



DE&S

Contract Number :
WSPT/202/3

Description:
Provision of Technical Services for Reliability Centred Maintenance (RCM) - LOT 3 - Auditing

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1. SCHEDULE OF REQUIREMENTS

Name and Address of Tenderer BMT Asset Performance Limited Berkeley House, The Square, Lower Bristol Road Bath, Banes, BA2 3BH.	MINISTRY OF DEFENCE	Tender No WSPT/202/3
	Schedule of Requirements for Provision of Technical Services for Reliability Centred Maintenance (RCM) - LOT 3 - Auditing	
Issued With DEFFORM 47	On 12 January 2018	Previous Contract No

Requirements

Item Number	Reference	Description	Delivery Date	Deliver To	Quantity	UOM	Packaging Code	Notes to Supplier	Unit Price (£)	Price All £ (ex-VAT)
1		Provision of RCM specialist industry support to provide independent RCM methodology auditing services		XX	1	Each	00			TBD though individual Tasks

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2 GENERAL CONDITIONS

DEFCON501 (Edn.11/17) - Definitions and Interpretations

DEFCON503 (Edn.12/14) - Formal Amendments To Contract

DEFCON515 (Edn.02/17) - Bankruptcy and Insolvency

DEFCON516 (Edn.04/12) - Equality

DEFCON518 (Edn.02/17) - Transfer

DEFCON520 (Edn.02/17) - Corrupt Gifts and Payments of Commission

DEFCON526 (Edn.08/02) - Notices

DEFCON527 (Edn.09/97) - Waiver

DEFCON528 (Edn.07/17) - Import and Export Licences

DEFCON529 (Edn.09/97) - Law (English)

DEFCON530 (Edn.12/14) - Dispute Resolution (English Law)

DEFCON531 (Edn.11/14) - Disclosure of Information

DEFCON532A (Edn.06/10) - Protection Of Personal Data (Where Personal Data is not being processed on behalf of the Authority)

DEFCON537 (Edn.06/02) - Rights of Third Parties

DEFCON538 (Edn.06/02) - Severability

DEFCON539 (Edn.08/13) - Transparency

DEFCON550 (Edn.02/14) - Child Labour and Employment Law

DEFCON566 (Edn.10/16) - Change of Control of Contractor

DEFCON620 (Edn.05/17) - Contract Change Control Procedure

DEFCON630 (Edn.03/15) - Framework Agreements

DEFCON658 (Edn.10/17) - Cyber

Further to DEFCON 658 the Cyber Risk Level of the Contract is Low, as defined in Def Stan 05-138.

DEFCON659A (Edn.02/17) - Security Measures

2.1. Security Measures (With SAL)

For the purpose of DEFCON659, the Secret Matter of the Contract is defined in the Department's letter reference X dated X. Changes in these classifications will be notified by X to whom enquiries about the Security Aspects Letter should be addressed.

3 SPECIFICATIONS, PLANS, ETC

DEFCON129J (Edn.11/16) - The Use Of The Electronic Business Delivery Form

DEFCON502 (Edn.05/17) - Specifications Changes

DEFCON602B (Edn.12/06) - Quality Assurance (Without Deliverable Quality Plan)

DEFCON608 (Edn.10/14) - Access and Facilities to be Provided by the Contractor

DEFCON627 (Edn.12/10) - Quality Assurance - Requirement for a Certificate of Conformity

3.1. NATO Quality Assurance Requirements (Production)

For the purposes of the Contract AQAP 2120 Edition 3 entitled "NATO Quality Assurance Requirement for Production" and Defence Standard 05-061 Part 1 (Concessions) Issue 4 shall apply.

3.2. Configuration Control

For the purposes of the Contract Defence Standard 05-057 Issue 5 entitled "Configuration Management of Defence Materiel" shall apply.

3.3. Contractor Working Parties

For the purposes of the Contract any Contractor Working Parties shall be provided in accordance with Defence Standard 05-061 Part 4 (Issue 3) entitled "Quality Assurance Procedural Requirements – Contract Working Parties".

3.4. Quality Assurance Representative

All reference to the QAR in documents which form part of this Contract shall be read as referring to the Authority specified in Box 7 of DEFFORM 111.

4 PRICE

DEFCON619A (Edn.09/97) - Customs Duty Drawback

5 INTELLECTUAL PROPERTY RIGHTS

DEFCON90 (Edn.11/06) - Copyright

DEFCON632 (Edn.08/12) - Third Party Intellectual Property - Rights and Restrictions

5.1. Employee's Acknowledgement to Employer of Obligations Relating to Confidentiality

The Contractor shall ensure that any employee of the Contractor who is engaged in performance of the Contract/Task shall sign the confidentiality acknowledgement DEFFORM 702.

5.2. Confidentiality

a. This Condition shall apply in addition to and notwithstanding DEFCON 531 or any other confidentiality condition of the Contract.

b. For the purposes of this Condition "Controlled Information" shall mean any information in any written or tangible form which is disclosed to the Contractor by or on behalf of the Authority under or in connection with the Contract, and which is identified by the legend "Controlled Information" or other approved legend notified to the Contractor. Controlled Information shall exclude information provided by oral communication.

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c. The Contractor shall:

- (1) hold the Controlled Information and not to use it other than for the purpose of discharging its obligations under the Contract;
- (2) not to copy the Controlled Information except as strictly necessary for the purpose of discharging its obligations under the Contract;
- (3) not to disclose the Controlled Information to any third party unless so authorised in writing beforehand by the Authority;
- (4) protect the Controlled Information diligently against unauthorised access and against loss; and,
- (5) act diligently to ensure that:
 - (a) Controlled Information is disclosed to its employees only to the extent necessary for the purpose of discharging its obligations under the Contract;
 - (b) employees to whom Controlled Information is disclosed are made aware of and required to comply with the terms of this Condition.

d. Where Controlled Information is provided to the Contractor, it shall:

- (1) compile a register of that Controlled Information, which shall include explicit description of the Controlled Information, a record of the number of copies made and a record of all access to the Controlled Information including access to any copies of the Controlled Information.
- (2) maintain this register for the duration of the Contract and for two years following completion of the Contract.
- (3) make the register of access available to the Authority upon reasonable notice for inspection and audit for so long as it is required to be maintained under this Condition; and,
- (4) at the completion of the Contract, return to the Authority all original and duplicate copies of the Controlled Information, or else at the Authority's option destroy these copies and provide a certificate of destruction to the Authority.

e. This Condition shall not diminish or extinguish any right of the Contractor to copy, use or disclose any other information to the extent that it can show:

- (1) that the information concerned was or has become published or publicly available for use without breach of any provision of the Contract or any other agreement between the parties;
- (2) that the information was already known to it (without restrictions on disclosure or use) prior to receiving it under or in connection with the Contract;
- (3) that the information concerned was lawfully provided by a third party without restriction on use or further disclosure; or
- (4) from its records, that the information was derived independently of the Controlled Information;

to the extent that copying use or disclosure of this other information shall not disclose its relationship to any Controlled Information.

6 LOANS

DEFCON76 (Edn.12/06) - Contractor's Personnel at Government Establishments

DEFCON611 (Edn.02/16) - Issued Property

DEFCON694 (Edn.03/16) - Accounting For Property of the Authority

6.1. Licences

Any land or premises (including temporary buildings) made available to the Contractor by the Authority in connection with the Contract shall be made available to the Contractor free of charge and shall be used by the Contractor solely for the purposes of performing the Contract. The Contractor shall have the use of such land or premises as Licensee and shall vacate the same upon completion of the Contract. Any utilities required by the Contractor shall be subject to the charges set out elsewhere in the Contract.

7 DELIVERY/PERFORMANCE

DEFCON5J (Edn.11/16) - Unique Identifiers

Where used in conjunction with contracts for services, Clause 2 of the DEFCON shall not apply.

DEFCON507 (Edn.10/98) - Delivery

DEFCON656A (Edn.08/16) - Termination for Convenience (Contracts Under £5M)

8 PAYMENTS/RECEIPTS

DEFCON513 (Edn.11/16) - Value Added Tax

DEFCON522 (Edn.11/17) - Payment and Recovery of Sums Due

DEFCON534 (Edn.06/17) - Subcontracting and Prompt Payment

DEFCON 647 (Edn.09/13) – Financial Management Information

9 CONTRACT ADMINISTRATION

DEFCON604 (Edn.06/14) - Progress Reports

For the purposes of the Contract, the frequency of reports shall be Quarterly.

DEFCON605 (Edn.06/14) - Financial Reports

For the purposes of the Contract, the frequency of reports shall be Monthly.

DEFCON609 (Edn.06/14) - Contractor's Records

DEFCON642 (Edn.06/14) - Progress Meetings

10 TENDER DOCUMENTS

The Contractor's Pre-Qualification Questionnaire Submission, the Contractor's Clarification Responses and the Contractor's Tender are Terms of Contract WSPT/202/3.

11 DURATION

The Contract shall commence on 26 January 2018 and shall continue for a period of four and a half (4.5) years until 30 June 2022.

12 ORDER OF PRECEDENCE

- a. In the event of a conflict of information, the following precedence shall apply:
- Narrative Conditions
 - Schedules
 - DEFCONS
 - Statement of Technical Requirements (SOTR)
 - Tasking Form
 - Any other documents
- b. Where any such conflict arises, all cases shall be referred to the Authority's Commercial Branch.

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Appendix - Addresses and Other Information

1. Commercial Officer:

Name: Mr James Little - DES Ships Comrcl-WSpt-4b

Address:

Email:



2. Project Manager, Equipment Support Manager or PT Leader (from whom technical information is available):

Name: Mr Stuart Le Marechal - DES Ships WSpt-SMM-MMSG-RCM

Address:

#3229, Birch 2a, MOD Abbey Wood, Bristol, BS34 8JH

Email: Stuart.LeMarechal108@mod.gov.uk

☎ 03067932748

3. Packaging Design Authority:

Organisation and point of contact:

No Packaging Requirement

(where no address is shown please contact the Project Team in Box 2)



4. (a) Supply/Support Management Branch or Order Manager Branch/Name:



(b) U.I.N.

5. Drawings/Specifications are available from:

6. Intentionally Left Blank

7. Quality Assurance Representative:

Mr Shen Ooi - DES Ships MPS-QA-3

Commercial staff are reminded that all Quality Assurance requirements should be listed under the General Contract Conditions.

Def. Stan 00-45 Parts 1&2

AQAPS and DEF STANs are available from UK Defence Standardization, for access to the documents and details of the helpdesk visit <http://dstan.uwh.dif.r.mil.uk/> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed]

8. Public Accounting Authority:

1. Returns under DEFCON 694 (or SC equivalent) should be sent to DBS Finance ADMT – Assets In Industry 1, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD
☎ 44 (0) 161 233 5397

2. For all other enquiries contact DES Fin FA-AMET Policy, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD
☎ 44 (0) 161 233 5394

9. Consignment Instructions:

The items are to be consigned as follows:

See Schedule of Requirement

10. Transport. The appropriate Ministry of Defence Transport Offices are:

A. **DSCOM**, DE&S, DSCOM, MoD Abbey Wood, Cedar 3c, Mail Point 3351, BRISTOL BS34 8JH

Air Freight Centre

IMPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

EXPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

Surface Freight Centre

IMPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

EXPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

B. JSCS

JSCS Helpdesk ☎ 01869 256052 (option 2, then option 3); JSCS Fax No 01869 256837 www.freightcollection.com

11. The Invoice Paying Authority:

Ministry of Defence ☎ 0151-242-2000
DBS Finance

Walker House, Exchange Flags Fax: 0151-242-2809
Liverpool, L2 3YL

Website is:
<https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing>

12. Forms and Documentation are available through*:

Ministry of Defence, Forms and Pubs Commodity Management
PO Box 2, Building C16, C Site
Lower Arncott

Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)

Applications via fax or email: DESLCSLS-OpsFormsandPubs@mod.uk

NOTES

* Many DEFCONs and DEFFORMs can be obtained from the MOD Internet Website [extranet, registration needed]:
<https://www.aof.mod.uk/aof/content/tactical/toolkit/index.htm>

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Design Rights and Patents (Sub-Contractor's Agreement)

THIS AGREEMENT is made the day of 19

BETWEEN

whose registered office is at

(hereinafter called "the Sub-Contractor") of the one part and THE SECRETARY OF STATE FOR DEFENCE (hereinafter called "the Secretary of State") of the other part

WHEREAS:-

1. The Secretary of State has placed with _____ (hereinafter called "the main contractor") a contract bearing the reference number _____ (hereinafter called "the main contract") for the design and development of _____ the effect of which is that the costs of such design and development (including the cost referable to any sub-contracts hereinafter referred to) will be substantially borne by the Secretary of State.
2. The main contractor contemplates that the design development and supply of certain components needed for performance of the main contract will be undertaken by various third parties in pursuance of sub-contracts made between them and the main contractor.
3. With a view to securing to the Secretary of State rights as regards inventions designs and other related matters in respect of any sub-contract the main contract provides that the main contractor shall not enter into any sub-contract for any component aforesaid without obtaining the prior approval of the Secretary of State.
4. The main contractor has now informed the Secretary of State that for the purpose of performing the main contract he wishes to place with the Sub-Contractor a sub-contract for the design and development of the items described in the First Schedule (hereinafter called "the sub-contracted items") and has requested the Secretary of State's approval of the sub-contract accordingly.
5. The Secretary of State has signified his willingness to approve the sub-contract on condition that in consideration of his giving approval the Sub-Contractor enters into a direct Agreement with the Secretary of State concerning the matters hereinafter appearing and the Sub-Contractor has signified his willingness to enter into such an agreement.

NOW THIS AGREEMENT made in consideration of the premises and of the rights and liabilities hereunder mutually granted and undertaken WITNESSETH AND IT IS HEREBY AGREED AND DECLARED as follows:-

1. The Sub-Contractor and the Secretary of State hereby agree to be bound to each other by the provisions of the Conditions as set out in the Second Schedule hereto.

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2. No extension alteration or variation in the terms of the sub-contract between the main contractor and the sub-contractor and no other agreement between the main contractor and the sub-contractor relating to the work to be done under the sub-contract or any modification now or hereafter made thereto shall prejudice the operation of this Agreement which shall in all respects apply to the sub-contract as so extended altered varied supplemented or modified as if such extension alteration variation supplementation or modification had been originally provided for in the sub-contract and the expression "the sub-contract items" shall have effect accordingly.

IN WITNESS whereof the parties hereto have set their hands the day and years first
before written

Signed on behalf of
the Sub-Contractor

(in capacity of)

Signed on behalf of
The Secretary of
State for Defence

THE FIRST SCHEDULE

The Sub-Contract Items are:-

THE SECOND SCHEDULE

The Clauses which apply to this Agreement are:-

To be
inserted as
appropriate

except that:

- (i) Where "the Contractor" is stated "the Sub-Contractor" shall be substituted.
- (ii) Where "the Authority" is stated "the Secretary of State" shall be substituted.
- (iii) Where "Contract" is stated "sub-contract" shall be substituted.
- (iv) Where "sub-contractor" is stated "further sub-contractor" shall be substituted.
- (v) Where "sub-contract" is stated "further sub-contract" shall be substituted.

MINISTRY OF DEFENCE
DEFENCE EQUIPMENT & SUPPORT



STATEMENT OF TECHNICAL REQUIREMENTS
(SOTR)

SCHEDULE 1 TO
CONTRACT WSPT/202/3

RELIABILITY CENTRED MAINTENANCE (RCM) SUPPORT
LOT 3: RCM MARITIME ANALYSIS- AUDITING

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Schedule 1 to
Contract WSPT/202/3

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Version control

Version	Date	Change
1	10/10/2017	Draft released at ITT
2	12/01/2018	Issued at contract placement

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Schedule 1 to
Contract WSPT/202/3

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1. Introduction

The purpose of this 'Statement of Technical Requirements' (SOTR) is to define the requirements for the provision of Reliability Centred Maintenance Lot 3 only:

- Lot 3 - Provision of RCM specialist industry support to provide independent RCM methodology auditing services.

For information, there are 3 Lots in total, which are detailed in a separate SOTR. Purely for information the other Lots are titled;

- Lot 1 - Provision of RCM specialist industry support to undertake Maritime centric RCM studies, review existing RCM studies, provide MMSG Floor plate support for implementing maintenance changes in Web Unit Maintenance Management System (UMMS) and support to Strategic Class Authority in UMMS Data Base management
- Lot 2 - Provision of RCM specialist industry support to undertake RCM training courses.

2. Background

2.1 Overview

The Maritime Maintenance Support Group (MMSG) incorporates the Reliability Centred Maintenance Team. Reliability Centred Maintenance (RCM) is a process to ensure that systems continue to function in accordance with the users' present operating context. In general, it is used to achieve improvements in fields such as the establishment of safe minimum levels of preventative maintenance. Successful implementation of RCM will lead to increase in cost effectiveness, reliability, machine uptime, and a greater understanding of the level of risk that is being managed. The RCM Team uses the RCM II methodology to determine the Preventative Maintenance and associated support strategies that can be applied to both new and in-service Royal Navy and Royal Fleet Auxiliary flotilla (and some shore-based establishments). The methodology is detailed in Defence Standard 00-45 (Thereafter called Def Stan 00-45).

RCM II is a structured methodology which ensures that the consequence of equipment failures are mitigated or eliminated as far as it is practical and the inherent reliability of equipment is cost effectively sustained throughout its intended life. The output from a RCM study is the maintenance requirements of an asset in its specific operating environment thereby ensuring that it continues to achieve its required performance standards. RCM is a living process, which emphasises improvements to equipment reliability; principally through the feedback of maintenance experience and equipment condition data to facilitate maintenance managers, technicians and manufacturers. The feedback is used to continually upgrade equipment analysis specifications leading to increased reliability. Implementation of RCM leads to increased reliability of assets, optimised asset availability (less equipment failures) therefore, enhancing the availability for mission support in conjunction with lower maintenance costs.

The delivery of Ships' Preventative Maintenance is via the Web Unit Maintenance Management System (UMMS). UMMS is a comprehensive web-enabled maintenance management and reporting system deployed to support the majority of the surface, submarine and auxiliary fleets in the RN as well as all RN/industry shore support organisations. It manages all aspects of ashore and afloat maintenance management. The solution links all surface and submarine vessels with shore based support and known problems are communicated automatically to the fleet manager. It is expected that the Contractor(s) will demonstrate and maintain suitable user knowledge of both RCM Toolkit and UMMS which is fundamental to RN maintenance management in order to comply with the requirements of this SOTR.

The MoD RCM Project Manager co-ordinates both in-house MoD RCM activities as well as contracts placed with third parties. As the centre of excellence for RCM activities, the RCM Team is occasionally requested to give RCM support to other internal organisations developing maintenance regimes for specialist items of support equipment.

It is therefore intended to place an Enabling Arrangement for assistance on an “as and when required” basis, to run RCM independent audits under the auspices of MoD RCM Project Managers.

2.2 Programme of Studies

It is envisaged that approximately 100+ RCM studies per annum will be undertaken by the RCM Team during Financial Years 2017/2018, 2018/2019, 2019/2020, 2020/2021 and 2021/2022 respectively. A number of studies will be conducted using the in-house RCM Facilitator and the remainder will be conducted by Industry. It is expected that of these studies, 25% to 50% will be audited each financial year under this enabling arrangement.

2.3 RCM Audit Tasking Procedure

Tasking will be in accordance with MMSG – RCM Task Authorisation Form (TAF); which is available on request to MMSG. The Authority will provide the appropriate RCM studies for audit to allow the Contractor to cost the proposed task.

2.4 Conduct of Task

The MoD RCM Project Manager will outline the scope and conduct of each audit task as a part of the tasking procedure (Section 2.3).

Meetings will normally be held in MoD Abbey Wood or at another location, agreed with the MoD RCM Project Manager, to make best use of the resources required. The MoD RCM Project Manager will indicate the location for the work during the tasking procedure.

3. Scope of Services

The Contractor shall be responsible for:

- Lot 3 – RCM Auditing
Provision of RCM specialist industry support to provide independent RCM methodology auditing services.

3.1 Lot 3: RCM Auditing

Completed RCM studies will be subject to two audits:

- 1) Audit of the RCM methodology with the objective to verify compliance with Def Stan 00-45 and BR1313A.
Note: The role of the auditor is to provide an independent unbiased audit against RCM methodology using DefStan 00-45 and BR1313A reference documents. Any corrections required are the responsibility of the originating RCM facilitator.
- 2) Technical acceptance undertaken by the relevant technical authorities in order to endorse the outcome of the analysis

The study for auditing will be supplied to the MoD RCM Project Manager in readiness for loading into UMMS. It should be noted that any study supplied to the MoD must not contain any third – party information regarding their authorship other than that of MoD or sub- contracted study team members.

The Contractor shall:

- (a) Conduct an audit of the completed RCM studies in accordance with Def Stan 00-45. Contracted auditor(s) trained to and experienced at Facilitator or Practitioner level will be required to assist with this task.
- (b) Utilise WIN UMMS to read RCM analysis TLK files.
- (c) Undertake a full audit (i.e. all information supplied is to be reviewed and not just sampled). Audit comments are to be documented within the study TLK file- generic comments in the front page field and individual failure mode comments in the FM Audit field.
- (d) Attend review meetings, which will be arranged by the MoD RCM Project Manager. Audit comments will be discussed and agreed prior to their endorsement by Authority. The Initiating study Contractor Facilitator will undertake the required amendments to the study.
Note: Not all Audits will require a review meeting, this all depends on the complexity and findings of the particular audit involved and will be at the discretion of the MoD RCM Project Manager.
- (e) Determine that the RCM analysis is compliant with the methodology as stated in Def Stan 00-45 and BR1313A, paying particular attention to the analysis Operating Context and ensuring that the Functions, Functional Failures and Failure Modes have been clearly defined. The analyses must be 'zero-based' assuming that nothing is being done to predict, anticipate or detect the associated failure effects.
- (f) The Contractor's audit report will evaluate all audit findings for each RCM study into 3 categories:
 - Major Non-conformity: The study does not conform to the methodology in either Def Stan 00-45 or BR1313A or the Functions, Functional Failures and Failure Modes have not been clearly defined
 - Minor: The study has inconsistencies or minor errors which in themselves do not warrant a major non conformity but detract from the overall creditability of the study being audited. Note: If many minor observations are recorded, and at the discretion of the auditor the Contractor may wish to group a number of minor observations into a major non-conformity.
 - Notes: All other comments which do not fall into the categories above.

3.2 Contractor Team Requirements

Auditing to be undertaken by RCM SQEP individual(s), one of whom must be a RCM Facilitator with at least 3 years of Facilitator experience. See Annex A for RCM SQEP definitions.

4. Deliverables

The deliverables for Lot 3 are detailed within this section. The Contractor shall produce the deliverables in accordance with the requirements stipulated within each respective section.

4.1 Lot 3: RCM Auditing

The Contractor shall produce the following deliverables but not necessarily limited to:

- (a) Produce an Executive Summary of the Audit and forward it to the MoD RCM Project Manager.
- (b) Produce an audit report containing Corrective Action Recommendations for submission to the MoD RCM Project Manager. Within 21 working days of receipt the MoD RCM Project Manager will review the comments and forward them to the study Contractor.

5. Codes and Standards

The Contractor for lot 3 shall maintain compliance with the existing codes, standards, recommended practices, specifications; as per Authority requirements. It shall be the Contractor's responsibility to ensure that the latest revision/ edition of the relevant codes/ standards are audited against. Ideally the same code revision should be used for the duration of the study for consistency. However if an upgraded version should become available between the study delivery and the task to audit, then the Contractor to assess the impact of the latest revision on the study in the audit findings and report.

5.1 Defence Standards

Def Stan 00-45, Part 1 accompanied by BR1313A RCM Maritime Technical Instructions, describes how RCM is to be applied in a Maritime environment. It has been developed from accepted Military and Industry best practices. The application of RCM remains under continuous improvement and the MoD reserves the right to make modifications to these documents, without notice.

6. Interface Management

The interfaces between the Authority and 3rd parties are detailed in this section.

6.1 MoD

MoD input to the audit will be coordinated by the MoD RCM Programme Project Manager, managing the overall platform programme.

6.2 Third Parties

Where it is considered necessary to support an audit process the Authority may nominate an equipment manufacturer or some other suitable party as the DSC, who will have expertise for the design, manufacture, repair or maintenance of the system or equipment under investigation.

7. Progress Measurement and Schedule Control

7.1 Progress Reports

Progress shall be measured based on physical progress on deliverables and not on resources expended. The proposed methodology for progress measurement must be agreed with the Authority. The Contractor shall promptly notify the Authority if it is believed that the work cannot be carried out according to the agreed schedule.

Status meetings are conducted when required by the MoD RCM Project Manager.

7.2 Quarterly Report & Progress Meetings

The Contractor shall provide a quarterly project report to the MoD RCM Project Manager prior to the quarterly meeting. The project report shall contain as a minimum the following information:

- Introduction
- Areas of concern
- Actual progress against the planned progress (%)
- A comparison of currently forecast completion dates and planned completion dates for key deliverables
- List of outstanding actions required by Authority
- Manpower
- Contractor's comments
- Information outstanding
- Value of work performed; summary to be produced in a tabular format by milestone.

- Contract KPIs

The above bullets will be used as an agenda for a quarterly Progress Meeting to be arranged by the Contractor at a venue which is suitable to both the Authority and contractor. The Progress Meeting shall be chaired by the RCM Project manager who may be supported by WSpt commercial staff. The Contractor is to take notes of the meeting and submit to the Authority for approval by the RCM Project Manager no later than 10 working days after the date of the meeting. The Contractor is expected to provide data on all key performance indicators (KPIs) as detailed in the contract documentation.

8. Performance of Work

The Contractor shall perform the work in accordance with the requirements of the contract or specific task, any instructions or directions of the Authority and all relevant laws, codes or practise, regulations and good safety practices.

Where no detailed specification is included in the contract, the Contractor shall engineer such that the results are to the highest professional standards with all due diligence and care.

The Contractor shall affect an efficient business administration and supervision and engage an adequate equipment, personnel, facilities, suppliers and all other services and things necessary to perform the work in an expeditious and economical manner consistent with the interests of the Authority.

The Contractor shall:

- a) The Contractor will not remove or replace key staff from the team without prior consultation with the Authority.
- b) The Authority may instruct the Contractor to remove a person from the team if the Authority sole opinion is the person is not making positive contribution to the work
- c) The Contractor shall give immediate notice to the Authority if programmes are or are likely to be delayed. The Contractor shall take necessary steps to mitigate the delay.

9. Authority Supplied Information

- a) The Contractor shall examine the information supplied by the Authority for inaccuracies, conflicts, ambiguities, omissions, deficiencies, error or insufficiencies, hereinafter for the purpose of this section referenced to as Errors. The Contractor shall promptly notify the Authority of the discovery of any Errors and the Authority shall instruct the Contractor.
- b) Where it is not practical for the Contractor to verify the information supplied by the Authority for Errors the Contractor shall state its intention to rely on such information and such agreement by the Authority shall be expressed stated against the said information. Such agreements shall be incorporated into the contract amendment.
- c) Unless otherwise agreed under 9(b), the Contractor warrants that it is fully satisfied with the completeness of the information supplied by the Authority, at, or prior to the date of the contract amendment and that such information is in all respects fit and sufficient for its intended purpose. Furthermore the Contractor declares that no further information is required from the Authority in order to perform and complete the work in full compliance with the contract.
- d) The Authority may issue additional information or revisions to existing information at any time or from time to time and the Contractor shall on receipt examine such information for Errors, promptly notify the Authority of any discovery of Errors and thereafter incorporate the information into the work without undue delay.
- e) In the event of the discovery of an Error in the Authority supplied information:

- i) The Contractor shall promptly notify the Authority. The Authority shall advise the measures to be taken.
- ii) Where the information giving rise to an Error existed within the Contractor's possession prior to the date of the contract amendment or the Error could or should have reasonably be determined or foreseen by the Contractor, no claim by the Contractor shall be valid and the Contractor shall bear the costs of correction work, unless notified otherwise under 9(a).
- iii) Where the information giving rise to the Error was supplied to the Contractor after the date of the contract amendment, the Contractor may issue a request for a variation. Such variation shall only consider the effects of the Error as if it had been promptly notified.

10. Assignment and Subcontracting

- (a) The Contractor shall not assign the contract order or any rights or obligations thereunder without the previous consent in writing of the Authority
- (b) The Contractor shall not subcontract any part of the contract without prior approval of the Authority. Any such permitted subcontracting shall not in any way relieve the Contractor from any of its obligations under the terms of the contract order.

11. Document Control

The Contractor shall develop, implement and maintain an overall document control system that will ensure that all documents are allocated a unique document number, revision controlled and project procedure. The Contractor's scope of work shall be as follows:

- The Authority will develop a reference number for the RCM study, Contractor to use this reference number.
- Following Authority approval, implement and maintain the system ensuring all documents are at the correct revision and dated.
- Develop system to ensure that the latest revision of documents is available to the relevant parties and that obsolete revisions are recalled and destroyed. A historical copy for references purpose shall be kept.
- Develop list of documents including working documents, this list to be updated on a monthly basis.

12. HSE

The Contractor shall conduct their work in a manner that will ensure that the work can be performed without loss of life or harm to health, without damage to equipment, without unplanned emission or discharge to the environment and in such a way that production or processes are not unexpectedly halted. If such circumstances are identified as raising concern by the Contractor during the audit of an RCM study, then they are to be brought to the attention of the RCM Project Manager.

12.1 As Low As Reasonably Practicable (ALARP)

The ALARP means that it is not sufficient merely to meet the safety target for the system if an additional safety margin can be provided at reasonable cost. ALARP is applied within the RCM process to derived maintenance tasks to reduce the risk to personnel carrying out the activity.

Safety assessments and appropriate control measures to reduce the risk to ALARP are to be applied as a mandatory requirement for new ship or equipment designs, or when significant changes are made to existing designs or operating profiles. The Contractor is to note circumstances where the audit may identify areas for concern and identify any potential issues in the audit report.

13. Quality Assurance

The Contractor project specific quality plan shall be together with all related/ referenced procedures submitted to the Authority for approval.

The Quality Control arrangements must comply with BS EN ISO 9001:2008 and also calls up additional requirements, which include giving a Government Quality Assurance Representative (GQAR) the right of access for Quality Surveillance purposes.

Further information and/or assistance in connection with the Quality Assurance standards relating to this Enabling Arrangement, contractors should contact:

Mr Shen Ooi
DES Ships MPS-QA-3 (Ooi, Shen C1)
Quality Assurance Manager
DE&S Abbey Wood, Birch 2b
BRISTOL
South Gloucestershire
BS34 8JH

Tel: 03067987374

E-mail: DES Ships MPS-QA-3 (Ooi, Shen C1) <DESShipsMPS-QA-3@mod.uk>

14. Security

When using Portable IT systems i.e. Laptop computers, in support of RCM Studies, the Contractor will be required to comply with the current MoD rules regarding laptop security and also adhere to MoD document security classification policy. The Contractor shall note that Lot 3 has the following security classification: SECRET.

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Annex A -- RCM SQEP Definitions**Practitioner (P):**

A person whom by virtue of training and experience as a Facilitator is capable of acting as a project manager, participating in and supervising other RCM Facilitators involved in a large RCM project and who also has an aptitude to deliver RCM training and mentoring at any level. The required skill level for verification and validation of RCM analysis and related work. Personnel must be able to demonstrate at least 3 years' experience in the role.

RCM Facilitator (F):

A person whom by virtue of training and experience is capable of undertaking an RCM analysis in a facilitated environment and on behalf of a stakeholder community. Personnel must be able to demonstrate at least 3 years' experience in the role.

RCM Technical Analyst (T/A):

A person who, by virtue of training and experience, can investigate and resolve RCM maintenance-related issues, including analysis of maintenance data, scheduling and creating maintenance task instructions etc. They are also experienced with MMSG business processes and other applicable maintenance related activities. Personnel must be able to demonstrate at least 3 years' experience in the role or have been certified by a suitably qualified Facilitator or Practitioner.

Technical Secretary (T/S):

A person who, by virtue of training and experience, can interpret maintenance related information and make appropriate, accurate entries into RCM maintenance management databases, bills of materials, etc. They may also, when necessary, alert managers to observed anomalies and recommend courses of action for their correction. Personnel must be able to demonstrate experience in the role.



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PRICING & PAYMENT

SCHEDULE 2 TO CONTRACT WSPT/202/3

RELIABILITY CENTRED MAINTENANCE (RCM) SUPPORT

LOT 3: RCM MARITIME ANALYSIS- AUDITING

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1	10/10/2017	Released with ITT
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Pricing

1. Contract Periods

1.1. Prices detailed in this Schedule shall apply for the following defined contract periods:

Year 1: 01/01/2018 to 31/12/2018

Year 2: 01/01/2019 to 31/12/2019

Year 3: 01/01/2020 to 31/12/2020

Year 4: 01/01/2021 to 31/12/2021

Year 5: 01/01/2022 to 30/06/2022

2. Contract Rates

2.1. Table 1 contains the Firm rates that shall apply for the duration of the contract.

2.2. All prices contained within the contract shall be ex-VAT.

Rate	Year 1	Year 2	Year 3	Year 4	Year 5
Auditor (£ per Hour)	■	■	■	■	■

3. Travel and Subsistence (T&S)

3.1. Where T&S is required the contractor shall ensure that the most economical, practical means of Travel and Subsistence (T&S) are used and shall look to make cost savings wherever possible (e.g. multiple meetings on the same day, essential attendees only). T&S claims shall be at receipted costs unless motor mileage rates apply.

3.2. The following Motor Mileage Rates shall apply for the duration of the contract:

3.2.1. £0.25 per mile – Where private vehicles are used for business for convenience.

3.2.2. £0.25 per mile – Where a pool car is available.

3.2.3. £0.45 per mile – Where the use of a private vehicle and motor mileage at this rate would be demonstrably cheaper than use of a business/hire vehicle.

4. Sub-Contractor Prices

- 4.1. Where a Sub-Contractor is required to perform any of the requirements of Schedule 1 then the Sub-Contractor price shall be included within the rates defined in Table 1.
- 4.2. Where a Sub-Contractor is required to perform a requirement as part of a Task that is not within Schedule 1 then a Sub-Contractor price may be quoted by the Contractor at Task initiation for consideration by the Authority.

5. Pricing of the Requirements

- 5.1. All prices submitted to the Authority by the Contractor shall be Firm priced using the rates defined in this Schedule.

Payment

6. Requirements

- 6.1. The requirements shall be paid following the Authority's acceptance of full and acceptable delivery of the requirements, unless an alternative payment plan has been proposed and accepted at Task Approval.
- 6.2. Should the Authority's acceptance of deliverables as stated at conditions 6.1 above exceed 30 days from the Authority's receipt of full and final delivery then payments shall become due on the 31st day following delivery. This period shall not apply if the Authority disputes full and final delivery within the 30 day period. Payments made under this condition shall not prejudice any other obligations under the contract and shall not constitute acceptance of the deliverables by the Authority.

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TASK AUTHORISATION

SCHEDULE 3 TO CONTRACT WSPT/202/3

RELIABILITY CENTRED MAINTENANCE (RCM) SUPPORT

LOT 3: RCM MARITIME ANALYSIS- AUDITING

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Part 3 Authorisation to Proceed	3
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Auditing Tasks

1. All Auditing Tasks shall be initiated using the Task Authorisation Form (TAF) at Annex A to this Contract Schedule.
2. The Authority shall identify a requirement by completing Part 1 of a TAF and issuing it to the Contractor.
3. Should the Contractor wish to clarify any aspects of the requirement specified in the TAF Part 1 it shall raise a Clarification Question with the Authority Project Manager a minimum of 2 days prior to the Quotation Due Date. The Authority Project Manager may consider specifying a new Quotation Due Date to account for the Clarification Response.
4. The Contractor shall provide a Firm Price quotation to deliver the requirement to the Authority within 5 days of receipt unless an alternative timescale is specified in the TAF Part 1 by completing the TAF Part 2 and submitting it to the Authority Project Manager. The Contractor shall provide a full breakdown of the Firm Price quotation in accordance with Schedule 2 of the Contract.
5. The Authority shall consider the quotation provided and if acceptable will complete the TAF Part 3 to authorise the Contractor to commence work. The Contractor shall not commence work until Authority to Proceed has been given by an Authority Commercial Officer.
6. The Contractor is to deliver the requirement as specified by the Required Delivery Date.
7. The Authority shall the review the deliverables for compliance against the requirements. If appropriate, the Authority shall confirm Acceptance by completing the TAF Part 4 and issuing to the contractor. If the deliverables are not compliant with the requirements then the Contractor shall undertake any remedial action at no additional cost to the Authority.
8. Should the Contractor be unable to deliver the requirement by the Required Delivery Date due to circumstances beyond its control then it should notify the Authority Project Manager as soon as this is identified. The Authority Project Manager may consider a revision to the Requirement Due Date at their own discretion.

Part 1 Statement of Requirements

Task Number		Required Delivery Date	
		Quotation Due Date	

Task Requirement	
Requirement Project Officer	
Contact Details	

Issued by (Authority)			
Name		Date Issued	
Role		Signature	

Task Authorisation Form**Part 2 Quotation**

Task Number

Item	Rate (£)	Hours/Quantity	Total Price (£ ex VAT)
Auditor			£0.00
Total			£0.00

Further details (if applicable)

Issued by (Contractor):

Name

Date Issued

Role

Signature

Quote valid for acceptance until:

Task Authorisation Form**Part 3 Authorisation to Proceed**

Task Number

Technical Approval

By signature below I confirm that the quotation provided at Part 2 is commensurate with the Task requirements stated at Part 1

Name

Date

Role

Signature

Financial Approval

By signature below I confirm that funding is available and can be committed for this Task against the finance codes provided below.

MG		BLB		RAC		UIN		VAT	
LPC				SMS Ref (If applicable)					

Name

Date

Role

Signature

Commercial Authority to Proceed

By signature below I accept the quotation provided at Part 2 and authorise the Contractor to commence work.

Name

Date

Role

Signature

For Authority Use Only

RCA/RFA

Date Raised

Requisition

Date Raised

Purchase Order

Date Raised

Task Authorisation Form**Part 4 Acceptance of Deliverables**

Task Number	
----------------	--

Technical Approval

By signature below I confirm full acceptance of the deliverables required under this Task and give the Contractor Authority to raise an Invoice to claim payment

Name		Date	
Role		Signature	

For Authority Use Only

Receipt		Date	
Invoice		Date	



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**KEY PERFORMANCE INDICATORS
(KPIS)**

**SCHEDULE 4 TO
CONTRACT WSPT/202/3**

**RELIABILITY CENTRED MAINTENANCE
LOT 3: RCM MARITIME ANALYSIS - AUDITING**

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INTRODUCTION

- 1.1. This document sets out the performance levels and performance measurement, monitoring and reporting activities to satisfy the Authority that the key requirements of the Contract are being achieved.
- 1.2. The performance of the Contract shall be monitored and measured against the two Key Performance Indicators (KPIs) defined in this Schedule 4.
- 1.3. Performance of all requirements and/or deliverables in scope of the KPIs shall be measured and reported unless a specific exemption for a requirement and/or deliverable has been granted by the Authority's Project Manager specified in DEFFORM 111 to this Contract.

Key performance Indicators (KPIs)

Performance Indicator Number	KPI 1 – Tasks delivered to agreed timescales
Performance Indicator	RCM tasks are delivered to time as agreed in SOTR or contract tasking arrangements
Who Measures?	Authority
How is it Measured?	By the Contractor's progress report and quarterly review
Monitoring Frequency	Monthly
Reporting Frequency	Quarterly
Comments	All RCM audit tasks are delivered to agreed timescales. (21 days from approval, or as amended in contract tasking arrangements)
KPI Retention value	
SCORING GUIDANCE	
Green	95% or more TAFs delivered to time.
Red	94% or less TAFs delivered to time.

Performance Indicator Number	KPI 2 – Pricing Tasks (TAFs)
Performance Indicator	All Tasks to be priced within the timescale specified in part 1 of the TAF.
Who Measures?	Authority
How is it Measured?	By Contractor's progress report and monthly review
Monitoring Frequency	Monthly
Reporting Frequency	Quarterly
Comments	To maintain customer stakeholder credibility of service – Pricing of tasks needs to be turned around to deadline.
KPI retention Value	
Scoring Guidance	
Green	90% or more Tasks priced in 5 days.
Red	89% or less Tasks priced in 5 days.



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**GOVERNMENT FURNISHED ASSETS
(GFA)**

**SCHEDULE 5 TO
CONTRACT WSPT/202/3**

**RELIABILITY CENTRED MAINTENANCE (RCM)
SUPPORT**

LOT 3: RCM MARITIME ANALYSIS - AUDITING

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Government Furnished Assets (GFA)

Government Furnished Information (GFI)

1. Government Furnished Information may be required in order to deliver specific Contract requirements (Tasks) and if identified by the Authority shall be recorded in the Task Approval Form (TAF) Part 1 for the specific Task.
2. Where the Contractor believes that GFI is required to deliver a Task that has not been identified by the Authority in the TAF Part 1, the Contractor shall identify the GFI in the TAF Part 2 and the Authority shall endeavour to provide it.
3. The Contractor is to note the specific contract conditions relating to GFA that are contained in the Contract Terms and Conditions document.

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CONTRACT DATA REQUIREMENT

1. <u>ITT/Contract Number</u> WSPT/202/3 RCM lot 3	2. <u>CDR Number</u> WSPT/202/3/CDR/1	3. <u>Data Category</u> Maintenance	4. <u>Contract Delivery Date</u> WSPT/202/3 Contract start date
5. <u>Equipment/Equipment Subsystem Description</u> For all equipment/ systems and structure which attract maintenance for all RN and RFA ships under the scope of the above contract.		6. <u>General Description of Data Deliverable</u> Drawings, Books of Reference, technical OEM manuals, configuration accounts, operating instructions, technical instructions, maintenance schedules, RCM studies, Job information cards (JICs) and integrated technical electronic information and other such support information (e.g. ITAR) used in the course of developing maintenance information within the scope of the above contract for all RN and RFA vessels. Information may be supplied by either, paper, CDs/DVDs, and access to MoD data-bases and electronic media	
7. <u>Purpose for which data is required</u> 1st/2nd level maintenance of the equipment/ systems/ structure of all RN and RFA vessels by or for the Services;	8. <u>Intellectual Property Rights</u> a. <u>Applicable DEFCONS</u> DEFCON 16, DEFCON 21 b. <u>Special IP Conditions</u>		
9. <u>Update/Further Submission Requirements</u> It is the responsibility of the Contractor to identify the information required to fulfil the requirements of this contract. Any perceived omissions or errors are to be identified and communicated to the RCM Project manager			
10. <u>Medium of Delivery</u> Information maybe supplied by either, paper, CDs/DVDs, and access to MoD data-bases and electronic media	11. <u>Number of Copies</u> As required.		

Guidance Notes for the Completion of DEFFORM 315

DEFFORM 315 is a template for a Contract Data Requirement (CDR), and should be used in all contracts requiring a CDR. The relevant information should be entered, by the MoD, in accordance with the following guidelines. These notes should be read in conjunction with Guidelines for Industry (GFI) No 10.

- Block 1. Enter ITT or contract number as appropriate.
- Block 2. Enter a CDR reference number. All CDRs under a Contract should be numbered individually and sequentially, e.g. 1,2,3....
- Block 3. Enter the category of data for which the CDR is being prepared, e.g.:
- Maintenance/Repair/Reconditioning
 - Manufacture
 - Operation
- Other categories may be used, for example: simulator information or interface information. However, see GFI No 10 paragraph 12).
- Block 4. Enter the date by which the data item is to be delivered.
- Block 5. Identify the equipment, process or material to which the data item relates.
- Block 6. Enter a general description of the data item and:
- (1) In the case of manufacturing data packs (or process/material data packs) reference the applicable Data Item Description, e.g. UK DID MDP (Edn 2/98).
 - (2) In the case of operating manuals, Repair and Maintenance manuals or other standard Repair and Maintenance documentation identify the applicable standard (see GFI No 10 paragraph 23).
 - (3) In the case of other categories of information, identify the adaptation if any (see GFI No 10 paragraph 12).
- Block 7. Specify the purpose for which the data item is required, such as
- 1st/2nd level maintenance of the equipment by or for the Services;
 - competitive tendering for manufacture and supply of equipment;
 - operation of the equipment by or for the Services.
- Care should be taken when specifying the purpose for which the information is being supplied as this may affect the liability of the contractor if the information is used for purposes other than those stated.
- Block 8a. Specify which of the new IP DEFCONs (15, 16 and 21 (Edn 2/98)) is applicable to the information. Usually it will be necessary to specify DEFCON 21 and one of either DEFCON 15 or DEFCON 16 as appropriate.
- Block 8b. Where a special condition is being applied to the information in place of one or more of the new IP DEFCONs (15, 16, and 21 (Edn 2/98)), the special condition should be referenced (see GFI No 10 paragraph 6).
- Block 9. Enter the requirements for delivering updates or re-submissions of the data item, including the frequency of re-submissions.
- Block 10. Specify the medium of delivery, e.g. paper, computer disc, CD-ROM.
- Block 11. In the case of paper deliveries, specify the number of copies required.

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GOVERNMENT FURNISHED INFORMATION

1. <u>ITT/Contract Number</u> WSPT/202/ RCM lot 3	2. <u>GFI Number</u> WSPT/202/1/GFI/3	3. <u>Contract Delivery Date</u> WSPT/202/3 Contract start date
4. <u>Equipment/Equipment Subsystem Description</u> For all equipment/ systems and structure which attract maintenance for all RN and RFA ships under the scope of the above contract.		5. <u>Description of Deliverable Information</u> Drawings, Books of Reference, technical OEM manuals, configuration accounts, operating instructions, technical instructions, maintenance schedules, RCM studies, Job information cards (JICs) and integrated technical electronic information and other such support information (e.g. ITAR) used in the course of developing maintenance information within the scope of the above contract for all RN and RFA vessels. Information may be supplied by either, paper, CDs/DVDs, and access to MoD data-bases and electronic media
6. <u>Purpose for which information is required</u> For the derivation of RCM studies, job information cards and other such maintenance related information defined in the scope of the above contract		7. <u>Special Requirements/Comments</u> It is the responsibility of the Contractor to identify the information required to fulfil the requirements of this contract. Any perceived omissions or errors are to be identified and communicated to the RCM Project manager.
8. <u>Update/Further Submission Requirements</u> This Def Form applies to the core tasks and any further tasking arrangements under the scope of this contract.		
9. <u>Medium of Delivery</u> Information maybe supplied by either, paper, CDs/DVDs, and access to MoD data-bases and electronic media		10. <u>Number of Copies</u> As required

Guidance Notes for the Completion of DEFFORM 316

Government Furnished Information (GFI) is defined as being data that the MOD will supply to the contractor as a formal contract deliverable in aid of work under the contract.

DEFFORM 316 is a template for identifying GFI, and should be used in all contracts where GFI is to be issued. The relevant information should be entered, by the MoD, in accordance with the following guidelines.

- Block 1. Enter ITT or contract number as appropriate.
- Block 2. Enter a GFI reference number. All GFI DEFFORMs issued under a Contract should be uniquely numbered and presented sequentially.
- Block 3. Enter the date by which the information is to be delivered. This field may also reference a master programme schedule or other document forming part of the Contract wherein the delivery date is specified.
- Block 4. Identify the equipment, process or material to which the information relates.
- Block 5. Enter a description of the information, including version numbers and dates or other unique identification as appropriate.
- Block 6. Specify the purpose for which the information is required.
- Block 7. Enter any special requirements associated with the information, or comments e.g. clarifications or limitations on content/use.
- Block 8. Enter the requirements for delivering updates or re-submissions of the information, including the frequency of re-submissions.
- Block 9. Specify the medium of delivery, e.g. paper, computer disc, CD-ROM.
- Block 10. Specify the number of copies required.



Ministry
of Defence



DEFINITIONS

SCHEDULE 6 TO CONTRACT WSPT/202/3

RELIABILITY CENTRED MAINTENANCE (RCM) SUPPORT LOT 3: RCM MARITIME ANALYSIS- AUDITING

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Version control

Version	Date	Change
1	10/10/2017	Released with ITT
2	12/01/2018	Issued with contract placement

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Term	Definition
ALARP	As Low As Is Reasonably Practicable ALARP stands for "as low as reasonably practicable", and is a term often used in the regulation and management of safety-critical and safety-involved systems. The ALARP principle is that the residual risk shall be reduced as far as is reasonably practicable.
AQAP	Allied Quality Assurance Publication The Allied Quality Assurance Publications (AQAP) are standards for quality assurance systems that have been developed by NATO. The aim of the AQAP agreement is to define standards for Quality Assurance of defence products. These standards are an integral part of contracts awarded in the military field involving NATO member countries. AQAP documents are therefore important to contractors and companies wanting to bid for such contracts. The AQAP system is described in STANAG 4107 issued by the NATO Standardization Agency. There are currently two main types of AQAP documents; Contractual Type which are written as a Technical Specification intended for contractual use; and Guidance Type which provide general guidance.
Authority	The Authority means the Secretary of State for Defence or a delegated representative.
CDR	Contract Data Requirement
Contract	Contract WSPT/202/3
Contractor(s)	The company or its representatives contracted to deliver WSPT/202/3
Corrective Action Recommendations	A list of recommendations which suggest areas for improvements to an organization's processes taken to eliminate causes of non-conformities or other undesirable situations.
DEFCON	Defence Condition The UK Ministry of Defence has established "standard form" conditions of contract that are normally incorporated in any UK MoD Invitation to Tender (ITT) and resulting contract by their assigned DEFCON number and edition. The prospective contractor must understand all of the contractual provisions incorporated within that DEFCON.

DEFSTAN	Defence Standard UK Defence Standardization (DStanTM) is the MOD's centre for through-life standardization and its management across defence. It develops and pursues the MOD's standardization policy, both nationally and internationally, with civil and military partners to support increased interoperability and more effective acquisition. These standards are referred to as DefStan(s).
DSC	Design Support Contractor This is a contractor nominated by the MoD who is responsible for the design support aspects for a nominated equipment or system. They are often the original Equipment manufacturer and are contracted by the MoD design authority.
Enabling Arrangement	An alternative term used for a Framework Agreement.
Error	Inaccuracies, conflicts, ambiguities, omissions, deficiencies, errors or insufficiencies, summarised as the term 'Error'.
Facilitator	A person whom by virtue of training and experience is capable of undertaking an RCM analysis in a facilitated environment and on behalf of a stakeholder community. Personnel must be able to demonstrate at least 3 years' experience in the role.
Firm Price	A price that is not subject to any variation
FM	Failure Modes Failure modes mean the ways, or modes, in which something might fail.
Functional Failures	As defined in Def Stan 00-45
Functions	As defined in Def Stan 00-45
GFA	Government Furnished Assets
GFI	Government Furnished Information
GFI	Guidelines for Industry
GQAR	Government Quality Assurance Representative A MoD quality assurance representative responsible for managing engineering risk within the defence supply chain on behalf of UK MoD and overseas customers by conducting audit and routine surveillance at defence supplier premises.

HSE	Health and Safety Executive The Health and Safety Executive (HSE) is the national independent watchdog for work-related health, safety and illness. It acts in the public interest to reduce work-related death and serious injury across Great Britain's workplaces.
IFF	Identification Friend or Foe
ITAR	International Traffic in Arms Regulations
ITT	Invitation to Tender
JICs	Job Information Cards
KPI	Key Performance Indicator A Key Performance Indicator is a measurable value that demonstrates how effectively a company is achieving key business or contractual objectives.
Maritime Technical instructions	A term used to describe the maintenance instruction embedded in an electronic publication. Often accessed via a link within UMMS.
MEAT	Most Economically Advantageous Tender
Milestone Payment	A defined progress payment that is paid on delivery of specified deliverables.
MMSG	Maintenance Management Support Group The Maintenance Management Support Group is a team within Warship Support (WSpt) and part of the Ships Operating Centre (OC). As an integral part of WSpt, MMSG is tasked with providing support and guidance for both the Surface and Sub Service Fleets in: · Reliability Centred Maintenance (RCM) - the underpinning process in generating engineering maintenance. · Platform configuration management – what equipments are fitted onboard vessels. · Update to the Unit Maintenance Management System (UMMS) - the maintenance management planning and scheduling application for Maritime. · The assurance of the overall maintenance process including continuation training.
MoD	Ministry of Defence
OEM	Original Equipment Manufacturer

Operating Context	The environment and expected operation of an equipment or system
Practitioner	A person whom by virtue of training and experience as a Facilitator is capable of acting as a project manager, participating in and supervising other RCM Facilitators involved in a large RCM project and who also has an aptitude to deliver RCM training and mentoring at any level. The required skill level for verification and validation of RCM analysis and related work. Personnel must be able to demonstrate at least 3 years' experience in the role.
Preventative Maintenance	As defined in BR1313A
Project Manager	The person in overall charge of the planning and execution of a particular project.
QA	Quality Assurance
QE	Queen Elizabeth
QP	Quality Plan
RAR	Risk Assessment Reference
RCM	Reliability Centred Maintenance A structured method of deriving the failure management strategy for an asset in its operating context.
RFA	Royal Fleet Auxiliary The Royal Fleet Auxiliary (RFA) is a civilian-manned fleet owned by the United Kingdom's Ministry of Defence, whose purpose is to support the Royal Navy. The RFA enables ships of the Royal Navy to maintain operations around the world.
RN	Royal Navy
SCA	Strategic Class AuthorityThe SCA is a MOD function within the 1* Warship Support (WSpt) team and is responsible for in-service programmes within the scope of the Surface Ships Support Alliance (SSSA). The SCA has autonomy in the execution of its role as the Platform Duty Holder (the top level integrating design and safety authority) and Strategic Decider. The SCA is responsible for the delivery of platform capability, implementing through life capability management on behalf of the capability customer and for managing major obsolescence issues. The SCA defines and maintains a long term strategic requirement for ships, acts as the Customer for the delivery of Class Output, maintains the MOD focus for Class knowledge and is the strategic planning authority.

SOTR	Statement of Technical Requirement A statement of work outlines the work that needs to be completed in a particular project. A technical statement of work defines the action items that need to be completed and the deliverables to be produced as they relate to technology, equipment, and systems management. It produces a protocol on how these action items will be created and delivered, and what will happen when support is required.
SoW	Statement of Work
SQEP	Suitably Qualified Experienced Personnel
TAF	Task Authorisation Form A contractual form template used to specify, cost and authorise a new task on a contract.
Tasking Form	The form used to formally approve task additions to the Contract
The Ministry	Ministry of Defence
TLKs	Toolkit file extension An electronic file name extension ending in .TLK which is generated, reviewed or updated as part of the RCM process.
Toolkit	Term used for RCM Software
Travel and Subsistence (T&S)	General term for the costs involved in business travel expenditure.
UMMS	Unit Maintenance Management System A maintenance management solution for RN vessels and the PAs that manage them, which will enable Reliability Centred Maintenance (RCM) methodologies to be applied in the Fleet, whilst also accommodating all the engineering administration needs of vessels not subjected to RCM. UMMS is a key enabler for D Ships Reliability Centred Maintenance (RCM) initiative for the RN and RFA fleet.
WIN UMMS	Windows UMMS A stand-alone version of UMMS usually used when it is not appropriate to use the live UMMS network.
WSpt	Warship Support As an integral part of Ships Operating Centre, Warship Support is tasked with the delivery of agreed ship availability and capability through the provision of engineering support for Type 23 Frigates, Hunt and Sandown Class MCMVs, Type 42 and Type 45 Destroyers, Landing Craft, CVS and a host of other vessels; and to provide a sustainable maintenance plan and documentation for the fleet.