



Ministry
of Defence



In-Service Support of HESE

STATEMENT OF WORK

CONTENTS

1	GENERAL DESCRIPTION	3
1.1	Aim	3
1.2	Scope	3
2	STATEMENT OF WORK	4
2.1	In-Service Core Support	4
2.2	In-Service Non-Core Support	13
3	GLOSSARY	17

1 GENERAL DESCRIPTION

1.1 Aim

The Contractor shall undertake the contract in accordance with this Statement of Work.

1.2 Scope

In summary the Contractor shall deliver the following:

Core Support

- Project Management / Meetings / Reports and Ad-hoc Meetings (SoW1)
- Technical Support (SoW2)
- Safety Environmental Case Report, Hazard Log, and Safety and Environmental Plan support (SoW3)
- Risk Management (SoW4)
- Technical Information (SoW5)
- Obsolescence (SoW6)
- Availability Reliability & Maintainability (SoW7)
- Configuration Control (SoW8)
- Acceptance (SoW9)
- Quality Management (SoW10)
- Disposal Management (SoW11)
- Servicing (SoW12)
- Electrical Equipment Testing (EET) (SoW13)
- NATO Codification (SoW14)
- Packaging Handling Storage & Transport (PHS&T) (SoW15)

Non-Core Support

- Repairs (SoW 16)
- Transportation (SoW17)
- Spares (SoW18)
- Ad-hoc Tasking (SoW19)

Full details of the requirements are provided below;

2 STATEMENT OF WORK

2.1 In-Service Core Support

Ref	Work Category	Statement of Work	Contract Deliverables
Core Activities: In-Service			
SoW01	Project Management / Meetings / Reports and Ad-hoc Meetings	<p>1. The Contractor shall attend quarterly performance review meetings; these will be alternating Face to Face meetings at the Contractor's premises and Microsoft Teams Meetings.</p> <p>2. The Contractor shall provide to the Authority written auditable minutes from the quarterly meetings.</p> <p>3. It is envisaged that the quarterly meetings will cover, as a minimum, each of the following areas:</p> <ul style="list-style-type: none"> a. Government Furnished Equipment (GFE) & Spares. (SoW 18) b. Inspections, repairs, calibration, and servicing activities during the reporting period, including No Fault Found (NFF). (SoW 12, 13 & 16) c. Obsolescence management (SoW 06) d. AESP activities during the reporting period, including the Configuration status of the system. (SoW 05) e. Safety Environmental Case Report, Hazard Log, and Safety and Environmental Plan and legislative compliance matrix updates. (SoW 03) f. Ad hoc Tasking Register (SoW 19) g. Joint Risk Register update. (SoW 04) h. Quality Assurance Matters. (SoW 10) 	<p>Minutes to be despatched to the Authority within 3 working days of the meeting.</p> <p>Other meetings and frequency:</p> <ul style="list-style-type: none"> a. Hazard Working Groups (HWG) - As required (anticipated 1 per year) b. Project Safety & Environmental Panel (PSEP) - As required (anticipated 1 per year) c. Security Working Group Meetings (SWG) - As required (anticipated 1 per year) d. Task specific - As detailed within the individual TAFs via ADHOC Tasking e. Quarterly Performance Review – Quarterly f. Ad-Hoc - As required.

		<p>i. Contract Performance (Key Performance Indicators) (Annex F and Condition 47.3) j. Technical Support Log (SoW 02)</p> <p>4. The Contractor shall nominate a HESE Manager, and in their absence a deputy, who shall be the primary Point of Contact (POC) during Business Days.</p> <p>5. The Contractor shall Asset Track Authority HESE equipment in their possession.</p> <p>6. Attendance at Ad hoc Face to Face meetings will be tasked via Tasking Authorisation Form (TAF) detailed at Clause 47.1</p>	
SoW02	Technical Support	<p>1. The Contractor is to provide Technical Support covering the equipment under the contract to provide expert advice and resolve issues.</p> <p>2. The Contractor shall provide telephone and e-mail technical support to the Operations Manager appertaining to equipment covered by the contract.</p> <p>3. Provide cover from Monday to Thursday 08:00 – 16:00, Friday 08:00 – 14:00, excluding UK bank holidays.</p> <p>4. The Contractor shall maintain a record log, that will include but not limited to the following: for discussion at the quarterly review meetings.</p> <ul style="list-style-type: none"> - Date of issue raised, - Date of acknowledgement - Date of resolution and agreement of closure - User and Unit the query was raised from - Summary of issue - Summary of resolution - RAG statues of whether the turnaround times have been met. - Any other information to support trend analysis and suggested prevention of reoccurring issues. 	<p>During the working day the Contractor shall be contactable by telephone and/or email facility to provide Subject Matter Expert (SME) Technical Support and guidance to the Authority representatives throughout the duration of this contract.</p> <p>The Contractor shall maintain a record log for discussion at the quarterly review meetings.</p>
SoW03	The Authority's Safety Environmental Case Report, Hazard Log, and	Where Safety or the Safety Case (SC) may or will be affected as a result of any service and/or repairs and requirement (i.e. upgrades/updates) conducted in accordance with any other element of this specification, the Contractor shall support the Authority in updating the Safety Environmental Case Report, Hazard Log, and Safety and Environmental Plan.	The Contractor to support the Authority to maintain an up-to-date Safety and Environmental Case Report, Hazard Log, and Safety and Environmental Plan.

	<p>Safety and Environmental Plan</p>	<ol style="list-style-type: none"> 1. The Contractor, if requested, shall support one Project Safety and Environmental Panel (PSEP)/ Safety and Environmental Case Report (SECR) meeting per contract year for the duration of the Contract to enable review of current Safety Case, Hazard Log, Safety and Environmental Plan and other Safety Artifacts. 2. The Contractor shall provide information to support the Authority's Operations Manager in the updating of Safety documentation. 3. The Contractor shall notify the Authority of any 'Hazardous' materials, and these materials shall be supported by Material Safety Data Sheets (MSDS) used in the equipment. 4. If required, the Contractor shall review the HESE Hazard Log to incorporate any changes as necessary throughout the duration of the Contract and highlight the need for any amendments along with supporting documentation to the Authority's Operations Manager. 5. The Contractor shall maintain the Legislation Compliance Matrix (LCM), completing an annual review, and update as necessary. The Contractor shall identify if they are unable to maintain compliance with the legislation within the current HESE LCM. 	<p>The Contractor shall review and update the LCM annually, or in line with legislation updates.</p> <p>Contractor to inform the Project Manager of any non-compliance to the LCM with details, impact of non-compliance and possible solutions.</p>
<p>SoW04</p>	<p>Risk Management</p>	<p>The Contractor shall create and maintain a Risk Register detailing how risks will be identified, recorded and managed.</p> <p>The Contractor shall identify and report all risks (including supportability risks) associated with the project.</p> <p>The report shall include, but not be limited to, the following:</p> <ul style="list-style-type: none"> • Risk Description including impact and potential trigger date • Risk owner • Pre-Mitigation Probability and Impact Pre-Mitigation Impact (Cost, Time & Performance) • Proposed Mitigations, contingency plan and recommendation • Estimated Completion Date of Mitigation Activity • Post Mitigation Probability • Post Mitigation Impact (Cost, Time and Performance) • Proposed fall-back plans <p>The Contractor shall ensure that the risk register is maintained throughout the project and presented as part of the quarterly progress review.</p>	<p>Within 60 working days of contract start, the Contractor shall provide a Risk Register identifying the key risks to the project.</p> <p>The risk register shall be a living document that evolves with project progress and shall be reviewed and updated during each monthly progress meeting. Or any other ad-hoc project or risk related meetings where appropriate.</p> <p>The Risk Register will be presented and reviewed at the quarterly meeting by the Contractor.</p>

		The Contractor Point of Contact (POC) and Authority POC shall support the combined register throughout the Contract.	
SoW05	Technical Information	<p>The Contractor shall conduct an initial review of Army Equipment Support Publications – (AESP) in conjunction with the Authority and update if required.</p> <ol style="list-style-type: none"> 1. The updates to the AESPs are to include modifications and/or amendments resulting from changes to the Configuration status of the system and any changes resulting from Obsolescence/PDS activity. 2. Updates to AESPs are to be provided as: <ol style="list-style-type: none"> a) Draft version for review by the Authority in WORD Version b) Final agreed versions in WORD & PDF format 3. Annual updates up to a maximum of 30 pages per AESP Document (AESP Octad 4240-L-100 consists of 3 categories: 111, 201,741) as requested by the Authority. Updates to the relevant AESPs shall be in accordance with MOD Policy, Defence Standard 00-601 Part 4. 5. Any additional requests for AESP reviews or updates will be through the Adhoc Tasking process detailed at Clause 47.1. 6. The contractor shall maintain a Technical/Manufacturers Data Pack. 	<p>The Authority will provide the current AESPs for initial review, within 60 Working Days of Contract Award.</p> <p>Future updated AESP are to be provided to the Authority as:</p> <ol style="list-style-type: none"> a) Draft version for review by the Authority in WORD Version b) Final agreed versions in WORD & PDF format <p>Annual review of the AESPs.</p>
SoW06	Obsolescence	<p>The Contractor shall create and maintain an Obsolescence Monitoring Plan.</p> <p>Obsolescence as defined in BS EN IEC 62402:2019 and NATO STANAG 4597</p> <p>The Contractor shall be responsible for managing obsolescence over the entire period of the contract and, notwithstanding any Obsolescence Issues or problems; the Contractor remains responsible for meeting all performance and other requirements of this contract.</p> <p>The Contractor shall provide the Authority with obsolescence status briefs, as part of quarterly progress meetings and reporting.</p> <p>Contractor shall be liable for all costs incurred in identifying and implementing a Form Fit Function (Equivalent) replacement to resolve the Obsolescence Concern or</p>	<p>As soon as any obsolescence concerns are identified the Authority (Inventory and Operations Manager) should be immediately notified by email. This should be followed up in more detail as part of the next obsolescence status brief.</p> <p>Reviewed at the quarterly meeting by the Contractor.</p>

		<p>Obsolescence Issue. Where obsolescence cannot be resolved, the Contractor shall provide alternative solutions to the Authority to maintain the capability.</p> <p>The costs for which the Contractor is responsible include, but are not limited to, the costs of investigating part availability, locating suitable part replacement, vendor interface, engineering efforts, testing and qualification requirements.</p> <p>New to service equipment procured under the contract shall not have obsolescence issues and be supportable for a minimum of 10 years, any known obsolescence issues or inability to meet these requirements shall be presented to the authority to approve.</p> <p>The Authority shall be responsible for all other costs associated with:</p> <ol style="list-style-type: none"> 1. The mitigation of Obsolescence Concerns, limited to planned system upgrades and risk mitigation buys; 2. The resolution of Obsolescence Issues excluding Form Fit Function. <p>No work other than that agreed as part of the contract shall take place in association with Obsolescence unless otherwise agreed as part of a TAF raised via Ad-hoc Tasking at SoW 19.</p>	
SoW07	Availability Reliability & Maintainability	Where Availability, Reliability and Maintainability may or will be affected because of any service or repair conducted in accordance with any other element of this specification, the Contractor shall notify the Authority immediately.	As soon as an Availability, Reliability or Maintainability concern has been identified, initial details of the concern should be emailed immediately to the Authority Operations Manager.
SoW08	Configuration Control	<ol style="list-style-type: none"> 1. The Contractor shall ensure Configuration Control of HESE is in accordance with Defence Standard 05-057 Issue 8 "Configuration Management of Defence Materiel"(28 March 2022). <ol style="list-style-type: none"> a) Configuration Control (CC) shall be applied to ensure tracking of the status of all units. b) It shall be conducted in accordance with Defence Standard 05-057. c) If the Configuration status of the System has changed, the Contractor shall agree (via the TAF process) what changes can be made to the overall fleet of the system to maintain availability for the Users. 	<p>The system configuration management will be reviewed as an agenda item at every quarterly progress meeting.</p> <p>A joint Asset register to be agreed within 60 Working Days of Contract Award.</p>

		<p>d) Work will be tasked by the Authority Operations Manager (OM) who shall prioritise the work to be undertaken.</p> <p>e) The Contractor shall, with the agreement of the Authority, establish a Joint Asset Register to track systems in the repair loop to ensure that the Users retains the maximum availability.</p>	
SoW09	Acceptance	<p>1. The Contractor shall provide a 'Certificate of Conformity' (CoC) confirming that any equipment complies to the procurement specification and with all current UK legislation (as applicable) to the equipment on delivery of new equipment, and following each repair and/ or service in accordance with Condition 26 and JSP940 MOD Policy for Conformity. Certificate of Conformity shall be provided in accordance with DEFCON 627.</p>	<p>Following delivery of articles and all equipment service or repair, a CoC is to be supplied to Authority's nominated Ops Manager within 5 working days.</p>
SoW10	Quality Management	<p>1. The Contractor shall maintain a Quality Management System in accordance with ISO9001:2015 (or suitable alternative) throughout the duration of this Contract, with an appropriate scope to meet the contract deliverables, this shall be certificated by an UKAS accredited certification body or equivalent IAF member. This shall be at no additional cost to the Authority.</p> <p>2. For the purposes of the Contract AQAP2110 Edition D entitled "NATO Quality Assurance Requirements for Design, Development and Production" shall apply where the Contractors Quality Management System meets the requirements of ISO 9001:2015. Certificate of Conformity shall be provided in accordance with DEFCON 627.</p> <p>3. For the purposes of the contract, Counterfeit Avoidance Management shall be managed in accordance with Defence Standard 05-135 entitled "Avoidance of Counterfeit Materiel Issue 2".</p> <p>4. Contractor Working Parties - For the purposes of the contract, and Contractor Working Parties shall be provided in accordance with Defence Standard 05-061 Part 4 entitled " Quality Assurance Procedural Requirements - Contractor Working Parties Issue 4".</p> <p>5. For Guidance on the application and interpretation Please use the appropriate AQAP Standard Related document (SRD). Where Government Quality Assurance is performed against this Contract, it will be in accordance with AQAP 2070 Edition B.</p>	<p>Quality reporting shall be reviewed as an agenda item at every quarterly progress meeting.</p> <p>Quality failures/escapes shall be reported to the authority immediately if product has been released to the Authority Operations Manager. The contractor shall notify the Authority of changes to its organisation that affect product quality.</p> <p>The Contractor shall immediately inform the authority of any changes to their ISO9001:2015 certification.</p>

		<p>6. All Reference to the GQAR in the documents which form part of this Contract shall be read as referring to the Authority specified in Box 7 of the DEFFORM 111.</p>	
SoW11	Disposal Management	<p>The Contractor shall comply with the Disposal Management Plan provided by the Authority for HESE.</p> <p>The Contractor shall inform the authority of changes to the equipment that will affect the Disposal plan.</p> <p>Any updates to the disposal management plan that are required throughout the contract to but not limited to procurement or change in legislation.</p>	<p>The Authority will issue the Contractor with the Disposal Plan within 30 Working Days of Contract Award.</p> <p>Within 60 working days of receiving the Disposal Plan, The Contractor will provide any recommended changes to the Disposal Management Plan for the Authority for accept.</p>
SoW12	Servicing	<p>Servicing of HESE I.A.W Annex E & H.</p> <p>The Contractor shall service in line with Legislation & Regulations,</p> <ol style="list-style-type: none"> a) The HESE kit shall be serviced on site at the Locations detailed and IAW the schedule at Annex E. b) Following completion of the service, the contractor shall send servicing details to the Authority Operations Manager. c) Where Maintenance support may or will be affected as a result of any service or repair conducted in accordance with any other element of this specification, the Contractor shall notify the Authority immediately. d) Comply, review and update Annex E Servicing Plan where applicable. Update if changes required to maintenance schedule, to be agreed an accepted through a formal amendment. e) All servicing to comply with Annex H Legislation Compliance Matrix (LCM) f) The Contractor to complete Sow 16 (Repairs) following servicing if required and the equipment shall be transported to the Contractor's premises to upon completion of service upon agreement from the Authority Operations Manager. 	<p>Servicing of equipment to be carried out at the at the unit locations detailed in Annex E</p> <p>Each equipment upon service will receive a Servicing Certificate.</p> <p>Certificates will be sent as soft copies to the Units, within 2 working days. Electronic copies shall be provided upon request of the Authority.</p> <p>Following the service the Contractor will inform the Authority's Operations Manager of any shelf-life issues or repairs required within 5 working days.</p> <p>Additional Servicing shall be via SoW19 Ad-hoc Tasking Process</p>
SoW13	Electrical Equipment Testing (EET)	<p>Electrical Equipment Testing of HESE I.A.W Annex E</p> <ol style="list-style-type: none"> a) The Contractor shall use a SQEP engineer to EET (Formerly PAT) the equipment (Annex E) annually and provide sticker with date of next EET required. 	<p>EET of equipment to be carried out at the at the unit locations detailed in Annex E with sticker with the date of next EET required.</p> <p>Certificates will be sent as soft copies to the Units, within 2 working days.</p>

		<p>b) Any Electronic Device that plugs into the mains power supply will undergo EET, (Annex E), subsequently receiving an EET Certificate and sticker with date of next EET required.</p>	<p>Following the EET, the Contractor will inform the Authority's Operations Manager of repairs required within 5 working days.</p>
SoW14	NATO Codification	<p><u>NATO Codification:</u></p> <p>Authority is responsible for the codification, but the contractor is responsible for providing any technical data required to complete the codification.</p> <p><u>NATO Codification:</u></p> <ol style="list-style-type: none"> 1. All System items that enter the Defence Supply Chain must be NATO codified. 2. The Contractor shall be prepared to hold the item until notified by the Authority. 3. This will give the Authority time to confirm or update the codification data on the base inventory, of expected deliveries. <p>The Contractor shall:</p> <ol style="list-style-type: none"> 4. Ensure that the DEFCON 117 information is provided for all uncodified articles within scope of this Contract to allow the Authority to complete the Codification Process. 	<p>For any new spares not previously codified, the Contractor shall store the items until such time that the Authority is able to complete the Codification process, enabling the spares to be issued to Authority stores for control and management.</p> <p>Contractor to deliver equipment information in accordance with DEFCON 611 – Issued Property.</p> <p>The Contractor shall store the uncodified items at its own cost until the Authority can complete the Codification process.</p>
SoW15	PHS&T	<p>The Contractor shall provide a Packaging, Handling, Storage, and Transportation (PHS&T) Plan.</p> <p>In addition to the production of the (PHS&T) Plan, the Contractor shall:</p> <ol style="list-style-type: none"> 1) Highlight to the Authority any PHS&T issues relating to the PHS&T requirements for batteries or other hazardous components within the HESE equipment throughout the Contract. 2) All HESE equipment, shall be packaged to the UK Military Packaging Levels as defined in DEFSTAN 81-041. For all packaging, the use and standard of the packaging shall be agreed with the Authority for HESE equipment. 	<p>The contractor shall provide a PHS&T Plan within 30 working days of Contract Award.</p> <p>The system PHS&T management will be reviewed as an agenda item at every quarterly progress meeting.</p>

		<p>3) All package items entering the Joint Supply Chain shall be labelled in accordance with DEFSTAN 81-041 Part 6 and DEFCON 129 requirements.</p> <p>4) The contractor shall ensure that any containers requiring specific labelling to comply with the HSE Regulations, will be labelled accordingly to BS EN ISO 7010. Packages will be capable of handling by resources and equipment available at the Authority's Units, depots, nominated dispatch and receiving points and be fit for purpose.</p> <p>The transportation requirement has been laid out further in the SoW17.</p>	
--	--	--	--

2.2 In-Service Non-Core Support

The following will be contracted through the Tasking Authorisation Form unless otherwise stated below;

Ref	Work Category	Statement of Requirement	Contract Deliverables and Performance Indicators
SoW16	Repairs	<p>Repair of HESE Equipment to be completed at the Contractor's premises.</p> <p>The Authority shall issue the articles to the Contractor's premises IAW SoW line item 17</p> <p>Articles issued for repair/modification shall be issued to the Contractor as Contract Works Items in accordance with DEFCON 611 and must be recorded by the Contractor accordingly.</p> <p>The Contractor shall submit a Repair Breakdown Report (in the format at Annex I) to the Authority's Operations Manager. The Repair Breakdown Report shall provide a firm price quotation for the work, showing a comprehensive breakdown of the elements of the quotation including:</p> <ul style="list-style-type: none"> (i) Materials (ii) Labour Hours and contractually agreed labour rates (iii) Task commencement and completion dates <p>Pricing provided in the Repair Breakdown Report shall be subject to DEFCON 643 (SC2) - Price Fixing (Non-Qualifying Contracts).</p> <p>The Contractor shall identify any items as Beyond Economic Repair (BER), repair costs 70% of price of a new replacement item. The Contractor shall notify the Authority's Operations Manager of any BER items and await further instructions. Any disposal actions shall be undertaken in accordance with DEFCON 601 – Redundant Material.</p> <p>All HESE Equipment shall be returned to Mat Con A1 standard upon completion of repairs.</p>	<p>Repairs to be completed within the agreed turn-around-time as stated in Annex I Repair Survey, Annex D Contract Rates and Annex B Spares List.</p>

Ref	Work Category	Statement of Requirement	Contract Deliverables and Performance Indicators
		<p>Acceptance of the firm price quotation for the repair shall be made through the issuing of a Purchase Order. The Contractor shall accept the Purchase Order within 3 business days and proceed with the repair.</p> <p>The Contractor shall complete the repair within the agreed timescales and notify the Authority's Project Manager once the repair has completed so that collection can be arranged. The Contractor shall deliver all items Ex-Works unless otherwise agreed through the Purchase Order.</p> <p>The Contractor shall ensure that all repaired articles are fit for purpose and certified for use with provision of a CoC.</p> <p>Payment shall be made upon delivery and acceptance by the Authority.</p>	
SoW17	Transportation	<p>Delivery/Collection of HESE equipment.</p> <p>Following a Service, the Contractor shall be responsible for transporting any equipment for repair to the Contractors premises and will send an email to the Authority Operations Manager detailing what has been taken inclusive of serial numbers where applicable.</p> <p>All equipment shall be delivered Ex-Works and the Authority shall be responsible for transport in accordance with DEFCON 621A – Transport, The International Maritime Dangerous Goods (IMDG) & ADR regulations.</p> <ol style="list-style-type: none"> 1. The Contractor shall be responsible for setting up a transport account on the RAMP system. This will enable them to arrange collection / delivery of equipment back Depot/Directly to Units referencing the Dues In Identification Number (DIIN), provided by the authority. <p>The Contractor shall notify the Authority's Operations Manager once any articles are ready for collection from the Contractor's premises.</p> <p>Once the items are ready for dispatch, the Contractor I.A.W SoW15 will send the spares into depot using the Dues In Identification Number (DIIN) provided by the Authority.</p>	<p>All collections/deliveries shall adhere to MOD Base Inventory System procedures and the RAMP process.</p> <p>Contractor shall set up a RAMP account within 30 working days of contract award.</p>

Ref	Work Category	Statement of Requirement	Contract Deliverables and Performance Indicators
SoW18	Spares	<p>A Purchase Order, issued to the Contractor by the Authority's Operations Manager, will constitute the Authority's approval to proceed with the manufacture and supply of the items listed at Annex B. The Contractor shall acknowledge receipt of the Purchase order within 3 working days. The Contractor shall then proceed with the manufacture and supply of the spares order.</p> <p>If the Contractor is unable to accept the demand order whether wholly or in part, they shall notify the Authority's issuing branch giving the reasons and where appropriate recommendations for amendment.</p> <p>The Contractor shall deliver the articles Ex-Works against the timescales listed against each item at Annex B. The Contractor shall endeavour to collate deliveries into batches whenever possible. Once the items are ready for dispatch, the Contractor I.A.W SoW15 will send the spares into depot using the Dues In Identification Number (DIIN) provided by the Authority.</p> <p>Payment shall be made on delivery and acceptance by the Authority.</p>	<p>The prices for spares and their lead times will be detailed in the contract detailed at Annex B and Annex F KPI's</p>
SoW19	Ad-hoc Tasking	<p>Support via TAF process.</p> <p>Ad-hoc tasking could include but is not limited to:</p> <ul style="list-style-type: none"> a) General ad-hoc meetings b) Work outside core services as a result of Safety & Environmental Management. c) Investigation and reporting on equipment failure. d) Monitor issues that result from equipment failure. e) Attendance and Support at Safety meetings (expected one safety meeting at Abbey Wood annually) in accordance with SoW01 f) Provision of design services for non-core tasks. g) Supply of Modification Kits. h) Provision of source data for codification of modification kits. i) Fitting Modification Kits. j) Provision of training for fitting modification kits. k) Capability Improvements. l) Urgent Operational Requirements. m) Subcontract Work. 	<p>Completed Ad-hoc TAF with information relevant to the task, in accordance with the Ad-hoc Tasking Process set out in Condition 47.1 and Annex F KPIs</p> <p>A TAF part 2 is to be returned to the Authority within 10 working days of issue.</p> <p>Following approval from the Authority at Part 3 the Task shall be carried out within agreed timescale and cost as defined in the part 2.</p> <p>Upon completion of the Ad-Hoc Task, the contractor shall return the TAF Part 4 to the Authority.</p>

Ref	Work Category	Statement of Requirement	Contract Deliverables and Performance Indicators
		n) Any other advice, data and documentation for the purpose of writing and maintaining the Through Life Management Plan (TLMP). o) Disposal p) Training q) Additional servicing	

3 GLOSSARY

Term	Definition
AESP	Army Equipment Support Publication
AIS	Automatic Identification System
AQAP	Allied Quality Assurance Publication
BER	Beyond Economical Repair
CC	Configuration Control
CES	Complete Equipment Schedule
CoC	Certificate of Conformity
DE&S	Defence Equipment & Support
DLOD	Defence Lines of Development
DRACAS	Data Reporting and Corrective Action System
DSAT	Defence Systems Approach to Training
Dstl	Defence Science and Technology Laboratory
EOD&S	Explosive Ordnance Disposal & Search
ESPD	Equipment Support Policy Directive
EVVRM	Equipment Verification and Validation Requirement Matrix
FOC	Full Operating Capability – defined within ITEAP
LCM	Legislation Compliance Matrix

Term	Definition
LoL	Limit of Liability
MSDS	Material Safety Data Sheets
MOD	Ministry of Defence
NATO	North Atlantic Treaty Organisation
NFF	No Fault Found
OM	Operations Manager
PAT	Portable Appliance Testing
PIA	Power Interface Assembly
POC	Point of Contact
PSEC	Project Safety & Environmental Committee
PSEP	Project Safety and Environmental Panel
RAMP	Remote Access Movements Portal
RTP	Reusable Training Pack
RTRT	Return Turn Round Time
SC	Safety Case
SECR	Safety and Environmental Case Report
SEEC	Specialist EOD&S, Exploitation and Countermeasures
SQEP	Suitably Qualified and Experienced Personnel
TAF	Task Authorisation Form

Term	Definition
TLMP	Through Life Management Plan
TNA	Training Need Analysis
Working Day	Monday – Friday (excluding bank holidays)