



Contract No: C17CSAE/701553378

For: Repair of AMOS MK2 Consoles and Type 417F Oxygen Regulators, Post Design Service and Spares Enabling Contract

Annex A to Condition 46:
Statement of Requirement (SoR)

1. Purpose and Scope

- 1.1. The Purpose of this Statement of Requirement (SOR) is to describe the scope, content, the responsibilities and Contractor Deliverables to be undertaken by the Contractor in respect of the Post Design Services of 417F Oxygen Regulators and Aircraft Modular Oxygen Systems (AMOS Mk2) which form part of the High-Altitude Parachute Life Support System (HAPLSS).
- 1.2. The C17CSAE Delivery Team have a requirement for the repair, servicing and support of 417F Oxygen Regulators and Aircraft Modular Oxygen Systems (AMOS Mk2) which form part of the High-Altitude Parachute Life Support System (HAPLSS).
- 1.3. Throughout this SOR the Contractor's obligations are split between Core PDS Services and Non-core services. All Non-Core Services shall be subject to the Emergent Tasking Process at Section 4 to this SOR. For additional clarity a full breakdown of the Core and Non-Core services are provided at Appendix A.
- 1.4. Unless stated otherwise, the Authority refers to DE&S C17CSAE Delivery Team.

2. Core Post Design Services

- 2.1. The Contractor shall be required to carry out Core Post Design Services (PDS) activities within the timescales outlined herein, or within any timescale otherwise agreed between the Authority and Contractor.
- 2.2. PDS work shall be undertaken to ensure that modifications and design alterations are properly appraised and, where approved, implemented. The PDS process is concerned with the redesign, redevelopment and engineering necessary for preserving an equipment's capabilities at the performance levels formally approved by the equipment sponsor. PDS includes the Design Organisation's work necessary to maintain the design and manufacturing data and reference equipment. Subject to scrutiny and approval procedures, emergent tasking via Work Authorisation Form (WAF) may also be used for minor enhancements such as meeting new safety legislation.

3. Post Design Services Emergent Tasking

- 3.1. All Non-core tasking requirements shall be defined on the Work Authorisation Form (WAF) at Annex D of Condition 46.

4. Emergent Tasking Process

- 4.1 Any requirements that fall outside of the Core Tasking scope shall be subject to the Emergent Tasking Process as defined in this Section 4. Tasking shall be defined on the Work Authorisation Form (WAF) at Annex D of Condition 46. A WAF must be approved by the Authority prior to any commencement of work.
- 4.2 All WAF's shall be drafted by either the Authority or the Contractor and shall detail all the task requirements and deliverables. The draft WAF shall be signed by the Authority's Operations Manager (OM) and Commercial Officer before it is issued by email to the contractor for quotation. Only WAF's that have been signed by both the Authority's Commercial Officer and Authority OM are to be valid for quotation by the Contractor.
- 4.3 The Contractor shall acknowledge receipt of a WAF within 3 working days and respond with a Firm Price quote within 20 working days of the request, unless otherwise agreed by the Authority. The Contractor's quotation shall contain a full price breakdown for the task, including but not limited to, the following:
 - I. Price of materials, including any spares;
 - II. Hourly Labour Rate
 - III. Number of Labour Hours;
 - IV. Travel and subsistence costs;
 - V. Travel and subsistence costs shall be broken down by airfare, hotel & subsistence costs and vehicle rental & fuel costs, and other transportation costs;
 - VI. Risk;
 - VII. Profit
- 4.4 Upon receipt of the WAF proposal from the Contractor, the Authority shall review the proposal. Should the Authority decided to proceed with the task, the Authority OM and Commercial Officer shall sign and return the WAF to the Contractor to initiate the WAF. The signed WAF shall include an approved Purchase Order (PO) on CP&F.
- 4.5 The Authority is under no obligation to proceed with the placement of any WAF raised. The Contractor shall not commence any work under a WAF until a signed document is issued by the Authority in accordance with 4.4 above.
- 4.6 The Authority shall not be liable for the cost of any work undertaken by the Contractor prior to the Contractor receiving an authorised WAF and PO from the DE&S Commercial Officer.

5. Overhaul, Repair and Maintenance

- 5.1 The Contractor shall be responsible for the overhaul, repair and maintenance of those items listed at Appendix B to this Statement of Requirement. The Authority will advise the Contractor, in writing, of the items being returned to the Contractor and will specify either Overhaul, Repair or Maintenance.
- 5.2 The Authority shall deliver items for repair or maintenance to the Contractor's authorised NCAGE address. The Contractor shall acknowledge receipt of the items within 3 working days and shall advise the Authority's OM to the

overhaul, maintenance or repair activities to be carried out in accordance with Annex C to Condition 46 – Maintenance Pricing List. Should the Authority require the Contractor to proceed, a CP&F Purchase Order shall be issued to the Contract by the Authority's OM or Authorised Demander. The Contractor should not proceed with any work until an approved Purchase Order has been issued.

- 5.3 In the event an overhaul, repair or maintenance activity falls outside of the scope of the Maintenance Pricing List at Annex C to Condition 46, the Contractor shall immediately inform the Authority's OM in accordance with 5.2 above. Subject to the Authority's agreement, any overhaul, repair and maintenance activity that falls outside of the scope of the Maintenance Pricing List at Annex C to Condition 46, shall be subject to the Emergent Tasking Process at Section 4 to this Statement of Requirement.
- 5.4 Unless otherwise specifically stated by the Authority, The Contractor will return all repaired items on completion to:

Receipt & Despatch, Logs Sqn

(For FWD Issue to OxyBay)

RAF Brize Norton

Carterton

Oxon

OX18 3LX

- 5.5 All maintenance and repair work are to be completed within the agreed turnaround times outlined at the Maintenance Pricing List at Annex C to Condition 46. Any changes to the timescales must be authorised by the Authority.

6. Delivery Locations

- 6.1. The Contractor shall comply with the process as outlined in Condition 27 of the Terms and Conditions.

7. Supply of Equipment and Spares

- 7.1. The Contractor shall supply consumable spares as Contractor Deliverables in response to a Purchase Order as per CP&F, in accordance with Schedule of Requirements (Schedule 2) Item 1 and the consumable spares pricing list at Annex B to Condition 46.
- 7.2. Spares shall be delivered with no less than 90% of their life from date of manufacture preserved, if subject to a finite or shelf life. If there are reasons that make it impracticable to deliver items with 90% of their life then this will be considered on a case-by-case basis by the Authority.
- 7.3. The consumable spares list at Annex B to Condition 46 shall be subject to review in the event additional items are to be added to the list. Any amendments to the pricing list shall be by mutual agreement in accordance with condition 6 (Amendments to Contract).
- 7.4. To support the Contractor in their planning assumptions, the Authority may provide indicative procurement schedules (forecasts). These forecasts, where provided, are done so without commitment and do not place an obligation on the Authority to purchase the items or quantities indicated. These forecasts schedules may alter during the term of the contract.
- 7.5. Notwithstanding Condition 31 (Diversion Orders), the Contractor is responsible for the shipment of all consignments to the Authority in accordance with Condition 28 to the delivery location specified at the time of order placement from the list found at Schedule 3 condition 28(b).
- 7.6. Further to Condition 28(b)(1), the Contractor shall notify the Authority (whom placed the order), no less than three (3) working days in advance of any consignment delivery. In the event the Contractor anticipates a consignment deviating from the contracted lead time, the Authority must be notified at the earliest opportunity, but not later than two (2) days after the Contractor becomes aware of the change.
- 7.7. The Contractor shall retain all delivery and tracking documentation for all consignments (including signed delivery confirmation documents) which shall be made available to the Authority in an electronic format upon request. The information must be sufficient for use as 'proof of delivery' in the event of a system failure in order to progress Contractor claims for payment and to support the identification and location of consignments at the delivery location.
- 7.8. Further to Condition 23 of the Terms and Conditions, all consignments (Contractor Deliverables) under Schedule of Requirements (Schedule 2) Item 1 shall comply with the [LCST Supplier Manual](#) (v2.0, dated 28 June 2019).
- 7.9. In addition to the provisions of Condition 30 (Rejection), the Authority, or its agent, shall report any defective/faulty items by utilising the MOD F760 Narrative Fault Report and MOD F765 Unsatisfactory Feature Report (UFR) procedures.

8. Expedited Delivery

- 8.1. On occasion the Authority may require that an item is delivered faster than the agreed lead times for urgent operational reasons. In this case the Authority will request that the contractor use best endeavours to deliver the item ahead of the contracted lead time. Where a specific improved lead time may incur additional costs, these should be issued to the Authority for consideration with supporting evidence. Any additional costs to

achieve an expediated delivery time will be considered on a case-by-case basis and if agreed shall be subject to the WAF process as defined in Section 4 to this Statement of Requirement.

9. Repair Process (Loans)

9.1. The Contractor shall comply with the loans process outlined in Condition 46.c of the Terms and Conditions.

10. Disposal

10.1. Any Authority owned Articles or part thereof identified as scrap for disposal by the Contractor shall be identified to the DE&S OM or Supply Chain Manager (SCM). No Article shall be disposed of without the written approval of the Authority.

11. Obsolescence Monitoring

- 11.1. As a Core PDS Service the Contractor shall monitor obsolescence throughout the duration of the Contract and shall identify any part or component part which it believes may become obsolete.
- 11.2. If an item is identified as being obsolete, the Contractor shall notify the Authority's dedicated OM by email, in the first instance, as soon as reasonably practical. The Contractor shall inform the Authority in sufficient time to conduct a last time buy where required.
- 11.3. Any implementation activity to resolve the Obsolescence issue shall be at the sole discretion of the Authority and shall be raised through the Emergent Tasking Procedure at Section 4 of this Statement of Requirement.

12. Meetings and Management Information

- 12.1. The Contractor shall attend all meetings as defined in this Section 12. Meetings shall be held via electronic means unless otherwise specified. The Contractor shall ensure that wherever practical meetings are combined.
- 12.2. Local Technical Committee (LTC) Meetings shall be held twice per year with Authority Engineers and Contractor Engineering staff in attendance. A DE&S Commercial Officer shall attend as required. Additional LTC meetings may be raised as a WAF via the Emergent Tasking process at section 4 to this Statement of Requirement.
- 12.3. Task Review Meetings (TRM) shall be held twice per year with relevant Authority Operation Managers, DE&S Commercial Officer, relevant Contractor OM and Contractor Commercial Officer in attendance. The Contractor shall ensure that the most recent Contract Tasking Report, is made available to attendees a minimum of 3 working days prior to this meeting. Where possible the Local Technical Committee (LTC) Meetings at 12.2 and the Task Review Meetings (TRM) at 12.3 shall be combined.
- 12.4. The Contractor may be required to discuss urgent or unforeseen problems which arise as part of the meetings listed above. Any additional activity, including any additional meetings, outside of those listed at the frequency above shall be subject to the Emergent Tasking process at Section 4 to this Statement of Requirement. This may include the LTC or the AFE Engineering Team requesting the Contractor's attendance at prototype installations, trial installations or assessment/investigation or alternative materials, as well as Safety/Hazard Review Meetings.
- 12.5. The Contractor shall provide secretarial services for all of the above meetings, unless otherwise agreed by the Authority. Final copies of all meeting minutes shall be provided to all meeting attendees, within 10 working days of each meeting listed in 12.2 to 12.4 above unless otherwise specified by the Authority. If revisions to the meeting minutes are required, the Contractor shall update the minutes and provide a final version of the meeting minutes within an additional 10 working days.

Management Information

12.6. Throughout the contract period the Contractor shall provide the Authority with the following Management Information:

Equipment and Spares Order Report

- 12.7. The Contractor shall utilise the Order report template in Appendix D. The report shall be provided to the DT DE&S Operation Manager and a DE&S SCM on a monthly basis from Contract Award 5 (five) working days from the end of the calendar month. This should include, but not be limited to, all Purchase Orders currently being processed, current status, Purchase Order initiation date, Purchase Order forecast completion date and indication of which orders, if any, have been expedited.
- 12.8. The Contractor shall retain all Management Information and provide previous Management Information to the Authority within 10 working days of a written request.

13. Technical Queries

13.1. As a Core PDS Service, the Contractor shall provide ad hoc email and telephone support to MoD stakeholders and Service Establishments such as JADTEU. This shall include both technical queries from the MoD Engineering Authority (EA) and miscellaneous project delivery support queries from the DE&S Operation

Manager (OM). This service shall be provided during Meggitt Business Hours, Monday to Thursday 08:00-16:30 and Friday 08:00-13:00. Any other enquiries should be referred to the MoD EA or DM for approval.

- 13.2. Where requested the Contractor shall be responsible for completing the following:
- 13.2.1. Performing experimental, developmental or other tasks of a minor nature to provide a report as required.
 - 13.2.2. Preparing, supplying or reviewing Technical Instructions (TI's) In accordance with MRP RA's. Draft TI's are to be forwarded to the EA or DM for editing and publishing.
 - 13.2.3. Preparing any other Information Leaflets or Vetting Command Leaflets not subject to separate Development Contracts, such as Service Amendment Leaflets (SAL) and Advance Information Leaflets (AIL).
- 13.3. The Contractor shall complete the activities listed 13.2.1 to 13.2.3 above within timescales agreed with the Authority on initiation of the activity, via the Emergent Tasking Process outlined at Section 4 to this SOR.

14. Equipment Documentation

- 14.1. As a Core PDS Service, the contractor shall be responsible for the storage and maintenance of the following for all AFE equipment listed within Appendix B:
- (1) Drawing Packs;
 - (2) Master Record Indexes (MRIs) or Configuration Status Records (CSRs), as per RA5301, RA 5810 and Def Stan 05-10 Part 1;
 - (3) Form 100A (F100A) and Equipment Specifications;
 - (4) Design Organisation (DO) Hazard Logs.
- As a Non-Core PDS Service, the Contractor shall be tasked via the Emergent Tasking Process at Section 4 to this SOR, with the responsibility of storage and maintenance of the following for all AFE equipment listed within Appendix B:
- (5) Safety Assessment Reports (SARs), for which the Contractor shall carry out reviews every four years, in accordance with MAA policy.
- I. These shall be carried out in accordance with the relevant compliance regulations listed in Condition 21 and should be reviewed annually or upon request of the DT.
 - II. Upon request from the Authority the Contractor must provide any of the above documentation within 5 working days. The Contractor shall also issue any of the above to other nominated companies as and only when authorised by the DT. The Authority also reserves the right to forward documentation for onward distribution as required, following agreement from the Contractor where the Contractor holds Intellectual Property Rights.
- 14.2. Any additional requirements for Equipment Documentation, such as Safety Assessment Reports for new modifications, shall be raised in accordance with the Emergent Tasking process at Section 4 to this Statement of Requirement.

15. Configuration Control

- 15.1. As a Core PDS Service, all the Contractor shall carry out Configuration Control for all material specifications and all other relevant Equipment Documentation shall be subject to Configuration Control requirements.
- 15.2. The Contractor shall be responsible for both Design Configuration Control and Physical Configuration Control. The Contractor shall adhere to all standards relevant to Configuration Control outlined below.
- 15.3. The Contractor shall establish and operate procedures in compliance with DEFSTAN 05-57 Issue 7 including but not restricted to the submission of reports and attendance at meetings.
- 15.4. The Contractor shall ensure that the configuration of the design of the equipment is properly controlled and managed in accordance with DEFSTAN 05-57 Issue 7 and DEFCON 606 Change and Configuration Control Procedure.
- 15.5. The Contractor shall establish and operate procedures, submit reports in compliance with DEFCON 611 Issued Material, DEFCON 694 Accounting for Property of the Authority and DEFSTAN 05-99 Issue 4 Amendment 2 Management of Government Issue Material.
- 15.6. Any Articles or part thereof identified as scrap by the Contractor shall be identified to the Supply Chain Manager (SCM). No Article shall be disposed of without the written approval of the Authority.
- 15.7. The Contractor shall:
- 15.7.1. Prepare and maintain a provisional Configuration Status Record (CSR);
 - 15.7.2. Control design changes;
 - 15.7.3. Record and control the standard of design to be manufactured;
 - 15.7.4. Record the reasons for its decisions;
 - 15.7.5. Make available to the TAA/C17 CSAE OM the record of its decisions.
- 15.8. The Design Authority (DA) should maintain the design data and manufacturing data relating to the articles supplied or the work performed under the contract for a minimum of 5 years beyond the aircraft or equipment out-of-service date.

- 15.9. The master copy of any design data should not be altered by the DA before the expiration of the said period except on the written instructions or with the written permission of the MOD. When required by the TAA/AC OM copies of particular design data should be supplied by the DA in an agreed format.

16. Fault Investigations

- 16.1. All obligations under this Section 15 shall be subject to the Emergent Tasking Process at Section 4 to this Statement of Requirement.
- 16.2. As tasked by the Authority in accordance with 15.1 above, the Contractor shall be responsible for investigating and reporting on faults by the following process in accordance with RA 4814 & MAM-P Chapter 9:
- 16.2.1. Determine the precise reason for the fault, issue a comprehensive report on each investigation and make recommendations for the rectification or elimination of the cause of the fault.
 - 16.2.2. Undertake the preliminary work arising from Fault Investigation Reports (MoD Form 760a)
 - 16.2.3. Arrange for the disposal of the equipment when the investigation is completed as instructed by the DT Inventory Manager.
 - 16.2.4. Maintain a complete record of all fault reports on the equipment and, when authorised, analyse investigation reports and report on fault trends.
 - 16.2.5. Respond (with Fault Investigation Reports (Form F761) within 6 months, unless previously agreed with the OM or EA.

17. Modifications

- 17.1. All obligations under this section 16 shall be subject to the Emergent Tasking Process at Section 4 to this Statement of Requirement.
- 17.2. The Contractor may be tasked to conduct modification feasibility studies and to produce reports with recommendations. The Contractor may then be tasked for the preparation and design incorporation of modifications, including subsequent amendments to drawings, specification and MRIs. This includes but is not limited to:
- 17.2.1. Supply of photographs, sketches and specifications arising from modifications.
 - 17.2.2. Design and develop modifications in accordance with Condition 21 of Schedule 3 - Contract Data Sheet, in particular MRP RAs and DEFSTAN 05-57, and preparation of the Modification Proposal Form.
 - 17.2.3. Advise the Packaging Approval Authority when the modification affects the approved packaging for the equipment or store.
 - 17.2.4. Advise the EA when the modification affects the approved support equipment for the equipment or store, with recommendation submitted to the EA as detailed in DEFSTAN 05-57.
 - 17.2.5. Incorporate the modification details into the type records of the equipment or store when the modification has been approved and the Modification Proposal Form has been issued.
 - 17.2.6. Preparation of draft modification leaflet/instruction as authorised by the Modification Proposal Form.
- 17.3. The Contractor, when authorised, shall revise and/or prepare new Service Packing Instruction Sheets as per DEFSTAN 81-41 Pt 4. This will in some instances necessitate prototype packing, which shall be provided to the IM for approval.

18. Trials Support

- 18.1. All obligations outlined in this section 17 shall be subject to the Emergent Tasking Process at Section 4 to this Statement of Work.
- 18.2. The Contractor shall play a proactive role in the completion of trials work undertaken on the Equipment Systems listed in Appendix B as tasked by the Authority. This includes but is not limited to:
- 18.2.1. Allowing the provision of ad hoc email or telephone support outlined in the Technical Queries section to also be provided to the ATEC community, including JADTEU.
 - 18.2.2. Anticipating trial requirements, including forecast surges in equipment and ancillary usage and communicating these to the relevant DM or EA.

19. Technical Air Publications

- 19.1. As a Non-Core PDS, via the Emergent Tasking Process at Section 4 to this SOR, the Contractor shall be responsible for the preparation, supply and update (including F765 change requests) of the Air Publications (APs) and Illustrated Parts Catalogues (IPC) listed in Appendix C in accordance with RA 4810, in accordance with the Authority's direction and agreed timescales. Where requested by the Authority the Contractor shall prepare and supply both new editions and amendments to Camera Ready stage.
- 19.2. Publications shall be submitted in draft version to the Authority prior to being updated by the Contractor and submitted as final version for acceptance by the Authority. Draft's publications are to be submitted in .doc or .docx format for review and may be amended by the Authority. Where directed by the Authority the Contractor

may also be required to submit draft publications to third party Contractors. Any such amendments shall be recorded in track changes and returned to the Contractor within 20 business days from submission to the Authority.

- 19.3. Unless otherwise directed by the Authority for specific requirements, the Contractor shall comply with the following conventions.:
- 19.3.1. All APs shall be published electronically by the Authority, rather than controlled in hard copy, on Technical Documents Online (TDOL). Any APs that have not previously been published electronically shall be converted to Digital Air Publications (DAPs) by the Contractor, subject Emergent Tasking Process at Section 4 to this Statement of Work.
 - 19.3.2. The Contractor shall review and, if required, re-issue the DAPs on a quarterly basis via the Emergent Tasking Process outlined in Section 4 to this SOR.
 - 19.3.3. Following an initial prioritisation (Routine/Rapid/Immediate) of each change request (F765) by a DT Letter of Airworthiness Authority (LoAA) holder, the Contractor shall publish the DAP amendment within timescale defined in the F765 Part 3 signature or at the next quarterly update, whichever comes first. This allows for the issue of an Immediate F765, wherein the Contractor shall complete the update as soon as reasonably possible and no later than 28 days after submission of the change request.
 - 19.3.4. To allow a period for the APs listed at Appendix C to be re-issued to the current standard, the Contractor may stagger monthly updates over the first six months of the Contract until the point that all DAPs listed have been re-issued.
 - 19.3.5. Publication amendments for equipment modifications shall be priced separately through Emergent Tasking in accordance with Section 4 of this Statement of Requirement. Where an Emergent Task would require DAP amendment, the cost of this is to be included within the scope of the WAF. The Contractor should generally therefore not perform Emergent tasking solely for the update of publications, as such tasks would be included in the routine quarterly update process.
 - 19.3.6. The Contractor shall log change requests (F765s) and provide a quarterly status report to each DT that shows the date received and date completed for each F765.

Core and Non-Core Services

The following table outlines the activities which are Core and the activities which are Non-core. It also includes delivery information.

Core Services

Serial	Activity	Para/Ref	Medium for Delivery	Frequency of Delivery
1	Core Post Design Services	2	Delivery of serviced items	Monthly
2	Obsolescence Monitoring	11	LTC	6-monthly
3	Configuration Control	15	LTC	6-monthly
4	Equipment Documentation: Drawing Packs	14.1	LTC	6-monthly
5	Equipment Documentation: MRIs	14.1	LTC	6-monthly
6	Equipment Documentation: F100As MOD responsibility and via additional tasking	14.1	LTC	6-monthly
7	Equipment Documentation: DO Hazard Logs MOD responsibility and via additional tasking	14.1	Safety/Hazard Review Meeting	6-monthly
8	Meetings & Management Information	12.2/12.3	Agenda, minutes via electronic means	TBC
9	Supply of Equipment and Spares Report	7	Electronic/hardcopy	Monthly Not a part of the PDS
10	Technical Queries	13	Electronic (Enquiry Form)	Ad Hoc

Non-Core Services

Serial	Activity	Para/Ref	Medium for Delivery	Frequency of Delivery
1	Emergent Post Design Services Tasking	3	Electronic/hardcopy	Ad Hoc WAF
2	Maintenance and Repair Services	5	Courier/MoD Transport	Ad Hoc
3	Fault Investigations	16	Electronic (F760/760A/761)	Ad Hoc
4	Modifications	17	Electronic (RA5305, RA5820, Def-Stan 05-057)	Ad Hoc
5	Trials Support	18	As agreed via WAF	Ad Hoc WAF
6	Equipment Documentation: SARs	14.1	Safety/Hazard Review Meeting	6-monthly
7	Technical Air Publications (inc F765's updates)	19	Electronic	Quarterly

AFE EQUIPMENT LIST

AFE Equipment List

NSN	Description	Part Number
1660-99-2990430	AMOS Mk2	15400-00-00
6680-99-2331235 1680-99-1314245	Regulator Type 417F	5220000
4920-99-6172895	Test Flow Assembly	823635

TECHNICAL AIR PUBLICATIONS LIST

AFE Publications

The publications in the below table are included as reference..

Serial Number	Publication Title
107D-0225-1236	MINIATURIZED OXYGEN DEMAND REGULATOR Type 417F WITH AMOS CLOTHING ATTACHMENT (Part No. 5220002)
107D-0916-1236	AIRCRAFT MODULAR OXYGEN SYSTEM (AMOS) Mk.2 (Part No.15400-00-00)

MoD C17CSAE SPARES ORDER REPORT TEMPLATE

This monthly order report will be used by the contractor to provide management information to the MoD

This Appendix is provided as a separate document. “Appendix D to Statement of Requirement – C17CSAE_701553378 - MoD C17CSAE Monthly Order Report Template”