



Statement of Requirements

TMAR3117: Provision of an Investigation Report Writing
and Editing Course

to

The Marine Accident Investigation Branch

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Contract Reference: Provision of an Investigation Report Writing and Editing Course to the MAIB
Inspectorate

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1. PURPOSE

- 1.1 The Marine Accident Investigation Branch requires a report writing and editing course for its inspectorate to ensure that they have the skills necessary to complete accident reports to the highest standard.

2. BACKGROUND TO THE CONTRACTING AUTHORITY

- 2.1 The MAIB investigates marine accidents involving UK vessels worldwide and all vessels in UK waters. The main aim is to help prevent further avoidable accidents from occurring, not to establish blame or liability. The MAIB is an independent unit within the Department for Transport which is made up of experienced accident investigation teams supported by an administrative team.

3. BACKGROUND TO REQUIREMENT

- 3.1 The MAIB recruits experienced mariners, marine engineers, naval architects and human factors experts and trains them in accident investigation techniques. On completion of an investigation there is a legal requirement for the Chief Inspector to publish a report. The provision of training in report writing and editing is not an area in which the Branch has expertise and it relies wholly on the case inspector reviewing previous reports, using a branch style guide and learning from others to develop their report. Recent churn in the inspectorate has reduced experience levels in report writing. The lack of professional report writing and editing training has led to delays in report production which has had an impact on the Branch's self-imposed KPI of delivering a report within 10 months of the accident occurrence.
- 3.2 It is felt that training the inspectors to deliver an initial draft to a common, higher standard will ease its progress through the system and reduce publication times. Additionally, assistance is sought to enable the Principal Inspectors to understand the report editing process better to again improve delivery times.
- 3.3 Publication of accident reports is the main output of the MAIB, and the current delays are resulting in fewer reports being published than is required by the DFT as a MAIB Key Productivity Indicator. Successful report writing and editing courses would enable the MAIB to deliver finalised reports for publication in a timelier fashion with reduced editing and less structural amendment needed in the writing stage. This in turn would enable report recommendations to the marine industry to be enacted more quickly and provide answers to the relatives and friends of those involved in the accidents investigated by the MAIB. The initial expenditure on a report writing course would help secure wider safety benefits in the marine industry.
- 3.4 Inspectors have been on writing courses before but have found them lacking in terms of time spent covering the associated topics and in their fulfilment of the unique requirements of the MAIB style guide and format. A safety investigation is unique, not being wholly technical nor written to judicial standards but is necessarily a mix of the two that is easily readable to a wide audience and clearly set out to show the circumstances that resulted in the accident.

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4. DEFINITIONS

Expression or Acronym	Definition
MAIB	Marine Accident Investigation Branch
CI	Chief Inspector
DCI	Deputy Chief Inspector
PI	Principal Inspector
L&D	Learning and Development

5. SCOPE OF REQUIREMENT

- 5.1 The requirement is to provide MAIB with report writing and editing training, to be delivered at mutually agreed dates in Autumn 2024, at a maximum cost of £23,616, including VAT.
- 5.2 MAIB requires that the Supplier deliver:
- Two instances of a two-day report writing course (delivered over full-day sessions). Each instance will be delivered to a cohort of approximately six individuals.
 - A single instance of a two-day report editing course, to be delivered to a cohort of approximately 12 individuals.
- 5.3 MAIB will provide the venue, reports, templates and reference documentation. The Supplier will provide all teaching documentation, training personnel and follow up material and certification.

6. THE REQUIREMENT

- 6.1 The requirement is to deliver report writing and editing courses to approximately 12 individuals within MAIB.
- 6.1.1 Course dates will be agreed between the Supplier and the MAIB as and when required (at the MAIB's initiative). The MAIB will indicate one or more preferred dates, giving a minimum of one month's notice, when contacting the Supplier to book a course.
- 6.1.2 Correspondence before any learning session to confirm course content would be beneficial but would not be essential.
- 6.1.3 Courses will be conducted at MAIB premises, in person. The supplier will use the format of previous MAIB reports, its style-guide, report template and the MAIB Investigation timeline to deliver a practical report-writing course over 2 core working days that;

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- 6.1.3.1 works on live MAIB reports to teach tools, techniques and methodologies to improve report planning, structuring and writing as well as the use of graphic information.
- 6.1.4 The editing course will develop early draft reports, working on readability using tools to improve grammar, punctuation and style. The course will enable editors to improve structure and content and to ensure that all relevant information is included in a report and superfluous information removed. The report must be easy to read and understand.
- 6.1.5 The MAIB will supply the necessary training room, report material, personnel and appropriate supporting material.
- 6.1.6 The Supplier will provide any post training material in digital format, alongside certification and any follow up/satisfaction surveys.

7. KEY MILESTONES AND DELIVERABLES

7.1 The following Contract milestones/deliverables shall apply:

Milestone/Deliverable	Description	Timeframe or Delivery Date
1	Course material agreed and exchanged with supplier	Within week 1 of Contract Award

8. STAFF AND CUSTOMER SERVICE

- 8.1 The Supplier shall provide a sufficient level of resource throughout the duration of the Contract in order to consistently deliver a quality service.
- 8.2 The Supplier's staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract to the required standard.
- 8.3 The Supplier shall ensure that staff understand the Authority's vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.

9. SECURITY AND CONFIDENTIALITY REQUIREMENTS

- 9.1 Supplier's staff will be exposed to sensitive information relating to MAIB investigations. The Supplier will therefore be required to sign a Non-Disclosure Agreement (NDA) in relation to confidential information disclosed during performance of the contract.
- 9.2 By accepting the contract, the Supplier agrees that all staff delivering training under this contract (and any other personnel who receive MAIB confidential information) are aware of the obligations set out under the NDA – and bound to terms as to confidentiality which are no less rigorous than those of the NDA.

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10. PAYMENT AND INVOICING

- 10.1 Payment can only be made following satisfactory course delivery.
- 10.2 The Supplier will be provided with a Purchase Order Number, which must be quoted on all invoices. Invoices which do not contain the correct Purchase Order number will be rejected as invalid, which may delay payment.
- 10.3 Each invoice must include a detailed elemental breakdown of work completed and the associated costs.
- 10.4 Invoices should be submitted to: [REDACTED]

11. LOCATION

- 11.1 The Services will be carried out at:
Marine Accident Investigation Branch
First Floor
Spring Place
105 Commercial Road
Southampton
SO15 1GH

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