

TASKING PROCEDURE

1. Any work performed under Item 2 of the Schedule of Requirements (SOR) shall be in accordance with the procedures detailed below and the contract terms and conditions.
2. Any work to be performed shall be authorised via the Task Authorisation Form at Appendix 1 to this Annex.
3. Each Task Authorisation Form will be allocated a unique sequential tasking order number by the Authority commencing **[redacted]**.

4. Tasks initiated by the Contractor:

- i) The Contractor will complete Parts 1 and 2 of the Task Authorisation Form (TAF) at Appendix 1 to this Annex including a description of the task required and a cost breakdown. The Contractor will submit the TAF to the Authority's Commercial Officer.
- ii) On receipt of the TAF, if acceptable, the Authority shall complete Part 3, providing authorisation for the Contractor to conduct the task and will return the TAF to the Contractor's Commercial Officer. The Authority will record all approved tasks on Appendix 2 to this Annex.
- iii) On completion of a Task, the Contractor shall complete Part 4 of the TAF and forward it to the Authority's Project Manager for completion of Part 5 under which the Authority approves formal closure of the Task.

5. Tasks initiated by the Authority:

- i) Tasks will be initiated by the Authority by completion of Part 1 of the Tasking Authorisation Form (TAF) at Appendix 1 to this Annex. The TAF will then be forwarded to the Contractor for costing by the Authority's Commercial Officer.
- ii) On receipt of the TAF, the Contractor shall complete Part 2 (quotation/proposal including cost breakdown) and return to the Authority's Commercial Officer.
- iii) On receipt of the TAF, if acceptable, the Authority shall complete Part 3, providing authorisation for the Contractor to conduct the task and will return the TAF to the Contractor's Commercial Officer. The Authority will record all approved tasks on Appendix 2 to this Annex.
- iv) On completion of a Task, the Contractor shall complete Part 4 of the TAF and forward it to the Authority's Project Manager for completion of Part 5 under which the Authority approves formal closure of the Task.