

**ANNEX F TO CONTRACT NUMBER 701554382****MANAGEMENT REPORTS****GENERAL**

This Annex details the information required by each of the 5 disciplines within the ACIPT which will constitute the CMT, to monitor and assist in ensuring the success of this contracts. The disciplines which will constitute the Authority's CMT are headed as Commercial, Financial, Supply, Project and Miscellaneous. All reports shall be made available to the Authority at the frequency and in the format indicated for each report. Within a year of award of contract the Contractor is to have developed and implemented a Web based Shared Data Environment where the information and presentational format required within this document are readily available to the CMT.

**COMMERCIAL - Report 1 consisting of the following 4 facets:**

<b><u>SER NO</u></b>	<b><u>NAME OF REPORT / PURPOSE</u></b>	<b><u>DATA TO BE INCLUDED IN THE REPORT</u></b>	<b><u>FREQUENCY</u></b>	<b><u>DATES FOR SUBMISSION</u></b>	<b><u>FORMAT REQUIRED</u></b>	<b><u>COMMENTS</u></b>
C1	To be submitted for all 3PIG proposals  CMT Approval of 3PIG requests	i) Brief description of proposed works program. ii) Type and quantity of work packages to be undertaken. iii) Name, address and contact telephone number of proposed client iv) Proposed works program v) Cost to the client inclusive of profit, excluding VAT. .	On each 3PIG occurrence	Proposal to be with the CMT at least 1 week prior to the commencement of the works program.	Microsoft Word 97, utilising the proforma at Annex J to the contract	Data Proforma
C2	3PIG quarterly review report	Provide an updated project summary on the progress of all 3PIG approved projects. The report is to include i) Unique identity number of task ii) task description	Quarterly.	To be supplied to the CMT 1 week prior to the quarterly contract review	Microsoft Excel 97 SR-2 in Times New Roman Font Point 10	

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		iii) revised works program plan. iv) narrative of reasons for any change in the last stated works program provided to the CMT. v). Any change in the price to the client for the work being undertaken.		meeting		
C3	APPROVED GAINSHARE INITIATIVES	i) Summary report for all CMT approved gainshare initiatives currently being implemented. ii) Revised program plan for role out of initiative by each SFF. iii) narrative of reasons for any change in the last stated role out plan proved to the CMT. iv) Cumulative value of Gainshare earned by the Contractor over the Contract. v) Value of Gainshare, by item with a total saving to the Authority within the reporting period. vi) Cumulative value of savings made by the Authority over the Contract.	Quarterly.	To be supplied to the CMT 1 week prior to the quarterly contract review meeting	Microsoft Excel 97 SR-2 in Times New Roman Font Point 10	Show the total value of Gainshare
C4	SUMMARY OF OVERTIME CLAIMS	The Contractor is to produce a report showing the overtime claims for each SFF. The report is to show:- - Number of hours with total cost claimed within the reporting period, generated as a result of surge or, RAFM substitution or Facility Downtime within the SFF.		To be supplied to the CMT 1 week prior to the quarterly contract review meeting	Microsoft Excel 97 SR-2 in Times New Roman Font Point 10	

<u>SER NO</u>	<u>NAME OF REPORT / PURPOSE</u>	<u>DATA TO BE INCLUDED IN THE REPORT</u>	<u>FREQUENCY</u>	<u>DATES FOR SUBMISSION</u>	<u>FORMAT REQUIRED</u>	<u>COMMENTS</u>
		<ul style="list-style-type: none"> <li>- Number of hours with total cost claimed within the reporting year, generated as a result of surge, RAFM substitution or Facility Downtime within the SFF.</li> </ul>				
C5	SUMMARY OF INSUFFICIENT WORK CLAIMS	<p>The Contractor is to produce a report showing the insufficient work claims for each SFF. The report is to show:-</p> <ul style="list-style-type: none"> <li>- Number of hours with total cost claimed within the reporting period, generated as a result of insufficient work within the SFF.</li> <li>- Number of hours with total cost claimed within the reporting year, generated as a result of insufficient work within the SFF.</li> </ul> <p>Condition 17 of the T&amp;Cs is to apply</p>		To be supplied to the CMT 1 week prior to the quarterly contract review meeting	Microsoft Excel 97 SR-2 in Times New Roman Font Point 10	

**FINANCE** – Report 2

<u>SER</u> <u>No</u>	<u>NAME OF REPORT /</u> <u>PURPOSE</u>	<u>DATA TO BE INCLUDED IN THE</u> <u>REPORT</u>	<u>FREQUENCY</u>	<u>DATES FOR</u> <u>SUBMISSION</u>	<u>FORMAT</u> <u>REQUIRED</u>	<u>COMMENTS</u>

**SUPPLY** – Report 3 consisting of the following 2 facets:

<b><u>SER No</u></b>	<b><u>NAME OF REPORT / PURPOSE</u></b>	<b><u>DATA TO BE INCLUDED IN THE REPORT</u></b>	<b><u>FREQUENCY</u></b>	<b><u>DATES FOR SUBMISSION</u></b>	<b><u>FORMAT REQUIRED</u></b>	<b><u>COMMENTS</u></b>
S1	Summary report by each SFF of contractor performance year to date against the incentivisation models	i). Number of aircraft arising completed within the time scale of the report. ii) Identify those aircraft arising which have not been competed with the agreed time frames as defined at Annex C iii) Notify of all RRs, which have not been competed within the agreed time scales. iv) Number and type of aircraft components that have not been completed and returned to Authority/Contractor within the 12 day turn around period for the Liquidated damage clause. v. Provide a list of all tasks completed for delivered for the year to date. This is to show:- CMT allocated task number, Description date returned to the Authority/Contractor number of man hour of output agreed for each task. Total man hours of output delivered for the year to date.	Quarterly	To be supplied to the CMT 1 week prior to the quarterly contract review meeting.	Microsoft Excel 97 SR-2 in Times New Roman Font Point 107	Data sheet
S2	Lost output of SFF	The contractor is to provide a monthly report showing all downtime as a result of the Authority not meetings its defined obligations defined within the contract. This will include, though not exclusively:-	Quarterly	To be supplied to the CMT 1 week prior to the quarterly	Microsoft Excel 97 SR-2 in Times New Roman Font Point 10	

<b><u>SER No</u></b>	<b><u>NAME OF REPORT / PURPOSE</u></b>	<b><u>DATA TO BE INCLUDED IN THE REPORT</u></b>	<b><u>FREQUENCY</u></b>	<b><u>DATES FOR SUBMISSION</u></b>	<b><u>FORMAT REQUIRED</u></b>	<b><u>COMMENTS</u></b>
		<ul style="list-style-type: none"> <li>- Unavailability of SFF in excess of the levels defined within the contract.</li> <li>- Failure to deliver consumables within agreed timescales</li> <li>- Power/energy outage.</li> <li>- Security restrictions imposed by the Authority</li> <li>- Equipment failure</li> <li>- SFF Downtime.</li> </ul>		contract review meeting.		
S3	Equipment Statement Report	Contractor within 1 working day is to report any unserviceable equipment within the SFF as a result of identification of a defect that prevent the utilisation of the equipment, to the CMT.	Within 1 day of the event	N/A	E-mail letter, with brief narrative of the impact of the defect.	
S4	Report on equipment condition	<p>Contractor to provide a report on equipment for each SFF showing:-</p> <ul style="list-style-type: none"> <li>- all equipment that is unserviceable at time of report</li> <li>- all equipment repaired within the reporting period</li> <li>- number of equipment unserviceable days</li> </ul>	Quarterly	To be supplied to the CMT 1 week prior to the quarterly contract review meeting.		

**Health and Safety – Report 4 consisting of the following 1 facet:**

<b><u>SER No</u></b>	<b><u>NAME OF REPORT / PURPOSE</u></b>	<b><u>DATA TO BE INCLUDED IN THE REPORT</u></b>	<b><u>FREQUENCY</u></b>	<b><u>DATES FOR SUBMISSION</u></b>	<b><u>FORMAT REQUIRED</u></b>	<b><u>COMMENTS</u></b>
	<b><u>Volatile Organic compounds</u></b>	The contractor is to provide a record of the VOCs used in the SFF.. The report is to include all paints and solvents introduced into the SF process on a rolling 12 month basis.	Quarterly	To be supplied to the CMT 1 week prior to the quarterly contract review meeting.	Using the Reports from the VOC register issued by the Authority (based on Envirowise GG429)	
<b><u>HS2</u></b>	<b><u>Accident reports for each SFF</u></b>	<b><u>The contractor is to provide a list by unit</u></b> showing all incidences where a F7454 has been raise. The report is to include: <ul style="list-style-type: none"> <li>- Date of incident</li> <li>- Narrative of incident</li> <li>- Reason for incident</li> <li>- Lessons learnt and implemented as a result of the incident</li> <li>- Ongoing actions</li> </ul>	Quarterly	To be supplied to the CMT 1 week prior to the quarterly contract review meeting.	Microsoft Excel 97 SR-2 in Times New Roman Font Point 10	

**Quality – Report 5 consisting of the following 4 facet:**

Q1	Quality defect summary report.	The contractor is to provide details of each quality occurrence report raises against each SFF (Form MF791& MF791A). The details of the report are to include:- - Failed acceptance checks resulting in the Authority/Contractor not taking custodianship of the airframe/ equipment - Damage as a result of inappropriate handling of the airframe/equipment.	Quarterly	To be supplied to the CMT 1 week prior to the quarterly contract review meeting.	To be supplied to the CMT 1 week prior to the quarterly contract review meeting.	Data sheet
Q2	Defect investigation reports	Summary report of all completed within the quarter and ongoing defect investigations and QORs with projects dates to completion	Quarterly	To be supplied to the CMT 1 week prior to the quarterly contract review meeting.	To be supplied to the CMT 1 week prior to the quarterly contract review meeting.	
Q3	Local Quality assurance reports	To be supplied to the CMT on completion and issue of the audit report. . The details are to include:- - the 12 month Audit plan - Quarterly review against the Plan - Actions and date of completion - Outstanding actions with a brief narrative for the delay in completion.	Within 1 week of issue	N/A	Format to be in accordance with that specified by the originator of Q3.	



**PROJECT** – Report 6 consisting of the following facet:

<b><u>SER No</u></b>	<b><u>NAME OF REPORT / PURPOSE</u></b>	<b><u>DATA TO BE INCLUDED IN THE REPORT</u></b>	<b><u>FREQUENCY</u></b>	<b><u>DATES FOR SUBMISSION</u></b>	<b><u>FORMAT REQUIRED</u></b>	<b><u>COMMENTS</u></b>
P1	MINUTES OF MEETINGS	List of attendees and their appointments. A true record of items discussed, pertinent points raised, decisions taken and responsibilities allocated.	As Required.	Draft minutes are to be delivered to the CMT within 10 (Ten) working days from the date of the meeting.	Microsoft Word 97 SR-2 in Times New Roman Font Point 10	