



DE&S

Tender Number :
WSPT/202/2

Description:
Provision of Technical Services for Reliability Centred Maintenance (RCM) - LOT 2 - Training

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1. **SCHEDULE OF REQUIREMENTS**

Name and Address of Tenderer Rmada Limited, 171 Avon Road, Devizes, Wiltshire, SN10 1PY	MINISTRY OF DEFENCE	Tender No WSPT/202/2
	Schedule of Requirements for Provision of Technical Services for Reliability Centred Maintenance (RCM) - LOT 2 - Training	
Issued With DEFFORM 47	On Wednesday 14th February 2018	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		Development of Course Content for MMF, MMP and Facilitator Courses		XX	TBC	Each	00			TBC
2		Delivery of MMF Course		XX	TBC	Each	00			TBC
3		Delivery of MMP Course		XX	TBC	Each	00			TBC
4		Delivery of Facilitators Course		XX	TBC	Each	00			TBC

2 GENERAL CONDITIONS

DEFCON501 (Edn.11/17) - 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

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.10/17) - Cyber

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

3 SPECIFICATIONS, PLANS, ETC

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

DEFCON502 (Edn.05/17) - Specifications Changes

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

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

DEFCON627 (Edn.12/10) - Quality Assurance - Requirement for a Certificate of Conformity

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. 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

All pricing shall be in accordance with Schedule 2 to 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:

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- (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:
 - (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 Facilities

Government Furnished Facilities (GFF) may be made available to the contractor in order to assist with the delivery of individual training courses. Where the use of GFF is proposed for a specific training course then it will be specified by the Authority in the TAF Part 1.

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

DEFCON514 (Edn.08/15) - Material Breach

DEFCON656A (Edn.08/16) - Termination for Convenience (Contracts Under £5M)

8 PAYMENTS/RECEIPTS

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

DEFCON522 (Edn.11/17) - Payment and Recovery of Sums Due

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

9 CONTRACT ADMINISTRATION

DEFCON605 (Edn.09/14) - 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

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/202/2.

11 DURATION

The Contract shall commence on XX February 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

DEFFORM 111

DEFFORM 177

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

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Appendix - Addresses and Other Information

1. Commercial Officer:

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

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

Email: james.little707@mod.gov.uk

☎ 030 679 36305

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

☎ 03067932748

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.

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.diif.r.mil.uk/> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed]

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

9. Consignment Instructions:

The items are to be consigned as follows:

See Schedule of Requirement

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 8JH

Air 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

11. The Invoice Paying Authority:

Ministry of Defence ☎ 0151-242-2000

DBS Finance

Walker House, Exchange Flags

Liverpool, L2 3YL

Fax: 0151-242-2809

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-OpFormsandPubs@mod.uk

* NOTE

1. Many **DEFCONs** and **DEFFORMs** can be obtained from the MOD Internet Site:

<https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm>

2. If the required forms or documentation are not available on the MOD Intranet site requests should be submitted through the Commercial Officer named in Section 1.

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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.
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:-

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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.

3. 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

DEFFORM 177 (Edn 3/80)

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



Ministry
of Defence



STATEMENT OF TECHNICAL REQUIREMENTS (SOTR)

SCHEDULE 1 TO CONTRACT WSPT/202/2

RELIABILITY CENTRED MAINTENANCE (RCM) SUPPORT LOT 2: RCM MARITIME ANALYSIS- TRAINING

Version Control

Version	Date	Change
1	23/11/2017	Released with ITT
2	14/02/2018	Released at Contract Award

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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 2 only.

- Lot 2 - Provision of RCM specialist industry support to undertake RCM training courses.

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

- 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
- 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 emphasizes improvement 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, optimized 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.

It is therefore intended to place Task Authorisation Forms (TAFs) for Training Courses on an “as and when required” basis, under the auspices of MoD RCM Project Managers.

The largest proportion of Tasks will be providing RCM training at Abbey Wood and Shore Establishments. In all circumstance the Contractor must adhere to local Health and Safety regulations.

2.2 RCM Training Tasking

Tasking will be in accordance with MMSG – RCM Task Authorisation Form (TAF).

The Authority will provide basic information to allow the Contractor to cost the proposed task.

2.3 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 2.2).

Courses will 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 for the work (training venue) during the tasking procedure.

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

3. Scope of Services

The Contractor shall be responsible for:

- Lot 2 – RCM Training
Provision of RCM specialist industry support to undertake RCM training courses.

3.1 Lot 2: RCM Training

In ensuring high quality RCM analyses and subsequent successful implementation it is vital that the personnel involved are trained in the subject matter of the RCM specialism to a level of competence which enables them to deliver to the required standard.

The Contractor shall design and then deliver the following training to both MoD personnel and its sub- Contractors on an as required basis (as estimated in Appendix 4 to Annex B). It is not expected that the Contractor will have to design the entire course every time it is delivered, however the Authority would expect the delivery of the courses to remain current during the duration of this arrangement. The Contractor is therefore to make suitable allowance for this requirement for the duration of this arrangement.

The Contractor is to design all initial course content and obtain acceptance of the content by the MOD Project Manager listed in DEFFORM 111 within one month of contract start date.

a. Maritime Maintenance Fundamental (MMF)

A course that introduces the techniques used to develop maintenance strategies for naval ships and submarines and can be delivered up to 10 delegates. It describes the development and application of maintenance schedules as part of the UMMS Integrated Environment (IUE).

Objective:

To enable delegates to understand the rationale for maintenance, how it is derived and applied in the naval environment.

Course Overview:

This is a course to develop a comprehension of the requirement for tailored maintenance solutions in today's navy and how such maintenance is developed and presented to the front-line maintainer. It uses a formal case study to identify and develop the key points of capturing maintenance related information and the development of efficient maintenance packages

b. Maritime Maintenance Principles (MMP)

A practical course that develops the skill sets required to undertake maintenance analyses as part of the Integrated UMMS Environment (IUE) which can be delivered up to 10 delegates.

Objective:

To enable delegates to estimate, plan and conduct maintenance analysis by the practical application of the required skill sets.

Course Overview:

This is a course which develops the skill sets for the specification, monitoring and changing the maintenance defined for HM ships and submarines. It uses a formal case study to identify and develop the key points of generating and recording maintenance-related information, the development of efficient maintenance packages and auditing third-party maintenance specifications.

c. Reliability Centred Maintenance Facilitators Course

A practical course that reinforces the lessons of the Maritime Maintenance Principles course, delegates will revisit the concepts learnt to strengthen their understanding of the process.

Objective:

To develop the competencies needed to manage a facilitator-lead analysis group and the skills required to achieve a successful outcome of the maintenance analysis process.

Course Overview:

This course develops the skill sets for the derivation of safe and defensible maintenance programs for HM Ships and Submarines. It uses a selected item of maritime equipment giving candidates the opportunity to become practiced with the process. Instructors will provide formal and informal feedback on candidates technical and group management skills throughout the course.

Deliverables for Lot 2 are detailed in Section 4.1.

3.2. Contractor Team Requirements

Training to be undertaken by RCM SQEP individual(s), one of whom must have the minimum requirement of RCM Facilitator with a minimum of twenty facilitated studies, a portion of which must have been conducted within the last 3 years

4. Deliverables

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

4.1 Lot 2: RCM Training

The Contractor shall produce the following deliverables but not necessarily limited to:

- (a) Detailed course syllabus, delegate timetable and training plan to be submitted to the Authority for approval.
- (b) Supply all the necessary material required to provide the course
- (c) Supply all necessary material to course delegates
- (d) ALL deliverables produced in relation to this Contract are property of the Authority (included supporting material).
- (e) Course feedback forms are to be created by the Contractor and submitted to the Authority for approval prior to implementation. Course feedback forms completed by course delegates are to be scanned and emailed to the Authority within 10 days of course end date (Contractor is not permitted to moderate / normalise course feedback results prior to submission to the Authority).
- (f) The Contractor is to formulate a test at the end of the course to determine candidates learning and understanding of the material presented. It is expected that a minimum 90% of the delegates should achieve a pass and provide evidence to the Authority that this has been achieved within 10 days of course end date.
- (g) Status meetings are to be conducted when required by the MoD Project Manager

5. Codes and Standards

In executing the services, the Contractor shall ensure training courses and training material are in compliance with the existing codes, standards, recommended practices, specifications. It shall be the Contractor's responsibility to ensure that the latest revision/ edition of the relevant codes/ standards are adhered to.

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

Under this arrangement, the Authority will wish to make the training freely available to both Internal MoD personnel, but also Industry stakeholders involved in Maritime RCM activities.

7. Key Performance Indicators (KPIs)

KPIs will be developed between the Contractor and the Authority in the first 3 months following Contract Award.

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 an adequate equipment, 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 to all Lots.

- (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 Authority's sole opinion is that the person is not making a 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 such agreement by the Authority shall be expressed stated against the said information. Such agreements shall be incorporated into the contract amendment.
- (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 fully 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 advice the measures to be taken.
 - ii) Where the information giving rise to error existed within the Contractor's possession prior to the date of the contract amendment or the error could or should have reasonable be determined or foreseen by 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).
 - iii) Where the information giving rise to the error was supplied to the Contractor after the date of the contract amendment, the Contractor may issue a request for a variation. Such variation shall only consider the effects of the error as if it had been promptly notified.

10. Assignment and Subcontracting

- (a) Contractor shall not assign the contract order or any rights or obligations thereunder without the previous consent in writing of the Authority
- (b) 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. HSE

Contractor shall conduct his work in a manner that will ensure that the training can 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. The Contractor is to ensure all course delegates are made aware of all building and personnel health and safety requirements applicable to the venue being used for training.

12. Quality Assurance

The Contractor project specific quality plan shall be together with all related/ referenced procedures submitted to the Authority for approval.

The Quality Control arrangements must comply with BS EN ISO 9001:2008.

Further information and/or assistance in connection with the Quality Assurance standards relating to this Enabling Arrangement, Contractors should contact:

Mr Shen Ooi
DES Ships MPS-QA-3 (Ooi, Shen C1)
Quality Assurance Manager
DE&S Abbey Wood, Birch 2b
BRISTOL
South Gloucestershire
BS34 8JH

Tel: 03067987374

E-mail: DES Ships MPS-QA-3 (Ooi, Shen C1) <DESShipsMPS-QA-3@mod.uk>

13. Security

Lot 2 has the security classification as OFFICIAL

FOR INFORMATION ONLY

The Authority is keen to pursue innovative ways of delivering training to make it modern, interactive and intuitive during the currency of this contract. As such, the winning tenderer may be asked to discuss and propose alternative ways to deliver the training requirements contained within this SOTR. The Authority is not requiring any proposals at this stage nor are we committing to undertaking this work at this time, therefore, the Evaluation Criteria and Value for Money evaluation will be based strictly upon tenderers replies to the SOTR requirements as stated.

Should the Authority decide to pursue this option, the winning tenderer should be prepared to discuss and produce proposals which meet the Authority's requirement for "modern, interactive and intuitive" learning. Any additional costs and/or changes to terms and conditions associated with production and/or implementation of these proposals will be subject to normal change management process contained within the existing Terms and Conditions.

OFFICIAL

Handling Instruction: Commercial in Confidence

Schedule 1 to
Contract WSPT/202/2

OFFICIAL



Ministry
of Defence



PRICING & PAYMENT

SCHEDULE 2 TO CONTRACT WSPT/202/2

RELIABILITY CENTRED MAINTENANCE (RCM) SUPPORT

LOT 2: RCM MARITIME ANALYSIS - TRAINING

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Payment

3. Requirements

- 3.1. The requirements shall be paid following the Authority's acceptance of full and acceptable delivery of the requirements, unless an alternative payment plan has been proposed and accepted at Task Approval.
- 3.2. Should the Authority's acceptance of deliverables as stated at conditions 6.1 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.

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TASK AUTHORISATION

SCHEDULE 3 TO CONTRACT WSPT/202/2

RELIABILITY CENTRED MAINTENANCE (RCM) SUPPORT

LOT 2: RCM MARITIME ANALYSIS - TRAINING

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Task Authorisation Process

Training Tasks

1. All Training 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 then 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 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 (£)	Quantity	Total Price (£ ex VAT)
Course			£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:			

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	



**Ministry
of Defence**



**KEY PERFORMANCE INDICATORS
(KPIS)**

**SCHEDULE 4 TO
CONTRACT WSPT/202/2**

**RELIABILITY CENTRED MAINTENANCE
LOT 2: RCM MARITIME ANALYSIS - TRAINING**

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1	23/11/17	Released with ITT
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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 Key Performance Indicators (KPIs) defined in this Schedule 4.

1.3. 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)

KPIs will be developed between the Contractor and the Authority in the first 3 months following Contract Award.



**Ministry
of Defence**



**GOVERNMENT FURNISHED ASSETS
(GFA)**

**SCHEDULE 5 TO
CONTRACT WSPT/202/2**

**RELIABILITY CENTRED MAINTENANCE (RCM)
SUPPORT**

LOT 2: RCM MARITIME ANALYSIS - TRAINING

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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. Government Training Facilities in the form of training rooms may be required in order to deliver specific Contract requirements (Tasks) and if identified by the Authority shall be recorded in the Task Approval Form (TAF) Part 1 for the specific Task.
3. Details of the location of training facilities will be provided on an individual task basis in the TAF, Part 1.
4. The Contractor is to note the specific contract conditions relating to GFA that are contained in the Contract Terms and Conditions document.

Government Furnished Information (GFI)

1. Government Furnished Information may be required in order to deliver specific Contract requirements (Tasks) and if identified by the Authority shall be recorded in the Task Approval Form (TAF) Part 1 for the specific Task.
2. Where the Contractor believes that GFI is required to deliver a Task that has not been identified by the Authority in the TAF Part 1, the Contractor shall identify the GFI in the TAF Part 2 and the Authority shall endeavour to provide it.
3. 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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DEFINITIONS

SCHEDULE 6 TO CONTRACT WSPT/202/2

RELIABILITY CENTRED MAINTENANCE (RCM) SUPPORT LOT 2: RCM MARITIME ANALYSIS- TRAINING

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1	23/11/2017	Released with ITT
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Term	Definition
AE	Age Exploration
ALARP	As Low As Is Reasonably Practicable 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.
AQAP	Allied Quality Assurance Publication 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.
Authority	The Authority means the Secretary of State for Defence or a delegated representative.
CDR	Contract Data Requirement
COM	Class Output Manager – generally responsible for the support of a class of ship at the waterfront Naval Bases.
Contract	Contract WSPT/202/2
Contractor(s)	The company or its representatives contracted to deliver WSPT/202/2
Corrective Action Recommendations	A list of recommendations which suggest areas for improvements to an organization's processes taken to eliminate causes of non-conformities or other undesirable situations.
CST	Contractor Study Team
DA	Design Authority

DEFCON	Defence Condition 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.
DEFSTAN	Defence Standard 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. These standards are referred to as DefStan(s).
DSC	Design Support Contractor 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.
EMP	Equipment Project Manager
Enabling Arrangement	An alternative term used for a Framework Agreement.
Error	Inaccuracies, conflicts, ambiguities, omissions, deficiencies, errors or insufficiencies, summarised as the term 'Error'.
Facilitator	An RCM Facilitator is an individual with a minimum of twenty facilitated studies, a portion of which must have been conducted within the last 3 years.
Firm Price	A price that is not subject to any variation
FM	Failure Modes Failure modes mean the ways, or modes, in which something might fail.
FMECA	Failure Mode Effects & Criticality Analysis
GFA	Government Furnished Assets
GFI	Government Furnished Information

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.
HSE	Health and Safety Executive 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.
IFF	Identification Friend or Foe
ITAR	International Traffic in Arms Regulations
ITT	Invitation to Tender
IUE	Integrated UMMS Environment
JICs	Job Information Cards
KPI	Key Performance Indicator. A Key Performance Indicator is a measurable value that demonstrates how effectively a company is achieving key business or contractual objectives.
Maritime Technical instructions	A term used to describe the maintenance instruction embedded in an electronic publication. Often accessed via a link within UMMS.
MEAT	Most Economically Advantageous Tender
Milestone Payment	A defined progress payment that is paid on delivery of specified deliverables.
MMF	Maritime Maintenance Fundamental course
MMP	Maritime Maintenance Principles course

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 equipment are fitted on-board 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
NSM	No Scheduled Maintenance
NSN	NATO Stock Number
Operating Context	The environment and expected operation of an equipment or system
Project Manager	The person in overall charge of the planning and execution of a particular project.
QA	Quality Assurance
QE	Queen Elizabeth
QP	Quality Plan
RCM	Reliability Centred Maintenance A structured method of deriving the failure management strategy for an asset in its operating context.
RFA	Royal Fleet Auxiliary 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.
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.
SOTR	Statement of Technical Requirement 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.
SoW	Statement of Work
SQEP	Suitably Qualified Experienced Personnel
TAF	Task Authorisation Form A contractual form template used to specify, cost and authorise a new task on a contract.
Tasking Form	The form used to formally approve task additions to the Contract
The Ministry	Ministry of Defence
TLKs	Toolkit file extension An electronic file name extension ending in .TLK which is generated, reviewed or updated as part of the RCM process.
Toolkit	Term used for RCM Software
Travel and Subsistence (T&S)	General term for the costs involved in business travel expenditure.
UMMS	Unit Maintenance Management System 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.
WIN UMMS	Windows UMMS A stand-alone version of UMMS usually used when it is not appropriate to use the live UMMS network.

WSpt	Warship Support 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.
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