



Ministry
of Defence



Schedule G

CONTRACTOR DELIVERABLES

TABLE OF CONTENTS

Condition	Heading	Page
1	CONTRACTOR DELIVERABLES	3
2	GENERAL INSTRUCTIONS ON PREPARING CONTRACTOR DELIVERABLES	13
ANNEX 1	DATA ITEM DESCRIPTIONS (DID)	14

1 CONTRACTOR DELIVERABLES

- 1.1 The Contractor shall deliver and update the Contractor Deliverables as detailed within the Table 1 (Contractor Deliverables) below.
- 1.2 The Contractor Deliverables shall be compliant with the detailed Acceptance Criteria set out in the applicable Data Item Description (DID) as detailed within Annex 1 (Data Item Descriptions (DID)) to this Schedule G or as otherwise specified by the Authority.
- 1.3 The Authority may reject a Contractor Deliverable which does not comply with the Acceptance Criteria as identified in Table 1 below. Where the Authority rejects any Contractor Deliverable, the Contractor shall resubmit it until it is Approved by the Authority provided that the Contractor Deliverable is Approved no later than forty (40) Business Days after the delivery date set out in Table 1.

SCHEDULE G (CONTRACT DELIVERABLES)

DRAFT CONTRACT C17CSAE/708156451

Contractor Deliverables

Contractor Deliverable Number	Contractor Deliverable	DID	Authority Lead	Obligation Reference	Delivery Date	Acceptance Criteria	Acceptance / Rejection Timescale
1	Quarterly Contract Status Report	1	DES C17CSAE- ADE-AFE PM	DID 1	Five (5) Business Days prior to the relevant Quarterly Contract Status Meeting (refer to Schedule O (Contract Management)).	Authority Lead's written acceptance that the Contractor Deliverable provides a Quarterly Contract Status Report that covers all the detailed requirements associated with DID 1.	Within two (2) Business Days of receipt.
2	Contractor Service Management Plan	2	DES C17CSAE- ADE-AFE PM	DID 2	Updated version to be submitted to the Authority annually.	Authority Lead's written acceptance that the Contractor Deliverable provides a Contractor Service Management Plan that covers all the detailed requirements associated with DID 2.	Within thirty (30) Business Days of receipt.

SCHEDULE G (CONTRACT DELIVERABLES)

DRAFT CONTRACT C17CSAE/708156451

Contractor Deliverable Number	Contractor Deliverable	DID	Authority Lead	Obligation Reference	Delivery Date	Acceptance Criteria	Acceptance / Rejection Timescale
3	Configuration Management Plan	3	DES C17CSAE-AFE-Eng Lead	DID 3	Updated version to be submitted to the Authority when any regulatory changes occur. The Configuration Management Plan shall be reviewed annually in accordance with the Engineering Review Meeting criteria set out in Schedule O (Contract Management).	Authority Lead's written acceptance that the Contractor Deliverable provides a Configuration Management Plan that covers all the detailed requirements associated with DID 3.	Within thirty (30) Business Days of receipt.
4	Engineering Management Plan (EMP)	4	DES C17CSAE-AFE-Eng Lead	DID 4	Updated version to be submitted to the Authority when any regulatory changes occur. The EMP shall be reviewed annually in accordance with the Engineering Review Meeting criteria set out in Schedule O (Contract Management).	Authority Lead's written acceptance that the Contractor Deliverable provides an Engineering Management Plan that covers all the detailed requirements associated with DID 4.	Within thirty (30) Business Days of receipt.

SCHEDULE G (CONTRACT DELIVERABLES)

DRAFT CONTRACT C17CSAE/708156451

Contractor Deliverable Number	Contractor Deliverable	DID	Authority Lead	Obligation Reference	Delivery Date	Acceptance Criteria	Acceptance / Rejection Timescale
5	Safety Document Pack	5	DES C17CSAE-AFE-Eng Lead	MAA RAs and DID 5	Updated version to be submitted to the Authority when any regulatory changes occur. The Safety Document Pack shall be reviewed annually in accordance with the Engineering Review Meeting criteria set out in Schedule O (Contract Management).	Authority Lead's written acceptance that the Contractor Deliverable provides a Safety Document Pack that covers all the detailed requirements associated with DID 5.	Within thirty (30) Business Days of receipt.
6	Human Factors Integration Plan	6	DES C17CSAE-Contractor-10	DEF STAN 00-251 and DID 6	Updated version to be submitted and reviewed annually in accordance with the Engineering Review Meeting criteria set out in Schedule O (Contract Management).	Authority Lead's written acceptance that the Contractor Deliverable provides a Human Factors Integration Plan that covers all the detailed requirements associated with DID 6.	Within thirty (30) Business Days of receipt.

SCHEDULE G (CONTRACT DELIVERABLES)

DRAFT CONTRACT C17CSAE/708156451

Contractor Deliverable Number	Contractor Deliverable	DID	Authority Lead	Obligation Reference	Delivery Date	Acceptance Criteria	Acceptance / Rejection Timescale
7	Through Life Support Service (TLSS) Plan	7	DES C17CSAE-ADE-Recap TTLS	DID 7	Updated version to be submitted and reviewed annually in accordance with the Engineering Review Meeting criteria set out in Schedule O (Contract Management).	Authority Lead's written acceptance that the Contractor Deliverable provides a Through Life Support Plan that covers all the detailed requirements associated with DID 7.	Within thirty (30) Business Days of receipt.
8	Legislation and Standards Register	8	DES C17CSAE-Contractor-10	DID 8	Updated version to be submitted to the Authority when any regulatory changes occur. The Legislation and Standards Register shall be reviewed annually in accordance with the Engineering Review Meeting criteria set out in Schedule O (Contract Management).	Authority Lead's written acceptance that the Contractor Deliverable Contractor provides a Legislation and Standards Register that covers all the detailed requirements associated with DID 8.	Within thirty (30) Business Days of receipt.

SCHEDULE G (CONTRACT DELIVERABLES)

DRAFT CONTRACT C17CSAE/708156451

Contractor Deliverable Number	Contractor Deliverable	DID	Authority Lead	Obligation Reference	Delivery Date	Acceptance Criteria	Acceptance / Rejection Timescale
9	Quality Plan	9	DES Air-EngQA 1	AQAP 2105, Edition C v1 (Jan 2019), DEFCON 602 A Quality Assurance (with Deliverable Quality Plan) and DID 9	Version 1 to be delivered no later than three (3) months post the Effective Date. Updated version to be submitted and reviewed annually in accordance with the Engineering Review Meeting criteria set out in Schedule O (Contract Management).	Authority Lead's written acceptance that the Contractor Deliverable provides a Quality Plan that incorporates all the detailed requirements associated with DID 9.	Within thirty (30) Business Days of receipt.
10	Environmental Management Plan (EnvMP)	10	DES C17CSAE-ASEP9	DID 10	Version 2 to be delivered no later than six (6) months post the Effective Date. To be updated every two years or when significant changes to environmental impacts, requirements and/or legislation occur.	Authority Lead's written acceptance that the Contractor Deliverable provides an EnvMP that covers all the detailed requirements as detailed in DID 10.	Within twenty (20) Business Days of receipt.

SCHEDULE G (CONTRACT DELIVERABLES)

DRAFT CONTRACT C17CSAE/708156451

Contractor Deliverable Number	Contractor Deliverable	DID	Authority Lead	Obligation Reference	Delivery Date	Acceptance Criteria	Acceptance / Rejection Timescale
11	Financial Management Information	11	DES C17CSAE-ADE-AFE PM	DEFCON 647 (Edn 03/24) – Financial Management Information and DID 11	Within twenty (20) Business Days of the Effective Date and then in accordance with DEFCON 647 (Edn 03/24) – Financial Management Information.	Authority Lead's written acceptance that the Financial Management Information report is complete.	Within ten (10) Business Days of receipt.
12	Business Continuity and Disaster Recovery Plan	See Schedule S (Business Continuity and Disaster Recovery)	DES C17CSAE-ADE-AFE PM	Schedule S (Business Continuity and Disaster Recovery)	To be delivered at least thirty (30) Business Days prior to the Operational Service Commencement Date.	Authority Lead's written acceptance that the Contractor Deliverable provides a Business Continuity and Disaster Recovery Plan that covers all detailed requirements identified in Schedule S (Business Continuity and Disaster Recovery).	Within twenty (20) Business Days of receipt.

SCHEDULE G (CONTRACT DELIVERABLES)

DRAFT CONTRACT C17CSAE/708156451

Contractor Deliverable Number	Contractor Deliverable	DID	Authority Lead	Obligation Reference	Delivery Date	Acceptance Criteria	Acceptance / Rejection Timescale
13	Business Continuity and Disaster Recovery Review Report	See Schedule S (Business Continuity and Disaster Recovery)	DES C17CSAE-ADE-AFE PM	Schedule S (Business Continuity and Disaster Recovery)	Not less than once in every Contract Year in accordance with Schedule S (Business Continuity and Disaster Recovery).	Authority Lead's written acceptance that the Contractor Deliverable covers all the requirements identified in paragraph 5 (Review and Amendment of the BCDR Plan) Schedule S (Business Continuity and Disaster Recovery).	Within twenty (20) Business Days of receipt.
14	Final Transition Plan	See Schedule B (Transition)	DES C17CSAE-ADE-AFE PM	Schedule B (Transition)	See Schedule B (Transition).	Authority Lead's written acceptance that the Contractor Deliverable provides a Final Transition Plan that covers the detailed requirements identified in Schedule B (Transition).	Within five (5) Business Days of receipt.

SCHEDULE G (CONTRACT DELIVERABLES)

DRAFT CONTRACT C17CSAE/708156451

Contractor Deliverable Number	Contractor Deliverable	DID	Authority Lead	Obligation Reference	Delivery Date	Acceptance Criteria	Acceptance / Rejection Timescale
15	Accounting for The Property of The Authority	See DEFCON 694 (Edn 07/21) - Accounting For Property of the Authority	DES C17CSAE-ADE-AFE PM	Paragraph 1.b of DEFCON 694 (Edn 07/21) - Accounting For Property of the Authority	Every quarter as specified in DEFCON 694 (Edn 07/21) - Accounting For Property of the Authority.	Authority Lead's written acceptance that the Contractor Deliverable is accurate and complete.	Within twenty (20) Business Days of receipt.
16	Issued Property	See DEFCON 611 (Edn 12/22) – Issued Property	DES C17CSAE-ADE-AFE PM	Paragraph 14 of DEFCON 611 (Edn 12/22) – Issued Property	Upon completion of the Contract	Authority Lead's written acceptance that list of Issued Property still held by the Contractor is accurate and complete.	Within twenty (20) Business Days of receipt.

SCHEDULE G (CONTRACT DELIVERABLES)

DRAFT CONTRACT C17CSAE/708156451

Contractor Deliverable Number	Contractor Deliverable	DID	Authority Lead	Obligation Reference	Delivery Date	Acceptance Criteria	Acceptance / Rejection Timescale
17	Redundant Materiel	See DEFCON 601 (Edn 04/14) – Redundant Material	DES C17CSAE-ADE-AFE PM	DEFCON 601 (Edn 04/14) – Redundant Material	Upon completion of the Contract or earlier if appropriate.	Authority Lead's written acceptance that the Contractor Deliverable provides all required information as detailed in DEFCON 601 (Edn 04/14) – Redundant Material.	Within twenty (20) Business Days of receipt.

Table 1 - Contractor Deliverables

2 GENERAL INSTRUCTIONS ON PREPARING CONTRACTOR DELIVERABLES

2.1 When preparing Contractor Deliverables the Contractor shall:

- 2.1.1 use the Contract terminology, including the defined terms (do not abbreviate defined terms) set out in Schedule A (Definitions) of the Contract;
- 2.1.2 not capitalise a term that is defined if the Contractor does not mean to use the term in the context addressed in the definition;
- 2.1.3 use clear and plain English and, if technical language is needed, explaining the meaning and making sure that the language is clear and easily understood;
- 2.1.4 be clear as to what any obligations are and who must perform them; and
- 2.1.5 use native MS Word format unless otherwise specified in the DID.

Data Item Descriptions Table

Contractor Deliverable	Applicable DID
Quarterly Contract Status Report	DID 1
Contractor Service Management Plan	DID 2
Configuration Management Plan	DID 3
Engineering Management Plan (EMP)	DID 4
Safety Document Pack	DID 5
Human Factors Integration Plan	DID 6
Through Life Support (TLSS) plan	DID 7
Legislation and Standards Register	DID 8
Quality Plan	DID 9
Environmental Management Plan (EnvMP)	DID 10
Financial Management Information	DID 11

Table 2 - Contractor Deliverable and Applicable DID

ANNEX 1 DATA ITEM DESCRIPTIONS (DID)

DATA ITEM DESCRIPTION 1	
Title	Quarterly Contract Status Report

1 BACKGROUND INFORMATION

- 1.1 This Data Item Description (DID) contains the requirements for the Quarterly Contract and Status Report.
- 1.2 This report shall form the basis of reporting the programme Schedule performance and any issues that may affect the contract, and proposals to improve contract performance.
- 1.3 The Report shall summarise:
- 1.3.1 Status of Core Service Requirement delivery;
 - 1.3.2 Status of Parachute Equipment Delivery Service Requirements;
 - 1.3.3 Status of Rapid Packing Service Requirements;
 - 1.3.4 Status of Non-Core Services.

2 DELIVERABLE DOCUMENT

A report which meets the requirements of this Data Item Description. The format and content of the report shall be agreed between the Parties on the first occurrence.

3 DETAILED REQUIREMENTS

The nature of the information the Authority wishes to see is:

- 3.1 **Executive Summary:** An executive summary comprising the Contractor's overview of the Contract status including milestones, achievements, omissions, work in hand and opportunities, and details of any factor that the Contractor considers could affect the progress of the Contract together with mitigation plans.
- 3.2 **Plan and Schedule:** A Schedule summarising the status of the Contractor's activities over the past quarter and looking forward to planned activities, milestones and dependencies over the next twelve (12) Months.

SCHEDULE G (CONTRACT DELIVERABLES) DRAFT CONTRACT C17CSAE/708156451

- 3.3 **Key Performance Indicators Dashboard:** Report and provide the Key Performance Indicators and measures. A statement of the status of the programme using a KPI dashboard. Accumulative trend data shall be presented to indicate the health of the programme and solution together with the progress of any corrective actions already implemented.
- 3.4 **Quarterly Contract Status Report.** A narrative status update on the following contract delivery activities by exception, including, but not limited to:
- 3.4.1 Status of Core Service Requirement delivery;
 - 3.4.2 Status of Parachute Equipment Delivery Service Requirements;
 - 3.4.3 Status of Rapid Packing Service Requirements;
 - 3.4.4 Status of Standard Repairs Service Requirements;
 - 3.4.5 Status of Non-Core Services;
 - 3.4.6 Scheduled and unscheduled Parachute Equipment Maintenance;
 - 3.4.7 Safety reports;
 - 3.4.8 Quality occurrences;
 - 3.4.9 Status against any Additional Work Request Templates from the Authority;
 - 3.4.10 Disposals;
 - 3.4.11 Parachute Equipment Storage;
 - 3.4.12 Spares and Consumables – issues/concerns and current demand status;
 - 3.4.13 Modifications (including technical Instructions if applicable);
 - 3.4.14 Parachute Equipment condition;
 - 3.4.15 Workforce issues;
 - 3.4.16 Key Personnel;
 - 3.4.17 Facility issues;
 - 3.4.18 Transport issues;
 - 3.4.19 Key risks and issues;

SCHEDULE G (CONTRACT DELIVERABLES) DRAFT CONTRACT C17CSAE/708156451

- 3.4.20 Training aid availability and serviceability;
- 3.4.21 The parachute equipment segregation log and details of agreed Serviceability Action Plan(s) in accordance with SR 3.73 of Annex 1 (Service Requirements) of Schedule D (Specification).
- 3.5 Parachute packing status report. A narrative on parachute Packing delivery status including but not limited to:
 - 3.5.1 Parachute Equipment Delivery Services;
 - 3.5.2 Rapid Packing Services;
 - 3.5.3 Status of any deviations from the agreed baseline.
- 3.6 Dependencies Status & Performance: A statement of the status progress against a dependencies log maintained by the Contractor.

4 DATA FORMAT

- 4.1 The status report shall be provided to the Authority in electronic (soft) format. The soft format shall be MS Office compatible.

DATA ITEM DESCRIPTION 2	
Title	Contractor Service Management Plan

1 BACKGROUND INFORMATION

- 1.1 The Contractor shall develop, deliver and perform the Services in accordance with a Contractor Service Management Plan from Service Commencement. .
- 1.2 The Contractor Service Management Plan is to provide high-level descriptions of the Contractor's approach to the management and delivery of the required Services.
- 1.3 Schedule E (Contractor Service Management Plan) forms part of the Contractor's obligations.
- 1.4 The Contractor is therefore responsible for ensuring that Contractor Service Management Plan is approved by senior management and used by Contractor Personnel to guide their actions.
- 1.5 The Contractor Service Management Plan is to be regularly reviewed to ensure any potential improvements or efficiencies are identified to the Authority throughout the life of the Contract for consideration of implementation through the Change procedure (see DEFCON 620 (Edn 06/22)).

2 DELIVERABLE DOCUMENT

- 2.1 A Contractor Service Management Plan that incorporates the requirements set out herein.

3 DETAILED REQUIREMENTS

- 3.1 The Contractor Service Management Plan must address, as a minimum, the following criteria and the Contractor's proposed actions must be compliant and consistent with the obligations of the Contract:
 - 3.1.1 **Organisational Structure** - Details of the company organisational breakdown and key internal and external stakeholders (including supply chain).
 - 3.1.2 **Key Personnel** - a list of all Key Personnel and identified Key Roles for the performance of the Services.
 - 3.1.3 **Service Design** - The processes, procedures, and systems that will be used to provide the Services.

SCHEDULE G (CONTRACT DELIVERABLES) DRAFT CONTRACT C17CSAE/708156451

- 3.1.4 **Service Delivery** - For each Service Requirement set out within Schedule D (Specification), a detailed description of how the Tenderer will perform or deliver the required Services or requirements.
- 3.1.5 **Capacity Management** - A process that ensures that the Contractor has adequate resources and Key Personnel to meet the Service Requirements and demands of the Authority.
- 3.1.6 **Incident Management** - A process that deals with the identification, analysis, and resolution of Incidents.
- 3.1.7 **Problem Management** - A process that deals with the identification, analysis, and resolution of problems.
- 3.1.8 **Continual Service Improvement** - A process for identifying and implementing ways to improve service quality and deliver value.
- 3.1.9 **Internal Audits** - An independent process to ensure that the service management processes are followed and effective.

4 DATA FORMAT

- 4.1 The Contractor Service Management Plan shall be provided to the Authority in soft format. The soft format shall be MS Office 365 compatible.
- 4.2 The Contractor Service Management Plan shall be limited to 175 pages.

DATA ITEM DESCRIPTION 3	
Title	Configuration Management Plan

1 BACKGROUND INFORMATION

- 1.1 The Contractor shall produce and maintain a Configuration Management Plan (CMP).
- 1.2 The CMP identifies the Contractor's approach and description of how configuration management will be maintained to meet the Contract requirements. It is to be updated by the Contractor throughout the life of the Contract on an annual basis, subject to the Authority's acceptance.
- 1.3 A key aspect of the requirement includes for the configuration management of the Authority inventory on loan to the Contractor under the terms of the Contract and the need to ensure the inventory is maintained.
- 1.4 The CMP must encompass the Contractor's configuration management of the Authority's assets. This will include the processes and controls the Contractor will employ to maintain the required Parachute System configuration during maintenance and packing to ensure the Authority has confidence that the required Parachute System(s) are compliant with the relevant Digital Air Publications (DAPs)/Standards, with records of usage and data recorded at component level.
- 1.5 Accurate and up to date configuration management procedures and records support the Authority's engineering safety clearances that the specified Parachute System is safe to use and any risk to life has been documented within the system safety assessment report to provide evidence to Authority Duty Holders. Inadequate configuration management can lead to unknown increases in risk to life through component fatigue, inferior products or unsuitable application.

2 DELIVERABLE DOCUMENT

A CMP tailored to the document requirements set out below.

3 DOCUMENT REQUIREMENTS

- 3.1 The Contractor shall deliver a CMP that defines the configuration management activities for the Contract in accordance with MOD DEFSTAN 05-57 Issue 8. The CMP shall include, but is not limited to, the following information:
 - 3.1.1 Configuration management responsibility;

SCHEDULE G (CONTRACT DELIVERABLES) DRAFT CONTRACT C17CSAE/708156451

- 3.1.2 Configuration identification & documentation;
- 3.1.3 Configuration accounting;
- 3.1.4 Configuration audit;
- 3.1.5 Configuration reporting.

Note: The Authority's parachute and ancillary systems that are packed and maintained as part of this Contract are supported by publications defining their individual configuration depending on usage profile. The CMP should state how the Contractor's processes, procedures and systems will ensure the control of parachute and ancillary items together with the associated Spares and Consumables, such that they are appropriately configured, maintained and packed to meet the defined usage profile with in-life and serviceable components.

4 DATA FORMAT

- 4.1 The CMP shall be provided to the Authority in MS Office 365 compatible format.

DATA ITEM DESCRIPTION 4	
Title	Engineering Management Plan (EMP)

1 BACKGROUND INFORMATION

- 1.1 The Contractor shall produce and maintain an Engineering Management Plan (EMP).
- 1.2 A robust and realistic EMP shall be maintained by the Contractor during the Contract.
- 1.3 The EMP shall detail the Contractor's systems engineering processes and procedures that it will use to deliver its obligations under Contract.
- 1.4 The agreed EMP will be used by the Authority and the successful Contractor to monitor and understand all engineering information to deliver the Contract.
- 1.5 The EMP provides evidence of the procedures and processes involved in maintaining and packing Parachute Systems. The Contractor shall use this document to detail how the required engineering activities for the Contract will be conducted.
- 1.6 The EMP shall provide evidence of parachute packer to Supervisor ratios including:
 - 1.6.1 a justification for the Contractor's recommended packer/Supervisor ratio by Parachute System and how this will ensure that the highest levels of Airworthiness and Safety are maintained; and
 - 1.6.2 in relation to the packer/Supervisor ratios for each type of GFE system by main and reserve parachute.
- 1.7 The EMP shall include information describing the Contractor's working practices, equipment used and personnel involved in the parachute Packing and Maintenance activities. The information provided will demonstrate to the Authority how the Contractor plans to conduct activities, any controls in place to assure output and quality, in order to support the provision of safe and airworthy Parachute System(s).
- 1.8 The Contractor shall maintain, develop and demonstrate systems engineering processes and procedures for the delivery of the requirements within a Contractor EMP, which remains an auditable and updateable document for the duration of the Contract.

2 DELIVERABLE DOCUMENT

An EMP tailored to the requirements set out below.

3 DOCUMENT REQUIREMENTS

The EMP shall include but is not limited to the following:

- 3.1 An introductory section which describes:
 - 3.1.1 The scope of the document;
 - 3.1.2 Relationship with other Contractor plans;
 - 3.1.3 Document status.
- 3.2 A list of referenced documents and specifications.
- 3.3 A description of the packing and maintenance process to be implemented in accordance with provided Air Publications and DO documentation.
- 3.4 Organisational structure, including:
 - 3.4.1 Engineering team construct;
 - 3.4.2 Working groups for engineering.
- 3.5 Evidence to support parachute packer to Supervisor ratio.
- 3.6 Integration of transverse engineering disciplines, including:
 - 3.6.1 Human Factors;
 - 3.6.2 Safety;
 - 3.6.3 Security;
 - 3.6.4 Environmental.
- 3.7 The approach to maximise the use of Standards.
- 3.8 The engineering tools used and the function these tools will perform.

4 DATA FORMAT

- 4.1 The EMP shall be provided to the Authority in MS Office 365 compatible format.

DATA ITEM DESCRIPTION 5	
Title	Safety Document Pack

1 BACKGROUND INFORMATION

- 1.1 The Contractor shall provide and keep updated the suite of Safety documentation.
- 1.2 The Contractor is required to deliver Safety documents as referenced within the DEF STAN 00-056.
- 1.3 The Safety Document pack shall contain the Contractor's documents as stipulated in the appropriate Annex of DEF STAN 00-056.
- 1.4 This information will be used by the Authority and the successful Contractor to maintain compliance with DEF STAN 00-056 requirements for the duration of the Contract.
- 1.5 The Authority must provide a safe and airworthy Parachute System to users to for the performance of their assigned role. To achieve this, all Parachute Systems are assessed, and safety records maintained, highlighting risks in using the particular system. In conjunction with the OEM certificate of design or declaration of design performance and a test and evaluation program, the Parachute Systems have been cleared by the Authority to be used within set limitations.
- 1.6 The Contractor shall provide the safety documentation specified in the Contract to the Authority, to maintain confidence and demonstrate that the Parachute Systems are maintained and packed within appropriate facilities and the safety and airworthiness of the Parachute System is not compromised during any contracted activity.
- 1.7 The Contractor shall provide evidence to justify its recommended parachute packer to Supervisor ratio and how this will ensure that the highest levels of Airworthiness and Safety are maintained.
- 1.8 The Contractor will be expected to support investigations as a result of any Defence Air Safety Occurrence Report (DASOR) raised against a Parachute System under the Contractor's control. This support will include provision of records of activities, information on handling and storage and any other information as requested. The DASOR process establishes an auditable trail of events and actions, including identifying remedial action when required.

2 DELIVERABLE DOCUMENT

A document suite for the Contract, as defined below.

3 DOCUMENT REQUIREMENTS

3.1 The Contractor shall deliver all documents as defined by the safety data item descriptions (DIDs) that are referenced at Annex C of DEF STAN 00-056. This includes the delivery of;

3.1.1 Safety Audit Plan;

3.1.2 Safety Management Plan.

4 DATA FORMAT

4.1 The Safety documentation shall be provided to the Authority in MS Office 365 compatible format.

DATA ITEM DESCRIPTION 6	
Title	Human Factors Integration Plan

1 BACKGROUND INFORMATION

- 1.1 The Contractor shall produce and maintain an HFI Plan, and associated Annexes.
 - 1.1.1 The aim of the Human Factors Integration (HFI) Plan (HFIP) is to provide both the Contractor and the Authority with assurance that the packing and maintenance processes undertaken by the Contractor will address all appropriate aspects of Human Factors, to enable the users to continue use of the system safely and effectively, under all operating conditions. HFI compliance must be maintained in compliance with the DEF STAN requirements for the duration of the Contract.
 - 1.1.2 The HFIP shall define the Contractor's approach to integrating all aspects of Human Factors into its Services delivery. The Contractor's HFIP shall describe its approach to managing HFI, across the following HFI Process Stages: HFI 5.0 'Test and Acceptance' and HFI 6.0 'In-Service Feedback'.
- 1.2 The Authority must ensure that the 'human element' is considered within all equipment, processes and technology. Therefore, Human Factors (HF) must be considered during all Authority activities, which must cascade to the work performed by all contractors involved with providing Authority equipment.
- 1.3 HFI is the management process for identifying, tracking and resolving human-related issues within projects. The Authority maintains HFI plans to encapsulate the Parachute Systems and processes within its control. For this Contract however, the Contractor is required to document its processes for equipment and services that are under the Contractor's control.
- 1.4 The Contractor shall maintain, develop and demonstrate robust HFI in the delivery of the Services. The Contractor's HFI plan will be utilised to ensure the Authority obligations are maintained through the Contractor's performance of the Contract to ensure the 'human-element' in all activities is protected. Key HFI areas include:
 - 1.4.1 a list of the personnel conducting activities and the training they will undertake to enable them to carry out the required activities;

SCHEDULE G (CONTRACT DELIVERABLES) DRAFT CONTRACT C17CSAE/708156451

- 1.4.2 the engineering element of those activities and how they are completed, with what equipment including its suitability for the task(s) required; and
- 1.4.3 safety and health considerations to ensure no harm comes to a person through conducting the activity, whilst also recognising the environmental, social or organisation may also play a part.

2 DELIVERABLE DOCUMENTS

A Human Factors Integration Plan for the Contract, which should also include the Annex HFI-related artefacts, as defined below.

3 DOCUMENT REQUIREMENTS

- 3.1 The Contractor shall produce the Contract HFIP in accordance with the HFI process outlined in Def Standard 00-251 and provided HFI technical guides.
- 3.2 The Contract HFIP shall, as a minimum include:
 - 3.2.1 The objectives, scope, purpose and structure of the HFIP.
 - 3.2.2 Full details of the service outputs and deliverables.
 - 3.2.3 A work breakdown structure of all the planned HFI activities. Focussing on management activities supporting delivery of HFI, rather than technical activities.
 - 3.2.4 An outline of how HFI will support other activities, for example Safety and training.
 - 3.2.5 Details of any critical HFI risks/issues and planned mitigations.
 - 3.2.6 A description of how the Contractor HFI RAIDO register will be managed through the programme lifecycle and input to the Authority HFI RAIDO register.
 - 3.2.7 An organisation chart identifying the individuals who will be responsible for HFI and their roles and responsibilities (including Sub-Contractors).
 - 3.2.8 Contain the following annexes:
 - 3.2.8.1 Contractor's HFI RAIDO register - to provide a means for recording, tracking and addressing the HFI RAIDOs, through the term of the Contract. There should be a focus on mission-critical and safety-critical risks.

SCHEDULE G (CONTRACT DELIVERABLES) DRAFT CONTRACT C17CSAE/708156451

3.2.8.2 HFI Log – to provide summary details of HF-led or HF-supported events including, but not limited to, meetings, workshops, and Subject Matter Expert (SME) engagements.

3.2.9 Detail the Contractor's methods for monitoring and controlling progress against the HFIP.

4 APPLICABLE STANDARDS, GOVERNANCE & RELEVANT DOCUMENTATION:

Defence Standard 00-251 'Human Factors Integration for Defence Systems'.

5 DATA FORMAT

5.1 The HFI documentation shall be provided to the Authority in MS Office 365 compatible format.

DATA ITEM DESCRIPTION 7	
Title	Through Life Support Service (TLSS) plan

1 BACKGROUND INFORMATION

- 1.1 The Contractor shall produce and maintain a TLSS plan.
- 1.2 The TLSS plan describes the logistics activities that the Contractor will complete to fulfil the contractual requirements. The TLSS is as an extremely important deliverable and the Contractor must use it to provide the Authority with confidence that its TLSS plan is both realistic and achievable.
- 1.3 The TLSS plan sets out the procedures and processes that will be used by the Contractor to meet the logistics requirements of the Contract. The TLSS will describe how the Contractor will conduct and deliver the required logistic activities. An effective TLSS plan will provide the Authority with confidence that the full range of logistics requirements will be met.

2 DELIVERABLE DOCUMENT

A TLSS plan that incorporates the requirements set out below.

3 DOCUMENT REQUIREMENTS

The TLSS plan shall include but should not be limited to the following:

3.1 Parachute Systems Storage and Supply Chain Management

- 3.1.1 A description of how the Contractor will ensure security, capacity and environmental conditions in the Storage and Maintenance areas meet the requirements of the following, including (but not limited to) the identified Service Requirements of Schedule D (Specification) of the Contract:
 - 3.1.1.1 Transport, Handling and Storage of Materiel (Def Stan 81-041 Part one, Issue 10 dated 28 Feb 2022, paragraph 9);
 - 3.1.1.2 Storage and transportation (DAP 108A-0007-1 chapter one);
 - 3.1.1.3 Protect against damage by contamination, light degradation and vermin (DAP101P-0001-2(R)1, Part 1, Section 2, Para 9.2 (2(R)1));

SCHEDULE G (CONTRACT DELIVERABLES) DRAFT CONTRACT C17CSAE/708156451

3.1.1.4 Preserving Parachute Systems and Spares and Consumables to an airworthy standard (SR 3.48 to SR 3.51 inclusive);

3.1.1.5 Intruder protection (SR 3.53); and

3.1.1.6 Fire protection (SR 3.57).

3.1.2 The Contractor's approach to managing Parachute Systems, Spares and Consumables;

3.1.2.1 Describe the systems and processes it uses to locate and monitor the status of equipment that is in storage and by what class (SR 3.56).

3.1.2.2 Identify the methodology the Contractor will use to quantify the re-provisioning of Parachute Systems, Spares and Consumables to ensure these are sufficient to meet SR 3.34, through the life of the Contract.

3.2 Accounting for MOD Assets

The Contractor must describe how it intends to approach compliance with the requirements of DEFCON 694 (Accounting for Property of the Authority).

3.3 Support & Test Equipment

The Contractor must describe its approach to the provision of all support and test equipment necessary to fulfil the Contract.

3.4 Technical Documentation (TD)

The Contractor must describe its approach to managing Authority-provided technical documents and its process to identify any content errors.

4 DATA FORMAT

4.1 The ILS TLS shall be provided to the Authority in MS Office 365 compatible format.

DATA ITEM DESCRIPTION 8	
Title	Legislation and Standards Register

1 BACKGROUND INFORMATION

- 1.1 The Contractor shall provide a Legislation and Standards register.
- 1.2 The Authority is required to maintain a record of all applicable Legislation and Standards applied to its equipment provided by a Contractor.
- 1.3 The Authority has a continuing obligation to ensure all Authority contracts comply with relevant UK legislation and are conducted in accordance with laid down standards and procedures. Compliance with such standards and procedures supports engineering safety claims made in defining the Safety Assessment for the Parachute System, and the assessment of the potential for risk to life, and demonstrates that the Authority is working with an ethical and legally compliant contractor, accountable for the activities it is contracted to undertake on behalf of the Authority.
- 1.4 To ensure the Authority understands the Contractor's compliance with all relevant legislation and standards, including national, international and specific Defence Standards to be applied in the maintenance, packing and storage of Authority equipment, the Contractor shall provide to the Authority a record of all applicable legislation and Standards that apply to the Contractor and to the Services performed under the Contract.

2 DELIVERABLE DOCUMENT

A Legislation and Standards register which must contain, but is not limited to, the essential information set out below:

3 DOCUMENT REQUIREMENTS

3.1 Executive Summary

- 3.1.1 The executive summary should enable the Duty Holder¹ to provide assurance to the stakeholders that he/she is content that all applicable and relevant legislation and Standards have been captured and are up to date.

¹ Military Aviation Authority (MAA), Regulatory Articles (RA 1020) defines the Roles & Responsibilities of the "Duty Holder"

SCHEDULE G (CONTRACT DELIVERABLES) DRAFT CONTRACT C17CSAE/708156451

- 3.1.2 Any applicable legislation currently being assessed is to be identified in the executive summary with an indication of the expected impact.

3.2 Register

- 3.2.1 The register is to contain all UK applicable and relevant legislation/Standards which:

- 3.2.1.1 identify compliance (including Def Stans) or are applicable within or extending outside UK boundaries (e.g. STANAGS); and

- 3.2.1.2 has been used by the Contractor to support a non-compliance against relevant legislation or mandatory Defence Standard or because there is no alternative directly relevant legislation or Defence Standard.

- 3.2.2 Against each item recorded in the Legislation and Standards register, the following information must be recorded:

- 3.2.2.1 Title;

- 3.2.2.2 Reference, including version and date;

- 3.2.2.3 Brief summary;

- 3.2.2.4 Category.

3.3 Mandatory

- 3.3.1 The legislation or standards that are mandated for the Service.

3.4 Optional

- 3.4.1 The legislation or standards that may not be directly applicable to the Service but are being used as an alternative to justify an exemption to a non-compliance.

3.5 Guidance

- 3.5.1 The legislation or standards that are being used as guidance as there is no alternative or relevant legislation or standard.

4 DATA FORMAT

- 4.1 The Legislation and Standards register shall be provided to the Authority in MS Office 365 compatible format.

DATA ITEM DESCRIPTION 9	
Title	Quality Plan

1 BACKGROUND INFORMATION

- 1.1 The Contractor shall provide a Quality Plan / DEFCON 602A Quality Assurance (with Deliverable Quality Plan).
- 1.2 JSP 940 directs the MOD Policy for Government Quality Assurance and directs that the Authority only places contracts with suppliers who can demonstrate that they have a quality management system appropriate for the products or services being acquired. In order to assure that this requirement is met, the Contract will be subject to the requirements of AQAP 2310. The requirement is the provision of a Quality Plan generated to meet the requirements of AQAP 2105.
- 1.3 The Contractor shall conduct quality management and maintain a Quality Management System (QMS) accredited by a National Accreditation Body (NAB) appropriate for requirements of the Contract in line with AQAP 2105 Edition C Version 1 (Jan 2019).

2 DELIVERABLE DOCUMENT

A deliverable Quality Plan (QP) which meets the requirements of AQAP 2105 Edition C Version 1 Dated January 2019.

3 DOCUMENT REQUIREMENTS

- 3.1 The Contractor shall submit an acceptable QP which addresses the contractual requirements. The QP shall be a clearly identified discrete document or part of another document that is prepared under the Contract.
- 3.2 The Deliverable QP shall:
 - 3.2.1 Describe and document the quality management system it will implement to satisfy the Contract requirements (making reference, where applicable, to the "company-wide" quality management system);
 - 3.2.2 Describe and document how the Contractor will deliver quality requirements for the Service, needed resources, required control activities (verification, validation, monitoring, inspection, testing), and acceptance criteria. This shall include specific arrangements and communication requirements where work is to be conducted at locations external to the Contractor premises.

SCHEDULE G (CONTRACT DELIVERABLES) DRAFT CONTRACT C17CSAE/708156451

- 3.3 The Quality Plan shall be reviewed periodically or when any significant changes are made to the Contract. Revisions shall be submitted to the Authority according to the Contractor's defined change control procedure and without any unnecessary delay. Changes to previous Quality Plans shall be clearly identified. The Contractor's procedure for the amendment and review of the Quality Plan shall be included in the Quality Plan.

NOTE: Contractual requirement for the content of the Quality Plan is established in AQAP 2105 "NATO requirements for Deliverable Quality Plans."

4 DATA FORMAT

- 4.1 The Quality Plan shall be provided to the Authority in MS Office 365 compatible format.

DATA ITEM DESCRIPTION 10	
Title	Environmental Management Plan (EnvMP)

1 BACKGROUND INFORMATION

- 1.1 The Contractor shall produce and maintain an Environmental Management Plan.
- 1.2 The Contractor shall provide the Environmental Management Plan to maintain confidence and demonstrate that the Parachute Systems are maintained within appropriate facilities.

2 DELIVERABLE DOCUMENT

- 2.1 An Environmental Management Plan as defined in paragraph 3 below.

3 DETAILED REQUIREMENTS

- 3.1 The Contractor shall operate an Environmental Management System (EMS) relevant to the supply of the Services, which defines the framework for the Contractor's organisation to direct, control and monitor its environmental management activities, in accordance with the Contractor's Environmental Management Plan.
- 3.2 The Contractor shall ensure that the Environmental Management Plan covers all environmental management activities to a level of detail that is proportionate to the complexity of the Service provided and the anticipated environmental aspects arising from its provision.
- 3.3 The Environmental Management Plan shall describe the Environmental Management System, how environmental aspects are managed, and contain as a minimum the following detailed requirements relevant to the contract:
 - 3.3.1 A description of the scope of the Service Delivery;
 - 3.3.2 Details of how the Contractor intends to meet environmental requirements of the Contract;
 - 3.3.3 Relationship with other management systems;
 - 3.3.4 Summary of anticipated and/or actual legislative compliance obligations;
 - 3.3.5 Reference to wider Environmental Policy to be met;

SCHEDULE G (CONTRACT DELIVERABLES) DRAFT CONTRACT C17CSAE/708156451

- 3.3.6 Outline environmental stakeholders associated with the contract;
- 3.3.7 Anticipated and/or actual significant environmental aspects and impacts;
- 3.3.8 Outline mitigation approach to anticipated aspects and impacts including objectives and targets and communications;
- 3.3.9 Environmental responsibilities associated with the contract;
- 3.3.10 Sustainable procurement approach including a list of single use items;
- 3.3.11 Hazardous Materials management including substances used in maintenance;
- 3.3.12 Where the Contract includes the provision of materiel, the Contractor shall ensure that end of life and disposal activities are managed through the Environmental Management Plan, and other deliverables;
- 3.3.13 Disposal of waste, equipment, Spares, Consumables and Hazardous Material;
- 3.3.14 Assurance regimes and audit plan;
- 3.3.15 An environmental audit plan and the Contractor shall report progress against an audit plan including any remedial action taken or required. Commercially sensitive information may be protected by a Non-Disclosure Agreement (NDA) in accordance with the Contract;
- 3.3.16 Competence and SQEP;
- 3.3.17 Communications regarding environmental audit findings and performance of the contract;
- 3.3.18 Other pertinent information,

4 DATA FORMAT

- 4.1 The Environmental Document Pack shall be provided to the Authority shall be MS Office compatible.
- 4.2 The Environmental Management Plan shall be limited to 20 pages.

DATA ITEM DESCRIPTION 11	
Title	Financial Management Information

1 BACKGROUND INFORMATION

- 1.1 The Contractor shall regularly provide financial management information reports to the Authority as set out below.

2 DELIVERABLE DOCUMENT

- 2.1 A report shall be produced by the Contractor containing the information detailed below.

3 DETAILED REQUIREMENTS

Minimum Requirement - Financial Management Reports

3.1 Provision of Information

- 3.1.1 The first report is to be provided within twenty (20) Business Days of the Effective Date and then in accordance with DEFCON 647.
- 3.1.2 The requirement does not substitute or replace any requirements providing that delivery of that information is linked to Key Performance Indicators and payments to the Contractor.
- 3.1.3 Financial Information to be provided exclusive of UK VAT.
- 3.1.4 All reports are to be endorsed by the Contractor Representative, recognising that accruals are estimates, but confirming that the report reflects their judgement of the activity under the Contract.

3.2 Contract Summary Information

- 3.2.1 Contract number.
- 3.2.2 Contract title.
- 3.2.3 Contractor name.
- 3.2.4 Original Contract Price excluding UK VAT (at Effective Date).
- 3.2.5 Revised Contract Price (to reflect any agreed Contract amendments) excluding UK VAT.

SCHEDULE G (CONTRACT DELIVERABLES) DRAFT CONTRACT C17CSAE/708156451

3.2.6 Nature of pricing - e.g. firm, fixed, target cost incentive fee.

3.2.7 Currency.

3.2.8 Report date.

3.3 Information to be Provided

3.3.1 Minimum granularity for each category of Service (i.e. Core Services, Parachute Equipment Delivery Service etc.). It is noted that in some circumstances Contract lines may not be appropriate (e.g. commodity items) and may need to be grouped.

3.3.2 Inventory information (if applicable) to separately identify service charge and purchases of inventory.

3.3.3 Description.

3.3.4 Value (Ex UK VAT) - contractual value of the activity.

3.3.5 Progress % work completed on the activity as at the reporting date.

4 FINANCIAL PROFILE

4.1 The report is to collect information on actual and planned accruals, i.e. the contractual value of work undertaken (earned value of work) within a period, for which the MOD is liable to pay. It includes work undertaken by Sub-Contractors. It includes work completed and invoiced. The total value of work to be completed is expected to be comparable to the Contract Price. If a fixed or firm price has been agreed for the Contract, then the value of work should be assessed on this basis.

4.1.1 Prior Years: Work completed (value to sales) in previous financial years.

4.1.2 Earned Value: Work completed (value to sales) in month - this is the value of work done (accrued/earned value) during that calendar month.

4.1.3 Earned Value: Cumulative work completed (value to sales) - this is the value of work done (accrued/earned value) on the activity to date.

4.1.4 MOD current financial year monthly - this will be a mix of actual completed to the end of the current period and forecast beyond that date.

SCHEDULE G (CONTRACT DELIVERABLES) DRAFT CONTRACT C17CSAE/708156451

- 4.1.5 After the current financial year an annual estimate by MOD financial year (Apr XX to Mar XY) until Contract End Date - forecast periods show the expected work to be undertaken during each period on the activities in the Contract. Additional years are to be inserted as required.

5 DATA FORMAT

- 5.1 The required format of the report is as demonstrated below:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Example Submission																				
2																					
3	Contract No:	xxxxx	Description:	xxxxxx	Contractor:	xxxxxx	Original Contract price:	xxxxxx	Report Date:	02-Jul-13											
4							(Ex VAT)		Currency:	£ UK Sterling											
5	Financial Management Report (Work Completion Plan) - £						Revised Contract price:	xxx	Nature of Pricing:	e.g. firm/fixed											
6																					
7	MILESTONE/ Activity/Item/NSN	Description	Value (Ex VAT)	Progress % Complete as at report date		Prior Years	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	14/15	ETC Annual Financial Year Estimates until Contract End Date	Total
8	1				Work completed in month																
9					Cumulative Work completed																
10	2				Work completed in month																
11					Cumulative Work completed																
12	Total Work Complete																				
13																					
14																					
15	Contractor Representative:	This document is an estimate of the price of the work completed on this contract, and is based on my best judgement reflecting the information available to me.																			
16		Name																			
17		Signature																			
18		Position																			
19		Date																			
20																					