority

- Man hours expenditure status against CTRs
- Description of meetings and discussion related to CTR activities
- Planning and preparation (look ahead priorities and objectives)
- Scheduling status report
- Engineering status report
- Document register, document deliverable schedule
- Manpower
- Program for the following month
- Contractor's comments
- Information outstanding
- Value of work performed; summary to be produced in a tabular format by milestone.
- Performance against Contract KPIs

The above bullets will be used as an agenda for a quarterly Progress meeting to be arranged by the Contractor at a venue which is suitable to both the Authority and contractor. The Progress meeting shall be chaired by the RCM Project manager who may be supported by WSpt commercial staff. The Contractor is to take notes of the meeting and submit to the Authority for approval by the RCM Project Manager no later than 10 working days after the date of the meeting. The Contractor is expected to provide data on all key performance indicators (KPIs) as detailed in the contract documentation.

8. Performance of Work

The Contractor shall perform the work in accordance with the requirements of the contract or specific task, any instructions or directions of the Authority and all relevant laws, codes or practise, regulations and good safety practices.

Where no detailed specification is included in the contract, the Contractor shall engineer such that the results are to the highest professional standards with all due diligence and care.

The Contractor shall affect an efficient business administration and supervision and engage personnel, facilities, suppliers and all other services and things necessary to perform the work in an expeditious and economical manner consistent with the interests of the Authority.

The following requirements are applicable ;

- a) The Contractor will not remove or replace key staff from the team without prior consultation with the Authority.
- b) The Authority may instruct the Contractor to remove a person from the team if the Authorities sole opinion is the person is not making positive contribution to the work
- c) The Contractor shall give immediate notice to the Authority if programmes are or are likely to be delayed. The Contractor shall take steps necessary to mitigate the delay.

9. Authority Supplied Information

- (a) The Contractor shall examine the information supplied by the Authority for inaccuracies, conflicts, ambiguities, omissions, deficiencies, error or insufficiencies, hereinafter for the purpose of this section referenced to as errors. The Contractor shall promptly notify the Authority of the discovery of any errors and the Authority shall instruct the Contractor.
- (b) Where it is not practical for the Contractor to verify the information supplied by the Authority for errors the Contractor shall state its intention to rely on such information and seek such agreement from the Authority prior to commencement of work.
- (c) Unless otherwise agreed under 9(b), the Contractor warrants that is fully satisfied with the completeness of the information supplied by the Authority, at, or prior to the date of the contract amendment and that such information is in all respects fit and sufficient for its intended purpose. Furthermore the Contractor declares that no further information is required from the Authority in order to perform and complete the work in full compliance with the contract.

- (d) The Authority may issue additional information or revisions to existing information at any time or from time to time and the Contractor shall on receipt examine such information for errors, promptly notify the Authority of any discovery of errors and thereafter incorporate the information into the work without undue delay.
- (e) In the event of the discovery of an error in the Authority supplied information:
- i) The Contractor shall promptly notify the Authority. The Authority shall advise the measures to be taken.
 - ii) Where the information giving rise to errors existed within the Contractor's possession prior to the date of the contract amendment or the error could or should have reasonably be determined or foreseen by the Contractor, no claim by the Contractor shall be valid and the Contractor shall bear the costs of correction work, unless notified otherwise under 9(a).

10. Assignment and Subcontracting

- (a) The Contractor shall not assign the contract order or any rights or obligations thereunder without the previous consent in writing of the Authority.
- (b) The Contractor shall not subcontract any part of the contract without prior approval of the Authority. Any such permitted subcontracting shall not in any way relieve the Contractor from any of its obligations under the terms of the contract order.

11. Document Control

The Contractor shall develop, implement and maintain an overall document control system that will ensure that all documents are allocated a unique document number, revision controlled and project procedure. Contractor's scope of work shall be as follows:

- The Authority will develop a reference number for the RCM study, Contractor to use this reference number.
- Following Authority approval, implement and maintain the system ensuring all documents are at the correct revision and dated.
- Develop a system to ensure that the latest revision of documents is available to the relevant parties and that obsolete revisions are recalled and destroyed. A historical copy for references purpose shall be kept.
- Develop list of documents including working documents, this list is to be updated on a monthly basis.

12. HSE

The Contractor shall conduct the work in a manner that will ensure that the work can be performed without loss of life or harm to health, without damage to equipment, without unplanned emission or discharge to the environment and such a way that production or processes are not unexpectedly halted.

12.1 Personnel Safety Assessments

The overall MoD ship safety objective is that the levels of risk of accidental death or injury to the crew or other parties and damage to property or the environment due to MoD shipping activities are as low as reasonably practicable. Safety assessments shall be conducted to eliminate or otherwise control as many hazards as possible and prioritise hazards for corrective action. Study group members are unlikely to be experienced in risk assessment procedures and will not, be expected to undertake personnel safety assessments. However, the rationale that is taken by the group to reach appropriate equipment maintenance decisions should be recorded within the analysis comments. Personnel preparing the finalised JIC will use the analysis comments and information obtained from the relevant safety case/ safety management system to conduct, the personnel safety assessment for consolidated tasks.

12.2 As Low As Reasonably Practicable (ALARP)

The ALARP means that it is not sufficient merely to meet the safety target for the system if an additional safety margin can be provided at reasonable cost. ALARP is applied within the RCM process to derived maintenance tasks to reduce the risk to personnel carrying out the activity.

Safety assessments and appropriate control measures to reduce the risk to ALARP are to be applied as a mandatory Requirement for new ship or equipment designs, or when significant changes are made to existing designs or operating profiles.

12.3 Personnel Risk Safety Assessments

Personnel completing originating JICS must refer to the existing safety case/safety management system in which to identify any relevant safety analysis tables before risk assessment is conducted.

13. Quality Assurance

The Contractor shall possess appropriate ISO 9001:2008 (or equivalent) certification and their Quality Assurance arrangements must comply with AQAP 2120 which calls up additional requirements, including giving a Government Quality Assurance Representative (GQAR) the right of access for Quality Surveillance purposes.

The Quality Assurance Standards for this Contract are:

AQAP 2120 Ed 3 dated 05/10/10 NATO Quality Requirements for Production.

DEFCON 608 Ed. 10/14– Access and Facilities to be Provided by the Contractor

DEFCON 609 ED. 06/14– Contractor Records

Def. Stan 05-61 Part 4 Issue 3 dated 25/10/02: Contractor Working Parties

Def. Stan 00-45 Parts 1 & 2 dated 18/10/16 - Requirements for the Application of Reliability-Centred Maintenance Techniques to HM Ships and Submarines.

MoD reserves the right to develop these documents during the course of any contract let under the auspices of this Statement of Technical Requirements, but will consult as to the implications of such changes on individual tasks.

14. Security

When using portable IT systems i.e. laptop computers, in support of RCM Studies, Contractor will be required to comply with the current MoD Rules regarding laptop security and also adhere to MoD document security classification policy. The Contractor(s) shall note that Lot 1 has the following security classification: SECRET.

The Cyber Risk level for this requirement is considered 'Low' as determined by Risk Assessment Reference B3CG9A6D. The Contractor shall comply with all requirements appropriate to this Cyber Risk level.

Annex A – RCM Core Scope1. Scope

The scope of the activities and the skill sets to be allocated, will be as follows:

Activity**RCM SQEP****(See Annex B)**

- | | | |
|------|---|--------------|
| a. | Support the MMSG by monitoring all actions and activities related to the application of RCM within the Maritime Community as required, ensuring they are in accordance with Def Stan 00-45 and the latest Business Processes, BR 1313, BR1313A and Maintenance Management in Ships and Technical Instructions for Submarines (TISMS). | P, F, TA, TS |
| b. | Support the management of the MMSG's Tasking Form process including: | F, TA; TS |
| i. | Confirmation that sufficient detail is available to carry out the changes requested; | |
| ii. | Liaison with the appropriate authorities to confirm the requirements for change as necessary; | |
| iii. | Completing the required changes in the IUE; | |
| iv. | Setting the change ready for approval; | |
| v. | Informing MMSG when the change has been approved; | |
| vi. | Liaison with appropriate Approvers and setting the maintenance 'live'. | |
| c. | Verify and validate that RCM inputs received from external customers and contractors align with current practices and standards, ensuring that the data supplied as part of RCM deliveries (including TLKs) comply with Def Stan 00-45 and BR1313A. | P, F, TA |
| d. | Assist the RCM Information System Manager with the security and integrity of RCM data within the IUE. | F, TA, TS |
| e. | Manage the MMSG 5 yearly rolling review of RCM studies ensuring EPMs and DAs: | F, TA, TS |
| i. | agree to the review of studies; | |
| ii. | are fully aware of their responsibilities with regard to any proposed changes to affected maintenance schedules; Gain approval of such changes when reviews have been completed. | |
| f. | Gather reference information considered essential for the in house RCM analysis and RCM review programme. | F, TA |
| g. | Provide SME advice and assistance compiling RCM schedules as part of the Technical acceptance / approval of new RCM studies and support RCM data roll-out/take-on for the analysis/review programmes. | F, TA |
| h. | Support the MMSG's customers (MoD and Commercial) and Class Output Managers with the interrogation of RCM and UMMS data, including engagement with other MoD contractors to advise on and develop RCM best practice. | P, F, TA |
| i. | Provide support, guidance and impartial SME advice to the Maritime Community, Class Output Managers, legacy and new build projects on RCM and UMMS processes, including MMSG representation at policy development, maintenance support and review meetings. Note that "impartial" in this context means that any SME advice given to the MMSG is not to be compromised or | P, F TA, TS |

OFFICIAL

Handling Instruction: Commercial in Confidence

Annex A to
Schedule 1 to
Contract WSPT/202/1

influenced by any commercial considerations. MMSG policy is be adhered to for provision of advice rather than individual viewpoints.

- | | | |
|----|--|--------------|
| j. | Assist with the verification and validation of JICs, as part of the improvement programme, ensuring instructions are in accordance with extant standards and publications and the EPMs' requirements. | TA, TS |
| k. | Deliver maintenance schedules at the correct standard for export to the Electronic Maintenance Register (EMR), including liaising with EPMs to ensure that the tasks associated with the schedules to be exported to the EMR have the correct information and have been approved by the appropriate EPM. | F, TA, TS |
| l. | Allocate the correct NATO Stock Numbers to un-codified or incorrectly identified part data within the IUE to include liaison with EPMs when necessary to identify the correct parts. | TS |
| m. | Produce detailed maintenance related reports and presentations for DES Ships SSA-SMM senior management. | P, F, TA |
| n. | To Asset Link and Task Link RCM studies at the appropriate level of indenture as required by EPM/PT or advised accordingly. | TA, TS |
| o. | Support Maritime Training Schools and other external customers in the production of maintenance schedules and updates. | F, TA, TS |
| p. | Identify and propose improvements for the development of RCM processes and MMSG business processes. | P, F, TA, TS |
| q. | Raise technical queries with the appropriate authorities on system/equipment fit within SSDD/SDD. | F, TA, TS |
| r. | Raise SPOC calls in response to reported errors with RCM related software. | P, F, TA, TS |

2. To support the Submarine maintenance change management process and the Submarine RCM rolling review programme including:

- | | | |
|----|--|-------------|
| a. | Updating of the RCM Analysis note field within the database with details of any changes made; | F,TA,S |
| b. | Support to SSMG maintenance audit activity; | P, F |
| c. | Attend monthly meetings hosted by SSMG to rationalize F11 progress; | F, A, S |
| d. | Provide an RCM Facilitator with sub-surface experience and who is capable of communicating with submarine DA's and authorities on technical issues to support the submarine RCM rolling reviews; | F |
| e. | Amend sub-surface A, T and V Class RCM analyses as directed by CTF/F11 action and provide monthly reports of all changes to stakeholders; | TA, TS |
| f. | Identify and report missing/broken links for sub-surface RCM analyses to ISM; | TA |
| g. | Mentoring of submarine community stakeholders on RCM related topics. | P, F, A, TS |

3. In view of the varied nature of the MMSG's responsibilities, this task list is not exhaustive and the contractor will be expected to manage issues within the skill sets defined by the contract. Note that where more than one skill set is proposed, the activity MUST be directed by the first skill set indicated or as directed by the Project Manager.

Annex B - RCM SQEP Definitions**Practitioner (P):**

A person whom by virtue of training and experience as a Facilitator is capable of acting as a project manager, participating in and supervising other RCM Facilitators involved in a large RCM project and who also has an aptitude to deliver RCM training and mentoring at any level. The required skill level for verification and validation of RCM analysis and related work. Personnel must be able to demonstrate at least 3 years' experience in the role.

RCM Facilitator (F):

A person whom by virtue of training and experience is capable of undertaking an RCM analysis in a facilitated environment and on behalf of a stakeholder community. Personnel must be able to demonstrate at least 3 years' experience in the role.

RCM Technical Analyst (T/A):

A person who, by virtue of training and experience, can investigate and resolve RCM maintenance-related issues, including analysis of maintenance data, scheduling and creating maintenance task instructions etc. They are also experienced with MMSG business processes and other applicable maintenance related activities. Personnel must be able to demonstrate at least 3 years' experience in the role or have been certified by a suitably qualified Facilitator or Practitioner.

Technical Secretary (T/S):

A person who, by virtue of training and experience, can interpret maintenance related information and make appropriate, accurate entries into RCM maintenance management databases, bills of materials, etc. They may also, when necessary, alert managers to observed anomalies and recommend courses of action for their correction. Personnel must be able to demonstrate experience in the role.

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Annex C - Support to Strategic Class Authority in UMMS Data Base Management.

The following deliverables are to be delivered as tasked: they aren't exhaustive, and as processes and procedures are developed, in line with software improvements, the remit for administration also changes. At all times, actions and activities are to be in accordance with the latest Business Processes and BR 1313, Maintenance Management in Ships.

Pre-requisites

Contractor to be able to demonstrate the following competences, in order to perform the activities required below:

- a. All personnel being utilised to fulfil this requirement must be able to demonstrate suitable competence in the role of UMMS Database Manager.
- b. Contractor to provide UMMS & general RCM advice and support on WSpt-SCA Floor Plate and will provide a first point of contact for MoD Project and other Industry support staff requiring these services within Abbey Wood or other locations such as Naval Bases to provide technical support and advice to all WSpt-SCA Staff members, Ships Staff and COM with regards to any UMMS or IUE related subjects.
- c. Contractor to have RLI and Dii access.
- d. Contractor must have knowledge of the maritime operating context.
- e. Contractor must have experience of the controlled shut down and re-invigoration of databases and the management of maintenance databases when ships are in periods of maintenance or extended readiness.
- f. Skill level of Tech Analyst or above.

SCOPE

To act as the first line contact for Ships Staff, SCA, COM Platform Managers and Maintenance Engineers, SCA and COM Upkeep Managers, Dockyard Industrial Staff, Equipment Groups, MMSG, PMAAT, FLEET (for general data queries including those of Waterfront Flotilla Staff) and any other party. This remit is for general queries, questions about data accuracy, applicability, due dates, linking, requests for information (i.e. maintenance overdue figures) and any activity which requires database interrogation notwithstanding activities which are judged by administrators to be particularly laborious and which are to be referred to SCA for a decision on further action. This will include the potential of out of hours support via SCA to support deployed units.

Provide support, guidance and impartial SME advice to the SCA, COM on RCM and UMMS processes, policy and data within the IUE, including SCA representation at policy development, maintenance support and review meetings. Note that "impartial" in this context means that any SME advice given to SCA is not to be compromised or influenced by any commercial considerations. SCA policy is to be adhered to for provision of advice rather than individual viewpoints.

To periodically (clarified in liaison with SCA) visit all platforms to conduct 'health-check' duties, focusing on gathering feedback, quality assuring user practices and promotion of the system as well as a reassurance role amongst the user community. Additional visits to COM in particular are

to be made as necessary, specifically post the continued role-out of new or amended software or the change over of key personnel.

To provide on site technical assistance and direction at the waterfront, as directed by SCA to resolve technical problems with the afloat database and to provide assistance.

The contractor will be required to assist SCA with the following UMMS RCM database activities:

- a. Conduct database monthly health checks on all platforms or as directed by SCA - work will include scheduling of new tasks, ensuring triggers are working, coordinating outstanding tasks and managing Task Group Amendments following RCM Monthly Changes report.
- b. To raise 'help-desk' calls as applicable to pursue rectification of data and software issues and to guide users in doing so should it be necessary within existing infrastructure and application support arrangements.
- c. Monitor SSDD-UMMS alignment in conjunction with MMSG in order to provide a quality assurance role by periodical interrogation of UMMS and SSDD.
- d. Data manipulation as directed by SCA (this is a variable requirement requested on an ad-hoc basis).
- e. Monitor and regulate all UMMS contractors accessing platform databases and any database activity conducted, provide a quality assurance role by periodical interrogation of IUE, including checks of RCM, CTR, SSDD hierarchy and UMMS.
- g. To ensure replications shore to ship are conducted as deemed necessary in liaison with other shore users and via application support arrangement to ensure that disparate activities within the shore databases are not interrupted.
- i. To manage and advise on database overhaul should it be necessary, avoiding arbitrary rebuilding if possible (commonly known as 'refresh' action) unless a database is deemed corrupted beyond redemption.
- j. Liaising with Platform and Equipment DA's following Platform and COM feedback, raising any necessary Tasking Forms to MMSG regarding changes to maintenance. To report to the SCA should there be excessive delay in delivery deemed to be detrimental to safety and data quality.
- k. Raise SPOC calls/CAS(D) as directed by SCA or in response to Platform requests arising from feedback or technical queries received post replication. The contractor should keep a log of all SPOC/CAS(D) calls made, feedback is to be provided at monthly meeting with SCA.
- l. Monitor and update platform roles and posts to ensure maintenance is correctly allocated, to ensure its completion when due. Monitor and revise platform operational hierarchy consulting SCA with prospective change. (This will include both ashore and afloat access)
- m. Conduct alignment check of each platform once per year on a 4 week rolling basis. On completion of each check a report of findings is to be forwarded to SCA.
- n. Reviewing and advise on new A&As to ensure the maintenance is captured IAW current business practise.

- o. Reactive response to queries from SCA.

7. Provide an UMMS back up dataset to each platform immediately prior to sailing, work will involve the following activities:

- a. Produce a spreadsheet based on the FOS horizon of all maintenance required whilst the Ship is deployed.
- b. Provide a copy of all JIC's to support maintenance tasks identified above.
- c. Hand deliver the data set in CD format to each platform.
- d. Recover completion dates following back up system use, enter completion dates into UMMS and realign databases once onboard IT failure is resolved

As directed by SCA, attend the following meetings at Portsmouth or Devonport Naval Bases and Abbey Wood:

- a. Monthly SCA/COM maintenance delivery meeting. This will form part of the assurance role and the SCA is to inform administrators immediately should there be any dissatisfaction with the level or quality of administration.
- b. Maintenance review meetings.
- c. Support visits to platforms engaged in FTSP and Upkeep to promote UMMS working relationships.
- d. Annual Platform visits.
- e. UMMS general forums.

Work closely with the COM in both Devonport and Portsmouth to assist with minor admin tasks and offer informal training as directed by SCA.

To adhere to current and future business practices maintaining the role of the user uppermost in mind. Any issues or problems with processes are to be brought to the attention of SCA. To seek innovation and propose changes to improve the business process as a whole.

UPKEEP SUPPORT

To liaise with SCA Upkeep Managers as required/requested in pursuit of work package compilation within UMMS. Administrators are to be given oversight of this activity together with providing a quality assurance role prior to, during and after any Upkeep work package compilation. This would normally involve requests for attendance at any work package meetings. This arrangement doesn't extend to externally sponsored maintenance package compilation that would normally fall to either ships staff or COM to organise and action. This is to include the following actions (list is not exhaustive):

- a. Manage Upkeep work specifications through-life, to include responding to specification queries, amendment to the Work-lists and indexes based on changes requested by SCA, COM or specification queries and management of the Project Change Register ensuring configuration control is maintained.
- b. Compile work specification based on UMMS generated tasks.
- c. Produce draft work specifications.

- d. Attend Pre Upkeep Material Assessments(PUMA) as requested by SCA.
- e. Input to UMMS Upkeep defects and Work Requisition Forms(WRF) raised by PUMA teams and trials teams ensuring format meets requirement of Upkeep.
- f. Attend Work Package Reconciliation Visits (WPRV) as requested by SCA.
- g. Liaise with Upkeep Authorities (SFM / Contractor) as directed by SCA.
- h. Attend Trials meetings and input jobs agreed into UMMS and work specification.
- i. Input to UMMS extra jobs agreed at PUMA or as advised by SCA Upkeep Managers ensuring format meets requirement of Upkeep work specification.
- j. Produce formal work specifications as agreed with SCA Upkeep Managers (post reconciliation and supplementary packages).
- k. Update work specification with supplementary jobs as agreed with SCA Upkeep Managers.
- l. Conduct initial visit to advice on DB migration and management of jobs during Upkeep.
- m. Conduct follow up visits pre-SSMOB and at SSMOB to assist SS to manage legacy items pre Fleet Date.



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PRICING & PAYMENT

SCHEDULE 2 TO CONTRACT WSPT/202/1

RELIABILITY CENTRED MAINTENANCE (RCM) SUPPORT

LOT 1: RCM MARITIME ANALYSIS

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Version control

Version	Date	Change
1	28/07/17	Released with ITT
1.1	12/09/2017	Update to payment terms
2	12/12/2017	Issued at contract placement

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Contents

Pricing..... 7

1. Contract Periods..... 7

2. Contract Rates 7

3. Travel and Subsistence (T&S)..... 8

4. Sub-Contractor Prices 8

5. Pricing of Non-Core Requirements 8

Payment..... 9

6. Core Service 9

7. Non-Core Requirements..... 9

8. Performance Retention..... 9

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Pricing

1. Contract Periods

1.1. Prices detailed in this Schedule shall apply for the following defined contract periods:

Year 1: 01/01/2018 to 31/12/2018

Year 2: 01/01/2019 to 31/12/2019

Year 3: 01/01/2020 to 31/12/2020

Year 4: 01/01/2021 to 31/12/2021

Year 5: 01/01/2022 to 30/06/2022

2. Contract Rates

2.1. Table 1 contains the Firm rates that shall apply for the duration of the contract. The rate titles are defined in Schedule 1 of the contract.

2.2. All prices contained within the contract shall be ex-VAT.

Rate	Year 1	Year 2	Year 3	Year 4	Year 5
Core Service (£ per Annum)					
RCM Practitioner (£ per hour)					
RCM Facilitator (£ per hour)					
Technical Analyst (£ per hour)					
Technical Secretary (£ per hour)					

Table 1 – Contract Rates

3. Travel and Subsistence (T&S)

- 3.1. The Core Service prices shall include all T&S for the requirements defined in Schedule 1 as Core requirements.
- 3.2. Where T&S is required for Non-Core requirements the contractor shall ensure that the most economical, practical means of Travel and Subsistence (T&S) are used and shall look to make cost savings wherever possible (e.g. multiple meetings on the same day, essential attendees only). T&S claims shall be at receipted costs unless motor mileage rates apply.
- 3.3. The following Motor Mileage Rates shall apply for the duration of the contract:
 - 3.3.1. £0.25 per mile – Where private vehicles are used for business for convenience.
 - 3.3.2. £0.25 per mile – Where a pool car is available.
 - 3.3.3. £0.45 per mile – Where the use of a private vehicle and motor mileage at this rate would be demonstrably cheaper than use of a business/hire vehicle

4. Sub-Contractor Prices

- 4.1. Where a Sub-Contractor is required to perform any of the requirements for which a rate is included within Table 1 above then the Sub-Contractor price shall be included within the rates defined in Table 1.
- 4.2. Where a Sub-Contractor is required to perform a Non-Core requirement that is not within the definitions of the rates defined in Table 1 then a Sub-Contractor price may be quoted by the Contractor for consideration by the Authority.

5. Pricing of Non-Core Requirements

- 5.1. All prices submitted to the Authority by the Contractor for Non-Core requirements shall be Firm priced using the rates defined in this Schedule.

Payment

6. Core Service

- 6.1. The Core Service Price shall be split into 4 equal payments that shall be paid quarterly in arrears following the quarterly Progress Meeting to be held by the Contractor.
- 6.2. Where the Core Service Price cannot be split into 4 equal payments as per 6.1, the first three payments shall be rounded down to the next whole pence and the fourth payment shall be increased so that the sum of the four payments total the Core Service Price for that year.
- 6.3. The value of each Core Service payment shall be subject to conditions 8.1 and 8.2 below.

7. Non-Core Requirements

- 7.1. Non-Core requirements shall be paid following the Authority's acceptance of full and final delivery of the requirements, unless an alternative payment plan has been proposed by the Contractor and accepted by the Authority at Task Approval.
- 7.2. New RCM studies may be subject to external audit prior to acceptance by the Authority.
- 7.3. Should the Authority's acceptance of deliverables as stated at conditions 7.1 and 7.2 above exceed 30 days from the Authority's receipt of full and final delivery then payments shall become due on the 31st day following delivery. This period shall not apply if the Authority disputes full and final delivery within the 30 day period. Payments made under this condition shall not prejudice any other obligations under the contract and shall not constitute acceptance of the deliverables by the Authority.
- 7.4. All Milestone Payment plans proposed by the Contractor shall be linked to deliverables, are subject to agreement by the Authority's Project Manager and shall be claimed in accordance with condition 7.1 above.

8. Performance Retention

- 8.1. Should the Contractor's performance during a performance period fall below the performance standards required by the Key Performance Indicators (KPIs) detailed in Schedule 4 of this Contract, the Authority shall retain a percentage of the Core Service price for the period measured. The percentage withheld shall be proportionate to the number of KPI failures and is further defined in Schedule 4.
- 8.2. The retained value shall be released to the Contractor following the next performance period in which the required performance standards have been maintained.

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TASK AUTHORISATION

SCHEDULE 3 TO CONTRACT WSPT/202/1

RELIABILITY CENTRED MAINTENANCE (RCM) SUPPORT

LOT 1: RCM MARITIME ANALYSIS

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Page intentionally left blank for printing.

Contents

Task Authorisation Process.....	7
Core Tasks.....	7
Non-Core Tasks	8
Annex A - Task Authorisation Form.....	A1
Part 1 Statement of Requirements.....	A1
Part 2 Quotation.....	A2
Part 3 Authorisation to Proceed	A3
Part 4 Acceptance of Deliverables	A4
Annex B - MMSG – Customer Tasking Form ¹	B1
Annex C - MMSG – Customer Tasking Form - Completion Instructions	C1
Annex D - Task Detail Template	D1

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Task Authorisation Process

Core Tasks

1. All Core Tasks shall be initiated using the MMSG Customer Tasking Form (CTF) at Annex B to this Contract Schedule. This form may be subject to review by the Authority and if required, amendments may be issued.
2. The MMSG CTF may request non-core work and in this case, it will become subject for review by the RCM Programme Manager and proceed through the Non-Core task process.
3. The MMSG Customer Tasking Form is to be completed in accordance with the MMSG Customer Tasking Form Instructions at Annex C to this Contract Schedule. These instructions may be subject to review by the Authority and if required, amendments may be issued.
4. New maintenance tasks that are required to be added to the Customer Task Repository (CTR) of the Unit Maintenance Management System (UMMS) require completion of a Task Detail Template at Annex D to this Contract Schedule.
5. Core tasks are initiated by MOD Equipment and Platform desks and sent to the Authority in the first instance. The Contractor may at times receive these direct from Equipment/Platform desks, but work must not proceed until the Authority has reviewed, recorded and authorised the task.
6. The Authority will record CTFs within the in-house tasking database for management, of which the Contractor will have view of. Once reviewed, the Authority will assign the CTF to the Contractor on the database as Authority to Proceed with the work.
7. The Contractor will undertake the work on behalf of the Authority and in-line with agreed priority timescales as stated in the MMSG CTF instructions. The Contractor may need to clarify the tasking requirements with the Authority and/or Equipment and Platform desks.
8. Changes to the Integrated UMMS Environment (IUE) as a result of CTF requested work will need to be authorised in the IUE. This is normally by MoD staff i.e. equipment desk personnel and platform, who will need an UMMS logon to approve the changes. The Contractor will be responsible for assigning the relevant approver groups which will allow approval action to occur.
9. The Authority will undertake final approval of changes in the IUE to ensure the requirement detailed in the MMSG CTF has been delivered by the Contractor and can be set live.
10. The Contractor will notify the Authority when a CTF has been fully delivered and subsequently can be closed on the MMSG tasking database.

Non-Core Tasks

1. All Non-Core Tasks shall be initiated using the Task Authorisation Form (TAF) at Annex A to this Contract Schedule.
2. The Authority shall identify a requirement by completing Part 1 of a TAF and issuing it to the Contractor.
3. Should the Contractor wish to clarify any aspects of the requirement specified in the TAF Part 1 it shall raise a Clarification Question with the Authority Project Manager a minimum of 2 days prior to the Quotation Due Date. The Authority Project Manager may consider specifying a new Quotation Due Date to account for the Clarification Response.
4. The Contractor shall provide a Firm Price quotation to deliver the requirement to the Authority within 5 days of receipt unless an alternative timescale is specified in the TAF Part 1 by completing the TAF Part 2 and submitting it to the Authority Project Manager. The Contractor shall provide a full breakdown of the Firm Price quotation in accordance with Schedule 2 of the Contract.
5. The Authority shall consider the quotation provided and if acceptable will complete the TAF Part 3 to authorise the Contractor to commence work. The Contractor shall not commence work until Authority to Proceed has been given by an Authority Commercial Officer.
6. The Contractor is to deliver the requirement as specified by the Required Delivery Date.
7. The Authority shall the review the deliverables for compliance against the requirements. If appropriate, the Authority shall confirm Acceptance by completing the TAF Part 4 and issuing to the contractor. If the deliverables are not compliant with the requirements then the Contractor shall undertake any remedial action at no additional cost to the Authority.
8. Should a the Contractor be unable to deliver the requirement by the Required Delivery Date due to circumstances beyond its control then it should notify the Authority Project Manager as soon as this is identified. The Authority Project Manager may consider a revision to the Requirement Due Date at their own discretion.

Task Authorisation Form**Part 1 Statement of Requirements**

Task Number		Required Delivery Date	
		Quotation Due Date	

Task Requirement

Requirement Project Officer			
Contact Details			

Issued by (Authority)

Name		Date Issued	
Role		Signature	

Task Authorisation Form**Part 2 Quotation**

Task Number

Item	Rate (£)	Hours/Quantity	Total Price (£ ex VAT)
Practitioner			£0.00
Facilitator			£0.00
Technical Analyst			£0.00
Technical Secretary			£0.00
T&S			£0.00
Sub-contractor			£0.00
Other (please specify)			£0.00
Total			£0.00

Further details (if applicable)

Issued by (Contractor):

Name

Date Issued

Role

Signature

Quote valid for acceptance until:

Task Authorisation Form**Part 3 Authorisation to Proceed**

Task Number

Technical Approval

By signature below I confirm that the quotation provided at Part 2 is commensurate with the Task requirements stated at Part 1

Name

Date

Role

Signature

Financial Approval

By signature below I confirm that funding is available and can be committed for this Task against the finance codes provided below.

MG

BLB

RAC

UIN

VAT

LPC

SMS Ref (If applicable)

Name

Date

Role

Signature

Commercial Authority to Proceed

By signature below I accept the quotation provided at Part 2 and authorise the Contractor to commence work.

Name

Date

Role

Signature

For Authority Use Only

RCA/RFA

Date Raised

Requisition

Date Raised

Purchase Order

Date Raised

Task Authorisation Form**Part 4 Acceptance of Deliverables**

Task Number	
----------------	--

Technical Approval

By signature below I confirm full acceptance of the deliverables required under this Task and give the Contractor Authority to raise an Invoice to claim payment

Name		Date	
Role		Signature	

For Authority Use Only

Receipt		Date	
Invoice		Date	

MMSG – Customer Tasking Form ¹

* Mandatory Fields.

Date: (Format: dd/mm/yyyy)

* Customer: Your Project Team / COM

* Originator: Your Name

* Originators e-mail: Your e-mail address

* Contact Address: Type it in one long line to prevent the page breaking awkwardly

Tel Civ: Mil: Fax Civ: Mil:

* Customer Ref:

Originating From:

* High Level Task: Choose from Drop-down List

NB: ONLY ONE STUDY & PLATFORM PER TASKING FORM

* Platform: Choose from Drop-down List Other: Not on the list, please type it in here

Check box shown thus ☒ denotes YES

Classification Society (i.e. Lloyds, DNV): ☐ Please add any comments in the Work Required field.

What format do you wish the tasking request returned?

Please choose from the drop-down list

* Target date: (Format: dd/mm/yyyy)

* Priority Level for this task: Choose from List

Justification for the priority level that you have chosen:

IMPORTANT:

International Traffic in Arms Regulations (ITAR)

* Does this MMSG Customer Tasking Form include any items subject to ITAR legislation?
YES ☐ NO ☐

If the response to the ITAR question is YES explain in the "Description of Request" field, who holds the Technical Assistance Agreement? (See Customer Tasking Form Completion Instructions for further guidance)

Authority

* I can confirm that I have the Authority to request the changes detailed in this Customer Tasking Form, for, or on behalf, of:-

1. Equipment Team ☐ 2. Platform Team ☐

OFFICIAL

Handling Instruction: Commercial in Confidence (When complete)

Annex B to Schedule 3 to
Contract WSPT/202/1

Please use the following space to explain the changes / additions/ amendment etc. that you wish the MMSG to carry-out. (See accompanying CTF Completion Instructions for full guidance)

NB: If there is insufficient space for the all details you wish to include, please send a continuation sheet as an e-mail attachment. Please also remember to attach any supporting documentation (i.e. S2012, A & A Information, Manufacturers (OEM) Handbook Maintenance, and textural changes to JICs, Task steps etc.).

On completion, send the form by email (along with any other relevant documentation, by email attachment) to:

DESShipsWSpt-SMM-MMSG-RCM1 @mod.uk

*** Analysis Reference (also known as Logistic Control Number (LCN)) of RCM Analysis under consideration in this Customer Tasking Form:**

for example: W6293

*** Title of RCM Analysis requiring amendment:**

for example: 7.62mm GPMG Buffered Mount and Pedestal

*** Work Required / Description of Request:**

Type HERE what you would like the MMSG to amend; i.e. JIC Task Steps, RCM, UMMS etc.

MMSG – Customer Tasking Form - Completion Instructions

(* Mandatory Fields.)

Date: Enter the creation date of this Tasking Form.

* **Customer:** Your Project Team, Directorate, Company or COM (hereafter called Project Team).

* **Originator:** You; a Point Of Contact from your Project Team for this specific task.

* **Originators e-mail address:** Insert your e-mail address.

* **Contact Address:** Postal address for you; your Project Team including postcode.

Telephone & Fax number: Insert your Civilian and Military phone number (all applicable).

* **Customer Reference:** Assign a Reference Number for this task, unique to you and your Project Team.

Originating From: Insert the reason for this tasking; originating from i.e. S2022, S2012, OPDEF, Email, Telephone, F11 etc.

* **High Level Task:** Choose from the Drop-down list provided.

NB: ONLY ONE STUDY & PLATFORM PER TASKING FORM: Thus preventing numerous Platforms or Studies being placed onto one form causing significant Audit problems. One Tasking Form is to be created for each Platform and Study for which this tasking is relating to:-

- **Platform:** Select the applicable platform from Drop-down list provided: if the platform is not on the list, please select "Other" & insert the relevant applicability in the box provided.
- **Classification Society** applicable item, or specify **Other** and give details in the Work Required section.

Return Format: State how you wish the completed tasking returned; all completed tasks will appear on the Monthly Report by default anyway.

* **Target date:** State a realistic timescale for the completion of this task, based upon your chosen Priority Level and Justification.

* **Priority Level:** Please use the following grid to determine the priority code

<i>Importance (Priority Level)</i>	<i>Impact of failure to deliver (to time and quality targets)</i>
1 – Immediate	Critical impact - To be initiated with 7 days.
2 – High	Significant impact - To be initiated between 7 and 30 days.
3 – Medium	Serious impact - To be initiated within 90 days.
4 – Low	Minor impact - As discussed and agreed with customer.

* **Justification:** Please insert a brief impact statement as to what would occur if the task was not completed on time.

International Traffic in Arms Regulations (ITAR)

* Please answer YES or No to the question "Does this MMSG Tasking Form include any items subject to ITAR legislation"

If the response to the ITAR question is YES please explain (in the "Requirement for the Task" field) who holds the Technical Assistance Agreement? Stating NO confirms that MMSG can use any technical information on Dii and are free to use Sub-contract assistance. Guidance on ITAR can be found at:

www.pmddtc.state.gov/regulations_laws/itar.html

Part 121 gives guidance on the types of equipment affected by ITAR. The EPM / Commodity should be aware if the item is ITAR

NOTE: This is now a mandatory declaration; Customer Tasking Forms sent in to MMSG without this box completed will be returned.

*** Authority:**

1. Customer Tasking Forms, requesting a change which affects an Equipment Maintenance Schedule, will only be accepted from an EPM / Equipment Group.
2. A Platform Project Team can request a change to their UMMS i.e. Task Linking, etc. but cannot request changes which affects an Equipment's Maintenance Schedule.

*** RCM Analysis LCN / Ref Number:** Specify the Logistic Control Number (LCN) of the RCM Analysis requiring amendment.

*** RCM Analysis Title:** Specify the actual title of the RCM Analysis to be amended.

*** Work Required / Description of Requested Change:** The following details need to be supplied in support of this Change Request / RCM Customer Tasking Form, including the **Failure Mode** of the required change; the affected **UMMS Task** (the "**Failure Management Strategy**" or "**Task Title**" in UMMS).

Guidance on the format of the required information is to be iaw Maritime Technical Instructions [MTIs] (Maritime domain supplement to Defence Standard [Def-Stan] 00-45); the following information is required to populate the IUE(RCM) Toolkit.

Analysis Details - Comments Field / Audit Notes

Reason for change (*UMMS Feedback, S2012, S2022, legislation etc.*)

Operating Context and Analysis Customers

Annotate / Amend to reflect request if applicable

Failure Modes, Effects and Criticality Analysis (FMECA) Worksheet

Function:	<i>MTIs Section 4, Paragraph 29</i>
Functional Failure:	<i>MTIs Section 4, Paragraph 30</i>
Failure Mode:	<i>MTIs Section 4, Paragraph 30.4</i>
Local Effects (LE):	<i>MTIs Section 4, Paragraph 30.6</i>
Next Effects (NE):	<i>MTIs Section 4, Paragraph 30.6</i>
End Effects (EE):	<i>MTIs Section 4, Paragraph 30.6</i>

FMECA Worksheet Detail

Criticality Assessment:	<i>MTIs Section 4, Paragraph 31</i>
RCM Justification:	<i>MTIs Section 4, Paragraph 32 (consequence of failure and Failure Management Task). These actions are recorded in the Decision Logic.</i>
Failure Management Strategy:	<i>Action, Interval and Duration</i>
Dormancy:	<i>MTIs Section 5, Topic 21</i>

Task Information / Instructions and Task Steps (i.e. Job Information Cards (JICs)).

Guidance for the production of a JIC(s) can be found in BR1313, Chapter 10, which is used for populating the IUE Central Task Repository (CTR).

Task Detail Template*The information within this shaded section is from the RCM Maintenance Schedule and is required to assist with linking***RCM Analysis****RCM Reference****FM Ref****Action****Task Interval****Task Duration****SAFETY/ENVIRONMENTAL****Action Sub Type****OPERATIONAL****NON OPERATIONAL****CTRID****Task Title****Task Category****Approver Group****Sponsor****SKILLS AND TIME REQUIRED TO DO TASK****RELEVANT HANDBOOKS****Skill****No.****Time****Unit****RELATED MAINTENANCE****NAVAL STORES** *(All those stores required in support of the task)***SPARE GEAR** *(All those stores that would need to be demanded to carry out the task)***TOOLS** *(All codified tools required to carry out the task)***SAFETY PRECAUTIONS** *(The content of Step 1 is a requirement for all Tasks)*

- 1 IT IS THE RESPONSIBILITY OF THE MAINTAINER TO CONSIDER EACH MAINTENANCE PROCESS AND WHERE A SIGNIFICANT RISK IS IDENTIFIED A SUITABLE ASSESSMENT IS TO BE CARRIED OUT TO ENSURE COMPLIANCE WITH CURRENT REGULATIONS.

2

3

4

TASK DETAILS AND JOB DESCRIPTION

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DRAWINGS (All Drawings should also be supplied as JPEGs to allow direct Upload to Task documents
Tab)



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**KEY PERFORMANCE INDICATORS
(KPIS)**

**SCHEDULE 4 TO
CONTRACT WSPT/202/1**

**RELIABILITY CENTRED MAINTENANCE
LOT 1: RCM MARITIME ANALYSIS**

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Contents

INTRODUCTION	7
Key performance Indicators (KPIs).....	8
KPI 1–(Contracted core work) Contractor provided personnel at Abbey Wood	8
KPI 2 – Tasks delivered to agreed timescales	8
KPI 3 – Quality of output.....	9
KPI 4 – Pricing Tasks (TAFs)	10

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INTRODUCTION

1.1. This document sets out the performance levels and performance measurement, monitoring and reporting activities to satisfy the Authority that the key requirements of the Contract are being achieved.

1.2. The performance of the Contract shall be monitored and measured against the four Key Performance Indicators (KPIs) defined in this Schedule 4. Satisfactory performance by the Contractor shall be linked to payment in accordance with Schedule 2 of the Contract.

1.3. The Red/Green performance against which payment will be assessed will be monitored in each month of the quarter but paid quarterly in arrears. In the event there is a mixture of Red or Green during the quarter, the majority KPI colour will determine what the final KPI will be.

1.4. Performance of all requirements and/or deliverables in scope of the KPIs shall be measured and reported unless a specific exemption for a requirement and/or deliverable has been granted by the Authority's Project Manager specified in DEFFORM 111 to this Contract.

Key performance Indicators (KPIs)

Performance Indicator Number	KPI 1–(Contracted core work) Contractor provided personnel at Abbey Wood
Performance Indicator	Sufficient SQEP support provided in accordance with the requirements of the core element of the SOTR
Who Measures?	Contractor
How is it Measured?	Presented by the Contractor's progress report and quarterly review
Monitoring Frequency	Monthly
Reporting Frequency	Quarterly
Comments	For each working day, the core element will consist of 1 Facilitator, 1 Technical Analyst and 2 Technical Secretaries. For a standard 4 week month, 100% score would equate to 80 Man/ Days, therefore one person not available for 2 days would equal 78 Man/Days or 97.5 per Month
KPI Retention value	10% of core service fee
SCORING GUIDANCE	
Green	97% of SQEP available per month (No of Man/days achieved in month/ Total no of Man/days available in period/Month)
Red	Less than 97% SQEP available

Performance Indicator Number	KPI 2 – Tasks delivered to agreed timescales
Performance Indicator	RCM tasks are delivered to time as agreed in contract tasking arrangements
Who Measures?	Contractor
How is it Measured?	By the Contractor's progress report and quarterly review
Monitoring Frequency	Monthly
Reporting Frequency	Quarterly
Comments	All RCM tasks (e.g. RCM analysis & JICS etc) are delivered to agreed timescales.
KPI Retention value	5% of core service fee
SCORING GUIDANCE	
Green	95% or more TAFs delivered to time.
Red	94% or less TAFs delivered to time.

Performance Indicator Number	KPI 3 – Quality of output
Performance Indicator	Audited RCM Studies are to contain a minimum number of corrective action
Who Measures?	Authority's Project Manager (See Box 2 of DEFFORM 111)
How is it Measured?	By Contractor's progress report and monthly review
Monitoring Frequency	Monthly
Reporting Frequency	Quarterly
Comments	No studies to contain Major non-conformities against DS 00-45 and BR1313A when audited. Note: more than 10 minor observations for a simple study may be determined to a major Non-conformity. This will be determined by the RCM Project Manager. * Definition below
KPI retention value	5% of core service fee
SCORING GUIDANCE	
Green	100% contain no major non-conformities identified during external audit against DS 00-45 and BR1313A.
Red	99% or less contain minimum corrective action

* The following definitions shall apply: -

1. Major Non-conformity: The study does not conform to the methodology in either Def Stan 00-45 or BR1313A or the Functions, Functional Failures and Failure Modes have not been clearly defined
2. Minor: The study has inconsistencies or minor errors which in themselves do not warrant a major non conformity but detract from the overall creditability of the study being audited. Note: If many minor observations are recorded, and at the discretion of the auditor the CONTRACTOR may wish to group a number of minor observations into a major non-conformity.
3. Notes: All other comments which do not fall into the categories above.

The final determination on the classification shall be the responsibility of the RCM Project Manager.

Performance Indicator Number	KPI 4 – Pricing Tasks (TAFs)
Performance Indicator	All Tasks to be priced within the timescale specified in part 1 of the TAF.
Who Measures?	By Contractor
How is it Measured?	By Contractor's progress report and monthly review
Monitoring Frequency	Monthly
Reporting Frequency	Quarterly
Comments	To maintain customer stakeholder credibility of service – Pricing of tasks needs to be turned around to deadline.
KPI retention Value	5% of core service fee
Scoring Guidance	
Green	90% or more Tasks priced in 5 days.
Red	89% or less Tasks priced in 5 days.



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**GOVERNMENT FURNISHED ASSETS
(GFA)**

**SCHEDULE 5 TO
CONTRACT WSPT/202/1**

**RELIABILITY CENTRED MAINTENANCE (RCM)
SUPPORT
LOT 1: RCM MARITIME ANALYSIS**

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Contents

Government Furnished Assets (GFA) 7

 Government Furnished Facilities (GFF)..... 7

 Government Furnished Information (GFI) 7

DEFFORM 315

DEFFORM 316

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Government Furnished Assets (GFA)

1. The following GFA Items shall be provided to the Contractor by the Authority for the duration of the contract.

Government Furnished Facilities (GFF)

2. 4 desk spaces shall be provided at MOD Abbey Wood to facilitate the provision of the Core Service.
3. MOD Abbey Wood operates an agile working policy where desks are provided on a first-come first-served basis and as such the 4 desks may not be situated in the same building or floorplate as the MOD RCM team. Contractor staff shall adhere to all site policies when working on site.
4. The MOD shall endeavour to provide basic IT facilities on the 4 desks but this cannot be guaranteed and contractor staff using these facilities may be required to use their own IT facilities at times.

Government Furnished Information (GFI)

5. Government Furnished Information may be required in order to deliver specific Contract requirements. The Contractor shall identify the GFI required in order to deliver a specific Task and the Authority shall endeavour to provide it.
6. The Contractor is to note the specific contract conditions relating to GFA that are contained in the Contract Terms and Conditions document.

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Ministry of Defence
CONTRACT DATA REQUIREMENT

<p>1. <u>ITT/Contract Number</u> WSPT/202/ RCM lot 1</p>	<p>2. <u>CDR Number</u> WSPT/202/1/CDR/1</p>	<p>3. <u>Data Category</u> Maintenance</p>	<p>4. <u>Contract Delivery Date</u> WSPT/202/1 Contract start date</p>
<p>5. <u>Equipment/Equipment Subsystem Description</u> For all equipment/ systems and structure which attract maintenance for all RN and RFA ships under the scope of the above contract.</p>		<p>6. <u>General Description of Data Deliverable</u> Drawings, Books of Reference, technical OEM manuals, configuration accounts, operating instructions, technical instructions, maintenance schedules, RCM studies, Job information cards (JICs) and integrated technical electronic information and other such support information (e.g. ITAR) used in the course of developing maintenance information within the scope of the above contract for all RN and RFA vessels. Information may be supplied by either, paper, CDs/DVDs, and access to MoD data-bases and electronic media</p>	
<p>7. <u>Purpose for which data is required</u> 1st/2nd level maintenance of the equipment/ systems/ structure of all RN and RFA vessels by or for the Services;</p>	<p>8. <u>Intellectual Property Rights</u> a. <u>Applicable DEFCONs</u> DEFCON 16, DEFCON 21 b. <u>Special IP Conditions</u></p>		
<p>9. <u>Update/Further Submission Requirements</u> It is the responsibility of the Contractor to identify the information required to fulfil the requirements of this contract. Any perceived omissions or errors are to be identified and communicated to the RCM Project manager</p>			
<p>10. <u>Medium of Delivery</u> Information maybe supplied by either, paper, CDs/DVDs, and access to MoD data-bases and electronic media</p>	<p>11. <u>Number of Copies</u> As required.</p>		

Guidance Notes for the Completion of DEFFORM 315

DEFFORM 315 is a template for a Contract Data Requirement (CDR), and should be used in all contracts requiring a CDR. The relevant information should be entered, by the MoD, in accordance with the following guidelines. These notes should be read in conjunction with Guidelines for Industry (GFI) No 10.

- Block 1. Enter ITT or contract number as appropriate.
- Block 2. Enter a CDR reference number. All CDRs under a Contract should be numbered individually and sequentially, e.g. 1,2,3....
- Block 3. Enter the category of data for which the CDR is being prepared, e.g.:
- Maintenance/Repair/Reconditioning
 - Manufacture
 - Operation
- Other categories may be used, for example: simulator information or interface information. However, see GFI No 10 paragraph 12).
- Block 4. Enter the date by which the data item is to be delivered.
- Block 5. Identify the equipment, process or material to which the data item relates.
- Block 6. Enter a general description of the data item and:
- (1) In the case of manufacturing data packs (or process/material data packs) reference the applicable Data Item Description, e.g. UK DID MDP (Edn 2/98).
 - (2) In the case of operating manuals, Repair and Maintenance manuals or other standard Repair and Maintenance documentation identify the applicable standard (see GFI No 10 paragraph 23).
 - (3) In the case of other categories of information, identify the adaptation if any (see GFI No 10 paragraph 12).
- Block 7. Specify the purpose for which the data item is required, such as
- 1st/2nd level maintenance of the equipment by or for the Services;
 - competitive tendering for manufacture and supply of equipment;
 - operation of the equipment by or for the Services.
- Care should be taken when specifying the purpose for which the information is being supplied as this may affect the liability of the contractor if the information is used for purposes other than those stated.
- Block 8a. Specify which of the new IP DEFCONs (15, 16 and 21 (Edn 2/98)) is applicable to the information. Usually it will be necessary to specify DEFCON 21 and one of either DEFCON 15 or DEFCON 16 as appropriate.
- Block 8b. Where a special condition is being applied to the information in place of one or more of the new IP DEFCONs (15, 16, and 21 (Edn 2/98)), the special condition should be referenced (see GFI No 10 paragraph 6).
- Block 9. Enter the requirements for delivering updates or re-submissions of the data item, including the frequency of re-submissions.
- Block 10. Specify the medium of delivery, e.g. paper, computer disc, CD-ROM.
- Block 11. In the case of paper deliveries, specify the number of copies required.

Ministry of Defence

GOVERNMENT FURNISHED INFORMATION

<p>1. <u>ITT/Contract Number</u> WSPT/202/ RCM lot 1</p>	<p>2. <u>GFI Number</u> WSPT/202/1/GFI/1</p>	<p>3. <u>Contract Delivery Date</u> WSPT/202/1 Contract start date</p>
<p>4. <u>Equipment/Equipment Subsystem Description</u> For all equipment/ systems and structure which attract maintenance for all RN and RFA ships under the scope of the above contract.</p>		<p>5. <u>Description of Deliverable Information</u> Drawings, Books of Reference, technical OEM manuals, configuration accounts, operating instructions, technical instructions, maintenance schedules, RCM studies, Job information cards (JICs) and integrated technical electronic information and other such support information (e.g. ITAR) used in the course of developing maintenance information within the scope of the above contract for all RN and RFA vessels. Information may be supplied by either, paper, CDs/DVDs, and access to MoD data-bases and electronic media</p>
<p>6. <u>Purpose for which information is required</u> For the derivation of RCM studies, job information cards and other such maintenance related information defined in the scope of the above contract</p>	<p>7. <u>Special Requirements/Comments</u> It is the responsibility of the Contractor to identify the information required to fulfil the requirements of this contract. Any perceived omissions or errors are to be identified and communicated to the RCM Project manager.</p>	
<p>8. <u>Update/Further Submission Requirements</u> This Def Form applies to the core tasks and any further tasking arrangements under the scope of this contract.</p>		
<p>9. <u>Medium of Delivery</u> Information maybe supplied by either, paper, CDs/DVDs, and access to MoD data-bases and electronic media</p>	<p>10. <u>Number of Copies</u> As required</p>	

Guidance Notes for the Completion of DEFFORM 316

Government Furnished Information (GFI) is defined as being data that the MOD will supply to the contractor as a formal contract deliverable in aid of work under the contract.

DEFFORM 316 is a template for identifying GFI, and should be used in all contracts where GFI is to be issued. The relevant information should be entered, by the MoD, in accordance with the following guidelines.

- Block 1. Enter ITT or contract number as appropriate.
- Block 2. Enter a GFI reference number. All GFI DEFFORMs issued under a Contract should be uniquely numbered and presented sequentially.
- Block 3. Enter the date by which the information is to be delivered. This field may also reference a master programme schedule or other document forming part of the Contract wherein the delivery date is specified.
- Block 4. Identify the equipment, process or material to which the information relates.
- Block 5. Enter a description of the information, including version numbers and dates or other unique identification as appropriate.
- Block 6. Specify the purpose for which the information is required.
- Block 7. Enter any special requirements associated with the information, or comments e.g. clarifications or limitations on content/use.
- Block 8. Enter the requirements for delivering updates or re-submissions of the information, including the frequency of re-submissions.
- Block 9. Specify the medium of delivery, e.g. paper, computer disc, CD-ROM.
- Block 10. Specify the number of copies required.



Ministry
of Defence



**TRANSFER OF UNDERTAKINGS
(PROTECTION OF EMPLOYMENT)
(TUPE)**

**SCHEDULE 6 TO
CONTRACT WSPT/202/1**

**RELIABILITY CENTRED MAINTENANCE (RCM)
SUPPORT
LOT 1: RCM MARITIME ANALYSIS**

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Contents

PART 1 - EMPLOYEE TRANSFER ARRANGEMENTS ON ENTRY.....	7
1. DEFINITIONS.....	7
2. PREVIOUS CONTRACTOR EMPLOYEES	8
2.1. Employee Information	8
2.2. Obligations in respect of Previous Contractor Employees	8
2.3. Indemnities	9
3. GENERAL PROVISIONS APPLICABLE TO PREVIOUS CONTRACTOR EMPLOYEES AND CONTRACTOR PERSONNEL.....	10
3.1. Contractor Indemnity.....	10
3.2. Post Transfer Reporting	10
APPENDIX 1 - PERSONNEL INFORMATION TO BE RELEASED PURSUANT TO THIS AGREEMENT.....	11
PART A.....	11
1.1 Performance Appraisal	11
1.2 Superannuation and Pay.....	11
1.3 Medical.....	12
1.4 Disciplinary.....	12
1.5 Further information	12
PART B.....	13
PART 2 – STAFF TRANSFER ARRANGEMENTS ON EXIT	15
1. DEFINITIONS.....	15
2. EMPLOYMENT	15
2.1. Information on Re-tender, Partial Termination, Termination or Expiry	15
2.2. Obligations in Respect of Subsequent Transferring Employees	18
2.3. Unexpected Subsequent Transferring Employees.....	18
2.4. Indemnities on Subsequent transfer under the Transfer Regulations on Partial Termination, Termination or Expiry of the Contract	20
2.5. Contracts (Rights of Third Parties) Act 1999	21
2.6. General.....	21
APPENDIX 1 - CONTRACTOR PERSONNEL-RELATED INFORMATION TO BE RELEASED UPON RE- TENDERING WHERE THE TRANSFER REGULATIONS APPLIES.....	23
APPENDIX 2 - PERSONNEL INFORMATION TO BE RELEASED PURSUANT TO THIS CONTRACT.....	25
Part A.....	25

1.1.	Personal, Employment and Career	25
1.2.	Performance Appraisal	25
1.3.	Superannuation and Pay	26
1.4.	Medical.....	26
1.5.	Disciplinary.....	26
1.6.	Further information	26
Part B.....		27
1.7.	Information to be provided 28 days prior to the Subsequent Transfer Date:.....	27

PART 1 - EMPLOYEE TRANSFER ARRANGEMENTS ON ENTRY

1. DEFINITIONS

1.1. In this Schedule 6 Part 1, save where otherwise provided, words and terms defined in Schedule 7 (Definitions) of the Contract shall have the meaning ascribed to them in Schedule 7 (Definitions) of the Contract.

1.2. Without prejudice to Schedule 7 (Definitions) of the Contract, in this Schedule 6 Part 1 unless the context otherwise requires:

"DPA" means Data Protection Act 1998 as amended or replaced from time to time;

"Employing Sub-Contractor" means any sub-contractor of the Contractor providing any part of the Services who is or is to be the employer of an Authority Employee, a Previous Contractor Employee or an Unexpected Employee;

"New Provider" means any replacement service provider or providers engaged to provide the Services (or part thereof) or substantially similar services or the Authority itself where the Services or substantially similar services or part thereof continue to be provided by the Authority after partial termination, termination or expiry of this Contract;

"Previous Contractor" means the company previously responsible for the delivery of services under the contract;

"Previous Contractor Employee" means an employee of a Previous Contractor who immediately before the Relevant Transfer Date is assigned to carry out the services to be carried out by the Contractor or Sub-Contractor under this Contract and who has not been dismissed, resigned, been reassigned or objected to the Relevant Transfer;

"Relevant Transfer" means a transfer to the Contractor or an Employing Sub-Contractor of a Previous Contractor Employee pursuant to this Contract and the Transfer Regulations;

"Relevant Transfer Date" means the date on which a Relevant Transfer is effected for Previous Contractor Employees;

"Relevant Statutory Scheme" has the same meaning as in Regulation 8 of the Transfer Regulations;

"Services" shall have the meaning specified in [project team to complete];

"Transfer Regulations" means the Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended from time to time and/or the Service Provision Change (Protection of Employment) Regulations (Northern Ireland) 2006 (as amended from time to time), as appropriate.

2. PREVIOUS CONTRACTOR EMPLOYEES

2.1. Employee Information

- 2.1.1. No later than three months prior to the Relevant Transfer Date the Authority shall provide to the Contractor the information listed in Appendix 1 of this Schedule 6 Part 1 in respect of Previous Contractor Employees to the extent that such information has been provided to the Authority by the Previous Contractor.
- 2.1.2. The Authority shall provide the Contractor with any update to the information provided under paragraph 2.1.1 as soon as is reasonably practicable, to the extent that such information has been provided to the Authority by the Previous Contractor.
- 2.1.3. The Contractor shall provide any information provided to it by the Authority pursuant to paragraph 2.1.1 to an Employing Sub-Contractor within seven Business Days of receipt to the extent that such Previous Contractor Employees are to transfer to an Employing Sub-Contractor under a Relevant Transfer on the Relevant Transfer Date.
- 2.1.4. Paragraph 2.1.1 is subject to the Authority and any Previous Contractor's obligations in respect of the DPA and any data provided by the Authority in accordance with paragraph 2.1.1 shall be provided in anonymous form in order to enable its disclosure. To the extent anonymous data has been provided by the Authority pursuant to its obligations under Paragraph 2.1.1 above, the Authority shall provide full data no later than 28 days prior to the Relevant Transfer.
- 2.1.5. The Authority does not warrant the accuracy of the information provided under paragraph 2.1.1.

2.2. Obligations in respect of Previous Contractor Employees

- 2.2.1. The Contractor and the Authority acknowledge (and the Contractor shall procure that the Employing Sub-Contractor acknowledges) that the provision of the Services under this Contract will constitute a Relevant Transfer.
- 2.2.2. The Contractor agrees (and will procure that the Employing Sub-Contractor agrees) that from the Relevant Transfer Date the contracts of employment of any Previous Contractor Employees together with any collective agreements (save insofar as such contracts and such agreements relate to benefits for old age, invalidity or survivors under any occupational pension scheme or otherwise do not transfer pursuant to regulation 4A of the Transfer Regulations) will take effect as if originally made between the Contractor or an Employing Sub-Contractor and the Previous Contractor Employees (or the relevant trade union, as the case may be) subject to any variations to such contracts of employment made pursuant to Regulation 9 of the Transfer Regulations, where applicable.
- 2.2.3. The Contractor agrees that it will comply with its obligations under sections 257 and 258 of the Pensions Act 2004 and the Transfer of Employment (Pension Protection) Regulations 2005.

- 2.2.4. Save for any liabilities in respect of Previous Contractor Employees under a Relevant Statutory Scheme or Schemes, the Contractor or Employing Sub-Contractor (as the case may be) shall have responsibility for all emoluments and outgoings (including without limitation all wages, bonuses, commissions, payments in respect of holiday taken after the Relevant Transfer Date as appropriate, PAYE, national insurance contributions and contributions to retirement benefit schemes) in relation to the Previous Contractor Employees with effect from and including the Relevant Transfer Date and shall indemnify the Authority and the Previous Contractor in respect of the same.

2.3. Indemnities

- 2.3.1. The Contractor shall indemnify and hold harmless the Authority and any Previous Contractor against all demands, claims, liabilities, losses and damages, costs and expenses (including all interest, penalties, legal and other costs and expenses) together with any applicable Value Added and similar taxes or liability for deduction of PAYE tax properly incurred by the Authority or any Previous Contractor arising out of or in connection with:
- a) any breach by the Contractor and/or any Employing Sub-Contractor of their obligations under Regulation 13 of the Transfer Regulations;
 - b) any act or proposal by the Contractor or any Employing Sub-Contractor prior to or following the Relevant Transfer Date which amounts to a repudiatory breach of contract as referred to in Regulation 4(11) of the Transfer Regulations and/or to make a substantial change in working conditions of any Previous Contractor Employee to the material detriment of that employee. For the purposes of this sub-clause the expressions “repudiatory breach”, “substantial change” and “material detriment” shall have the same meanings as for the purposes of Regulation 4(9) and 4(11) of the Transfer Regulations; and
 - c) any collective agreement or any arrangement with any trade union or staff association after the Relevant Transfer Date.
 - d) Any variations or proposed variations to any Previous Contractor Employee’s terms and conditions of employment pursuant to regulations 4(5) and 4(5B).

3. GENERAL PROVISIONS APPLICABLE TO PREVIOUS CONTRACTOR EMPLOYEES AND CONTRACTOR PERSONNEL

3.1. Contractor Indemnity

3.1.1. The Contractor shall indemnify the Authority and any New Provider against all reasonable costs (including reasonable legal costs) losses and expenses and all damages, compensation, fines and liabilities arising out of or in connection with the employment or termination of employment by the Contractor or any Employing Sub-Contractor of any person (including the Previous Contractor Employees) engaged in connection with the provision of the Services during the term of this Agreement.

3.2. Post Transfer Reporting

3.2.1. The Contractor shall upon request by the Authority provide (or shall procure that an Employing Sub-Contractor shall provide) the Authority with the following information in respect of the employees who are wholly or mainly employed, assigned or engaged in providing the Services:

- a) any proposed, agreed or imposed changes to terms and conditions of service;
- b) disputes relating to compliance with the Transfer Regulations which are regarded as unresolved by a recognised Trade Union;
- c) any court action or tribunal proceedings relating to compliance with the Transfer Regulations;
- d) completed court action or tribunal proceedings relating to compliance with the Transfer Regulations; and
- e) out of court settlements relating to compliance with the Transfer Regulations if possible having regard to the wording of the settlement.

APPENDIX 1 - PERSONNEL INFORMATION TO BE RELEASED PURSUANT TO THIS AGREEMENT

PART A

1. Pursuant to paragraph 2.1 of this Schedule 6 Part 1, the written statement of employment particulars as required by section 1 of the Employment Rights Act 1996 together with the following information (save where that information is included within that statement) will be provided to the extent it is not included within the written statement of employment particulars:

1.1. Personal, Employment and Career

- a) Age;
- b) Security Vetting Clearance;
- c) Job title;
- d) Work location;
- e) Conditioned hours of work;
- f) Employment Status;
- g) Details of training and operating licensing required for Statutory and Health and Safety reasons;
- h) Details of training or sponsorship commitments;
- i) Standard Annual leave entitlement and current leave year entitlement and record;
- j) Annual leave reckonable service date;
- k) Details of disciplinary or grievance proceedings taken by or against transferring employees in the last two years;
- l) Information of any legal proceedings between employees and their employer within the previous two years or any such proceedings that the transferor has reasonable grounds to believe that an employee may bring against the transferee arising out of their employment with the transferor;
- m) Issue of Uniform/Protective Clothing;
- n) Working Time Directive opt-out forms; and
- o) Date from which the latest period of continuous employment began.

1.1 Performance Appraisal

- a) The current year's Performance Appraisal;
- b) Current year's training plan (if it exists); and
- c) Performance Pay Recommendations (PPR) forms completed in the current reporting year, or where relevant, any bonus entitlements;

1.2 Superannuation and Pay

- a) Maternity leave or other long-term leave of absence (meaning more than 4 weeks) planned or taken within the last two years;

- b) Annual salary and rates of pay band/grade;
- c) Shifts, unsociable hours or other premium rates of pay;
- d) Overtime history for the preceding twelve-month period;
- e) Allowances and bonuses for the preceding twelve-month period;
- f) Details of outstanding loan, advances on salary or debts;
- g) Cumulative pay for tax and pension purposes;
- h) Cumulative tax paid;
- i) National Insurance Number;
- j) National Insurance contribution rate;
- k) Other payments or deductions being made for statutory reasons;
- l) Any other voluntary deductions from pay;
- m) Pension Scheme Membership;
- n) For pension purposes, the notional reckonable service date;
- o) Pensionable pay history for three years to date of transfer;
- p) Percentage of any pay currently contributed under additional voluntary contribution arrangements; and
- q) Percentage of pay currently contributed under any added years arrangements.

1.3 Medical

- a) Sickness and absence records for the immediately preceding four-year period; and
- b) Details of any active restoring efficiency case for health purposes.

1.4 Disciplinary

- a) Details of any active restoring efficiency case for reasons of performance; and
- b) Details of any active disciplinary cases where corrective action is on going.

1.5 Further information

- a) Information about specific adjustments that have been made for an individual under the Disability Discrimination Act 1995 or the Equality Act 2010;
- b) Short term variations to attendance hours to accommodate a domestic situation;
- c) Individuals that are members of the Reserves, or staff may have been granted special leave as a School Governor; and
- d) Information about any maternity or other statutory leave or other absence from work.

PART B

2. Information to be provided 28 days prior to the Relevant Transfer Date:
- a) Employee's full name;
 - b) Date of Birth
 - c) Home address;
 - d) Bank/building society account details for payroll purposes Tax Code.

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PART 2 – STAFF TRANSFER ARRANGEMENTS ON EXIT

1. DEFINITIONS

- 1.1. In this Schedule 6 Part 2, save where otherwise provided, words and terms defined in Schedule 7 (Definitions) or Schedule 6 Part 1 of the Contract shall have the meaning ascribed to them in Schedule 7 (Definitions) or Schedule 6 Part 1 of the Contract.
- 1.2. Without prejudice to Schedule 7 (Definitions) of the Contract or Schedule 6, Part 1, in this Schedule 6 Part 2 unless the context otherwise requires:
- "Employee Liability Information"** has the same meaning as in Regulation 11(2) of the Transfer Regulations;
- "Employing Sub-Contractor"** means any sub-contractor of the Contractor providing all or any part of the Services who employs or engages any person in providing the Services;
- "Subsequent Relevant Transfer"** means a transfer of the employment of Subsequent Transferring Employees from the Contractor or any Employing Sub-Contractor to a New Provider or the Authority under the Transfer Regulations;
- "Subsequent Transfer Date"** means the date on which the transfer of a Subsequent Transferring Employee takes place under the Transfer Regulations;
- "Subsequent Transferring Employee"** means an employee wholly or mainly employed or otherwise assigned to the Services (or in respect of partial termination, the relevant part of the Services) whose employment transfers under the Transfer Regulations from the Contractor or any Employing Sub-Contractor to a New Provider;
- "Transfer Regulations"** means the Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended from time to time and/or the Service Provision Change (Protection of Employment) Regulations (Northern Ireland) 2006 (as amended from time to time), as appropriate .

2. EMPLOYMENT

2.1. Information on Re-tender, Partial Termination, Termination or Expiry

- 2.1.1. No earlier than two years preceding the termination, partial termination or Expiry of this Contract or a potential Subsequent Transfer Date or at any time after the service of a notice to terminate this Contract or the provision of any of the Services (whether in whole or part) or on receipt of a written request by the Authority, the Contractor shall (and shall procure that any Employing Sub-Contractor shall):
- a) supply to the Authority such information as the Authority may reasonably require in order to consider the application of the Transfer Regulations on the termination, partial termination or expiry of this Contract;

- b) supply to the Authority such full and accurate and up-to-date information as may be requested by the Authority including the information listed in Appendix 1 to this Schedule 6 Part 2 relating to the employees who are wholly or mainly employed, assigned or engaged in providing the Services or part of the Services under this Contract who may be subject to a Subsequent Relevant Transfer;
 - c) provide the information promptly and in any event not later than three months from the date when a request for such information is made and at no cost to the Authority;
 - d) acknowledge that the Authority will use the information for informing any prospective New Provider for any services which are substantially the same as the Services or part of the Services provided pursuant to this Contract;
 - e) inform the Authority of any changes to the information provided under paragraph a) or 2.1.1(b) up to the Subsequent Transfer Date as soon as reasonably practicable.
- 2.1.2. Three months preceding the termination, partial termination or expiry of this Contract or on receipt of a written request from the Authority the Contractor shall:
- a) ensure that Employee Liability Information and such information listed in Part A of Appendix 2 of Part 2 of this Schedule 6 (Personnel Information) relating to the Subsequent Transferring Employees is provided to the Authority and/or any New Provider;
 - b) inform the Authority and/or any New Provider of any changes to the information provided under this Paragraph 2.1.2 up to any Subsequent Transfer Date as soon as reasonably practicable;
 - c) enable and assist the Authority and/or any New Provider or any sub-contractor of a New Provider to communicate with and meet those employees and their trade union or other employee representatives.
- 2.1.3. No later than 28 days prior to the Subsequent Transfer Date the Contractor shall provide the Authority and/or any New Provider with a final list of the Subsequent Transferring Employees together with the information listed in Part B of Appendix 2 of Part 2 of this Schedule 6 (Personnel Information) relating to the Subsequent Transferring Employees. The Contractor shall inform the Authority and/or New Provider of any changes to this list or information up to the Subsequent Transfer Date.

- 2.1.4. Paragraphs 2.1.1 and 2.1.2 of this Appendix are subject to the Contractor's obligations in respect of the DPA and the Contractor shall use its best endeavours to obtain the consent of its employees (and shall procure that its Sub-Contractors use their best endeavours to obtain the consent of their employees) to the extent necessary under the DPA or provide the data in an anonymous form in order to enable disclosure of the information required under paragraphs 2.1.1 and 2.1.2. Notwithstanding this paragraph 2.1.4, the Contractor acknowledges (and shall procure that its Sub-Contractors acknowledge) that they are required to provide sufficient information to the Authority to enable the Authority to determine the nature of the activities being undertaken by employees engaged in providing the Services, to assess whether there is an organised grouping for the purposes of the Transfer Regulations and to assess who is assigned to such organised grouping. To the extent that anonymous data has been provided by the Contractor pursuant to its obligations under Paragraph 2.1.1 or 2.1.2 above, the Contractor shall provide full data to the Authority no later than 28 days prior to the Subsequent Transfer Date.
- 2.1.5. On notification to the Contractor by the Authority of a New Provider or within the period of six months prior to the Termination Date or after service of a notice to terminate this Contract (whether in whole or in part), whichever is earlier and in any event on receipt of a written request by the Authority, the Contractor shall not and shall procure that an Employing Sub-Contractor shall not:
- a) materially amend or promise to amend the rates of remuneration or other terms and conditions of employment of any person wholly or mainly employed or engaged in providing the Services under this Contract; or
 - b) replace or re-deploy from the Services any person wholly or mainly employed or engaged in providing the Services, or materially increase or decrease the number of persons performing the Services under this Contract or the working time spent on the Services (or any part thereof); or
 - c) reorganise any working methods or assign to any person wholly or mainly employed or engaged in providing the Services (or any part thereof) any duties unconnected with the Services (or any part thereof) under this Contract; or
 - d) terminate or give notice to terminate the employment of any person wholly or mainly employed or engaged in providing the Services (or any part thereof) under this Contract other than in the case of serious misconduct or for poor performance,
- save in the ordinary course of business and with the prior written consent of the Authority (not to be unreasonably withheld or delayed) and the Contractor shall indemnify and keep indemnified the Authority in respect of any reasonable costs (including reasonable legal costs), losses and expenses and all damages, compensation, fines and liabilities arising out of or in connection with any breach of paragraphs 2.1.1, 2.1.2, 2.1.3 or 2.1.5 of this Schedule 6 Part 2.
- 2.1.6. The Authority may at any time prior to the period set out in paragraph 2.1.5 of this Schedule 6 Part 2 request from the Contractor any of the information in sections 1(a) to (d) of Appendix 1 and the Contractor shall and shall procure any Sub-Contractor will provide the information requested within 28 days of receipt of that request.

2.2. Obligations in Respect of Subsequent Transferring Employees

- 2.2.1. To the extent that the Transfer Regulations apply on expiry, termination or partial termination of this contract, the Contractor shall and shall procure any Employing Sub-Contractor shall and the Authority shall and shall procure that a New Provider shall in such circumstances:
- a) before and in relation to the Subsequent Transfer Date liaise with each other and shall co-operate with each other in order to implement effectively the smooth transfer of the Subsequent Transferring Employees to the Authority and/or a New Provider; and
 - b) comply with their respective obligations under the Transfer Regulations including their obligations to inform and consult under Regulation 13 of the Transfer Regulations.

2.3. Unexpected Subsequent Transferring Employees

- 2.3.1. If a claim or allegation is made by an employee or former employee of the Contractor or any Employing Sub-Contractor who is not named on the list of Subsequent Transferring Employees provided under paragraph 2.1.3 (an "**Unexpected Subsequent Transferring Employee**") that he has or should have transferred to the Authority and/or New Provider by virtue of the Transfer Regulations, the Party receiving the claim or allegation shall notify the other Party (or the Contractor shall notify the Authority on the Sub-Contractor's behalf and the Authority shall notify the Contractor on the New Provider's behalf) in writing as soon as reasonably practicable and no later than ten Business Days after receiving notification of the Unexpected Subsequent Transferring Employee's claim or allegation, whereupon:
- a) the Contractor shall (or shall procure that the Employing Sub-Contractor shall), as soon as reasonably practicable, offer and/or confirm continued employment to the Unexpected Subsequent Transferring Employee or take such other steps so as to effect a written withdrawal of the claim or allegation; and
 - b) if the Unexpected Subsequent Transferring Employee's claim or allegation is not withdrawn or resolved the Contractor shall notify the Authority (who will notify any New Provider who is a party to such claim or allegation), and the Authority (insofar as it is permitted) and/or New Provider (as appropriate) shall employ the Unexpected Subsequent Transferring Employee or as soon as reasonably practicable, (subject to compliance with its obligations at paragraph 2.3.1(c)(iii)), serve notice to terminate the Unexpected Subsequent Transferring Employee's employment in accordance with his contract of employment; and
 - c) the Contractor shall indemnify the Authority against all reasonable costs (including reasonable legal costs) losses and expenses and all damages, compensation, fines and liabilities arising out of or in connection with any of the following liabilities incurred by the Authority or New Provider in dealing with or disposing of the Unexpected Subsequent Transferring Employee's claim or allegation:

- (i) any additional costs of employing the Unexpected Subsequent Transferring Employee up to the date of dismissal where the Unexpected Subsequent Transferring Employee has been dismissed in accordance with paragraph 2.3.1(b);
- (ii) any liabilities acquired by virtue of the Transfer Regulations in relation to the Unexpected Subsequent Transferring Employee;
- (iii) any liabilities relating to the termination of the Unexpected Subsequent Transferring Employee's employment but excluding such proportion or amount of any liability for unfair dismissal, breach of contract or discrimination attributable:
 - (A) to a failure by the Authority or a New Provider to act reasonably to mitigate the costs of dismissing such person);
 - (B) directly or indirectly to the procedure followed by the Authority or a New Provider in dismissing the Unexpected Transferee; or
 - (C) to the acts/omissions of the Authority or a New Provider not wholly connected to the dismissal of that person;
- (iv) any liabilities incurred under a settlement of the Unexpected Subsequent Transferring Employee's claim which was reached with the express permission of the Contractor (not to be unreasonably withheld or delayed);
- (v) reasonable administrative costs incurred by the Authority or New Provider in dealing with the Unexpected Subsequent Transferring Employee's claim or allegation, subject to a cap per Unexpected Subsequent Transferring Employee of £5,000; and
- (vi) legal and other professional costs reasonably incurred;

2.3.2. the Authority shall be deemed to have waived its right to an indemnity under paragraph c) if it fails without reasonable cause to take, or fails to procure any New Provider takes, any action in accordance with any of the timescales referred to in this paragraph 2.3.

2.4. Indemnities on Subsequent transfer under the Transfer Regulations on Partial Termination, Termination or Expiry of the Contract

- 2.4.1. If on the expiry, termination or partial termination of the Contract there is a Subsequent Relevant Transfer, the Contractor shall indemnify the Authority and any New Provider against all reasonable costs (including reasonable legal costs) losses and expenses and all damages, compensation, fines and liabilities arising out of or in connection with any claim by any employee or trade union representative or employee representative arising whether before or after the Subsequent Transfer Date out of any failure by the Contractor or any Sub-Contractor to comply with their obligations under Regulation 13 of the Transfer Regulations in relation to any Subsequent Transferring Employee or any other employee of the Contractor or any Sub-Contractor affected by the Subsequent Relevant Transfer (as defined by Regulation 13 of the Transfer Regulations), save to the extent that all reasonable costs (including reasonable legal costs), losses and expenses and all damages, compensation, fines and liabilities are a result of the act or omission of the Authority or the New Provider.
- 2.4.2. If there is a Subsequent Relevant Transfer, the Authority shall indemnify the Contractor against all reasonable costs (including reasonable legal costs) losses and expenses and all damages, compensation, fines and liabilities arising out of, or in connection with:
- a) any claim or claims by a Subsequent Transferring Employee at any time on or after the Subsequent Transfer Date which arise as a result of an act or omission of the Authority or a New Provider or a sub-contractor of a New Provider during the period from and including the Subsequent Transfer Date;
 - b) subject to paragraph 2.4.1 any claim by any employee or trade union representative or employee representative arising whether before or after the Subsequent Transfer Date out of any failure by the Authority or a New Provider or a sub-contractor of a New Provider to comply with their obligations under Regulation 13 of the Transfer Regulations in relation to any Subsequent Transferring Employee or any other employee engaged wholly or mainly in connection with the Services by the New Provider or any other employee of the Authority or any New Provider affected by the Subsequent Relevant Transfer effected by this Contract (as defined by Regulation 13 of the Transfer Regulations),
- save to the extent that all reasonable costs (including reasonable legal costs), losses and expenses and all damages, compensation, fines and liabilities are a result of the act or omission of the Contractor or any Employing Sub-Contractor.
- 2.4.3. In the event of a Subsequent Relevant Transfer, the Authority shall indemnify the Contractor in respect of all reasonable costs (including reasonable legal costs), losses and expenses and all damages, compensation, fines and other liabilities arising out of or in connection with or as a result of a substantial change by the Authority [or a New Provider or any sub-contractor of a New Provider] on or after the Subsequent Transfer Date to the working conditions of any Subsequent Transferring Employee to the material detriment of any such Subsequent Transferring Employee. For the purposes of this paragraph 2.4.3, the expressions "substantial change" and "material detriment" shall have the meanings as are ascribed to them for the purposes of Regulation 4(9) of the Transfer Regulations.

2.5. Contracts (Rights of Third Parties) Act 1999

- 2.5.1. A New Provider may enforce the terms of paragraph 2.3 and 2.4 against the Contractor in accordance with the Contracts (Rights of Third Parties) Act 1999.
- 2.5.2. The consent of a New Provider (save where the New Provider is the Authority) is not required to rescind, vary or terminate this Contract.
- 2.5.3. Nothing in this paragraph 2.6 shall affect the accrued rights of the New Provider prior to the rescission, variation, expiry or termination of this Contract.

2.6. General

- 2.6.1. The Contractor shall not recover any Costs and/or other losses under this Schedule 6 where such Costs and/or losses are recoverable by the Contractor elsewhere in this Contract and/or are recoverable under the Transfer Regulations or otherwise.

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**APPENDIX 1 - CONTRACTOR PERSONNEL-RELATED INFORMATION TO BE
RELEASED UPON RE-TENDERING WHERE THE TRANSFER REGULATIONS
APPLIES**

1. Pursuant to paragraph 2.1.1(b) of Part 2 of this Schedule 6, the following information will be provided:
 - a) The total number of individual employees (including any employees of Sub-Contractors) that are currently engaged, assigned or employed in providing the Services and who may therefore be transferred. Alternatively the Contractor should provide information why any of their employees or those of their Sub-Contractors will not transfer;
 - b) The total number of posts or proportion of posts expressed as a full-time equivalent value that currently undertakes the work that is to transfer;
 - c) The preceding 12 months total pay costs – (Pay, benefits employee/employer ERNIC and Overtime);
 - d) Total redundancy liability including any enhanced contractual payments;
2. In respect of those employees included in the total at 1(a), the following information:
 - a) Age (not date of Birth);
 - b) Employment Status (i.e. Fixed Term, Casual, Permanent);
 - c) Length of current period of continuous employment (in years, months) and notice entitlement;
 - d) Weekly conditioned hours of attendance (gross);
 - e) Standard Annual Holiday Entitlement (not "in year" holiday entitlement that may contain carry over or deficit from previous leave years);
 - f) Pension Scheme Membership;
 - g) Pension and redundancy liability information;
 - h) Annual Salary;
 - i) Details of any regular overtime commitments (these may be weekly, monthly or annual commitments for which staff may receive an overtime payment);
 - j) Details of attendance patterns that attract enhanced rates of pay or allowances;
 - k) Regular/recurring allowances;
 - l) Outstanding financial claims arising from employment (i.e. season ticket loans, transfer grants);
3. The information to be provided under this Appendix 1 should not identify an individual employee by name or other unique personal identifier unless such information is being provided 28 days prior to the Subsequent Transfer Date.
4. The Contractor will provide (and will procure that the Sub-Contractors provide) the Authority/tenderers with access to the Contractor's and Sub-Contractor's general employment terms and conditions applicable to those employees identified at paragraph 1(a) of this Appendix 1.

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Appendix 1 to Part 2 to
Schedule 6 to
Contract WSPT/202/1

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APPENDIX 2 - PERSONNEL INFORMATION TO BE RELEASED PURSUANT TO THIS CONTRACT

Part A

1. Pursuant to paragraph 2.1.2 of this Schedule 6, Part 2, the written statement of employment particulars as required by section 1 of the Employment Rights Act 1996 together with the following information (save where that information is included within that statement) which will be provided to the extent it is not included within the written statement of employment particulars:

1.1. Personal, Employment and Career

- a) Age;
- b) Security Vetting Clearance;
- c) Job title;
- d) Work location;
- e) Conditioned hours of work;
- f) Employment Status;
- g) Details of training and operating licensing required for Statutory and Health and Safety reasons;
- h) Details of training or sponsorship commitments;
- i) Standard Annual leave entitlement and current leave year entitlement and record;
- j) Annual leave reckonable service date;
- k) Details of disciplinary or grievance proceedings taken by or against transferring employees in the last two years;
- l) Information of any legal proceedings between employees and their employer within the previous two years or such proceedings that the transferor has reasonable grounds to believe that an employee may bring against the transferee arising out of their employment with the transferor;
- m) Issue of Uniform/Protective Clothing;
- n) Working Time Directive opt-out forms; and
- o) Date from which the latest period of continuous employment began.

1.2. Performance Appraisal

- a) The current year's Performance Appraisal;
- b) Current year's training plan (if it exists); and
- c) Performance Pay Recommendations (PPR) forms completed in the current reporting year, or where relevant, any bonus entitlements.

1.3. Superannuation and Pay

- a) Maternity leave or other long-term leave of absence (meaning more than 4 weeks) planned or taken during the last two years;
- b) Annual salary and rates of pay band/grade;
- c) Shifts, unsociable hours or other premium rates of pay;
- d) Overtime history for the preceding twelve-month period;
- e) Allowances and bonuses for the preceding twelve-month period;
- f) Details of outstanding loan, advances on salary or debts;
- g) Cumulative pay for tax and pension purposes;
- h) Cumulative tax paid;
- i) National Insurance Number;
- j) National Insurance contribution rate;
- k) Other payments or deductions being made for statutory reasons;
- l) Any other voluntary deductions from pay;
- m) Pension Scheme Membership;
- n) For pension purposes, the notional reckonable service date;
- o) Pensionable pay history for three years to date of transfer;
- p) Percentage of any pay currently contributed under additional voluntary contribution arrangements; and
- q) Percentage of pay currently contributed under any added years arrangements.

1.4. Medical

- a) Sickness and absence records for the immediately preceding four-year period; and
- b) Details of any active restoring efficiency case for health purposes.

1.5. Disciplinary

- a) Details of any active restoring efficiency case for reasons of performance; and
- b) Details of any active disciplinary cases where corrective action is on going.

1.6. Further information

- a) Information about specific adjustments that have been made for an individual under the Disability Discrimination Act 1995 or the Equality Act 2010;
- b) Short term variations to attendance hours to accommodate a domestic situation;
- c) Individuals that are members of the Reserves, or staff that may have been granted special leave as a School Governor; and
- d) Information about any maternity or other statutory leave or other absence from work.

Part B

1.7. Information to be provided 28 days prior to the Subsequent Transfer Date:

- a) Employee's full name;
- b) Date of Birth
- c) Home address;
- d) Bank/building society account details for payroll purposes Tax Code.

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Ministry
of Defence



DEFINITIONS

SCHEDULE 7 TO CONTRACT WSPT/202/1

RELIABILITY CENTRED MAINTENANCE (RCM) SUPPORT LOT 1: RCM MARITIME ANALYSIS

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Version control

Version	Date	Change
1	28/07/2017	Released with ITT
2	18/09/2017	Updated following CQ's
3	12/12/2017	Issued at contract placement

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Term	Definition
A&As	<p>Alterations and Additions</p> <p>A change to a Platforms structure, system or equipment as a result of change to capability, obsolescence, reliability or safety. Also termed Update or Upgrade.</p>
AE	<p>Age Exploration</p> <p>Age exploration is the systematic examination of the lifetime a component or part can support in an application in service. It's crucial to setting task intervals. The term means literally "to explore component aging, and find out what service the component can provide."</p>
ALARP	<p>As Low As Is Reasonably Practicable</p> <p>ALARP stands for "as low as reasonably practicable", and is a term often used in the regulation and management of safety-critical and safety-involved systems. The ALARP principle is that the residual risk shall be reduced as far as is reasonably practicable.</p>
Analysis Details	Information contained in an RCM study
Approvers	Group or persons identified as having authority to approve a study, JIC or maintenance etc.
AQAP	<p>Allied Quality Assurance Publication</p> <p>The Allied Quality Assurance Publications (AQAP) are standards for quality assurance systems that have been developed by NATO. The aim of the AQAP agreement is to define standards for Quality Assurance of defence products. These standards are an integral part of contracts awarded in the military field involving NATO member countries. AQAP documents are therefore important to contractors and companies wanting to bid for such contracts. The AQAP system is described in STANAG 4107 issued by the NATO Standardization Agency. There are currently two main types of AQAP documents; Contractual Type which are written as a Technical Specification intended for contractual use; and Guidance Type which provide general guidance.</p>

ARM	Availability, Reliability, Maintainability
Asset Link	A link within UMMS to link a specific asset to a Platform and maintenance task.
Authority	The Authority means the Secretary of State for Defence or a delegated representative.
CAD	Contract Acceptance Date
CAS(D)	Continuous at sea (deterrent) One of the Navy's four strategic submarines is always on patrol, ensuring a continuous at sea deterrent, 24/7/365.
Change Action	An approved way of initiating a change to maintenance or policy.
Class Managers	As defined in BR1313A
COM	Class Output Manager Class Output Manager whose tasks include on behalf of the SCA; (a) activities associated with development and maintenance of an integrated support programme for the class and individual vessels; (b) project management and co-ordinations of equipment delivery and maintenance activities to meet availability targets; (c) planning and coordination of fleet-time and upkeep maintenance; and (d) prioritisation and management of class resources to meet agreed outputs.
Contract	Contract WSPT/202/1
Contractor(s)	The company or its representatives contracted to deliver WSPT/202/1
Core Element	Key enduring Contract requirements that span the duration of the Contract and for which a Core Service fee is paid

Core Service Price	The Price for delivering core requirements
CST	Contractor Study Team A team established by the contractor of suitable SME's and SQEP to undertake an RCM study.
CTF	Customer Task Form A form used by MMSG to task a change to the maintenance management system or to conduct an RCM study, RCM audit or JIC review. Usually raised by the Design Authority, COM or other relevant stakeholder.
CTR	Common Task Repository A single source for all maintenance tasks improving version control, data quality and uniformity of maintenance.
DA	Design Authority Design Authority is the Authority that is responsible for controlling the design of equipment or vessel approving all amendments to design due to changes in capability, obsolescence or system integration. The DA is responsible for re-issuing the Certificate of Design for the equipment, maintaining a body of evidence to ensure the equipment / vessel is safe to operate. Maintains the design intent, safety case, system margins, maintenance routines, spares provision, training and usually supplies and maintains the equipment drawing set, configuration records, associated analytical work and test results. The DA is often the original designer / builder for the equipment, however, for a specific class of vessel the Platform Duty Holder has the design authority for delivering safe ships of operational capability, availability and readiness with NCHQ.
DAR	Design Authority Requirements
Database Manager	A person nominated as the lead authority to make changes to Platform specific data within UMMS.

DB	<p>Data-Base</p> <p>A database is a collection of information that is organized so that it can be easily accessed, managed and updated. Data is organized into rows, columns and tables, and it is indexed to make it easier to find relevant information. Data gets updated, expanded and deleted as new information is added. Databases process workloads to create and update themselves, querying the data they contain and running applications against it.</p>
DEFCON	<p>Defence Condition</p> <p>The UK Ministry of Defence has established "standard form" conditions of contract that are normally incorporated in any UK MoD Invitation to Tender (ITT) and resulting contract by their assigned DEFCON number and edition. The prospective contractor must understand all of the contractual provisions incorporated within that DEFCON</p>
DEFSTAN	<p>Defence Standard</p> <p>UK Defence Standardization (DStanTM) is the MOD's centre for through-life standardization and its management across defence. It develops and pursues the MOD's standardization policy, both nationally and internationally, with civil and military partners to support increased interoperability and more effective acquisition. There standards are referred to as DefStan(s)</p>
Design Authority Contractor	<p>A contractor who often is the original Equipment Manufacturer who is under contract to undertake specific tasks by the design authority</p>
Design Support Contractor	<p>A contractor who is under contract to undertake specific support tasks by the design authority.</p>
DMC	<p>Data Module Code</p> <p>A section of text within a common source data base</p>
DMP	<p>Dock(ing) Maintenance Periods</p> <p>A term used to describe a submarine support period</p>
Dockyard Industrial Staff	<p>Generic term used to identify Industry participants employed to undertake support tasks on RN and RFA vessels.</p>
Draft Contract	<p>Draft Contract for WSPT/202/1</p>

DSC	<p>Design Support Contractor</p> <p>This is a contractor nominated by the MoD who is responsible for the design support aspects for a nominated equipment or system. They are often the original Equipment manufacturer and are contracted by the MoD design authority.</p>
EMIT	Examination, Maintenance, Inspection & Testing
EMR	<p>Electronic Maintenance Register – Asset Reports</p> <p>This is a register of a group of equipments e.g. HP air, flexi hoses or fire fighting equipment where it is appropriate for the equipments to be listed and sorted in different filters e.g by Compartment fitted, periodicity or date last maintained, and are required for review by authoritative bodies such as class societies</p>
Enabling Arrangement	An alternative term used for a Framework Agreement
EPM	<p>Equipment Project Manager</p> <p>An EPM has the the responsibility of the design authority (defined separately) for a particular range of equipments.</p>
F11	F11 is an ISM (In-Service Submarines) formal maintenance change proposal form that provides an auditable trail of stakeholder approval, population and approval of the Integrated UMMS Environment (IUE)
Facilitator	See definition in SOTR.
FFI	Failure Finding Interval
Firm Price	A price that is not subject to any variation
FLEET	Generic term used to refer to Naval headquarters or all of the maritime RN vessels
Fleet Date	Date in a Ship's programme when the scheduling authority is returned back to the operator (RN, RFA etc.)

Floor Plate	Term for office space at MoD Abbey Wood
FM	Failure Modes Failure modes mean the ways, or modes, in which something might fail.
FMECA	Failure Mode Effects & Criticality Analysis FMECA is an analytical method which is used to chart the priority and probability of failure modes against the severity of their consequences.
FNOD	Fleet Non Operational Date
FOS	Fleet Operations Schedule A plan generated by FLEET planners which gives the wherabouts, support periods and operational tasks of a vessel over a period of two years looking forward.
FTSP	Fleet Time Support Period An FTSP is a dedicated harbour maintenance and defect repair period. The primary objective of which is to sustain and improve capability and availability.
FY	Financial Year
GFF	Government Furnished Facilities Property in the possession of, or directly acquired by, the Government and subsequently furnished to the contractor for performance of a contract.
GQAR	Government Quality Assurance Representative A MoD quality assurance representative responsible for managing engineering risk within the defence supply chain on behalf of UK MoD and overseas customers by conducting audit and routine surveillance at defence supplier premises
Guidance Information	Generic term for information in support of an agreed Alteration and Addition.

HSE	<p>Health and Safety Executive</p> <p>The Health and Safety Executive (HSE) is the national independent watchdog for work-related health, safety and illness. It acts in the public interest to reduce work-related death and serious injury across Great Britain's workplaces.</p>
ISM	<p>In Service Submarines</p> <p>A term used to designate an organisation responsible for the through life support, maintenance and eventual disposal of submarines accepted into service from a Shipbuilder into the Royal Navy</p>
ITAR	<p>International Traffic in Arms Regulations</p>
IUE	<p>Intergrated UMMS environment</p> <p>The IUE was introduced with UMMS version 5 and includes a link to the configuration account, the common task repository, RCM toolkit and the centralisation of posts and roles.</p>
JICs	<p>Job Information Cards</p> <p>A JIC is a maintenance instruction which is available to end users in UMMS which include the detailed instructions necessary to conduct the prescribed maintenance operations including tools required, spares, safety instructions, task steps and references iaw a template and instructions as stated in BR1313A.</p>
KPI	<p>Key Performance Indicator</p> <p>A Key Performance Indicator is a measurable value that demonstrates how effectively a company is achieving key business or contractual objectives.</p>
LAT	<p>Lowest Acceptable Tender</p>
Maintenance Management in Ships	<p>As defined in BR1313A</p>
Maintenance Schedule	<p>A term often used to describe the maintenance routine required for a system or equipment.</p>
Maintenance Strategy	<p>A term used to state the policy to conduct maintenance.</p>

Maritime Community	An alternative term for stakeholders
Maritime Technical instructions	A term used to describe the maintenance instruction embedded in an electronic publication. Often accessed via a link within UMMS.
Maritime Training Schools	Generic term for RN training establishments. E.g HMS COLLIGWOOD or HMS SULTAN.
MEAT	Most Economically Advantageous Tender
Milestone Payment	A defined progress payment that is paid on delivery of specified deliverables.
MMSG	Maintenance Management Support Group The Maintenance Management Support Group is a team within Warship Support (WSpt) and part of the Ships Operating Centre (OC). As an integral part of WSpt, MMSG is tasked with providing support and guidance for both the Surface and Sub Service Fleets in: Reliability Centred Maintenance (RCM) - the underpinning process in generating engineering maintenance. Platform configuration management – what equipments are fitted onboard vessels. Update to the Unit Maintenance Management System (UMMS) - the maintenance management planning and scheduling application for Maritime. The assurance of the overall maintenance process including continuation training.
MoD	Ministry of Defence The Ministry of Defence (MoD or MOD) is the British government department responsible for implementing the defence policy set by Her Majesty's Government and is the headquarters of the British Armed Forces.
Monthly Changes Report	As defined in the SOTR
MTI	Maintenance Task Instructions
NNPPI	Naval Nuclear Propulsion Programme Information

Non-Core Requirements	Ad-hoc requirements that are not defined as Core Requirements.
NSM	<p>No Scheduled Maintenance</p> <p>An equipment maintenance strategy, where no routine maintenance tasks are performed on the equipment. The only maintenance performed on the equipment is corrective maintenance after the equipment has suffered a failure in the event that a fault becomes apparent (e.g. oil leak, running hot, etc.).</p>
NSN	<p>NATO Stock Number</p> <p>A NATO Stock Number, is a 13-digit numeric code, identifying all the 'standardized material items of supply' as they have been recognized by all NATO countries</p>
OEM	Original Equipment Manufacturer
Operating Context	The environment and expected operation of an equipment or system
Originating JICs	As defined in BR1313A
Personal Risk Assessment	A Personal Risk Assessment is a systematic method of looking at work activities, considering what could go wrong, and deciding on suitable control measures to prevent loss, damage or injury in the workplace, as low as practically possible.
Platform	Term used to identify a vessel
Platform Authority	The lead design authority for a class of vessel, responsible for maintaining capability and design Intent, and owner of the Platform's safety case. Also known as the strategic class authority.
Platform Team	A generic term for a Platform authority, system or equipment authority

PMAAT	Platform Material Assessment, Assurance & Training The Platform Material Assessment, Assurance & Training (PMAAT) team was established in April 2010 from an amalgamation of the Ships Maintenance Data Centre and the Platform Material Assessment Team. This amalgamation created a unified, multi disciplined organisation which supports the Strategic Class Authorities (SCA) with organising Pre-Upkeep Material Assessments, assists the SCA generation of Material State Portfolios and provides training in, and assurance of, the Integrated UMMS Environment, thereby contributing to the Ship Maintenance Management End to End Maintenance strategy.
PMS Cell	Preventative Maintenance Schedule Cell Team in In Service Support who deal with maintenance issues.
Preventative Maintenance	As defined in BR1313A
Progress Meeting	As detailed in the SOTR
Project Change Register (PCR)	The change register used to list all Upkeep project changes to a specification used as an audit trail by SCA upkeep managers.
Project Manager	The person in overall charge of the planning and execution of a particular project.
PT	Project Team A team of SME's established to undertake a specific task.
PUMA	Pre Upkeep Material Assessments A series of in-depth assessments undertaken by the COM and other MoD authorities in Fleet Time to ascertain a vessel's material state so that a definitive Work Package can be compiled. PUMA is co-ordinated by PMAAT.
QA	Quality Assurance
RAMP	Refuel Assisted Maintenance Period

RCM	Reliability Centred Maintenance A structured method of deriving the failure management strategy for an asset in its operating context.
Remedial JICs	As defined in BR1313A
RFA	Royal Fleet Auxilliary The Royal Fleet Auxiliary (RFA) is a civilian-manned fleet owned by the United Kingdom's Ministry of Defence, whose purpose is to support the Royal Navy. The RFA enables ships of the Royal Navy to maintain operations around the world.
RLI	Restricted LAN Interconnect Restricted LAN Interconnect (RLI) and Restricted LAN Interconnect Remote Access (RLI RA) – Allowing people to access, share, and update Restricted information from virtually any fixed or mobile location in the UK or overseas, these services offer a wide range of access options. RLI enables wide area networking between all fixed MOD sites, while RLI RA affords MOD people at home or on the move full remote use of their office facilities. This significantly enhances productivity.
RN	Royal Navy
SCA	Strategic Class Authority The SCA is a MOD function within the 1* Warship Support (WSpt) team and is responsible for in-service programmes within the scope of the Surface Ships Support Alliance (SSSA). The SCA has autonomy in the execution of its role as the Platform Duty Holder (the top level integrating design and safety authority) and Strategic Decider. The SCA is responsible for the delivery of platform capability, implementing through life capability management on behalf of the capability customer and for managing major obsolescence issues. The SCA defines and maintains a long term strategic requirement for ships, acts as the Customer for the delivery of Class Output, maintains the MOD focus for Class knowledge and is the strategic planning authority.

SDD	<p>Submarine Definition Data-base</p> <p>This is a Configuration Accounting tool for In-Service submarines, which contains over five million records relating to Royal Navy ships equipment, spares, assets and includes reference to technical documents, drawings, BRs design change guidance and spares lists for each ship.</p>
SFM	<p>Superintendent Fleet Maintenance</p> <p>This is a part of the WSpt organisation based at the waterfront and is also known as SCA(waterfront). They are charged with the day to day governance of the Maintenance support delivery framework contracts with BM and BAE and to ensure outputs are delivered to cost time and quality.</p>
Ship/Sub Operational Instructions	<p>A set of instructions issued by the platform authority or Naval command which supplement or supersede instructions in books of reference</p>
Ships Staff	<p>A term for the crew who normally manage the operation and maintenance of a vessel</p>
SM	<p>Submarine</p>
SME	<p>Subject Matter Expert</p> <p>A subject matter expert in business (also known as SME) is an individual with a deep understanding of a particular process, function, technology, machine, material or type of equipment.</p>
SMP	<p>Self Maintenance Periods</p>
SOTR	<p>Statement of Technical Requirement</p> <p>A statement of work outlines the work that needs to be completed in a particular project. A technical statement of work defines the action items that need to be completed and the deliverables to be produced as they relate to technology, equipment, and systems management. It produces a protocol on how these action items will be created and delivered, and what will happen when support is required.</p>
SOW	<p>Statement of Work</p> <p>A Statement of Work (SOW) is a document routinely employed in contracts. It defines project-specific activities, deliverables and timelines for a vendor providing services to the client.</p>

SPOC	<p>Single Point of Contact</p> <p>A point of contact (POC) or single point of contact (SPOC) is a person or a department serving as the coordinator or focal point of information concerning an activity. E.g. A helpdesk for a computer system/network.</p>
SQEP	<p>Suitably Qualified Experienced Personnel</p> <p>SQEP is an acronym, standing for Suitably Qualified and Experienced Person. It is usually used to designate a professionally qualified person (such as a Chartered Engineer or Project manager) who has several years as a practitioner, facilitator or analyst etc who is registered in their area of expertise within the organisation and so whose judgement can be used to resolve a technical problem with some finality.</p>
SS	<p>Ship Staff</p> <p>A term for the crew who normally manage the operation and maintenance of a vessel</p>
SSDD	<p>Surface Ship definition data-base</p> <p>This is a Configuration Accounting tool for In-Service ships, which contains over five million records relating to Royal Navy ships equipment, spares, assets and includes reference to technical documents, drawings, books of reference, design change guidance and spares lists for each ship.</p>
SSE	<p>Support Solutions Envelope</p> <p>The Support Solution Envelope (SSE) signposts MOD policy and contains a tool providing advice and guidance on how to develop a support solution throughout the CADMID cycle.</p>
SSMG	<p>Submarine Support Management Group</p> <p>The Submarine Support Management Group (SSMG) was formed in 1998 to provide Design Authority In-service Support to VANGUARD, SWIFTSURE and TRAFALGAR Class submarines. The Group primarily provides a widerange of services to the Ministry of Defence (MoD), Director of In-service Submarines, under the title 'Submarine InServiceSupport Project'. In addition, the Group supports other parts of the UK MoD as well as commercial defence contractors.</p>
SSMOB	<p>Ship Staff Move On Board</p> <p>The Key Date when a vessel is to be ready for the ship's company to move back on board after living ashore during an Upkeep Period.</p>
Support Element	As defined in the SOTR

TAA	Technical Approval Authority
TAF	Task Authorisation Form A contractual form template used to specify, cost and authorise a new task on a contract.
Task Asset Linking	As defined in BR1313A
Task Group Amendments	As defined in BR1313A
Task Initiation	As defined in BR1313A
Task Link	As defined in BR1313A
Tasking Form	Task Approval Form (TAF) The form used to formally approve Task additions to the Contract
Technical Analyst	RCM SQEP Skill level- See definitions in SOTR
Technical Secretary	RCM SQEP Skill level- See definitions in SOTR
The Ministry	Ministry of Defence
TISMs	Technical Instructions for Submarines Similar to a Book of reference, these are technical instructions on Submarine system/ equipment operation or maintenance and are published by Director In-Service submarines.
TLKs	Toolkit file extension An electronic file name extension ending in .TLK which is generated, reviewed or updated as part of the RCM process.
TLSC	Through Life Safety Case
Toolkit	Term used for RCM Software
TQ	Technical Queries
Travel and Subsistence	General term for the costs involved in business travel expenditure.

UMMS	<p>Unit Maintenance Management System</p> <p>A maintenance management solution for RN vessels and the PAs that manage them, which will enable Reliability Centred Maintenance (RCM) methodologies to be applied in the Fleet, whilst also accommodating all the engineering administration needs of vessels not subjected to RCM. UMMS is a key enabler for D Ships Reliability Centred Maintenance (RCM) initiative for the RN and RFA fleet.</p>
Upkeep	<p>Generic term for maintenance and defect rectification</p>
Upkeep Authorities	<p>Generic term for those teams in the MoD charged with the preparation of Upkeep Specifications.</p>
Upkeep Managers	<p>A specific post in the MoD Platform Authority or SCA</p>
Upkeep Work Specifications	<p>A specification in a set format which is prepared for ship maintenance activities. E.G. refits</p>
Waterfront Flotilla Staff	<p>A generic term for RN personnel employed in the support of ships in harbour.</p>
WIN UMMS	<p>Windows UMMS</p> <p>A standard alone version of UMMS usually used when it is not appropriate to use the live UMMS network.</p>
WP	<p>Work Package</p>
WPRV	<p>Work Package Reconciliation Visit</p> <p>Part of the development of an Upkeep specification, this is an opportunity for the SCA to review the potential work specification with all stakeholders (including the ship). The WPRV typically is arranged some 18 months to 6 months before the vessel is due to commence Upkeep depending on the complexity of the work package.</p>
WRF	<p>Work Requisition Forms</p> <p>A form generated in UMMS to specify an ADHOC engineering task for a specific platform (previously known as an S340 form)</p>
WSpt	<p>Warship Support</p> <p>As an integral part of Ships Operating Centre, Warship Support is tasked with the delivery of agreed ship availability and capability through the provision of engineering support for Type 23 Frigates, Hunt and Sandown Class MCMVs, Type 42 and Type 45 Destroyers, Landing Craft, CVS and a host of other vessels; and to provide a sustainable maintenance plan and documentation for the fleet.</p>

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