

**PHE National Microbiology Framework Agreement
Order Form**

FROM

Authority:	The Secretary of State for Health and Social Care as part of the Crown through the UK Health Security Agency of Nobel House, 17 Smith Square, London, SW1P 3HX.
Invoice address:	Post: Accounts Payable, UK Health Security Agency, Manor Farm Road, Porton Down, Salisbury, SP4 0JG. VAT No: GB888851648 Email: [REDACTED]
Contract Manager:	Name: [REDACTED] E-mail: [REDACTED]
Secondary Contact: eg. business operational contact, project manager	Name: [REDACTED] E-mail: [REDACTED]
Procurement lead	Name: [REDACTED] E-mail: [REDACTED]
Name and address for notices:	Name: [REDACTED] Email: [REDACTED] Address: UK Health Security Agency Nobel House, 17 Smith Square, London, SW1P 3HX
Internal reference (if applicable):	C104336

TO

Supplier:	Thermo Electron Manufacturing Ltd T/A ThermoFisher Scientific Address : Stafford House, Boundary Way, Hemel Hempstead, Hertfordshire, HP2 7GE
Contract Manager:	Name: [REDACTED] Phone: [REDACTED] E-mail: [REDACTED]
Secondary Contact:	Name: [REDACTED] Phone: - [REDACTED] E-mail: - [REDACTED]

National Microbiology Framework Schedule 7 - Ordering Procedure, Award Criteria and Order Form

Account Manager:	Name: [REDACTED] Phone: [REDACTED] E-mail: [REDACTED]
Name and address	Name: [REDACTED]
for notices:	Address: ThermoFisher Scientific, Stafford House, Boundary Way, Hemel Hempstead, Hertfordshire, HP2 7GE

Applicable terms and conditions

The following terms and conditions are applicable to the Contract for this Order:

Appendix A	Call-off Terms and Conditions for the Supply of Goods and the Provision of Services	Applicable to this Contract						
Appendix B	Optional Additional Call-off Terms and Conditions for Installation and Commissioning Services	<input type="checkbox"/> (only applicable if this box is checked)						
Appendix C	Optional Additional Call-off Terms and Conditions for Maintenance Services	<input checked="" type="checkbox"/> (only applicable if this box is checked)						
Appendix D	Optional Additional Call-off Terms and Conditions for Bespoke Research, Development and Manufacturing Requirements	<input type="checkbox"/> (only applicable if this box is checked and to the extent the applicable terms are included in Annex A (Order Specific Key Provisions))						
Appendix E	Optional Additional Call-off Terms and Conditions for Reagent Rental	<input type="checkbox"/> (only applicable if this box is checked)						
Appendix F	Optional Additional Call-off Terms and Conditions for Managed Equipment Services	<input type="checkbox"/> (only applicable if this box is checked)						
Appendix G	Optional Additional Call-off Terms and Conditions for Clinical Laboratory Diagnostic Testing Services	<input type="checkbox"/> (only applicable if this box is checked and to the extent the applicable terms are included in Annex A (Order Specific Key Provisions))						
Appendix H	<p>Further Optional Additional Call-off Terms and Conditions</p> <p>Each of the following clauses in Appendix H is only applicable to this Contract if the relevant box is checked.</p> <table border="1"> <tr> <td>1. TUPE applies at the commencement of the provision of Services</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2. TUPE on exit</td> <td><input type="checkbox"/></td> </tr> <tr> <td>3. Different levels and/or types of insurances</td> <td><input type="checkbox"/></td> </tr> </table>	1. TUPE applies at the commencement of the provision of Services	<input type="checkbox"/>	2. TUPE on exit	<input type="checkbox"/>	3. Different levels and/or types of insurances	<input type="checkbox"/>	(Only applicable if one or more boxes are checked)
1. TUPE applies at the commencement of the provision of Services	<input type="checkbox"/>							
2. TUPE on exit	<input type="checkbox"/>							
3. Different levels and/or types of insurances	<input type="checkbox"/>							

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4. Induction training for Services	<input type="checkbox"/>
5. Further Authority obligations	<input type="checkbox"/>
6. Assignment of Intellectual Property Rights in deliverables, materials and outputs of the Services	<input type="checkbox"/>
7. Inclusion of a Change Control Process	<input type="checkbox"/>
8. Authority step-in-rights	<input type="checkbox"/>
9. Guarantee	<input type="checkbox"/>
10. Termination for convenience	<input checked="" type="checkbox"/>
11. Pre-Acquisition Questionnaire	<input type="checkbox"/>
12. Time of the essence (Goods)	<input type="checkbox"/>
13. Time of the essence (Services)	<input type="checkbox"/>
14. Specific time periods for inspection	<input type="checkbox"/>
15. Specific time periods for rights and remedies under Clause 3.6 of Schedule 2 of Appendix A	<input type="checkbox"/>
16. Right to terminate following a specified	<input type="checkbox"/>
17. Expert Determination	<input type="checkbox"/>
18. Consigned Goods	<input type="checkbox"/>
19. Improving visibility of Sub-contract opportunities available to Small and Medium Size Enterprises and Voluntary, Community and Social Enterprises	<input type="checkbox"/>

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20. Management Charges and Information	<input type="checkbox"/>
21. COVID-19 related enhanced business continuity provisions	<input type="checkbox"/>
22. Buffer Stock requirements	<input type="checkbox"/>
23. Modern Slavery	<input checked="" type="checkbox"/>

The additional Order Specific Key Provisions set out at Annex A (Order Specific Key Provisions) to this Order Form shall also apply to this Contract.

(only applicable if this box is checked)

1. CONTRACT DETAILS

(1.1) Commencement Date: 10th October 2022

(1.2) Services Commencement Date: 10th October 2022

(1.3) Contract Price

The maximum value of the Services that can be ordered under this Contract is £40,800.89 (forty thousand and eight hundred and eighty-nine pence) excluding VAT (the “**Contract Price**”). Full details of the Contract Price are contained in the Table 1a in Clause 1.3.1 of this Order Form. For the avoidance of doubt, the Authority is not committed to pay the Contract Price.

1.3.1 Contract Price Breakdown

The Authority requires, and the Supplier shall provide, the Total Care Warranty (“**TCW**”) and Tech Direct Plan (“**TDP**”) service for equipment types in Table 1a within this Clause. The Authority reserves the right, at its sole discretion, to increase or decrease the number of items that require servicing during the Term.

Table 1a: Contract Price

Description of Equipment	Model ID	Type of Service Cover	No. at Delivery Location	Planned Maintenance Price per equipment	Total (Excl VAT)
Hood	MSC Advantage 1.2,230v, 50HZ	Total Care Warranty (Includes annual service, repairs and KI testing)	01	■ ■■■■	■ ■■■■
Hood	1300 A2 SS 1.5 10.	Total Care Warranty (includes annual service, repairs and KI testing)	62	■ ■■■■	■■■■■

Centrifuge	ThermoScientific Megafuge 8R,230V	Total Care Warranty (Includes annual service, repairs and calibration)	7		
Centrifuge	ThermoScientific Megafuge 8R,230V	Tech Direct Plan (Includes annual service and calibration) excludes repairs	3		
Total					£40,800.89

1.3.2 Payment Profile

The Supplier shall invoice monthly in arrears in accordance with Annex A clause 2 – Invoicing Process.

Any POs issued by the Authority in respect of this Agreement do not form part of this Contract.

1.4 Term of Contract

1.4.1 This Contract shall commence on 10th October 2022 (“**Commencement Date**”) and shall, subject to clause 1.5 and unless terminated earlier in accordance with its terms, expire on 31st March 2023 (the “**Term**”).

1.4.2 Without prejudice to any other right of termination set out in this Contract, the Authority may terminate this contract, in whole or in part, for convenience by giving the Supplier not less than 12 (twelve) weeks’ notice in writing.

1.4.3 Any contractual terms included in the quotations do not form part of this contract.

1.5 Term extension option

1.5.1 The Authority may give notice to the Supplier of its intention to extend in part or in its entirety in accordance with clauses 1.5.2 and 1.5.3 of this Contract (the “**Extension Requirements**”) the Term for 1(one) optional period of up to 12 (twelve) months from 1st April 2023 (the “**Extension Period**”) in accordance with clause 15.2 of the Call-Off Terms and Conditions by no later than 28 February 2023.

1.5.2 The Supplier shall, no later than 10 (ten) Business Days after receiving the Extension Requirements provide its proposals to provide the Extension Requirements.

1.5.3 The Parties shall, acting reasonably and in good faith, discuss and agree the terms on which the Supplier shall provide the Extension Requirements during the Extension Period. These terms shall be incorporated into this Contract by way of variation in accordance with clause 21 of the Call-Off Terms and Conditions.

2. GOODS AND/OR SERVICES REQUIREMENTS

2.1 Description of the Services:

This Contract covers the following service requirement for the Equipment at the Premises and Location:

- a) Total Care Warranty ("**TCW**"), repairs and KI testing (Potassium Iodide testing) for 63nr Hoods.
- b) Total Care Warranty ("**TCW**"), repairs and calibration for 7nr Centrifuges.
- c) Tech Direct Plan ("**TDP**") and calibration for 3nr Centrifuges. For equipment covered by TDP repairs are not included. Discount of 15% is applicable on labour and parts.

The TCW, TDP, KI testing, calibration, and repairs to be provided by the Supplier under this Contract (the "**Services**"). Equipment details is set out in Annex B (Equipment to be serviced and maintained) ("**Equipment**"). Following is the high-level summary of the Equipment that require PM.

Description of Equipment	Model ID	Type of Service Cover	No. at Delivery Location
Hood	MSC Advantage 1.2,230v, 50HZ	Total Care Warranty (Includes annual service, repairs and KI testing)	01
Hood	1300 A2 SS 1.5 10.	Total Care Warranty (includes annual service, repairs, and KI testing)	62
Centrifuge	ThermoScientific Megafuge 8R,230V	Total Care Warranty (Includes annual service, repairs, and calibration)	7
Centrifuge	ThermoScientific Megafuge 8R,230V	Tech Direct Plan (Includes annual service and calibration) excludes repairs	3

2.2. The Authority may, at any time during the Term by the provision of 1 (one) months' notice to the Supplier, add or remove equipment from the specification in accordance with clause 21 of the Call-Off Terms and Conditions.

2.3 The Services shall be supplied in accordance with the following specification (the "**Specification**"):

Total Care Warranty for the Equipment - Hoods

2.3.1 The Supplier shall provide service cover for the Hoods located at the Delivery Location. Equipment list is set out in Annex B.

- a. 1 (one) annual service for all Hoods as per service schedule set out in Annex C.
- b. Free telephone support for technical service. Service desk number [REDACTED]
- c. Email address for registering the call with the service desk is [REDACTED]

- d. Repairs to be completed in two (2) working days except where parts are required that have long lead times. Labour, parts and travel costs associated with any repairs are included in the TCW price as set out in Table1a in Clause 1.3.1.
- e. KI testing (Potassium Iodide testing) is carried out as part of the annual service.
- f. Submission of signed annual service report via email as evidence of service completion. For the avoidance of doubt, the service report shall be signed by the representative of both the Parties.
- g. Services to be provided during Business Days between office hours (08:00 - 17:00)
- h. Supplier shall agree in writing with the Authority's Contract Manager and Authority's Delivery Contact, stated in clause 2.5.2, of this Contract a timetable for the annual services to be performed within the Term of this Contract.

Total Care Warranty for the Equipment - Centrifuges

2.3.1 The Supplier shall provide service cover for Centrifuges located at the Delivery Location. Equipment list is set out in Annex B.

- a. 1 (one) annual service for all Centrifuges as per service schedule set out in Annex C.
- b. Calibration of centrifuges to be carried out by the next due date as detailed in the Equipment list as set out in Annex B or as agreed with the Authority's representative.
- c. Free telephone support for technical service. Service desk number [REDACTED]
- d. Email address for registering the call with the service desk is [REDACTED]
- e. Repairs to be completed in 2 (two) working days except where parts are required that have long lead times. Labour, parts and travel costs associated with any repairs are included in the TCW price as set out in Table1a in Clause 1.3.
- f. Submission of signed annual service report via email as evidence of service completion. For the avoidance of doubt, the service report shall be signed by the representative of both the Parties.
- g. Services to be provided during Business Days between office hours (08:00 - 17:00)
- h. Supplier shall agree in writing with the Authority's Contract Manager and Authority's Delivery Contact, stated in clause 2.5.2, of this Contract a timetable for the annual services to be performed within the Term of this Contract.

Tech Direct Plan for Centrifuges

2.3.1 The Supplier shall provide service cover for 3nr Centrifuges located at the Delivery Location. Equipment list is set out in Annex B.

- a. 1 (one) annual service for all Centrifuges as per service schedule set out in Annex C.
- b. Calibration of centrifuges to be carried out by the next due date as detailed in the Equipment list as set out in Annex B or as agreed with the Authority's representative.
- c. Free telephone support for technical service. Service desk number [REDACTED]
- d. Email address for registering the call with the service desk is [REDACTED]
- e. Repairs to be completed in three (3) working days except where parts are required that have long lead times. Labour, parts and travel costs associated with any repairs

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- is not included in the TDP price as set out in Table1a in Clause 1.3. All parts and labour required for repairs shall be provided at 15% discount against the list price.
- f. Ad-hoc repair report details to be submitted via email as evidence of repairs being completed. The report shall be signed by the authorised representative of the Authority.
 - g. Services to be provided during Business Days between office hours (08:00 - 17:00)
 - h. Supplier shall agree in writing with the Authority's Contract Manager and Authority's Delivery Contact, stated in clause 2.5.3, of this Contract a timetable for the annual services to be performed within the Term of this Contract.

- 2.4 The Supplier shall agree in advance the cost of repairs with the Authority's authorised personnel. Details of Staff call out charges are set out in the table below:

Description	Total Price (Excl VAT)
Staff call out charge (includes 1 hour of labour time and travel costs)	██████████
Additional hourly rate (if required on top of the call out)	██████████
Parts	For all parts, Supplier shall advise and agree with the Authority at the time the price of the required parts which shall be █████% (██████ percent) less than the list price for those parts. Supplier shall provide evidence to that effect to the Authority.

- 2.4.1 The Authority may at its sole discretion issue further POs for the repairs required under the TDP subject to clause 2.4 above. The Supplier must be in receipt of a PO from the Authority for all repairs under the TDP that would exceed the Contract Price.

- 2.5 Premises and Location(s) at which the Services are to be delivered / provided:

The Supplier shall perform the Services at:

Rosalind Franklin Laboratory
Precision Park
Juno Drive
Leamington Spa
CV31 3RG
("Delivery Location")

- 2.5.2 All planned Services shall be confirmed by the Supplier to the Authority's primary delivery contact and the additional delivery contact stated below (individually or collectively known as the "**Delivery Contact**") at least 2 (two) Business Days prior to attendance:

2.5.3 Primary delivery contact: ██████████ Email: ██████████

2.5.4 Additional delivery contact: ██████████ Email: ██████████

- 2.5.5 The Supplier shall provide the following data when notifying the Delivery Contact:

- Supplier name
- Authority's PO Number

2.6. The Authority shall grant the Supplier and its Staff reasonable access to the Delivery Location in accordance with clause 4.2. of the Call-Off Terms and Conditions.

2.7 The Authority reserves the right to immediately remove from the Delivery Location the Supplier and any its Staff who do not conform to the reasonable instructions, policies, rules and regulations of the Authority.

2.8 Key personnel of the Supplier to be involved in the Services:

Name: [REDACTED]
Phone: [REDACTED]
E-mail: [REDACTED]

Name: [REDACTED]
Phone: - [REDACTED]
E-mail: - [REDACTED]

2.9 The Supplier shall adhere as a minimum to the following performance standards.

2.9.1 The Services shall be completed during the Term in accordance with clause 2.3.1. above.

2.9.2 Suitably qualified Staff to respond and where possible resolve technical queries within 24 hours of call or email being sent to the Suppliers admin team at unity.uk@thermofisher.com

2.9.3 Staff shall attend the Delivery Location within 3 (three) Business Days after confirmation that an ad hoc repair is required where the issue has not been able to be resolved via telephone support.

2.10 Quality standards

2.10.1 The Supplier shall carry out the annual service and repairs to the Equipment as per the manufacturers specifications and to maintain the laboratories UKAS ISO 15189 accreditation.

2.10.2 The Supplier shall complete the annual service report for each and every equipment for which the annual service is completed. Sample annual service reports are as set out in Annex C.

2.10.3 The Supplier shall ensure the accreditations set out in Annex E – ISO 17025 Certificate shall be maintained throughout the Term.

2.11 Contract monitoring arrangements

The Authority's Contract Manager and Supplier's Contract Manager shall meet at least monthly (unless otherwise notified by the Authority) to discuss the Supplier's performance and other matters connected to the delivery of the Contract (unless otherwise requested by the Authority).

2.12 Management information (MI)

2.12.1 On a monthly basis the Supplier will provide MI report that includes:

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- Schedule of forthcoming annual service for all Equipment;
- Completed annual services;
- Number of repair requests received with reference to associated equipment serial number; and.
- Details of callout requests repairs including parts replaced, costs of parts, and issue(s) reported.

2.12.2 At the Authority's request, within 5 (five) Business Days of such request, the Supplier shall provide such management information to the Authority.

2.12.3 Sample MI report is set out in Annex D.

3.1 The following information shall be deemed Confidential Information

Pricing and individual contact details.

3.2 Duration that the information shall be deemed Confidential Information

For a period of 3 (three) years after the expiry or earlier termination of this Contract unless otherwise agreed in writing by the Parties.

4. DATA PROCESSING (if applicable)

4.1 Personal Data to be processed by the Supplier

N/A

5. LEASE / LICENSE (if applicable)

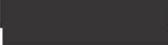
5.1 The Authority is granting the following lease or licence to the Supplier

N/A

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Signed
For and on behalf of the Authority

DocuSigned by:


Full Name: 
Job Title/Role: 
Date Signed: 07/10/2022

Signed
For and on behalf of the Supplier

DocuSigned by:


Full Name: 
Job Title/Role: 
Date Signed: 07/10/2022

Annex A

Order Specific Key Provisions

1. Delivery and Risk:

1.1. The Supplier shall deliver the services to the locations set out in section 2.2 of the Order Form.

1.2. The Supplier will ensure that provision of the services are made in accordance with the terms of this Order Form and the Call-Off Terms and Conditions.

2. Invoicing Process:

2.1 Payment terms are net 30 days from receipt of a valid monthly invoice.

2.2 Within 10 Business Days of receipt of the Supplier's countersigned copy of the Contract, the Authority will send a unique purchase order ("PO") number. The Supplier must be in receipt of a valid PO number before submitting an invoice.

2.3 The Supplier shall provide a consolidated monthly invoice to the Authority for all Services received and accepted by the Authority each month.

2.4 All invoices should be sent for approval and must include the proof of Acceptance to the Authority's designated finance mailbox e-mail: [REDACTED] and their agreed representative (to be confirmed at first Supplier meeting) before being submitted for payment.

2.5 All invoices must be sent quoting a valid purchase order number. The Supplier shall provide a current statement of accounts on a monthly basis; this is a standard commercial process and should show all invoices raised and amounts outstanding.

2.6 To avoid delay in payment it is important that the Supplier provides a compliant invoice that includes, as a minimum, a valid PO number, PO line item number (if applicable), PO line description, and the details (name and telephone number) of the Authority's authorised representative. Non – compliant invoices will be sent back to the Supplier, which may lead to a delay in a payment.

2.7 If you have a query regarding an outstanding payment, please contact our Accounts Payable section by email to: [REDACTED]

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Annex B – Equipment to be serviced and maintained

The Supplier shall carry out annual service for all the equipment as per the next due date or as agreed with the Authority's representative.

Service Package	Instrument Name	Operational Status	Location	Serial Number	Calibration Frequency	Next Due date for annual service
TDP	CENT_001	Operational	Line 8	42876591	Annual	TBC
TCW	CENT_002	Operational	Line 8	42930458	Annual	TBC
TCW	CENT_003	Operational	Line 8	42827999	Annual	TBC
TCW	CENT_004	Operational	Line 8	42930459	Annual	TBC
TCW	CENT_005	Operational	Line 9	42904305	Annual	07/05/2022
TCW	CENT_006	Operational	Line 9	42930456	Annual	TBC
TCW	CENT_007	Operational	Line 9	42930460	Annual	TBC
TCW	CENT_008	Operational	Line 9	42930457	Annual	TBC
TDP	CENT_009	Operational	PCR 1	42610304	Annual	16/07/2022
TDP	CENT_010	Operational	PCR 3	42828002	Annual	TBC
TCW	MBSCII_001	Operational	Line 1	300448177	Annual	15/04/2022
TCW	MBSCII_002	Operational	Line 1	300447908	Annual	15/04/2022
TCW	MBSCII_003	Operational	Line 1	300448166	Annual	17/03/2022
TCW	MBSCII_004	Operational	Line 1	300448174	Annual	17/03/2022
TCW	MBSCII_005	Operational	Line 1	300448171	Annual	28/04/2022
TCW	MBSCII_006	Operational	Line 1	300448168	Annual	24/03/2022
TCW	MBSCII_007	Operational	Line 1	300448516	Annual	24/03/2022
TCW	MBSCII_008	Operational	Line 1	300447910	Annual	24/03/2022
TCW	MBSCII_009	Operational	Line 1	300447915	Annual	24/03/2022
TCW	MBSCII_010	Operational	PCR 1	300447912	Annual	10/05/2022
TCW	MBSCII_011	Operational	Line 2	300450053	Annual	14/05/2022
TCW	MBSCII_012	Operational	Line 2	300450055	Annual	14/05/2022
TCW	MBSCII_013	Operational	Line 2	300450061	Annual	14/05/2022
TCW	MBSCII_014	Operational	Line 2	300450060	Annual	14/05/2022
TCW	MBSCII_015	Operational	Line 2	300450067	Annual	14/05/2022
TCW	MBSCII_016	Operational	Line 2	300450063	Annual	14/05/2022
TCW	MBSCII_017	Operational	Line 2	300450051	Annual	14/05/2022
TCW	MBSCII_018	Operational	Line 2	300450070	Annual	14/05/2022
TCW	MBSCII_019	Operational	Line 2	300450058	Annual	14/05/2021
TCW	MBSCII_020	Operational	Line 3	300448750	Annual	17/06/2022
TCW	MBSCII_021	Operational	Line 3	300451344	Annual	17/06/2022
TCW	MBSCII_022	Operational	Line 3	300463699	Annual	17/06/2022
TCW	MBSCII_023	Operational	Line 3	300448518	Annual	17/06/2022
TCW	MBSCII_024	Operational	Line 3	300453698	Annual	17/06/2022
TCW	MBSCII_025	Operational	Line 3	300453702	Annual	17/06/2022
TCW	MBSCII_026	Operational	Line 3	300450065	Annual	17/06/2022
TCW	MBSCII_027	Operational	Line 3	300453704	Annual	17/06/2022
TCW	MBSCII_028	Operational	Line 3	300453705	Annual	17/06/2022
TCW	MBSCII_029	Operational	Line 4	300449667	Annual	15/07/2022
TCW	MBSCII_030	Operational	Line 4	300449668	Annual	15/07/2022
TCW	MBSCII_031	Operational	Line 4	300452626	Annual	15/07/2022

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TCW	MBSCII_032	Operational	Line 4	300452627	Annual	15/07/2022
TCW	MBSCII_033	Operational	Line 4	300449665	Annual	15/07/2022
TCW	MBSCII_034	Operational	Line 4	300449666	Annual	15/07/2022
TCW	MBSCII_035	Operational	Line 4	300452425	Annual	15/07/2022
TCW	MBSCII_036	Operational	Line 4	300449300	Annual	15/07/2022
TCW	MBSCII_037	Operational	Line 4	300452427	Annual	15/07/2022
TCW	MBSCII_038	Operational	Line 10	300453871	Annual	18/11/2022
TCW	MBSCII_039	Operational	Line 10	300459232	Annual	18/11/2022
TCW	MBSCII_040	Operational	Line 10	300453867	Annual	18/11/2022
TCW	MBSCII_041	Operational	Line 10	300460577	Annual	18/11/2022
TCW	MBSCII_042	Operational	Line 10	300459240	Annual	18/11/2022
TCW	MBSCII_043	Operational	Line 10	300462628	Annual	18/11/2022
TCW	MBSCII_044	Operational	Line 10	300459234	Annual	18/11/2022
TCW	MBSCII_045	Operational	Line 10	300454158	Annual	18/11/2022
TCW	MBSCII_046	Operational	Line 10	300454152	Annual	18/11/2022
TCW	MBSCII_047	Operational	Line 11	300462402	Annual	04/10/2022
TCW	MBSCII_048	Operational	Line 11	300462398	Annual	04/10/2022
TCW	MBSCII_049	Operational	Line 11	300463231	Annual	04/10/2022
TCW	MBSCII_050	Operational	Line 11	300456490	Annual	04/10/2022
TCW	MBSCII_051	Operational	Line 11	300453870	Annual	04/10/2022
TCW	MBSCII_052	Operational	Line 11	300457662	Annual	04/10/2022
TCW	MBSCII_053	Operational	Line 11	300462943	Annual	04/10/2022
TCW	MBSCII_054	Operational	Line 11	300462624	Annual	04/10/2022
TCW	MBSCII_055	Operational	Line 11	300462626	Annual	04/10/2022
TCW	MBSCII_056	Operational	Line 12	300459242	Annual	04/10/2022
TCW	MBSCII_057	Operational	PCR 3	300462386	N/A	TBC
TCW	TR_MBSCII-001	Operational	Wellesbourne	300450074	Annual	12/03/2022
TCW	TR_MBSCII-002	Operational	Wellesbourne	300453703	Annual	12/03/2022
TCW	TR_MBSCII-003	Operational	Wellesbourne	300453701	Annual	12/03/2022
TCW	TR_MBSCII-004	Operational	Wellesbourne	300450072	Annual	12/03/2022
TCW	TR_MBSCII-005	Operational	Wellesbourne	300453697	Annual	12/03/2022
TCW	TR_MBSCII-006	Operational	Wellesbourne	300453706	Annual	12/03/2022

Annex C – Annual Service Report for Centrifuges



Job No. _____ Ref No. _____ Page **1/2**

Benchtop Centrifuge Test Report

Customer Details

Name: _____
Phone: _____
E-Mail: _____

Address: _____
Floor: _____
Building: _____
Room: _____

Ticket Type: _____ Service Engineer
Contract No.: _____
Purchase Order No.: _____ Purchase Order Date: _____

Description: _____ Serial No.: _____
Material No.: _____ Manufacturer SK: _____
Tech ID: _____ Inventory No.: _____
Installation Date: _____

Decommissionation Form Completed: Yes: Not required:

Installation: Repair: Maintenance:

1. Mechanical Check		Checked	Pass	Fail	NA	2. Rotors & Accessories		Checked	Pass	Fail	NA
1.1 Lid Mechanism		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.1 Clean and replace transverse		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Gas Springs		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.2 Check collet checks		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Anti Vibration mounts		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.3 Thread grease		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Imbalance system		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.4 Rotor programs		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Chamber, Autolock, Motor seal		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	K. Documentation		Pass	Fail	NA	
1.6 Motor brush gear tachometer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	K.1 Service label completed		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7 Vacuum pump diffusion / pump oil		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	K.2 Standard calibration completed		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8 Service kit fitted		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	K.3 UKAS 17025 calibration completed		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Functional check		Checked	Pass	Fail	NA	L. Work Area		Pass	Fail	NA	
2.1 Speed		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L.1 Equipment surface clean		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Refrigeration system		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L.2 Work area clear of service material		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Imbalance System		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
2.4 Safety Features		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equipment free of defects Yes <input type="checkbox"/> No <input type="checkbox"/>					
2.5 Full Function Check		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

LD	Description	Class	Code	Visual	Fit	Pass	Fail	NA	Both Continuity	Insulation Resistance	Listing	Polarity	PAT Result
				Casing	Pin	OK	OK	OK	>0.2	Line	>100	Line	Pass

5. Measuring Equipment data:

Description/Type:	Instrument No.:	Last calibration:	Next calibration:	Calibration label:

Notes: _____

Date	Engineer Name	Date	Customer Name



Job No. _____ Ref No. _____ Page **2/2**

Installed Rotor Inspection

Rotor Type	Rotor Serial Number	Rotor Age	Rotor Type

7. Motor Information		Yes	No	8. Accessories		Pass	Fail	NA
7.1 Warranty Expired		<input type="checkbox"/>	<input type="checkbox"/>	8.1 Bucket Caps		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2 Finite Life Expired		<input type="checkbox"/>	<input type="checkbox"/>	8.2 Adapters		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Rotor & Bucket Checks		Pass	Fail	NA		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.1 Rotor Score		<input type="checkbox"/>	<input type="checkbox"/>	9. Lid and Seal		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2 Outer Surfaces		<input type="checkbox"/>	<input type="checkbox"/>	9.4 'O' Rings		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3 Trunnions / Pivot Points		<input type="checkbox"/>	<input type="checkbox"/>	10. Motor and Mounting Checks		Pass	Fail	NA
8.4 Tubes / Cavities		<input type="checkbox"/>	<input type="checkbox"/>	10.1 Securing Screws & Motor Thread		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.5 O-ring		<input type="checkbox"/>	<input type="checkbox"/>	10.2 Collet / Chuck		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.6 Buckets		<input type="checkbox"/>	<input type="checkbox"/>	10.3 Motor Crown		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.7 Carriers		<input type="checkbox"/>	<input type="checkbox"/>	Notes:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Rotor free of defects Yes No Quote required Yes No

Date	Engineer Name	Date	Customer Name



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Annual Service Report for Hoods

The image shows three pages of a service report form. The first page is titled 'BSC Hot Wire Test Report' and includes fields for 'Customer Name', 'Address', 'Phone', 'Email', 'Technician Name', 'Service Engineer', 'Purchase Order Date', 'Service Order Date', 'Material No.', 'Manufacturer', 'Model No.', 'Installation Date', 'Inspection', 'Repair', 'PM maintenance', 'Compliance with requirements', 'BSC Model', 'Service Interval (months)', 'Next Service Visit Due', 'Software Version', and a 'Service Checks' table with columns for 'Check', 'Status', 'Action', and 'Date'. The second page is titled '6 HEPA filter leakage test according to EN 12469 Annex D' and includes a table for 'Test Results' with columns for 'Filter No.', 'Leakage Rate', 'Test Date', and 'Test Result'. It also features a diagram of a hood layout with numbered measurement points (1-8) and a table for 'Airflow Velocity Measurements'. The third page is titled '9. Operator Protection Test (KI Discus)' and includes a table for 'Test Results' with columns for 'Test No.', 'Test Date', 'Test Result', and 'Test Location'.



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National Microbiology Framework Schedule 7 - Ordering Procedure, Award Criteria and Order Form

Annex D – Management Information Report

CONTRACT DETAILS									
Contract Ref	PO#	Product Description	Qty ordered	PO end date	PO Value	Invoice Number	Invoice Date	Invoice Paid Yes / No	
CS659	POxxxx	Planned Maintenance for Fridges and Freezers	1						
CS659	POxxxx	Ad-hoc repairs	1						
CS659	POxxxx								

Contract Ref	PO#	Equipment	Service Provided	Serial Number	Planned Maintenance Date	Site Signed Checks/Jobsheet Provided?	Signed By (Name)
CS659	POxxxx	Use the equipment name here	Planned Maintenance	Use Serial number of the equipment	Date Planned Maintenance carried out		

AD-HOC CALLOUTS									
Contract Ref	PO#	Equipment	Serial Number	Date Callout Requested	Target Date for Resolution	Call Out charges	Site Contact Details	Date Callout Completed	Location
CS659	POxxxx	Provide details of call-out i.e. repairs to equipment type/nature of repairs / number of equipment requiring repair							RFL
	POxxxx								RFL
	POxxxx								RFL

Annex E – Accreditation Certificate

