HMS SULTAN GENERAL SUPPORT FUNCTIONS

Purpose of Requirement

This SOR Section is to read in conjunction with SOR Section 1 – Introduction.

This Service Requirement aims to ensure that:

- Equipment is supported and maintained such that it is available in accordance with the Authorities requirements.
- Replacement or new Equipment is identified and procured in an efficient and cost-effective manner to secure best VfM for the Authority.
- Administrative tasks in support of training are delivered efficiently;
- The Technical Library is run effectively;
- Building Management Services are provided for specified buildings within the training environment;

STATEMENT OF REQUIREMENT

SoR Ref	Requirement	Additional Information	Volume	Service Standard	Performance Guidelines
Sub Section 1 - General Support to Laboratories, Classrooms and Workshops					
S.07.01.01	Deliver, review, manage, account for and administer MOD supplied material support to the training delivery function within laboratories, classrooms, workshops, and other establishment-designated areas.	The management of material support includes the custody and management of Articles in Use (AinU). Accounting includes the recording of Low Value Purchase Orders (LVPOs). Training equipment stores may be located within Watt, Cockerell, Machine Shop, Allied Trades, Newcomen and Faraday Blocks.	Laboratories, classrooms, workshops and other establishment designated areas.	Laboratories, classrooms, workshops and other designated work areas to be fully functional with the correct MOD supplied equipment, tools and consumables available to meet the needs of the specific courses. Iaw SULTAN Standing Orders (SULSOs) Part 2, Chapter 14. JSP 332 JSP 895 In accordance with current usage requirements, maintenance plans, engineering data packs and manufacturer's guidance, directions and instructions for the relevant equipment. UECD and DSAE AESOs.	95% availability of MOD supplied equipment, tools and consumables, in a fully functional work area allocated in accordance with the requirements of the specific courses. No instances of training aid shortfalls. No more than 1 justified complaints per month. No instances of training time being lost due to foreseeable non availability of training aids and equipment for which the contractor has control over. No failure to maintain all AinUs in date. No failure to provide accurate LVPOs.
S.07.01.02	When instructed by the Authority the Contractor shall: Book specific external courses required by Military staff, purchase consumables used in training and	Two ePC will be held by the contractor for this purpose.	25 transactions per month.	JSP 332 JSP 895	

SoR Ref	Requirement	Additional Information	Volume	Service Standard	Performance Guidelines
	administer payment using an ePC.				
S.07.01.03	Provide appropriately trained personnel to support the delivery of training, for the projected throughput of trainees, within laboratories, classrooms, workshops, or other establishment-designated area, this service shall include: a. Conducting technical support including undertaking minor repairs, equipment maintenance. b. Providing and managing personnel who are trained in First Aid, appropriate for the conditions and equipment they will be working with, ensuring cover is available when training is being undertaken in laboratories, classrooms, workshops or other establishment designated areas. c. Classrooms and other training locations are shared resources. Trainers are therefore responsible for the general cleanliness of training areas once training is completed so the next training can begin afterwards without disruption.	All equipment in date for testing and calibration. a. Includes all Maintenance Management System (MMS) routines, the maintenance of pressurised systems, via 'Maxaura' pressure system logbooks and all Lifting equipment logs etc. c. This will include: Board cleaning, Correct close down of IT systems, Furniture replaced into correct locations, Ordering of used or missing stationery from authority provider e.g. dry markers, board erasers, eraser fluid etc. This does not extend into full cleaning e.g. hoovering, dusting etc which is covered by a separate authority contract.	Laboratories, classrooms, workshops and other establishment designated areas. a. Maintenance and repair tasks are scheduled on a daily, weekly, monthly and annual basis. b. Approx 10% of total contractor personnel. However, must have at least per functional area and geographical location IOT to provide full coverage. c. As required.	a. Equipment availability to be such to meet the TP and weekly TP. b. JSP 375, Part 2, Vol 1, Ch 5, FAWR. c. law manufacturer's instructions/handbook and locally produced service documentation.	The benchmark shall be no justified complaints that caused the cancellation of a planned course. No loss of availability when needed. No training cancelled due to failures in the service. a. Equipment availability to be such to meet the TP and weekly TP. No incidences of equipment availability shortfalls stopping training delivery. b. No failure to provide first aid trained personnel within RNSME, DSAE(G), Exec and Nuclear Department. No failure to leave classrooms fit for training to begin without disruption.

SoR Ref	Requirement	Additional Information	Volume	Service Standard	Performance Guidelines
Sub Section 2 - Training Resources Management & Operation					
S.07.02.01	Provide a service to operate and "watch keep" machinery and systems. The service shall ensure that: a. Machinery and Systems shall be available to support training. b. All machinery shall be prepared for instruction in accordance with Training Administration Period (TAP) plan. c. All machinery shall be operated in accordance with Authority instructions. d. All machinery shall be supervised whilst running and monitored post shut down in accordance with local standard operating procedures. e. All post operation maintenance routines are to be conducted in accordance with local operating procedures. f. Any empty machinery consumables containers to be disposed of via site wide waster disposal arrangements (via a third-party contract, out of scope of this contract). g. Machinery systems are available for early starts (0600) for the SEMC Duty Watch exercises. h. Machinery operation rosters are	All training machinery and systems within: • Watt Hangar • Faraday Building • Morrell Building. • Raper Building. • Spey Cell. • Thunderer Building. • Allied Trades 1 & 2. • Machine Shop. • Parsons Building • Brunel Building See Annexes A & B to S7 for further information. The Contractor will not be held to account if materiel normally supplied through an Authority system that controls provision and availability to units is not available. Machinery systems may be required on occasions outside the standard working day in accordance with the Training Plan.	a. Equipment table for Machinery and Systems can be found at Annex A to Section S8. b. Iaw TAP Plan. c. As arising. d. As arising. e. Iaw TAP Plan. f. As required, daily removal of machinery consumable containers etc to skips adjacent to buildings. Onwards removal from site is outside the scope of this contract and at nil cost to this contract. g. No More than 10 weeks/year. h. 1 roster per day		No failure to provide a service to operate and "watch keep" machinery and systems. The Benchmark shall be 0 justified complaints that caused failure to deliver scheduled training. All equipment to be available at least 95% of the time against the Training Plan (TAP). All machinery to be correctly prepared for instruction at least 95% of the time against the Training Plan (TAP).

SoR Ref	Requirement	Additional Information	Volume	Service Standard	Performance Guidelines
	produced. i. Machinery demonstrations for VIP visits, affiliation day visits, school visits and any other open day events are run.	 i. At least 2 months notice to be given.	for approx 10 weeks per year. i. As required. No More than 50 visits (total) per training year.		
S.07.02.02	1. Provide a service that orders and maintains Fuel and Lubricant levels, conducts Fuel and Lubricant transfers and adheres to correct storage and hygiene standards. 2. The service shall ensure that allowances are made for the requirement to run machinery for demonstration purposes for VIP visits and other open day events.	Fuel and Lubricants are generally ordered through Defence Fuels Group (DFG). All training machinery and systems within HMS Sultan: • Watt Hangar. • Faraday Building. • Morrell Building. • Raper Building. • Spey Cell. • Thunderer Building. • Parsons Building. • Rutherford Building. • Allied Trades 1 & 2. • Machine Shop. • OBM Workshop. • Parsons Building • Brunel Building See Annex A & B to S7 for further detail.		Comply with storage and hygiene standard operating procedures as prescribed in JSP 317.	No failure to order and maintain Fuel and Lubrication levels. No failure to provide local Fuel transfers. The Benchmark shall be 0 justified complaints that caused failure to deliver scheduled training.
S.07.02.03	1.Provide a service that will conduct routine servicing and ensure the continuous cleanliness and preservation of all training machinery	All training machinery and systems within: • Watt Hangar.	As required: The volume of the machine equipment	Iaw RN Unit Maintenance Management System (UMMS) and / or local procedures to the	No failure to provide a service to carry out routine servicing of machinery and

SoR Ref	Requirement	Additional Information	Volume	Service Standard	Performance Guidelines
	and systems. The service shall ensure that: a. All servicing is recorded on the RN Unit Maintenance Management System (UMMS) database. b. Servicing, cleanliness and preservation shall be conducted such that machinery remains available for training / visits unless agreed by the Authority.	• Faraday Building. • Morrell Building. • Raper Building. • Spey Cell. • Thunderer Building. • Parsons Building. • Rutherford Building. • Allied Trades 1 & 2. • Machine Shop. • Parsons Building • Brunel Building	to be looked after can be found at Annex A to Section S8.	satisfaction of the Authority. Iaw current usage requirements, maintenance plans, engineering data packs and manufacturer's guidance, directions and instructions for relevant equipment.	systems. No more than 1 justified complaint per month.
S.07.02.04	Provide a service that provides preparation of training machinery & systems for use by moving and positioning as required by the Authority and Trainers.	Preparation of training machinery & systems for use by the moving and positioning as required by the Authority in buildings: • Watt Hangar • Faraday Building • Morrell Building. • Raper Building. • Spey Cell. • Thunderer Building. • Parsons Building. • Rutherford Building. • Allied Trades 1 & 2. • Machine Shop. • OBM Workshop. • Parsons Building • Brunel Building • Cockerell Building • Newcomen Building This is mostly due to the inclusion of all the simulators which were not included on the current contract, and the new	All training machinery & systems within approximately 500 man hours per annum.		No failure to provide a service that provides preparation of training machinery & systems for use by the moving and positioning. No more than 1 justified complaint per month.

SoR Ref	Requirement	Additional Information	Volume	Service Standard	Performance Guidelines
		T45 and QE sims, also additional work in machine shop maintenance to include additional coolant renewals outside of current process. Ad hoc service to reconfigure machinery & systems layout as required to facilitate training output.			
S.07.02.05	The Contractor shall provide a service to load, off-load and manoeuvre equipment's on site.				
S.07.02.06	The Contractor shall provide a service to move training aids, on site, to the location of training and if necessary, moved to a storage location on completion of training.				
S.07.02.07	Equipment to be loaded or off-loaded within 30 min of arrival of transport asset.				
S.07.02.08	Move equipment from training or storage locations on site to Contractor maintenance servicing and repair facilities.				
S.07.02.09	Off-load training material deliveries and deliver to appropriate department on site.	To be delivered to the appropriate department on the same day as delivery on site.	Required once or twice every working week.		

Sub Section 3 – Training Administration Support for DSMarE					
S.07.03.01	Provide a service which conducts day to day administrative support and senior management administration to all areas of DSMarE. Service to include: • Diary management. • Publications upkeep. • General administration & office			JSP 101	No more than 2 justified complaints per month.

SoR Ref	Requirement	Additional Information	Volume	Service Standard	Performance Guidelines
	support. • Minute meetings as required • Management of files and logs. • Produce statistics.				
S.07.03.02	Provide a TAFMIS-T management service to the SULTAN site covering the tasks as described in JSP 822 for all personnel, both service and civilian across the site. Provide a single e-mail address for requests for user changes and queries.	This service is to cover all TAFMIS users at the SULTAN site, including those at DSMarE, DSAE(G) and the Nuclear Department. The most usual change required is likely to be account name changes due to turnover of military staff.	No more than 200 account changes per annum.	JSP 822	Requests for Change (RFC) and Non-Chargeable Requests for Change (NCRFC) to be processed and despatched within one working week (7 days) of change being agreed with the authority.

Sub Section 04 – Training Administration Support for DSAE(G)					
S.07.04.01	Provide a training administration support service for DSAE(G). The service shall include: a. Control distribution / amendment of all course documentation (inc maintaining audit trail). b. Maintain training documentation archive. c. Administer production, distribution and archiving of exam assessment materials. d. Maintain timetable of assessment occurrences. e. Prepare assessment materials for External Verifier scrutiny.	Provide to all areas of DSAE(G) including 764 ITS, ATG, TSG, STG and CTG.	Daily support to be provided throughout the standard working day as required.	DSAE(G) QMS JSP 822 DSAT QS 001:2008 JSP 101 DSAE(G) SOs GDPR In accordance with the AStrat and ASpec for the relevant training course. JSP 822- Pt 2, Ch 1.4 (Element 3: Delivery).	No more than one justified complaint per month. No failure to comply with the Authority's Regulations. No justified complaints. No failure to maintain data and produce exam & course administration.

	f. Administer electronic archiving of exam scripts. g. Validate all training results and produce all marks reports, inputting trainee exam marks into the database. h. Maintain the course change programme (CCP) Log. i. Track training design documentation and update documentation after CCP acceptance. j. Input internal validation feedback reports to the QA database. k. Associated admin tasks, primarily production of meeting agendas and minute production, calendar management and printer, scanner and office supplies management.				
S.07.04.02	Provide a training administration support service for DSAE(G) The service shall include: a. Produce and distribute joining routines for all DSAE(G) phase 3 career courses (includes the production and issue of joining documentation and organisation of briefings). b. Produce and administer career course official visit programmes. c. Organise senior courses oral	Provide to all areas of DSAE(G) (except 764 Ph2 AET training). Service reviewed by the Authority and confirmed on Monthly 'End User Report'.	Daily support to be provided throughout the standard working day as required (Volumes to meet agreed DSAE DTP). a. As required for new trainees shown in TAFMIS. b. Monthly, as required by the Authority.	DSAE(G) QMS JSP 822 DSAT QS 001:2008 JSP 101 DSAE(G) SOs GDPR	No more than 1 justified complaint per month. No failure to comply with the Authorities regulations and processes.

	assessments boards. d. Record trainee training qualifications in JPA (inc Fast Track AETs). e. Arrange and distribute end of course certificates and course completion certificates (includes production and distribution course confirmation letters to CNPers and Proms desk). f. Produce trainee name badges.		c. Termly, as required by the Authority. d. As required for new trainees shown in TAFMIS. e. Monthly, as required by the Authority. f. Monthly, as required by the Authority.		
Sub Section 05 - Training Administration for 764 Initial Training Squadron					
S.07.05.01	Provide a general training support service for 764 Initial Training Squadron (ITS). The service shall include: a. The transfer and upkeep of data on Training Examinations Assessment Management System/TAFMIS /764 ITS database is maintained and producing pre-defined reports as required by the Authority. b. Produce Weekly Orders, letters, memos and other documentation as required by the ITS staff and checked by 764 ITS WO. In the first instance content of all correspondence to be approved by OC 764. c. Maintain the 764 ITS archive of trainee movements and progress. Records are to be maintained for every Air Engineer Technical Qualifying Course trainee that starts	Records and performance are reviewed as a part of 764 ITS Internal Quality Management System and annual Internal Quality Audit conducted by DSAE(G) Quality Management Department. b. Weekly orders to be produced by the end of the working day on the preceding Friday of every training week. Family joining letters approved by CO 764, produced and sent to families 2 weeks prior to the start of trainee course date.	a. As required by the new joining programme as shown in the SOTR/SOTT/DTP. b. Weekly No More than 50. c. No More than 250 trainees per annum.	DSAE(G) SOs SULSOs DSAE(G) QMS JSP 822 JSP 101 GDPR DSAT QS 001:2008 a. Iaw DSAT QS 001:2008 Ch 10.3.4. Iaw JSP 822 – Pt 2, Ch 1.4 (Element 3-Delivery). b. Iaw JSP 101. c. DSAE(G) Process 8.20. In accordance with JSP 822 – Pt 2, Ch 1.4 (Element 3-Delivery). (Records retained for 5 yrs) d.Iaw DSAT QS 001:2008 Ch 6.7.2e. JSP 441 Pt 1 (Directive) & JSP 441 Pt 2	No failure to comply with the Authority's Regulations. No justified complaints. a. No failure to maintain data and produce reports. No more than one justified complaint per month. b. No failure to process joining letters 2 weeks prior to joining date. c. No failure to provide the correct course documentation at the start of each course.

	at SULTAN. (To be retained for 5 yrs) d. Allow access to the Authority for trainee records to be reviewed as a part of DSAE(G) Quality Management System. e. Ensure that sufficient levels of hard copy course training documentation are maintained in the correct amendment state, informing the ITS Course management Officer of any discrepancies. All documentation must be available prior to the start of each course module. f. Provide support in the regulating office as required.		d. Annual. e. As required (sufficient course documentation to meet SOTR requirement, +5%).	(Guidance Records). e. Iaw DSAT 00:2008.	f. No failure to provide support to the regulating office.
Sub Section 6 - Training Support for DSAE(G) Headquarters					
S.07.06.01	Provide day-to-day general training support service for DSAE(G). The service shall include: a. Senior administration of contract staff and office support. b. Diary Management. c. Produce DSAE(G) statistics. d. Routing general enquiries. e. DSAE(G) TMs. f. Coordinate the Daedalus Duty Lock Up Roster. g. Information Management, inc HQ files & logs.	Provide to all areas of DSAE(G), including 764 ITS, ATG, TSG, STG and CTG. Service reviewed by Authority and confirmed as satisfactory monthly and annotated on Monthly 'End User Report'.	Daily support to be provided throughout the standard working day as required. Monthly & quarterly returns to DSAE/DCTT. Distribute mail twice daily throughout DSAE(G). Twice weekly stationery orders (inc separate printer toner orders). Maximum of 3 ePCs a week unless	SULSOs DSAE(G) SOs DSAE (G) QMS SULSOs DSAE (G) Process 3.12 JSP 101 JSP 822 JSP 332 – Low Value Purchasing Manual. Management of Health and Safety at Work Regulations 2006.	No more than one justified complaint per month. No failure to provide training support service to DSAE(G) HQ. No failure to comply with the Authority's Regulations. 90% of spares required should be ordered within 1 working day of Authority request. The remaining 10% should be met the following day. No justified complaints.

	h. Internal mail distribution. i. Office stores support. j. SHE Briefings. k. Track trainees using Authority provided systems & issue joining instructions. l. Manage trainee 'Warnings Log'. m. DSAE(G) Service vehicle management. n. The transfer and upkeep of data on TAFMIS.		otherwise agreed. SHE briefings to staff & trainees, 5 a week. One day a week for joining instructions. Monthly return for Warning Log. Daily Service vehicle bookings.	JSP 375	Service reviewed by Authority and confirmed on Monthly 'End User Report'.
Sub Section 7 – Training and Equipment Support Services in Workshops					
S.07.07.01	Provide a service which administers and undertakes correct and regular maintenance of all machinery and equipment in Cockerell Workshop. The service shall ensure that: a. All appropriate instructions and warning signs are attached to the machinery. b. Safety Checks are carried out and recorded on all machinery in the Cockerell workshops. c. Carry out tests of lifting gear and associated equipment. d. Report all machinery defects in Cockerell Workshop to the Establishment Maintenance Office, iaw SULSOs Ch 19 and to ensure that the rectification of all defects is	Performance reviewed as part of Internal Quality Management System. d. Service reviewed by authority and confirmed on Monthly 'End User Report'.	As required by the Authority. b. Monthly. c. Annually, or post repair of equipment. d. As arising.	Iaw current usage requirements, maintenance plans, engineering data packs and manufacturer's guidance, directions and instructions for the relevant equipment. UECD and DSAE AESOs DSAE(G) SOs DSAE(G) QMS a. iaw Provision and Use of Work Equipment Regulations 1998. b. iaw JSP 375 and JSP 392. c. JSP 375 and iaw Lifting Operating and Lifting	No justified complaints. No failure to comply with the Authority's Regulations. The Benchmark shall be no justified complaints that caused failure to deliver scheduled training.

	carried out correctly, safely and that no training days are lost.			Equipment Regulations 1998. d. iaw SULSOs Ch 19.	
S.07.07.02	The Contractor shall provide a counter service which will issue and receive tools to and from trainees throughout the training day as required. DSAE(G) ONLY- Assist with tool maintenance and stock control and operations of heat treatment ovens.	Performance reviewed as part of Internal Quality Management System. The Contractor will not be held to account if materiel normally supplied through an Authority system that controls provision and availability to units is not available. Tool maintenance consists of a basic check for any defects (such as loose handles or broken parts) and ensuring tools are fit for re-issue (cleaning files if necessary etc). Stock control is the checking of toolbox completeness, reporting any discrepancies for further action as required. Operation of the ovens will include switching on ovens, loading course material to be heat treated, removing material on completion, switching off oven, issue material to Instructors. All Oven Operation activities will take place in Cockerell Hanger during the working day.	As required. 120 Tool outfits held of varying size and contents. DSMarE - Counter services required in Watt Hangar (ERUS), Faraday, Allied Trades 2 and Machine Shop for the regular issue of tools (and stores) during the working day. DSAE(G) - Tool Control Issue Centres are located in Newcomen and Cockerell Hangars. They are required to be manned, during normal office hours. Staff are allocated to individual Issue Centres but are required to move to other Issue Centres to support staff shortages when required.	Iaw BRd 763 MAMP DSAE(G) AESOs	The Benchmark shall be no justified complaints that caused failure to deliver scheduled training. No failure to comply with the Authority's Regulations.

Sub Section 8 – Management of DSAE(G) Technical Library (Daedalus)					
S.07.08.01	1. Provide a technical library service for DSAE(G). The service shall: 2. Ensure the secure storage, distribution, accounting, demanding of technical publications and the appropriate level of management clearance for access and use is enforced. This includes electronic publications. 3. Ensure that the library technical publications are registered iaw Authority guidelines. 4. Provide a continuous audit trail of the publications, the operating procedure and functioning of the library (Mod Form 123 As), the library standalone database system, cardbox, and the IT facilities area using the Authority provided library management system. 5. Ensure regular networking and liaison occurs with the other libraries within this SOR for mutual benefit and exchange of ideas to improve customer service. 6. Disposal of superseded publications iaw MoD instructions. 7. Ensure compliance with standards set by the Authority and specifically the Aeronautical Engineering Standards Team (AEST).	The library should be locked outside normal working hours. Amendments to technical publications are to be notified to the relevant trainers and then incorporated into the publications as a priority. Failure to do so could have safety implications. To allow access, mandatory protecting information training is provided annually by the Authority to all staff. Cardbox is provided by the Authority and is predominantly used for cataloguing and tracking loans. At HMS SULTAN the libraries can be used by the “wider service family”. The library facilities are Authority owned and maintained by the Authority’s Contracted Service Provider. The Contractor shall be responsible for reporting faults to the Authority’s Contracted Service Provider. If a publication is not held/or is depleted attempts should be made to source using TDOL, MILLIE, a relevant sponsor, services central library or the British Museum. Amendments to publications are to be incorporated as a priority, failure to do so could have safety implications. The Air Publications and Technical Reference Library is currently located in Ariel Wing, Daedalus Building, HMS SULTAN. It is open Monday to Thursday - 0730-1600 hrs. Friday -	One technical library service. Issues, renewals and returns per annum circa 4000 transactions for HMS SULTAN.	DSAE(G) SOs DSAE(G) AESOs DSAE(G) QMS Joint Aeronautical Publications and the JSP 180 Series. Information provision to be in accordance with the Professional Knowledge and Skills Base of the Chartered Institute of Library & Information Professionals and continuing best practice. Disposal: JSP 440, Part 5 Asset Marking & Control – Section 6: Destruction of Protectively Marked Information. Iaw MAA guidelines, MAA Regulatory Publications, Maintenance and Airworthiness Processes – 01, Chap 8 and Defence Technical Documentation Guidance. MAMP. No Quality issues identified during self audit iaw DSAE (G) Process 4.2.	1. No failure to provide full technical library services within published opening times 2. Publication requests to be actioned within 3 working days. Reference enquiries to be actioned within one working day. New stock to be processed within 2 working weeks. 3. No more than 2 justified complaints per month. 4. No more than 2 justified complaints per month. 5. No more than 2 justified complaints per month. 6. No more than 2 justified complaints per month. 7. 100% compliance. 8. No more than 2

	8. Manage and supervise access for entitled users, use of library facilities, such as internet, ModNet, JPA photocopier. 9. Ensure library services are open, and staff available, to assist entitled users, throughout library opening hours. 10. Administer the long-term publications loan and short term (temporary) loan of books to staff and trainees. 11. Maintenance/preservation of library stock and hard/soft copy publications. 12. Amendments and changes to publications are demanded and maintained. 13. Recommendations for, and administration of, the provision of new Authority funded publications in support of new training requirements. 14. Maintenance of electronic library services for technical and recreational requirements. 15.Preparation of course books for issue to Trainees in accordance with Trainer demands. 16.Provide user education through library inductions and deliver information literacy programmes.	0730-1230 hrs. 9. Entitled users are Trainees, Civil Servants, Contractor Staff and Authority Representatives. Access to the Library is to be maintained during lunchtimes and Wednesday afternoons.	8.As required. 9.Daily excluding weekends and Public Holidays. 10. As required. 16.DSAE(G) state that inductions are not carried out within the Technical library.		justified complaints per month. 9. The Benchmark shall be no justified complaints that caused the failure to deliver a course to schedule.

Sub Section 9 – General Building Requirements					
S.07.09.01	Provide a Building Management Service for the Building listed at Annex A to this section and appoint Building Custodians (BCs) in order to manage building areas used to deliver work specified in the Statement of Requirement. The service shall include: • Opening and closing of Buildings • Assisting training staff with asset management and tracking. • Assisting Authority staff with the movement of training aids when required (excluding vehicles and major assemblies). • Checking all electrical equipment is PAT tested and in the correct state of repair. • Ensure that the Authority's contracted service provider is made aware of any shortcomings in provision of general furniture, fixtures and fittings. • Liaise with the Environmental Protection Advisor (EPA) to ensure the correct management and disposal of hazardous waste from the building. • Building Security and access control where required. • Health and Safety and Fire Warden. • Risk assessments as appropriate for the building and its usage (Not the Risk assessments for the training activity, Functional groups are the owner and custodians of these).	Specific buildings within the training environment of DSAE(G), DSMarE are to be managed/have a nominated custodian provided by the Contractor on behalf of the Authority. See Annexes A & B to S7 for building specific requirements. The BCs will have to respond effectively to the Authority and Regional Prime Contractors at the appropriate level. In regard to the provision and proper use of any personal protective equipment, this includes any general equipment required in offices, classrooms and building. The Authority will provide equipment associated with specific training serials. All equipment to be tested prior to initial use and annually thereafter under Authority arrangements. Liaise with the Authority to ensure that the building is available as required by the Authority. As the Health and Safety Warden the Building Manager will conduct briefings to all staff and conduct joining briefs to new trainees when required, maintain records, H&S Logs and notice boards. A qualified First Aider is to be nominated for each building. The Authority will conduct and record annual inspection rounds of all buildings. Aircraft hangar rounds reviewed in	Provide a building management service during normal working hours, excluding Public Holidays and Site closure (i.e. Christmas) and suitably preparing for stand down closures. All buildings are to be open for the Standard Training Day (STD) unless otherwise specified. Details are contained within Annex B, S7.	JSP 435 Leaflet 1-8 – Estate terms of Reference for Building Custodians. All BCs to comply with the Authority's Standing Orders and Procedures. Health and Safety at Work Act 1974. JSP 375 JSP 440 Management of Health and Safety at Work Regulations 2006. Workplace (Health Safety and Welfare) Regulations 1992. SULSO Chapter 12, 33 and sub section sections 0219, 0415, 1218, 1219, 2801, 2802. MAA RA 1410 (for buildings containing aircraft). The Commodore / Commanding Officer HMS SULTAN's Health and Safety and Fire Safety Policy Statement. SULSO Part 1, Chapter 16.	Annual rounds will be conducted and recorded by the Authority. Service reviewed by authority and confirmed as satisfactory monthly and annotated on Monthly End User Report.

	• Checking to confirm the provision and proper use of any personal protective equipment required for the Contractor to minimise the risk of injury to as low as reasonably practicable. • Nominated and in date qualified First Aider. • Maintenance of First Aid boxes • Defibrillators and Firefighting equipment. • Co-ordinate building facilities bookings for dreadnought and Pillar Theatres. • Issue locker keys to trainees and changing locks as and when required. • Ensuring the printer/photocopier is ready for use with consumables ordered. • Conduct visual racking inspections (annually). • Compliance with the 4Cs requirements ensuring building manager or appropriately qualified nominated cover is able to respond within 15 minutes of contact during standard working day.	DSAE(G) AESOs Book 2. The responsibility for opening and closing buildings shall be a shared responsibility between Authority and Contractor staff and be agreed on a site by site basis. Service reviewed by Authority and confirmed as satisfactory on a monthly basis and annotated on Monthly End User Report.		DSAT QS 001: as amended. JSP 426. JSP 850. JSP 375 - Part 2, Volume 1, Chapter 15. JSP 375, Part 2, Vol 1, Chapter 23. JSP 375, Part 2, Vol 1, Chapter 11. JSP 515.	
S.07.09.02	For buildings managed by the contractor provide H&S briefs for all new staff members, trainees and other personnel as required.			JSP 375 SULSO Part 1, Chapter 16. Management of Health and Safety at Work Regulations 2006.	Service reviewed by authority and confirmed as satisfactory monthly and annotated on Monthly End User Report.
S.07.09.03	Provide a service that will conduct routine inspections and maintain standards of building facilities	The Authority will conduct annual inspections rounds of all buildings.		SULSO Chapter 19 Article 1905, BRd 167 Chapter 10, SULSO Chapter 6.	Service reviewed by authority and confirmed as satisfactory monthly

	report all material defects within the building to Establishment Office and ensure that all rectifications are carried out correctly, safely and in the appropriate timescales. Raise new works orders as required. Identify potential efficiency improvements within the Building.	The management of building is to be maintained to ensure that the building is safe when occupied and in use. Complete Monthly Workplace Safety Check List.		Aircraft hangar rounds reviewed in DSAE (G) AESOs Book 2. Provision and Use of Work Equipment Regulations 1998.	and annotated on Monthly End User Report.
S.07.09.04	Ensure the provision of any personal protective equipment required for both Contractor and Authority Staff to minimise the risk of injury to as low as reasonably practicable.	This includes any general equipment required in offices, classrooms and building. The authority will provide equipment associated with specific training serials.	As required by staff, trainees and contractors.	JSP 375. SULSO Part 1, Chapter 16. Personal Protective Equipment at Work Regulations 1992.	Service reviewed by authority and confirmed as satisfactory monthly and annotated on Monthly End User Report.
S.07.09.05	The Contractor shall provide a service to operate, manage and prepare laboratories, lecture rooms, syndicate rooms, classrooms, simulators, workshop, hangars, outside areas, training armouries and related storerooms. This service shall include: • Laying out, preparation and functional checking of training resources such as main equipment, test equipment, audio, visual and IT; • Diagnosis and replacement of faulty training resources such as equipment, audio visual items, power leads, computer leads, computer accessories and non-fixed classroom assets. Reporting these issues to the Building Custodian and to the Authority; • Identification of surplus to	Trainers are responsible for tidying up areas after their training. See Annex A to S7 for information. Not required for DSAE(G) as all training support is carried out by civil servants.		law manufacturer's instructions / handbook and or locally produced servicing documentation.	

	requirement training aids and accessories; • The return of repairable and non-repairable items to the relevant Authority Representative; • Produce and maintain written operating instructions where appropriate for training aids or classroom systems; • Management of the repair and servicing of training aids; • Assisting lecturing/instructional staff as appropriate with the supervision of Trainees, particularly for safety purposes; and • Provide a development service to assist with experimentation, demonstrations and Trainee projects associated with training. • Ensuring staff and Trainees observe good husbandry and engineering hygiene practices. Classrooms and other training locations are shared resources. Trainers are responsible for the general cleanliness of training areas once training is completed so the next training can begin afterwards without disruption. • Local security of laboratories, syndicate rooms, classrooms and external doors at the end of normal working hours.				