

## **APPENDIX 1 TO ANNEX B MANAGEMENT INFORMATION**

## **1. Specified Management Information (MI)**

1.1. The Contractor shall deliver the Specified MI to the Authority, as described in Table 1 (Specified MI), in accordance with the requirements set out in Table 2 (Specified MI Delivery).

1.2. The provision of the Specified MI shall be measured in accordance with the provisions set out in Annex B (Key Performance Indicators).

## **2. Definitions**

2.1. For the purposes of this Appendix, the following additional definitions apply:

2.1.(a) QPM – Quarterly Progress Meetings

2.1.(b) ILT-D Event – Means an Instrumented Live Training – DFWES (ILT-D) exercise or scheduled / unscheduled activity requested by the Authority.

## **3. Acceptance**

3.1. Subject to paragraph 1.1, the ILT-D Project Manager (PM) shall review the Specified MI within ten (10) business days of receipt and inform the Contractor as to whether the Authority has accepted the submitted Specified MI.

3.2. Where the Authority does not accept the submitted Specified MI, it shall notify the Contractor in writing of:

3.2.(a) The reason for the Specified MI not being accepted;

3.2.(b) The amendments required; and

3.2.(c) The additional information required.

3.3. The Contractor shall resubmit the Specified MI, responding to the amendment(s) and / or additional information requirements within ten (10) Business days of being notified by the Authority.

3.4. In the event that that Authority has not informed the Contractor as to whether the Authority has accepted the submitted Specified MI within ten (10) Business days of receipt, the submitted Specified MI shall be deemed to have been accepted.

## **4. Changes to the Specified MI**

4.1. Amendments to the format, structure or logic of the Specified MI may be proposed by either the Authority or the Contractor.

4.2. Where the Authority proposes an amendment to the format, structure or logic of the Specified MI, the Authority shall notify the Contractor in writing of:

4.2.(a) details of the precise amendment being proposed; and

4.2.(b) the rationale for the proposed amendment with supporting evidence and documentation.

4.3. The Contractor shall respond to the amendment(s) proposed by the Authority promptly, and in any event within ten (10) Business days, notifying the Authority, in writing, as to the

expected impact of the proposed amendment on the Specified MI and any other MI and, where relevant, any impact on the Services.

4.4. The Contractor shall not pass on any costs to the Authority associated with the implementation of proposed amendments to the Specific MI.

4.5. The Authority will review the Contractor's assessment of the expected impact of the proposed amendment and will inform the Contractor whether the Contractor is to proceed with the amendment to the Specified MI.

4.6. Amendments to the format, structure or logic of the Specified MI proposed by the Contractor shall not be carried out without the express prior written agreement of the Authority's Commercial Officer. In relation to each such proposed amendment, the Contractor will provide the Authority in writing with:

4.6.(a). details of the precise amendment being proposed;

4.6.(b). the rationale for the proposed amendment with supporting evidence and documentation;

4.6.(c). the expected impact of the proposed amendment on the Specified MI, any other MI and, where relevant, any impact on the Services.

4.7. The Authority may request any further information from the Contractor prior to deciding whether it accepts or rejects amendments to the Specified MI proposed by the Contractor and the Contractor shall provide such information as soon as reasonably practicable but by no later than five (5) business days.

4.8. The Authority will consider the Contractor's proposed amendment and shall notify the Contractor as to whether it is agreed within a reasonable time. If the Authority does not consent to the proposed amendment, the Specified MI will not be amended.

4.9. In relation to all approved amendments to the Specified MI, the Contractor shall maintain full version control including, but not limited to:

4.9.(a). Keeping a change control log that records:

4.9.(b). The version of the Specified MI before an amendment is made and the version of the Specified MI that contains the amendment;

4.9.(c). The nature and impact of each amendment at a level of detail sufficient to enable an adequately qualified individual to understand each amendment and replicate it to produce the same results;

4.9.(d). The rationale for the amendment with supporting evidence and documentation;

4.9.(e). The impact of the amendment including a detailed reconciliation and explanation by reference to inputs to or the logic or the presentation of the Specified MI that gives rise to a change in the outputs of the Specified MI;

4.9.(f). The identity of the persons who have made and authorised each amendment; updating the Specified MI Version Log; and

4.9.(g). Updating any other Specified MI as applicable to ensure consistency.

## **5. Reference MI**

5.1. The Authority shall maintain a single reference version of the Specified MI. In case of any unexplained difference between the Specified MI provided by the Contractor and the reference version of the Specified MI held by the Authority, the Authority's reference version of the Specified MI shall be authoritative.

5.2. Subject to paragraph 5.1, when a revised version of an element of Specified MI has been delivered to the Authority and accepted in accordance with this paragraph 5, it shall become the reference version of the Specified MI held by the Authority and shall supersede any previous versions of the Specified MI and shall constitute the definitive, binding version of the Specified MI.

## **6. Supporting Information**

6.1. The Authority may request the Contractor to submit information to support or substantiate any aspect of the Specified MI.

**TABLE 1: SPECIFIED MI**

7. The below table outlines the MI Reports applicable to ILT-D, including a brief description of the MI, frequency, and distribution list. The individual reports are further detailed in the corresponding Annexes.

Report Title	Defined in	Description	When required	Distribution list
Risk Register	Annex A to Appendix 1	A rolling Risk Register setting out all ILT-D Contractor identified risks, their impact, and mitigations.	Within ten (10) Business days of the end of each Contract Month.	ILT-D Project Manager
Management Information Report	Annex B to Appendix 1	<p>A report summarising key management information including a snapshot of the following (within relevant reporting period):</p> <ul style="list-style-type: none"> <li>- Monitoring of KPIs</li> <li>- Number and nature of training exercises conducted.</li> <li>- Limiting factors on equipment usage</li> <li>- AM&amp;N costs</li> <li>- Obsolescence issues requiring attention</li> </ul> <p>Along with the following snapshots:</p> <ul style="list-style-type: none"> <li>- Performance report update</li> <li>- Usage report update</li> <li>- Reliability report update</li> <li>- Project risk register update</li> <li>- PDS tasks report update</li> </ul>	Within ten (10) Business days of the end of each Contract Month.	ILT-D Project Manager

Report Title	Defined in	Description	When required	Distribution list
Utilisation Report	Annex D to Appendix 1	A report setting out the utilisation of the training system using the metrics set out in Annex H to Appendix 1.	Within ten (10) Business days of the end of each Contract Month.	ILT-D Project Manager
Post Training Report	Annex F to Appendix 1	A Post Training Report covering the outcomes, observations and support & repair issues arising from Training Events that occurred within the MI period.	Within ten (10) Business days of the end of each Contract Month.	ILT-D Project Manager
Reliability Report	Annex H to Appendix 1	A report summarising the Reliability performance, including a breakdown of all equipment broken on exercise.	Within ten (10) Business days of the end of each Contract Month.	ILT-D Project Manager
PDS Activities Tracking Report	Annex J to Appendix 1	A consolidated report detailing the progress of all PDS activities.	Within ten (10) Business days of the end of each Contract Month.	ILT-D Project Manager
Site Availability Report/s	Annex L to Appendix 1	A consolidated report detailing equipment availability at each ILT-D site.	Within ten (10) Business days of the end of each Contract Month.	ILT-D Project Manager
Usage Report and Graph	Annex M to Appendix 1	A report setting out the usage of the ILT-D training system.	Within ten (10) Business days of the end of each Contract Month.	ILT-D Project Manager
Quarterly Progress Meeting (QPM)	Annex N to Appendix 1	The Quarterly Progress Meeting shall be used as an opportunity to provide feedback on the performance of ILT-D, suggest improvements, discuss achievements, and track the progress	Every quarter from contract start date.	ILT-D Project Manager

Report Title	Defined in	Description	When required	Distribution list
		of actions within the specified quarterly period.		
Incentive, KPI & AM&N Claims Report	Annex O to Appendix 1	A report delivered at the QPM containing Contract Incentive, KPI & AM&N claims made within that quarter.	To be made available in advance of (5 business days) and at each QPM i.e. to be included within the QPM Agenda.	ILT-D Project Manager
Obsolescence Management Report	Annex Q to Appendix 1	A report which can be used to ascertain the future availability of individual items or system elements of the training system	Annually within twenty (20) Business days of the year end.	ILT-D Project Manager
Rectification Plan	Annex R to Appendix 1	A plan provided in accordance with Annex B to TSSP143 (Key Performance Indicators) Part 5.	In accordance with Annex A (Key Performance Indicators) Part 5.	ILT-D Project Manager
Incident Repair Order Form	Annex S to Appendix 1	Summary of actions taken to rectify faulty item and cost associated with repair / replacement of item. To include No Fault Found (NFF) and Double Fault descriptions.	Ad-Hoc (i.e., when faulty items have been repaired / replaced and returned to available stock).	ILT-D Project Manager

## **8. THE SPECIFIED MI VERSION LOG**

8.1. The Specified MI Version Log shall be maintained by the Contractor as the master log of all versions of all Specified MI.

8.2. The Specified MI Version Log shall:

8.2.(a) Record the following details of every element of the Specified MI:  
name;

8.2.(b) Specified MI type, e.g., Management Information Report;

8.2.(c) Status, i.e., whether draft or final version;

8.2.(d) Approver name;

8.2.(e) Approval date; and

8.2.(f) Whether it is the current, prevailing, version of the relevant item, or has been superseded and archived;

8.2.(g) Record all prior versions of each element of the Specified MI; and

8.2.(h) Explain the conventions used to name each element of the Specified MI, together with user instructions for naming future versions of the Specified MI as they are individually updated in accordance with the provisions of this schedule 11.

8.3. The Contractor shall ensure that the Specified MI Version Log is available at all times to the Authority both on-line and in hard copy.



## **ANNEX A TO APPENDIX 1**

### **9. RISK REGISTER**

9.1. The Contractor shall provide an up-to-date Risk Register to the authority within 10 working days of the end of each Contract Month. The Contractor will ensure the risk register is International Standards Organisation (ISO) 31000:2018 (or equivalent) compliant; identifying probability and impact of each risk.

9.2. The Risk Register shall set out clearly and at an appropriate level of detail any and all risks identified by the contractor relating to the ILT-D Contract, together with any other relevant information deemed appropriate by the Contractor or requested by the Authority for the relevant Contract Month.

9.3. The Contractor Risk Register shall include, but not be limited to:

9.3.(a). Risk ID

9.3.(b). Risk Title

9.3.(c). Date Risk Raised & Closed

9.3.(d). Risk Priority – High, Moderate, Low.

9.3.(e). Risk Description – provide a statement of facts concerning the underlying circumstances of the project that exposes it to a risk; list the risk factors (uncertain events) that could either cause the risk to occur or alter its effects; list the effects that could occur in terms of their impact on the project.

9.3.(f). Mitigation – what could be done to prevent the risk or reduce its impact? Will the mitigation reduce the probability of the risk occurring or the impact if it did occur?

9.3.(g). Current Assessment – An estimation of the probability, before any risk response, that this scenario will occur.

9.3.(h). Current Assessment Impact – Analysis of the potential benefits or consequences that might result from this scenario if no additional response is provided.

9.3.(i). Current Assessment Exposure Rating – A calculation of the probability of risk exposure based on the likelihood estimate and the determined benefits or consequences of the risk.

9.3.(j). Risk Response Type – The risk response for handling the identified risk.

9.3.(k). Risk Response Description – A brief description of the risk response.

9.3.(l). Risk Owner – The designated party is responsible and accountable for ensuring that the risk is maintained in accordance with enterprise requirements.

9.3.(m). Status Field – for tracking the current condition of the risk.

## **ANNEX B TO APPENDIX 1**

### **10. MANAGEMENT INFORMATION REPORT**

10.1 The Management Information Report shall provide a summary of key contract management information including a snapshot of the following (within relevant reporting period):

- 10.1.(a). Monitoring of KPIs
- 10.1.(b). Number and Nature of Exercises conducted
- 10.1.(c). Any limiting factors on equipment usage
- 10.1.(d). Obsolescence Issues Requiring Attention

10.2. Also to be included within the Management Information report is the Performance Report. This report shall provide a brief analysis of the Contractor's performance in delivering the Services and the calculation of the Monthly Service Payment<sup>1</sup>.

10.3. The Performance Report shall set out clearly and at an appropriate level of detail the information, calculations, reconciliations, and analyses described below and as defined within Part 6 of Annex B to TSSP143 (Key Performance Indicators); together with any other relevant documentation and evidence deemed appropriate by the Contractor or requested by the Authority for the relevant Contract Month.

10.4. The Performance Report for the relevant Contract Month shall:

- 10.4.(a). Provide a detailed analysis of the Contractor's performance against each KPI as defined in Annex B (Key Performance Indicators) for that Contract Month;
- 10.4.(b). Provide analysis of performance against each KPI over the previous twelve (12) Contract Months.

10.5. The Management Information Report (inclusive of the Performance Report) shall be provided in the form set out in Annex C.

10.6. The Contractor shall ensure that the Management Information Report is sent to the ILT-D Project Manager in electronic form no more than ten (10) Business days after the end of each Contract Month.

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<sup>1</sup> This will need to be updated to ensure consistency with the payment terms of the contract where relevant.

## **ANNEX D TO APPENDIX 1**

### **11. THE UTILISATION REPORT**

11.1. The Utilisation Report shall provide an analysis of the utilisation of each Equipment Group in delivering the Services. The Utilisation Report shall set out clearly and at an appropriate level of detail the information, calculations, reconciliations, and analyses described below together with any other relevant documentation and evidence deemed appropriate by the Contractor or requested by the Authority for the relevant Contract Month.

11.2. This report shall be produced using the template set out in Annex E.

11.3. The Utilisation Report for the relevant Contract Month shall provide a detailed analysis of the Utilisation of each Equipment Group.

11.4. For each Equipment Group, the following Utilisation Metrics shall be included in the Utilisation Report:

11.4.(a). The number of Training Events conducted and / or instances where Equipment Groups were utilised;

11.4.(b). The date and time of each Training Event conducted and / or instance where Equipment Groups were utilised;

11.4.(c). The date of issue and return of the equipment in support of each Training Event conducted and / or instance where Equipment Groups were utilised; and

11.4.(d). The nature of each Training Event conducted and / or instance where Equipment Groups were utilised.

11.5. For each Training Event (where for the purposes of this paragraph a Training Event shall include any reported utilisation of the training system) the following Utilisation Metrics shall be included in the Utilisation Report:

11.5.(a). The planned equipment issue for each Equipment Group for each Training Event conducted;

11.5.(b). The actual equipment issued for each Equipment Group for each Training Event conducted;

11.5.(c). Details of any limiting factor where the planned Training Event has been restricted by equipment available or other limiting factor;

11.5.(d). The planned Date of Issue and Return for each Equipment Group for each Training Event;

11.5.(e). The actual Date of Issue and Return for each Equipment Group for each Training Event;

11.5.(f). The total time equipment within each Equipment Group was issued for each Training Event (which should be equal to the utilisation reported and correspond to the Date of Issue and Return)

1.5.(g). The cause of any delay to the Date of Issue or Return for each Equipment Group; and

11.5.(h). Where equipment or an Equipment Group was unavailable, the reason for that unavailability.

11.6. The Utilisation Report shall show, for each Utilisation Metric, the:

11.6.(a). Forecast Utilisation as a result of fulfilling the Forecast Training Schedule; and

11.6.(b). The Actual Utilisation.

11.7. The Utilisation Report shall be provided in the form set out in Annex G.

11.8. The Contractor shall ensure that the Utilisation Report is sent to ILT-D Project Manager in electronic form no more than ten (10) Business days after the end of each Contract Month. The Authority reserves the right to audit the Utilisation Report.

## **ANNEX F TO APPENDIX 1**

### **12. THE POST TRAINING REPORT**

12.1. The Contractor shall produce a detailed Post Training Report within 10 days of Training Event completion, which is to be sent to the Authority on an ad-hoc basis when requested by the Authority.

12.2. The Post Training Report shall set out clearly and at an appropriate level of detail the information, calculations, reconciliations, and analyses described below together with any other relevant documentation and evidence deemed appropriate by the Contractor or requested by the Authority for the relevant Training Event.

12.3. This report shall be produced using the template set out in Annex G.

12.4. A Post Training Report shall be prepared for every Training Event.

12.5. The Post Training Report shall provide details of:

12.5.(a). The stated purpose of the Training Event as described in the Operational Staff Work;

12.5.(b). The attributes of the actual Training Event delivered which can be compared to the stated purpose of the Training Event;

12.5.(c). The complexity of the Training Event;

12.5.(d). The planned and actual equipment issued within each Equipment Group at the Training Event;

12.5.(e). The planned and actual number of Contractor personnel involved in support of the Training Event; and

12.5.(f). The equipment in each Equipment Group used in the Training Event, including their Date of Issue and Return.

12.6. The Post Training Report shall include details of any:

12.6.(a). Support and repair requirements arising as a result of the Training Event;

12.6.(b). Any obsolescence issues identified as a result of the Training Event; and

12.6.(c). Any updates required to the training system to address issues identified during the course of the Training Event.

## **ANNEX H TO APPENDIX 1**

### **13. RELIABILITY REPORT**

13.1. The Contractor shall provide the Authority with a Reliability report summarising the Reliability performance of the ILT-D Equipment.

13.2. The Reliability Report shall set out clearly and at an appropriate level of detail the information described below, together with any other relevant documentation and evidence deemed appropriate by the Contractor or requested by the Authority for in the relation to the Reliability Report.

13.3. This report shall be produced using the template set out in Annex I.

13.4. The aim of the Reliability Report is to ascertain the dependability of the ILT-D equipment and / or Equipment Groups.

13.5. The Contractor shall produce a report of their findings including but not limited to the following:

- 13.5.(a). Status of Repair / Replacement of Item;
- 13.5.(b). Repair Order Number;
- 13.5.(c). Description of the equipment or Equipment Group to be repaired / replaced;
- 13.5.(d). Article Number;
- 13.5.(e). Serial Number;
- 13.5.(f). Identification of whether Availability of equipment was met (or not);
- 13.5.(g). Contractor or Authority Liability;
- 13.5.(h). Decision as to whether equipment was repaired or not;
- 13.5.(i). Description of the Exercise equipment relates to;
- 13.5.(j). Total price of equipment Repair / Replacement (if applicable);
- 13.5.(k). Incident Log Notes to identify the circumstances around the repair / replacement of equipment

## **ANNEX J TO APPENDIX 1**

### **14. PDS ACTIVITIES TASKING REPORT**

14.1 The Contractor shall provide the Authority with a rolling PDS Activities Tasking Report summarising the progress of all PDS activities; to be provided to the authority on a monthly basis.

14.2 The PDS Activities Tasking Report shall set out clearly and at an appropriate level of detail the information described below, together with any other relevant documentation and evidence deemed appropriate by the Contractor or requested by the Authority in relation to the PDS Activities Tasking Report.

14.3 This report shall be produced using the template set out in Annex K.

14.4 The Contractor shall produce a report of their findings including but not limited to the following:

- 14.4.(a). Unit name requesting PDS Tasking (CTCRM, SCHINF etc.)
- 14.4.(b). Product Code
- 14.4.(c). Task Authorisation Form and / or Contract Amendment Number
- 14.4.(d). Name of PDS Task Activity
- 14.4.(e). Name of Contractor Project Manager dealing with tasking
- 14.4.(f). Date Online (WB5) (DD/MM/YYYY)
- 14.4.(g). Status (% complete)
- 14.4.(h). Completion Due Date (DD/MM/YYYY)
- 14.4.(i). Remarks (to include context of request and ad-hoc comments)
- 14.4.(j). Details of the Payment Plan being utilised.

## **ANNEX L TO APPENDIX 1**

### **15. SITE AVAILABILITY REPORT**

15.1. The Contractor shall provide the Authority with monthly and daily Site Availability Report(s) summarising the site availability of all ILT-D Equipment. This / these reports are to be provided to the authority on a monthly basis.

15.2. The report(s) shall include, but not be limited to, the following:

15.2.(a). Number of Issued Systems

15.2.(b). Total User Requirement

15.2.(c). Availability

15.2.(d). Non-Availability

15.2.(e). Site Quantity

15.3. A report shall be generated for the following categories (where applicable):

15.3.(a). Manworn Kit

15.3.(b). O/C

15.3.(c). ATW

15.3.(d). TAGWES

15.3.(e). EXCON

15.3.(f). ATWES / TAGWES

15.3.(g). Communication

15.3.(h). MOUT Equipment

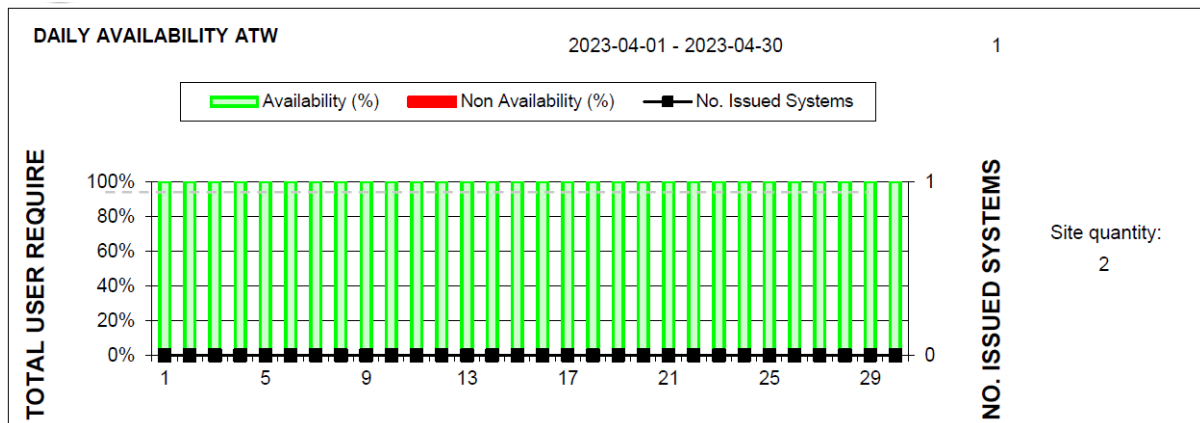
15.3.(i). Embedded Days

15.3.(j). Video

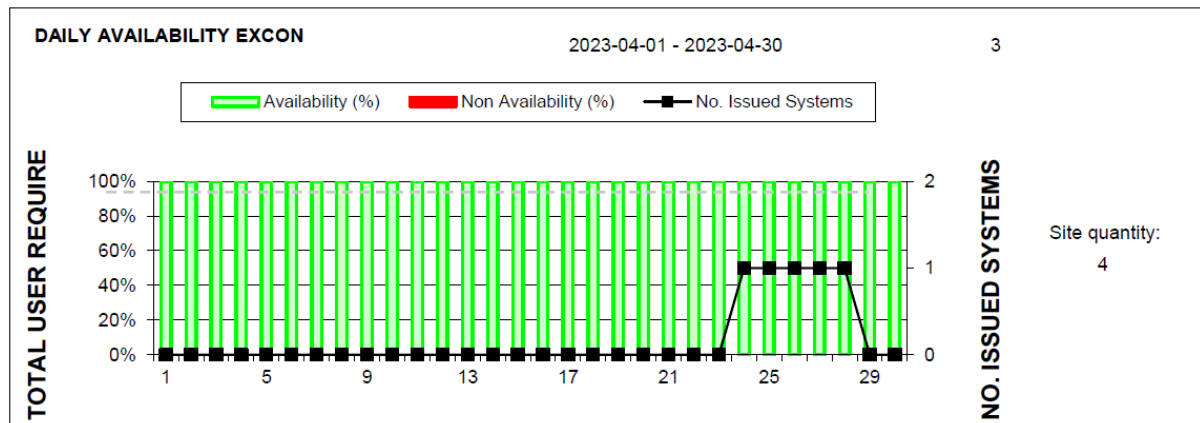
15.3.(k). IED



15.4. Daily Availability report (example):



15.5. Monthly Availability report (example):



## **ANNEX M TO APPENDIX 1**

### **16. USAGE REPORT**

16.1. The Contractor shall provide the Authority with a monthly Usage report including relevant graphs, which shall track monthly usage against each ILT-D equipment type, with a collective running total for the contract year.

## **ANNEX N TO APPENDIX 1**

### **17. QUARTERLY PROGRESS MEETING (QPM)**

17.1. The Quarterly Progress Meeting shall be used as an opportunity for the Contractor, the Authority, and the User to provide feedback on the performance of ILT-D, suggest improvements, discuss achievements, and track the progress of actions within the specified quarterly period.

17.2. The agenda for this meeting shall include, but not be limited to the following items:

17.2.(a). Outstanding Actions from previous QPM (where applicable)

17.2.(b). Saab Performance Statement, to include updates on the following:

17.2.(b).i. Equipment Usage (to date)

17.2.(b).ii. Embedded Day Forecast

17.2.(b).iii. Equipment Trends

17.2.(b).iv. Repair Orders (where applicable)

17.2.(b).v. Details of new equipment delivered in last 6 months (where applicable)

17.2.(b).vi. Task Authorisation Form and Contract Amendment requests (where applicable)

17.2.(b).vii. Obsolescence Management

17.2.(b).viii. Quality (where applicable)

17.2.(b).ix. Health, Safety, Security & Environment

17.2.(b).x. Saab organisation table detailing up-to-date team structure

17.2.(b).xi. Ad-Hoc Points to note, as raised by the Contractor

17.2.(b).xii. Ad-Hoc Points to note, as raised by the Authority

17.2.(b).xiii. Ad-Hoc Points to note, as raised by the User

17.2.(b).xiv. Incentive Adjustment / AM&N Claims & KPI Deductions (to be sentenced).

17.2.(b).xv. Any Other Business

17.2.(b).xvi. Date of Next QPM

## **ANNEX O TO APPENDIX 1**

### **18. INCENTIVES, KPI & AM&N CLAIMS REPORT**

18.1. The Contractor shall provide the Authority with a rolling Incentive, AM&N and KPI Claims report summarising all claims made by the Contractor. This report is to be provided to the Authority 5 business days before each QPM to enable the authority to review and discuss prior to sentencing at the QPM, with authority approval and implementation to follow.

18.2. The Incentives, KPI & AM&N Claims report shall set out clearly and at an appropriate level of detail the information described below, together with any other relevant documentation and evidence deemed appropriate by the Contractor or requested by the Authority for in the relation to the Incentives, KPI & AM&N Claims report.

18.3. The aim of the Incentives, KPI & AM&N Claims report is to capture all Incentives, AM&N & KPI Claims made by the Contractor, along with information supporting that they have been met.

18.4. This report shall be produced using the template set out in Annex P.

18.5. The Contractor shall produce a report of their findings including but not limited to the following;

18.6. Incentives / AM&N Claims:

18.6.(a). Date of event / incident that the claim relates to.

18.6.(b). Date of submission of claim

18.6.(c). Date claim was sentenced by the Authority (when known).

18.6.(d). Justification / evidence relating to claim.

18.6.(e). Approval date of claim by the Authority.

18.7. KPI Claims:

18.7.(a). Period Covered

18.7.(b). Target

18.7.(c). Actual Claimed

18.7.(d). Justification

18.7.(e). Deductions

18.7.(f). Approval / Agreement Date

## **ANNEX Q TO APPENDIX 1**

### **19. THE OBSOLESCENCE MANAGEMENT REPORT**

19.1. The Obsolescence Management Report shall set out clearly and at an appropriate level of detail the information, calculations, reconciliations, and analysis described below, together with any other relevant documentation and evidence deemed appropriate by the Contractor or requested by the Authority for in the relation to the Obsolescence Management Report.

19.2. The aim of the Obsolescence Management Report is to ascertain the future availability of equipment and / or Equipment Groups.

19.3. The Contractor shall produce a report of their findings including but not limited to the following:

- 19.3.(a). Description of item of equipment or Equipment Group;
- 19.3.(b). Effect of obsolescence on the performance of each Equipment Group;
- 19.3.(c). Part Number, where relevant;
- 19.3.(d). Whether the equipment can be purchased off the shelf;
- 19.3.(e). Whether the equipment complies with form/fit/function criteria;
- 19.3.(f). Whether the equipment is available only to order;
- 19.3.(g). Whether the equipment can no longer be obtained from any supplier i.e. it is obsolete;
- 19.3.(h). Forecast of impending obsolescence prior to end of production or end of service life;
- 19.3.(i). Date for decision / sentencing to mitigate obsolescence issue.

**ANNEX M TO APPENDIX 1**

**20. THE RECTIFICATION PLAN**

20.1. The Contractor shall provide the Authority with a Rectification Plan as required and in accordance with Annex B (Key Performance Indicators), Part 5.

## **ANNEX S TO APPENDIX 1**

### **21. INCIDENT REPAIR ORDER FORM**

21.1. The Contractor shall provide to the Authority a completed Incident Repair Order Form within 10 working days of a repair to ILT-D equipment being completed.

21.2. This report shall include, but not be limited to, the information set out in Annex T.

21.3. The Incident Repair Order Form shall set out clearly and at an appropriate level of detail the information described in Annex T, together with any other relevant documentation and evidence deemed appropriate by the Contractor or requested by the Authority in relation to the Incident Repair Order Form.