## SUPPORT TO NUCLEAR DEPARTMENT

## NUCLEAR DEPARTMENT - ACCESS NOTE

Contractor personnel who require access to the ND, housed in the XXXXXXXX, are required to be British Nationals and have SC clearance.

In the case where British citizens hold a second nationality (dual national), they may be granted routine access to US Naval Nuclear Programme Information on a need to know basis if they have no relevant restrictions on their national security vetting clearance, and providing their dual nationality is not on the current US ITAR proscribed list.

## Purpose of Requirement

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

This Service Requirement aims to ensure that:

- General administration tasks in support of ND training are managed and delivered effectively;
- Specialised laboratory tasks critical to ND training are delivered effectively;
- Facilities required to support training in the ND, i.e. laboratories, classrooms, workshops and library, are managed and maintained (where applicable) to ensure they are safe, fit-for-purpose, to enable training to be delivered.

This SOR Section only applies to HMS SULTAN and has no deliverable items associated with MOD Lyneham.

# STATEMENT OF REQUIREMENT

## NUCLEAR DEPARTMENT

| Ref | Requirement | Additional Information | Volume | Service Standard | Performance Guidelines |
|---|---|---|---|---|---|
| **Sub Section 1 - Support to Laboratories, Classrooms and Workshops (Nuclear Department)** | | | | | |
| S.09.01.01 | Provide the Nuclear Department (ND) with Laboratory Support to meet the ND teaching and research activities, as specified in the DEFAC SOTR, ND Course Syllabus Documents and ND Research Report. This service shall include:<br><br>a. Electrical, electronic and light mechanical workshop technical services within the dedicated ND reactor engineering and Health Physics laboratories. Including all laboratory-based equipment maintained in date for maintenance, testing and calibration.<br><br>b. Minor defect repair, manufacture, preparation, operation, survey, de-rigging and disposal of laboratory-based teaching facilities, equipment, rigs, jigs, experiments and wastes generated by the training and research throughput in accordance with the approved Course Syllabus Documents and ND Research Report requirements.<br><br>c. Deliver a first line ND laboratory specific training and research equipment maintenance and defect rectification service.<br><br>d. Assist in the design, operation, commissioning and maintenance of staff/trainee research and experimental | See Equipment List at Annex A, S9.<br><br>Service reviewed by ND and confirmed as satisfactory on a monthly basis and reported on Monthly End User Report.<br><br>Library database to be provided by the Authority.<br><br>Copyright licence will be held by the Authority.<br><br>In the case where British citizens hold a second nationality (dual national), they may be granted routine access to US Naval Nuclear Programme Information on a need to know basis if they have no relevant restrictions on their national security vetting clearance, and providing their dual nationality is not on the current US ITAR proscribed list.<br><br>Access to XXXXXX Building presents access to US NNPI, hence the above constraints apply to building access. | Volume of support to meet laboratory throughput and usage as required by the course booking schedule to meet DEFAC and local Staff/Trainee research requirements during the standard training day. | Contractor personnel who require access to the ND are required to be British Nationals and have SC clearance. Service to meet the requirements of: JSP 392. & JSP 425. Health and Safety at Work Act 1974. Management of Health and Safety at Work Regulations 2006. Workplace (Health Safety and Welfare) Regulations 1992. | The Benchmark shall be zero justified complaints that caused failure to deliver scheduled training.<br><br>No failure to comply with the Authority's Regulations.<br><br>(Applicable to all laboratory support service provision paragraphs (S.09.01.01-paragraphs a to o) No justified complaints. No failure to provide a ND Laboratories, Classrooms and Workshops support service. |

| Ref | Requirement | Additional Information | Volume | Service Standard | Performance Guidelines |
|---|---|---|---|---|---|
| | equipment.<br><br>e. Demonstrate the operation of ND laboratory equipment to staff and visitors to meet ND teaching/research requirements, Statement of Training Requirements (SOTR) and ND Course Syllabus Documents.<br><br>f. Carry out the duties of the liquid nitrogen handler, carrying out $LN_2$ operations with assistance from the laboratory technician and perform routine operations using liquid nitrogen.<br><br>g. Support the ND teaching, demonstration and research programme by assisting staff/trainees with the general manufacture and construction of jigs, rigs and apparatus to meet ND teaching and research requirements.<br><br>h. Carry out routine maintenance/repair of ND research and experimental equipment. | | f. 3 x 1hr LN handling operations per week. | e. Demonstrations of ND laboratory equipment are to meet ND teaching/research requirements as specified in Statement of Training Requirements (SOTR) and ND Course Syllabus Documents.<br><br>f. This duty requires the handler to be familiar with the requirements of the BOC Liquid Nitrogen (LN) Information Booklet and ND LN Handling Brief and to undertake local on job training and subsequent appointment by the ND laboratory manager before handling LN. Incumbent required to be LN handling competent through training, interview and appointment. | |
| | <u>Health Physics support service provision</u><br><br>i. Provide research project/teaching specific health physics monitoring support as directed by the professional ND Operational Health Physicist (OHP) in accordance with JSP 392. | <u>Health Physics support service provision</u><br><br>RSSOs contain 18 chapters and 27 Radiological Local Instructions covering all aspects of radiological safety requirements within the Nuclear Department and HMS SULTAN. | <u>Health Physics support service provision</u><br><br>i. As required by DEFAC SOTR. | <u>Health Physics support service provision</u><br><br>For all HP support requirements (i) to (o) the Incumbent is required to be a qualified Health Physics Monitor iaw JSP 392. | <u>Health Physics support service provision</u><br><br>(Applicable to all health physics support service provision paragraphs S.09.01.01 paragraphs a-o. There are to be no avoidable reportable |

| Ref | Requirement | Additional Information | Volume | Service Standard | Performance Guidelines |
|---|---|---|---|---|---|
| | j. Carry out the monthly muster and test of radioactive sources within the Nuclear Department.<br><br>k. Carry out monthly radiation and contaminate surveys in accordance with the survey schedule.<br><br>l. Collate instruments for annual calibration and maintain calibrate records for instruments.<br><br>m. Support OHP in the collection, monitoring, assaying and storage of radioactive waste.<br><br>n. Assist OHP with the preparation of hazardous and radioactive waste for disposal in compliance with SHEF and Waste Disposal statutory regulations.<br><br>o. Assist ND OHP with the issue and collection of personal dosimeters within the Nuclear Department. | | m. Quarterly.<br><br>n. As required for radioactive wastes produced by meeting the DEFAC SOTR and local Staff/Trainee research requirements.<br><br>o. Monthly for dosimeters. Audits as required by JSP 392 and JSP 425. | Health Physics service provision is to meet the service standards and safety of requirements of HMS SULTAN RSSOs, approved by Commodore/Commanding Officer HMS SULTAN<br><br>JSP 425<br><br>As required by Defence Academy SOTR and as required for radioactive wastes produced by meeting the Defence Academy SOTR and local Staff/trainee research requirements.<br><br>For all Health Physics support requirements the Incumbent is required to be a qualified Health Physics Monitor iaw JSP 392. | radiological incidents as a result of this health physics service provision.<br><br>No failure to comply with the Authority's Regulations.<br><br>Applicable to all health physics support service provision paragraphs. There is to be no failure to meet any Health Physics support service. |
| **Sub Section 2 – Financial Administrative Support to the Nuclear Department** | | | | | |
| S.09.02.01 | Manage the ND Registry and the ND administration, support, training and library services. | Support to 1* Head of Nuclear Department.<br><br>Registry administration, support, training and library services are required. | Service required during establishment working hours. | No failure to provide general management oversight. | No justified complaints. |
| S.09.02.02 | Provide a comprehensive administrative support service to ND and its trainees, the service shall include: | Service reviewed by ND and confirmed as satisfactory on a monthly basis and reported on Monthly End User Report. | Service to be provided throughout the standard training day. | Iaw JSP 101 and management/exam board governance. | The Benchmark shall be zero justified complaints that caused failure to deliver scheduled training. |

| Ref | Requirement | Additional Information | Volume | Service Standard | Performance Guidelines |
|---|---|---|---|---|---|
| | a. Admin support to the ND library Registry function.<br>Mail distribution<br>Updating competencies on JPA, produce joining instructions and security paperwork.<br><br>b. Provide administrative support to the ND Management Boards and Examination Boards, producing accurate minutes within 5 working days. This includes monthly provision of statistical data, which contributes to a report intended for the Defence Academy.<br><br>c. Issuing of security fobs and carrying out quarterly muster to ensure they are all accounted for.<br><br>d. Making up ID cards for staff and trainees as and when required.<br><br>e. Managing ND access control system by creating user logs on the PC, which are made available for viewing to those who require them.<br><br>f. Provide basic IT support for the lecture theatres. | | b. Monthly management boards, termly training sub-committee and exam boards. | Audits as required by JSP 392 and JSP 425.<br><br>No failure to provide administrative support.<br><br>a. Within 2 working days of request commensurate with start.<br><br>b. Draft minutes to be produced iaw JSP 101and Management/Exam Board governance. | a. No justified complaints.<br><br>No more than 1 justified complaint per month.<br>Accurate minutes within 5 working days. |
| S.09.02.03 | The Contractor shall provide general administrative support to the ND. General Administrative tasks may include: Diary Management, Publications Upkeep, General Administration and Office Support, | | | JSP 101 | |

| Ref | Requirement | Additional Information | Volume | Service Standard | Performance Guidelines |
|---|---|---|---|---|---|
| | Attend/Minute Meetings, Information Management, Producing Statistics, Producing Weekly Orders (Letters, memos and other documentation), Routing general enquiries, Mail Distribution, Office Stores Support, Input to and use TMIS, Provide Reports and returns, forecasting and booking accommodation, booking transport and external facilities, coordinate rosters, manage logs. | | | | |
| S.09.02.04 | The Contractor shall provide a printing service when mass printing of course material is required for trainees. | | Indicative volume of 240 tasks per annum. | | |
| S.09.02.05 | Training Planning are to provide support to the ND in the form of x 1 post embedded into the ND. This post supports the ND and the Nuclear Systems Group. | Contractor personnel who require access to the ND are required to be British Nationals and have SC clearance. | | | |
| S.09.02.06 | Provide a service for the provision of office & classroom support to ND. The service shall include:<br><br>a. A functional and operational check of training aids and equipment.<br><br>b. Informing the block manager of any required maintenance. | | Monitor ND classrooms daily and report weekly. | | |
| S.09.02.07 | Accurately compile, monitor, and analyse data, and produce timely and accurate reports and training statistics of historic, current, and forecast situations, as required for DEFAC HQ. | Routine activity covering:<br><br>-Name of Course<br>-Course Code<br>-Dates of Course<br>-Duration<br>-Max Attendees<br>-Actual Attendees<br>-Attendee Numbers by TLB<br>-Attendee Numbers by Rank/Grade | The master spreadsheet is to be kept up to date on a regular rolling basis. The volume is dictated by the number of courses (typically 25 per term), the scheduling of those courses and the | To be forwarded electronically in JSP 101 format. | No more than 2 justified complaints per month. |

| Ref | Requirement | Additional Information | Volume | Service Standard | Performance Guidelines |
|---|---|---|---|---|---|
| | | -Attendee Numbers by Quad-Service<br><br>Details are entered onto a master spreadsheet which generates the required statistics to be sent to the DEFAC HQ. The spreadsheet information is continuously updated and culled from several sources, including class nominal lists, Joining Instructions, JPA and ND course results.<br><br>Electronic Records are retained for a minimum period of 10 years using the Authority archiving system. | student numbers.<br><br>NB. the majority of ND courses and student populations are civilian, thus not JPA related | | |

| **Sub Section 3 - Resource Management & Administrative Support to Nuclear Department** | | | | | |
|---|---|---|---|---|---|
| S.09.03.01 | Manage the ND library service.<br><br>Service reviewed by ND and confirmed as satisfactory on a monthly basis and reported on Monthly End User Report<br><br>The ND Library service shall include:<br><br>(i). Populate the library book/paper request/issue database on a daily basis ensuring books are logged out to staff and trainees.<br><br>(ii) Log in returned library books/papers and ensure books/papers are placed on the shelves in the relevant order. | See Annex B to S9 for opening hours. | (i) Populate database daily. Issues are course dependent, ~ indicative volume of 30 'issues' per month.<br><br>(ii) Indicative volume of 30 books per month. | No failure to provide service.<br><br>No failure to provide ND Library administrative support. | No justified complaints.<br><br>The Benchmark shall be zero justified complaints that caused failure to deliver scheduled training.<br><br>No justified complaints. |

| | | | | | |
|---|---|---|---|---|---|
| | (v) Provide a book and publications search, request, receipt and issue service, working with the customer, providing feedback and meeting requested deadlines.<br><br>(vi) Provide administrative support and advice in the Nuclear Library to ND Staff and trainees. | | (v) On request by staff or trainee. Course dependent but ~indicative volume of 30 search requests per month.<br>(vi) ND Library to be manned for 3.5 hours each training day forenoon. | | |
| **Sub Section 4: Specific Building Requirement** | | | | | |
| S.09.04.01 | XXXXX: Maintain Atomic Indoctrination log.<br><br>Maintain a log detailing the indoctrination and De-indoctrination training delivered to all new trainees. | For all staff working in XXXXX building (including Nuclear Department), and all trainees on courses requiring access to ATOMIC CONFIDENTIAL information or higher. | As required by staff, trainees and contractors. | Atomic Control Office Publication 130 (ACO130).<br><br>Bi-annually a return of all clearances granted or terminated to MOD Atomic Control Office (London) in the preceding 6 month period. Annually an up to date list of all personnel holding ATOMIC clearances within the Atomic Liaison Officer's area of responsibility. | |
| S.09.04.02 | The Contractor shall act as ND Building Custodian. | See further detail in Annex B to S7. | | JSP 435 Leaflet 1-8 – Estate Terms of Reference for Building Custodians. | |

| | | | | | |
|---|---|---|---|---|---|
| S.09.04.03 | The Contractor shall administer access into the Nuclear Building, this shall include:<br><br>a. Issuing key fobs, recording details and escorting visitors. | In the case where British citizens hold a second nationality (dual national), they may be granted routine access to US NNPI on a need to know basis if they have no relevant restrictions on their national security vetting clearance, and providing their dual nationality is not on the current US ITAR proscribed list.<br><br>Access to XXXXXX Building presents access to US NNPI, hence the above constraints apply to building access. | During normal working hours, excluding Public Holidays and site closure (i.e.: Christmas and suitably preparing for stand down closures). | Contractor personnel who require access to the ND are required to be British Nationals and have SC clearance. | |