

SECTION A - INTRODUCTION and GENERAL PRINCIPLES

Introduction

1. This Schedule defines the Authority's requirement for the provision of 'Marine Support to Range Safety and Aircrew Training' (RSACT) around the coast of the United Kingdom.

Authority Intent

2. The Authority's overarching need is for a set of delivered marine services that support the armed forces and authorised customers in aircrew training, operational sea training (OST) and in their use of coastal ranges, and other marine services as specified in serials C1 to C5. In addition, where spare capacity and resource capability allow, **Additional Services** will be requested on the basis that such services will be met by the Contractor subject to any reasonable additional costs incurred by the Contractor being met by the Authority.

Purpose

3. The purpose of the Schedule of Requirements is to state the Authority's needs as a number of discrete marine support services, amplify and explain those needs and indicate the scale of those needs as a quantity to be delivered to enable the Contractor to price the service provision. It is also to inform the Contractor the standard to which the needs are to be met and where appropriate the sanctions applied for non-delivery of the service provision. The aim is that the Schedule of Requirements provides the Contractor with a clear, unambiguous **but not definitive** list of service requirements with related performance standards (outcomes). The outcomes will be monitored and reported and used, in accordance with the pricing and payment mechanism, to determine the level of payment at the end of each Review Period.

Structure of Schedule 2

4. The document contains **six** Sections, A to **F**. **Section A** is the introductory section to the Schedule of Requirements and also covers the general principles applying to those requirements. **Section B** covers the **Management Plans** to be provided by the Contractor throughout the period of the contract. **Section C** is the core of the tasking output requirements and is presented in a structured way as described below. The purpose of the structured approach is to identify and present clearly each individual service requirement as a discrete output alongside its respective quantity and performance standard. **Section D** covers the **Authority's specific requirements for the management and administration of the contract in terms of records and plans** to be provided and **meetings** to be conducted during the contract period. **Section E** details the Authority's requirement for periodically reviewing the contract. **Section F** constitutes the MoD **SoR** Tasking Guidelines

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which are intended to provide amplification of, and guidance on, meeting the individual contract serials of the Schedule of Requirements.

Columns in Tabular Form in Section C and D

The information contained within each column is:

| Column Heading | Content |
|--|---|
| Serial number | An identifying paragraph reference within each section. |
| Major contract requirement | The main description of the service output required. |
| Related requirement or information relating to the output. | Supporting information that either amplifies the output, details ancillary requirements, or provides reference information. |
| Authorising authority | The organisation authorising the elements of the service to be provided. |
| Customer's estimated quantity | The Authority's best estimate of the overall volume of the service to be provided. Further detail on quantity is contained within the Programming Section of the Schedule of Requirements. |
| Performance standard | The Authority's required performance standard(s) or outcomes that shall be monitored and reported and shall be linked to payment under the pricing and payment mechanism. |

Additional Note in Relation to Customer's Estimated Quantity

5. Details relating to the programming of tasks (timing, notice periods, etc) are contained within the individual serials of Section C of the Schedule of Requirements. **Amplification of the Section C requirements and general operational guidance is contained** within the current **MoD Tasking Guidelines** which is Section F of the Schedule of Requirements. No stated quantity information is definitive and cannot be underwritten or guaranteed by the Authority, however, the Contractor's responses and the determination of the resource required to meet the tasking should be based on the expectation that future levels of demand **will be as per the stated quantities in each serial.**

Range of Services

6. In meeting the requirement for the provision of Marine Support to Range Safety and Aircrew Training (RSACT), the Contractor shall provide, together with any related ancillary services, the following range of services:
- a. Marine Support to Helicopter Training;
 - b. Marine Support to Sea Survival Training;
 - c. Marine Target Towing (MTT);
 - d. Marine Support to Range Clearance and Range Safety;
 - e. Marine Support to Operational Sea Training (OST);
 - f. Additional Services.

Terminology

7. Throughout Section C reference to an 'Aircrew Training' vessel/craft is generally used to mean the FBM 28m craft which were previously used primarily for aircrew training serials. However, any craft used to meet the 'aircrew training' serials under a. b. c. will be expected to be operated as required for the FBM 28m craft. The FBM 28m craft are also used widely for other tasks particularly Navy operational sea training.

Quality and Performance

8. The Contractor shall:
- a. Manage the quality, level of service delivery and its own performance relating to the delivery of all services under the Contract.
 - b. Monitor quality and performance continuously and **report outcomes** to the Authority.

Management Plans

9. The Contractor shall manage and administer the Contract in accordance with Authority **agreed management plans** and shall develop and maintain such plans as indicated in Section B of the Schedule of Requirements.

Security

10. The Contractor shall ensure that all their personnel are aware of the possible sensitive nature of the Authority's operations. The Authority will notify the Contractor of any security clearance requirements.

Attributes of Contractor's Personnel

11. The Contractor shall ensure that all of its staff;

- a. are Suitably Qualified and Experienced Personnel (SQEP), possessing all the necessary qualifications, licences, permits, skills and experience to discharge their responsibilities effectively, safely and in conformance with all relevant law and Authority mandate.
- b. are responsive to the communication and tasking requirements of the customers and conduct themselves in a polite and pro-active manner in line with the requirement for timely responses, accurate task scheduling and **mindful of** the military environment.

12. The manning levels of all craft and the qualifications standard for each of the crew members undertaking Authority tasking are to be determined by the Contractor and identified in an appropriate table lodged within the **Human Resource Management and Training Plan**. This '**SQEP Table**' is to be reviewed with the Authority on an annual basis as per the requirement identified at Schedule of Requirements Section D, serial D6.

13. In determining or revising the SQEP Table, the Contractor is required to provide appropriate assurance to the Authority that the safety of Authority employees and the general public, the effectiveness of Authority operations and the Authority's reputation are not to be placed at an unacceptable level of risk. Such assurance will need to address any changes from the manning and certification in place at the end of the contract on 31 March 2018.

14. In determining a suitable level of manning and SQEP for vessel crew members the following shall be taken into account:

- a. As a general principle, the Contractor shall engage Suitably Qualified and Experienced Personnel (SQEP) sufficient to meet the Authority's required level of service in a safe and efficient manner, and at the very least, complementing the craft to a standard not less than the minimum set by the Maritime & Coastguard Agency (MCA) for the vessel size and operating area. The following aspects are to be addressed within the **Human Resource Management and Training Plan**.
- b. The Authority requires the Masters of Aircrew Training Craft working in support of **Serials C1 to C3** of Section C of the Statement of Requirement, to be qualified to the **STCW 95 standard of Master Near Coastal < 500grt**.
- c. In addition to the minimum qualification standards set by the MCA, the following additional Authority standards shall be met throughout the service period:

- i) Firefighting. The Contractor shall ensure that, on each Aircrew Training Craft proceeding to sea, the Master and a majority of the other crew members hold an appropriate valid Maritime and Coastguard Agency (MCA) approved fire-fighting certificate;
- ii) Sea Survival Training. The Contractor shall ensure that, on each Aircrew Training Craft proceeding to sea, the Master and a majority of the other crew members have undertaken Basic Sea Survival Training to satisfy the requirements of Merchant Shipping, Marine Guidance Note (MGN) 97 M and any subsequent amendments or replacement MGNs;
- iii) Training in the use of Aids to Navigation. 'Masters / Skippers' of all craft shall be trained to an appropriate MCA / RYA standard in the use of radar and, where appropriate, other aids to navigation;
- iv) Radio Qualifications. All 'Masters' on Aircrew Training Craft shall be required to hold an appropriate Global Maritime Distress and Safety System (GMDSS) qualification;
- v) Training for Coxswains and Crew of Powered Rigid Hulled Inflatable Boats (RHIB). All Coxswains and crew members of powered Rigid Hulled Inflatable Boats (RHIB) shall have attained a Royal Yachting Association (RYA) Powerboat certification;
- vi) Familiarisation Training for Aircrew Training Tasks. All new master/skippers of any craft, other than those with recent relevant experience of the relevant Aircrew Training serial to be supported, shall be required to undertake initial task training for a minimum number of tasks before taking on the full role of Master/Skipper. The following specific tasking serials will require the stated minimum number of serials as familiarisation training:
 - (1) Helicopter winching or fast roping training – 2 serials
 - (2) Sea survival drills – 3 serials
 - (3) Swarm serials – 2 serials
 - (4) Target towing for fast jets – 2 serials
 - (5) Target towing for Maritime Sniper Training (MST) – 1 serial
- vii) The Contractor is to draw up a policy, procedure and plans in its **Human Resource Management and Training Plan** for ensuring proper familiarisation of its vessel crews with the tasking requirements. A **Familiarisation Plan and / or Checklist** is to be drawn up and issued to each new member of staff.

Authority Owned Vessels

15. The Authority will have the following vessels under its ownership and will offer them to the Contractor on bareboat charter terms:

- a. 4 x FBM 28m Aircrew Training Craft categorised as workboats.
- b. 1 x FBM 28m Aircrew Training Craft with dual categorisation as a workboat and a passenger vessel.
- c. 9 x 12m Range Safety Craft categorised as workboats

16. The 4 x Aircrew Training Craft will be required to be certificated under the MCA 'Workboat Code' as category 2 vessels. It is the Authority's preference that these craft be surveyed under the workboat code through the offices of a member of IACS using a class surveyor with the appropriate experience of the 'Workboat Code'. Any alternative approach proposed by the Contractor will need to assure the Authority that it will provide for an equally exacting approach to the safety, maintenance and upkeep of the craft.

17. The single FBM 28m passenger vessel is to be maintained as a dual certificated vessel in compliance with:

- a. European Directive 98/18/EC as a Class B passenger craft.
- b. MCA 'Workboat Code' as a category 2 vessel. It is the Authority's preference that this craft be surveyed under the workboat code through the offices of a member of IACS using a Class surveyor with the appropriate experience of the 'Workboat Code'. Any alternative approach proposed by the Contractor will need to assure the Authority that it will provide for an equally exacting approach to the safety, maintenance and upkeep of the craft.

18. The Range Safety Craft will be required to be operated as category 2 craft under the MCA 'Workboat Code'.

19. The Passenger vessel will be required to be ISM certificated and a document of compliance held by the Contractor. The Authority requires that all other craft are to have the principles of ISM applied to their safety management to an extent commensurate with their size. This is to be clearly laid out by the Contractor in its Safety Management Plan.

20. All craft are to be fitted and operated with AIS Type B units and this is to become part of the ship's fit.

21. All range safety craft are to have marine vhf radios crystalised with a private frequency for speaking privately with the ranges. This may require crystalisation of the vhf sets based ashore on the ranges and this is to be checked and provided for by the Contractor where required.

Additional Items of Authority Owned Vessel Equipment

22. The following items of equipment are to be maintained as part of the overall MoD vessel fleet equipment:
- a. 4 Larne targets for target towing;
 - b. 4 radio communications helmets – only for use on IRB RHIB at Holyhead;
 - c. 2 target towing reels. All FBM craft are fitted for these target towing reels.