

## Contractor Deliverables

### Deliverables Note

This matrix is intended to provide an overview of the Contractor's contractual deliverables to assist with contract management. This matrix should be used in conjunction with the Statement of Requirements.

**Please note, this matrix does not include deliverables/obligations specified under the Contract Terms & Conditions or listed DEFCONs.**

Name	Description	Due	Responsible Party
Preparation of amendments to the Master Equipment Document Set, Repair Manuals, Operator manuals and Maintenance manuals	Preparation of amendments to the Master Equipment Document Set, Repair Manuals, Operator manuals and Maintenance manuals	As required	Supplier Organization
Maintenance of the Master Records Index (MRI).	Maintenance of the Master Records Index (MRI).	As required	Supplier Organization
Supply of Master Equipment doc set, operator and maintenance manuals	Supply on demand, of the Master Equipment Document Set (including Drawings, Specifications and Reference Material), Operator and Maintenance manuals for the equipment at Appendix 3 to the SoR	As required To be submitted on an ad-hoc basis to the Authority's PM within 20 working days of request in PDF format	Supplier Organization
The design and development of modifications, including trial installations	The design and development of modifications, including trial installations in accordance with the provisions of DEF-STAN 05-57 and DEFSTAN 05-061 Part 1. <b>See further details in table at paragraph 6 of the Statement of Requirements.</b>	As required	Supplier Organization
Preparation and Supply of amendments to publications, initial provisioning lists, and modification new build provision lists	Preparation and Supply of amendments to publications, initial provisioning lists, and modification new build provision lists to the requirements of the Project Manager	As required	Supplier Organization
Ad-Hoc Meetings to resolve specific issues as a result of PDS tasking	Ad-Hoc Meetings to resolve specific issues as a result of PDS tasking within 20 working days of request	As requested	Supplier Organization
Risk Register	The risk register template is to be delivered with the Risk Management plan and the risks captured in the register be reviewed during the Progress Review Meetings and presented in a tabular format containing the following: Risk Identifier, Risk Title, Risk Category, Risk Description, Risk Owner, Probability, Impact, Response Action, Fallback Plan. <b>See further details within the</b>	To be submitted 2 weeks prior to LTC & updated at every progress review meeting.	Supplier Organization

	<b>table at paragraph 4 of the Statement of Requirements.</b>		
Project Progress Review Meeting	Project Progress Review Meeting The standing PRM agenda which will include but is not limited to the format at Appendix 1 to the SoR. Location to be agreed 10 days before meeting. Records of Decisions (RoDs) and actions are to be produced and distributed within 10 days of the PRM by the Contractor. The Contractor shall provide core project and support management to the meetings to enable the PRM to be conducted.	As per SoR	Supplier Organization
Local Technical Committee Meetings (LTC)	Local Technical Committee Meetings (LTC) The standing LTC agenda which will include but is not limited to the format at Appendix 2 to the Statement of Requirement. Location to be agreed 10 days before meeting. Records of Decisions (RoDs) and actions are to be produced and distributed within 10 days of the LTC by the contractor. The Contractor shall provide core project and support management to the meetings to enable the LTC to be conducted.	Annually	Supplier Organization
Configuration Management	Configuration Management The Contractor shall incorporate the principal activities for; Configuration Management planning, Configuration Identification and documentation, configuration change management, Configuration Status Accounting and Configuration Audit in accordance with the requirements Def Stan 05-057, including the Air Domain specific Annexes D, E and F.	As required	Supplier Organization
Obsolescence Management	Required in accordance with standard: BS EN IEC 62402:2019. The Contractor shall manage obsolescence in accordance with the requirements of BS EN IEC 62402:2019. Including the avoidance of counterfeit materiel in accordance with DefStan 05-135.	As required	Supplier Organization
Risk Management Plan	The purpose of risk management is to provide a decision making and action tracking process that, by addressing significant sources of risk, maximises the chance that all key service performance targets are maintained. <b>See further details within the table at paragraph 4 of the Statement of Requirements.</b>	Within 2 weeks of contract award	Supplier Organization
Delivery of any Contract Data requirements under DEFFORM 315	Delivery of any Contract Data requirements under DEFFORM 315	As required	Supplier Organization

