



FUSION

QinetiQ

## New Tasking and Change Request (NTCR) Form

## Stage 1: Task Requirement (to be completed jointly by MoD &amp; QinetiQ)

## Platform

Typhoon  
BBMFTornado  
AESFUSION Task # 150  
Version # 1

## MoD Requestor (Desk Officer) details

Name [REDACTED] Tel # [REDACTED] Email [REDACTED]

## QinetiQ Assessor (SME) details

Name [REDACTED] Tel # [REDACTED] Email [REDACTED]

## Priority (per OE&amp;S / Op list)

Number [REDACTED] Item [REDACTED]

## Task Title

Hazard Identification Facilitator

**Priority Case** (by default all NTCRs will be sequenced according to priority, with low priority items being held over into the Rolling Wave reviews – please specify any reason for this task to be prioritised differently)

[Urgent assistance to complete Hazard Identification work for Service Inquiry response]

## STATEMENT OF REQUIREMENTS (all fields are mandatory – if not applicable please state as such)

## Applicability (include Build / Design / System standards as applicable)

Facilitation of five Hazard ID workshops for Crew Escape Systems by two experienced Safety Consultants (One Hazard ID Facilitator and one Hazard ID Secretary).

Each Hazard ID workshop will be dedicated to the Crew Escape System for each aircraft type; therefore there will be a total of five hazard identifications workshops as follows: two workshops for Hawk (there are two variants), and 22 more for Tornado, one for Tornado and another one for Typhoon.

Each workshop will follow the pattern below:

- Preparation: two days of preparation for the first workshop and one day preparation for each of the other four workshops.

This preparation will include the selection of the Hazard ID technique to be used, the strategy for stakeholder management at the workshop, familiarisation brief regarding the Crew Escape System subject of the workshop and the design of the Hazard ID Report to be delivered.

This preparation will be carried out between the Combat Air (CA) representatives and the Hazard ID Facilitators from QinetiQ.

- Workshop: One week duration per workshop (this includes travelling time and attendance to the meeting).

The workshop will be attended from QinetiQ by one Hazard ID Facilitator, who will chair this workshop together with one CA representative, and one Hazard ID Secretary who will take notes on the progress and actions of the workshop for inclusion in the Hazard ID report.

- Location: RAF base to be specified for each workshop.

The workshops are estimated to take place every 3 weeks; the first workshop is forecasted to take place during the week starting on the 16th of September at RAF Valley, Anglesey, Wales. Therefore, it is envisaged that this work could be completed within 20 weeks of contract award.

## Deliverables

- Hazard ID Report for each workshop (Five reports).



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### Dependencies

- Meeting organisation for the workshops will be provided by the customer. This includes: invitation of stakeholders to the workshops; room provision; access to MOD sites and ensuring attendance of stakeholders to the workshops (the depth of hazard identification depends on the stakeholder's knowledge and their contribution to the hazards ID workshops).
- The customer will provide the QinetiQ Hazard ID Facilitator with a brief on the Crew Escape System to be discussed at the workshop for familiarisation purposes. This will be provided to the allocated workshop preparation day(s).
- The typical stakeholders present at each workshop will be as follows:
  - Hazard ID facilitator and secretary for the meeting (QinetiQ) - Workshop Chair;
  - Combat Air (CA) representatives - Workshop Co-Chair;
  - Design representatives: A representative from Martin Baker and a representative from BAES;
  - Maintainer and user representatives;
  - Subject Matter Expert (SME) from the Crew Escape Systems Team (CESI);
  - Engineering Authority (EA) - Platform representative.

### Related tasks

(reference existing projects or NTCRs, and explain the linkage with this task)

Not Applicable

### Systems affected

(describe all affected aircraft systems, and the level of assessment required for each)

Crew Escape Systems for Hawk (T1 and T2), Tornado, Tucano and Typhoon.

### Other requirements

(describe any other requirements under this task)

Not applicable

### Assumptions

(document any assumptions made during the definition of the task)

Not applicable

### Exclusions

(describe any aspects agreed to be excluded from the task)

Please see the dependencies detailed in the Applicability Section

### Inputs required

(identify any additional information/assets required to support this task)

Please see the dependencies detailed in the Applicability Section

### Outputs required

(describe the required deliverables, including format and content with TARGET delivery date)

One Hazard ID Report for each workshop (Five reports)

### Impact statement

(highlight any potential impact to connected activities)

[Redacted]

### Comments

(highlight any other relevant information)



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Follow-up meeting required to further clarify requirements? Yes  No

If yes - Planned date  Attendees

**Requirement Sign-Off**

**RAF Requestor** - confirming scope as fully defined in the following meeting and no significant changes will be made to requirements.

Signature

Date Approved  22/08/13

**QinetiQ Assessor** - confirming scope is defined in full, no amendment to requirement will be made.

Signature

Date Approved

**STAGE 1 APPROVAL: Authority Authorization**

**RAF Head of Business (minimum level 62/Wing Commander)** - confirming all information provided is accurate & consequential to provide inputs.

Signature

Date Approved

**FAST Fusion PM** - confirming G "Flexible Task", FAST Commercial Manager signature required.

Flexible Task

RWP1

RWP2

RWP3

RWP4

RWP5

RWP6

Signature

Date Approved  03/09/13

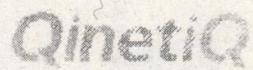
**FAST Commercial Officer** (assuming authority = "Flexible Task")

Signature

Date Approved  03/09/13



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Stage 2 & 3: Deleted (v3)

Stage 4: Proposal of Work (to be completed by QinetiQ)

Assessment details

QinetiQ PM	[REDACTED]	Proposal Target Date	12/09/13
QinetiQ SME	[REDACTED]	SOR Date	12/09/13
IDR Chair	[REDACTED]	IDR certificate #	20767

Executive Summary (description of task, attach plan showing dependencies, outputs & critical path)

QinetiQ is pleased to work with the Combat Air Team to provide a comprehensive solution to the requirement for Hazard Identification facilitation. QinetiQ has already begun the preparatory work to commence this task, and has arranged the first workshop for 16th September 2013.

The changes to the original SOR in Stage 1 of this NTCR were discussed with the Customer and are recorded in the QinetiQ proposal attached to this NTCR. Proposal Reference QinetiQ PNS&AS/PRO1302591.

There will be five Hazard ID workshops and a report will be delivered for each one of those workshops. Each workshop will be facilitated by a QinetiQ Facilitator and a QinetiQ Secretary/Joint Facilitator.

Assurance plan (identify if any of this task will be covered by DAIS and if any of the outputs will be governed by MoD)

QinetiQ will technically review and assure it's deliverables (Five reports), however the outputs of this task will be governed by MOD.

Price & Validity (only relevant if NOT included in QCR)

PRICE (for changes, difference compared to current baseline)	£77,082.00
Change assessment technical effort (as per contract, included if necessary)	
Offer valid until	18/09/13

STAGE 4 APPROVAL : QinetiQ Release (Gate 5)

Comments (if conditional acceptance granted, approver to either sign below or provide email confirmation of acceptance)

Proposal approved from Finance, Commercial and Director of Safety Services

QinetiQ Delegated Authority (in line with Delegation Matrix)

Signature [REDACTED] Date Approved 12/09/13



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**QinetiQ**

**Stage 5: FAST Authorisation** (to be completed by MoD)

**STAGE 5 APPROVAL:** Authority Authorisation

Comments

Comments
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FAST Fusion PM

Signature

Date Approved

13/09/2013

FAST Commercial Officer

Signature

Date Approved

13/09/2013

**Stage 6: QinetiQ Acceptance** (to be completed by QinetiQ)

**STAGE 6 APPROVAL:** QinetiQ Contract Acceptance

Comments

Comments
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QinetiQ Commercial Manager

Signature

Date Approved

16/09/13

**ADMINISTRATION**

KPI tracker updated

Dependencies updated

Comments

Comments
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