Repair Tasking Form (RTF)

Part A: Repair Authority Request.

The right-hand fields are to be completed by the Authority (in accordance with the Repair Process And Price Menu and the instructions in italics) and issued to the Contractor.

1) Repair Number:	*Field to be populated in the format of XXXXXXXX / YYY* Where XXXXXXXX is the contract Number, and Where YYY is the number of the repair
2) NSN:	*Field to be populated with the NSN of the faulty component.*
3) Serial Number:	*Field to be populated with the serial number of the faulty component (if applicable).*
4) Fault Description:	*Field to be populated with the Authority's description of the fault.*
Authority Authorisation – Supply Chain Manager	
5) Name:	*Field to be populated with the name of the Authority's authoriser.*
6) Position:	*Field to be populated with the position of the Authority's authoriser.*
7) Date:	*Field to be populated with the name of the Authority's authoriser.*

Repair Tasking Form

Part B: Repair Contractor Quotation.

The right-hand fields are to be completed by the Contractor (in accordance with the Repair Process And Price Menu and the instructions in italics) and forwarded to the Authority.

1) Repair Number:	*Field to be populated from Part A 1).*
2) NSN:	*Field to be populated from Part A 2).*
3) Serial Number:	*Field to be populated from Part A 3).*
Repair Detail	
4) Date Received:	*Field to be populated with the date the Contractor received the item at their premises.*
5) Warranty:	*Field to be populated with 'Yes' if under warranty or 'No' if out of warranty. If 'Yes' the Authority will not be liable for any costs.*
6) Repair Quotation:	*If not under warranty field to be populated with a breakdown of costs associated with repairing the item. This is to be performed in accordance with Repair Process And Price Menu. This shall include the following:* *a) Repair Band;* *b) Repair Survey Cost;* *c) Repair Cost;* *d) Component Cost;* *e) Shipping Cost;* *f) Disposal Cost.*
7) Completion Date:	*Field to be populated with the duration to complete repair and return to the Authority. This is to be performed in accordance with Repair Process And Price Menu).*
Contractor Authorisation	
8) Name:	*Field to be populated with the name of the Contractor's authoriser.*
9) Position:	*Field to be populated with the position of the Contractor's authoriser.*
10) Date:	*Field to be populated with the date of Contractor's authorisation.*

Repair Tasking Form

Part C: Repair Authorisation.

The right-hand fields are to be completed by the Authority (in accordance with the Repair Process And Price Menu and the instructions in italics) and forwarded to the Contractor.

1) Repair Number:	*Field to be populated from Part A, 1).*
2) NSN:	*Field to be populated from Part A, 2).*
3) Serial Number:	*Field to be populated from Part A, 3).*
Repair Instructions	
4) Warranty Repair Item:	*Field to be populated with 'Yes' or 'No'. If 'Yes' then the return address is to be stated and the Total Firm Price field to be populated with £0.*
5) Repair Item:	*Field to be populated with 'Yes' or 'No'. If 'Yes' then the return address is to be stated and the Total Firm Price field to be populated.*
6) Dispose (With Cannibalisation) of Item:	*Field to be populated with 'Yes' or 'No'. If 'Yes' the Total Firm Price field to be populated.*
7) Return Without Repair:	*Field to be populated with 'Yes' or 'No'. If 'Yes' then the return address is to be stated and the Total Firm Price field to be populated.*
8) Return Address:	*Field to be populated with the return address, if applicable.*
9) Total Firm Price:	*Field to be populated with the corresponding cost.*
Authority Authorisation – Supply Chain Manager	
10) Name:	*Field to be populated with the name of the Authority's authoriser.*
11) Position:	*Field to be populated with the position of the Authority's authoriser.*
12) Date:	*Field to be populated with the date of Authority's authorisation.*
Authority Authorisation – Finance Manger **Approval granted by CPF purchase order approval**	
Authority Authorisation – Commercial Manager **Approval granted by CPF purchase order approval**	

Repair Tasking Form

Part D: Repair Completion.

The right-hand fields are to be completed by the Contractor (in accordance with the Repair Process And Price Menu and the instructions in italics) and forwarded to the Authority.

1) Repair Number:	*Field to be populated from Part A, 1).*
2) NSN:	*Field to be populated from Part A, 2).*
3) Serial Number:	*Field to be populated from Part A, 3).*
Repair Completion	
4) Warranty Repair Item:	*Field to be populated with detail of the repair.*
5) Repair Item:	*Field to be populated with detail of the repair.*
6) Dispose (With Cannibalisation) of Item:	*Field to be populated with confirmation of disposal and a list of items cannibalised.*
7) Return Without Repair:	*Field to be populated with confirmation of return to the Authority.*
8) Completion Date:	*Field to be populated with the date all activity was completed.*
9) Total Firm Price:	*Field to be populated with the final cost.*
Authority Authorisation	
10) Name:	*Field to be populated with the name of the Authority's authoriser.*
11) Position:	*Field to be populated with the position of the Authority's authoriser.*
12) Date:	*Field to be populated with the date of Authority's authorisation.*