Ministry of Defence de&s

DE&S SAFETY AND ENVIRONMENTAL PROTECTION (S&EP) LEAFLET 21/2025

Introduction of Tie Down Scheme Database - Implementation and Governance Process

Sponsor: DES SLG-Quality	**Version: 1.0**	**Date of Issue: 25 July 2025**
Author: DES EngSfty-QSEE SEP-TDS		
Contact: DES EngSfty-QSEP SEP-TDS Multi@mod.gov.uk		

INTRODUCTION

1. The new Tie Down Scheme (TDS) database has been introduced to replace the previous JSP 800 database hosted by QinetiQ to improve the management of TDSs across Defence. This new tool provides a more flexible and efficient system for recording, updating, archiving, maintaining, and authorising TDSs, ensuring compliance with JSP 800 Volume 7. It will enable faster turnarounds and cost-efficiency for TDS updates, eliminating the current need to go through the Engineering Delivery Partner (EDP) process each time a change is required.

2. The purpose of this S&EP Leaflet is to provide supplementary guidance to support Delivery Teams (DTs), and ultimately to DE&S, to fulfil their responsibilities for all items of equipment within their area of responsibility (AOR).

3. The TDS database is designed to streamline the processes involved in managing TDSs, which are critical for the safe and secure transportation of Defence equipment. With improved data integrity, the new system enhances operational effectiveness and safety. The database incorporates a secure authorisation process to ensure that only compliant and approved TDSs are recorded.

4. This leaflet sets out the responsibilities of users and the processes to be followed to ensure the correct use of the database. It provides guidance on the roles of Senior Safety Responsible (SSR) personnel and Mission Partners (MPs) in maintaining accurate and up-to-date records. Additionally, it outlines the benefits of the new system, compliance and safety requirements, and the procedures for issue resolution and support.

5. The implementation of the TDS database represents a significant advancement in the management of TDSs, contributing to the overall efficiency and safety of Defence Operations.

6. DTs in DE&S are considered ‘Capability or Equipment Sponsors and have legal responsibilities to:

a. Identify the TDSs for the equipment being procured or In-Service.

b. Identify any associated equipment to main equipment, e.g. a powerpack or Ground Power Units (GPUs), and ensuring TDSs are produced. The requirements for transportation, types of main equipment and sub-equipment must be provided by

their MPs.

c. DTs ensure the requirements are verified with their MP and recorded during procurement cycle.

d. DTs to update TDS if specification of items change e.g. weight, centre of gravity, dimensions, etc.

BACKGROUND

7. The previous JSP 800 database, managed by QinetiQ, had limitations with flexibility and accessibility, which lead many DTs to store TDSs in alternative repositories, leading to potential unavailability at the front line. To address these, the new TDS database has been developed in-house by DES AI & Automation Team to provide flexibility, improved data integrity, and secure authorisation processes. The system ensures that only compliant and approved TDS are recorded, improving safety and operational effectiveness.

SENIOR SAFETY RESPONSIBLE RESPONSIBILITIES

8. SSRs are responsible for ensuring the following:

a. All assets within their AOR are correctly recorded in the database. Each SSR is linked to their assets, allowing for accurate tracking and authorisation of amendments. SSRs must approve all new entries and modifications before they are uploaded to the system.

b. Where DTs submitting TDSs for Support Vehicle (SV), Heavy Equipment Transporter (HET), or Medium Equipment Transporter (MET) as host platforms, they must first obtain approval from the respective host platform DT prior to inclusion in the JSP 800 database. This ensures alignment with platform-specific safety and support requirements.

c. Only competent contractors are contracted to produce TDSs outside the EDP services.

d. TDS records are appropriate and up to date.

e. In the event of any changes to the Senior Safety Responsible (SSR), it is advisable to notify the TDS Support Manager via email - DESEngSfty-QSEP SEP-TDS Multi@mod.gov.uk. This practice facilitates the continuity of safety governance and supports effective oversight in alignment with DE&S safety management expectations.

9. **Note** An additional process is currently being developed for Support Vehicle (SV), Heavy Equipment Transporter (HET), and Medium Equipment Transporter (MET) as when these platforms are used as hosts the platform SSR needs to be engaged due to the safety arguments and support contracts mandating the use of certain recognised suppliers. QSEE is working collaboratively with the respective DTs to implement this process. The full procedure will be published in a future version of this leaflet. Until its release, SSRs must continue to adhere to the existing approved processes applicable to these host platforms.[1]

RESPONSIBILITIES OF MISSION PARTNERS

10. MPs are responsible for awareness of the new database. They must review and update the

[1] https://modgovuk.sharepoint.com/sites/IntranetUKStratCom/SitePages/LoadSafetyPolicyandTDS.aspx

driver information sections on asset records, ensuring that any incorrect or missing details are rectified in coordination with the DT.

11. Any issues with the database or discrepancies in data should be reported to the TDS Support Manager DESEngSfty-QSEP SEP-TDS Multi@mod.gov.uk

BENEFITS OF THE NEW TDS DATABASE

12. The new database provides several key improvements:

a. Greater Flexibility – The new TDS database allows for easier updates and management of TDSs, allowing DTs to swiftly update changes to equipment, ensuring that TDS remain current and effective.

b. Improved User Experience – Designed to be more user-friendly, with intuitive navigation. This reduces the time to locate information, enhancing productivity. Allows the users to search TDSs with range of search criteria and ability to download the records into CSV format. Additionally, the database is accessible via mobile devices through Defence Gateway validation, allowing flexible access without the need for a MODNET device.

c. Improved Governance and Data Assurance – The new TDS database significantly enhances governance by directly linking SSRs to assets within their AOR, ensuring accurate traceability and accountability. It incorporates robust data validation and verification mechanisms to maintain high data integrity, reducing discrepancies and improving reliability. Additionally, secure authorisation processes ensure that only verified and compliant TDSs are recorded, with access restricted to authorised admin users. This integrated approach strengthens the overall security, accuracy, and accountability of TDS management.

d. Comprehensive Reporting Capabilities – The TDS database allows users to generate TDS reports enabling use for audits

SUPPORT FOR CONTINUOUS IMPROVEMENT

13. The TDS database is built to support continuous improvement initiatives, to ensure the system evolves to meet changing needs. Features enabling users to provide feedback and suggest enhancements is part of phase 3 development and currently unavailable.

ISSUE RESOLUTION AND SUPPORT

14. For any technical issues or procedural queries, users should refer to the support resources and frequently asked questions (FAQs) within the database under useful links. If further assistance is required, the issue should be raised with the TDS Support Manager DESEngSfty-QSEP SEP-TDS Multi@mod.gov.uk.

PROCESS FOR CREATING AND AMENDING ENTRIES

15. To ensure accuracy, compliance, and accountability, all stakeholders must adhere to these responsibilities and all new and amended entries must follow the structured process outlined below to maintain a functional and compliant TDS database.

a. All new entries and amendments in the TDS database must follow a structured approval and implementation process to ensure accuracy, compliance, and accountability as listed in Annex A.

b. A request for a new entry or amendment must first be submitted to the DT by their MPs (Army, Royal Navy and Royal Air Force). The DT will then assess the request and, contract to an approved Supplier or Contractor for processing. Once the TDS is produced, it is returned to the DT for validation before being published on the database for end-user access.

16. Initial responses to all requests will be provided within 5 working days. The full process to action and complete standard requests will take up to 15 working days. However, if the request requires a database design change by DE&S AI & Automation team, the following timelines apply in line with the Service Level Agreement (SLA):

a. Minor changes – Up to 6 weeks for implementation.

b. Major changes – Up to 8 weeks for implementation.

BOUNDARIES OF RESPONSIBILITIES

17. Each participant in the process has distinct responsibilities:

a. **FLC/MP**: Identifies requirements and submits requests to the DT.

b. **DT**: Reviews requests, assigns tasks to suppliers or contractors, and validates completed work before publication.

c. **Supplier or Contractor**: Produces and delivers the required TDS in compliance with safety and operational guidelines agreed with DT.

d. **TDS Support Manager**: Ensures that requests are processed in line with the established workflow and within the agreed timeframes.

e. **DE&S AI & Automation Team**: Implements database design changes when required, ensuring system integrity and compliance with standards.

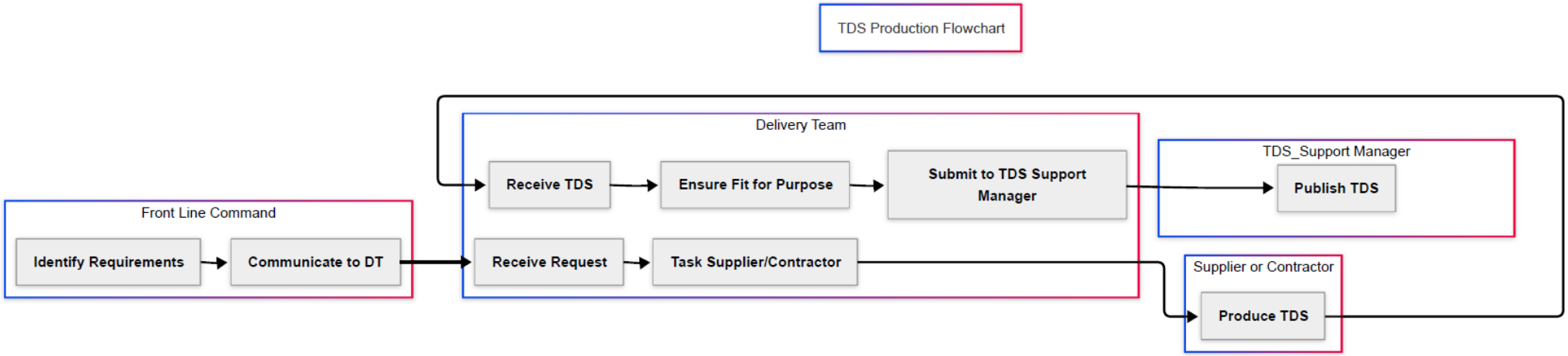
18. Any unauthorised changes to TDS drawings are not the responsibility of QSEE.

ANNEXES

Annex A – A process flowchart for the creation or amendment of current TDS record on database.

Annex B – Non-availability of TDS on database process flowchart.

Annex A – A process flowchart for the creation or amendment of current TDS record on database.



Annex B – Non-availability of TDS on database process flowchart.