Human Factors Integration for Defence Systems

Part 2: Human Factors Integration Process Requirements for the Solution Provider
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Foreword

Revision Note

This standard is Part 2 of Def Stan 00-251.

Historical Record

This standard supersedes the following:

a) This Defence Standard provides requirements and guidance for the achievement, assurance and management of Human Factors Integration. It can be applied to any Ministry of Defence (MOD) project. Defence contractors shall use this Standard as required by contract. The effective application of this Standard requires close cooperation between all parties.

b) This standard has been produced on behalf of the MOD by the Defence Equipment and Support, Director Technical, Engineering Group HFI Team.

c) This standard has been reached following broad consensus amongst the authorities concerned with its use and is intended to be used whenever relevant in all future designs, contracts, orders etc. and whenever practicable by amendment to those already in existence. If any difficulty arises which prevents application of the Defence Standard, DStan shall be informed so that a remedy may be sought.

d) Please address any enquiries regarding the use of this standard in relation to an invitation to tender or to a contract in which it is incorporated, to the responsible technical or supervising authority named in the invitation to tender or contract.

e) Compliance with this Defence Standard shall not in itself relieve any person from any legal obligations imposed upon them.

f) This standard has been devised solely for the use of the MOD and its contractors in the execution of contracts for the MOD. To the extent permitted by law, the MOD hereby excludes all liability whatsoever and howsoever arising (including, but without limitation, liability resulting from negligence) for any loss or damage however caused when the standard is used for any other purpose.
0 Introduction

0.1 Details

Human Factors Integration (HFI) is a systematic process within Defence acquisition that supports the successful integration of people, processes and technology within capability. The HFI process is mandated for all acquisition projects by Joint Service Publication 912 (JSP 912). The purpose of Defence Standard (Def Stan) 00-251 is to create, when called up within a contract, a contractual relationship between MOD and the Industry Solution Provider. It details what MOD requires Industry to do in respect of HFI, but does not mandate the detail of how it should be done. Def Stan 00-251 contains four parts:

- Def Stan 00-251 Part 0 (Contracting for Human Factors Integration in Defence Systems): provides an introduction to HFI and a description of the method for MOD to contract with the Solution Provider, using Def Stan 00-251 as the contracting document;
- Def Stan 00-251 Part 1 (Early Lifecycle Human Factors Integration Process Requirements): provides the Human Factors (HF) Process Requirements to be applied to all MOD projects that contain a human element. It focuses on those activities to be conducted early in the lifecycle, either by MOD or industry acting in the role of Customer Friend. The Customer Friend is a supplier who is engaged by MOD to undertake services on their behalf. Typically, the Customer Friend helps define requirements or evaluates the technical solutions of third parties;
- Def Stan 00-251 Part 2 (this document): provides the HF Process Requirements to be applied to all MOD projects that contain a human element. It focuses on those activities to be conducted by the Solution Provider from the Assessment phase of the Concept, Assessment Demonstration, Manufacture, In-Service, Disposal (CADMID) lifecycle onwards.
- Def Stan 00-251 Part 3 (Human Factors System Requirements): provides the HF User Requirements (HFURs) and HF System Requirements (HFSRs) that can be used by the MOD to facilitate the integration of HF within the system design and assure the integration of HF from requirements to acceptance.

It is strongly recommended that Def Stan 00-251 Part 0 is read in its entirety as an introduction to this document (Part 2).

The intent of Def Stan 00-251 as a whole is to make it easier for MOD to contract for HFI and remove ambiguity for both MOD and industry in ensuring that the system design reflects the requirement for Human Factors (HF). This will support the definition of appropriate work Statements Of Work and the verification and validation process.

This document provides a set of Human Factors Process Requirements (HFPRs) that apply to all MOD acquisition projects. The HFPRs form the contractual basis for the HFI programme of work. The HFPRs have been derived from the six-stage HFI process which is documented in greater detail in the HFI Process Leaflets and are hosted on the Human Factors Integration Management System (HuFIMS) (Reference 3).

MOD is the lead during Stages 1 to 3 of the HFI Process and the HFPRs in stages 1 to 3 shall be undertaken by MOD, or on behalf of MOD by a Customer Friend. The lead transfers to the Solution Provider in Stages 4 to 6 of the HFI process, although the Solution Provider may be involved in the previous stages depending on the acquisition context. This document covers HFPRs in Stages 4 to 6, for use when the MOD is contracting a Solution Provider to undertake HFI from the detailed system design stage onwards.

0.2 Who Should Use this Standard?

This Standard is intended for use by MOD, suppliers acting as Customer Friends and Solution Provider personnel with a responsibility for managing HFI within Defence acquisition contracts. Specifically the following roles in HFI are the prime readership for this Standard:

- Capability Sponsor;
- HFI Focus, Capability Branch (HIF, CAP);


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- Requirements Manager;
- Requirements Engineer;
- Project Team Leader;
- Project Manager;
- Commercial Manager;
- HFI Focus Project Team (HFIF, PT);
- Capability Integration Working Group ('Defence Lines of Development Owners');
- Acquirer Support Functions;
- Supplier/Customer Friend;
- Solution Provider Roles;
  - Bid and Project Managers;
  - Commercial Manager;
  - HF Technical Lead;
  - Requirements Manager and Engineer.

Greater detail on the MOD roles within HFI are provided in JSP 912 Part 1 (Reference 1) and JSP 912 Part 2 (Reference 2). The primary intended audience of this part (Part 2) of the Standard are suppliers acting SPs and the MOD HFIF(PT)s responsible for the HFI process within the Project Team.
Human Factors Integration for Defence Systems
Part 2: Human Factors Integration Process Requirements for the Solution Provider

1 Scope and Applicability

The requirements are expressed in terms of an assumed bi-partite contractual arrangement between the “Acquirer”, (the MOD), and a “Solution Provider”, (typically the Defence industry), for the supply of a “Solution”. The Solution referred to in the requirements may be that covered in a particular contract, or may form part of a larger overall solution, either existing or provided by others.

The requirements apply where the Solution to be supplied is to be handled, transported, used, maintained or otherwise supported by MOD service personnel or MOD civilian employees.

The requirements apply to the acquisition of new, extended, upgraded or updated Defence capability and to any solutions that are proposed or supplied.

The generic requirements in Def Stan 00-251 apply in conjunction with any Service-specific human-related requirements that may be specified.

The generic requirements in Def Stan 00-251 apply in addition to any human-related requirements that arise from specific contract functional requirements.

The HFPRs in this document are to be applied to all UK Defence acquisition contracts, where there is a human element in the wider system, irrespective of project size, project nature or project duration. However, the extent to which the requirements of this standard impact upon a contract and thus bring benefits will differ depending on the nature of the contract to which it is applied. Consequently, the standard allows for the means and extent by which compliance with the requirements of the standard are demonstrated to be adapted to the particular needs of the contract, where this is agreed by the contracting parties to be of benefit. Guidance on tailoring is provided in the HFI Process Leaflets (see Section 7).

2 Warning

The MOD, like its contractors, is subject to both United Kingdom and European laws regarding Health and Safety at Work. Many Defence Standards set out processes and procedures that could be injurious to health if adequate precautions are not taken. Adherence to those processes and procedures in no way absolves users from complying with legal requirements relating to Health and Safety at Work.

3 Normative References

3.1 The publications shown below are referred to in the text of this standard. Publications are grouped and listed in alpha-numeric order.

Note: Def Stan’s can be downloaded free of charge from the DStan web site by visiting <http://dstan.uwh.dif.r.mil.uk/> for those with RLI access or <https://www.dstan.mod.uk> for all other users. All referenced standards were correct at the time of publication of this standard, if you are having difficulty obtaining any referenced standard please contact the DStan Helpdesk in the first instance.

Joint Service Publication 912. JSP 912 promulgates MOD Policy with respect to the process of HF Integration (HFI) in Defence systems. It informs and guides other parties, such as the Solution Provider, as to how the MOD approaches this aspect of Defence acquisition, and therefore enables other parties to better understand MOD internal processes and how these affect Defence acquisition activities. The JSP is structured in two parts:

Reference 2 JSP 912 Part 2: Guidance, which provides the guidance and best practice that will assist the User to comply with the Directive. In particular, the guidance includes details of the HF Integration Management System (HuFIMS).

Reference 3 The HF Integration Management System. All of the information referenced in this Standard is available in HuFIMS. HuFIMS is an online repository of HFI process and technical guidance for ensuring that HF Integration is appropriately implemented in the specification, procurement, provision and support of military Capability. The guidance is intended to direct and inform MOD staff, and industry suppliers acting as Customer Friends and Solution Providers, about the required HFI activities and to help them manage the process. Def Stan 00-251 is part of a suite of documents contained within HuFIMS. HuFIMS is located on the Acquisition Systems Guide (https://www.aof.mod.uk/aofcontent/tactical/hufims/content/hufims_home.htm).

Def Stan 00-251 is the principal MOD standard for HFI but other standards such as the multi-part standard ISO 9241 Ergonomics of human-system interaction may also be referenced by the MoD or Solution Provider.

3.2 Reference in this Standard to any normative references means in any Invitation To Tender (ITT) or contract the version and all amendments that are current at the date of such tender or contract unless a specific edition is indicated. Care should be taken when referring out to specific portions of other standards to ensure that they remain easily identifiable where subsequent amendments and supersessions might be made. For some standards the most recent editions shall always apply due to safety and regulatory requirements.

3.3 In consideration of clause 3.2 above, users shall be fully aware of the version, amendment status and application of all normative references, particularly when forming part of an ITT or contract. Correct identification of standards is as defined in the ITT or contract.

3.4 DStan can advise regarding where to obtain normative referenced documents. Requests for such information can be made to the DStan Helpdesk. Details of how to contact the helpdesk are shown on the outside rear cover of Defence Standards.

4 Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>CADMID</td>
<td>Concept, Assessment, Demonstration, Manufacture, In-Service, Disposal</td>
</tr>
<tr>
<td>CAP</td>
<td>Capability</td>
</tr>
<tr>
<td>CONEMP</td>
<td>Concept of Employment</td>
</tr>
<tr>
<td>COTS</td>
<td>Commercial Off The Shelf</td>
</tr>
<tr>
<td>DE&amp;S</td>
<td>Defence Equipment and Support</td>
</tr>
<tr>
<td>DEF STAN</td>
<td>Defence Standard</td>
</tr>
<tr>
<td>DI</td>
<td>Development Item</td>
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<tr>
<td>DLOD</td>
<td>Defence Lines of Development</td>
</tr>
<tr>
<td>FLC</td>
<td>Front Line Command</td>
</tr>
<tr>
<td>HF</td>
<td>Human Factors</td>
</tr>
<tr>
<td>HFE</td>
<td>Human Factors Engineering</td>
</tr>
<tr>
<td>HFI</td>
<td>Human Factors Integration</td>
</tr>
<tr>
<td>HFIF(CAP)</td>
<td>Human Factors Integration Focus (Capability Branch)</td>
</tr>
<tr>
<td>HFIF(PT)</td>
<td>Human Factors Integration Focus (Project Team)</td>
</tr>
</tbody>
</table>
HFIP  Human Factors Integration Plan
HFPR  Human Factors Process Requirement
HFSR  Human Factors System Requirement
HFUR  Human Factors User Requirement
HuFIMS  Human Factors Integration Management System
ISO   International Organisation for Standardisation
ITEAP  Integrated Test, Evaluation and Acceptance Plan
ITT   Invitation to Tender
JSP   Joint Service Publication
MOD   Ministry of Defence
MOTS  Modified Off The Shelf
NDI   Non-Development Item
OTS   Off The Shelf
PT    Project Team
RAIDO Risks, Assumptions, Issues, Dependencies, Opportunities
SOW   Statement of Work
SMART Specific, Measurable, Achievable, Realistic, Time-Bounded
SRD   System Requirements Document
SRL   System Readiness Level
SSUN  Single Statement of User Need
TAD   Target Audience Description
URD   User Requirements Document
VVRM  Verification and Validation Requirements Matrix
5 The Human Factors Process Requirements

The HFI Process is based on six HFI Process Stages that map to the MOD’s CADMID lifecycle. Figure 1 provides an overview of the HFI Process Stages and their relationship to CADMID.

The six high level process stages are as follows:

- HFI-1.0: User Need Definition;
- HFI-2.0: System Requirements Definition;
- HFI-3.0: Assess Tenders;
- HFI-4.0: Detailed System Design;
- HFI-5.0: Test & Acceptance;
- HFI-6.0: In-Service Feedback.

Process Stages 1 to 3 are those which shall be undertaken by the MOD prior to contracting a Solution Provider. Process Stages 4 to 6 are led by the Solution Provider as they are driven by the solution being offered/developed. The focus of this document is on the contracting of Stages 4 to 6 to the Solution Provider to undertake HFI from detailed system design onwards.

Each Process Stage is supported by underpinning HFI Process Leaflets which provide in-depth detail on the HFI Process activities to be undertaken. For more detail, refer to the HFI Process Leaflets within HuFIMS.

The HFPRs capture the key requirements embodied in each Process Stage.

The trigger point for the flow down of HFPRs to the Solution Provider is at (i.e. just before) Process Stage 2, Step 2.7. This is indicated at Figure 2.
At this stage the HFI Focus role within the Project Team (HFI(PT)) will select relevant HFPRs from this document as a result of project knowledge gained from the earlier Process Stage activities. Activities undertaken in Process Stages 1 and 2 will enable the definition of sufficient baseline knowledge regarding the system’s concept of use, the target audience and potential system issues to support the selection of the HFPRs for inclusion in the contract documentation. Once the Solution Provider has been contracted, the products of Process Stages 1 and 2 (e.g. Target Audience Description (TAD)) will be made available to the Solution Provider.

Figure 2 Process Stage 2 Trigger Point for HF Requirements Flow-down

The Acquirer and/or the Solution Provider may make use of the Solution Provider response template, provided at Annex A to guide the response to the HFPRs in the Statement of Work (SOW). Agreement on which HFPRs apply and the specific detail relevant to each project may therefore be subject to commercial negotiation between both parties.

It is probable that the HFPRs will need to be tailored for the programme. For example, the frequency of HFI Working Groups will differ depending on the duration and timescale of the programme, and the complexity of the HFI programme. In some projects, quarterly meetings may be sufficient whereas in others, monthly meetings may be more appropriate.

The Solution Provider is required to demonstrate compliance with all requirements that are agreed to be applicable, using agreed compliance means proposed and documented by the Solution Provider.

Figures 3 to 5 show the HFPR structure. Each HFPR is uniquely numbered. The numbers in parentheses help relate the HFPR to the relevant Process Step at each stage. For example, HFPR 4.6 (‘The Solution Provider shall assess design changes for HFI Impact’) relates to Process Step 4.13 (‘Manage Design Changes’). Note that there is no one-to-one mapping between HFPRs and Process Steps. The reason for this is that although the HFI process is mandated as a whole, the HFPRs are the key elements that must be complied with and capture many of the remaining Process Steps that follow. The remaining Process Steps have been provided within this document for completeness as goals which must be addressed but are not formally verified.
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Figure 3 Process Stage 4 HFPRs

DEF STAN HF Process Requirement (HFPR)

- HFPR-4.1 The Solution Provider shall produce a plan to manage HFI activities through the system lifecycle stages (HFI 4.4)
- HFPR-4.2 The Solution Provider shall maintain the HFI Plan as the means of controlling the integration of human factors within the development of the system lifecycle stages (for which the Solution Provider is contracted to deliver) (HFI 4.5)
- HFPR-4.3 The Solution Provider shall enact HFI activities detailed in the HFI Plan appropriate to the system lifecycle stages (HFI 4.7)
- HFPR-4.4 The Solution Provider shall review outcomes of the HFI activities with the Working Group (HFI 4.8)
- HFPR-4.5 The Solution Provider shall manage solution HFI RAIDO (HFI 4.10)
- HFPR-4.6 The Solution Provider shall assess design changes for HFI Impact (HFI 4.13)
- HFPR-4.7 The Solution Provider shall manage HF System Requirements (HFI 4.14)
- HFPR-4.8 The Solution Provider shall provide HFI input to project documents (HFI 4.16)

Figure 4 Process Stage 5 HFPRs

DEF STAN HF Process Requirement (HFPR)

- HFPR-5.1 The Solution Provider shall conduct testing in accordance with the ITEAP (HFI 5.1)
- HFPR-5.2 The Solution Provider shall manage emerging HFI issues and Risks (as the HFI requirements are tested in accordance with the ITEAP (HFI 5.4))
- HFPR-5.3 The Solution Provider shall manage the impact of design changes on the HFI programme (HFI 5.9)
Figure 5 Process Stage 6 HFPRs

**HFI Process Stage**
- HFI-6.0 In-Service Feedback

**Goal Statement**
- The solution provider shall ensure that the delivered system meets the customer capability needs through life and that the human aspects of design changes are suitably managed.

**DEF STAN HF Process Requirement (HFPR)**
- HFPR 6.1 The Solution Provider shall manage emerging HFI Issues/Risks (HFI 6.3)
6 The HF Process Requirements

The following comprise the HFPRs to be flowed down by MOD to the Solution Provider as appropriate to the project. ‘Shall’ statements indicate HFPRs that must be complied with. ‘Should’ statements indicate a goal which must be addressed but is not formally verified. MOD must flow down all ‘Shall’ statements whereas the ‘Should’ statements are recommended but may be traded out.

6.1 Process Stage 4 Detailed System Design

<table>
<thead>
<tr>
<th>Identifier</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>HFPR 4.1</td>
<td>The Solution Provider shall produce a plan to manage HFI activities through the system life-cycle stages.</td>
</tr>
<tr>
<td></td>
<td>Goal Statement: The HFI Plan should be compliant with the product descriptions for HFI Plans within HuFIMS.</td>
</tr>
<tr>
<td>HFPR 4.2</td>
<td>The Solution Provider shall maintain the HFI Plan as the means of controlling the integration of HF within the development of the system lifecycle stages (for which the Solution Provider is contracted to deliver).</td>
</tr>
<tr>
<td></td>
<td>Goal Statement: The HFI Plan should be reviewed by the MOD-Supplier Working Group to ensure the planned activities continue to be appropriate as the project progresses.</td>
</tr>
<tr>
<td>HFPR 4.3</td>
<td>The Solution Provider shall enact HFI activities detailed in the HFI Plan appropriate to the system lifecycle stages.</td>
</tr>
<tr>
<td>HFPR 4.4</td>
<td>The Solution Provider shall review outcomes of the HFI activities with the Working Group.</td>
</tr>
<tr>
<td></td>
<td>Goal Statement: Attendance at, and presentation of, HFI activities and their status and outcomes should be provided at the MOD-Supplier Working Group.</td>
</tr>
<tr>
<td></td>
<td>Goal Statement: The frequency of MOD-Supplier Working Groups should be specified within the contract documentation and be appropriate to the size and complexity of the project.</td>
</tr>
<tr>
<td>HFPR 4.5</td>
<td>The Solution Provider shall manage system HFI RAIDO(^1).</td>
</tr>
<tr>
<td></td>
<td>Goal Statement: The Solution Provider should generate and actively manage the HFI input to the RAIDO which should describe the issues and risks, assign an owner to each, assign a mitigation strategy and track each to a resolution as agreed by the MOD-Supplier Working Group.</td>
</tr>
</tbody>
</table>

\(^1\) RAIDO is an acronym for Risks, Assumptions, Issues, Dependencies and Opportunities. These are recorded in the form of a project log. (HF RAIDO replaces the HF Considerations Register defined in previous versions of the MOD HFI process.)
### Process Stage 4 Overarching Goal Statement

The Solution Provider shall ensure that all human related requirements are addressed and human related risks and issues are managed and mitigated through the system design process.

<table>
<thead>
<tr>
<th>Identifier</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>HFPR 4.6</td>
<td>The Solution Provider shall assess design changes for HFI Impact.</td>
</tr>
<tr>
<td>Goal Statement</td>
<td>System assessment activities should be conducted and reported in accordance with the HFI Plan.</td>
</tr>
<tr>
<td>HFPR 4.7</td>
<td>The Solution Provider shall manage HF System Requirements.</td>
</tr>
<tr>
<td>Goal Statement</td>
<td>There should be a demonstrable process or plan for integrating and managing HF System Requirements within the Requirements Management/Verification and Validation Requirements Matrix (VVRM) process.</td>
</tr>
<tr>
<td>Goal Statement</td>
<td>The way in which HF System Requirements are being addressed and managed should be presented at the MOD-Supplier Working Group.</td>
</tr>
<tr>
<td>HFPR 4.8</td>
<td>The Solution Provider shall provide HFI input to project documents(^2).</td>
</tr>
<tr>
<td>Goal Statement</td>
<td>There should be HFI input to the project documents defined in the HFI Process Leaflets.</td>
</tr>
</tbody>
</table>

### 6.2 Process Stage 5 Test and Acceptance

The Solution Provider shall ensure that all human related requirements are tested and accepted in accordance with the Integrated Test, Evaluation and Acceptance Plan (ITEAP) (Goal Statement).

<table>
<thead>
<tr>
<th>Identifier</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>HFPR 5.1</td>
<td>The Solution Provider shall conduct testing in accordance with the ITEAP.</td>
</tr>
<tr>
<td>Goal Statement</td>
<td>The status and findings of the HFI component of test and evaluation activities should be presented to stakeholders in the MOD-Supplier Working Group.</td>
</tr>
<tr>
<td>Goal Statement</td>
<td>The outcome of test and evaluation activities should drive inputs to the VVRM.</td>
</tr>
<tr>
<td>HFPR 5.2</td>
<td>The Solution Provider shall manage emerging HFI Issues and Risks (as the HFSRs are tested in accordance with the ITEAP).</td>
</tr>
<tr>
<td>Goal Statement</td>
<td>The HFI issues and risks (including those identified pre-testing and identified during the course of testing) should be presented to stakeholders in the MOD-Supplier Working Group and actions identified to support the mitigation of issues and risks.</td>
</tr>
<tr>
<td>HFPR 5.3</td>
<td>The Solution Provider shall manage the impact of design changes on the HFI programme.</td>
</tr>
</tbody>
</table>

\(^2\) For example the Safety Case or ITEAP.
Process Stage 5 Overarching Goal Statement: The Solution Provider shall ensure that all human related requirements are tested and accepted in accordance with the Integrated Test, Evaluation and Acceptance Plan (ITEAP) (Goal Statement).

<table>
<thead>
<tr>
<th>Identifier</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal Statement</td>
<td>A process or plan for integrating and managing HFI requirements within the VVRM process as the system design evolves should be demonstrated.</td>
</tr>
</tbody>
</table>

6.3 Process Stage 6 In-Service Feedback

Process Stage 6 Overarching Goal Statement: The Solution Provider shall ensure that the delivered system meets the customer capability needs through life and that the human aspects of design changes are suitably managed.

<table>
<thead>
<tr>
<th>Identifier</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>HFPR 6.1</td>
<td>The Solution Provider shall manage emerging HFI Issues/Risks.</td>
</tr>
<tr>
<td>Goal Statement</td>
<td>A process for presenting and reviewing issues and risks at the MOD-Supplier Working Group and maintenance of the RAIDO should be demonstrated.</td>
</tr>
</tbody>
</table>

7 Tailoring the HFI Process

Tailoring is fundamental to the cost effective application of HFI on a project. It is the process of identifying the range and depth of HFI activities that should be carried out and depends on the scope, size, complexity, lifecycle phase and contractual arrangements of any given project.

Tailoring shall be conducted jointly by the Acquirer and the Solution Provider, with agreement from all stakeholders, but the final decision must be made by the Acquirer. The HFI Focus (PT) is responsible for managing the tailoring of the HFI activities.

Before the Acquirer addresses tailoring with the Solution Provider (i.e. pre-contract), they shall consider the range and depth of HFI activities that are required to be carried out, and tailor them accordingly. This should include consideration of the areas of greatest perceived HF risk.

The acquisition strategy will influence the extent and scale of HFI activities that should be undertaken. How will the item be developed? Is it completely new, modified or an existing system? Will the Acquirer buy just the capability, a complete package or lease the system? Considerations that must be addressed in the tailoring process, include:

a) Type of project (Development Item, Non-Development Item or Off The Shelf).

b) Type of contract.

c) Stage of the project / schedule constraints.

d) Time and resources available including cost limitations.

e) Availability and relevance of data.

f) Work already completed on the project.
g) Past experience and historical data on comparable projects.

The tailoring process can be applied to each HFPR and Goal Statement. However, tailoring is not applicable to all Process Stages; the majority of steps will be mandatory. The HFI Process Leaflets within HuFIMS should be consulted for more information. The tailoring decision shall be documented and agreed between Sponsor, Acquirer and Solution Provider. The MOD and Solution Provider can also negotiate on which HFPRs are tradeable i.e. not carried out at all.
### Annex A — Template for Solution Provider’s Tender/Response

<table>
<thead>
<tr>
<th>Process Stage</th>
<th>HFPR Number</th>
<th>HFPR</th>
<th>In Scope (Y/N)</th>
<th>Compliant (Y/N)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HFI-4.0 Detailed System Design</td>
<td>HFPR 4-1</td>
<td>The Solution Provider shall produce a plan to manage HFI activities through the system lifecycle stages.</td>
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</tr>
<tr>
<td></td>
<td>HFPR 4-2</td>
<td>The Solution Provider shall maintain the HFI Plan as the means of controlling the integration of human factors within the development of the system lifecycle stages (for which the solution provider is contracted to deliver).</td>
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</tr>
<tr>
<td></td>
<td>HFPR 4-3</td>
<td>The Solution Provider shall enact HFI activities detailed in the HFI Plan appropriate to the system lifecycle stages.</td>
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</tr>
<tr>
<td></td>
<td>HFPR 4-4</td>
<td>The Solution Provider shall review outcomes of the HFI activities with the Working Group.</td>
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<tr>
<td></td>
<td>HFPR 4-5</td>
<td>The Solution Provider shall manage solution HFI RAIDO.</td>
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<tr>
<td></td>
<td>HFPR 4-6</td>
<td>The Solution Provider shall assess design changes for HFI Impact.</td>
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<tr>
<td></td>
<td>HFPR 4-7</td>
<td>The Solution Provider shall manage HF System Requirements.</td>
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<td></td>
</tr>
<tr>
<td>Process Stage</td>
<td>HFPR Number</td>
<td>HFPR</td>
<td>In Scope (Y/N)</td>
<td>Compliant (Y/N)</td>
<td>Notes</td>
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<td>HFPR 4-8</td>
<td>The Solution Provider shall provide HFI input to project documents³.</td>
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<tr>
<td>HFI 5.0 Test and Acceptance</td>
<td>HFPR 5-1</td>
<td>The Solution Provider shall conduct testing in accordance with the ITEAP.</td>
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<td>HFPR 5-2</td>
<td>The Solution Provider shall manage emerging HFI Issues and Risks as the HFI requirements are tested in accordance with the ITEAP.</td>
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<td>HFPR 5-3</td>
<td>The Solution Provider shall manage the impact of design changes on the HFI programme.</td>
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<tr>
<td>HFI 6.0 In-Service Feedback</td>
<td>HFPR 6-1</td>
<td>The Solution Provider shall manage emerging HFI Issues/Risks.</td>
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</tbody>
</table>

³ For example the Safety Case or ITEAP.
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