



Ministry
of Defence



Maritime Command and Staff Trainer (MCAST)
Appendix H to SoW – Change Control Procedure
Version: 1.0
Date: December 2022

Defence Equipment & Support

OFFICIAL - SENSITIVE COMMERCIAL

Document Prepared By	Signature	Appointment	Date
[REDACTED]	[REDACTED]	[REDACTED]	22 Dec 2022

Reviewed by

Name	Appointment	Date
[REDACTED]	[REDACTED]	Mar 23

Approved by

Name	Signature	Appointment	Date
[REDACTED]	[REDACTED]	[REDACTED]	24 Mar 23

© Crown Copyright 2023

This document shall be treated in confidence by the recipient and shall only be used for the purposes of Maritime Command and Staff Trainer (MCAST) preparatory activity to support declared bidders, and their declared sub-contractors, to prepare for future tendering activity. This document shall not be reproduced nor disclosed to any undeclared third party without the prior written permission of the Ministry of Defence. Should involvement with MCAST cease and the relevance of retaining this document lapse or anytime at the request of the Ministry of Defence it shall, as directed by the Ministry of Defence, be securely destroyed or be promptly returned to the Ministry of Defence at:

MCAST Commercial Team
Birch 1b, #3133,
MOD Abbey Wood,
Bristol,
BS34 8JH.

OFFICIAL - SENSITIVE COMMERCIAL

© Crown Copyright 2023

Page 2 of 11

Appendix H to SoW – Change Control Procedure

Security Notice

THIS DOCUMENT IS THE PROPERTY OF HIS BRITANNIC MAJESTY'S GOVERNMENT, and is issued for the information of such persons only as need to know its contents in the course of their official duties. Any person finding this document should hand it in to a British Forces Unit or to a Police Station for its safe return to the MINISTRY OF DEFENCE, (Dsy(Pol)), MAIN BUILDING, WHITEHALL, LONDON, SW1A 2HB, with the particulars of how and where found.

THE UNAUTHORISED RETENTION OR DESTRUCTION OF THE DOCUMENT IS AN OFFENCE UNDER THE OFFICIAL SECRETS ACT OF 1911-1989.

When released to persons outside of Government Service this document is issued on a personal basis and the recipient to whom it is entrusted in confidence, within the terms/conditions of the OFFICIAL SECRETS ACT 1911-1989, is personally responsible for its safe custody and for seeing that its contents are disclosed only to authorised persons.

Contents

References 5

Defined Terms 6

1. The Authority 6

2. The Contractor 6

3. General 7

Annex A - Change Request Form.....8

Annex B - Change Notice Form.....10

Annex C - Implementation Note Form.....11

References:

Reference Document	Subject
DEF STAN 05-057 Issue 7	Configuration Management of Defence Material https://www.dstan.mod.uk/StanMIS/Account/Login?ReturnUrl=%2fStanMIS%2f
ACMP-2100 Ed. A Ver 2 2017	Configuration Management Contractual Requirements https://www.dstan.mod.uk/StanMIS/Account/Login?ReturnUrl=%2fStanMIS%2f
DEFCON 502	Specification Change
DEFCON 503	Formal Amendments to Contract
DEFCON 606	Change and Configuration Change Procedure

Defined Terms:

Term	Definition
Change	A change of requirements within the MCAST Solution.
Change Control Procedure	This procedure in SOW Appendix H.
MCAST Design Authority (incorporates the change board)	The meeting used for change-related decision making in accordance with SOW Appendix F.
Change Request (at Annex A)	A proposal or request for a variance from the Contract requirement which has the potential to impact upon the Contracted times, costs, system performance, service performance, requirements, risks or opportunities in relation to MCAST.
Change Notice (at Annex B)	A formal statement of a Change which has been approved but not yet fully implemented.
Implementation Note (at Annex C)	A formal statement confirming that a Change has been fully implemented.

1. The Authority shall:

- 1.1. Manage MCAST change control.
- 1.2. Interact with all affected parties and change-related stakeholders.
- 1.3. Develop and maintain this Change Control Procedure.
- 1.4. Run an appropriate programme of Authority MCAST Design Authority.
- 1.5. Chair all Authority MCAST Design Authority meetings.
- 1.6. Ensure that decisions on Change Requests are shared with the Authority Commercial Officer as detailed in the DEFFORM 111 (Annex O) to approval and consideration by the Authority change board team members.
- 1.7. Make decisions on all Change Requests by issuing a Change Notice.

2. The Contractor shall:

- 2.1. Manage this Change Control Procedure process and, in agreement with the Authority, make process improvements.
- 2.2. Administer all MCAST Design Authority work. This will include issuing calling notices, setting the agenda, writing and issuing minutes and making amendments or corrections to the issued minutes where stakeholders report discrepancies or omissions.
- 2.3. Ensure Contractor attendees are suitably qualified, experienced and empowered to discuss Change Requests and Changes and to speak for the Contractor.

- 2.4. Maintain a record of Change Requests and Changes.
- 2.5. Allocate unique identification numbers for all Change Requests and Changes.
- 2.6. Maintain an auditable trail, in the agreed portal for each Change Request and Change, through to Contract expiry.
- 2.7. Track and progress Change Requests and Changes from receipt to completion.
- 2.8. Serve as the main point of contact for Change Request and Change-related queries by providing the Authority with contact details and providing responses to all queries associated with Change and Change Requests.
- 2.9. Request impact assessments from affected parties.
- 2.10. Ensure the Authority is provided with a clear understanding of each Change and its ramifications.
- 2.11. Provide a recommendation to the Approving Authority for each Change Request, based on capability benefit, Contractor capacity and impact upon the Authority position with respect to Intellectual Property.
- 2.12. Ensure that Change Requests which have not been approved by the Approving Authority are not acted upon.
- 2.13. Publish an Implementation Note to the Authority formally confirming the completion of implementation for each Change.
- 2.14. Produce reports and metrics for change control, quarterly, as required by the Authority.
- 2.15. Provide the Authority with direct access to all tools the Contractor uses to discharge this Change Control Procedure (via the Maritime Collaborative Working Environment).

3. General:

- 3.1. The Authority shall not be liable, nor accept, any responsibility for impacts stemming from Changes other than those approved by the Authority.
- 3.2. If there is disagreement between the Contractor and the Authority in relation to Change impacts, decisions, timescales or parties involved in the process, these shall be escalated to the Contract Management Meeting (Appendix C to the SoW).

Annex A: Change Request Form

Part 1 - Details of the proposed Contract Change

(To be completed by the Contractor or the Authority)

Date of proposal:
Project:
Change proposal No:
Title of proposed Contract Change:
Priority:
Initiator of the proposed Contract Change:
Reason for the proposed Contract Change to include details
Other relevant information

Part 2 - Change Impact Assessment

(To be completed by the Contractor)

Date of Change Impact Assessment:
Description of proposed Contract Change for which the Change Impact Assessment is being prepared:
Cost impacts resulting from the proposed Contract Change (including proposed adjustment to Fees):
Details of any proposed Contract Change (including detail of any amendments to clauses or Annexes):
Details of any Key Performance Indicators affected:

Details of any operational impact on the Contractor Deliverables:
Details of any interfaces affected:
Details of any impact on milestone payment plan (contract Annex J) (proposed value change in conjunction with above cost or delivery date impacted)
Risk Assessment:
Recommendations:
Other relevant information:

Annex B: Change Notice

Change Notice

(to be completed by the Authority)

To:

Contract Amendment Number:

Dated:

Contract Change Proposal Number:

Dated:

Clarification Correspondence	Correspondence Reference	Dated
---------------------------------	--------------------------	-------

1.

The Authority hereby confirms **ACCEPTANCE** / **REJECTION*** of your Change Request referenced above and in conjunction with the clarification(s) detailed above.

Unless otherwise agreed all other terms and conditions of the Contract remain unaltered.

This correspondence is written without prejudice to the Authority's rights under the terms and conditions of the Contract.

Signed on behalf of the Authority:

Dated this _____
day of _____

Name: (in BLOCK CAPITALS)

(month)

(year)

Title:

Address:

* (delete as appropriate)

Annex C: Implementation Note

Implementation Note
(to be completed by the Contractor)

To:

Contract Amendment Number: Dated:

Contract Change Proposal Number: Dated:

Clarification Correspondence	Correspondence Reference	Dated
---------------------------------	--------------------------	-------

1.

The Contractor hereby confirms **IMPLEMENTATION** of the above Change Request.

Unless otherwise agreed all other terms and conditions of the Contract remain unaltered.

Signed on behalf of the Contractor:

Dated this _____
day of _____
(month) _____
(year) _____

Name: (in BLOCK CAPITALS)

Title: Address: