

**Contract No: 706748451**

**For**

**REMOTE OVERSEAS SITES**

**PROFESSIONAL INSPECTIONS & AUDITS**

**Technical Statement of Requirement**

**(TSoR)**

**ACUA Reference: CPS1-23716-2023**

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AMENDMENT SHEET

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| --- | --- | --- | --- |
| **Version** | **Description** | **Date** | **Authorised** |
| V1-2 | RFI Updates – Contract ITT | 15 May 23 | Capt R Browne |
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**ABREVIATIONS**

Additional Professional Services - APS

As Low As Reasonably Practicable - ALARP

Asbestos Management Plan - AMP

Authorising Engineer - AE

Authorised Person - AP

Additional Works Services - AWS

Belize - BEL

Barracks - Bks

British Army Training Support Unit Belize - BATSUB

British Army Training Unit Kenya - BATUK

British Army Training Unit Suffield - BATUS

British Ghurkhas’ Dharan  - BGD

British Ghurkhas’ Kathmandu  - BGK

British Ghurkhas’ Pokhara - BGP

British Standards - BS

Brunei - BRU

Canadian Forces Base - CFB

Clerk of Works - Clk Wks

Confined Space - CS

Control of Substances Hazardous to Health - COSHH

Construction - Const

Contracting, Purchasing & Finance (application) - CP&F

Coordinating Authorising Engineer - CAE

Dangerous Substances and Explosive Atmospheres Regulations - DSEAR

Defence Estate - DE

Defence Infrastructure Organisation - DIO

Delivery Duty Holder - DDH

Demanding Officer - DO

Design Maintenance Guide - DMG

Discharge Air Ventilation System - DAVS

European Norm - EN

Explosive Storage and Transport Committee - ESTC

Facilities Management - FM

Field - Fd

Forecast of Outturn - FOO

Functional Standards - FS

Garrison Engineer - GE

Head of Establishment - HoE

Health and Safety - H&S

High Voltage - HV

Joint Forces Command - JFC

Joint Services Publication - JSP

Kenya - KEN

Key User Requirement - KUR

Legionella Management Plan - LMP

Legionella Risk Assessment - LRA

Lifting Operations and Lifting Equipment Regulations - LOLER

Locally Employed Civilian - LEC

Local Exhaust Ventilation - LEV

Low Voltage - LV

Major - Maj

Maintenance Management Organisation - MMO

Mechanical - Mech

Ministry of Defence - MOD

Military Plant Foreman - MPF

Nepal - NEP

Norway - NOR

Petroleum - Pet

Practitioner Guide - PG

Professional Inspection - PI

Pressure Systems Safety Regulations - PSSR

Programme and Project Delivery - PPD

Provision and Use of Work Equipment Regulations - PUWER

Purchase Order - PO

Quarterly Review Meeting - QRM

Record Of Decisions - RODs

Remote Overseas Sites - ROS

Royal Engineer - RE

Safety, Environmental and Engineering - SEE

Safe System of Work - SSoW

Senior Appointing Authority - SAA

Senior Estate Facility Manager - SEFM

Site Specific Schedule - SSS

Technical Service Provider - TSP

Technical Standard - TS

Technical Statement of Requirement - TSoR

Travel and Subsistence - T&S

Working at Height - WaH

**Remote Overseas Sites Professional Inspections and Audits**

**Contract No: 706748451**

**Technical Statement of Requirement**

1. **Status of this document**.
   1. The requirements as defined within this Technical Statement of Requirement (TSoR) and its respective annexes form the scope and objectives for the services required to be delivered by the TSP in the full execution of their duties.
2. **Introduction**.
   1. The purpose of this TSoR is to provide the TSP with sufficient technical information applicable to the requirement to enable them to identify resources required to deliver the services and how the contract will be managed. There is no requirement for a Project Brief.
   2. **Contract Intent**. With a pragmatic risk-based approach to meet appropriate standards as far as is reasonably practical, the intent of this contract is to deliver the Authority specified professional inspections, AE services and audits on a daily rate basis at DIO ROS. Working collaboratively with the DO to continually refine and develop the Authority-led input driven inspection and audit requirement based on PROM on ROS v1.1[[1]](#footnote-2). The contract intent is to:
      1. Provide AE services, including the appointment and management of Authority site-based APs from 30 Jun 23 for 2 years.
      2. Undertake the periodic specified statutory and mandatory professional appraisals and technical inspections in accordance with Authority defined SSSs based on Spec 005 - Schedules A, B & C, reporting recommended remedial action as appropriate.
      3. Undertake ad-hoc technical appraisals and inspections on estate assets and utilities as requested via the DO, reporting recommended remedial action as appropriate.
      4. Provide ongoing advice and expertise to develop, manage and continually update the appropriate SSS for each location.
      5. Provide direct experience of FM delivery to RE personnel in a commercial environment in order to prepare serving personnel to lead the establishment of Military Works Areas on deployed operations in times of conflict.
      6. Provide AWS when instructed and agreed with the designated DIO Commercial Officer.
      7. Deliver additional Professional Support requirements when requested by site representatives and subsequently authorised by the relevant DIO Commercial officer.
   3. **Operation of Contract**. Given the need to retain familiarity with the sites and their associated idiosyncrasies, continuity of TSP’s personnel and delivery is essential. It is intended that the operation of the contract will be:
      1. **Start up**. Post contract award to 14 Jul 23:
         1. Detailed discussions and planning with the DO to determine the Programme for FY 23/24. The Programme will forecast the dates, resources, and tasks for each required deployment. Annual Programme to be distributed to all site leads by 14 Jul 23.
         2. Confirm AEs and activity for formal appointment by DIO SEE SAA, ensuring sufficient time for AE familiarisation and appointments.
         3. Obtain any security clearances required for Consultant’s personnel and/or subcontractors. Clearance requirements will be confirmed by the DO.
         4. Undertake general personal protection awareness training for overseas locations for Consultant’s personnel, as required.
         5. Agree the FY23/24 SSS from which to programme deployments collaboratively with the DO. Issue updated SSS’s to each site lead within 10 working days of contract award.
      2. **Delivery**:
         1. DO to be primary Authority focal point for the contract & work collaboratively with the TSP’s Contract Manager to continually update the deployment Programme and refine the SSSs.
         2. Where feasible, all deployments for multi-discipline requirements should be combined, to reduce the hosting burden on the in-country team. Multiple deployment dates to a single location should be avoided where possible.
         3. The composition of the TSP’s teams, administration and the deployment period is to be agreed prior to deployment with the DO.
         4. Each programmed deployment or additional ad-hoc task will be invoiced separately and is subject to DO scrutiny and periodic detailed T&S audit.
         5. DO to collate change requests and injects from the ROS locations and incorporate agreed recommendations from the TSP’s Contract Manager.
         6. The DO, where qualified and appointed, will be a participating AE. The most senior AE will perform the coordinating role for management and delivery of the contract.
      3. **Governance**:
         1. The TSP is to host and chair a monthly meeting with a dial-in facility made available, to agree upcoming deployments, programmes and administrative detail. TSP’s monthly output: Programme, Formal Minutes/RODs
         2. The TSP is to host and chair a QRM with a dial-in facility made available. TSP’s Output: Revision of SSSs & Formal Minutes/RODs
      4. **Management of Change**.
         1. During the period of the contract the TSP will manage all additions and deletions to the SSS.
         2. The TSP will propose changes to suit industry best practise and/or improve efficiency. This is to be formally tabled and recorded at the QRM, or as otherwise appropriate.
         3. Prior to any additional work being undertaken, a change in the scope of a task deployment must be agreed with the local FM and authorised by the DO.
         4. Prior to the change or cancellation of any programmed task, this must be agreed between the TSP, DO and SEFM, with formal authority by email communication issued by the DO. This ensures the capture of any associated risk.
         5. Changes to the security situation may result in changes to a location’s Location Rating/Fragility and would be subject to formal contract amendment as appropriate.
         6. AWS must not be delivered until final commercial authority is provided by the designated DIO Commercial Officer.
         7. In the event of force majeure business continuity support may result in remote assistance to sites to reduce infrastructure risk ALARP. In the event of Force Majeure, the DO will detail the change requirement for agreement with the TSP as soon as possible. Any resulting financial change will require DIO Commercial approval.
      5. **Reporting**. Performance and progress reporting shall be verbal at Governance meetings and as recorded as appropriate on minutes of said meetings by the TSP.
      6. A verbal out-brief is to be delivered directly to the SEFM, or nominated site representative, before departure from site, to inform of any significant findings that require immediate action prior to formal report publication.
      7. Any safety critical issues are to be formally raised at the time of discovery with the SEFM to enable early resolution / make safe / risk mitigation / DDH awareness.
      8. Any training deficiencies are to be highlighted during contractor out-briefs and stated clearly on task reports to ensure annual site training requests can be updated accordingly.
      9. All reports are to be formally issued within the agreed timelines.
3. **Background**.
   1. The Delivery of FM is Authority-led across the ROS. Response and pre-planned maintenance is largely delivered by in-house teams to UK standards. Qualified Authority personnel are appointed to deliver the safe system of work regime (SSoW) in accordance with relevant JSPs. In order to meet mandated MOD outputs the DE must be kept safe to use which requires compliance of assets to UK and international legislation. The sites to which this TSoR currently refer are:
      1. **BEL**: BATSUB - Price Barracks.
      2. **KEN**: BATUK - Kifaru Barracks, Nyati Barracks, MOB TEMBO (Exercise Control), 3 x Operating Bases, Gathiuru Barracks (explosive storage buildings).
      3. **NEP**: British Ghurkha Kathmandu, British Ghurkha Pokhara & British Ghurkha Dharan.
      4. **BRU**: British Forces Brunei (BFB).
      5. **CAN**: BATUS - Canadian Forces Base (CFB) Suffield.
      6. **NOR**: Clockwork Camp, Bardufoss.
   2. SSSs will be agreed with sites within 10 working days of contract award.
   3. AEs are assessed and appointed by the DIO SEE (SAA). Appointment can take a number of months depending on qualifications and experience. Each AE must gain site familiarisation and requires appointment at each location. The DO, where appointed, may form part of the AE team. The most senior AE will fulfil the role of CAE. Further detail regarding AE services is at Annex A. The AE disciplines required, which may be combined, are:
      1. AE (CS)
      2. AE (WaH)
      3. AE (Electrical – HV/LV hazardous areas)
      4. AE (Pet)
      5. AE (Mech – pressure systems only)
   4. **GSM.** Gas Safety Managers for all sites will be appointed by DIO Tech Services (Gas) as appropriate. Where a GSM appointment is made alongside an AE appointed person the delivery of services are to be combined to facilitate both AE Audits and GSM audits within a single deployment, unless otherwise authorised by the DO.
   5. **Pricing mechanism**. For the delivery of this specific requirement all locations are considered equal risk; all inspections and audits will occur within secure MOD bases and associated outstations. Escorting arrangements to main sites and austere locations are available and compulsory, unless otherwise authorised by site representatives. The pricing mechanism is:
      1. **Mobilisation**. Any start-up costs deemed appropriate by the Contractor, acknowledging the TSP is familiar with the associated sites and processes.
      2. **Management Fee.**  A Management Fee which is intended to be a firm price figure to cover all management activity by the TSP relating to the scoping, planning, reporting and coordination of the delivery of the contract outputs. It is to include, but not limited to, attendance at monthly and quarterly meetings, production of meeting minutes, generate proposals for additional tasks, planning and coordination of ad-hoc tasks, routine interaction with the DO and the provision of advice as requested.
      3. **Task delivery.** Tasks are delivered on a firm daily rate per discipline. Resources for each deployment are to be agreed with the DO prior to commencement.
      4. **APS.** Any APS are to be priced against the contract daily rates for the appropriate discipline.
   6. **Invoicing**. Use of CP&F is mandated. Having agreed resources for a particular task, DIO Commercial will raise the PO on CP&F. Having completed a deployment and reports finalised, a demand order will be submitted to the DO for endorsement. Once endorsed, the TSP will enter invoices onto EXOSTAR. The DO will then receipt the invoice.
   7. **Working week**. The working week for this contract shall be 6 days per week in order to maximise productivity whilst deployed and reduce deployment time. Rest days, where feasible, should be taken over weekends to coincide with on-site staff working routines.
   8. Where a deployment spans the weekend(s) and in-country staff are unavailable to support inspection activity, working days should be utilised for report writing purposes to reduce the final report writing timeline.
4. **Site Information**.
   1. **Locations**. The following restrictions apply by site:
      1. **Kenya**. Contractors should apply for a tourist visa prior to travel or anticipate visa payment at the Kenyan airport border control. Visa costs are reclaimable through T&S. DIO Kenya will issue a deployment administration brief prior to all visits. This brief will be updated quarterly.
      2. **Brunei**. A travel insurance waiver will be issued by site and should be carried by all deploying personnel. Prior to travel an online arrival form should be completed. Host Nation restrictions can change frequently and should be reviewed prior to deployment at <https://www.gov.uk/foreign-travel-advice/brunei>.
      3. **Nepal.** Recruitment and selection events can hinder access and should be deconflicted with site representatives for all deployments. Extreme weather events can disrupt deployments and should be monitored accordingly. A Visa is required for travel. Foreign Office travel advice should be followed at <https://www.gov.uk/foreign-travel-advice/nepal>.
      4. **Belize.** Restrictions are uncommon but extreme weather activity may impact on deployments. Foreign Office travel advice should be followed at <https://www.gov.uk/foreign-travel-advice/belize>.
      5. **Canada.** Canadian entry requirements are complex and require security clearance, work permit applications and visit approval by Canadian authorities. This can take up to 6 months to complete and therefore audits must be planned well in advance of deployment.
      6. **Norway.** Entry requires submission of an eRFV form approved by the British Embassy, Oslo. This can take up to 8 weeks to process. Visitor details are required by the site lead, in advance of all visits, to facilitate base access.
   2. **Staff Clearance**. Prior to travel staff clearance must be obtained from the site. This will be facilitated by the DO and in-country representative. The standard notice period is 6 weeks, but could take longer dependant on the site and process.
   3. **Site Plans**. Site layout plans/drawings are readily available upon request from the DO.
   4. **Visit Programmes.** Visit programmes are to be finalised with the site representative NLT 4 weeks prior to deployment. No flights or accommodation are to be booked until staff clearance is authorised and the visit programme is agreed and formally issued by the site lead, unless otherwise authorised by the DO.
   5. **Flights.** Cabin class on flights are to follow the MOD Business Travel Guide rules for civil service travel. International flights over 4hrs which require staff to work throughout the flight will qualify for Premium Economy travel. In exceptional circumstances, where Premium Economy is unavailable and staff are required to work throughout the flight and/or require work upon arrival in country, the DO may approve Business Class travel. Any authorised Business Class travel is to be offset by a daily rate for report writing, ensuring VFM to MOD.
   6. **Accommodation.** Where available, the authority may offer use of mess accommodation. In accordance with the MOD Business Travel Guide contractors may determine whether to use mess accommodation or, where no suitable service accommodation is available, hotel accommodation may be used. Where service accommodation is offered, as a minimum, deployed contractors will be provided with:
      1. **Rooms.** Individual rooms and ablution facilities.
      2. **Laundry.** Access to secure laundry facilities.
      3. **Welfare facilities.** Unhindered access to welfare facilities, including gymnasiums.
      4. **WiFi.** Access to a suitable WiFi network for work and personal use.[[2]](#footnote-3)
      5. **Furniture.** A desk and chair, within the accommodation, for work purposes.
   7. **Feeding.** Site leads will advise on the availability of permanent mess facilities. Where no suitable messing facilities exist, restaurant meals can be claimed. Suitable messing facilities are those that offer UK equivalent food options.
   8. **Medical.** The various theatres require normal travel precautions regarding inoculations and antimalarial prophylaxis medications. All contractors are to deploy with adequate and suitable medical insurance for the respective sites. Location specific medical advice should be sought prior to travel.
      1. Government travel advice should always be followed. Contractors must meet additional theatre entry standards, which would be defined during the staff clearance process, or may be refused entry.
   9. **Driving.** Civilian personnel are not permitted to drive military vehicles. Where site representatives are unable to provide in-country transport options, contractors may be required to locally hire vehicles. Costs are to be reclaimed through the PI contract as T&S. Vehicle hire is to be authorised by the DO and must follow specific country guidance for both vehicle hire and local highway laws. Hired vehicles are the responsibility of the driver. The in-country military authority bears no responsibility for locally hired vehicles.
   10. **Austere Locations.** Contractors will be routinely required to audit on austere sites. Temporary loss of welfare provisions such as phone signal and data access is expected during these visits. Packed lunches may be provided in lieu of standard feeding facilities.
       1. Contractors must deploy with suitable clothing and equipment fit for the environment and seasonal climate. This includes all relevant PPE.
   11. **Security and access**. Contractors must comply with their company’s policy regarding any requirement for personal protection awareness training for all locations.
   12. **Site inductions**. Site inductions and site-specific H&S briefs will be delivered by the DIO FM Department in all locations.
       1. All contractors must produce an annual employer’s declaration of competency for the tasks to be delivered. All such declarations are to be filed within the site competent persons registers for auditing purposes.
5. **Service Scope and Objectives**:
   1. **Contract Aim**. The aim of the contract is to provide PIs and audits as per the latest SSS for the ROSs from 30 Jun 23 for 2 years. The SSSs will be continually updated and amended as appropriate in order to maintain estate compliance to appropriate standards as far as is reasonably practicable.
   2. **KUR**. Given the need for detailed site knowledge, maximum continuity of contract personnel is required to maximise quality of service. The KURs are:
      1. **AEs**. Provide AE services by conducting regular reviews and audits, appointing, and managing the Authority site-based APs as required.
      2. **Inspections**. Undertake the periodic specified statutory and mandatory PIs in accordance with SSSs based on Spec 005 - Schedules A, B & C[[3]](#footnote-4), or as risk adjusted by the site. Noting that publications will be periodically updated by DIO SEE, the disciplines required are, but not necessarily limited to:
         1. Professional appraisals (structural) and technical inspections in accordance with DIO Spec 005 Schedule A, PG 04/2011, PG 05/2011 & PG 09/2008. Production of R8/9 and R12/14 forms.
         2. LMP and Private Water Supply Regulations compliance reviews. Preparation of LRA (L8 form).
         3. Competent Persons inspections review (LOLER, PUWER, PSSR & COSHH (LEV) etc).
         4. DSEAR compliance review. Competent in the application and compliance assessment of DSEAR including risk assessment methodology.
         5. TS 03 Inspections.
         6. AE audits and reviews in accordance with JSP 375 Part 2 Volume 3. AE Audits and reviews are required at 6 monthly intervals. In exceptional circumstances, an audit review may be omitted from the schedule if the appointed AE deems the risk to be sufficiently low enough for the site to continue activity until the following audit. This must be a risk-based decision and is subject to approval by the DO, site lead and DH. Detailed evidence will be required by the AE prior to consideration. Audit reviews must not be omitted unless final authority is provided by the DO to the TSP.
         7. HV Grading & Earthing in accordance with relevant current BS.
         8. LV Installations in hazardous areas. Inspection and testing to IEC 60079 2014/2017 and ESTC No 6.
         9. LV Installations in non-hazardous areas. Compliance with BS7671 inspection and testing.
         10. GSM Regulations and Gas Safety Installation & Use Regulations compliance.
         11. **Ad-hoc tasks**. Undertake ad-hoc technical appraisals and inspections on estate assets and utilities as requested via the DO
         12. **APS**. Undertake APS as directed by DIO Commercial.
         13. **Advice**. Review of estate assets during visits in order to provide ongoing advice and expertise to develop, manage and continually update the appropriate SSS for each location, especially with respect to industry best practice and changing legislation.
      3. **Objectives**. The contract objectives are to:
         1. Inspect, audit and report upon estate asset compliance in order to assist the Authority to ensure that the estate remains compliant as per SSSs.
         2. Identify and recommend remedial measures to reduce residual estate risks to HoE to ALARP levels.
         3. Report and recommend opportunities to continually improve the inspection regime and associated SSSs.
   3. **KPIs**. The TSP shall monitor its performance (and the performance of any other person or party for whom it is responsible) in the delivery of the Contract in accordance with the provisions of the table below, and shall provide the DO with relevant particulars of any aspects of its or their performance which fail to meet the requirements or standards as specified therein or elsewhere in this Contract.

|  |  |  |  |
| --- | --- | --- | --- |
| **Header** | **Measure** | **Target** | **Action** |
| Programme | Programme issued prior to Monthly meetings | Good: 95% and above  Approaching Target: 91-94.9%  Requires Improvement: 87-90.9%  Inadequate: 86.9% and under | Good: contractual target  Approaching Target: performance just below contractual target but not a major cause for concern unless underperformance is sustained,  Requires Improvement: interventions required  Inadequate: major interventions or contractual rectification plans required |
| SSS | SSS amended within 7 days of changes agreed at QRMs | Good: 95% and above  Approaching Target: 91-94.9%  Requires Improvement: 87-90.9%  Inadequate: 86.9% and under | Good: contractual target  Approaching Target: performance just below contractual target but not a major cause for concern unless underperformance is sustained,  Requires Improvement: interventions required  Inadequate: major interventions or contractual rectification plans required |
| Inspection Reports - Inspection Numbers <45 | Inspection report within 30 days | Good: 95% and above  Approaching Target: 91-94.9%  Requires Improvement: 87-90.9%  Inadequate: 86.9% and under | Good: contractual target  Approaching Target: performance just below contractual target but not a major cause for concern unless underperformance is sustained,  Requires Improvement: interventions required  Inadequate: major interventions or contractual rectification plans required |
| Inspection Reports - Inspection Numbers >45 | Inspection report within 60 days | Good: 95% and above  Approaching Target: 91-94.9%  Requires Improvement: 87-90.9%  Inadequate: 86.9% and under | Good: contractual target  Approaching Target: performance just below contractual target but not a major cause for concern unless underperformance is sustained,  Requires Improvement: interventions required  Inadequate: major interventions or contractual rectification plans required |
| Inspections | Inspections that identify deterioration, damage or other defect which could compromise asset compliance or a safety issue will be raised prior to departure from site and the report issued on completion of deployment within the timelines specified | Good: 95% and above  Approaching Target: 91-94.9%  Requires Improvement: 87-90.9%  Inadequate: 86.9% and under | Good: contractual target  Approaching Target: performance just below contractual target but not a major cause for concern unless underperformance is sustained,  Requires Improvement: interventions required  Inadequate: major interventions or contractual rectification plans required |
| Statutory Inspections | 100% of specified Statutory Inspections completed and certification issued prior to expiry of previous certification | Good: 100%  Approaching Target: 91-99.9%  Requires Improvement: 87-90.9%  Inadequate: 86.9% and under | Good: contractual target  Approaching Target: performance just below contractual target but not a major cause for concern unless underperformance is sustained,  Requires Improvement: interventions required  Inadequate: major interventions or contractual rectification plans required |
| Ad hoc inspections | 100% of agreed ad-hoc inspections and assessments completed within agreed timelines and reports issued within the agreed timelines | Good: 100%  Approaching Target: 91-99.9%  Requires Improvement: 87-90.9%  Inadequate: 86.9% and under | Good: contractual target  Approaching Target: performance just below contractual target but not a major cause for concern unless underperformance is sustained,  Requires Improvement: interventions required  Inadequate: major interventions or contractual rectification plans required |

1. **Project Interfaces.**
   1. The main interfaces applicable to this project are:
      1. DO – Capt RD Browne RE.
      2. DIO Commercial Officer – Miss Gillian Wallis.
      3. The DO will undertake all liaison required between other DIO Business Units.
      4. The DO will undertake all liaison with the wider stakeholder community.
   2. The main points of contact are:

|  |  |  |
| --- | --- | --- |
| **Position** | **Name** | **Contact Details** |
| DIO DO  DIO Service Delivery Training - PJOBs/Far East | Capt Rhys Browne | HQ Permanent Joint Operating Bases & Far East  RAF Wyton, Bazalgette Pavillion,  Huntingdon, Cambridgeshire, PE28 2EA  [Rhys.Browne503@mod.gov.uk](mailto:Rhys.Browne503@mod.gov.uk)  <mailto:>07903828793 |
| DIO Commercial Officer | Miss Gillian Wallis | DIO Commercial, Kentigern House  65 Brown Street, Glasgow, G2 8EX  [Gillian.Wallis128@mod.gov.uk](mailto:Gillian.Wallis128@mod.gov.uk)  07970150497 |
| DIO Service Delivery Training - Overseas Delivery | Lt Col Adrian Williams | HQ SD Trg Warminster  Bldg 99, Waterloo Lines  Imber Road, Warminster, BA12 0DJ  [Adrian.Williams149@mod.gov.uk](mailto:Adrian.Williams149@mod.gov.uk)  07917214891 |
| DIO Service Delivery Training - PJOBs/Far East  Far East Area Manager | Lt Col Dick Gale | DIO, Bazalgette Pavilion, RAF Wyton, Huntingdon, Cambridgeshire, UPE28 2EA  Dick.Gale154@mod.gov.uk  07712583759 |
| End User Representative | Garrison Engineers/Senior Estate Facility Managers | NEP - Senior Estate Facility Manager, British Gurkhas Nepal, DIO Nepal,,BFPO 4, BF1 3AD  Tel: Civ: 009771 4235246;  KEN - Senior Estate Facility Manager, Overseas Region & Defence Training Estate, DIO Kenya, Nyati Barracks, BFPO 680, BF1 6FA  BRU - Senior Estates Facilities Manager, Overseas Region & Defence Training Estate, DIO (Brunei), Medicina Lines, BFPO 11,  Civ: +6733224111 Ext 3217  BEL - Senior Estate Facilities Manager | OS DTE (Belize), Defence Infrastructure Organisation, Price Barracks, BFPO 12  CAN - Regional Delivery Overseas and Training Region, DIO Canada, BFPO 14,  NOR - DIO Bardufoss,  Clockwork, Bardufoss Flystasjon,  Fossmovein, 9325 Bardufoss, Norge. |

1. **Supporting Information**
   1. Any documents and drawings relevant to the Service can be obtained via the DO or from the SEFM at each site.
   2. The following DIO/MOD documents are relevant and shall also be adhered to where appropriate:.

* ESTC Standard No 6
* All relevant JSPs; in particular:
  + JSP 315 – Services Accommodation Code (Undergoing merger with JSP 850)
  + JSP 375 – Management of Health and Safety in Defence
  + JSP 418 – Management of Environmental Protection in Defence
  + JSP 440 – The Defence Manual of Security
  + JSP 569 – Working at Height – Personal Protective Equipment
  + JSP 850 – Infrastructure and Estate Policy, Standards and Guidance (Undergoing merger with JSP 315)
  + JSP 892 – Risk Management
* All relevant DIO/DE Specifications, Technical Standards, Technical Bulletins, Technical Guidance, and Policy Instructions, in particular:
  + DIO Specification 24 – Recording MOD Property Asset Information
  + DIO Specification 34 – Electrical Installations
  + DIO Specification 36 – Heating, Hot & Cold water, Steam & Gas Installations
  + DIO Specification 37 – Air Conditioning, Air Cooling & Mechanical Ventilation
  + DIO Specification 39 – Fuse Pillars
  + DIO Specification 47 – Building Energy Management Systems
  + Technical Standard TS 2021-03 – Professional Inspection of Fuel Infrastructure and Flammable Dangerous Goods Stores
  + Technical Standard 2021-04 – Design, Inspections, Maintenance and Testing of Equipment Installed at MOD Mechanical Transport Filling Installations
  + Technical Standard TS Pet 01 v3.0 – Specialist Works on Petroleum Installations on MOD Property
  + Technical Standard TS 2022-02 – Approved repairs maintenance inspection and specifications of fire doors and fire compartmentation
  + Technical Standard TS 2022-08 – Petroleum – 05 – Testing and Inspection of Ancillary Fuel Installations
  + Technical Guide TG 2022-06 – Fire Safety – External Wall Systems – DIO Intrusive Investigation Specification
  + Policy Instruction 2019-006 – Management of Asbestos in Fixed Infrastructure
  + Policy Instruction PI 2019-007 – Management of Legionella Bacteria in DIO Maintained Infrastructure
  + Policy Instruction PI 2022-01 – Kitchen Build Projects and Catering Equipment Standards on the MOD Estate
  + Technical Bulletin TB 2022-01 – Underside Fuel Tank Corrosion
  + Technical Bulletin TB 2022-05 - The Application of BS 7671: 2018 AMD 2 (2020) on the MOD Estate
* All relevant DIO Safety Alerts.

Annex:

A. AE Support, Audits and Reviews.

B. MOD Business Travel Guide

**Annex A to**

**Contract No:**

**706748451**

**AUTHORISING ENGINEER SUPPORT, AUDITS AND REVIEWS**

**Introduction**

1. The DIO Designated Officer (DO) Remote Overseas Sites may be a participating Authorising Engineer, when qualified and appointed, and would therefore undertake one of the five AE delivery roles.

**Requirement**

1. The AE Roles and Duties are to be conducted in accordance with JSP 375, Part 2, Volume 3, Chapters 2 to 8 (MOD Health and Safety Handbook). As an indicative guide the Audits as directed by JSP 375, will cover Safe System of Works (SSoW) Paperwork verification (Risk Assessments, Method Statements, Safety Programmes), and checks on Logbooks, Training Records, AP Certificates, Fire Training and First Aid Training records, Document Registers, Safety Alerts, Incidents, Skilled Person Registers and Competency Test results), Equipment Inspection, Mentoring, assessment of APs, Site Visits and Surveys of existing and any new installations as required.
2. The requirement is for at least three DIO SEE (SAA) appointed AEs to cover all disciplines (Electrical (HV and LV), Mechanical (including DAVS), Petroleum, Confined Spaces, Working at Height and as a Gas Safety Manager (GSM)).
3. AEs are to hold an in date valid AE License, issued by the appropriate DIO SEE (SAA). Audits and Audit Reviews will be coordinated by the DO in conjunction with the nominated Co-Ordinating AE (CAE).
4. Where the DO holds an AE License, the TSP designated AEs are not required to operate in the discipline for which the DO is formally appointed. When the DO is unlicensed and undergoing training, the AEs are to assist and mentor the DO in achieving the required competence.
5. The ROS currently comprises:
   1. **DIO BRU**. Has one Document Centre, for Electrical (LV; hazardous & non- hazardous), Mech (including DAVS), Pet, CS, WaH and Gas.
   2. **DIO KEN**. Presently has two Document Centres, one at Kifaru Bks and one at Nyati Bksfor Electrical (LV), Mech (Including DAVS), Pet, CS, WaH and Gas.
   3. **DIO NEP**. Has two Document Centres one at Kathmandu and one at Pokhara, covering Electrical (HV & LV; hazardous & non- hazardous), Mech, Pet, CS, WaH and Gas.
   4. **DIO BEL** Has one Document Centre located at Price Barracks, for Electrical (HV and LV; hazardous & non- hazardous), Mech, Pet, CS and WaH.

**Timing**

1. In accordance with JSP 375, AE Audits are to take place annually and Audit Reviews 6 months thereafter, or as required under AEs assessment. Any change to the 6 monthly cycle would require authority from the site representative and ROS DO. As NEP and BRU are geographically close, where feasible the two audits should take place sequentially, without returning to the UK.

**Outputs**

1. Outputs are to be as directed in JSP 375. Both the AE Audit and Audit Reviews generate a Report as directed in DIO PG 12 09.
2. Provision of infrastructure advice and direction as required by APs and their chain of command.
3. AEs to provide targeted mentoring services to APs when notified as a requirement by the DO, through the site leads. Additional time is to be added to site deployments to deliver AP targeted mentoring. The type and nature of mentoring is to be agreed between the AE, DO and TSP.

**Audit and Audit Review Durations**

1. Tables detailing the estimated durations required per discipline for Audit and Audit Reviews, based on data from recent deployments, are provided below for information purposes.
2. It is important to note that each location is fairly dynamic in its function, with their own peculiar capability and political nuances, so its Significant Risk Activities can change in accordance with the units needs. This could affect factors such as their centre of gravity, the need for new facilities at short notice, number of Document Centres required and the use of remote APs etc.
3. There is a frequent turnover of APs as many APs are military and tend to only hold post for up to two years. Other APs are locally employed civilian staff who maintain the AP continuity. The number of AP assessments required needs to be investigated prior to any Audit to evaluate if assessments are appropriate, and in what quantity, to ensure the duration of the audit is planned accordingly.
4. The estimated durations below account for internal travel times but not for flights to and from the ROS. No account has been taken for AE familiarisation, as this depends on the AEs personal abilities and past exposure to the ROS. The durations make no provision for administration or personal travel to and from airports.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **AE Audit Estimated Man Days** | | | | | | | | | |
|
| **ROS** | **Site** | **Discipline Days** | | | | | | **Remarks** | **Σ AE Days** |
| **Elec** | **Mech** | **Pet** | **CS** | **WaH** | **Gas** |
| BRU | Medicina/Tuker | 4 | 2 | 3 | 1.5 | 1.5 | 1 |  |  |
| Sittang etc | 1 | 0 | 0 | 0.5 | 0.5 | 1 |  |  |
| AP Assessments/Mentoring | 1 | 1 | 1 | 1 | 1 | 1 | When requested by the authority. |  |
| Travel between sites | 0.5 | 0 | 0.5 | 0.5 | 0 | 0.5 |  |  |
| **TOTALS:** | **6.5** | **3** | **4.5** | **3.5** | **3** | **3.5** |  | **23.5** |
| KEN | Kifaru Barracks, Nairobi | 1 | 1 | 1 | 1 | 1 | 1 |  |  |
| Nyati Barracks | 3 | 1 | 2 | 1 | 1 | 1 |  |  |
| MOB TEMBO | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 |  |  |
| Training Areas | **1** | **1** | **1** | **1** | **1** | 0.5 |  |  |
| AP Assessments/Mentoring | 1 | 1 | 1 | 1 | 1 | 1 | When requested by the authority. |  |
| Travel between sites | 1 | 1 | 1 | 0.5 | 0.5 | 0.5 |  |  |
| **TOTALS:** | **7.5** | **5.5** | **6.5** | **5** | **5** | **4.5** |  | **34** |
| NEP | British Ghurkha Kathmandu | 2 | 1 | 1 | 1 | 0.5 | 1 |  |  |
| British Ghurkha Pokhara | 3 | 1 | 2 | 1 | 1 | 1 |  |  |
| British Ghurkha Dharan | 1 | 0 | 1 | 0 | 0.5 | 0 | As directed by Authority. |  |
| AP Assessments/Mentoring | 1 | 1 | 1 | 1 | 1 | 1 | As directed by Authority. |  |
| Travel between sites | 3 | 3 | 3 | 3 | 3 | 2 | Adjusted for internal road moves |  |
| **TOTALS:** | **10** | **6** | **8** | **6** | **6** | **5** |  | **41** |
| BEL | Price Barracks | 4 | 2 | 3 | 2 | 1.5 | 0.5 |  |  |
| Outstations | 1 | 1 | 1 | 1 | 1 | 1 | When directed by the authority |  |
| AP Assessments/Mentoring | 1 | 1 | 1 | 1 | 1 | 1 | When requested by the authority. |  |
| Ammunition Holding Area (AHA) Facility, Hattieville | 1 | 0 | 1 | 0 | 0 | 0 |  |  |
| Travel between sites | 0 | 0 | 0 | 0 | 0 | 1 |  |  |
| **TOTALS:** | **7** | 4 | **4** | **3** | **2.5** | **3.5** |  | **23** |
| NOR | Clockwork Camp | 2 | 2 | 2 | 2 | 2 | 0 |  |  |
| **TOTALS:** | **2** | **2** | **2** | **2** | **2** | 0 |  | **10** |
| CAN | BATUS | 3 | 0 | 3 | 0 | 0 | 0 |  |  |
| **TOTALS:** | 3 | 0 | 3 | 0 | 0 | **0** |  | **6** |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **AE Audit Review Estimated Man Days** | | | | | | | | | |
|
| **ROS** | **Site** | **Discipline Days** | | | | | | **Remarks** | **Σ AE Days** |
| **Elec** | **Mech** | **Pet** | **CS** | **WaH** | **Gas** |
| BRU | Medicina/Tuker | 3 | 1 | 3 | 1 | 1 | 1 |  |  |
| Sittang etc | 0.5 | 0 | 0 | 0.5 | 0.5 | 0.5 |  |  |
| AP Assessments/Mentoring | 1 | 1 | 1 | 1 | 1 | 1 | When requested by the authority. |  |
| Travel between sites | 0.5 | 0 | 0 | 0.5 | 0.5 | **0.5** |  |  |
| **TOTALS:** | **5** | **2** | **4** | **3** | **3** | **3** |  | **20** |
| KEN | Kifaru | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | 1 |  |  |
| Nyati Barracks | 1.5 | 0.5 | 1.5 | 0.5 | 0.5 | 1 |  |  |
| MOB TEMBO | 1 | 1 | 1 | 0.5 | 0.5 | 0.5 |  |  |
| Training Areas | 1 | 1 | 1 | 0.5 | 0.5 | 1 |  |  |
| AP Assessments/Mentoring | 1 | 1 | 1 | 1 | 1 | 1 | When requested by the authority. |  |
| Travel between sites | 1 | 1 | 1 | 0.5 | 0.5 | 0.5 | x1 day of travelling per person |  |
| **TOTALS:** | **6** | **5** | **6** | **3.5** | **3.5** | 5 |  | **29** |
| NEP | British Ghurkha Kathmandu | 2 | 1 | 1 | 0.5 | 0.5 | 0.5 |  |  |
| British Ghurkha Pokhara | 2.5 | 1 | 1.5 | 0.5 | 0.5 | 1.5 |  |  |
| British Ghurkha Dharan | 0.5 | 0 | 0.5 | 0.25 | 0.25 | 0 |  |  |
| AP Assessments/Mentoring | 1 | 1 | 1 | 1 | 1 | 1 | When requested by the authority. |  |
| Travel between sites | 2 | 2 | 2 | 1 | 1 | 1 | Adjusted for internal Road Moves |  |
| **TOTALS:** | **7** | **5** | **6** | **3.25** | **3.25** | **4** |  | **28.5** |
| BEL | Price Bks | 3.5 | 0.5 | 3.5 | 0.5 | 1 | 1 |  |  |
| Outstations | 1 | 1 | 1 | 0.5 | 0.5 | 1 | When directed by the authority |  |
| AP Assessments/Mentoring | 1 | 1 | 1 | 0.5 | 0.5 | 1 |  |  |
| Ammunition Holding Area (AHA) Facility, Hattieville | 1 | 0 | 1 | 0 | 0 | 0 |  |  |
| Travel between sites | 0.5 | 0.5 | 0.5 | 0.5 | 0 | 1 | When visiting outstations |  |
| **TOTALS:** | **6** | **3** | **6** | **2** | **2** | **4** |  | **23** |
| NOR | Clockwork Camp | N/A | N/A | N/A | N/A | N/A | N/A |  |  |
| **TOTALS:** | **0** | **0** | **0** | **0** | **0** | **0** |  | **0** |
| CAN | BATUS | N/A | N/A | N/A | N/A | N/A | **N/A** |  |  |
| **TOTALS:** | **0** | **0** | **0** | **0** | **0** | **0** |  | **0** |

1. Service Delivery Training Property Management of the MOD Estate on Remote Overseas Sites Belize, Brunei, Canada, Germany, Kenya, Nepal, Norway & Singapore, in accordance with Specification 005 Issue 003 (Revised Schedules A to F) [↑](#footnote-ref-2)
2. Intermittent WiFi should be expected across the ROS given the poor stability of Host Nation Infrastructure. [↑](#footnote-ref-3)
3. Where periodicity is <6 months the Authority has risk-adjusted the periodicity to 6 months. [↑](#footnote-ref-4)