

Hg3 Upgrade and Refurbishment - Contractor Key Deliverables

	Description	Frequency/ date to be delivered	Evidence / Deliverable Distribution	Medium	Acceptance	Acceptance/ Rejection Criteria
1.1	Project Review Meetings	Year 1: Within 1 month of contract placement followed by every three (3) months thereafter. Years 2-11: Bi-annually or as requested by the Authority.	Authority's Project and Commercial Managers	Issued via Email	Acceptance by the Authority's Project Manager	Received in accordance with the Terms and Conditions to Contract.
1.2	Work in Progress Reports (WiP)	Contract Award (CA) + 1 Month then monthly thereafter	Authority's Project and Commercial Managers	Copy via Email	Acceptance by the Authority's Project Manager	Appropriate progress evidence in line with the Delivery Plan schedule provided to the Authority's Project Manager.
Plans 1.3						
1.3.1	Quality Plan	Draft at Tender return then final version submitted at CA + 1 Month	Authority's Project Quality and Commercial Managers	Copy via Email	Acceptance by the Authority's Project Quality Manager	Quality Plan is in accordance with DEFCON 602A 12/17 and AQAP 2105 Edition C Version 1 NATO Requirements for Quality Plans.
1.3.2	Upgrade and Refurbishment Project Plan	Draft at Tender return then final version CA + 1 Month	Authority's Project and Commercial Managers	Copy via Email	Acceptance by the Authority's Project Manager	A detailed plan demonstrating how the Contractor will manage the Upgrade & Refurbishment project in accordance with Annex A (SOW) Paragraph 28
1.3.3	Risk and Opportunity Management Plan	Draft at Tender return then final version CA + 1 Month	Authority's Project and Commercial Managers	Copy via Email to the Authority	Acceptance by the Authority's Project Manager	Identification of risks and monthly review of highest risks as part of the monthly WIP review

1.3.4	Storage, Transportation and Delivery Plan	Draft at Tender return then final version CA + 1 Month	Authority's Project and Commercial Managers	Copy via Email to the Authority	Acceptance by the Authority's Project Manager	A detailed plan of how the Contractor will manage the Hg3 Kit of Parts including return of empty boxes. Storage of all Generations of Hg, components and equipment. Control and manage the constant monthly supply of Hg3 Units to Babcock Bovington for MRO4 fitting.
1.3.5	Anti-Counterfeit Management Plan (ACMP)	Draft at Tender return then final version CA + 1 Month	Authority's Project and Commercial Managers	Copy via Email to the Authority	Acceptance by the Authority's Project Manager	A detailed plan demonstrating the Contractor's anti-counterfeit material process in accordance with DEFSTAN. 05-135 - Avoidance of Counterfeit Material.
1.3.6	Exit Management Plan (EMP)	Draft at Tender return then final version CA + 1 Month	Authority's Project and Commercial Managers	Copy via Email to the Authority	Acceptance by the Authority's Project Manager	A detailed EMP plan demonstrating how the Contractor will manage contract expiry and contract termination in accordance with Annex N.
2						
2.1	Upgrade and Refurbish to Hg3 build standard	First delivery CA + 26 weeks then every calendar month thereafter	Authority's Project and Commercial Managers	Delivered totals provided within the monthly progress report	Acceptance by the Authority's Project Manager	Each Hg3 will be upgraded and refurbished in accordance with the WPI Quantity delivered in accordance with the Terms and Conditions to Contract Received in accordance with the Terms and Conditions to Contract
2.2	GFA Management and Storage	Monthly WIP input	Authority's Project and Commercial Managers	Copy via Email to the Authority	Acceptance by the Authority's Project Manager	WIP received in accordance with the Terms and Conditions to Contract. Comply to DEF STAN 05-099 "Managing Government Furnished Equipment in Industry" Maintain a Public Stores Account.

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2.3	Configuration Control Annual statement of Configuration	Annually - no later than 14 calendar days before the Contract anniversary date	Authority's Project and Commercial Managers	Copy via Email to the Authority	Acceptance by the Authority's Project Manager	Received in accordance with the Terms and Conditions to Contract.
2.4	Record of Inspections	On request	Authority's Project and Commercial Managers	Copy via Email to the Authority	Acceptance by the Authority's Project Manager	A record of all inspections conducted in accordance with the Terms and Conditions to Contract (Quality).
2.5	Log of all non- conforming items	On request	Authority's Project and Commercial Managers	Copy via Email to the Authority	Acceptance by the Authority's Project Manager	A record of all non-conforming items in accordance with the Terms and Conditions to Contract (Quality).
2.6	Log of serialised Certificate of Conformity (CoC)	On request	Authority's Project and Commercial Managers	Copy via Email to the Authority	Acceptance by the Authority's Project Manager	A record of all CoC in accordance with the Terms and Conditions to Contract (Quality).
3						
3.1	Receipt of items	Monthly WIP report	Authority's Project and Commercial Managers	Via Email to the Authority	Acceptance by the Authority's Project Manager	Receive, check and notify in accordance with the Terms and Conditions to Contract
3.2	Hg2 Strip and Inspection Reports	Monthly	Authority's Project and Commercial Managers	Copy via Email to the Authority	Acceptance by the Authority's Project Manager	Received in accordance with the Terms and Conditions to Contract.
3.3	BER Report	Monthly	Authority's Project and Commercial Managers	Copy via Email to the Authority	Acceptance by the Authority's Project Manager	Hg2 is BER in accordance with the Terms and Conditions to Contract
3.4	Strip Hg1 and harvest parts	Monthly	Authority's Project and Commercial Managers	Copy via Email to the Authority	Acceptance by the Authority's Project Manager	Inspection report and BER cert received for each Hg1 used.

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3.5	Certificate of Conformity (CoC)	Monthly	Authority's Project and Commercial Managers	Soft copy via Email to the Authority Hard copy with each Hg3	Acceptance by the Authority's Project Manager	Hg3 tested in accordance with the Work Process Instruction (WPI) Manual CoC produced linked to Hg3 Serial Number
3.6	Hg3 Serial Numbering Process	Monthly	Authority's Project and Commercial Managers	CoC hard copy delivered with Kit of Parts and soft copy emailed to the Authority.	Acceptance by the Authority's Project Manager	Hg3 Serial Numbers aligned to CoC Received in accordance with the Terms and Conditions to Contract
3.7	Packaging of Hg3	Monthly	Authority's Project and Commercial Managers	via Email to the Authority	Acceptance by the Authority's Project Manager	Hg3 packaged in accordance with DEF STAN 81-041. Repair or BER and demand replacement Hg packing crates.
3.8	Delivery of Hg3 to Babcock Bovington	Monthly WIP report	Authority's Project and Commercial Managers	Copy of DEFFORM 129J via Email to the Authority	Acceptance by the Authority's Project Manager	Completed DEFFORMs 129J Delivered in accordance with the Terms and Conditions to Contract.