**Statement (Schedule) of Requirement for Services for Contract Part A – General Requirement for Provision of Services to the ARMY AT AIR WING** **covering:**

* **Part B - The Provision of Services to the ARMY AT AIR WING**

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| **A.1** | **Scope of Requirement** |
| A.1.a | The aim of this document is to define a SOR for the delivery of aviation related services for the Joint Services Parachute Wing (Netheravon) (ARMY AT AIR WING). This SOR will form the basis of contractual agreements for the delivery of aviation and staffing services described within this document. Services must be provided in accordance with all operating procedures for the Civil Aviation Authority (CAA) and British Skydiving in addition to specific requirements of ARMY AT AIR WING. |
| A.1.b | The initial setup and service provision should be ready for delivery commencing 1 July 2022, ending 1 Jul 2027. |
| A.1.c | The centre delivers Joint Service Adventurous Training (JSAT) through the medium of static line and freefall parachuting. The provision of aviation, refuelling and staff services is required to support this delivery. |
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| **A.2** | **Definitions** |
| A.2.a | In addition to the definitions detailed in the Terms and Conditions of the contract the following definitions shall also apply. Where definitions below contrast to those detailed in the Terms and Conditions of the Contract then the definitions within the Terms and Conditions of the Contract take precedence. |
|  | Definition | Interpretation |
|  | Chief Pilot | The Chief Pilot will be senior pilot nominated by the contractor as defined by the BS Ops Manual.  |
|  | Advanced Rigger | The Advanced Rigger will be the individual provided by the contractor that meets the standards set by the BS Ops Manual. |
|  | Contractor’s Personal Use | Any use of MOD furnished property, facilities or equipment intended for the primary benefit of the Contractor or the contractor’s personnel which is contrary to the MOD’s interests is considered personal use. |
|  | Contractor’s Personnel | Any employees, including sub-contractors or other agents working on behalf of the Contractor, shall be deemed the Contractor’s Personnel. |
|  | Designated Officer | Nominated SO1 representative of the Authority. |
|  | FMT600 | A Licence to the individual giving him or her permission to drive Military Transport in their role at ARMY AT AIR WING.  |
|  | Ground Support Staff | Any employee working on behalf of the contractor in the role of ground support tasks. |
|  | Jumpmaster | The Jumpmaster is defined by the BS Ops Manual and is responsible for the safe despatch of all parachutists. |
|  | Pilot | The pilot will be the individual provided by the contractor as defined by the BS Ops Manual who will pilot the ac. |
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| A.2.b | In addition to the abbreviations and acronyms detailed in the Terms and Conditions of the contract the following abbreviations and acronyms will be used: |
|  | Abbreviation or Acronym | Interpretation |
|  | AAD | Automatic Activation Device. |
|  | AFF | Accelerated Freefall. |
|  | AFFI | Accelerated Freefall Instructor. |
|  | AOC | Air Officer Commanding. |
|  | AT | Adventurous Training. |
|  | AVTUR | Aviation Turbine Fuel. |
|  | BS | British Skydiving. |
|  | CAA | Civil Aviation Authority. |
|  | CI | Centre Chief Instructor. |
|  | CSSD | Civilians Subject to Service Discipline. |
|  | DII | Defence Information Infrastructure. |
|  | DME | Distance Measuring Equipment. |
|  | EASA | European Aviation Safety Agency. |
|  | FD | Force Development. |
|  | GPS | Global Positioning System. |
|  | HQ | Headquarters. |
|  | ICAO | International Civil Aviation Organisation. |
|  | JSAT | Joint Services Adventurous Training. |
|  | JSAT POM | Joint Services Adventurous Training Parachute Operations Manual. |
|  | JSP | Joint Service Publication. |
|  | JSPC | Joint Services Parachute Centre. |
|  | ARMY AT AIR WING | Joint Services Parachute Wing (Netheravon). |
|  | MAA | Military Aviation Authority. |
|  | MOD | Ministry of Defence. |
|  | MOI | Method of Instruction. |
|  | NAA | National Aeronautic Association. |
|  | NTM | Notice To Move. |
|  | OC | Officer Commanding. |
|  | RA | Regulatory Article. |
|  | RAF | Royal Air Force. |
|  | SC | Security Check. |
|  | SOP | Standard Operating Procedure. |
|  | SOR | Statement of Requirement. |
|  | SOTR | Statement of Training Requirement. |
|  | VHF | Very High Frequency. |
|  | VOR | VHF Omni Directional Radio Range. |
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| **A.3** | **References** |
|  | In addition to the references detailed in the Terms and Conditions of the Contract the following references shall also apply as well as any subsequent revisions and amendments to the references. This list does not absolve the Contractor from conforming to any other relevant publications. |
|  | Reference | Version | Source |
|  | British Skydiving Operations Manual |  | <https://britishskydiving.org/safety-manuals/operations-manual/> |
|  | Aeronautical Information Supplement (AIS) Civil Air Publications, Safety Directives, Safety Notices and Information Notices. |  | [www.ais.org.uk](http://www.ais.org.uk/) |
|  | Data Protection Act 1998 | 1998 c. 29 | <http://www.legislation.gov.uk/ukpga/1998/29/contents> |
|  | Government Security Classifications | 1.0 | <https://www.gov.uk/government/publications/government-security-classifications> |
|  | Local Security Orders | Various | Available upon request |
|  | CSSD |  | Information on CSSD available upon request |
|  | JSAT Parachute Ops Manual |  | [JSAT POM](https://modgovuk.sharepoint.com/teams/cui5-132/OCSpecTrg/JSATApp/OpDocs/Forms/AllItems.aspx) |
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| **A.4** | **Process** |
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| A.4.a. | **Sites** |
|  | The primary site for the delivery of all services are ARMY AT AIR WING Airfield Camp, Netheravon. Airfield Camp, Netheravon is sited in Wiltshire, SP4 9SF. |
|  | It is anticipated that activities will generally be delivered at ARMY AT AIR WING but, in extremis, may need to be conducted at the Force Development Training Centre (Weston-on-the-Green). |
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| A.4.b. | **Site Access** |
|  | The contractor shall be afforded all reasonable access to the operating sites to enable delivery of the outputs of the contract. |
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| A.4.c. | **Security** |
|  | The contractor is to ensure that all of the Contractor’s Personnel have Security Check (SC) clearance facilitated by the DO. |
|  | All information related to or generated by this Contract is to be treated in the appropriate manner in accordance with Government Security Classifications. |
|  | The classification of the material to be handled by the contractor shall not exceed OFFICIAL–SENSITIVE in nature. |
|  | All personal data processed under this Contract is to be treated in accordance with the Data Protection Act 1998. |
|  | Local Security Orders for the site are to be complied with at all times when the Contractor’s Personnel are on the Site. |
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| A.4.d. | **Safety and Environmental Provisions** |
|  | When on the site the contractor is to comply with all MoD Safety, Health and Environmental Protection regulations and policy. |
|  | The contractor will be responsible for undertaking airfield site surveys to check the airfield’s suitability for aircraft operations by both day and night in accordance with ICAO standards where the airfield has not been used before. |
|  | The contractor will be mandated to operate in accordance with CAA and BS regulations for parachuting. |
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| A.4.e. | **Government Furnished Assets** |
|  | Part B - The pilot will be provided with an on-site office and will be granted computer access when required. |
|  | Part B - Hangar storage space for the aircraft can be provided at ARMY AT AIR WING but may not be suitable for all types of aircraft. Safety of the aircraft is the contractor’s responsibility. Dimensions of hangars are available upon request. |
|  | Part B - An AVTUR storage facility is provided. |
|  | Part B - Contractors will be provided with a shared on-site office and will be granted computer access when required. |
|  | Part B - The Authority will equip contractors to the same standard as serving instructors. The Authority will provide a basic uniform for the contractor’s regular appointed instructors. The instructors will be required to wear the uniform and adhere to dress standards and appearance during working hours. |
|  | Part B - The Contractor will be provided with an on-site rigging room with the tools, equipment, PPE and workspace required to fulfil the required tasks. |
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| A.4.f. | **Quality Assurance** |
|  | The contractor shall demonstrate their own internal QA process. In addition, ARMY AT AIR WING shall also conduct their own second party QA of the contractor. The contractor will also be exposed to third party QA by HQ 22 (Training) Gp, RAF Safety Centre and/or the MAA, the CAA and BS. |
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| A.4.g. | **Contract Monitoring** |
|  | For the purposes of contract monitoring, representatives of the contractor will routinely report to the Designated Officer(s) on the performance of the contractor’s flying provision.  |
|  | There will be monthly formal meetings between the contractor and DO, or personnel with designated authority by the DO. There will be an annual review with the above and Defence Commercial. |
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| **A.5.** | **Requirements**  |
|  | **The specific requirement for Aircraft is at Part B. However, the Contractor is required to provide the following services;** |
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| A.5.a. | **Part B - Flying** |
|  | The provision of flying services at ARMY AT AIR WING to support the delivery of JSAT activities through the medium of static-line and freefall parachuting. |
|  | The Provision of aircraft to support static line and free fall parachuting at ARMY AT AIR WING, with a replacement aircraft provided in the case of un-serviceability. Specific requirements for the centre are articulated at part B. For periods of up to one week, ARMY AT AIR WING will accept a replacement aircraft with the minimum capability specified in Part B. |
|  | The pilot will lead on aircraft deployment, pack up and refuelling. |
|  | No landing fees will be levied at MoD sites when aviation services are in support of ARMY AT AIR WING activities. |
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| A.5.b. | **Part B - Experience and Qualifications Required** |
|  | The contractor will meet CAA regulations for the delivery of parachuting. The contractor is to hold all of the following ICAO and NAA requirements: |
|  | a. Certificate of Competency or Air Operators Certificate or an Operating Licence. |
|  | b. Certificate of Airworthiness for the relevant aircraft. |
|  | c. Certificate of Registration for the relevant aircraft. |
|  | d. Certificate of Insurance for the relevant aircraft. |
|  | e. A traffic collision avoidance system should be fitted in accordance with NAA regulations. |
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| A.5.c. | **Part B - Hours of Operation**  |
|  | Services to the Sites will mainly be delivered between first light and last light weekdays including some UK Bank Holidays and Public Holidays. Night operations will be required, by exception, and will be scheduled with 2 weeks’ notice minimum.  |
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| A.5.d. | **Accurate Accounting** |
|  | Part B - The Contractor is responsible for accurate accounting for fuel in accordance with Authority Accounting procedures, and maintenance of accurate record of aircraft hours flown in support of ARMY AT AIR WING tasks. |
|  | Part B - Accurately account for flying hours and fuel used to deliver JSAT parachuting on a monthly basis to OC ARMY AT AIR WING in order that fuel costs can be attributed. |
|  | Part B - Whilst delivering JSAT Courses at JSPW (N) aviation fuel for the allotted aircraft will be provided by the contractor. The provision of fuel when conducting activities away from the centre shall either be provided at cost to the Authority by the contractor, or paid directly by the Authority. |
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| **A.6.** | **Personnel Requirements:** |
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| A.6.a. | **Part B - Chief Pilot** |
|  | An appointed qualified BS Chief Pilot is required to support ARMY AT AIR WING staff.  |
|  | The Chief Pilot is to prepare all documentation for second and third party audits when requested by the Authority.  |
|  | Maintain currency and qualifications of all pilots. |
|  | Represent the Authority at NGB meetings where required by regulations. |
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| A.6.b. | **Part B - Pilot** |
|  | Appropriate Pilot Licences for the activity are mandatory. Qualification and retention of currency on aircraft type to be provided is mandatory. Knowledge and experience of military flying regulations and reporting procedures is highly desirable including adherence to MAA regulatory articles. |
|  | Disclosure/Barring Services. All personnel must be cleared for working with vulnerable persons in accordance with the Criminal Justice & Court Services Act (CJCSA) 2000. |
|  | All certification and evidence of qualifications are to be presented to the Authority. |
|  | All Pilot Medical certificates are to be presented to the Authority prior to the commencement of the Contract, and upon request thereafter. The Authority will only accept Pilots below the age of 65. |
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| A.6.c. | **Part B - Instructors** |
|  | The instructors must have recent experience of teaching Category Systems static line parachuting. |
|  | Instructors are smartly dressed and maintain an acceptable appearance at all times during working hours, in order to support and maintain the ethos and values of the Authority. |
|  | Students will be from all 3 Services and it is vital that the instructors understand Service ethos and standards and are capable of instilling the Core Values through their delivery of high-grade instruction. The free fall parachute instructors will be required to apply the MOD’s values in terms of equality and diversity and be a suitable role model for impressionable young service personnel. They must also be adept at inculcating teamwork and the necessary ALeRT coaching and mentoring skills required to assist students with overcoming their personal fears and apprehension. All instructors must be capable of producing written reports on assistant staff, inspections or accidents, and be capable of coordinating documentation and standards for personnel and equipment. |
|  | Contract instructors will be required to demonstrate their instructional proficiency, prior to starting contract instruction.The instructors should have been serving members of the military on the staff of a JSPW and have experience of instructing using the military method of instruction. |
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| A.6.d. | **Part B - Riggers** |
|  | Riggers must meet the specific centre requirements detailed later in the document and the general conditions below |
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| A.6.e. | **Part B – Refueller(s)** |
|  | The contractor will provide qualified refuellers for the contractors’ equipment. |
|  | The contractor is to provide a fuel contract monitoring officer on site. |
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| A.6.f. | **Part B - Support staff** |
|  | Support Staff must meet the specific centre requirements detailed later in the document and the general conditions below. |
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| A.6.g. | **Part B - General** |
|  | All contracted staff are to meet the same standards of dress and turnout as the military instructors. |
|  | Contractors employed on military bases supporting and delivering military objectives are to adopt and abide by The Civil Service Code (accessible on [www.gov.uk](http://www.gov.uk/)) the same core values prescribed to the Civil Service for achievement of the highest possible standards. |
|  | Due to potential requirement to support overseas activity a passport is essential for all contract staff. |
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| A.6.h. | **Part B - Membership fees and training costs** |
|  | Where a competence, membership or training requirement has been identified in the SOR, the contractor shall be responsible for these costs. |