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Scope Document Part 1 Glossary

Acronym	Definition
AD	Air Domain
ADATS DT	Air Defence and Air Traffic Systems Delivery Team
AEA	Aircrew Equipment Assemblies
AESOs	Aviation Engineering Standing Orders
AIHG	Accident Investigation and Human Factors
AIM	Asset Information Model
AIR	Asset Information Requirements
ALARP	As Low as Reasonably Practicable
AMES	Aviation Medicine Engineering Section
AMTM	Aviation Medicine Training Memorandum's
AMW	Aviation Medicine Wing
APM	Association for Project Management
AQAP	Allied Quality Assurance Publications
ARM	Active Risk Manager
ARM	Availability, Reliability and Maintainability
ASEMS	Acquisition and Safety and Environmental Management System
AvMed	Aviation Medicine
BAC	Budget At Completion
BASIR	Built Asset Security Information Requirements
BC&DR	Business Continuity & Disaster Recovery
BCA	Building Control Advisor
BCR	Baseline Change Requests
BDES	Better Defence Estate Strategy
BEPs	BIM Execution Plans
BIM	Building Information Modelling
BMAT	BIM Maturity Assessment Tool
BMS	Building Management System
Basis Of Schedule	Basis of Schedule
BPS	Building Performance Standards
BRCS	Building Regulations Compliance System
BS	British Standard
CAM	Control Account Managers
CASP	Command Acquisition Support Plans
CBB	Contract Budget Baseline
CCB	Configuration Control Board
CCS	Considerate Constructors Scheme
CDE	Common Data Environment
CDM 2015	Construction Design and Management Regulations 2015
CDMx	COBie Demand Matrix
CDR	Critical Design Review
CDRL	Contract Data Requirement List
CEMP	Construction Environmental Management Plan
CI	Configurable Items
CIDA	Coordinating Installation Design Authority
CIRAM	Climate Impact Risk Assessment Methodology
CIS	Communication and Information Systems
CIWG	Capability Integration Working Group
CLIN	Contract Line Item Number

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CM	Configuration Management
CMS	Contract Master Schedule
CO2	Carbon Dioxide
COBie	Construction Operations Building Information Exchange
CofD	Certificate of Design
Cpl	Corporal
CPP	Construction Phase Plan
CPR	Contract Performance Reports
CRN	RAF Cranwell
CSA	Configuration Status Accounting
CSR	Configuration Status Record
CSSR	Contract Cost and Schedule Status Report
CT	Chief Technician
CTM	Counter Terrorism Measures
CWBS	Contract Work Breakdown Structure
DA	Design Authority
DARE	Dependencies, Assumptions, Risks and Exclusions
DBI	Defence Broadband Internet
DCMA	Defence Contract Management Agency
DE&S	Defence Equipment and Support
DESA	Defence Equipment and Sales Authority
DefStan	Defence Standard
DFSR	Defence Fire Safety Regulations
DIDs	Data Item Definitions
DIO	Defence Infrastructure Organisation
DipAvMed	Diploma in Aviation Medicine
DLF	Defence Logistics Framework
DLODs	Defence Lines Of Development
DLSR	Defence Land Safety Regulator
DO	Design Organisation
DOORS	Dynamic Object Orientated Requirements System
DRACAS	Data Reporting, Analysis and Corrective Action System
DREAM	Defence Related Environmental Assessment Methodology
DSA	Defence Safety Authority
DT	Delivery Team
E&M	Electrical and Mechanical
EAC	Estimate At Completion
ECG's	Electrocardiograms
ECR	Engineering Change Request
ECs	Economic Conditions
EHFA	Early Human Factors Analysis
EIA	Electronic Industries Alliance
EIA	Environmental Impact Assessment
EIR	Employers Information Requirements
EMS	Environmental Management System
EPD	Environmental Product Declarations
ESC	Equipment Safety Case
ETC	Estimate To Completion
EV	Earned Value
EV	Electric Vehicle
EVMP	Earned Value Management Plan
EVMS	Earned Value Management System
FAT	Factory Acceptance Testing

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FCA	Functional Configuration Audit
FM	Facilities Management
FMECA	Failure Modes, Effects and Criticality Analysis
FOD	Foreign Object Debris
FsAST PT	Flight Simulation and Synthetic Trainers Project Team
GCS	Government's Construction Strategy
GDPR	General Data Protection Regulations
GFA	Government Furnished Assets
GFE	Government Furnished Equipment
GFI	Government Furnished Information
GFS	Government Furnished Structures
GFX	Government Furnished Items
GQA	Government Quality Assurance
GRP	Glass Reinforced Fibre
GSE	Ground Support Equipment
GSL	Government Soft Landing
GPDO	General Permitted Development Order 1995
HFI	Human Factors Integration
HFPRs	Human Factors Process Requirements
HFSRs	Human Factors System Requirements
HGTF	High G Test and Training Facility
HRA	Habitats Regulations Assessment
HSE	Health and Safety Executive
I/C	In Command
IAW	In Accordance With
IAWG	Infrastructure Acceptance Working Group
IBR	Integrated Baseline Review
ICD	Interface Control Document
ICT	Information Communication Technology
IDP	Information Delivery Plan
ILS	Integrated Logistic Support
ILSP	Integrated Logistic Support Plan
IMS	Information Management System
IP	Ingress Protection
ISA	Independent Safety Auditor
ISO	International Organization for Standardization
ISP	Integrated Support Plan
IT	Information Technology
ITEA	Integrated Test, Evaluation and Acceptance
ITN	Invitation To Negotiate
JAMES	Joint Asset Management and Engineering Solutions
JNCO	Junior Non-Commissioned Officer
JSP	Joint Service Publication
KPI	Key Performance Indicator
LEV	Local Exhaust Ventilation
LFE	Learning From Experience
LOD	Level Of Detail
LOI	Level Of Information
LORA	Level of Repair Analysis
LPS	Local Planning Authority
LR	Legislation Register
LSA	Logistic Supportability Analysis
LSSR	Land Systems Safety Regulator

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M&E	Mechanical and Electrical
MAH	Master Asset Hierarchy
MAM-P	Manual of Airworthiness Maintenance - Processes
MIDP	Master IDP
MMC	Modern Methods of Construction
MOD	Ministry Of Defence
MODCERT	Ministry Of Defence Computer Emergency Response Team
MoP	Measures of Performance
MPPBR	Multi-Point Pressure Breathing Rig
MS	Microsoft
N/A	Not Applicable
NVD	Noise and Vibration Division
NVG	Night Vision Goggles
OC	Officer Commanding
OEM	Original Equipment Manufacturer
OMP	Obsolescence Management Plan
OR	Operational Requirement
OTS	Off The Shelf
PAS	Publicly Available Specification
PCA	Physical Configuration Audit
PCIP	Pre-Construction Information Pack
PCM	Project Control Manager
PDR	Preliminary Design Review
PEP	Project Execution Plan
PESC	Project Safety & Environmental Committee
PHS&T	Package, Handling, Storage and Transportation Plan
PIDP	Project Information Delivery Plan
PLC	Programmable Logic Control
PM	Project Manager
PMP	Project Management Plan
PMB	Performance Measurement Baseline
POE	Post Occupancy/Operation Evaluation
POEMS	Project Oriented Environmental Management System
POSMS	Project Orientated Safety Management System
PPP	Public Private Partnership
PSSR	Pressure Systems Safety Regulations
PSyA	Principal Security Advisor
PQQ	Pre-Qualifying Questionnaire
QA	Quality Assurance
QMP	Quality Management Plan
QPI	Quality Performance Indicator
RAIDO	Risks, Assumptions, Issues, Dependencies and Opportunities
RAF CAM	Royal Air Force Centre of Aviation Medicine
RAFP	RAF Police
RAG	Red Amber Green
RCM	Reliability-Centred Maintenance
RIBA	Royal Institute of British Architects
ROBD	Reduced Oxygen Breathing Device
RoSH	Restriction of Hazardous Substances
S&E	Safety and Environmental
S&TE	Support and Test Equipment
SA	Supportability Analysis
SA	Sustainability Appraisal

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SAC	Senior Aircraftman
SAL	Security Aspects Letter
SAP	Supportability Analysis Plan
SAT	Site Acceptance Testing
SBHT	Scenario Based Hypoxia Trainer
SC	Safety Case
SCR	Safety Case Report
SDT	Spatial Disorientation Trainer
SEA	Strategic Environmental Assessment
SEAT	Sustainability and Environmental Appraisal Tools
SEMS	Safety and Environmental Management System
SEMP	Safety and Environmental Management Plan
SEngO	Senior Engineering Officer
SILS	Safety Integrity levels
SME	Subject Matter Expert
SMO	Senior Medical Officer
SMP	Standard Management Plan
SMS	Safety Management System
SNCO	Senior Non-Commissioned Officer
SOPs	Standard Operating Procedures
SPI	Schedule Performance Indicator
SPPBR	Single Point Pressure Breathing Rig
SQEP	Suitably Qualified and Experienced Personnel
SR's	System Requirements
SRA	Schedule Risk Analysis
SRD	System Requirements Document
SRLs	System Readiness Levels
SRR	System Requirements Review
SSP	Software Support Plan
STS	Severn Trent Services
SWS	Structured Wiring Systems
TAD	Target Audience Description
TD	Technical Documentation
TM	Training Memorandums
TM&TEP	Training Management and Training Equipment Plan
TMP	Transition Management Plan
TSP	Technical Support Provider
TRL	Technology Readiness Levels
TRR	Test Readiness Review
U/S	Unserviceable
UK	United Kingdom
UMC	Under Ministry Control
UP	User Presentations
UPS	Uninterruptable Power Supply
UTC	Unit Tool Control
V&V	Verification and Validation
VVRM	Verification and Validation Requirements Matrix
WBS	Work Breakdown Structure
WEEE	Waste Electrical and Electronic Equipment

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Term	Definition
Acquisition and Safety and Environmental Management System	DE&S mandated requirements for managing Acquisition Safety and Environmental Protection
Aftercare	Initiatives aimed at making the use of the building, or subsequent buildings, more effective, including improving the performance of the Building Systems. Tasks may include gathering Feedback on Project Performance and building performance from Post Occupancy Evaluations.
Architectural Concept	The architectural vision for the project, developed in Stage 2, which may start as several options that are tested against the Project Brief. As the initial ideas solidify, following Design Reviews with the client and other stakeholders, Strategic Engineering aspects are incorporated into the Architectural Concept before it is concluded and forms part of the Stage Report at the end of Stage 2
Asset Information	Information that can be used for Asset Management and/or Facilities Management purposes.
Asset Information Model	<p>Maintained BIM model used to manage, maintain, and operate a built asset.</p> <p>The purpose of the asset information model (AIM) is to be the single source of approved and validated information related to the asset(s). This includes data and geometry describing the asset(s) and the spaces and items associated with it, data about the performance of the asset(s), supporting information about the asset(s) such as specifications, operation and maintenance manuals, and health and safety information.</p>
Asset Information Requirements	Based on the Organisations Information Requirements, specific AIR might be described as part of a contract or as an instruction to in-house teams. This may use data and information from the AIM relating to the asset management activities being carried out. The AIR shall also specify and describe structure of data and information to be captured and fed into the AIM.
Asset Information Model Common Data Environment	A common data environment is a single secure source of information for any given asset and project development

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	<p>of that asset, used to collect, manage, and disseminate project and asset information in a managed process.</p> <p>The Employer’s AIM CDE is for the management of the Asset Information Model, including publishing of Employer information to Suppliers and specification of information deliverables to allow development of the AIM.</p>
Asset Management	The process of developing, operating, maintaining, upgrading, and disposing of an asset using the most efficient and effective means
Authority	The Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland (hereafter referred to as “the Authority”), acting as part of the Crown
Availability	When a system or piece of equipment is in a state to perform as required.
BIM Execution Plan	Plan prepared by the supply chain to explain how the information modelling aspects of a project will be carried out and exchanged with the Employer, describing the management processes and procedures of these activities.
BIM Maturity Assessment Tool	Collaborative way of working to establish BIM impact in a project so that the Employer can establish subjective levels of BIM development over time.
Building Contract	The contract between the client and the contractor for the construction of the project. In some instances, the Building Contract may contain design duties for specialist subcontractors and/or design team members. On some projects, more than one Building Contract may be required – for example, one Building Contract for shell and core works and another for furniture, fitting and equipment (FF&E) aspects.
Building Manual	A summary of all key information about a building, including the Health and Safety File and Fire Safety Information, which are regulatory requirements. The Building Manual is used to ensure that Asset Management and Facilities Management are effectively implemented and might contain tasks that the users must consider in order to get the most out of the building.
Building Regulations	Minimum standards for design, construction and alteration of buildings. See www.legislation.gov.uk/ukxi/2010/2214/contents/made .
Building Systems	The constituent parts of a building, including, but not limited to, structural systems, mechanical and electrical systems, façade, ceiling, floors and wall systems.
Built Asset Security Information Requirements	Security Information Requirements of the Employer resulting from the implementation of BIM, including opportunities to improve security assurance.
Business Days	Monday – Friday excluding public holidays.
Chairperson	Responsible for, but not limited to, ensuring meetings are planned effectively, agendas sent, minutes kept and shared with relevant stakeholders.

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Commencement	The beginning.
Compliance Report	A document presenting information that shows that the Contractor is adhering to all the requirements and applicable standards of the Contract.
Completion	The point at which an activity has achieved the specified output and subsequently signed off by the Authority.
Configurable Items	Any service component, infrastructure element, or other item that needs to be managed to ensure the successful delivery of services.
Configuration Management	A management activity that applies technical and administrative direction, focusing upon the product physical and functional characteristics to ensure conformance with requirements and to control the change of formally approved Configuration Baselines
Construction Information	Information used to construct the Building Systems on site. This information can be prepared by the design team or by a specialist subcontractor and must comprise Prescriptive Information.
Construction Phase Plan	A statutory requirement under the CDM Regulations. The Construction Phase Plan must set out the arrangements for securing health and safety during the construction phase (the period that construction work is carried out). See HSE publication L153: Managing Health and Safety in Construction (HSE Books, 2015) for more information.
Construction Quality	The quality of workmanship (and other factors, such as tolerances) defined in the Employer's Requirements and/or Final Specifications and Building Regulations that the construction team must comply with. To confirm that the contractor is meeting these Construction Quality requirements, it is common for regular inspections to be carried out.
Construction to Operation Building Information Exchange	Structured information for the commissioning, operation, and maintenance of a project often in a neutral spreadsheet format that will be used to supply data to the Employer or operator to populate decision making tools, FM and asset management systems.
Contract Period	The period of time between the effective date of a contract and its expiration or termination date
Contractor	Organisation which undertakes the contract to provide the requirements as stated within the contract.
Corrective Maintenance	Maintenance activity carried out after a fault was recognised to restore the equipment to perform as required.
Cost Benefit Analysis	A process used to measure the benefits of a decision or taking action minus the costs associated with taking that action.
Critical Design Review	Assesses the technical solution to ensure it has a reasonable expectation of meeting the URD and the SRD.
Data Item Definition	Data to be delivered as part of the contract, detailing the format and standard the data should conform to.
Data Reporting, Analysis and Corrective, Action System	A system that is used to report failures and track the corrective actions.

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Defect	An item that does not comply with the requirements of the Building Contract.
Defects List	A list of items that do not comply with the requirements of the Building Contract when the Practical Completion certificate is issued.
Design Reviews	Reviews of the Architectural Concept by the client and other Project Stakeholders to obtain comments and determine whether it meets the requirements of the Project Brief. More experienced clients may also review the Strategic Engineering aspects or the Project Strategies and, during Stage 3, the outputs from Design Studies or Engineering Analysis.
Duty Holder	Authority representative who are responsible for air safety and ensuring that associated risk to life for the air systems within their area of responsibility is as low as reasonably practicable and tolerable.
Effective Date	Date from which an activity begins.
Employer's Information Requirements	Employer's document setting out the standards and processes to be adopted by the Supplier as part of the project delivery process.
Failure Modes Effects Criticality Analysis	A quantitative analysis applied in order to determine the consequences of failure, as well as the probability of such failures.
Facilities Management	The tasks undertaken to enable the effective running of a building.
Final Certificate	A contractual document that formally concludes the Building Contract and Stage 6, winding up the construction team's involvement in the building's life. Many professional services contracts are aligned with the Building Contract, meaning that the issue of this document also concludes the work of the design team, except where a separate appointment requires Aftercare activities beyond the end of Stage 6.
Final Completion	Completion of the system design and construction activities which concludes activities under the contract Stage 2.
Final Specifications	The specifications issued at Stage 4 by the design team. These specifications can be descriptive or prescriptive.
Fire Safety Information	Information relating to the design and construction of the building or extension, and the services, fittings and equipment provided in, or in connection with, the building or extension, which will assist the Responsible Person (under the Regulatory Reform (Fire Safety) Order 2005) to operate and maintain the building or extension with reasonable safety. It must be handed to the client prior to occupation, as required by Regulation 38 of the Building Regulations 2010
Hazards	Any source of potential damage, harm, or adverse health effects on something or someone.
Health and Safety File	All project information that may be relevant to any subsequent work on the building to ensure the health and safety of any person. It must be handed over to the client at the end of the project and passed on to any

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	subsequent owners as required by the Construction (Design and Management) Regulations 2015
Human Factors Integration	A systematic process within Defence acquisition that supports the successful integration of people, processes and technology within capability
Independent Safety Auditor	An individual or team, from an independent organisation, that undertakes audits and other assessment activities to provide assurance that safety activities comply with planned arrangements, are implemented effectively and are suitable to achieve objectives; and whether related outputs are correct, valid and fit for purpose.
Information (COBie) Demand Matrix	An Information (COBie) UK 2012 template complete with IDP, MIDP, and information & data object requirements appropriate for the contract and stage or intervention event identifying which structured data about the facility, floors, spaces, zones, systems and building component should be delivered and when in accordance with the EIR.
Information Delivery Plan	Template methodology to establish contractual Project deliverables.
Information Exchange	Structured collection of information at one of several pre-defined stages of a project, with defined format and fidelity.
Information Management System	An on-line document storage system for the hosting and management of the project library.
Information Requirements	The formal issue of information for review and sign-off by the client at key stages of the project. The project team may also have additional formal information exchanges as well as the many informal exchanges that occur during the iterative design process
Integrated Logistic Support	A disciplined approach to managing Whole Life Costs that affect both the Ministry of Defence (MOD) and its suppliers
Key Personnel	People integral to an activity.
Legislation	A law or a set of laws that have been passed by Parliament
Level of Development	Collective term used for and including 'level of model detail' (LOD) and the 'level of information detail' (LOI) <ul style="list-style-type: none"> • Level of model detail = description of graphical content of models at each of the stages defined • Level of model information = description of non-graphical content of models at each of the stages defined.
Lessons Learned	See NEC terms
Level Of Repair Analysis	An analytical methodology used to determine where an item will be replaced, repaired, or discarded based on cost considerations and operational readiness requirements.
Maintainability	The ability to be retained in, or restored to a state to perform as required, under given conditions of use and maintenance
Maintainer	

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Master Asset Hierarchy	MOD catalogue of relations between the Building Industry Classification codes including NRM, SFG20 and Uniclass.
Master IDP	A primary plan for when project information is to be prepared, by whom and using what protocols and procedures.
Manufacturing Information	Information prepared for the manufacture of Building Systems during Stage 4. This detailed information will usually be prepared by a specialist subcontractor using Descriptive Information from the design team with the resultant Manufacturing Information submitted for comment and approval prior to manufacturing. Manufacturing Information feeds into computer-aided design and manufacturing (systems in factories to facilitate effective manufacturing processes).
Maximum Time To Restoration	Maximum time period allowed to re-establish an item with the ability to perform as required after a failure.
Operator	Someone who has responsibility for using the equipment within the specified parameters.
Original Equipment Manufacturer	The company/organisation who manufactured a component in a system, or the system itself.
Outline Specification	Sufficient information to allow the client to understand what is proposed for each Building System. The Outline Specification might include, for example, the door or floor finishes, the extent or specification of the engineering Building Systems or the type of frame proposed. The Outline Specification also assists in the preparation of the Cost Plan
Practical Completion	When all equipment has been integrated into the infrastructure and is able to be used by the customer in accordance with requirements and contractual conditions.
Pre-construction Information	A statutory requirement under the CDM Regulations for health and safety information in the client's possession or which is reasonably obtainable by or on behalf of the client, which is relevant to the construction work and is of an appropriate level of detail and proportionate to the risks involved. See HSE publication L153: Managing Health and Safety in Construction (HSE Books, 2015) for more information
Preliminary Design Review	Review to ensure that the proposed system solution under review can proceed into detailed design and meet the stated performance requirements in the SRD
Preventative Maintenance	The regular and routine maintenance of equipment and assets in order to keep them running and prevent any costly unplanned downtime from unexpected equipment failure
Programme	Requires NEC terms to be used
Project	A temporary organization that has been created for the purpose of delivering the RAF CAM facility at RAF Cranwell in accordance with the agreed business case.
Project Information Delivery Plan	Profiled IDP establishing contractual Project deliverables.

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Project Information Model	Information model developed during the design and construction phase of a project.
Project Information Model Common Data Environment	<p>A common data environment is a single secure source of information for any given project, used to collect, manage, and disseminate all relevant approved project documents for multi-disciplinary teams in a managed process.</p> <p>Supplier side Common Data Environment enabling the process of creation, sharing, and issuing of production information so that information is managed and delivered in a consistent, lean, and timely manner (see ISO 19650-2)</p>
Post Occupancy Evaluation (POE)	<p>Evaluation undertaken once the building is occupied to determine whether the Project Outcomes and Sustainability Outcomes set out in the Project Brief, or later design targets for Building Systems, have been achieved. There are three progressive levels and the RIBA recommends that all POE starts with the first level:</p> <ul style="list-style-type: none"> • Light touch POE: Simple but meaningful rapid evaluation undertaken post occupancy, before the Building Contract is concluded. This information may not reflect the final building performance due to seasonal Commissioning being incomplete or other Building Systems not being fully bedded in. However, it can provide useful insights for the client and act as Feedback for other projects. • Diagnostic POE: Feedback from light touch POE might identify the need for more detailed evaluation. This may be undertaken by independent evaluators during the second year of occupation, to verify performance and review any issues discovered, including those identified in the light touch POE. • Detailed (forensic) POE: Investigations, if necessary, by independent evaluators, to identify and, where possible, resolve any significant and persistent performance issues. These can start at any time but should ideally be completed by the end of the third year of occupation.
Project Safety & Environmental Committee	The committee that agrees the safety and environmental management policy and strategy for the RAF CAM equipment.
Quality Assurance	Part of quality management focused on providing confidence that quality requirements will be fulfilled
Reliability	The ability to perform as required, without failure, for a given time interval, under given conditions.
Reliability Centred Maintenance	A process that ensures maintenance tasks are performed in an efficient, cost-effective, reliable, and safe manner.
Risk Register	Shall mean the Authority Risk Register. (Active Risk Manager (ARM))
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 environment.

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Safety Management System	A systematic and proactive approach to managing safety risks.
Schedule	A plan for carrying out activities/deliverables, giving lists of intended events and time
Stage Report	A report produced at the end of Stage 2 and Stage 3 to capture decision making during the stage and record the outcome of the design process as reviewed by the client. The Stage Report will also contain the Project Strategies and other useful project information. The Stage Report is signed off by the client at the end of the stage.
Security Aspects Letter	Description of the security requirements and environment of any given project.
Site	The location for the RAF CAM facility, located within RAF Cranwell, which is centred on National Grid Reference (NGR) 501440, 349680, near Sleaford, Lincolnshire, NG34 8HB. A parcel of land to the east of Trenchard Hall locally known as Site 07.
Site Information	Specific project information in the form of surveys or reports relating to the particular site/context for a project, including Site Surveys.
Stakeholder	Individuals or groups who have an interest or role in the project, programme or portfolio, or are impacted by it.
Standard	A level of quality or attainment.
Sub-Contractor	An individual or a business that signs a contract to perform part or all the obligations of another's contract.
Supply Chain	The activities required by the organisation to deliver goods or services as required.
Support	The activities required to enable the equipment to be used as required.
Support & Test Equipment	All support and test equipment required to maintain and operate a system.
Supportability Analysis	A structured process for optimally defining the requirements for and reducing the cost of providing support for a system.
Supportability Case	A reasoned, auditable argument created to support the contention that a defined system will satisfy the Support requirements of a Project.
System	The complete RAF CAM facility as defined in the SRD.
Technical Documentation	All documentation/information which enables the user to safely: operate, maintain, repair, support and dispose of a system throughout its life.
Terms Of Reference	Define the purpose and structures of a project, committee, meeting, negotiation, or any similar collection of people who have agreed to work together to accomplish a shared goal.
Time to Restoration	Maximum time allowed to re-establish an item with the ability to perform as required after a failure.
Training Memorandums	Defines the training requirements for an activity.
Training Needs Analysis	The process of identifying the gap in employee training and related training needs.
TREND	An Industry standard BMS

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User Centred Design	An iterative design process in which designers focus on the users and their needs in each phase of the design process.
Verified Construction Information	An option for enhanced Asset Information based on post construction surveys of the works. If this information is required, the project team must determine what tasks are required during Stage 5 to generate the specific Verified Construction Information needed for each project.
Zonal Plan	Identifies areas where maintenance tasks should be carried out