



Situational Awareness Command & Control Delivery Team

Statement of Work

For

EXTERNAL SAFETY SUPPORT

To

SACC DT Programme of Projects

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TOF Annex A

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Defence Equipment & Support



MINISTRY OF DEFENCE

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Definitions	
Endorse	To assert that the document meets the requirements of relevant policy, procedures and good practice.
Agree	To agree that the document fairly represents the current situation, within the scope of knowledge of the signatory.
Authorise	To assert that the document may be issued and that it reflects the individual's acceptance of responsibility.

AMENDMENT HISTORY

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Glossary

The following definitions are taken from Military Aviation Authority (MAA) Master Glossary (MAA02).

Accident	An occurrence which results in: a person being killed or suffering a major injury or an aircraft sustaining Category 4 or 5 damage. With respect to Aviation Risk Management an accident is the realization of the Hazard becoming a harmful outcome.
Accident Sequence	Accident Sequences, which generally have a CAUSE (e.g. equipment failure, human error, external event), a HAZARD (an intermediate state where potential for harm exists) and an ACCIDENT (the realization of the Hazard becoming a harmful outcome).
Air Traffic Management Equipment	The equipment used for the provision of ATM, including land based, ship based and airborne equipment. It also includes equipment used in the air defence environment.
ALARP	As Low As Reasonably Practicable. The ALARP principle derives from Sections 2 and 3 of the HSW Act 1974. The goal of risk management is to show that safety risks can be tolerated and are at levels that are ALARP; merely identifying and mitigating risks is not in itself sufficient. A legal judgement concluded that 'reasonably practicable' is a narrower term than 'physically possible' and stated that in every case it is the risk that has to be weighed against the measures necessary to eliminate the risk and the more significant the risk then the less weight will be given to the factor of cost. A risk can be said to be reduced to a level that is ALARP when the cost of further reduction is "grossly disproportionate" to the benefits of risk reduction (however the impact of societal concern may also need to be considered). This cost may include more than just financial cost and will include the time and trouble involved in taking measures to avoid that risk. Therefore, an ALARP argument should balance the "sacrifice" (in time, money or trouble) of possible further risk reduction measures with their expected safety benefit (incremental reduction in risk exposure). The balance should be weighted in favour of safety, with a greater "disproportionate factor" for higher levels of risk exposure. ALARP is essentially the "stopping condition" for risk reduction, so justifying and recording how this is reached is an important and vital step in safety management. A Duty Holder is required to make an argument that risks have been made ALARP; however, the validity of this argument can only be decided definitively by the courts, should an accident occur. Please refer to Annex F of MAA Regulatory Publication RA1210.
Assurance	Adequate confidence and evidence, through due process, that safety requirements have been met.
Cause	A cause is a factor which leads directly to an occurrence.
Competence	The ability to perform a particular skill or range of skills to a prescribed standard, under prescribed conditions. It is a combination of the theoretical and practical knowledge and experience of the relevant subject matter.

Configuration Control	The maintenance of effective control of the approved configuration of material.
Contractor	A firm (or person employed by a firm) holding a contract directly let by the Ministry of Defence.
Hazard	An intermediate state where potential for harm exists.
Hazard Analysis	The process of describing in detail the hazards and accidents associates with a system, and defining accident sequences.
Hazard Identification and Analysis	Hazards can be identified by a variety of different means: previous occurrences, checklists, hazops, zonal hazard (safety) analyses, error trend monitoring etc. Whichever techniques are used, sound Hazard Identification and Analysis depends on the engagement of individuals recognised as Suitably Qualified and Experienced Personnel (SQEP) for the activity. Moreover, a combination of techniques should be selected with the aim of providing high confidence that all <u>credible</u> hazards have been identified. Once identified, these should be recorded in a Risk Register.
Hazard Log	The continually updated record of the hazards, accident sequences and accidents associated with a system. It includes information documenting risk management for each hazard and accident.
Human Factors	The interaction between; people and people, people and machine, people and procedures and people and the environment. The understanding and application of physical, physiological and behavioural factors in the design, operation, maintenance and management of aerial systems to optimise safety, performance and capacity. It is multidisciplinary, and embraces individuals, teams and organisations.
Independent Safety Auditor	A person or team independent of the design activity who carries out process audits of the Designers work for adherence to the Safety Plan, reviews the safety documentation including the safety assessment, and carries out independent safety audit where commissioned by the PTL.
Risk	Is a measure of exposure to possible loss and it combines the severity of loss (how bad) and the likelihood of suffering that loss (how often).
Risk Assessment	Assessment of the likelihood and severity related to a hazard.
Risk Management	Process that encompasses: hazard identification; risk assessment; hazard risk matrix; risk reduction and risk monitoring and review.
Risk Monitoring and Review	Duty Holders (DH) shall routinely monitor identified risks. Mitigating activity can take time to implement, therefore DHs must review the timescales and effectiveness of mitigation plans to ensure that risk is ALARP.
Safe	Relating to a safety device, means that device has been set to a safe condition.
Safety	The freedom from unacceptable risks of personal harm.

Safety Assessment	A systematic, comprehensive evaluation to identify all safety features of the system design, including hardware and software, and to identify all hazards and safety factors cross-DLOD that may be present in, or required for, the system being acquired, and then operated, including specific procedural controls and precautions that are to be followed. The Safety Assessment contains the structured argument that the system is safe for its intended use and that a specific DLOD has been considered in the context of the overarching Air System Safety Case.
Safety Case	A structured argument, supported by a body of evidence that provides a compelling, comprehensible and valid case that a system is safe for a given application in a given operating environment.
Safety Case Report	A report that summarises the arguments and evidence of the Safety Case, and documents progress against the safety programme.
Safety Management	The application of organizational and management principles in order to achieve safety with high confidence.
Safety Management Plan	A document that defines the strategy for addressing safety and documents the Safety Management System for a specific project.
Safety Management System	The organizational structure, processes, procedures and methodologies that enable the direction and control of the activities necessary to meet safety requirements and safety policy objectives.
Subject Matter Expert (SME)	The individual or organization most directly concerned with a specific subject. Whilst the sponsor of the subject remains ultimately accountable for the completeness and technical accuracy of the information they provide and for notifying the sponsor when the information changes or requires amendment. The SME may appoint additional SME's to assist in providing information.
System	A combination of physical components, procedures and human resources organised to achieve a function.
Tolerable	A level of risk that may be tolerated when it has been demonstrated that the risk is ALARP and is not unacceptable.
Unacceptable	A level of risk that is tolerated only under exceptional circumstances.

Acronyms

AAOS	Air Traffic Management Approved Organization Scheme
ABM	Air Battle Management
ADEWS	Air Defence and Electronic Warfare Systems
ALARP	As Low As Reasonably Practicable
ASACS	Air Surveillance and Control System
ASEMS	Acquisition Safety and Environmental Management System
ATM	Air Traffic Management
ATS	Air Traffic Systems
C2	Command & Control
CAP	Civil Air Publication
CIS	Command Information System
COSHH	Control of Substances Hazardous to Health
DA	Design Authority
DE&S	Defence Equipment & Support
Def Stan	Defence Standard
DLOD	Defence Lines of Development
DT	Delivery Team
EMC	Electromagnetic Compatibility
FOC	Full Operational Capability
HEPP	Human Engineering Programme Plan
HF	High Frequency
HFI	Human Factors Integration
ISA	Independent Safety Auditor
ISD	In Service Date
ISTAR	Intelligence, Surveillance, Target Acquisition and Reconnaissance
IT	Information Technology
JDLMO	Joint Data Link Management Office
JSP	Joint Services Publication
LVD	Low Voltage Directive
MAA	Military Aviation Authority
MOD	Ministry of Defence
MRP	MAA Regulatory Publications
OSD	Out of Service Date
PE	Programmable Elements
PSC	Project Safety Committee
RA	Regulatory Article
RAF	Royal Air Force
REACH	Registration, Evaluation, Authorisation and restriction of Chemicals
RiSE	Release into Service Exposition
RiSP	Release into Service Process

RoHS	Restriction on the use of Hazardous Substances
SACC	Situational Awareness Command & Control
SCR	Safety Case Report
SHEF	Safety, Health, Environment and Fire
SI	Statutory Instrument
SM	Safety Management
SME	Subject Matter Expert
SMP	Safety Management Plan
SMS	Safety Management System
SoW	Statement of Work
SQEP	Suitably Qualified and Experienced Personnel
SWG	Safety Working Group
TACC	Tactical Air Control Centre
UCCS	UKASACS Command and Control System
UK	United Kingdom
UKASACS	UK Air Surveillance And Control System

1. INTRODUCTION

1.1 Background

1. Ministry of Defence (MOD) Policy requires the provision of military forces, maintained at sufficiently high readiness, to prevent conflict and conduct combat operations in defence of the United Kingdom (UK) and overseas Permanent Joint Operating Bases (PJOB).

2. Within Defence Equipment and Support (DE&S), the Situational Awareness Command and Control Delivery Team (SACC DT) is responsible for the through life acquisition of an Aerospace Battle Management (ABM) equipment portfolio. These ABM systems are characterised as Air Traffic Management (ATM) systems, presenting air safety risks and subject to Military Aviation Authority (MAA) regulatory control. The MAA ATM regulatory environment continues to evolve and the SACC DT must remain agile to ensure enduring compliance.

3. The SACC DT projects acquisitions are, and will replace the Out of Service (OOS) systems with the latest generation of communication and IT equipment. SACC DT projects are also in service and have a safe system in place. In providing the safe system, it also enables the Operators and Maintainers of the SACC DT systems (hereafter referred to as the Users) to discharge their air policing and related tasks while maintaining safe air operations. This includes several aspects of Air Traffic Management (ATM) including the ability to provide an Air Traffic Service. The SACC DT capability is critical to the conduct of several non-discretionary Military Tasks (MT) and is a critical enabler in Force Element at Readiness (FE@R) training. Without the implementation of the SACC DT projects there will be degradation in Air Command's abilities to discharge their roles and responsibilities from now onwards, including the ability to undertake FE@R training.

2. REQUIREMENT

4. To ensure effective safety risk management and demonstrable compliance with applicable legislation, regulation, standards, policy and best practice, the SACC DT wishes to secure the services of a suitably qualified and experienced External Safety Support (ESS) contractor to support the SACC DT Programme of projects.
5. The primary responsibility of the ESS Contractor is the strategic direction and control of all acquisition safety and environmental protection matters within the SACC DT. This includes the review, upgrade and sustainment of the SACC DT Acquisition Safety & Environmental Management System (ASEMS). Given the complexity and functional air safety significance of all of SACC DT projects, the ESS Contractor will also assume tactical control of the safety programme on behalf of the SACC DT Programme Manager.
6. The successful ESS contractor shall be required to directly support the SACC DT Programme Manager in the discharge of these tactical safety responsibilities. This shall include, but not be limited to, the provision of technical safety advice and guidance to other stakeholders (including information on technical requirements imposed by applicable legislation, regulation and standards), the development and execution of the SACC DT safety management plan, the participation in safety engineering and safety risk management activities, the participation in development of functional and non-functional safety related requirements together with their test, evaluation and verification criteria (requirement engineering), the participation in preferred project solution supplier selection (including technical evaluation of the architectural and design elements of the proposed solutions), and the development of equipment safety cases and equipment safety case reports.
7. In addition to appropriate technical and general safety management qualifications and experience, it shall be essential that the ESS contractor has recent demonstrable experience in the through-life acquisition of ABM or military ATM systems within the UK legislative, MAA regulatory, Defence Standard 00-56 and DE&S Project Orientated Safety Management System (POSMS) environments.
8. To ensure the integrity of the SACC DT safety programme, the ESS contractor must be independent of the SACC DT Independent Safety Auditor.
9. The purpose of this Statement of Work (SoW) is to detail the scope and context of the Safety activities to be undertaken by the ESS for SACC DT projects whether they are in the Concept, Assessment, Demonstration, Manufacture or In-Service Phases. This document also states the requirements regarding the Contractor's responsibilities during the period of the contract.

3. SUITABLY QUALIFIED & EXPERIENCED PERSONNEL

3.1 Essential General SQEP Criteria

10. Each member of the SACC DT ESS contractor team who interfaces directly with the SACC DT Programme and project Managers or with any other Authority stakeholder shall be both:

- a. Qualified to at least BEng (or equivalent) level in a relevant discipline and be a chartered or incorporated member of a relevant chartered institution,
- b. A Safety Practitioner with relevant experience in a safety critical or safety related environment.

3.2 Essential Contextual SQEP Criteria

11. Each member of the SACC DT ESS contractor team member shall have prior relevant experience of all of the following legislation and their applicability to SACC DT Systems:

- a) Health and Safety at Work etc. Act 1974 (Elizabeth II 1974. Chapter 37).
- b) The Management of Health and Safety at Work Regulations 1999 (SI 1999 No 3242).
- c) Provision and Use of Work Equipment Regulations 1998 (SI 1998 No 2306).
- d) Electricity at Work Regulations 1998 (SI 1989 No 635).
- e) The Manual Handling Operations Regulations 1992 (SI 1992 No 2793).
- f) Control of Substances Hazardous to Health Regulations 2002 (COSHH) (SI 2002 No 2677).
- g) The Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 (SI 2002 No 1689).
- h) The Control of Noise at Work Regulations 2005 (SI 2005 No 1643).
- i) The Control of Vibration at Work Regulations 2005 (SI 2005 No 1093).
- j) The Health and Safety (Safety Signs and Signals) Regulations 1996 (SI 1996 No 341).
- k) BS7671 Requirements for Electrical Installations (IET Wiring Regulations 17th Edn) 2008 (as amended in 2011).
- l) The Low Voltage Directive (LVD) (LVD 2014/35/EU).
- m) The Health and Safety (Display Screen Equipment) Regulations 1992 (SI 1992 No 2792).
- n) The Electromagnetic Compatibility (EMC) Directive (2004/108/EC).
- o) The Plugs and Sockets etc. (Safety) Regulations 1994 (SI 1994 No 1768).
- p) The REACH (Registration, Evaluation, Authorisation and restriction of Chemicals) Enforcement Regulations 2008 (SI 2008 No 2852).
- q) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- r) Consumer Protection Act 1987.

3.3 Safety Standards

- a) Defence Standard (Def Stan) 00-055, Requirements for Safety of Programmable Elements in Defence Systems, Issue 4 dated 29 April 2016.
- b) Def Stan 00-056, Safety Management Requirements for Defence Systems, Issue 6 dated 2 April 2015, as tailored by the Contractor (tailoring subject to MOD approval);
- c) Def Stan 00-251, Human Factors Integration for Defence Systems, Issue 1 dated 5 February 2016;
- d) Def Stan 00-972, Military Air Traffic Services Equipment Safety and Performance Standards (Aerodrome, Terminal and Naval Air Traffic Services), dated 8th October 2015.

3.4 ATM equipment Approved Organisation Scheme

- a) RA1027 – ATM equipment organizations responsibilities;
- b) RA3100 to 3108 – ATM equipment Approved Organization Scheme (AAOS).

3.5 MAA RA Compliance

- a) RA3120 – Air Traffic Management (ATM) equipment standards;
- b) RA3130 - ATM equipment safety management;
- c) RA3132 - ATM equipment safety cases;
- d) RA3134 - ATM equipment Release into Service Process (RiSP);
- e) RA3140 – ATM equipment end-to-end safety.

3.6 Supporting Authority Compliance

- a) Joint Services Publication (JSP) 375, Health and Safety Handbook;
- b) JSP 480, Manual of Regulations for Installation of Communication & Information Systems;
- c) JSP 815, Defence Health, Safety and Environmental Protection;
- d) JSP 912, Human factors Integration for Defence Systems;
- e) DE&S Acquisition Safety and Environmental Management Systems (ASEMS);
- f) ASACS Operational Safety Case Report (SCR), Issue 8 dated 17 July 2015;
- g) AP 600, RAF Information and Command Information System (CIS) Policy.

3.7 Other factors

- a) Project Orientated Safety Management System (POSMS);
- b) Cassandra/eCassandra.
- c) The 'role, operating environment and users' of the SACC DT's ABM portfolio (or similar), and ABM/ATM air traffic control operations.

3.8 Desirable Contextual SQEP Criteria

12. It will be desirable that each member of the SACC DT ESS contractor team have prior relevant experience of:
- a. The UKASACS environment and its Safety Management System;
 - b. The FIADGE environment;
 - c. Defence Standards 00-25/00-250, 00-972, 05-57 and 06-61;
 - d. Joint Service Publication JSP 480;
 - e. AQAP 2000 series.

4. SACC DT SCOPE

13. The SACC DT exists to manage the procurement and in-service support of current and future Air Command and Control Systems and Tactical Data Link Systems. Such systems encompass both fixed and deployable facilities, for use in the UK and overseas.
14. This Statement of Work (SOW) identifies the tasks to be undertaken by the SACC DT ESS contractor.
15. The SACC DT ESS contractor shall perform the tasks in this SoW under the direction of the SACC DT TL or his delegated representative.
16. The tasks in this SoW shall be performed by the SACC DT ESS contractor in such a manner as to enable the SACC DT to demonstrate enduring compliance with applicable legislation, regulation, standards, policy and processes.

5. <REDACTED>

6. <REDACTED>

7. TASK DELIVERABLES:

17. Please refer to the Work Activity and Work Packages below. The formats for the deliverables for all tasks are to be agreed with the SACC DT Project Managers/SACC PM.

7.1. WORK PACKAGES

The Contractor is obliged to complete the following Work Packages:

WORK PACKAGE - 1

Task 1	SACC DT Acquisition Safety & Environmental Management System (ASEMS)			
	Activity	Output / Deliverable	Duration	Notes
	The SACC DT ESS Contractor shall:			It is to be noted that:
1.1	Review, upgrade and sustain the SACC DT Acquisition Safety & Environmental Management System (ASEMS).	Microsoft Word 2010 report	For the duration of the contract	

WORK PACKAGE - 2

Task 2	Safety Management Plans			
	The SACC DT Safety Management Plans (SMP) for each project details the safety programme for that project and provides details of the project phase. It's necessary to verify that each SMP is comprehensive, correct, compliant and fit for purpose i.e. sets out a robust and achievable plan of action for any phase the project is at, including activities needed to develop the project safety case, if required. Note, that the SACC DT ESS Contractor will be considered a SACC DT safety stakeholder.			
	Activity	Output / Deliverable	Duration	Notes
	The SACC DT ESS Contractor shall:			It is to be noted that:
2.1	Liaise with the SACC DT TL or his representative to establish the SQEP baseline and SQEP level required by stakeholders, and assess said stakeholders against the baseline.	Microsoft Word 2010 report	For the duration of the contract	The SACC DT safety programme will comply with the DE&S Acquisition Safety & Environmental System (ASEMS), including the Project Orientated Safety Management System (POSMS) and the SACC DT ASEMS.
2.2	Establish, co-ordinate and lead SWG and PSC meetings for each project, as necessary.	Meeting requests for Microsoft Outlook, Provision of meeting actions and minutes	For the duration of the contract	The ESS contractor shall act as secretary for all Safety meetings including the recording of minutes.
2.3	Co-ordinate reviews of the SMP by the safety stakeholders.	Meeting requests for Microsoft	For the duration of the	All project safety must comply with JSP 815, JSP 375 and JSP 480.

		Outlook	contract	
2.4	Collate the comments on the SMP received from the safety stakeholders; eliminating discrepancies and inconsistencies.	Microsoft Word 2010 report to feed into Activity 1.5	For the duration of the contract	• GUARDIAN is solely regulated as ATM equipment under the regulatory control of the Military Aviation Authority (MAA) via the applicable MAA Regulatory Publications (MRP).
2.5	Update the SMPs in response to the safety stakeholder comments, noting that where there is a conflict between safety stakeholder comments, the SACC DT ESS contractor will attempt to resolve the conflict at this stage.	SMPs in Microsoft Word 2010	For the duration of the contract	• Defence Standards 00-55 and 00-56 do not apply internally to the MOD, rather they are contracting standard applied to Product, Services and/or System (PSS) supply contracts with external organisations.
2.6	Present the updated SMPs to the SACC DT project SWG for agreement, updating the SMP with any further comments.	Meeting requests for Microsoft Outlook, Provision of meeting actions	For the duration of the contract	• The functional safety requirements for the ASACS projects are to be derived from the ASACS Operational Safety Case, informed by the UCCS Safety Requirements.
2.7	Present the SWG agreed SMP to the SACC DT PSC for agreement, updating the SMP with any further comments.	SMPs in Microsoft Word 2010	For the duration of the contract	• The SACC DT project SMPs are subordinate to the SACC DT ASEMS, and the project equipment solution supplier's SMP will be subordinate the SACC DT project SMPs.
2.8	Present the PSC agreed SMP to the SACC Team Leader for authorisation.	SMPs in Microsoft Word 2010	For the duration of the contract	• Chapter 34 of the Military Aviation Authority Manual of Air Traffic Management (MMATM) defines the Air Traffic Services provided by ASACS Controllers using the ASACS equipment suite that will include the ASACS project equipment solution. The MMATM can be accessed at: http://www.maa.mod.uk/linkedfiles/regulation/mmatm.pdf.

WORK PACKAGE - 3

Task 3	Safety Case Part 1			
	The SACC DT Equipment Safety Cases Part 1 (as defined by MAA RA3132) articulates the safety requirements for the project. During the early phases of a project it's necessary to develop this body of evidence and create an associated Safety Case Report (SCR) Part 1. The equipment safety requirements within the SCR Part 1 will be captured within the DOORS requirements database, and therefore the contents of the SCR Part 1 must be articulated in such a manner that a bidder for the equipment supply contract can tender against them, and the selected equipment solution supplier (producer) can design, develop, test and verify the equipment solution against them. The SACC DT project SCRs Part 1 should contain: • Scope and assumptions; • User requirements or a reference to the URD; • Safety requirements and targets; • The equipment's operating context and environment; • Legislative and regulatory requirements; • Reference to appropriate MOD policy; • Military and civil standards to be complied with; • Safety risks generated by the implementation of the URD; • Functional (air safety) hazardous failure modes; • Identification of the functional hazardous failure modes and Functional hazardous failure mode targets; • Detail explaining how the functional hazardous failure modes propagate to air safety accidents/risks; • Risk targets, tolerability criteria and the application of the ALARP principle; • Safety integrity requirements and derived safety requirements; • Criteria against which the safety performance will be measured.			
	Activity	Output / Deliverable	Duration	Notes
	The SACC DT ESS Contractor shall:			It is to be noted that:
3.1	Co-ordinate execution of the requisite safety stakeholder activities to develop the Safety Case Part 1 body of evidence.	Microsoft Word 2010 report	For the duration of the contract	• The ESS contractor shall send appropriate meeting requests.
3.2	Establish the SACC DT project hazard logs in eCassandra. The stage of development that each projects hazard log is currently at is detailed in Annex A.	Hazard Logs set up within eCassandra	For the duration of the contract	
3.3	Draft a Safety Case Report (SCR) Part 1 that fulfils the requirements outlined above.	Microsoft Word 2010 report	For the duration of the contract	• For those projects that required a Safety Case Report Part 1.
3.4	Present the draft SCR Part 1 to the individual project SWG for agreement, updating the draft SCR Part 1 with any further comments.	Meeting requests for Microsoft Outlook, Updated SCR	For the duration of the contract	
3.5	Present the SWG agreed SCR Part 1 to the individual Project Safety Committee (PSC) for agreement, updating the SCR Part 1 with any further comments.	Meeting requests for Microsoft Outlook, Updated SCR	For the duration of the contract	

3.6	Present the PSC agreed SCR Part 1 to the SACC Team Leader, ASACS Force Command (AFC) and Joint Force Command (JFC) representatives for authorisation.	Meeting requests for Microsoft Outlook, Provision of meeting actions	For the duration of the contract	
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WORK PACKAGE - 4

Task 4	DPQQ SAFETY RELATED INPUT			
	The purpose of the Dynamic Pre-Qualification Questionnaire (PQQ) phase is to secure adequate confidence that potential suppliers (producers) invited to compete for supply of SACC DT equipment solutions are competent, i.e. SQEP to do so. Tasks 3 and 4 cover requisite SACC DT ESS contractor support to the DPQQ phase of any project within the SACC DT programme.			
	Activity	Output / Deliverable	Duration	Notes
	The SACC DT ESS Contractor shall:			It is to be noted that:
4.1	Draft the safety related DPQQ questions and associated PQQ evaluation marking scheme;	Microsoft Word 2010 report	For the duration of the contract	
4.2	Co-ordinate safety stakeholder review of the draft safety related DPQQ questions and associated DPQQ evaluation marking scheme.	Meeting requests for Microsoft Outlook	For the duration of the contract	• Including Task ISA.
4.3	Answer any Clarification questions on Safety as required.	Support	For the duration of the contract	

WORK PACKAGE - 5

Task 5	DPQQ SAFETY RELATED OUTPUT			
	As per work package description in Task 3.			
	Activity	Output / Deliverable	Duration	Notes
	The SACC DT ESS Contractor shall:			It is to be noted that:
5.1	Co-ordinate the safety stakeholder evaluation of the DPQQ responses. This activity will include each safety stakeholder conducting their own independent evaluation of the DPQQ responses and entering their evaluation results and comments/observations into a DPQQ marking scheme template.	Meeting requests for Microsoft Outlook	For the duration of the contract	The ESS contractor shall evaluate DPQQ safety responses as the SACC DT Safety Manager.
5.2	Hold a moderation of these individual DPQQ evaluation responses with the evaluating safety stakeholders, where that forum shall agree the consolidated (consensus) safety stakeholder DPQQ evaluation results.	Meeting requests for Microsoft Outlook, Provision of meeting actions	For the duration of the contract	
5.3	Record both the individual and agreed consolidated (consensus) safety stakeholder DPQQ evaluation results;	Microsoft Word 2010 report	For the duration of the contract	
5.4	Produce and deliver the Safety DPQQ Evaluation Report	Microsoft Word 2010 report	For the duration of the contract	

WORK PACKAGE - 6

Task 6	SACC DT PROJECT SAFETY RELATED ITN/ITT NOTICES, INSTRUCTIONS & EVALUATION MARKING SCHEME			
	The ITN/ITT pack will include notices and instructions to bidders on how to respond to the ITN/ITT, i.e. the requirements defining the requisite nature and content of the ITN/ITT returns, and the evaluation marking scheme that will be used to evaluate their responses (evaluation maybe conducted used AWARD).			
	Activity	Output / Deliverable	Duration	Notes
	The SACC DT ESS Contractor shall:			It is to be noted that:
6.1	Draft the safety related ITN/ITT instructions, notices and evaluation marking scheme.	Microsoft Word 2010 report	For the duration of the contract	
6.2	Co-ordinate review of the initial draft Safety ITN/ITT notices, instruction and evaluation marking scheme by the safety stakeholders.	Meeting requests for Microsoft Outlook	For the duration of the contract	
6.3	Collate the comments received from the safety stakeholders.	Microsoft Word 2010 report	For the duration of the contract	
6.4	Update the draft ITN/ITT notices, instruction and evaluation marking scheme in response to the safety stakeholder comments noting that where there is a conflict between safety stakeholder comments, the ESS contractor will attempt to resolve the conflict at this stage.	Microsoft Word 2010 report	For the duration of the contract	
6.5	Present the final draft ITN/ITT notices, instruction and evaluation marking scheme to the Projects Safety Working Group (SWG) for agreement, updating the draft ITN/ITT notices, instruction and evaluation marking scheme with any further comments.	Meeting requests for Microsoft Outlook, Provision of meeting actions	For the duration of the contract	
6.6	Deliver the record of agreed safety related ITN/ITT notices, instruction and evaluation marking scheme.	Microsoft Word 2010 report	For the duration of the contract	
6.7	Answer any safety related clarification questions received from tenderers as required.	Microsoft Word 2010 report	For the duration of the contract	

WORK PACKAGE – 7

Task 7	SAFETY RELATED SUPPLY STATEMENT OF WORK REQUIREMENTS			
	The supply Statement of Work (SoW) will define to the supplier (producer) the management activities and document outputs (records), including applicable standards, required during the design, development, installation, integration, test and verification of the equipment solution. The safety community will develop a safety specific SoW document which, once agreed by the SWG, will be absorbed into the projects supply SoW.			
	Activity	Output / Deliverable	Duration	Notes
	The SACC DT ESS Contractor shall:			It is to be noted that:
7.1	Draft the safety related SoW for each project as detailed in Annex A.	Microsoft Word 2010 report	For the duration of the contract	
7.2	Co-ordinate review of the safety related SoWs by the safety stakeholders.	Meeting requests for Microsoft Outlook	For the duration of the contract	
7.3	Collate the comments received from the safety stakeholders.	Microsoft Word 2010 report	For the duration of the contract	
7.4	Update the safety related SoW for each project in response to the safety stakeholder comments noting that where there is a conflict between safety stakeholder comments, the SACC DT ESS contractor will attempt to resolve the conflict at this stage.	Microsoft Word 2010 report	For the duration of the contract	
7.5	Present the safety related SoW to the individual project Safety Working Group (SWG) for agreement, updating the SoW with any further comments.	Meeting requests for Microsoft Outlook, Provision of meeting actions	For the duration of the contract	
7.6	Deliver the SWG agreed safety related SoW document.	Microsoft Word 2010 report	For the duration of the contract	
7.7	Provide assurance that the appropriate safety related terms, conditions and standards are captured within the draft supply contract.	Microsoft Word 2010 report	For the duration of the contract	

WORK PACKAGE – 8

Task 8	SACC DT PROJECT ITT/ITN SAFETY RELATED EVALUATION AND OUTPUT			
	Based on the results of the DPQQ Phase, selected companies will be invited by the SACC DT to negotiate for award of the project equipment solution supply contract. The Invitation To Negotiate/Tender (ITN/ITT) pack produced by the SACC DT must contain the requisite safety related requirements against which the ITN/ITT invitees are expected to bid, and the safety related requirements against which the project requirement solution must be managed, designed, developed, installed, integrated, tested and validated. Additionally, an ITN/ITT evaluation marking scheme must be developed to enable evaluation of the received ITN/ITT bids and will also be submitted as part of the pack to bidders. The ESS Safety Contractor will be expected to complete the following activities in support of assessing submitted tenders and coordinating evaluative work, the process shall vary dependant on the procurement strategy.			
	Activity	Output / Deliverable	Duration	Notes
	ITT			It is to be noted that:
8.1	Co-ordinate the undertaking of safety stakeholder initial independent evaluation of the ITT responses by all involved in this evaluation process. This includes each safety stakeholder conducting and recording their own individual initial evaluation of the ITT responses, recording any clarification questions they may have in a single document record.	Meeting requests for Microsoft Outlook, Microsoft Word 2010 report	For the duration of the contract	The ESS contractor shall coordinate and evaluate responses as the SACC DT Safety Manager.
8.2	Hold a moderation panel of these individual final ITT evaluation responses with the evaluating safety stakeholders, where that forum shall agree the consolidated (consensus) safety stakeholder ITT evaluation results.	Meeting requests for Microsoft Outlook, Provision of meeting actions	For the duration of the contract	
8.3	Dependent on individual procurement strategies, the ESS Contractor would be expected to attend consensus panels for individual evaluation criterion in addition to the moderation panels as appropriate.	Meeting requests for Microsoft Outlook, Provision of meeting actions	For the duration of the contract	
8.4	Produce and deliver a Safety ITT evaluation report and be available to provide a debrief to tenderers.	Microsoft Word 2010 report	For the duration of the contract	
	ITN			
8.5	Co-ordinate the undertaking of safety stakeholder initial independent evaluation of the ITN responses by all involved in this evaluation process. This includes each safety stakeholder conducting and recording their own individual initial evaluation of the ITN responses, recording any clarification questions and any points they would like to discuss during the negotiation phase.	Meeting requests for Microsoft Outlook	For the duration of the contract	The ESS contractor shall coordinate and evaluate responses as the SACC DT Safety Manager.

8.6	Hold a moderation panel for these individual final ITN evaluation responses with the evaluating safety stakeholders, where that forum shall agree the consolidated (consensus) safety stakeholder ITN evaluation results.	Meeting requests for Microsoft Outlook, Provision of meeting actions	For the duration of the contract	
8.7	Deliver the agreed consolidated ITN evaluation scores, comments, and points for negotiation in a single document record.	Microsoft Word 2010 report	For the duration of the contract	
8.8	Where updated Tenders are submitted as part of the process - Co-ordinate the safety stakeholder final independent evaluation of the updated ITN responses and the outcome of bidder negotiations.	Meeting requests for Microsoft Outlook	For the duration of the contract	• The ESS Contractor shall act as SACC DT Safety Manager and Secretary and produce answers in Microsoft Word 2010.
8.9	Moderate these individual final ITN evaluation responses with the evaluating safety stakeholders, where that forum shall agree the consolidated (consensus) safety stakeholder ITN evaluation results.	Meeting requests for Microsoft Outlook, Provision of meeting actions	For the duration of the contract	
8.10	Record both the individual and agreed consolidated (consensus) safety stakeholder ITN evaluation results.	Microsoft Word 2010 report	For the duration of the contract	
8.11	Produce and deliver the Safety ITN evaluation report and be available to provide a debrief to tenderers.	Microsoft Word 2010 report	For the duration of the contract	

WORK PACKAGE - 9

Task 9	SACC DT PROJECT SAFETY MANAGEMENT PLANS FOR D&M PHASE			
	The SMP produced at the end of any of the Individual projects Assessment Phase (AP) is required to detail the strategy, arrangements and plans for the Project Demonstration and Manufacture (D&M) acquisition phase safety programme and outline same for the subsequent acquisition phases through to disposal.			
	Activity	Output / Deliverable	Duration	Notes
	The SACC DT ESS Contractor shall:			It is to be noted that:
9.1	Draft the SMP for the SACC DT projects which are in the D&M acquisition phase.	Microsoft Word 2010 report	For the duration of the contract	
9.2	Co-ordinate review of the draft SMP by the safety stakeholders.	Meeting requests for Microsoft Outlook	For the duration of the contract	
9.3	Collate the comments received from the safety stakeholders.	Microsoft Word 2010 report	For the duration of the contract	
9.4	Update the draft SMP in response to the safety stakeholder comments noting that where there is a conflict between safety stakeholder comments, the Safety contractor will attempt resolve the conflict at this stage.	Microsoft Word 2010 report	For the duration of the contract	
9.5	Present the updated draft SMP to the individual projects Safety Working Group (SWG) for agreement, updating the draft SMP with any further comments.	Meeting requests for Microsoft Outlook, Provision of meeting actions	For the duration of the contract	
9.6	Present the SWG agreed draft SMP to the Individual projects Project Safety Committee (PSC) for agreement, updating the SMP with any further comments.	Meeting requests for Microsoft Outlook, Provision of meeting actions	For the duration of the contract	
9.7	Present the PSC agreed SMP to the SACC Team Leader for authorisation.	Meeting requests for Microsoft Outlook, Provision of meeting actions	For the duration of the contract	

WORK PACKAGE – 10

Task 10	SACC DT PROJECT SAFETY CASE REPORT FOR MAIN GATE			
	The Safety Case Report (SCR) is required to provide a 'snap shot' in time report on the status of the individual projects safety case in support of the Main Gate investment decision point.			
	Activity	Output / Deliverable	Duration	Notes
	The SACC DT ESS Contractor shall:			It is to be noted that:
10.1	Provide requisite evidence in the SCR to support sound decision making, providing evidence that safety has, and will continue to be managed in an effective, efficient and compliant manner and that there is sufficient evidence to be confident that safety requirements have, or will be met.	Microsoft Word 2010 report	For the duration of the contract	
10.2	Highlight the risks, issues, assumptions, constraints or dependencies arising from the safety programme that could impact on the ability of the SACC DT to deliver SACC DT projects and that could impact on the ability of the FLCs to deliver the requisite military capability with the individual projects are to be clearly articulated in the SCR.	Microsoft Word 2010 report	For the duration of the contract	
10.3	Highlight any opportunities that have been identified during execution of the individual projects AP safety programme that could optimise benefit realisation from the project, these must also be detailed in the SCR.	Microsoft Word 2010 report	For the duration of the contract	
10.4	Draft the Individual projects SCR for Main gate.	Microsoft Word 2010 report	For the duration of the contract	
10.5	Co-ordinate review of the draft SCR by the safety stakeholders.	Meeting requests for Microsoft Outlook,	For the duration of the contract	
10.6	Collate the comments received from the safety stakeholders.	Microsoft Word 2010 report	For the duration of the contract	
10.7	Update the draft SCR in response to the safety stakeholder comments noting that where there is a conflict between safety stakeholder comments, the SACC DT Safety contractor will attempt to resolve the conflict at this stage.	Microsoft Word 2010 report	For the duration of the contract	
10.8	Present the updated draft SCR to the individual projects Safety Working Group (SWG) for agreement, updating the draft SCR with any further comments.	Meeting requests for Microsoft Outlook, Provision of meeting actions	For the duration of the contract	

10.9	Present the SWG agreed SCR to the individual Projects Safety Committee (PSC) for agreement, updating the SCR with any further comments.	Meeting requests for Microsoft Outlook, Provision of meeting actions	For the duration of the contract	
10.10	Present the PSC agreed SCR to the FLC representatives and SACC Team Leader for authorisation.	Meeting requests for Microsoft Outlook, Provision of meeting actions	For the duration of the contract	

WORK PACKAGE - 11

Task 11	SACC DT PROJECT SAFETY STATEMENT FOR THE MAIN GATE BUSINESS CASE			
	The safety statement for inclusion in the individual projects Main Gate Business Case should be a précis of the key points identified by the Main Gate SCR providing the scrutiny community and the approving authority with an executive overview of the projects safety programme.			
	Activity	Output / Deliverable	Duration	Notes
	The SACC DT ESS Contractor shall:			It is to be noted that:
11.1	Draft the safety statement for inclusion in the individual projects Main Gate Business Case	Microsoft Word 2010 report	For the duration of the contract	
11.2	Co-ordinate review of the draft safety statement by the safety stakeholders;	Meeting requests for Microsoft Outlook	For the duration of the contract	
11.3	Collate the comments received from the safety stakeholders;	Microsoft Word 2010 report	For the duration of the contract	
11.4	Update the draft safety statement in response to the safety stakeholder comments noting that where there is a conflict between safety stakeholder comments, the SACC DT Safety contractor will attempt to resolve the conflict at this stage;	Microsoft Word 2010 report	For the duration of the contract	
11.5	Present the safety statement to the individual contractors Safety Working Group (SWG) for agreement, updating the statement with any further comments.	Meeting requests for Microsoft Outlook, Provision of meeting actions	For the duration of the contract	
11.6	Deliver the SWG agreed safety statement.	Microsoft Word 2010 report	For the duration of the contract	

WORK PACKAGE – 12

Task 12	SACC DT PROJECTS ASSESSMENT PHASE SAFETY WORKING GROUPS			
	Activity	Output / Deliverable	Duration	Notes
	The SACC DT ESS Contractor shall:			It is to be noted that:
12.1	Schedule requisite SWG meetings into the Individual projects AP safety programme	Meeting requests for Microsoft Outlook	For the duration of the contract	
12.2	Attend the SWG meetings;	Attendance at meetings	For the duration of the contract	
12.3	Act as the SWG secretary and produce the SWG meeting records;	Microsoft Word 2010 report	For the duration of the contract	
12.4	Produce and maintain a live SWG meeting action log.	Microsoft Word 2010 report	For the duration of the contract	

WORK PACKAGE – 13

Task 13	SACC DT PROJECTS ASSESSMENT PHASE PROJECT SAFETY COMMITTEES			
	Activity	Output / Deliverable	Duration	Notes
	The SACC DT ESS Contractor shall:			It is to be noted that:
13.1	Schedule requisite PSC meetings into the individual projects AP safety programme	Meeting requests for Microsoft Outlook	For the duration of the contract	
13.2	Attend the SWG meetings;	Attendance at meetings	For the duration of the contract	
13.3	Act as the PSC secretary and produce the PSC meeting records;	Microsoft Word 2010 report	For the duration of the contract	
13.4	Produce and maintain a live PSC meeting action log.	Microsoft Word 2010 report	For the duration of the contract	

WORK PACKAGE – 14

Task 14	KNOWLEDGE TRANSFER			
	Activity	Output / Deliverable	Duration	Notes
	The SACC DT ESS Contractor shall:			It is to be noted that:
14.1	Manage all SACC DT project safety documents ensuring they are up to date and are stored in the correct MOSS sites as appropriate to the individual projects.	Microsoft Word 2010 report	For the duration of the contract	
14.2	Highlight the individual MOSS sites for safety to the new Safety Manager.	Delivery of Training	For the duration of the contract	• Deliver training and/or exchange of knowledge.
14.3	Highlight any outstanding work for individual projects to the new Safety Manager.	Delivery of Training	For the duration of the contract	
14.4	Highlight all project safety stakeholders to the Safety Manager.	Delivery of Training	For the duration of the contract	
14.5	Transfer ABM and ATS knowledge from contractor to Safety Manager.	Delivery of Training	For the duration of the contract	
14.6	Provide assistance to the new Safety Manager during the period of overlap.	Delivery of Training	For the duration of the contract	

8. CONTRACT DELIVERABLES

8.1 FORMAT AND ACCEPTANCE OF CONTRACT DELIVERABLES

18. The required format(s) of the contract deliverables are listed at Section 8.2.

8.2 FORMAT OF CONTRACT DELIVERABLES

Deliverable	Required Format
Acquisition Safety & Environmental Management System (ASEMS)	Microsoft Word
Safety Management Plans	Microsoft Word
Hazard Logs	eCassandra
Safety Case Part 1 Body of Evidence	Microsoft Word or Excel (as deemed most appropriate)
Safety Case Report Part 1	Microsoft Word
PQQ Safety Related Questions	Microsoft Word
PQQ Safety Related Marking Scheme	Microsoft Excel
PQQ Safety Evaluation Records	Microsoft Excel
PQQ Safety Evaluation Report	Microsoft Word
Safety Related System Requirements & ITEA Criteria	Microsoft Word
ITN Safety Related Notices and Instructions	Microsoft Word
ITN Safety Related Marking Scheme	Microsoft Excel
Safety Related Supply Contract SoW	Microsoft Word
Safety Related Supply Contract Requirements	Microsoft Word
Safety Related ITN Evaluation Records	Microsoft Excel
Safety Related ITN Evaluation Report	Microsoft Word
Collated Safety Related ITN Clarification Questions	Microsoft Word
Collated Safety Related ITN Bidder Negotiation Criteria	Microsoft Word
Safety Statement for Main Gate Business Case	Microsoft Word
Safety Case Report for Main Gate	Microsoft Word
SWG Records	Microsoft Word
SWG Action Log	Microsoft Excel
PSC Records	Microsoft Word
PSC Action Log	Microsoft Excel
Document Review Comments	Microsoft Word
Schedules	Microsoft Project 2003 or 2010
Advice, Guidance and Briefs	Microsoft Word
Record of T&S	Microsoft Word or Excel (as deemed most appropriate)
(Option) NATO ACCS SSHAR Evaluation Reports/Records	Microsoft Word
(Option) NATO ACCS SSHAR Evaluation Presentations	Microsoft PowerPoint

19. All Microsoft Word documents and reports are to be generated using SACC DT document templates (templates will be supplied as by SACC DT Programme Manager).

20. If any deliverable contains embedded objects, e.g. pictures, the original source files are also to be delivered.

21. For information, Windows 7 is currently being utilised and access to Microsoft Word 2010, Excel 2010, PowerPoint 2010, Visio 2010, Project 2010, Project 2010, Adobe Reader 9 and Mindjet MindManager 9 is available. Microsoft Office 2010 applications are supported by plug-ins that allows read/write access to Microsoft Office 2007 and 2013 generated files.

ANNEX A: <redacted>