



Ministry  
of Defence



Defence Equipment & Support

Schedule 7a -

## Guide to Tasking



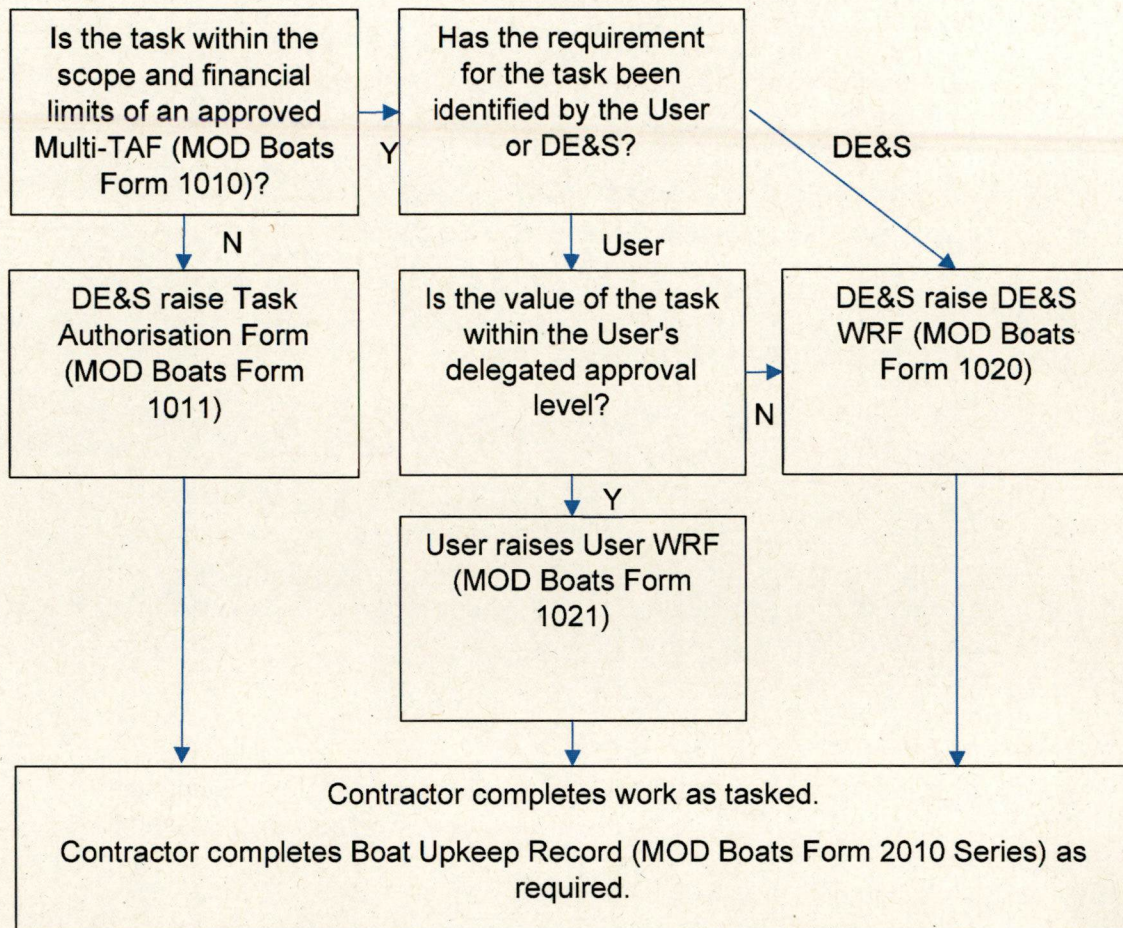
Equipping and Supporting our Armed Forces



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**When to use each Tasking Form**



## **Raising a Multi-Task**

A Multi-Task Authorisation Form (Multi-TAF) (MOD Boats Form 1010) is raised by DE&S to:

- Obtain overarching Project, Commercial and Financial Approval for planned and emergent expenditure within the period of the Multi-TAF, up to the value of the approved Limit of Liability.
- Inform the set-up of Purchase Orders (POs) on CP&F.
- Indicate to industry the estimated throughput for the period of the Multi-TAF (although this does not represent a firm commitment of this work).

Although it is possible to raise a Multi-TAF for a shorter period, the most common duration will be one Financial Year (April to March).

In usual circumstances therefore, one Multi-TAF will be raised, per Financial Year.

The procedure to raise a Multi-TAF is as follows:

1. DE&S Operations Manager (OM) completes Parts A, B and C of MOD Boats Form 1010. Providing a unique reference number is key to enabling KPI reporting.
2. The OM passes the form to DE&S Project, Commercial and Finance staff with appropriate delegations. They either:
  - a. Approve the form, or;
  - b. Return the form to the OM with suggested revisions.
3. Following sign-off of the form by DE&S Project, Commercial and Finance, the OM passes the authorised form to the contractor, who acknowledges receipt and confirms that they are able to complete the scope of work detailed, should they be tasked to do so.
4. Simultaneously, the OM raises a requisition on CP&F for the value of the Multi-TAF (due to the limitations of CP&F, the value of the requisition should be set at '1' and the quantity set to the value of the Multi-TAF). This requisition will then be approved by Commercial, who will set up the SPO to allow invoices and receipts to be raised against the Multi-TAF.



**Raising a Work Request Form (DE&S)**

A DE&S Work Request Form (WRF) (MOD Boats Form 1020) is raised by DE&S to:

- Make a firm commitment of work with the Contractor, under the cover of an existing Multi-TAF;
- Define the scope of work to be performed;
- Define the Required Delivery Date of the work;
- Set any Limit of Liability necessary to allow the Contractor to commence work without further recourse to DE&S.

A WRF is to be raised for each discrete package of work. However, it is recognised that where one boat has a number of small defects which require rectification in the same timescale, then the OM may wish to raise one WRF to task all these defects. The WRF is to be used for both planned and emergent activities.

The procedure to raise a DE&S WRF is as follows:

1. OM completes and signs Part A of MOD Boats Form 1020. Providing a unique reference number and a Required Delivery Date is key to enabling KPI reporting. An electronic signature or auditable email trail is also acceptable authorisation.
2. The OM passes the completed MOD Boats Form 1020 to the Contractor.

On receiving a DE&S WRF, the Contractor is expected to:

1. Either collect the boat or attend at the boat's location (as appropriate), and perform an initial inspection of the boat against the scope of the WRF.
2. Either agree to the Required Delivery Date, or provide a justification as to why it should be amended.
  - a. Any decision to amend the Required Delivery Date is subject to the agreement of both DE&S and Contractor.
  - b. The Agreed Delivery Date only is to be used for KPI Reporting purposes.
3. Raise the appropriate Boat Upkeep Record (MOD Boats Form 2010 Series) and complete the following:

Form 2010B	Boat Upkeep Record	Parts A and B
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4. Complete the Work Package as agreed with DE&S, and record the work performed on the following:

Form 2010B	Boat Upkeep Record	Part C
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5. Seek Authority acceptance of the work completed, and record this on MOD Boats Form 2010 Series.
6. (If applicable) return the boat to the User Location.