**Statement of Requirement**

**The Provision of Independent Assurance of the Air System Safety Cases for Air Platforms operated by Number 1 Gp and Number 22 Gp, Royal Air Force**

| Ref | Requirement | | | |
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| **A** | **General Requirements** | | | |
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| **A.1** | **Scope of Requirement** | | | |
| A.1.a  A.1.b  A.1.c | This Statement of Requirement (SoR) is for the provision of fully Independent Assurance of 16 (sixteen) Air System Safety Cases for aircraft flown by two Groups in the Royal Air Force. This is to assure that they are fully compliant with the mandates of Military Aviation Authority Regulatory Publications (MRP), conformant with the respective Groups Direction and Guidance (D&G) documentation, stand scrutiny against good practice from similar, high-risk industries and provide the respective Duty Holders with an accurate picture of their risk holding. To also provide a comprehensive written summary for each Air System Safety Case and its associated Air System Safety Case Report that can subsequently be used to inform their further development and Continuous Improvement. While both Groups are subject to the same regulatory requirements, there are nuances of difference in the way in which their ASSCs have developed, and the final requirement will be a verbal brief at the end of the review period to capture best practice between them.  There are 8 (eight) ASSCs for the flying training aircraft maintained and operated under the Operating Duty Holder responsibility of Air Officer Commanding 22 Group, Royal Air Force.  There are 8 (eight) ASSCs for the Combat Air and Intelligence, Surveillance, Target Acquisition and Reconnaissance aircraft maintained and operated under the Operating Duty Holder responsibility of Air Officer Commanding 1 Group, Royal Air Force. | | | |
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| **A.2** | **Definitions** | | | |
| A.2.a | In addition to the definitions detailed in the Terms and Conditions of the Contract the following definitions shall also apply. Where the definitions below contrast to those detailed in the Terms and Conditions of the Contract then the definitions within the Terms and Conditions of the Contract shall take precedence. | | | |
|  | Definition | Interpretation | | |
|  | Contractor’s Personal Use | Any use of MOD furnished property, facilities or equipment intended for the primary benefit of the Contractor or the Contractor’s Personnel which is contrary to the MOD’s interests is considered personal use. | | |
|  | Contractor’s Personnel | Any employees, including sub-contractors or other agents working on behalf of the Contractor, shall be deemed the Contractor’s Personnel. | | |
|  | Designated Officer | The Designated Officer is the MOD representative responsible for the Requirement and is as defined at Box 2 of DEFFORM 111 of this Contract. | | |
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| **A.3** | **Abbreviations and Acronyms** | | | |
| A.3.a | In addition to the abbreviations and acronyms detailed in the Terms and Conditions of the Contract the following abbreviations and acronyms may be used. | | | |
|  | Abbreviation or Acronym | Interpretation | | |
|  | 1 Gp  22 Gp  2 / 3PA  ABW  AOC  ASAR  ASSC  ASSC-R  ASMT  CA  CAS  CI  D&G  DDH | Number 1 Group RAF, operating and maintaining single-Service Combat Air and ISTAR aircraft.  Number 22 Group RAF, responsible for pan-Defence (tri-Service) flying training.  Second / third-party Assurance.  MOD Abbey Wood  Air Officer Commanding.  Air Safety, Assurance and Regulation – the Group-level Air Safety team supporting the 22 Gp ODH.  Air System Safety Case.  Air System Safety Case Report.  Air Safety Management Team – the generic term for Air Safety teams supporting a DDH.  Combat Air, encompassing aircraft designed to fight in the air.  Chief of the Air Staff – head of the RAF.  Continuous Improvement.  Direction and Guidance.  Delivery Duty Holder – held at Captain (RN) / Colonel / Group Captain level. | | |
|  | DO  F2F  HQ  IA  ISTAR  MAA | Designated Officer.  Face-to-Face  Headquarters  Independent Assurance.  Intelligence, Surveillance, Target Acquisition & Reconnaissance  Military Aviation Authority. | | |
|  | MOD | Ministry of Defence. | | |
|  | nlt  ODH  RA | No later than  Operating Duty Holder – held at 2\* level.  Regulatory Article. | | |
|  | RAF  RtL | Royal Air Force.  Risk to Life. | | |
|  | SC  SDH | Security Check – the basic level of security clearance.  Senior Duty Holder. | | |
|  | SoR  STAR  SRO | Statement of Requirement.  Safety, Training, Assurance and Regulation – the Group-level Air Safety team supporting the 1 Gp ODH  Senior Responsible Owner – risk owner during the initial development stages of air system procurement. | | |
| **A.4** | **References** | | | |
| A.4.a | In addition to the references detailed in the Terms and Conditions of the Contract the following references shall also apply as well as any subsequent revisions and amendments to the references. This list does not absolve the Contractor from conforming to any other relevant publications. | | | |
|  | Reference | | Version | Source |
|  | Data Protection Act 2018 | | 2018 c. 12 | http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted |
|  | Government Security Classifications  MAA RA 1205  MAA Manual of Sir System Safety Cases | | 1.1  Issue 8  Issue 3 | https://www.gov.uk/government/publications/government-security-classifications  https://www.gov.uk/government/publications/regulatory-article-ra-1205-air-system-safety-cases  https://www.gov.uk/government/publications/manual-of-air-system-safety-cases-massc |
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| **A.5** | **Processes and Related Taskings** | | | |
| A.5.a  A.5.b | Independent assurance of the ASSCs would normally take place at the point, in the development of an Air System, where responsibility for RtL associated with the maintenance and operation of that Air System is passed from the SRO to the Duty Holder chain (DDH, ODH and, ultimately, CAS as SDH). Because the introduction of all Air Systems operated by both 1 Gp and 22 Gp predates the MAA mandate for ASSC – in most cases by a significant margin – IA has never been undertaken, although they have been subjected to 2 & 3PA. The IA is to be undertaken with consideration of what *should* have been reviewed during the normal platform development cycle, moderated by learned experience in-use, ‘in-house’ scrutiny, and concomitant CI activity.  There is a non-discretionary deadline for completion of the IA: all reviews must be completed no later than 20th September 2024. The verbal ‘Differences and Best Practice’ briefing (either F2F of by remote means, tbc) should follow shortly after, ideally (but not essentially) by 30th September 2024. | | | |
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| **A.6** | **Site** | | | |
| A.6.a  A.6.b | The delivery of services will primarily be via the exchange of electronic documents. Initial briefing to get the project underway will be at one of the Group HQs, dependent on its proximity to the Contractor’s base. It is anticipated that all of the contact during the reviews will be by remote means. ASSC Reviews, once complete, can be shared electronically. The final verbal brief – ideally F2F – should be held at a location to be agreed. It should be noted that the Authority can be flexible to travel to the Contractor’s base should that be a better option. There is no perceived requirement for Contractor's personnel to visit the flying stations. In the event of needing more contact at station level, a representative will be sent to meet with Contractor’s personnel at one of the locations annotated below.  **Geographical Locations**  HQ 1 Gp RAF, RAF High Wycombe, Walters Ash, Buckinghamshire, HP14 4UE  HQ 22 Gp RAF, MOD Abbey Wood, Stoke Gifford, Bristol, B34 8JH | | | |
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| **A.7** | **Security** | | | |
| A.7.a | The Contractor is to ensure that all the Contractor’s Personnel have SC clearance. Where the Contractor’s Personnel does not have this clearance, that individual will not be allowed access to MOD facilities or data. | | | |
| A.7.b | All information related to or generated by this Contract is to be treated in the appropriate manner in accordance with Government Security Classifications. The classification of the material to be handled shall not exceed OFFICIAL-SENSITIVE in nature. | | | |
| A.7.c | All personal data processed under this Contract is to be treated in accordance with the Data Protection Act 2018. | | | |
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| **A.8** | **Site Access** | | | |
| A.8.a | Where site access criteria (A.7.a above) have been met and a visit to an RAF base is required, 2 working days’ notice must be given for the DO to arrange a Visitors’ Permit, unless the visitor has an extant right of access to enter unaccompanied at any time (eg extant Contractors’ Pass). The DO shall act as escort if required. | | | |
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| **A.9** | **Safety and Environmental Provisions** | | | |
| A.9.a | When on the Site the Contractor is to comply with all MOD Safety, Health and Environmental Protection regulations and policy. | | | |
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| **A.10** | **Hours of Operation and Times of Delivery** | | | |
| A.10.a | The Contractor’s personnel are at liberty to work any hours they wish on electronically shared documents. Person to person liaison, and particularly visits to ABW / HWY, should be planned to be within normal working hours. Ideally, the window 0900-1600 should be adhered to. | | | |
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| **A.11** | **Contract Monitoring** | | | |
| A.11.a | For the purposes of contract monitoring, representatives of the Contractor will routinely report to the Designated Officer on the performance of the Contract. The Contractor is responsible for the performance of the Contract by any sub-contractors or other agents working on behalf of the Contractor. | | | |
| A.11.b | The Contractor is to deal with any issues relating to any sub-contractors or other agents working on behalf of the Contractor, this however does not exclude sub-contractors or other agents working on behalf of the Contractor from attending any Contract Monitoring meeting or contributing to any report where it is appropriate for such sub-contractors or other agents to do so. | | | |
| A.11.c | If any sub-contractors or other agents working on behalf of the Contractor are found unsuitable, for whatever reason, the Contractor is to engage with the relevant sub-contractors or other agents to broker a resolution. | | | |
| **A.12**  A.12.a  A.12.b | **Government Furnished Assets**  The Contractor will be furnished with the pieces of Government Furnished Assets (GFA) as detailed at Annex A to this SoR.    The Contractor is to report to the Designated Officer any failures of GFA at the first instance for repair or replacement, as appropriate. | | | |
| **A.13** | **Personnel Qualification Requirements and Training** | | | |
| A.13.a | The Contractor’s Personnel require the qualifications detailed at Annex B. | | | |
| A.13.b | The Contractor is responsible for the sourcing of the appropriate training for the Contractor’s Personnel unless otherwise noted at Annex B. | | | |
| A.13.c | The Contractor is responsible for all costs for training of the Contractor’s Personnel to meet their obligations under the Contract unless otherwise noted at Annex B. | | | |

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| **B** | **Deliverable Requirements** | | | |
| Ref | Requirement | Additional Information | Quantity | Standard of Performance |
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| B.1 | In-depth review of **all** aspects of the ASSCs for 1 Gp CA/ISTAR aircraft, and 22 Gp training aircraft, including the areas of specific focus listed in Additional Information. | B.1.a **Compliance with Regulatory Mandate**: To assess the ASSCs against both the letter and spirit of the regulations in RA 1205 *Air System Safety Cases*, and the guidance contained with the MAA Manual of Air System Safety Cases.  B.1.b **Conformance with respective Gp Direction**: To determine whether HQ Gp D&G to their ASMTs is suitable.  B1.c **Comparison with Industry Good Practice**: Provide an SME view on how the ASSCs compare with examples of good practice in System Safety Cases from equivalent risk industries.  B.1.d **ASSC-R**: To assess whether the ASSC-R in-use template adequately summarises the ASSC when a ‘snapshot’ of it is required in accordance with RA 1205.  B.1.e F**ormat and layout**: To provide SME guidance about format and layout of the ASSCs, and whether it helps or hinders Service personnel engagement with ASSC – particularly if it is the latter. | There are 16 (sixteen) ASSCs to be assessed. | Contractor’s personnel should have an understanding of military ways of working, as well as knowledge of how other industries manage their System Safety Cases. Ideally, this latter would include an understanding of when things have gone wrong and the System Safety Case has come under severe, possibly judicial, scrutiny. |
| B.2  B.3  B.4 | The provision of a comprehensive written evaluation report for each of the 16 ASSCs  Verbal debrief at end of total review period to provide an assessment of the different Gp approaches to ASSC, highlight good practice, best examples, etc.  On completion of the IA, all copies of documents used for the review shall be destroyed. | These reports should focus primarily on providing guidance about how the ASSCs could be improved, and should specify the priority with which any shortfalls should be addressed. Evaluation reports to be submitted to the Authority on completion of each ASSC.  Both Gps’ ASSCs have developed with nuanced differences, both between the Gp examples and within the Gps themselves. Somewhere within there will be examples of good / best practice that can be harvested to improve them all.  The regulatory requirement is for IA of the ASSC only once in that Air System’s lifetime. There is, therefore, no need for any records to be kept by the Contractor. | There are 16 (sixteen) ASSCs reports required.  One Meeting, location tbc.  Multiple, as required. | Each report to contain a certification of Independent Assurance, an overall view (Executive Summary), general impressions, focussed areas of both strengths and weaknesses, and guidance for future development and CI.  Authority will review the reports and respond within 10 working days of receipt.  Semi-Formal discussion between like-minded professionals, with examples. Duration 1-2 hours. Exact details to be locally agreed. This aspect is not a part of the MAA-mandated IA review and so not subject to the deadline.  Disposal to be completed nlt 15 working days of Authority acceptance of the last ASSC reviews. |

**Annex A**

**Government Furnished Assets (GFA)**

|  | **Government Furnished Equipment (GFE)** | **Government Furnished Information (GFI)** | **Government Furnished Resources (GFR)** | **Government Furnished Facilities (GFF)** |
| --- | --- | --- | --- | --- |
| **Description** | N/A | Air System Safety Case electronic document (Platform specific) | N/A | N/A |
| **Quantity** | One electronic copy per platform in MS OneNote format. |
| **Terms of Loan** | Issued for review and assessment. |
| **Task** | IA of ASSCs. |
| **Date of Supply and Return** | To be agreed. |
| **Location of Supply** | 1 Gp ASM SO1  22 Gp ASAR ASM SO1 |
| **Reporting** | Local Verbal report at conclusion of each ASSC, or 2 weekly, whichever comes first. At end of review period, a summary overview of all ASSC to determine good practice (see B.3). |
| **Maintenance Responsibilities** | N/A |
| **Replacement Responsibilities** | N/A |
| **Responsibility for Delivery / Collection** | As agreed, and exclusively electronic. |
| **Packaging Issues** | N/A |
| **Disposal Arrangements** | Any hard-copy OneNote documents to be destroyed, electronic one to be deleted, at end of contract. |
| **Warranties** | N/A |
| **Force Majeure / Relief / Compensation** | N/A |

**Annex B**

**Personnel Qualification Requirements and Training**

| **Qualification or Training** | **Relevant Item(s) of the SoR** | **Responsibility for Delivery of the Qualification or Training** | **Responsibility for Payment of the Qualification or Training** |
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| A comprehensive knowledge and understanding of the Air Safety environment and experience of working with Air System Safety Cases. | B.1.a & B.1.b | Contractor | Contractor |
| Knowledge of (or access thereto) wider System Safety Cases of other high-risk industries. | B.1.c |