

Insert date

DEPLOYABLE TECHNICAL SUPPORT SYSTEMS (DTSS) CONDITION SURVEY REPORT¹ – INSERT DTSS TASK REF²

Introduction

1. This is to include the scope of the report³ and the main issue⁴ which has triggered the generation of the report.

Survey Summary

2. A brief executive summary of the report and recommendations – this should standalone⁵.

Background⁶

3. What the equipment is, how it is used and why the report is required.
4. Relevant information to inform the reader

Engineers report(s)⁷

5. This provides the detail of the engineering survey conducted:
 - a. **Inspection report.** Breakdown of the faults and actions required to return the equipment to Taskworthy condition.
 - b. **Condition sentence.** Engineering statement on the condition of the equipment;

¹ Subject to the complexity of the report the template headings are typical Business Case topics which internal approvals will be fully conversant in – hence if this format is adopted future reports/implementation of tasks can be processed quicker.

² Task Reference as per original contractor tasking number i.e. DMS/15/0024

³ The report should be presented in PDF format.

⁴ This information should be captured within the P1 task details etc.

⁵ Where this sits is subject to the complexity and size of the report. For simple report this can be embodied as per the above format larger reports may require a separate referenced sheet.

⁶ Example break down of topic: - Some topics require more than one paragraph each should have a separate number. font size 11 and 8 font footnotes

⁷ The structure of paragraphs and their sub-paragraphs are typical of JSP101 format in which DTSS would like M3 to adhere too. It is common in all departments within the MoD and will aid internal understand by all whether report up the chain or across department. The detailed Engineering Report may sit better as an additional appendices' to the Condition survey front sheet.

Beyond Economic Repair (BER), specified repair to A2 condition or full regeneration to A1 condition. The sentence should be justified.

c. Legislative Testing. Detail any mandatory tests which are required and the impact of any failure these could include:

- (1) Electrical certification IAW BS#####
- (2) Certificate of conformity
- (3) F-Gas testing [JSP 418, Vol 2, Leaflet 6](#)⁸

(a) Additional information required to complete this output.

d. Complete Equipment Schedule (CES)⁹. Breakdown of CES items that require replacement or repair.

Options¹⁰

6. The following options have been considered:

- a. **Do Nothing.** OEM's suggested/illustrates the consequences for this options e.g. Without contract support, equipment will be unsupported and non-compliant.

Not Recommended

- b. **Implement task.** Give explanation for this option; you could also include benefits and constraints such as:
 - (1) Compliance with Mandatory maintenance and inspections
 - (2) Legislative compliance with MoD policy and procedures

Recommended

Costs¹¹

7. Firm prices £000,000.00 Ex Vat is to be quoted for the courses of action available to the authority, and timescales for each course of action.

Conclusion

⁸ <http://www.defra.gov.uk/environment/quality/air/fgas/index.htm>

⁹ CES schedule in most cases will be an Appendices' – could be captured within to contractor tasking form under misc etc

¹⁰ Brief paragraph on Options can be bolstered with list of Benefits and or any Constraints. Other options could included Option 1 – Do Nothing (always a do nothing option), Option 2 – BER- If the sentence is BER, the report should include a 1084 so DTSS can apply for a CAST decision, Option 3 – Specified repair to A2 and Option 4 – Full regeneration to A1

¹¹ Although the costs are captured within the contractor P1-P3 forms the overall firm or maximum cost should be mentioned.

8. Short paragraph concluding recommendations and or requirement needed from authority to take the task forward if required

Annexes¹²

- A. Detailed Breakdown of costs and assumptions
- B. As required

Appendices

1. Photographs
2. Engineers Report.
3. High level project plan.

MLS APPROVAL MATRIX

	Signed	Date
Name Commercial Manager		
Name Business Stream Manager		
Name Production Manager		

¹² Multi-page [annexes are page numbered](#) using the letter of the annex followed by the page number: 'A-1, A-2' and so on. A single-page appendix is not page numbered. A multi-page [appendix is page numbered](#) using the letter of the annex followed by the appendix number and the page number: 'A1-1' (Annex A, Appendix 1, page 1), 'A1-2' and so on. Photographs may be used to highlight condition. If used, they should be compressed to reduce the overall size of the document.