



DE&S

Contract :
WSPT/200

Description:
Authoring, Cataloguing & Illustration Service for Maritime Technical Documentation

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1. SCHEDULE OF REQUIREMENTS

Name and Address of Contractor Allan Webb Ltd Red Lodge, Bonds Mill, Stonehouse, Gloucestershire, GL10 3RF	MINISTRY OF DEFENCE	Contract No WSPT/200
	Schedule of Requirements for Authoring, Cataloguing & Illustration Service for Maritime Technical Documentation	
Issued With Contract WSPT/200	On 31 August 2016	Previous Contract No FTS1/BC&R/2360

Requirements

Item Number	Reference	Description	Delivery Date	Deliver To	Quantity	UOM	Packaging Code	Notes to Supplier	Unit Price (£)	Price All £ (ex-VAT)
1		Provision of Authoring, Cataloguing & Illustration Service for Maritime Technical Documentation	01 October 2016 to 30 September 2020	XY	1	Each	None		All unit prices are contained in Schedule 2 of the Contract	£ [REDACTED] Core + Value of Tasks Placed

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2. GENERAL CONDITIONS

DEFCON501 (Edn.02/16) - Definitions and Interpretations
DEFCON503 (Edn.12/14) - Formal Amendments To Contract
DEFCON514 (Edn 08/15) - Material Breach
DEFCON515 (Edn.10/04) - Bankruptcy and Insolvency
DEFCON516 (Edn.04/12) - Equality
DEFCON518 (Edn.11/12) - Transfer
DEFCON520 (Edn.08/15) - Corrupt Gifts and Payments of Commission
DEFCON521 (Edn.04/12) - Sub-Contracting to Supported Businesses
DEFCON526 (Edn.08/02) - Notices
DEFCON527 (Edn.09/97) - Waiver
DEFCON528 (Edn.05/12) - Overseas Expenditure, Import and Export Licences

The Contractor's attention is drawn to clause 1 of DEFCON 528 requiring notification of overseas expenditure. In this connection, the Contractor shall, within one month of acceptance of the Contract, notify the Contracts Branch of details of any overseas sub-contract or order he has placed, or intends to place, in aid of the contract. Details to be provided are: Contract No; Country in which sub-contract placed/to be placed; Name, Division and full postal address of sub-contractor; Value of sub-contract as applicable to main contract; Date placed/to be placed. If no overseas orders are to be placed, the Contractor shall advise the Contracts Branch to this effect in the same timescale

DEFCON528App (Edn.) - Appendix to DEFCON 528 – Overseas Expenditure, Import and Export Licences

DEFCON529 (Edn.09/97) - Law (English)
DEFCON530 (Edn.12/14) - Dispute Resolution (English Law)
DEFCON531 (Edn.11/14) - Disclosure of Information
DEFCON532A (Edn.06/10) - Protection Of Personal Data (Where Personal Data is not being processed on behalf of the Authority)
DEFCON537 (Edn.06/02) - Rights of Third Parties
DEFCON538 (Edn.06/02) - Severability
DEFCON539 (Edn.08/13) - Transparency
DEFCON550 (Edn.02/14) - Child Labour and Employment Law
DEFCON566 (Edn.04/15) - Change of Control of Contractor
DEFCON620 (Edn.06/14) - Contract Change Control Procedure
DEFCON625 (Edn.10/98) - Co-Operation On Expiry Of Contract
DEFCON630 (Edn.03/15) - Framework Agreements
DEFCON656 (Edn.03/06) - Break
DEFCON659A (Edn.11/14) - Security Measures
DEFCON660 (Edn. 12/15) - Official-Sensitive Security Requirements
DEFCON691(Edn. 03/15) - Timber And Wood - Derived Products

2.1. Security Measures (With SAL)

For the purpose of DEFCON659, the Secret Matter of the Contract is defined in the Department's letter reference WSPT/200/SAL dated 31 August 2016. Changes in these classifications will be notified by DES Ships WSpt-SMM-TD1 to whom enquiries about the Security Aspects Letter should be addressed.

2.2. Sustainable Procurement - Legislative Requirements

a. The Contractor shall take all reasonable steps to procure the observance of [the economic, social and environmental legislation] related to the subject matter or the execution of the contract by any servants, employees or agents of the Contractor and any subcontractors engaged in the performance of the Contract.

b. If the Contractor becomes aware of any prosecution or proceedings, for criminal breaches of [the economic, social and environmental legislation] related to the subject matter or the execution of the Contract, against the Contractor, any servants, employees or agents of the Contractor and any subcontractors engaged in performance of the Contract, the Contractor shall immediately notify the Authority at the address specified in the Contract.

c. Any convictions during the period of the Contract for criminal breaches of [the economic, social and environmental legislation] related to the subject matter or the execution of the Contract by the Contractor or any of the Contractor's directors/partners or senior management who have powers of representation, decision or control, shall be regarded as a material breach of this Contract.

2.3. Sustainable Procurement - Best Practice

The Contractor is encouraged to bring to the attention of the Authority any measures which might promote sustainable procurement from a social, economic and environmental point of view.

2.4. Compliance with the Electronic Transactions Agreement

The Authority and the Contractor shall comply with the Electronic Transactions Agreement comprised in the completed DEFFORM 30, reference DEPS/Allan Webb/Def 30 Corp Ed 01/07 dated 01/12/2009. The meaning of Purchase Order and Order Acknowledgement messages shall be as defined in the Contract and the terms and conditions of the Contract shall take precedence in all circumstances.

2.5. Duration

The Contract shall commence on 1st October 2016 and shall continue for a period of four (4) years until 30 September 2020.

2.6. Order of Precedence

a. In the event of a conflict of information, the following precedence shall apply:

- Narrative Conditions
- Schedules
- DEFCONS
- Statement of Technical Requirements (SOTR)
- Tasking Form
- Any other documents

b. Where any such conflict arises, all cases shall be referred to by the Authority's Commercial Branch.

3. SPECIFICATIONS, PLANS, ETC.

DEFCON117 (Edn.10/13) - Supply Of Information For NATO Codification And Defence Inventory Introduction

DEFCON129J (Edn.02/16) - The Use Of The Electronic Business Delivery Form

DEFCON502 (Edn.06/14) - Specifications Changes

DEFCON601 (Edn.04/14) - Redundant Materiel

DEFCON602A (Edn.12/06) - Deliverable Quality Plan

Unless otherwise notified, the Quality Plan shall be delivered to the Quality Focal Point within 3 months of contract award and shall be considered accepted 1 month after delivery subject to the satisfaction of the Project Manager.

DEFCON606 (Edn.06/14) - Change and Configuration Control Procedure
DEFCON608 (Edn.10/14) - Access and Facilities to be Provided by the Contractor
DEFCON627 (Edn.12/10) - Quality Assurance - Requirement for a Certificate of Conformity

3.1. Deliverable Quality Plan

Once the Deliverable Quality Plan has been agreed by the Authority it shall be incorporated into the Contract. The Contractor shall be solely responsible for the accuracy, suitability and applicability of the Deliverable Quality Plan.

3.2. NATO Quality Assurance Requirements (Design/Development and Production)

For the purposes of the Contract AQAP2110 Edition 3 entitled "NATO Quality Assurance Requirement for Design/Development and Production" and Defence Standard 05-061 Part 1 (Concessions) Issue 4 shall apply.

3.3. Configuration Control

For the purposes of the Contract Defence Standard 05-057 Issue 5 entitled "Configuration Management of Defence Materiel" shall apply.

3.4. Sustainable Procurement - Performance Management (Plan Required)

a. The Contractor shall include the dependencies for the sustainable procurement objectives in the Contract risk register and in the risk management plan for the Contract, with appropriate review points. Where there is no requirement under the Contract for a risk management plan the Contractor shall submit a sustainable procurement plan for agreement with the Authority.

b. The risk management plan or sustainable procurement plan shall include:-

(1) The actions required to fulfil the sustainable procurement objectives of the Contract and the time-lines associated with such actions;

(2) Reporting schedule on implementing the plan, as required by the Authority;

(3) An indication of any areas where the Authority and the Contractor will need to work together to enhance the sustainable delivery of the Contract;

(4) A schedule for joint audit and review of the key performance indicators by the Authority and the Contractor, as required by the Authority; and

(5) a flow-down of the plan and actions to sub-contractors where appropriate

c. If the information required under this Clause has been provided previously to the Authority or Other Government Department by the Contractor, the Contractor may satisfy these requirements by giving details of the previous notification and confirming they remain valid.

3.5. Quality Assurance Representative

All reference to the QAR in documents which form part of this Contract shall be read as referring to the Authority specified in Box 7 of DEFFORM 111.

4. PRICE

DEFCON127 (Edn. 12/14) - Price Fixing Condition For Contracts Of Lesser Value

All Prices shall be in accordance with Schedule 2 of the Contract.

5. INTELLECTUAL PROPERTY RIGHTS

DEFCON16 (Edn.10/04) - Repair and Maintenance Information

DEFCON21 (Edn.10/04) - Retention of Records

DEFCON90 (Edn. 11/06) - Copyright

DEFCON126 (Edn.11/06) - International Collaboration Clause

DEFCON632 (Edn.08/12) - Third Party Intellectual Property - Rights and Restrictions

5.1. Copyright Vesting

In this condition the term technical publication shall be taken to mean any handbook, manual, user guide or the like which is specified as a deliverable in the Schedule of Requirements of the Contract. Subject only to the rights of any third party in relation to the equipment to which the technical publication relates, copyright in any such publication shall vest in the Crown.

6. LOANS

DEFCON23 (Edn.08/09) - Special Jigs, Tooling and Test Equipment

DEFCON76 (Edn.12/06) - Contractor's Personnel at Government Establishments

DEFCON611 (Edn.02/16) - Issued Property

DEFCON694 (Edn.03/16) - Accounting For Property of the Authority

In relation to DEFCON611, The Contractor is responsible for the safe keeping and secure storage of all Master Material provided by the Authority, towards the performance of the Contract, while in its possession or that of its Sub-contractors.

Master Material is defined as master copies of technical documents and publications, both hard and soft copies, in addition to the technical reference library.

The restoration of such Master Material resulting from loss and/or damage shall be undertaken at no cost to the Crown. This clause shall apply to all Core and Non-Core work undertaken.

A list of Government Furnished Assets (GFA) provided by the Authority to the Contractor is at Schedule 5 to the Contract.

7. DELIVERY

DEFCON5J (Edn.03/15) - Unique Identifiers

Where used in conjunction with contracts for services, Clause 2 of the DEFCON shall not apply.

DEFCON507 (Edn.10/98) - Delivery

DEFCON524 (Edn.10/98) - Rejection

DEFCON525 (Edn.10/98) - Acceptance

7.1. Self-To-Self Delivery

Where any Article to be supplied under the Contract is to be delivered otherwise than being handed over by the Contractor to the Authority, as where an Article is to be delivered by the Contractor to his own premises or to those of a sub-contractor ('self-to-self delivery'), the risk in such Article shall (notwithstanding the provisions of DEFCON 612) remain vested in the Contractor until such time as the Article is handed over to the Authority.

8. PAYMENTS/RECEIPTS

DEFCON509 (Edn.09/97) - Recovery of Sums Due
DEFCON513 (Edn.06/10) - Value Added Tax
DEFCON522J (Edn.05/03) - Payment under P2P
DEFCON523 (Edn.03/99) - Payment of Bills Using the Bankers Automated Clearing Service (BACS) System
DEFCON534 (Edn.06/97) - Prompt Payment (Sub-Contracts)

9. CONTRACT ADMINISTRATION

DEFCON604 (Edn.06/14) - Progress Reports

For the purposes of the Contract, the frequency of reports shall be as specified in Schedule 1.

DEFCON605 (Edn.09/14) - Financial Reports

For the purposes of the Contract, the frequency of reports shall be Monthly.

DEFCON609 (Edn.06/14) - Contractor's Records

DEFCON642 (Edn.06/14) - Progress Meetings

DEFCON647 (Edn.09/13) - Financial Management Information

10. TASKING

Tasks shall be authorised on a task-by-task basis in accordance with Schedule 3 of the Contract.

11. PERFORMANCE

Key Performance Indicators (KPIs) shall be monitored in accordance with Schedule 4 of the Contract.

12. TRANSFER OF UNDERTAKING (PROTECTION OF EMPLOYMENT)

TUPE terms relating to this requirement are included at Schedule 6 of the Contract

13. CONTRACT CLOSURE

13.1. Contract Closure Plan (if applicable)

The Contractor shall provide a Contract Closure Plan to the Authority, three months before the Contract end date. This will clearly identify, but not be limited to, the following issues:

Outstanding work.

Work-in-progress.

Problems preventing work completion.

Risks to data accuracy.

Recommendations to reduce outstanding or incomplete work.

Information held such as data holdings, draft publications, e-mails etc.

The Plan will be reviewed by the TDG Project Manager and, as part of this process, a list of any outstanding work shall be identified and communicated to the future service provision contractor leading up to the follow on contract start date.

The Contractor is to provide monthly updates of the Plan to the TDG Project Manager culminating in a final update on the contract closure date.

Any tasks due to commence during the closedown period (6 months to contract end date), or that are in progress and are not expected to complete before contract end date, are to be communicated to TDG Project Manager for guidance.

13.2. Documentation Transfer

The Contractor shall retrieve, identify, segregate, pack and document all existing documentation provided under the Contract. The Contractor will dispatch the documentation at their Contract end date. Consigning instructions will be provided by the Authority. In order to achieve this, documents are to be transferred by Publication package and will be segregated by:

Completed and reference documents.

Work outstanding.

Any work-in-progress.

Information held such as data holdings, draft publications, e-mails etc.

Appendix - Addresses and Other Information

1. Commercial Officer

Name: [REDACTED] DES Ships ComrcI-WSpt-4b

Address: Warship Support, DE&S, Birch 2B, Mailpoint #3229, Birch 2b, MOD Abbey Wood, Bristol, BS34 8JH

Email: [REDACTED]

☎ 030 679 [REDACTED]

2. Project Manager, Equipment Support Manager or PT Leader (from whom technical information is available)

Name: [REDACTED] DES Ships WSpt-SMM-TD1

Address: Warship Support, DE&S, Mail Point #3229, Birch 2a, MOD Abbey Wood, Bristol, BS34 8JH

Email: [REDACTED]

☎ 030 679 [REDACTED]

3. Packaging Design Authority

Organisation and point of contact:

NA

(where no address is shown please contact the Project Team in Box 2)



4. (a) Supply/Support Management Branch or Order Manager Branch/Name: Warship Support



(b) U.I.N. To be identified on a task by task basis. UIN for Core Service: D0293A

5. Drawings/Specifications are available from

NA

6. For contracts containing DEFCON 5, mauve Copies of MOD Form 640 are to be sent to

NA

(where no address is shown the mauve copy should be destroyed)

7. Quality Assurance Representative:

[REDACTED] DES Ships MPS-QA-3

Commercial staff are reminded that all Quality Assurance requirements should be listed under the General Contract Conditions.

AQAPS and DEF STANs are available from UK Defence Standardization, for access to the documents and details of the helpdesk visit <http://dstan.uwh.diif.r.mil.uk/> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed]

8. Public Accounting Authority

1. Returns under DEFCON 694 (or SC equivalent) should be sent to DBS Finance ADMT – Assets In Industry 1, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD
☎ 44 (0) 161 233 5397

2. For all other enquiries contact DES Fin FA-AMET Policy, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD
☎ 44 (0) 161 233 5394

9. Consignment Instructions

The items are to be consigned as follows:
NA

10. Transport. The appropriate Ministry of Defence Transport Offices are:

A. **DSCOM**, DE&S, DSCOM, MoD Abbey Wood, Cedar 3c, Mail Point 3351, BRISTOL BS34 8JH

Air Freight Centre

IMPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

EXPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

Surface Freight Centre

IMPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

EXPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

B. **JSCS**

JSCS Helpdesk Tel 01869 256052 (option 2, then option 3);

JSCS Fax No 01869 256837 www.freightcollection.com

11. The Invoice Paying Authority (see Note 1)

Ministry of Defence ☎ 0151-242-2000

DBS Finance

Walker House, Exchange Flags Fax: 0151-242-2809

Liverpool, L2 3YL

Website is:

<https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing>

12. Forms and Documentation are available through *:

Ministry of Defence, Forms and Pubs Commodity Management PO Box 2, Building C16, C Site

Lower Arcott

Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)

Applications via fax or email: [DESLCSLS-](mailto:DESLCSLS-@mod.uk)

OpsFormsandPubs@mod.uk

NOTES

1. **Forms.** Hard copies, including MOD Form 640 are available from address in Box 12. , All other invoicing forms e.g. AG Forms 169 and 173, are available from the website address shown at Box 11.

2.* Many DEFCONs and DEFFORMs can be obtained from the MOD Internet Website;
<https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm>

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Ministry of Defence

Design Rights and Patents (Sub-Contractor's Agreement)

Notes for Guidance

1. This note has been devised as an aid to the completion of DEFFORM 177.
2. This top sheet is to be detached before inclusion of the Agreement in a Contract or before submission to a sub-contractor.
3. In a draft for typing it will normally only be necessary to give instructions as follows: (although, if the Typing Pool is not one which is dedicated to Contracts work under the "Glasgow System" it will be necessary to attach a copy of DEFFORM 177).

Use a DEFFORM 177 and insert:

- a.* the date of the Agreement;
 - b.* the sub-contractor's full name;
 - c.* the sub-contractor's registered address;
 - d. paragraph 1 - the full name of the main Contractor;
 - e. paragraph 1 - the Contract number of the main contract;
 - f. paragraph 1 - the description of the equipment being designed and developed under the main contract as shown on the Schedule of the Contract;
 - g.* First Schedule - List of items appropriate to the sub-contract in question (the sub-contractor may insert these himself if necessary);
 - h. Second Schedule - List of the relevant Intellectual Property Rights conditions applicable to the Contract (i.e. DEFCONs 14, 15, 15A, 90, 91 and 126 etc.).
4. It will also be necessary to amend the references to "design and development" should the subject Contract be a Feasibility Study, Project Definition etc.
 5. Similarly, as DEFFORM 177 is a drafting form, no references to the DEFFORM should appear in the Contract. This will require:
 - a. the deletion of the legend "DEFFORM 177 (Edn /)";
 - b. that any references required in the Contract should refer to "the Agreement in the form set out in Annex to the Contract".
 6. Two copies of the DEFFORM should be signed by a responsible officer on behalf of the sub-contractor and both of these should be returned for signature by the MOD representative. One copy is for the sub-contractor to retain, and the other is for retention by the Contracts Branch.

*N.B. This information will not necessarily be available at the drafting stage.

Ministry of Defence
Design Rights and Patents
(Sub-Contractor's Agreement)

THIS AGREEMENT is made the _____ day of _____ 19____

BETWEEN

whose registered office is at

(hereinafter called "the Sub-Contractor") of the one part and THE SECRETARY OF STATE FOR DEFENCE (hereinafter called "the Secretary of State") of the other part

WHEREAS:-

1. The Secretary of State has placed with
(hereinafter called "the main contractor") a contract bearing the reference
number _____ (hereinafter called "the main contract") for
the design and development of _____
the effect of which is that the costs of such design and development (including the
cost referable to any sub-contracts hereinafter referred to) will be substantially borne by
the Secretary of State.
2. The main contractor contemplates that the design development and supply of certain
components needed for performance of the main contract will be undertaken by various
third parties in pursuance of sub-contracts made between them and the main contractor.
3. With a view to securing to the Secretary of State rights as regards inventions designs and
other related matters in respect of any sub-contract the main contract provides that the
main contractor shall not enter into any sub-contract for any component aforesaid without
obtaining the prior approval of the Secretary of State.
4. The main contractor has now informed the Secretary of State that for the purpose of
performing the main contract he wishes to place with the Sub-Contractor a sub-contract
for the design and development of the items described in the First Schedule (hereinafter
called "the sub-contracted items") and has requested the Secretary of State's approval of
the sub-contract accordingly.
5. The Secretary of State has signified his willingness to approve the sub-contract on
condition that in consideration of his giving approval the Sub-Contractor enters into a
direct Agreement with the Secretary of State concerning the matters hereinafter
appearing and the Sub-Contractor has signified his willingness to enter into such an
agreement.

NOW THIS AGREEMENT made in consideration of the premises and of the rights and liabilities
hereunder mutually granted and undertaken WITNESSETH AND IT IS HEREBY AGREED AND
DECLARED as follows:-

1. The Sub-Contractor and the Secretary of State hereby agree to be bound to each other
by the provisions of the Conditions as set out in the Second Schedule hereto.

2. No extension alteration or variation in the terms of the sub-contract between the main contractor and the sub-contractor and no other agreement between the main contractor and the sub-contractor relating to the work to be done under the sub-contract or any modification now or hereafter made thereto shall prejudice the operation of this Agreement which shall in all respects apply to the sub-contract as so extended altered varied supplemented or modified as if such extension alteration variation supplementation or modification had been originally provided for in the sub-contract and the expression "the sub-contract items" shall have effect accordingly.

IN WITNESS whereof the parties hereto have set their hands the day and years first before written

Signed on behalf of
the Sub-Contractor

(in capacity of)

Signed on behalf of
The Secretary of
State for Defence

THE FIRST SCHEDULE

The Sub-Contract Items are:-

THE SECOND SCHEDULE

The Clauses which apply to this Agreement are:-

To be
inserted as
appropriate

except that:

- (i) Where "the Contractor" is stated "the Sub-Contractor" shall be substituted.
- (ii) Where "the Authority" is stated "the Secretary of State" shall be substituted.
- (iii) Where "Contract" is stated "sub-contract" shall be substituted.
- (iv) Where "sub-contractor" is stated "further sub-contractor" shall be substituted.
- (v) Where "sub-contract" is stated "further sub-contract" shall be substituted.

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CONTRACT DATA REQUIREMENT

1. <u>ITT/Contract Number</u> WSPT/200	2. <u>CDR Number</u> 1	3. <u>Data Category</u> •Maintenance/Repair/ Reconditioning/Spare s/Inventory/Items of Supply	4. <u>Contract Delivery Date</u> 30 September 2020
5. <u>Equipment/Equipment Subsystem Description</u> Multiple		6. <u>General Description of Data Deliverable</u> Deliverables as identified in each individual task.	
7. <u>Purpose for which data is required</u> To support vessels with up to date data to enable item of supply identification.		8. <u>Intellectual Property Rights</u> a. <u>Applicable DEFCONs</u> DEFCON 21 b. <u>Special IP Conditions</u>	
9. <u>Update/Further Submission Requirements</u> Per task			
10. <u>Medium of Delivery</u> Attached to CofC		11. <u>Number of Copies</u> 1	

Guidance Notes for the Completion of DEFFORM 315

DEFFORM 315 is a template for a Contract Data Requirement (CDR), and should be used in all contracts requiring a CDR. The relevant information should be entered, by the MoD, in accordance with the following guidelines. These notes should be read in conjunction with Guidelines for Industry (GFI) No 10.

- Block 1. Enter ITT or contract number as appropriate.
- Block 2. Enter a CDR reference number. All CDRs under a Contract should be numbered individually and sequentially, *e.g.* 1,2,3....
- Block 3. Enter the category of data for which the CDR is being prepared, *e.g.*:
- Maintenance/Repair/Reconditioning
 - Manufacture
 - Operation
- Other categories may be used, for example: simulator information or interface information. However, see GFI No 10 paragraph 12).
- Block 4. Enter the date by which the data item is to be delivered.
- Block 5. Identify the equipment, process or material to which the data item relates.
- Block 6. Enter a general description of the data item and:
- (1) In the case of manufacturing data packs (or process/material data packs) reference the applicable Data Item Description, *e.g.* UK DID MDP (Edn 2/98).
 - (2) In the case of operating manuals, Repair and Maintenance manuals or other standard Repair and Maintenance documentation identify the applicable standard (see GFI No 10 paragraph 23).
 - (3) In the case of other categories of information, identify the adaptation if any (see GFI No 10 paragraph 12).
- Block 7. Specify the purpose for which the data item is required, such as
- 1st/2nd level maintenance of the equipment by or for the Services;
 - competitive tendering for manufacture and supply of equipment;
 - operation of the equipment by or for the Services.
- Care should be taken when specifying the purpose for which the information is being supplied as this may affect the liability of the contractor if the information is used for purposes other than those stated.
- Block 8a. Specify which of the new IP DEFCONs (15, 16 and 21 (Edn 2/98)) is applicable to the information. Usually it will be necessary to specify DEFCON 21 and one of either DEFCON 15 or DEFCON 16 as appropriate.
- Block 8b. Where a special condition is being applied to the information in place of one or more of the new IP DEFCONs (15, 16, and 21 (Edn 2/98)), the special condition should be referenced (see GFI No 10 paragraph 6).
- Block 9. Enter the requirements for delivering updates or re-submissions of the data item, including the frequency of re-submissions.
- Block 10. Specify the medium of delivery, *e.g.* paper, computer disc, CD-ROM.
- Block 11. In the case of paper deliveries, specify the number of copies required.

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CONTRACT DATA REQUIREMENT

1. <u>ITT/Contract Number</u> WSPT/200	2. <u>CDR Number</u> 2	3. <u>Data Category</u> •Maintenance/Repair/ Reconditioning/Spare s/Inventory/Items of Supply	4. <u>Contract Delivery Date</u> 30 September 2020
5. <u>Equipment/Equipment Subsystem Description</u> PS Electronic Library		6. <u>General Description of Data Deliverable</u> Provisioning Schedules in accordance with CATSPEC 10 and DEFSTAN 02-250	
7. <u>Purpose for which data is required</u> To support Navy Logs with up to date data to enable sparing of item of supply data for CRISP input.		8. <u>Intellectual Property Rights</u> a. <u>Applicable DEFCONs</u> DEFCON 21 b. <u>Special IP Conditions</u>	
9. <u>Update/Further Submission Requirements</u> Per task			
10. <u>Medium of Delivery</u> Attached to CofC		11. <u>Number of Copies</u> 1	

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- Block 1. Enter ITT or contract number as appropriate.
- Block 2. Enter a CDR reference number. All CDRs under a Contract should be numbered individually and sequentially, *e.g.* 1,2,3....
- Block 3. Enter the category of data for which the CDR is being prepared, *e.g.*:
- Maintenance/Repair/Reconditioning
 - Manufacture
 - Operation
- Other categories may be used, for example: simulator information or interface information. However, see GFI No 10 paragraph 12).
- Block 4. Enter the date by which the data item is to be delivered.
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- Block 9. Enter the requirements for delivering updates or re-submissions of the data item, including the frequency of re-submissions.
- Block 10. Specify the medium of delivery, *e.g.* paper, computer disc, CD-ROM.
- Block 11. In the case of paper deliveries, specify the number of copies required.

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CONTRACT DATA REQUIREMENT

1. <u>ITT/Contract Number</u> WSPT/200	2. <u>CDR Number</u> 3	3. <u>Data Category</u> •Maintenance/Repair/ Reconditioning/Spare s/Inventory/Items of Supply	4. <u>Contract Delivery Date</u> 30 September 2020
5. <u>Equipment/Equipment Subsystem Description</u> Data within Type B Database		6. <u>General Description of Data Deliverable</u> Spare Gear Lists in accordance with CATSPEC 10 and DEFSTAN 02-250	
7. <u>Purpose for which data is required</u> To support vessels with up to date data to enable identification of item of supply.		8. <u>Intellectual Property Rights</u> a. <u>Applicable DEFCONs</u> DEFCON 21 b. <u>Special IP Conditions</u>	
9. <u>Update/Further Submission Requirements</u> Per task			
10. <u>Medium of Delivery</u> Attached to CofC		11. <u>Number of Copies</u> 1	

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- Block 2. Enter a CDR reference number. All CDRs under a Contract should be numbered individually and sequentially, *e.g.* 1,2,3....
- Block 3. Enter the category of data for which the CDR is being prepared, *e.g.*:
- Maintenance/Repair/Reconditioning
 - Manufacture
 - Operation
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 - (2) In the case of operating manuals, Repair and Maintenance manuals or other standard Repair and Maintenance documentation identify the applicable standard (see GFI No 10 paragraph 23).
 - (3) In the case of other categories of information, identify the adaptation if any (see GFI No 10 paragraph 12).
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- Block 9. Enter the requirements for delivering updates or re-submissions of the data item, including the frequency of re-submissions.
- Block 10. Specify the medium of delivery, *e.g.* paper, computer disc, CD-ROM.
- Block 11. In the case of paper deliveries, specify the number of copies required.

**MINISTRY OF DEFENCE
DEFENCE EQUIPMENT & SUPPORT**



STATEMENT OF TECHNICAL REQUIREMENTS

**SCHEDULE 1 TO
CONTRACT NO WSPT/200**

**AUTHORING, CATALOGUING & ILLUSTRATION
SERVICE FOR MARITIME TECHNICAL
DOCUMENTATION**

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Schedule 1 to
Contract WSPT/200

AUTHORISATION

1. This Statement of Technical Requirements Number WSpt/200 has been prepared by Director Ships, Warship Support Project Team, Ships Maintenance Management, Technical Documentation Group. It stipulates the requirements for the provision of Technical expertise to support the Maintenance, Revision & Amendment of Maritime Technical Publications.
2. This Statement of Technical Requirements does not constitute an order to undertake the work.
3. Unless otherwise stated, reference in this Statement of Technical Requirements to any document means the issue and all changes current at the date of issue of this Statement of Technical Requirements.

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Schedule 1 to
Contract WSPT/200

CONDITIONS OF ISSUE

General

1. This Statement of Technical Requirements has been prepared for the use of the Defence Equipment & Support, Ministry of Defence and its potential contractor, in the execution of Contracts for the Ministry and shall not be used for any other purpose. The Ministry accepts no liability whatever whether in contract or in tort (including but without limitation negligence on the part of the Ministry, its servants or agents) for any deficiencies in information where the Statement of Technical Requirements is used for other purposes.
2. The information contained herein is Crown Copyright or may be subject to privately owned rights. It is not to be released to third parties, reproduced or published without written permission of the Ministry.
3. The Ministry accepts no liability whether in contract or in tort in respect of infringements of Third Party Rights.

Health and Safety

4. This Statement of Technical Requirements may call for the use of processes, substances and procedures that may be injurious to health if adequate precautions are not taken. It refers only to technical suitability and in no way absolves either the supplier or the user from statutory obligations relating to health and safety.

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APPENDICES

- Appendix A - List of Requirements with Definitions
- Appendix B - Task Approval Form (TAF) Part B Detailed
- Appendix C - Sample: Task Approval Form (TAF) Part B (Report)
- Appendix D - Example of comma separated values files
- Appendix E - Type B Monthly Line Delivery
- Appendix F - Equipment Introduction Package Throughput 2015
- Appendix G - Non Patternised Demand Handling

INTRODUCTION

1. Purpose

1.1 There is an enduring requirement to provide a centralised service for the maintenance, storage, access, publication, distribution and amendment of maritime technical publications pertaining to Illustrated Parts Catalogues (IPC)s; Provisioning Schedules (PS)s and Spare Gear Lists (SGL)s.

1.2 There are a number of outputs and deliverables required under this contract, which will be split into core and non-core activities. Where the scope of an activity can be clearly defined over the period of the contract or is a day to day activity it will be a core task. Where tasks will vary in number on a month by month and year by year basis or difficult to determine the size or quantity; these tasks will make-up the non-core element for this contract. The tasks to be included in the core and non-core elements of the contract are set out below.

1.3 Equipment and Platforms supported through this service may vary during the life of the contract, as they leave and enter service and support solutions change.

2. Core Tasks

- 2.1 Produce and maintain for all Type B Spare Gear Lists issued by the Authority a Database to be known as the "Type B Database" as an index of, and link to, electronic versions of documents. The Contractor shall ensure that all reference publications reflect the issued status. The data contained within the Type B Database will be issued as Government Furnished Assets (GFA).
- 2.2 Maintain a reference number issuing service for all Illustrated Parts Catalogues (IPCs), Provisioning Schedules (PSs), and Type B Spare Gear Lists (SGLs) issued by the Authority under this contract.
- 2.3 Management of a PS library in electronic format enabling traceability, amendment and distribution.
- 2.4 Handling and investigation of Non-Patternised Demands issued directly from the Authority ensuring full stakeholder engagement (see Schedule 3 Appendix C for process).
- 2.5 Provide a proposed statement of work (SOW) for each amendment to IPC's, PS and SGL. This SOW should give a summary description of the changes required to each line item within the document in question (see Appendix C of the SOTR for example). This to be priced against Schedule 2 of the contract
- 2.6 Provide, monthly, Comma Separated Values (CSV) files from the Type B database directly to Surface Ship Definition Database (SSDD) provider. These files are to contain the individual line item data for all up-issued SGL's within each calendar month of the contract. To be provided within 10 days of the start of the succeeding month. Sample provided at Appendix D to the SOTR.
- 2.7 Attendance at Contract Progress meetings every 2 months.
- 2.8 Monthly reporting in Excel spread sheet (MS Office 2010) of changes to individual lines within Illustrated Parts Catalogues that have been amended during the previous calendar month within 10 days of the start of the succeeding month to the Authority in a format to be agreed with the Authority

3. Non Core Tasks

- 3.1 Enact on behalf of Ships OC, the secure generation, maintenance, revision, amendment and publication of IPCs; PSs and SGLs that supports in service equipment and platforms of the Royal Navy and Royal Fleet Auxiliary in accordance with Defence Standard 02-250 and CATSPEC 10.
- 3.2 Creation of Equipment Introduction Packages as and when required/determined by the Authority in accordance with the procedures laid out in CATSPEC 10.
- 3.3 Provide a Bulk Scanning Service as and when requested by the Authority (must be ISO 9001 accredited).
- 3.4 Provide a Screening and Investigation service of all MOD Inventory based systems upon request.
- 3.5 Undertake Codification E-Tasking on behalf of the Authority, obtaining the required mandatory information and monitoring the activity and highlighting any issues to the Authority.
- 3.6 Any other work associated with the Scope of this contract.

REQUIREMENTS

4. Key Core Service Tasks

4.1 Provision of a Type B Database for SGLs. The design of the Type B Database should: Retain SGL data for all Type B platforms; Be able to search any field within an SGL. Additionally the Type B Database must be able to generate a Portable Document Format (PDF) that reflects individual WSAF 110's, Data Fields are:

- Header SGL Serial Number;
- Header Vessel Name
- Header Equipment Name
- Header Equipment Code
- Header Manufacturer Address
- Item Level SGL Serial Number
- Item Level Part Number
- Item Level NSN
- Item Level Item Name
- Item Level Manufacturer
- Item Level Inventory Management Code
- Item Level Drawing Number
- Item Level T of I
- Item Level PLC
- Item Level Denomination of Quantity
- Item Level Allowances
- Item Level Unit Cost and Date of this Cost
- Item Level Shelf Life
- Item Level Hazards
- Item Level Remarks
- Item Level On Board Stowage Location
- Item Level Height Base Width
- Item Level Weight
- Item Level POC
- Item Level PAC

4.2 Management of IPC's held on the Line Item Database (LIDB) - Access to be provided as Government
Furnished Asset (GFA)

4.3 Management of a PS library in electronic format that enables traceability, amendment and distribution.

4.4 Complete a Statement of Work for each amendment request to PSs, IPCs and SGLs. The SOW is to provide sufficient detail to enable the Authority to validate the Firm Price Quote against the Pricing Mechanism (Example at Appendix C to SOTR). This is to be priced against Schedule 2 of the contract. Indicative tasking throughput is provided at Appendix 4 to Annex B to the ITT upon which, this element of the Core Charge should be based.

4.5 Monthly reporting in Excel spread sheet (MS Office 2010) of changes to individual lines within Illustrated Parts Catalogues that have been amended during the previous calendar month (by 10th day of the following calendar month to the Authority).

- Field stakeholder enquiries from the Authority and their customers (Project Teams; RFA or RFA Cluster Teams).

4.6 Provision, monthly, of a Comma Separated Values (CSV) file from a Type B Database direct to the SSDD Record Centre by the 10th day of the following calendar month. This file is to contain the

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individual line item data and header data for all up-issued SGLs for each calendar month of the contract.

4.7 Provide quality assurance for all non CORE outputs.

4.8 An updated Type B database should be distributed, annually or as and when requested by the Authority by DVD.

4.9 Attendance at contract and performance progress meetings every other month.

5. Non Core Key Requirements

5.1 Process amendments to PSs; IPCs and SGLs and produce new documentation as directed by the Authority.

5.2 Track and record requests from the Authority for each of the following forms:

- F60 RN Equipment Identification Certificate (Appendix D to Schedule 3)
- F73 Manufacturer's Recommended Spare Parts List (Appendix E to Schedule 3)
- F117 Request for Amendment (Appendix C to Schedule 3)
- F117a Request for Amendment (Appendix G to Schedule 3)
- F107 List of Assemblies/Sub Assemblies (Appendix F to Schedule 3)

5.3 For new PSs, these are to be produced as a full document and created in accordance with the templates and instructions contained within CATSPEC 10. For existing PSs, these amendments are to be produced in Excel format, compatible with the Authority's version and provide the following data:

- Applicability, complete and with the number fitted
- Scale & Sub Scale Details
- Entry number of the item changed or added
- NSN associated with the change
- Inventory Management Code (IMC)
- On board scaling
- Accounting classification
- Denomination of Quantity

5.4 Production of Equipment Introduction Packages as and when directed by the Authority in accordance with procedures contained in CATSPEC 10.

5.5 A Bulk scanning service as and when determined by the Authority.

5.6 A Screening and Investigation service to identify existing NSNs using either the reference information or characteristic data on ISIS or NAMS.

5.7 E-task creation including obtaining the required mandatory information to enable codification activity and the progression and monitoring of such E-tasking.

5.8 The contractor is to provide a Certificate of Conformity (COC) at Schedule 3 Appendix I for all non core outputs.

6. Business Continuity

6.1 The Contractor shall have a Business Continuity Plan detailing the procedures and facilities that will be in place to ensure a continuity of service in the event of occurrences such as, but not limited to, unexpected failures of equipment or loss of one or more key members of staff and loss of premises due to fire, flood etc.

6.2 A full business continuity plan is to be submitted to the TDG Project Manager for comment and consideration, for inclusion in the Authority's own Service Delivery Continuity Arrangements, within 4 weeks from contract start-up meeting. All associated risks are to be captured in the Contractors risk register along with identified mitigations and resultant actions.

7. Benefits Realisation

7.1 It is anticipated that, during the life of this Contract a number of Business Initiatives and Information System changes are likely to be introduced by the Authority which directly or indirectly affect the Technical Publications service. The Contractor shall, with the agreement of the TDG Project Manager, contribute to the development of such changes and fully implement them within their organisation as required.

7.2 It is recognised that the Contractor may also wish to put forward proposals for changes to the business process or to the functionality of the contract. The Authority shall only consider the implementation of such changes where it can be demonstrated that they will result in quantifiable business benefits to the MOD.

INFORMATION MANAGEMENT & SECURITY

8. Security Requirements

8.1 Technical Documentation represents a substantial investment for the Authority. Loss of data or exposure to unauthorised access would cause reputational damage to both the Authority and the Contractor and may potentially compromise military security. The contractor is to ensure this data is stored and transferred in a manner which has high resilience, integrity, availability and protection from unauthorised access commensurate with classification of the information up to UK SECRET. Any data transmitted shall be done in accordance with extant MOD security guidance.

8.2 Publications that are International Traffic in Arms Regulations (ITAR) governed may only be handled by industry partners that are identified on the individual Technical Assistance Agreements. ITAR governed publications shall not be made available to un-authorised personnel.

REPORTS

9. Output Reports

9.1 The contractor shall provide, monthly, in a Microsoft PowerPoint slide pack the following information within 8 days of the end of the preceding month:

- Achievement against Key Performance Indicators (KPI)
- On Time Delivery in Full (OTIF) as a percentage
- Authorities turnaround times of TAF B to TAF C
- Customer Observations Received
- Overdue Tasks
- Tasks awaiting authorisation to proceed (Taf Part C Returns)
- Tasks in Progress

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- Tasks that have been mutually agreed between the Contractor and the Authority as “stopped”
- Documentation made obsolete in Month
- Spend Report detailing Purchase Order No’s, Invoice number and associated TAF No’s
- Non Patternised Demand Stats
- Stakeholder call handling statistics to be determined post contract award
- Quality Issues

PROCEDURES AND WORKING PRACTICES

10. Meetings

10.1 As part of the Core Service, the Contractor shall provide the necessary facilities to the TDG Project Manager, and other MOD staff to conduct the following meetings at the Contractor’s premises:

10.2 Progress Meetings:

10.3 Normally to be held every 2 months and to be generally no more than 4 hrs duration. The Contractor is to issue a Progress and Performance Report to the TDG Project Manager at least 8 days prior to the Progress Meeting. The progress and performance report is to include such information as listed in paragraph 31 of this SOTR.

10.4 The contractor will be responsible for issuing all calling notices, taking and distributing meeting minutes in a formal update of contractual documentation e.g. risk registers, Resource Management Plan, etc., training input from TDG Project Manager where necessary. The Contractor shall provide a Minute Secretary to produce Draft Minutes within one week of the meeting and distribute the Final Minutes within one week of final minutes being agreed.

10.5 Adhoc Telecommunication Discussions: To deal with issues arising.

10.6 On an Ad-Hoc basis, the Contractor shall provide support to specific meetings and liaison visits as agreed by the TDG Project Manager, including visits to MOD offices at Abbey Wood, Waterfront organisations at Devonport, Portsmouth and other UK locations.

10.7 As part of the core service, the contractor will be required to engage in an annual performance review. This review forms an assessment against key performance criteria, including but not limited to commercial, project management, quality of relationship and responsiveness. Annual performance reviews are to be an agenda item of the bi-monthly progress meetings.

10.8 Prior to each meeting, the use of telephone conferencing (TC) and Video Tele Conferencing (VTC) shall be considered for attendees, subject to availability/reliability of services.

PLANS

All plans associated with the delivery of this service are to be regularly (at least annually) reviewed and maintained following the agreement of any change with the Authority.

11. Project Management Plan

11.1 The Contractor is to agree a Project Management Plan with the Authority's Project Manager within 4 weeks of the Contract startup meeting and maintain it in accordance with this Schedule.

12. Risk Management Plan

12.1 The contractor is to provide a Risk Management Plan incorporating any specific risks identified in a Risk Register including analysis of impacts and description of the mitigations measures against each risk identified.

12.2 Risk Management Plan covers all the main risks associated with this requirement. The final format of the risk register will be agreed between the Authority and Contractor post contract award date. At contract start date, the transition risk register will be combined with the Authority's project risk register to form a joint risk document which will be reviewed and updated in accordance with the risk management plan.

13. Staff Management Plan

13.1 The Contractor shall produce, and maintain, a Staff Management Plan which explains how the Contractor shall deliver the required service for the contract duration and how the staff resources necessary to carry out the work are to continue to be made available.

14. Progress Monitoring

14.1 Separate progress monitoring reports on specific tasks nominated by the Authority over and above the normal planned activities shall be prepared and submitted by the Contractor as required by the TDG Project Manager.

QUALITY ASSURANCE

15. General Quality Requirements

15.1 The Contractor shall provide copies of the Company Quality Policy, Company Quality Strategy and an outline Quality Plan tailored for this requirement. This quality plan shall detail the requirements for Quality Assurance as specified below. In addition the Contractor shall provide access to the relevant parts of their Company Quality Manual upon request from the Authority. The contractor is also required to provide an in-date ISO 9001 Certification for the scanning element of this contract, or a plan to achieve such within 3 months of the date of contract award

15.2 The Contractor is responsible for ensuring that the quality of the work performed and of the articles and materials supplied by him and all his Sub-Contractors conform to the requirements of the Contract. The Contractor shall maintain a quality management system and continually improve its effectiveness in accordance with the terms and conditions of the Contract, ISO 9001-2008 and the AQAP 2100 series, notably AQAP 2105 and AQAP 2110 and all amendments.

15.3 In meeting the above, the Contractor shall provide the Authority with a Quality Plan (in accordance with AQAP 2105) within three months of the Commencement Date of the contract.

15.4 For the AQAP series, the following interpretations apply:

- Where the Contract refers to the "Authority", the AQAP series refers to the "Acquirer"
- Where the Contract refers to the "Contractor", the AQAP series refers to the "Supplier"
- Where the Contract refers to the "Sub-Contractor", the AQAP series refers to the "Sub-supplier"

16. Quality Plan

16.1 The Contractor shall maintain the Contractor's Quality Plan throughout the duration of the contract; any changes shall be agreed with the Authority.

16.2 The Quality Plan shall set out the quality strategy, quality practices, available resources and sequence of activities relevant to the Contract and shall provide assurance to the Authority that:

- The Contract requirements and conditions have been reviewed;
- Effective quality planning has taken place;
- Identified risk areas are being addressed;
- The Contractor has indicated how the quality of products and/or processes, including critical ones (as stated in the contract) shall be assured; and
- Those specific elements of the Contractor's quality system that are to be applied to the Contract are appropriate.

16.3 To satisfy the above requirements, the Quality Plan shall meet the requirements as detailed in AQAP 2105 and shall include:

- Strategy for Quality Assurance defining the Contractor's commitment to complying with the quality system requirements as relating to this Contract
- Procedures that detail how the Quality Management System shall be used to deliver the core service and non core tasks which supplement the requirements for acceptance
- Company organisation, competencies and resources
- Supply base codes of practice, interfaces and standards policy
- Configuration control

17. Reference Documents

17.1 The following documents shall be referenced in the Contractor's Quality Management System:

- BS EN ISO 9001-2008 - Quality Management System - Requirements
- AQAP 2105 - NATO Requirements for Deliverable Quality Plans
- AQAP 2110 - NATO Quality Assurance Requirements for Design, Development and Production

CONTRACT TRANSITION

18. Planning

18.1 During the transition phase, the contract transition plan and status report is to be presented to the Authority on a monthly basis.

18.2 The transition plan risks are to be fully embedded in The Contractors risk register. The register is to identify all related risks, mitigations and actions to minimise transition risks to “as low as reasonably practicable” (ALARP). Each risk is to be assessed both at pre and post mitigations.

CONTRACT CLOSURE PLAN, PROCEDURES & DELIVERABLES

19. Contract Closure Plan (if applicable)

19.1 The Contractor shall provide a Contract Closure Plan to the Authority, three months before the Contract end date. This will clearly identify, but not be limited to, the following issues:

- Outstanding work.
- Work-in-progress.
- Problems preventing work completion.
- Risks to data accuracy.
- Recommendations to reduce outstanding or incomplete work.
- Information held such as data holdings, draft publications, e-mails etc.

19.2 The Plan will be reviewed by the TDG Project Manager and, as part of this process, a list of any outstanding work shall be identified and communicated to the future service provision contractor leading up to the follow on contract start date.

19.3 The Contractor is to provide monthly updates of the Plan to the TDG Project Manager culminating in a final update on the contract closure date.

20. Source Documentation Transfer

20.1 At Contract end, the Contractor shall retrieve, identify, segregate, pack and document all existing and incoming Source Documentation provided under the Contract. During any transition the Contractor will dispatch the Source Documentation as agreed with the Authority. Consigning instructions will be provided by the Authority. In order to achieve this, Source Documents are to be transferred by Publication package and will be segregated by:

- Completed and reference documents incl of electronic PSs and data contained in the Type B database.
- Work outstanding.
- Any work-in-progress.
- Information held such as data holdings, draft publications, e-mails etc.

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**Schedule 1 to
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Glossary of Terms & Abbreviations

For the purpose of this Part of the Statement of Technical Requirements the following terms and abbreviations apply:

Accurate	-	Information presented in new or updated technical publications is expected to present a true picture of the configuration and use of the equipment or platform described.
Authority	-	The Ministry of Defence
NCHQ	-	Navy Command Headquarters.
Class	-	A number of ships based on a common hull form and designed for a common function.
Clock-Stop	-	Those tasks that are temporarily halted with the approval of the Authority for whatever reason and thus “freeze” KPI accumulation counting.
Contractor	-	The commercial organisation delivering the SQEP expertise in the generation of technical documentation to the Authority.
Contract Award Date	-	Date contract is awarded to The Contractor.
Contract Start Date	-	Date at which activities under Schedule 1 to the contract will commence.
Contract Transition	-	Period between contract award date and contract start date.
DEF STAN	-	Defence Standard
DII		Defence information infrastructure.
DE&S	-	Defence Equipment and Support Organisation
DSAS	-	Defence Security and Assurance Service
GFA	-	Government Furnished Asset
GFI	-	Government Furnished Information
IPC	-	Illustrated Parts Catalogue
IS	-	Information Services
ITAR	-	International Traffic in Arms Regulations
LIDB	-	Line Item Data Base
Ministry	-	The Authority.
NTPA	-	Naval Technical Publications Authority AKA DES Ships WSpt-SMM-TDG
OEM	-	Original Equipment Manufacturer.
Platform	-	An individual surface ship, submarine, shore establishment or other unit

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**Schedule 1 to
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Platform Equipment	-	Mechanical and Electrical equipments whose spares support is provided by reference to an IPC/PS, MFP or CF 110A.
PSs	-	Provisioning Schedules
RLI	-	Restricted LAN Interface - The Authority's prescribed network for information systems communication between Industry and the MOD.
SGL		Spare Gear Lists
Safe	-	Risk has been demonstrated to have been reduced to a level that is ALARP and broadly acceptable or tolerable, and relevant prescriptive safety requirements have been met, for a system in a given application in a given operating environment.
TDG	-	Technical Documentation Group

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**Appendix A to
Schedule 1 to
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REQUIREMENT DEFINITIONS

TYPE	DEFINITION	INCLUSIVE DATA	DATA NOT INCLUDED	ACTION REQUIRED
A	New Item or Existing item in IPC/ on Form 110a / PS. (Not Codified) No information supplied with F117/F117a	F117/F117a Part Number & Manufacturer Supercession details.	Drawings CRISP report ISIS report Spares Data (CATSPEC 10 refers)	Item requires Codification & CRISP Introduction. Full Line Item
B	New Item or Existing item in IPC/ on Form 110a / PS. (Not Codified/Codified) Supplied with Drawing & Data for Codification.	F117/F117a Part number & Manufacturer Drawing/Source Data.	ISIS Report, Supercession details CRISP Report.	Item requires Codification & CRISP Introduction Or An existing item requiring Codification Amendment Action (Adding or amending references, changing CSC status, description, modification, etc.).
C	New Item or Existing item in IPC/ on Form 110a / PS. (Not Codified) Not on CRISP	F117/F117a Part Number & Manufacturer Supercession details. ISIS Report	CRISP Report Spares Data see (CATSPEC 10 for reference) Spares Breakdown.	Item requires CRISP Introduction.

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**Appendix A to
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D	New Item or Existing item in IPC/ on Form 110a / PS. (Codified) Supplied with CRISP Data.	F117/F117a Part number & Manufacturer Supercession details. ISIS Report CRISP Report	Spares Data (see CATSPEC 10 for reference) Spares Breakdown.	Item requires CRISP Introduction
E	New Item or Existing Item (Codified & on CRISP)	F117/F117a Part Number & Manufacturer Supercession details. ISIS Report	CRISP Report Spares Data (see CATSPEC 10 for reference) Spares Breakdown.	Item requires to be placed into IPC/PS/Form 110a. Full line item
INCLUSIVE DATA				
F	Single amendment to PS, IPC & Form 110a <u>NO INVESTIGATION REQUIRED</u>	F117/F117a CONTAINING ANY OF THE FOLLOWING:-		
		ACCOUNTING CLASS	TYPO ERROR (single)	
		ANNOTATIONS	DELETION	
		APPLICABILITY	ALLOWANCES	
		CHAPTER PAGE UPDATE (TITLE)	MANUFACTURER/ADDRESS	
		BLANK PAGE INSERTION	UNIT COST (BOX 18)	
		COMESTIC CHANGES	SHELF LIFE (BOX 19)	
		IMC	REMARKS (BOX 20)	
		NSN	SYSTEM CODE (BOX K)	
		PART NUMBER	EQUIPMENT CODE (BOX A)	
		DESCRIPTION	PIL/IPC (BOX O)	
		NUMBER FITTED	EQUIPMENT (BOX D)	
		DRAWING NUMBER		

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**Appendix A to
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REQUIREMENT	DESCRIPTION	ACTION REQUIRED	CLARIFICATION
Small Illustration Change	Simple drawing line amendment to existing illustration including re-title and minor re-annotation including lead lines.	Amendment of existing Camera Ready Copy held by AWL or Master Electronic Illustration.	Where the IPC was produced by another company and the Camera Ready copy is not available or of poor quality this may rise to a medium change.
Medium Illustration Change.	More complicated drawing line amendment, including re-title and major/complete re-annotation including lead lines.	Amendment of existing Camera Ready Copy held by AWL or Master Electronic Illustration.	Where the IPC was produced by another company and the Camera Ready copy is not available or of poor quality this may rise to a large change.
Large Illustration	Complicated	New Camera ready	The first occurrence in

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**Appendix A to
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Change	drawing changes to illustration, which thus requires total re-work of existing art work. New illustrations required as a result of IPC amendment or creation of new IPC.	Copies to be produced.	an IPC is to be charged at the Large Illustration charge. Where an identical or very similar illustration is required for subsequent chapters of the same IPC the illustration can be charged at medium subject to mutual agreement.
--------	---	------------------------	--

Additional Notes for Definitions

1. On the first occasion that a change of NSN, IMC and Part Number appears in a catalogue (PS/IPC), it should be undertaken a Type E rates unless:

a) The change was purely as the result of a "Typo" i.e. 1234 should read 1324 then Type F could be used.

b) The change was purely to change an IMC, then Type F should be used.

2. If the same change is being made to several PS/IPC's i.e. SCP's, the first occurrence would be charged at Type E rate and all other occurrences would be Type F, provided that the cross-reference between SCP's and Task numbers, where this was to occur, was clearly indicated in the TAF A of all the tasks concerned, and supplied to Allan Webb at the same time.

3. If in the case of 2 above it was not practical to put all occurrences on the TAF A, advice should be attached to the TAF A indicating which lines are affected and in which catalogues they appear (via a spreadsheet for example) or the equivalent supporting information produced by AWL and charged at the Adhoc rate.

4. If an IPC had the same NSN to be changed in several chapters, the first occurrence would be charged as Type E rate but all other occurrences within the same catalogue would be charged as Type F.

5. If as a result of an exercise such as the Asbestos eradication an NSN is to be replaced by another, in lots of different catalogues, the first occasion will be charged at Type E rate but the other occasions will be charged at Type F rate, provided that :

a) The cross-reference between different IPC's and Task numbers, where this was to occur, was clearly indicated in the TAF A of all the tasks.

Or

- a) If it was not practical to put all occurrences on the TAF A, advice should be attached to the TAF A indicating which lines are affected and in which catalogues they appear (via a spreadsheet for example) or the equivalent supporting information produced by AWL and charged at the Adhoc rate.
- b) the amendments were requested at the same time

7. Type F will only be used for NSN, IMC or Part Number changes when specifically asked for in the TAF. In all other circumstances Type E will be used. Desk Officers are to note that

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**Appendix A to
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TD2 policy is for Type E to be used, in preference to Type F, unless you have a very high level of confidence that the information provided is accurate.

8. If Type E was charged for in the PS then the same charge would be applied in the IPC and vice versa. The same would apply to a Type F item.

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**Appendix B to
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TASK APPROVAL FORM - PART B(detailed)		CURRENT DOCUMENT				
CATALOGUE NO. (catalogue identity)		TASK NO. XX/XX/XXXX				
section	item cost (£)	no. of items	total (£)	contract timescale Days	vat (£)	key

PS

PS A	1 (lines)	0.00	0	0.00	55		9
	2-5	0.00	0	0.00	60		10
	6-25	0.00	0	0.00	65		11
	26+	0.00	0	0.00	70		12
PS B	1	0.00	0	0.00	55		13
	2-5	0.00	0	0.00	60		14
	6-25	0.00	0	0.00	65		15
	26+	0.00	0	0.00	70		16
PS C	1	0.00	0	0.00	45		17
	2-5	0.00	0	0.00	45		18
	6-25	0.00	0	0.00	45		19
	26+	0.00	0	0.00	45		20
PS D	1	0.00	0	0.00	30		21
	2-5	0.00	0	0.00	30		22
	6-25	0.00	0	0.00	30		23
	26+	0.00	0	0.00	30		24
PS E	1	0.00	0	0.00	30		25
	2-5	0.00	0	0.00	30		26
	6-25	0.00	0	0.00	30		27
	26+	0.00	0	0.00	30		28

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PS F	accounting class	0.00	0	0.00	30		29
	annotations	0.00	0	0.00	30		30
	applicability (per page)	0.00	0	0.00	30		31
	chapter page update (title)	0.00	0	0.00	30		32
	blank page insertion	0.00	0	0.00	30		33
	cosmetic change	0.00	0	0.00	30		34
	IMC	0.00	0	0.00	30		35
	NSN	0.00	0	0.00	30		36
	part number	0.00	0	0.00	30		37
	description	0.00	0	0.00	30		38
	Number fitted	0.00	0	0.00	30		39
	drawing number	0.00	0	0.00	30		40
	Typo-error (single)	0.00	0	0.00	30		41
	deletion	0.00	0	0.00	30		42
	allowances	0.00	0	0.00	30		43
	manufacturer	0.00	0	0.00	30		44
	D of Q	0.00	0	0.00	30		45
	-						
	-						
	min Line cost	0.00	0	0.00	30		48
	max Line cost	0.00	0	0.00	30		49
PS Additions	Cover (per cover)	0.00	0	0.00	30		50
	prelim pages (incl technical notes)	0.00	0	0.00	30		51
	creation of indexes	0.00	0	0.00	30		52
	camera ready copy	0.00	0	0.00	30		53
	applicability/105 actions (per page)	0.00	0	0.00	30		54
	chapter 4	0.00	0	0.00	30		55
	amendment instruction	0.00	0	0.00	30		56
	supercession instruction	0.00	0	0.00	30		57
	preface (per page)	0.00	0	0.00	30		58
	A3 photocopy (per page)	0.00	0	0.00	30		59
	A4 photocopy (per page)	0.00	0	0.00	30		60
	-						
	-						
	-						
				max			
PS TOTAL				0.00	0	0.00	

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IPC
IPC

A	1 (lines)	0.00	0	0.00	100		64
	2-5	0.00	0	0.00	100		65
	6-25	0.00	0	0.00	100		66
	26+	0.00	0	0.00	100		67

IPC B	1	0.00	0	0.00	100		68
	2-5	0.00	0	0.00	100		69
	6-25	0.00	0	0.00	100		70
	26+	0.00	0	0.00	100		71

IPC C	1	0.00	0	0.00	90		72
	2-5	0.00	0	0.00	90		73
	6-25	0.00	0	0.00	90		74
	26+	0.00	0	0.00	90		75

IPC D	1	0.00	0	0.00	75		76
	2-5	0.00	0	0.00	75		77
	6-25	0.00	0	0.00	75		78
	26+	0.00	0	0.00	75		79

IPC E	1	0.00	0	0.00	75		80
	2-5	0.00	0	0.00	75		81
	6-25	0.00	0	0.00	75		82
	26+	0.00	0	0.00	75		83

IPC F	accounting class	0.00	0	0.00	30		84
	annotation	0.00	0	0.00	30		85
	applicability (per page)	0.00	0	0.00	30		86
	chapter page update	0.00	0	0.00	30		87
	blank page insertion	0.00	0	0.00	30		88
	IMC	0.00	0	0.00	30		89
	NSN	0.00	0	0.00	30		90
	part number	0.00	0	0.00	30		91
	description	0.00	0	0.00	30		92
	number fitted	0.00	0	0.00	30		93
	drawing number	0.00	0	0.00	30		94
	Typo-error (single)	0.00	0	0.00	30		95
	deletion	0.00	0	0.00	30		96
	allowances	0.00	0	0.00	30		97
	manufacturer	0.00	0	0.00	30		98
	Min Line cost	0.00	0	0.00	30		103
	Max Line cost	0.00	0	0.00	30		104

max

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IPC (Hardcopy) Additions	IPC (LIDB) TOTAL	0.00	0	0.00		
	cover	0.00	0	0.00	30	105
	prelim pages (incl tech notes)	0.00	0	0.00	30	106
	creation of indexes	0.00	0	0.00	30	107
	camera ready copy	0.00	0	0.00	30	108
	illustrations, block diags (small)	0.00	0	0.00	30	109
	illustrations, block diags (med)	0.00	0	0.00	30	110
	illustrations, block diags (large)	0.00	0	0.00	30	111
	applicablty changes/105 actions	0.00	0	0.00	30	112
	chapter 1 (per page)	0.00	0	0.00	30	113
	chapter 6/3-9 (per page)	0.00	0	0.00	30	114
	movement of items (per line)	0.00	0	0.00	30	115
	reindexing of fiche (per page)	0.00	0	0.00	30	116
	ammendment instruction (per page)	0.00	0	0.00	30	117
	preface (per page)	0.00	0	0.00	30	118
	A3 photocopy (per page)	0.00	0	0.00	30	119
	A4 photocopy (per page)	0.00	0	0.00	30	120
	-					
	-					
	-					
IPC (Hardcopy Additions) TOTAL					max	
		0.00	0	0.00		

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SGL 110A	A	1 (lines)	0.00	0	0.00	55	128
		2-5	0.00	0	0.00	60	129
		6-25	0.00	0	0.00	65	130
		26+	0.00	0	0.00	70	131
110A	B	1	0.00	0	0.00	55	132
		2-5	0.00	0	0.00	60	133
		6-25	0.00	0	0.00	65	134
		26+	0.00	0	0.00	70	135
110A	C	1	0.00	0	0.00	45	136
		2-5	0.00	0	0.00	45	137
		6-25	0.00	0	0.00	45	138
		26+	0.00	0	0.00	45	139
110A	D	1	0.00	0	0.00	30	140
		2-5	0.00	0	0.00	30	141
		6-25	0.00	0	0.00	30	142
		26+	0.00	0	0.00	30	143
110A	E	1	0.00	0	0.00	30	144
		2-5	0.00	0	0.00	30	145
		6-25	0.00	0	0.00	30	146
		26+	0.00	0	0.00	30	147
110A	F	accounting class	0.00	0	0.00	30	148
		IMC	0.00	0	0.00	30	149
		NSN	0.00	0	0.00	30	150
		part no	0.00	0	0.00	30	151
		description	0.00	0	0.00	30	152
		no fitted	0.00	0	0.00	30	153
		drawing no	0.00	0	0.00	30	154
		typo	0.00	0	0.00	30	155
		deletion	0.00	0	0.00	30	156
		allowances	0.00	0	0.00	30	157
		manufacturer	0.00	0	0.00	30	158
		unit cost	0.00	0	0.00	30	159
		shelf life	0.00	0	0.00	30	160
		remarks	0.00	0	0.00	30	161
		system code	0.00	0	0.00	30	162
		equipment code	0.00	0	0.00	30	163
		PIL/IPC	0.00	0	0.00	30	164
		equipment	0.00	0	0.00	30	165
		Min Line cost	0.00	0	0.00	30	166
		Max Line cost	0.00	0	0.00	30	167
		D of Q	0.00	0	0.00	30	168

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110A TOTAL		0.00	max 0	0.00	
Codification (E-Tasking) & CRISP introduction	0.00	0	0.00	70	169
Codification (E-Tasking) & CRISP introduction (urgent)	0.00	0	0.00	1	170
-					
ref Screening (manual)					
1-100	0.00	0	0.00	5	171
101-500	0.00	0	0.00	10	172
501+	0.00	0	0.00	20	173
ref Screening (electronic)					
1-100	0.00	0	0.00	5	174
101-500	0.00	0	0.00	10	175
501+	0.00	0	0.00	20	176
-					
characteristic Screening (/line)	0.00	0	0.00	20	177
-					
-					
-					
-					
-					
-					
-					
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-					
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-					
-					
-					
-					
-					
-					
OTHER scanning					300

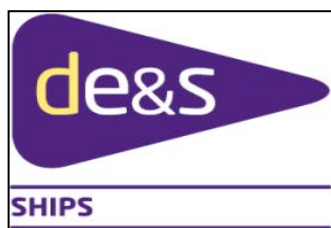
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ITEMS

A4 /1000 images	0.00	0	0.00	30		301
A3 /1000 images	0.00	0	0.00	30		302
A2 /image	0.00	0	0.00	30		303
A1 /image	0.00	0	0.00	30		304
A0 /image	0.00	0	0.00	30		305
A4 /1000 colour images	0.00	0	0.00	30		306
A3 /1000 colour images	0.00	0	0.00	30		307
A2 /colour image	0.00	0	0.00	30		308
A1 /colour image	0.00	0	0.00	30		309
A0 /colour image	0.00	0	0.00	30		310
aperture cards /image	0.00	0	0.00	30		311
indexing /keystroke	0.00	0	0.00	30		314
linking	0.00	0	0.00	30		315
CD/DVD	0.00	0	0.00	30		316
secure scanning /1000 images	0.00	0	0.00	30		317
background OCR /1000 images	0.00	0	0.00	30		318
conversion to Word/Excel /page	0.00	0	0.00	30		319
conversion to PDF /page	0.00	0	0.00	30		320
disposal non-class. /1000 pages	0.00	0	0.00	30		321

		max	
OTHERS SUB TOTAL	0.00	0	0.00
TASK TOTAL COST	0.00	0	0.00
TASK TOTAL COST (inc VAT)	0.00		



MINISTRY OF DEFENCE
Defence Equipment & Support
Warship Support

TASK APPROVAL FORM

DES Ships WSPT SMM TD - Contractor, Contract WSPT/200 TAF Form

TAF B Continuation Sheet - Statement of Work

SUMMARY OF ACTION TO BE TAKEN

GENERAL

This amendment is to reflect the folder with a redheaded up IPC from Sponsor delivered by hand 25/7/15. Following discussions with TD1 and the IPT it has been agreed that the individual LSU Chapters 2-2, 2-3, 2-4 etc will not be deleted but be retained.

CODIFICATION / INTRODUCTION - NO Action required

Electronic PS required - delete entries 219, 221, 232, 274, 275, 283, 284, 289, 299, 309, 311, 331, 378, 379, 387, 388, 398, 412, 433, 442, 466, 472, 492, 501D, 502, 504, 505, 513, 550, 557, 564, 565, 566, 567, 568, 569, 570, 572, 576, 597, 600, 623, 632, 640, 641, 659, 669, 671, 684, 685, 668, 681, 688, 688A, 689, 690, 691, 692 replacement entry 302C, 415C with 99-984-8495; replacement entry 697 with 7010-99-250-2034 [58 x 42, 2 x 48]

A more accurate number of deletions will be possible when the LIDB is updated and NSN index's can be compared.

IPC

LIDB - reissue to update amendment number & task, change MFR name, remove Haz, [160].

Chap 1-2 delete most of the block entries in FIG.3 add any as indicated [164]

Chap 1-2 NEW 'CARD FIT' table required as FIG.3A [164]

Chap 2-1 Amend chap title [145]

Chap 2-1 entry 2 delete IMC, NSN, change part number [146,147,148]

Chap 2-1 delete entries 11, 13, 14 'Removed at AL.5' [3 x 152]

Chap 2-1 entries 53 remove part no. and amend desc [158]

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Chap 2-1	entry 56 change NSN	[158]
Chap 2-1-1	Amend Door FIG.5 and add rear view of door	[164]
Chap 2-1-1	entry 1 delete IMC, NSN , change part number	[146,147,148]
Chap 2-1-1	entry 3 delete IMC, NSN , change part number	[146,147,148]
Chap 2-1-1	NEW entry 3B , for red lens, 589-979	[140]
Chap 2-1-1	entry 10 change part number	[158]
Chap 2-1-1	entry 20 delete IMC, NSN , change name, part number	[146,147,148]
Chap 2-1-1	entry 24 delete IMC, NSN , change name, part number	[146,147,148]
Chap 2-1-1	entry 25 delete entry , Removed at AL. 5	[152]
Chap 2-1-1	entry 29 change IMC, NSN , part number , remove HAZ	[146,147,148]
Chap 2-1-1	entry 33 change part number, and description	[148, 149]
Chap 2-1-1	entry 34 change part number, and description	[148, 149]
Chap 2-1-1	NEW entry 39 NI , for STRIP, MULTISHIELD	[140]
Chap 2-1-1	NEW entries 40,41,42 items on rear of door	[140 x 3]
Chap 2-1-2	FIG .6 remove 7,8,9,10 and make 6 a 'double slot wd	[163]
Chap 2-1-2	entry 6 remove IMC, NSN, desc , change part number	[158]
Chap 2-1-2	delete entries 7 & 9 ' Removed at AL.5'	[152 x 2]
Chap 2-1-2	delete entries 8 & 10 change NSN and part number	[152 x 2]
Chap 2-1-2	entry 45 amend desc , change part no.	[152]
Chap 2-2-1	FIG .10 remove 5,6,7,8 and make 4 a 'double slot wd	[163]
Chap 2-2-1	entry 4 remove IMC, NSN, desc , change part number	[158]
Chap 2-2-1	delete entries 5 to 8 ' Removed at AL.5'	[152 x 4]

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Appendix C to Schedule 1 to Contract WSPT/200

Chap 2-2-1	entry 47 change desc, change pt no.	[148,149]
Chap 2-3-1	entry 4 remove IMC, NSN, desc , change part number	[158]
Chap 2-3-1	delete entries 5 to 8 ‘ Removed at AL.5’	[4 x 152]
Chap 2-4-1	entry 4 remove IMC, NSN, desc , change part number	[158]
Chap 2-4-1	delete entries 5 to 8 ‘ Removed at AL.5’	[4 x 152]
Chap 2-5	change entries 13 &14 ‘ detail to be clarified	[152 x 2]
Chap 2-5	delete entries 15 &16 ‘ Removed at AL.5’	[152 x 2]
Chap 2-5	entry 65 change NSN	[158]
Chap 2-5-1	entry 4 remove IMC, NSN, desc , change part number	[158]
Chap 2-5-1	delete entries 5 to 8 ‘ Removed at AL.5’	[152 x 4]
Chap 2- 6	entry 11 to 14 delete	[152 x 4]
Chap 2-5-1	entry 4 remove IMC, NSN, desc , change part number	[158]
Chap 2-6-1	delete entries 5 to 8 ‘ Removed at AL.5’	[4 x 152]
Chap 2-7	delete 11 to 14	[4 x 152]
Chap 2-7-1	entry 4 remove IMC, NSN, desc , change part number	[158]
Chap 2-7-1	delete entries 5 to 8 ‘ Removed at AL.5’	[4 x 152]
Chap 2-8	delete ent 11 to 14	[4 x 152]
Chap 2-8-1	entry 4 remove IMC, NSN, desc , change part number	[158]
Chap 2-8-1	delete entries 5 to 8 ‘ Removed at AL.5’	[4 x 152]
Chap 2-9	delete ent 11 to 14	[4 x 152]
Chap 2-9-1	entry 4 remove IMC, NSN, desc , change part number	[158]

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Appendix C to Schedule 1 to Contract WSPT/200

Chap 2-9-1	delete entries 5 to 8 ‘ Removed at AL.5’	[4 x 152]
Chap 2-10	delete ent 11 to 14	[4 x 152]
Chap 2-10-1	entry 4 remove IMC, NSN, desc , change part number	[158]
Chap 2-10-1	delete entries 5 to 8 ‘ Removed at AL.5’	[3 x 152]
Chap 2-11	delete entries 11 to 14	[4 x 152]
Chap 2-11-1	entry 4 remove IMC, NSN, desc , change part number	[158]
Chap 2-11-1	delete entries 5 to 8 ‘ Removed at AL.5’	[4 x 152]
Chap 2-12	delete entries 11 to 14	[4 x 152]
Chap 2-12-1	entry 4 remove IMC, NSN, desc , change part number	[146,147,148,149]
Chap 2-12-1	delete entries 5 to 8 ‘ Removed at AL.5’	[4 x 152]
Chap 2-13	delete entries 11 to 14	[4 x 152]
Chap 2-13-1	entry 4 remove IMC, NSN, desc , change part number	[158]
Chap 2-13-1	delete entries 5 to 8 ‘ Removed at AL.5’	[4 x 152]
Chap 2-14	Amend chap title	[145]
Chap 2-14	FIG.35 amend to remove deleted text items.	[1 x 163]
Chap 2-14	delete entries 9 to 11 ‘ Removed at AL.5’	[3 x 152]
Chap 2-14	delete entries 15 ‘ Removed at AL.5’	[152]
Chap 2-14	entries 16 ‘ change pt no. , amend desc	[158]
Chap 2-14	delete entries 23 to 27‘ Removed at AL.5’	[3 x 152]
Chap 2-14	NEW FIG.36	[164]
Chap 2-14	NEW entries 31 to 54	[23 X 140]
Chap 2-14	NEW FIG.37	[164]

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Appendix C to Schedule 1 to Contract WSPT/200

Chap 2-14	NEW entries 55 to 66	[7 X 140]
Chap 2-15 & Chap 2-16	remove chapters	[2 x 152]
Chap 2-17	change chap title	[145]
Chap 2-17	NEW FIG. 51	[164]
Chap 2-17	delete existing entries 7 to 86	[79 x 152]
Chap 2-17	NEW ITEMS 1 to 27 , first 6 amended and used.	[21 x 140, 6 x 158]
Chap 2-17	NEW FIG. 52	[164]
Chap 2-17	NEW ITEMS 28 to 34	[7 x 140]
Chap 2-17-1	remove chapter	[1 x 152]
Chap 2-18	delete whole chapter	[1 x 152]
Chap 2-18-1 to 6	remove all sub chapters	[6 x 152]
Chap 2-19	change chap title	[145]
Chap 2-19 entry 1	change NSN, item name , Part no. no off. Delete IMC	[145]

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Appendix D to
Schedule 1 to
Contract WSPT/200

Serial	Spare Gear List	Equipme	Vessel Name [B]	Issue	Equipment [D]	Manufacturer Address	MPD	System	Order	Order	No.	PIL/IPC	Despatch	Working
007-94709	List Of Spares	C081	RFA WAVE CLASS AO 01 & 02	3	FILTRATION UNIT,AIR PA1193	PORTSMOUTH		321	V19/20T0528		5		27/02/2015	WB/13/4512
007-94878	List Of Spares	P689	RFA WAVE CLASS (AO 01 & 02	2	INTEGRATED PLATFORM MAN	SANYO ENERGY (UK)		665			1		27/02/2015	WB/14/4759
007-94886	List Of Spares	D015	RFA WAVE CLASS (AO 01 & 02	1	PUMP,RECIPROCATING -	MICHELL BEARINGS		221			6		27/02/2015	WB/14/4838

Serial Number	Serial Number Issue Number	Type Of Item [0]	Form Item No. [1]	Drawing No [2]	Item On Drg [3]	Nato Name [4a]	Description [4b]	No Per Eqt [5]	Actual Manufacturer [6a]	Basic Part Number [6b]	RNST S Man Code [7a]	NATO Stock No [7b]	PLC [8]	Den [9]	OB Cat 1 [10]	Backup Cat 2 [11]	O/haul Cat 3 [12]	OB No. of Ships [13]	Back Up [14]	O/haul [15]	Total [16]	Ins Cat 4 [17]	Unit Cost [18a]	Date [18b]	Shelf Life [19a]	Hazard [19b]	Remarks [20]	On Board Stowage Location [21]	Height/B ase/Base [22a]	Weight [22b]	POC [23a]	PAC [23b]	Despatch Date [A1]	
007-9087765	1	3	1			BLENDER,ELECTRIC	175W;stick type blender;2 speed control;mains power;blend up to 5L	1	NISBETS PLC AVONMOUTH,BRISTOL	J772	J250	7330-99-724-5315	C	EA	1	-	-	-	-	-	-	-			NON E	NONE							29/04/2016	
007-9087815	1	2	1	DOC NO.02405006		IRONER,FLATWORK,COMMERCIAL	440V;3 phase;60Hz;o/a dims 2045mm x 1025mm x 510mm;8.10L/hr max water evaporation;3.40m/min ironing speed;8.40kw,16A;coin meter operation;s/no.40423/0003330	1	ELECTROLUX PROFESSIONAL DUNSTABLE,BEDS	IB42316 NFD	J250	3510-99-168-9593	P	EA	-	-	-	-	-	-	-	-	£0.00		NON E	NONE							29/04/2016	
007-9087815	1	3	2	DOC NO.02405006 PG 13	22	SWITCH,THERMOSTATIC	no technical details available	1	ELECTROLUX PROFESSIONAL HVIDOVRE,DENMARK	71030087	J250	5930-22-626-8305	C	EA	1	-	-	-	-	-	-	-	£0.00		NON E	NONE							29/04/2016	
007-9087815	1	3	3	DOC NO.02405006 PG 13	34	CIRCUIT CARD ASSEMBLY	no technical details available	1	ELECTROLUX PROFESSIONAL HVIDOVRE,DENMARK	55011933	J250	5998-22-621-9595	C	AY	1	-	-	-	-	-	-	-	£0.00		NON E	NONE							29/04/2016	
007-9087815	1	3	4	DOC NO.02405006 PG 13	25	DEVICE,SAFETY	no technical details available	1	ELECTROLUX PROFESSIONAL DUNSTABLE,BEDS	71054151	J250	3510-99-332-1145	C	EA	1	-	-	-	-	-	-	-	£0.00		NON E	NONE							29/04/2016	
007-9087815	1	3	5	DOC NO.02405006 PG 11	5	COVER	cotton clothing	1	ELECTROLUX LAUNDRY ROSIERES PRES TROYES,FRANCE	77010224	J250	3510-99-736-7959	C	EA	1	-	-	-	-	-	-	-	£0.00		NON E	NONE							29/04/2016	
007-9087815	1	3	6	DOC NO.02405006 PG 15	7	GAS SPRING	no technical details available	2	ELECTROLUX LAUNDRY	72020179	J250	3510-99-593-3082	C	EA	2	-	-	-	-	-	-	-	£0.00		NON E	NONE							29/04/2016	
007-9087845	1	3	1			HEADSET-MICROPHONE	1.6W/3W min/max on-state power dissipation;230 ohm impedance;70Hz to 9000Hz microphone response;20Hz to 18000Hz headphone response;10-60 deg C;dynamic microphone element;magnetic earphone element		EID ALMADA,PORTUGAL	4208/40043006	W307	5965-26-301-2665	P	EA	1	2	-	-	-	-	-	-	£0.00	15/03/2016	NON E	NONE	Alternative supplier Rohde & Schwartz Original NSN was J400/5965-99-134-8739	R001/DEU(1)-0028-00 PART CODE 0001						29/04/2016
007-9430865	3	2	1			GARBAGE DISPOSAL MACHINE,COMMERCIAL	900mm max lg, 514mm h, 740mm wd; 2.2kW;3 phase	1	IMPERIAL MACHINE COMPANY LTD,REXHAM,HERTFORDSHIRE	1204	565	4540-99-435-6512	C	EA	-	-	-	-	-	-	-	-	£0.00		NON E	NONE							29/04/2016	

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**Appendix F to
Schedule 1 to
Contract WSPT/200**

Equipment Introduction Package 2015 Throughput & Non Core Menu Price Tasking 3 Year
Average

Appendix L to WSpt/200

Equipment Introduction Pacakge Throughput 2015

Type	No	No O/s 31/12/15
A	6	1
B	57	15

Non Core Menu Price Tasking – Last 3 Years (Average)

1463

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**Appendix G to
Schedule 1 to
Contract WSPT/200**

Non Patternised Demand OPDEF Statistics

Month	Surface Ships					Royal Fleet Auxillary			
	No of Signals	Lines	OP Defs	Lines		No of Signals	Lines	Op Defs	Lines
Jan-15									
Feb-15									
Mar-15									
Apr-15									
May-15									
Jun-15									
Jul-15									
Aug-15									
Sep-15									
Oct-15									
Nov-15									
Dec-15									
TOTALS									

**Op Def figures are inclusive within the Signal & Line Quantities, but are also shown for management purposes



PRICING & PAYMENT

SCHEDULE 2 TO CONTRACT WSPT/200

AUTHORING, CATALOGUING & ILLUSTRATION SERVICE FOR MARITIME TECHNICAL DOCUMENTATION

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**Schedule 2 to
Contract WSPT/200**

Years 1-4 01 October 2016 – 30 September 2020

Pricing and Timescales						
Price/Timescale per Line per Document: 1 Line						
	IPC		PS		SGL	
	Price	Timescale (Calendar Days)	Price	Timescale (Calendar Days)	Price	Timescale (Calendar Days)
Type A		100		55		55
Type B		100		55		55
Type C		90		45		45
Type D		75		30		30
Type E		75		30		30
Price/Timescale per Line per Document: 2-5 Lines						
	IPC		PS		SGL	
	Price	Timescale (Calendar Days)	Price	Timescale (Calendar Days)	Price	Timescale (Calendar Days)
Type A		100		60		60
Type B		100		60		60
Type C		90		45		45
Type D		75		30		30
Type E		75		30		30
Price/Timescale per Line per Document: 6-25 Lines						
	IPC		PS		SGL	
	Price	Timescale (Calendar Days)	Price	Timescale (Calendar Days)	Price	Timescale (Calendar Days)
Type A		100		65		65
Type B		100		65		65
Type C		90		45		45
Type D		75		30		30
Type E		75		30		30
Price per Line per Document: 26+ Lines						
	IPC		PS		SGL	
	Price	Timescale (Calendar Days)	Price	Timescale (Calendar Days)	Price	Timescale (Calendar Days)
Type A		100		70		70
Type B		100		70		70
Type C		90		45		45
Type D		75		30		30
Type E		75		30		30

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**Schedule 2 to
Contract WSPT/200**

Years 1-4 01 October 2016 – 30 September 2020

Production of/Amendment to		PS
		Price
Cover	per Cover	
Prelim Pages (Incl. Technical Notes)	per Page	
Creation of Indexes	per Page	
Suitable Camera Ready Copy	per Page	
Changes of Applicability/105 Action	per page	
Chapter 4	per page	
Amendment Instruction	per page	
Supersession Instruction	per page	
Preface	per page	
A3 Photocopy Per Page	per page	
A4 Photocopy Per Page	per page	

Production of/Amendment to		IPC
		Price
Cover	per Cover	
Prelim Pages (Incl. Technical Notes)	per page	
Creation of Indexes	per page	
Suitable Camera Ready Copy	per page	
Illustrations, Block Diagrams, System Schematics, etc.	small - each	
Illustrations, Block Diagrams, System Schematics, etc.	medium - each	
Illustrations, Block Diagrams, System Schematics, etc.	large - each	
Changes of Applicability/105 Action	per page	
Chapter 1	per page	
Chapter 6/3-9	per page	
Movement of items to Accommodate Amendments	per Line	
Amendment Instruction	per page	
Preface	per page	

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**Schedule 2 to
Contract WSPT/200**

Years 1-4 01 October 2016 – 30 September 2020

Additional Items		
Simple Amendments to	IPC	
		Price
Accounting Class	Per Item	
Annotations	Per Item	
Applicability	Per Item	
Chapter Page Update (Title)	Per Item	
Blank Page Insertion	Per Item	
IMC	Per Item	
NSN	Per Item	
Part Number	Per Item	
Description	Per Item	
Number Fitted	Per Item	
Drawing Number	Per Item	
Typo Error (single)	Per Item	
Deletion	Per Item	
Allowances	Per Item	
Manufacturer	Per Item	
Hazardous indicator	Per Item	
Alternative Item	Per Item	
CCT Ref	Per Item	
Figure Titles	Per Item	
Figure Numbers	Per Item	
Minimum Line Charge**	Per Item	
Maximum Line Charge***	Per Item	

**Minimum Charge Per Line (where from the above simple amendment list there is more than 1 item in a line, a minimum charge, per that particular line should be used to price this element of an amendment to PS, IPC and or SGL) rather than the sum of the individual amendment elements.

***Maximum Charge Per Line (where from the above simple amendment list there is more than 1 Item in a line, a maximum charge, per that particular line should be used to price this element of an amendment to PS, IPC and or SGL) rather than the sum of the individual amendment elements.

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**Schedule 2 to
Contract WSPT/200**

Years 1-4 01 October 2016 – 30 September 2020

Additional Items		
Simple Amendments to	PS	
		Price
Accounting Class	Per Item	
Annotations	Per Item	
Applicability	Per Item	
Chapter Page Update (Title)	Per Item	
Blank Page Insertion	Per Item	
Cosmetic change	Per Item	
IMC	Per Item	
NSN	Per Item	
Part Number	Per Item	
Description	Per Item	
Number Fitted	Per Item	
Drawing Number	Per Item	
Typo Error (single)	Per Item	
Deletion	Per Item	
Allowances	Per Item	
Manufacturer	Per Item	
DofQ	Per Item	
Minimum Line Charge**	Per Item	
Maximum Line Charge***	Per Item	

**Minimum Charge Per Line (where from the above simple amendment list there is more than 1 item in a line, a minimum charge, per that particular line should be used to price this element of an amendment to PS, IPC and or SGL) rather than the sum of the individual amendment elements.

***Maximum Charge Per Line (where from the above simple amendment list there is more than 1 Item in a line, a maximum charge, per that particular line should be used to price this element of an amendment to PS, IPC and or SGL) rather than the sum of the individual amendment elements.

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**Schedule 2 to
Contract WSPT/200**

Years 1-4 01 October 2016 – 30 September 2020

Additional Items		
Simple Amendments to	SGL	
		Price
Accounting Class	Per Item	
IMC	Per Item	
NSN	Per Item	
Part Number	Per Item	
Description	Per Item	
Number Fitted	Per Item	
Drawing Number	Per Item	
Typo Error (single)	Per Item	
Deletion	Per Item	
Allowances	Per Item	
Manufacture	Per Item	
Unit Cost	Per Item	
Shelf Life	Per Item	
Remarks	Per Item	
System Code	Per Item	
Equipment Code	Per Item	
PIL/IPC	Per Item	
Equipment	Per Item	
DofQ	Per Item	
Minimum Line Charge**	Per Item	
Maximum Line Charge***	Per Item	

**Minimum Charge Per Line (where from the above simple amendment list there is more than 1 item in a line, a minimum charge, per that particular line should be used to price this element of an amendment to PS, IPC and or SGL) rather than the sum of the individual amendment elements.

***Maximum Charge Per Line (where from the above simple amendment list there is more than 1 Item in a line, a maximum charge, per that particular line should be used to price this element of an amendment to PS, IPC and or SGL) rather than the sum of the individual amendment elements.

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**Schedule 2 to
Contract WSPT/200**

Years 1-4 01 October 2016 – 30 September 2020

Additional Items		
General		Price
Codification - E tasking & CRISP Introduction	Per Item	
Codification -E tasking(Urgent) & CRISP Introduction	Per Item	
Contract Timescale 1 day urgent 7 days non urgent		
<u>Batch Reference Screening:</u>		
<u>Requiring Manual Input</u>		
1 to 100 Items	Per Reference	
101 to 500 Items	Per Reference	
500+ Items	Per Reference	
<u>Screening Supplied Electronically:</u>		
1 to 100 Items	Per Reference	
101 to 500 Items	Per Reference	
500+ Items	Per Reference	
Characteristic Screening per Line	Per Item	

Investigation/AdHoc/EIP		
		Price
Consolidated Rate	Per Hour	

Core Service Task		
		Price
Monthly Management Charge	Per Month	

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**Schedule 2 to
Contract WSPT/200**

Years 1-4 01 October 2016 – 30 September 2020

Scanning		
		Price
Black and White A4	Per 1000 Images	
Black and White A3	Per 1000 Images	
Black and White A2	Per Image	
Black and White A1	Per Image	
Black and White A0	Per Image	
Colour A4	Per 1000 Images	
Colour A3	Per 1000 Images	
Colour A2	Per Image	
Colour A1	Per Image	
Colour A0	Per Image	
Indexing	Per Keystroke	
Linking	Per Link	
CD/DVD	Each	
Secure Scanning	Per 1000 Images	
Background OCR	Per 1000 Images	
Conversion to Word/Excel	Per Page	
Conversion to PDF	Per Page	
Disposal non-classified	Per 1000 Pages	

MINISTRY OF DEFENCE
DEFENCE EQUIPMENT & SUPPORT



TASK AUTHORISATION

SCHEDULE 3 TO
CONTRACT WSPT/200

PROVISION OF MAINTENANCE, REVISION AND
AMENDMENT OF TECHNICAL PUBLICATIONS

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CONTENTS

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• Authorised Officers	- Page 4
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• Tasking Process	- Page 5
• Timescales	- Page 6
• Task Approval Form (TAF) Part A, B and C	-Appendix A1
• Task Approval Form (TAF) Continuation Sheet-Report	-Appendix A2
• Task Approval Form (TAF) Stoppages	-Appendix A3
• Part D monthly TAF Form	-Appendix A4
• Task Process for Non Patternised Demand Handling	-Appendix B
• Sample: Request for Amendment of PS, IPC and Parts Identification Lists Form F117	-Appendix C
• Sample: RN Equipment Identification Certificate Form F60	-Appendix D
• Sample: Manufacturers Recommended Spare Parts List Form F73	-Appendix E
• Sample: List of Assemblies/Sub-Assemblies to be Provided With Spares Support F107	-Appendix F
• Sample: Type B Support Documentation; Request for Amendment of Forms 110a/Spare Gear Lists Form F117A	-Appendix G
• Task Approval Form (TAF) Process Chart	-Appendix H
• Certificate of Conformance	-Appendix I
• Authorised Officers	-Appendix J

TASK AUTHORISATION

1. Tasks under this Contract will be placed in accordance with the Task Authorisation Process detailed within this Schedule 3.
2. The Task Authorisation Form (TAF) provided at Appendix A/1 and A/2 to this Schedule 3 is to be used for all tasks arising from this Contract. The TAF consists of four Parts, Parts A to D, representing each stage of the approvals process.

COMMENCEMENT OF WORK

3. The Contractor is to immediately commence work on any task on receipt of an authorised TAF Part C.
4. The Contractor is not to proceed with any work without formal Authority approval as identified as a signed TAF part C as detailed above.

AUTHORISED OFFICERS

5. Only MOD Commercial Officers and the Officers listed in Appendix J to this Schedule 3 are authorised to provide formal Authority approval as per Clause 3 above. Authority to proceed from any other sources should not be accepted.

TASKS

6. There are two distinct types of tasking that can be initiated through this tasking process:
 - 6.1 Non- Core Menu Tasks
 - 6.2 Ad hoc Tasks
7. Each type of task is defined in the Statement of Technical Requirement at Schedule 1 to this contract.
8. Each task will be identified by a unique task number. Task Numbers will be prefixed: A for IPC and or PS promulgation/amendment; B for Spare Gear List amendment; C for any non-menu item task and the numbers thereafter will follow as calendar year it which the task was promulgated followed by a 4 digit number which is to run concurrently throughout the contract: Examples:

A/2016/0001
B/2016/0002
C/2016/0007
9. Task Numbers should be quoted on all correspondence, reports, and claims for payment together with the Contract number.
10. The task processes are detailed at Appendix, B and H below shall apply to the majority of tasks initiated under this Contract, however on occasion the Authority may alter the process for specific tasks.

PRICING & PAYMENT

11. All tasks are to be priced and paid in accordance with Schedule 2 to this Contract.

TASKING PROCESS

12. Under this Contract individual Tasks will be initiated by means of a Task Approval Form (TAF) a template of which is attached Annex A/1-A/2 and shall consist of three Parts as follows;

PART A: PROPOSAL - to be completed by the Authority or its nominated representative

PART B: RESPONSE - to be completed by the Contractor

PART C: APPROVAL - to be completed by the Authorised Officer at Schedule 3 Appendix J.

PART D: ACCEPTANCE

13. For tasks raised by the Authority's document sponsors nominated agents, including but not limited to SSMG and Babcock Marine, the nominated representative for the initiation of the TAF Part A shall be the winning contractor.

14. On receipt (or completion where they are the nominated representative) of a signed TAF Part A with any supporting documentation, the Contractor shall complete and authorise TAF Part B (detailed, summary and report) and return it to the Authorised Officers by the Delivery Target Date specified on the TAF A. The Contractor's Firm Price shall be calculated using the agreed Firm Prices specified at Schedule 2.

15. Approval to proceed with any Task shall be given by the Authority's Authorised Officers by submitting to the Contractor an authorised TAF Part C. The Contractor shall proceed with the work immediately upon receipt of the TAF Part C. No work should be undertaken by the Contractor without an authorised TAF Part C from the Authority's Authorised Officers.

16. If the Contractor encounters a delay in completing a Task due to factors that are outside of the Contractor's control (for example awaiting receipt of technical data from a manufacturer beyond a reasonable period) and the Contractor is therefore unable to meet the agreed Delivery Target Date for that Task. The contractor can submit a request to the Authority in writing that such tasks be placed on stop clock. Tasks that are mutually agreed between the Contractor and the Authority as "stopped" whilst awaiting further information or clarification of task, to be known as: Clock Stops

17. The Authority reserves the right to cancel Tasks at any time. The Authority shall notify the Contractor of a cancellation of a Task in writing and the Contractor shall acknowledge receipt of any such cancellation in writing by return. Upon receipt of notification of cancellation no further work shall be undertaken by the Contractor on the cancelled Task.


18. Reasonable Costs incurred by the Contractor for work completed up to the date of notification of cancellation shall be notified to the Project Management Branch and settlement will be subject to agreement between the Project Management Branch/Commercial Branch and the Contractor.

TIMESCALES


19. TAF B (detailed, summary & Report) – The Contractor shall submit to the Project Management Branch within 21 calendar days of the date of TAF Part A (or longer period as may be agreed by the Authority (in exceptional circumstances)).
20. When a Task requires a combination of two deliverables i.e. PS and IPC the Contractor shall perform the activities concurrently.

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Appendix A/1 to
Schedule 3 to
Contract WSPT/200

	MINISTRY OF DEFENCE Defence Equipment & Support Warship Support				
TASK APPROVAL FORM					
DES Ships WSPT SMM TD - Contractor, Contract WSPT/200 TAF Form					
TASK FORM Part A					
Task No.	XX/XX/XXXX		Task Title	(LINE 1)	
Desk Officer			Date TAF A Raised		
Task Sponsor			Date 117 Received		
Description of Task					
TASK FORM Part B					
Delivery			Cost		
Task Document			Task Price	£0.00	
Target Completion Date			VAT @ 20%	£0.00	
			Total Task Cost	£0.00	
Date TAF B Submitted by Contractors Name		Name		Signed for company	
TASK FORM Part C					
Date Task Approved			TD Desk Officer Signature		
DES Ships WSPT SMM TD - Contractors Name Contract XXXXXXXXXXXXXXXX Task Approval Form (Cont.Sheet)					
TAF B (continued) Other Costs					
Reason for Other Costs					
Additional Hrs	Price (£/hr)	Hours	Total		
Consolidated Hourly rate	£0.00		£0.00		
Miscellaneous					
Total			£0.00		
Other costs expenses					
Breakdown	Price	Quantity	Total		
Overnight Subsistence	£0.00		£0.00		
Day Subsistence	£0.00		£0.00		
Car Mileage	£0.00		£0.00		
Total Additional Costs			£0.00		

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	MINISTRY OF DEFENCE Defence Equipment & Support Warship Support		
TASK APPROVAL FORM			
DES Ships WSPT SMM TD - Contractor, Contract WSPT/200 TAF Form			
TAF B Continuation Sheet - Description of Work			
Signed for Company		Date	

**Appendix A/3 to
Schedule 3 to
Contract WSPT/200**

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**Appendix A/4 to
Schedule 3 to
Contract WSPT/200**

		MINISTRY OF DEFENCE Defence Equipment & Support Warship Support			
MONTHLY ACCEPTANCE TAF PART D					
DES Ships WSPT SMM TD - Contract WSPT/200 TAF Form					
TASK FORM Part D					
Period			Deliverables		
Desk Officer					
Date Cost Submitted by		Name		Signed for company	
Acceptance			Cost		
TD Signature			Task Price		
Date			VAT @ 20%		
			Total Task Cost		
P2P Details					
P2P PO No.			P2P Receipt No.		
P2P PO Raised date			P2P Receipt Raised date		
TD Desk Officer Signature			TD Desk Officer Signature		

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Non Patternised Demand Handling Process

Step 1

- Signals are forwarded from DES Ships MPS annotated with unique identification number
- Contractor to identify potential duplicates already being processed and reports back to MPS
- Contractor reviews signal and extracts Part Number(s)
- Contractor to screen Part Number(s) on ISIS and NAMSA to discover if NSNs already exist
- If NSNs found are they already in UK use? Contractor advises MPS.

Step 2

- If Contractor is unable to find an NSN already in UK use, they are to;-
 1. Identify the EPM for the item
 2. Send the EPM the signal complete with Procurement Sheet, this is also copied to MPS

Step 3

- On receipt of Procurement Sheets Contractor is to check for completeness and will either
 1. Return to EPM to obtain missing information
 2. Send fully completed Procurement Sheets to MPS

Codification

- Contractor is to contact the supplier to obtain technical data sheets/drawings or the alike and budgetary prices for each item.
- Once suitable information has been received the Contractor will create the E-task on ISIS.
- Once the Etask is live Contractor is to codify the item and generate the NSN.
- After each individual item on the Etask has gone through Contractor QA procedures, the ESMD is produced and the Item Data Record is automatically created on CRISP
- Contractor is to populate the MPS Matrix weekly with new NSNs when they become available.

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**Appendix B to
Schedule 3 to
Contract WSPT/200**

Cataloguing

- Contractor is to use the signal and/or Procurement Sheet to identify appropriate Illustrated Parts Catalogues or F110a's that the newly allocated NSN should be added to and Raises the requisite TAF Form for the Authority to consider and confirm requirement.
- Contractor to supply amended Provisioning Schedules documents to DES Ships WSpt-SMM-TD for distribution (IPCs are to be updated via the Lines Item Database (LIDB) and Type B Database for SGLs.

Follow-Up Work

- Contractor to send report to MPS and is to identify Procurement Sheets which have been outstanding with EPMs for 2 weeks or more.
- Once per week, the Contractor is to check for updates.
- Once per week Contractor is to send latest information to MPS highlighting changes.
- Once per week MPS Contractor will receive Matrix from MPS for update.
- Monthly, the Contractor is to supply statistical information to WSpt-TD.

OpDefs

- Contractor is to complete Step 1 within 1 working day.

Form 117
(Rev Jun 2015)

REQUEST FOR AMENDMENT OF PROVISIONING SCHEDULES,
ILLUSTRATED PARTS CATALOGUES AND PARTS IDENTIFICATION LISTS

(Please see Notes for Completion Overleaf)

To: DES Ships WSpt-SMM-TD1a1a Birch 2a #3229 Abbey Wood Bristol, BS34 8JH			TALLY: ADDRESS: REFERENCE:		NAME: DATE:		TEL EXT:
PS/IPC IDENTITY No:			PS ADREF No: 002-		CURRENT AMENDMENT STATE PS:		
PS/IPC TITLE:			IPC ADREF No: 001-		CURRENT AMENDMENT STATE IPC:		
Does your PS/IPC apply to International Traffic in Arms Regulation (ITAR)? Please state YES or NO						Not Urgent or Urgent (see note 12)	
CHAPTE RPAGE No	FIG/ITEM ENTRY No	COLUMN No./ HEADING	DELETE	INSERT	REMARKS/SUPERSESION DETAILS/AUTHORITY/REASON/ATTACHMENTS		

NOTES FOR COMPLETION OF FORM 117

1. Amendment proposals are to be fully defined and all remarks must include a REASON / AUTHORITY for the proposal.
2. Proposals involving the 'Supersession' of one item by another are to define the policy for use or disposal of the Superseded item (in each particular application), by the insertion of the words 'Supersession Code'. Using Codes A, B or Cs follows: (A) Old and new items are fully interchangeable - use existing stock to exhaustion. (B) . Old item may be applicable to other applications - retain existing stock for those other applications. (C) Old item is no longer in any application - dispose of existing stock.
3. Where more than one PS-IPC is known to be affected, one Form 117 is needed for each PS-IPC and the associated documents for each PS-IPC are to be identified in the REMARKS column.
4. Where the proposed Amendment affects an item at or above component level, the Sponsor must consider the effect on any higher sub-assembly, assembly or equipment and ensure that the full implications are catered for in the Form 117.
5. Similarly where the proposed Amendment affects an item at equipment, assembly or sub-assembly level, the sponsor must consider the effect on Upkeep Codes, and on the identification and Allowances of lower level Items of Supply.
6. Proposals relevant to a PS must be checked by the Sponsor against the relevant IPC (& vice versa), to identify corresponding changes required to the companion document.
7. If convenient, proposals for large Amendments may be annexed to the Form 117, in the form of a marked-up-in-red copy of each affected catalogue page, or a print of fiche frames where the document is in fiche form. Proposals for a new "First Level" chapter (e.g. QCA Valve) or creation of a new IPC must be made on Form 60 RN Equipment Identification Certificate obtainable from DES Ships WSpt-SMM-TD1a1a, Birch 2b, #3229, Abbey Wood or via E-Mail using DESShipsWSpt-SMM-TD1a1a@mod.uk
8. If drawings are available that explain or clarify the proposals, a copy should be attached to the Form 117, if necessary 'on loan' to WSpt-SMM-TD1. Similarly a copy marked up-in-red of IPC figures should be attached, if that would assist.
9. If Drawings (or Handbooks) and Recommended Spares List(s) are provided it may be possible to speed the process by several months.
10. Applicability details should be supplied including the following: Vessel names; numbers off fitted per system and per vessel, stating separately any onboard allowances and/or stores allowances being catered for.
11. Ship applicability will remain same unless you complete any changes on the Form 117. Responsibility for ensuring ship applicability is up-to-date remains with the sponsor of the equipment.
12. Please indicate whether this Form 117 is an urgent request or not (If not indicated, it will be treated as not urgent).

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Handling Instruction: Commercial in Confidence

Appendix C to Schedule 3 to Contract WSPT/200

13. All SCP amendment requests received will be routed via SSMG Document Management Centre for authentication before amending the catalogues.
14. Please indicate whether this Form 117 is applicable to International Traffic in Arms Regulation (please state yes or no). If not indicated, this Form 117 will be returned back to the sponsor.

NOTE: Electronic Copies, in Microsoft Word Format, are available from DES Ships WSpt-SMM-TD1a1a, Birch 2a, #3229, Abbey Wood or via E-Mail using DESShipsWSpt-SMM-TD1a1a@mod.uk

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Appendix D to Schedule 3 to Contract WSPT/200

FORM 60
(Rev August 2015)

RN EQUIPMENT IDENTIFICATION CERTIFICATE

WSpt-SMM-TD1 Ref No:-

NOT URGENT / URGENT (see note 3)

(see note 1)

PART A *(To be completed by the Ordering Authority and forwarded with the Order to the Equipment Supplier/Manufacturer).*

1. Where a Prime Contractor or Lead Shipbuilder is not co-ordinating these Forms, a copy is to be sent to:
WSpt SMM TD1 Birch 2a, #3229, Abbey Wood, Bristol BS34 8JH by the Ordering Authority.

This should be within one month of the date of equipment order and have Parts A, B & C completed.

Please note that no action will be initiated by WSpt SMM TD1 until Parts B & C are completed.

2. Vessel Name(s) or Design Reference(s):

3. Equipment ordered from:

Address:

4. Sponsor/Ordering Authority:

5. Purpose *(e.g. New Construction; Change No; Alteration No; A & A No)*:

6. **Equipment Details:**

- a. Description

Def Stan 02-41 Annex D
Equipment Code

--	--	--	--

- b. NATO Stock Number (NSN) (if known):

- c. Special Characteristics *(e.g. Non/Low Magnetic, Watertight, Oxygen Clean, etc.)*:

- d. Quality Controlled for Def Stan 02-207 Interim Issue 1 First Level Systems (QCA) (Submarines Only):

No/Yes*

7. **Service/System Fitting Number**
(where applicable)

Def Stan 02- 41 Annex E
System Code(s) *(where known)*

No fitted per Def Stan 02-41
System

- a.

--	--	--	--

- b.

--	--	--	--

- c.

--	--	--	--

8. Equipment Order/Contract No:

9. Date of Equipment Order/Contract:

10. Item Number in Equip Order *(where Order is for several Equipments)*:

11. Quantity Ordered:

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Handling Instruction: Commercial in Confidence
Appendix D to Schedule 3 to Contract WSPT/200

- NOTE 1:** WSpt-SMM-TD1 reference number will be allocated by TD1 and notification sent to the sponsor. The purpose of this reference number is to facilitate tracking and progressing of completed Forms.
- NOTE 2:** Parts B & C of this Form are to be completed by the Equipment Supplier/Manufacturer
- NOTE 3:** Please indicate whether this Form 60 is an urgent request or not (If not indicated, it will be treated as not urgent).

PART A COMPLETED BY:

SIGNATURE:

TEL:

NAME (IN CAPS):

FAX:

DATE:

E MAIL:

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Handling Instruction: Commercial in Confidence
Appendix D to Schedule 3 to Contract WSPT/200

PARTS B & C are to be completed (with Form 107 where appropriate) by the Equipment Supplier/Manufacturer and the completed Form(s) returned to the Ordering Authority **within one month of receipt of the Order**. The Ordering Authority is to forward one copy to WSpt SMM TD1a1a, Birch 2a, #3229, Abbey Wood, Bristol BS34 8JH.

PART B (To be completed by the Equipment Supplier/Manufacturer)

12. (If appropriate) Correct description of equipment to be supplied (relative to Section 6a of Part A)
13. Equipment Type/Model Identifying Nomenclature:
14. Manufacturer's Drawing No: Issue Number:
15. Manufacturer's Drawing Title:
16. Manufacturer's Basic Part No or Internal Reference:
17. Service Drawing Number (if allocated):
18. NSN and Inventory Management Code (if known):
19. Is the equipment that is being supplied
- a. **IDENTICAL** in all respects mechanically and electrically with that previously supplied for MOD (Navy) service including material specifications and bought-out assemblies and sub-assemblies? **Yes/No/Not yet known ***
 - b. **SIMILAR** to, but varying in detail from, that previously supplied for MOD (Navy) service? **Yes/No/Not yet known ***
 - c. **NEW** to MOD (Navy) service? **Yes/No/Not yet known ***
20. Where the answer to 19a or 19b is **YES**, state :-
- a. Drg No of equipment previously supplied
 - b. Ship (and System) to which previously fitted (if known)
 - c. Previous Orders and Order No (if known)
 - d. Main areas of difference (19b)

21. Where the answer to 19 is "**NOT YET KNOWN**", state date by which answers YES or NO will be given:

PART C (To be completed by the Equipment Manufacturer in respect of assemblies and sub-assemblies)

If the equipment identified at Form 60 **PARTS A & B** has assemblies or sub-assemblies that require separate parts identification, these **MUST** be identified on Form 107 even if they are identical to or similar to equipment supplied on previous orders. The Form 107 must also be forwarded with the Form 60.

22. Is the required Form 107 forwarded with this Form 60? **NA/Yes/No ***

NB A response of N/A is only relevant where there are NO assemblies or sub-assemblies that warrant parts identification separate from the parent equipment.

23. Where answer to 22 is NO, state date by which the necessary Form 107 will be forwarded:

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Handling Instruction: Commercial in Confidence
Appendix D to Schedule 3 to Contract WSPT/200

PARTS B & C COMPLETED BY:

SIGNATURE:

TEL:

NAME (IN CAPS):

FAX:

DATE:

E MAIL:

NOTE: Electronic Copies, in Microsoft Word Format, are available from DES Ships WSpt-SMM-TD1a1a, Birch 2a, #3229, Abbey Wood or via E-Mail using DESShipsWSpt-SMM-TD1a1a@mod.uk

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Handling Instruction: Commercial in Confidence (WHEN COMPLETE)

Appendix E to Schedule 3 to Contract WSPT/200

FORM 73

MANUFACTURER'S RECOMMENDED SPARE PART LIST

(Revised August 2015)

Sheet of

DATE COMPLETED BY MANUFACTURER

VESSEL(S)	FORM 500 (EIP) ORDER NUMBER	NUMBER EQUIPMENTS FITTED PER VESSEL
EQUIPMENT	EQUIPMENT DRAWING NUMBER	EQUIPMENT CODE
SYSTEM(S)	SYSTEM DRAWING NUMBERS	SYSTEM CODE(S) (WHEN KNOWN)
IPC (WHEN KNOWN)		EQUIPMENT UPKEEP CODE

ENTRY NUMBER	DRAWING NUMBER & ISSUE NUMBER	ITEM NUMBER	DESCRIPTION & QUALITY ASSURANCE STANDARD	ACTUAL MANUFACTURER DETAILS		IMC / NATO STOCK NUMBER* (IF KNOWN) *In the form of: IMC/ nnnn-nn-nnn-nnnn	POPULATION PER LINE ENTRY	SPARES RECOMMENDED			MATERIAL PRICE	MINIMUM ORDER QTY
				BASIC PART NUMBER	NAME & ADDRESS			CATEGORY				
								1 st	2 nd	3 rd		
1	2	2A	3	4	4A	5	6	7	8	9	10	11
						/					£	
						/					£	
						/					£	
						/					£	
						/					£	

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Handling Instruction: Commercial in Confidence (WHEN COMPLETE)

Appendix E to Schedule 3 to Contract WSPT/200

FORM 73 INSTRUCTIONS (REVISED AUGUST 2015)

1. Line entries are to commence with the complete Equipment even where it is not recommended as a spare. Subsequent lines are to be given a logical breakdown of the Equipment's assemblies, each succeeded by its sub-assemblies and components, so as to identify the range of items that the Manufacturer is able to supply individually, and considers appropriate to the maintenance activities related to Columns 7-9. Where a 'set' of spares is recommended, the components of that Set are to be identified in successive lines, with the Entry Number A, B, C, etc. and Column 6 referring to Number in set.
2. Guidance on the completion of specific columns is as follows:-

Column 1 - Entry Number. Number each line in sequence.

Column 2 & 2A - Drawing Data. Complete, including Issue Numbers, as necessary for precise definition.

Item Number. Item Number of the Item on the associated Drawing.

Column 3 - Description. To commence with the principle noun that describes the item.

Quality Assurance Standard. The QA Standard to which this item has been manufactured

Column 4 & 4A – Manufacturer's Basic Part Number. The manufacturer is here deemed to be the last organisation in the chain to perform some 'Operation' on the item. 'Operation' includes Quality Assurance activities defined on or quoting the drawing.

Manufacturer's Name & Address. The Manufacturer is defined above.

Column 5 – IMC. If the item has an Inventory Management Code (IMC), insert it, if the item has no IMC then leave it blank.

NATO Stock Number. If item has known (13 numeral) NATO Stock Number (NSN), insert it, if the item has no NSN then leave it blank.

Column 6 - Population / Line Entry. In the FORM 73 an item may appear in more than one line, e.g.: - where the item is part of several assemblies / sub-assemblies and is recommended as a spare in more than one of them it will be listed in several sub-sections of the FORM 73. Insert here the number of the item that is/are 'at risk' in the application to which the particular Line refers and for which the spares are being recommended.

Column 7 - 1st Category Spares. (Expected to be held on board) - A range of items required for routine servicing / preventative maintenance by Ships Staff. They are scaled as appropriate to *one equipment* in any period of 90 days (3 months) of vessel operational time e.g.: a servicing activity undertaken every month should be scaled at '3 x the activity'; if 3 monthly or less frequently, '1 x the activity'. The expected periodicity of the activity in Months is to be entered in brackets, beneath the Scale number e.g.: (1/30M); (1/4 M); (1M); (3M); (36M). To also include items which are prone to wear or failure and can be replaced by Ship's Staff (these may be assemblies / sub-assemblies or components, as most convenient for rapid repair).

Column 8 - 2nd Category Spares. A range of Items, *additional* to those ranged in Category 1, which should be held ashore whether or not within Ships Staff ability to fit. The scale to be such as will support *one equipment* over a 2-year period. (Items ranged by Column 7 are not to be scaled in Column 8). To also include spares which are not capable of fitting by Ship's Staff or Base Staff, are long lead times, the unavailability of which would prejudice the ships operational role.

Column 9 - 3rd Category Spares. A range of items required to re-condition 10 equipments to 'fully serviceable' standard. These will include most if not all items ranged in Categories 1 and 2 plus other items. Items judged as not required on every occasion of re-conditioning are to be scaled appropriately.

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Handling Instruction: Commercial in Confidence (WHEN COMPLETE)

Appendix E to Schedule 3 to Contract WSPT/200

Column 10 - Material Price.

a. For the entry at complete 'equipment level', whether or not it is recommended as a spare, insert the actual manufacturers price (ex. VAT) for unit quantity, using:-

(1) the 'firm' price that has been quoted to the Ordering Authority where that is available.

Or

(2) an estimate that is expected to be within approximately +10%, on the basis that the order would be for a reasonable minimum quantity.

b. For all entries at 'assembly level' and lower, insert the actual manufacturers price (ex VAT) for unit quantity, on the basis that the order would be for a reasonable minimum quantity, (particularly in the case of Castings and Forgings), or, if that is not readily available, the Price Band within which the item is expected to fall, selected from the Price Bands given below, and entered:-

Equal to or Greater Than to Less Than - £0-10, 10-50, 50-100, 100-200, 500-1000, 1K-2K, 2K-5K, 5K-10K, 10K-20K, 20K-50K, 50K-100K, 100K-200K, 200K-500K, 500K-1M

Column 11 – The Minimum Order Quantity. The minimum quantity of items which can be ordered at any one time.

NOTE: Electronic Copies, in Microsoft Word Format, are available from WSpt-SMM-TD1a1a, Birch 2a, #3229, Abbey Wood or via E-Mail using DESShipsWSpt-SMM-TD1a1a@mod.uk

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Appendix F to Schedule 3 to Contract WSPT/200

LIST OF ASSEMBLIES / SUB ASSEMBLIES TO BE PROVIDED FOR / WITH SPARES SUPPORT FORM 107

(See Instructions for Completing This Form, Overleaf)

(Revised January 2015)

SPONSORS SERIAL No. FROM CORRESPONDING F60:
(See Instruction 6)

EQUIPMENT ORDERED BY:

EQUIPMENT ORDER No:

FOR (VESSEL (S)):

ORDER DATE:

EQUIPMENT: **EQUIPMENT NAME / DESCRIPTION** (see Instruction 7):

DESCRIPTION OF ASSEMBLY OR SUB-ASSEMBLY (NO FITTED PER EQUIPMENT)	NAME & ADDRESS OF SUPPLIER OR MANUFACTURER	ORDER ON SUPPLIER OR MANUFACTURER ORDER NUMBER & DATE	SUPPLIER OR MANUFACTURER REFERENCE & DRAWING NUMBER	MOD ACTION TO BE TAKEN (TO BE COMPLETED BY MOD)
.....
.....
.....
.....
.....
.....
.....
.....

SIGNATURE:

TEL:

NAME (IN CAPS):

FAX:

DATE:

E-MAIL:

INSTRUCTIONS FOR COMPLETION OF FORM 107 (Revised January 2015)

1. Form 107 is **not** to be completed if the equipment does not have any assemblies or sub-assemblies that warrant parts identification separate from the equipment identified on the relevant Form 60.
2. A Form 107 **will** be required if Instruction 1 does not apply. It should identify the equipment assemblies and sub-assemblies for **every** Form 60, even if it is identical or similar to equipment supplied on previous orders.
3. The Form 107 should give details of all assemblies and sub-assemblies which you consider might usefully be documented separate from the complete equipment (e.g.:- because it is not unique to the equipment and might be part of a large number of equipments used and documented by MOD, both
 - a. purchased by you from other manufacturers and used as supplied. (It is essential that you include the **Name** and **Address** of the supplier, your Order Number and Date, and the Suppliers Reference Number and Drawing Number).
 - and
 - b. of your own manufacturer.
4. Items purchased by you from other manufacturers but which you alter physically or to which you give significant Quality Assurance should be identified by your own Drawing Number etc. The same Drawing Number etc. should be quoted by you in all future correspondence regarding spares recommendations (Form 73) etc. And will be used by MOD for NATO Codification purposes, future spares enquiries and purchases.
5. To aid documentation production it would be appreciated if the list could be presented in logical order i.e. each sub-assembly listed immediately below its parent assembly.
6. The data given at the top of the form is to relate to the Order for the equipment. It should align with the data given on the associated Form 60. The Serial Number of the Sponsor of the Form 60, top right hand corner of PART A of form, should be added where available.
7. Equipment Name / Description should be that which the Manufacturer or Supplier commonly knows the equipment by.

NOTE: Electronic Copies, in Microsoft Word Format, are available from DES Ships WSpt-SMM-TD1a1a, Birch 2a, #3229, Abbey Wood or via E-Mail using DESShipsWSpt-SMM-TD1a1a@mod.uk

**Type B Support Documentation:
Request for Amendment of Forms
110a / Spare Gear Lists**

Please see Notes overleaf before completion.
Completed forms are to be returned to:
WSpt SMM TD1, Birch 2a, #3229,
Abbey Wood, Bristol, BS34 8JH

Form 117a

**IMPORTANT NOTE – You are required
to check ship applicability – see note 8**

From (Section)	Name	Tel No	Reference	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Details of</u>		Serial No.	Vessel(s)	Equipment Code (Def Stan 02/41)
<u>Form 110a to</u>		Issue No.	Change No.	System Code(s) (Def Stan 02/41)
<u>be amended</u>		<input type="text"/>	<input type="text"/>	<input type="text"/>

Sheet No/ Line No	Column	Delete	Insert	Remarks/Comments
			Issue No.	

NOTES FOR COMPLETION OF FORM 117A

1. Amendment proposals are to be fully definitive. Remarks must include Reason and Authority for the proposal.
2. Proposals involving the supersession of one item by another are to define the policy for the use or disposal of the superseded item, (in each particular application), by insertion of the words "Supersession Code....." using Code delineations as follows:
 - A. Old and new items are fully interchangeable - use existing stocks to exhaustion.
 - B. Old items may be applicable to other applications - retain existing stocks for those other applications.
 - C. Old item is no longer suitable in any application - dispose of existing stocks.
3. Where more than one Form 110A is known to be affected, a Form 117A is needed for each.
4. Where the proposed Amendment affects an item at or above component level, the Sponsor must consider the effect on any higher sub assembly, assembly or equipment level and ensure that the full implications are catered for in the Form 117A.
5. Where drawings are available that explain or clarify the proposals, a copy should be attached to the Form 117A.
6. When intricate change proposals are involved, a marked-up copy of the Form 110A may accompany the Form 117A.
7. Introduction of new equipment (new Form 110A creation) is to be submitted on Forms 60, 107 and 73
8. Ship applicability will remain same unless you complete any changes on the Form 117a. Responsibility of ensuring ship applicability is up-to-date remains with the sponsor of the equipment.

NOTE: Electronic Copies, in Microsoft Word Format, are available from WSpt-SMM-TD1a1a, Birch 2a, #3229, Abbey Wood or via E-Mail using DESShipsWSpt-SMM-TD1a1a@mod.uk

Input for Equipment Identification Package (EIP):

Form 60 and covering TAF A

This identifies the following:

Equipment name, description, Manufacturer's part number and MOD sponsor.

Manufacturer.

Vessels to be fitted.

Additional information can be provided and will assist in the production of the EIP.

Each EIP will initially be approved within a maximum of 50 hours of labour effort.

Contractor screens the request for the production of an EIP and evaluates the requirement. Once the input is accepted the contractor contacts the Manufacturer requesting any additional information required.

The manufacturer may request payment for the information provided. In such circumstances the contractor shall submit a request to the Authority for any costs incurred as a result of this request. This request should be sent on a TAF part B as a miscellaneous cost.

Upon receipt of such a request, if the costs are acceptable the Authority will return a signed TAF part C

Once the information has been provided to the contractor, they proceed to produce the EIP. This will be used to produce the new documentation to support the equipment on board platforms.

Output:

Type A:

The EIP will identify the following:

General Assembly Drawings

Parts List

Circuit diagram for electrical equipment

Form 73 (Manufacturer's Recommended Spare Parts List)

Output:

Type B:

Parts list

Form 73 (Manufacturer's

Recommended Spare Parts List)

Input for IPC/PS Amendment:

Form 117 and covering TAF A

The F117 can range in terms of how much detail will be provided:

It can identify an equipment that needs to be removed or replaced from the document.

It can identify lines to be amended.

It can be supported by a marked up copy of the document detailing all amendments to be made.

Contractor screens the request for the amendment and evaluates the requirement. Once the input is accepted the contractor produces a TAF B, this will provide a quote detailing all work to be done and submits this to the Authority.



The Authority is to review this quote. It will approve/reject this request within the agreed KPIs. Where the Authority accepts the quote it will be returned as a TAF C.



On receipt of TAF C, the contractor will proceed to produce the amendment to the IPC and produce the PS. If codification action is required it will follow the codification process.



On completion of the IPC & PS amendment, contractor to submit a Certificate of Conformity to the Authority confirming completion. The Authority will review this compared to the original requirement and quote.

Output:

The IPC amendment will be in the form of an update to the LIDB data.

The PS is a supporting document used for Spares identification. It will be in the form of an Excel spreadsheet showing all new, replaced and deleted items.

Input for SGL Amendment:

Form 117a and covering TAF A

The F117a will identify:

The SGL and NSN to be amended.

What changes are to be done.

Where multiple SGL's are to be amended it can also be supported by a spread sheet

Contractor screens the request for the amendment and evaluates the requirement. Once the input is accepted the contractor produces a TAF B, this will provide a quote detailing all work to be done and submits this to the Authority.



The Authority is to review this quote. It will approve/reject this request within the agreed KPIs. Where the Authority accepts the quote it will be returned as a TAF C.



On receipt of TAF C, the contractor will proceed to produce the amendment to the SGL. If codification action is required it will follow the codification process.



On completion of the amendment, contractor to submit a Certificate of Conformity and SGL to the Authority confirming completion. The Authority will review this compared to the original requirement and quote.

Output:

A SGL to be submitted to the Authority and Technical Authority. This will be in PDF format

An update to the Type B database including all the amended information.

Input for new IPC/PS:

EIP and covering TAF A

The EIP is produced in accordance with the relevant process, the contractor will use this as the basis for the production of a new IPC/PS

Contractor will evaluate the EIP and produce a TAF B reflecting this. The TAF B will identify all work that needs to be done to produce the new IPC/PS.



The Authority is to review this quote. It will approve/reject this request within the agreed KPIs. Where the Authority accepts the quote it will be returned as a TAF C.



On receipt of TAF C, the contractor will proceed to produce the new IPC and produce the PS. If codification action is required it will follow the codification process.



On completion of the IPC & PS, contractor to submit a Certificate of Conformity to the Authority confirming completion. The Authority will review this compared to the original requirement and quote.

Output:

The New IPC will be entered into the LIDB, including the relevant drawings.

The PS is a supporting document used for Spares identification. It will be in the form of an Excel spread sheet showing all items within the new IPC

Input for new SGL:

EIP and covering TAF A

The EIP is produced in accordance with the relevant process, the contractor will use this as the basis for the production of a new SGL

Contractor will evaluate the EIP and produce a TAF B reflecting this. The TAF B will identify all work that needs to be done to produce the new SGL



The Authority is to review this quote. It will approve/reject this request within the agreed KPIs. Where the Authority accepts the quote it will be returned as a TAF C



On receipt of TAF C, the contractor will proceed to produce the new SGL. If codification action is required it will follow the codification process.



On completion of the SGL, contractor to submit a Certificate of Conformity and PDF of the SGL to the Authority confirming completion. The Authority will review this compared to the original requirement and quote.

Output:

A SGL to be submitted to the Authority and Technical Authority. This will be in PDF format

The Type B database will be updated to enter the new SGL

Clockstop Process:

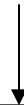
The clockstop process is to be used in exceptional circumstances where the contractor is unable to complete a task for reasons beyond their control.

Contractor identifies an issue that they are unable to resolve. The Contractor will immediately inform the MOD of this issue and request a clockstop.



If rejected, the contractor will continue with the work and supplied according to the original target dates

The MOD will review the justification for the clockstop and then accept/reject the request.



If accepted the remaining time on the task will be frozen. Once the issue is resolved the clock will be restarted and the contractor will have any time remaining from before the clockstop to restart the task

Normally, a clockstop will only be granted where the contractor is unable to get data required for codification from a manufacturer. In exceptional circumstances other situations will be considered.

Issue 2 process:

On exception it may be necessary to vary the price of an approved task.

Once the cost variable (up or down) has been identified the contractor will immediately inform the MOD. The contractor will submit a TAF B detailing both the original and new or removed action to be undertaken along with a justification as to why the task value has changed.



Until the new TAF B has been approved the contractor will not perform any additional work. On receipt of the new TAF B the Authority will review and accept/reject within agreed KPIs. If the new work is to be accepted the Authority will return the TAF B in the form of a TAF C



On receipt of the TAF C the contractor will begin any newly identified work. The tasks will then follow the standard process for updating the documentation including the new work.

In general additional work will only be approved where a new change request has been submitted for a document already under amendment.

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**Appendix H to
Schedule 3 to
Contract WSPT/200**

Monthly Acceptance Process:

This process defines how the contractor is to request payment for tasks completed within a month.

The contractor shall submit a TAF Part D at the start of the succeeding month. This shall identify all tasks that the contractor believes has been completed within the preceding month.



The Authority will review the submitted tasks and decide if it is willing to accept their completion. Reasons for rejection may be:
Rework required on the task
Incomplete delivery of the task



When the Authority has accepted the summary of completed tasks, the Authority will return a signed Part D indicating acceptance of the deliverables, and inviting the contractor to invoice.

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**Appendix I to
Schedule 3 to
Contract WSPT 200**

CERTIFICATE OF CONFORMANCE- CONTRACT WSPT200

To: Ministry of Defence

From:

DES Ships WSpt-SMM-TD

Birch 2a #3229

Abbey Wood

Bristol

BS34 8JH

ORDER NUMBER

1. Manufacturers Recommend Spare Parts List
2. Spare Parts List for Codification
3. Provisioning Schedule
4. Illustrated Parts Catalogue (hard copy)
5. Spare Gear List
6. Illustrated Parts Catalogue (LIDB)

*Please delete as appropriate

“ I hereby, on behalf of *CONTRACTOR’S NAME*, certify that the documents above conform, in all respects, to the specifications, drawings and Contract/Order and CATSPEC 10 and have duly been inspected in accordance with the terms, conditions and requirements of WSPT200 Contract and I confirm that they are technically accurate”.

Signed:

Date:

For and on behalf of:

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**Appendix J to
Schedule 3 to
Contract WSPT/200**

WSPT/200 Authorised Officers

In addition to MOD Commercial Officers, the following Officers are authorised to place tasks under this Contract:

Name	Role	Email
[REDACTED]	DES Ships WSpt-SMM-TD-GL	[REDACTED]
[REDACTED]	DES Ships WSpt-SMM-TD1	[REDACTED]
[REDACTED]	DES Ships WSpt-SMM-TD1a	[REDACTED]
[REDACTED]	DES Ships WSpt-SMM-TD1b	[REDACTED]
[REDACTED]	DES Ships WSpt-SMM-TD1a1	[REDACTED]



KEY PERFORMANCE INDICATORS (KPIs)

SCHEDULE 4 TO CONTRACT WSPT/200

AUTHORING, CATALOGUING & ILLUSTRATION SERVICE FOR MARITIME TECHNICAL DOCUMENTATION

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KEY PERFORMANCE INDICATORS

1. The Key Performance Indicators (KPIs) for the Contract are provided below.

Performance Indicator Number	01-WSpt200
Performance Indicator	Percentage of tasks not requiring re-work due to errors introduced by Contractor upon Sponsor review of supplied output.
Who Measures?	MOD
How is it Measured?	Rejections/Re-works required/Errors identified
Monitoring Frequency	Monthly
Reporting Frequency	Monthly
Comments	Contractor is aided in visibility of the effectiveness of their quality processes: MOD obtain assurance over the compliance of contractor internal controls.

SCORING GUIDANCE

Green	98% and above = Green: Calculation method: No of tasks with no errors: ÷ No of tasks returned in month x 100:
Red	As above but below 98%

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Schedule 4 to
Contract WSPT/200

Performance Indicator Number	02-WSpt200
Performance Indicator	Occurrence of failure to supply, monthly, IPC "Change" spread sheet and Type B Comma separated Values Files (CORE) supplied to MOD.
Who Measures?	MOD
How is it Measured?	Non Supply of deliverable on target date in month
Monitoring Frequency	Monthly
Reporting Frequency	Monthly
Comments	DES Ships confidence that SSDD is configured with up-to-date Type B direct input and reduced screening of IPC's by MRDC.
SCORING GUIDANCE	
Green	100% supplied:
Red	Below 100% (non supply of 1 in a given month would be considered to be 50% achievement non supply of 2 in the same month would be considered a failure.

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**Schedule 4 to
Contract WSPT/200**

Performance Indicator Number	03-WSpt200
Performance Indicator	% of tasks delivered to MOD within the agreed contracted timescales (Schedule 1 Appendix B).
Who Measures?	MOD
How is it Measured?	Percentage of Tasks not delivered in month within the agreed production timescales (Excluding those tasks on agreed clock-stop).
Monitoring Frequency	Monthly
Reporting Frequency	Monthly
Comments	Visibility of contract adherence to timescales; Identified bottlenecks

SCORING GUIDANCE

Green	98%:
Red	Below 98%: Calculation: No of tasks not delivered in month within the initial agreed production timescales ÷ those tasks delivered in month within timescale x 100.

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Schedule 4 to
Contract WSPT/200

Performance Indicator Number	04-WSpt200
Performance Indicator	% of TAF B Firm Price Quotes provided to MOD within 21 days receipt of F117/F117a
Who Measures?	Contractor & MOD
How is it Measured?	% of TAF B Prices not delivered within 21 days from receipt of F117/F117a by Contractor.
Monitoring Frequency	Monthly
Reporting Frequency	Monthly
Comments	Visibility of Contractor Responsiveness; identifies potential bottlenecks; enables opportunity for programme management; enables accurate Forecasting of Outturn within given F/Y
SCORING GUIDANCE	
Green	98%: Calculation: No of Taf B's provided to MoD within 21 days (within the given month) from receipt by Contractor ÷ No of Taf B's expected from contractor (within 21 days from receipt by contractor) x 100
Red	Below 98%:

Performance Indicator Number	05-WSpt200-REVERSE KPI
Performance Indicator	% of TAF B Firm Price Quotes approved by MOD within 21 days.
Who Measures?	MOD
How is it Measured?	No of occurrences, in month, where MOD have failed to provided a TAF C within 21 days of receipt of a properly provided and justified TAF B
Monitoring Frequency	Monthly
Reporting Frequency	Monthly
Comments	Visibility of TD staff responsiveness. Identifies performance issues; provides a better opportunity for Contractor to programme manage.
SCORING GUIDANCE	
Green	95% & above: Calculation: No of TAF C's not approved within 21 days receipt of properly completed and justified TAF B. $\text{TAF C's} \div \text{TAF C's that should have been completed within 21 days within a given month.}$
Red	Below 95%:

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GOVERNMENT FURNISHED ASSETS

**SCHEDULE 5 TO
CONTRACT WSPT/200**

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DOCUMENTATION**

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GOVERNMENT FURNISHED ASSETS (GFA)

1. A list of GFA to be provided, as follows
 - 1.1. Access to The Line Item Database
 - 1.2. Copy of the PS Electronic Library
 - 1.3. Data extract of the Type B Database

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**TRANSFER OF UNDERTAKINGS
(PROTECTION OF EMPLOYMENT)**

**SCHEDULE 6 TO
CONTRACT WSPT/200**

**AUTHORING, CATALOGUING & ILLUSTRATION
SERVICE FOR MARITIME TECHNICAL
DOCUMENTATION**

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TRANSFER REGULATIONS
EMPLOYEE TRANSFER ARRANGEMENTS ON EXIT

1. DEFINITIONS.

1.1. Without prejudice to other parts of the Contract unless the context otherwise requires:

"DPA" means Data Protection Act 1998 as amended or replaced from time to time;

"Employee Liability Information" has the same meaning as in Regulation 11(2) of the Transfer Regulations;

"Employing Sub-Contractor" means any sub-contractor of the Contractor providing all or any part of the Services who employs or engages any person in providing the Services;

"New Provider" means any replacement service provider or providers engaged to provide the Services (or part thereof) or substantially similar services or the Authority itself where the Services or substantially similar services or part thereof continue to be provided by the Authority after partial termination, termination or expiry of this Contract;

"Subsequent Relevant Transfer" means a transfer of the employment of Subsequent Transferring Employees from the Contractor or any Employing Sub-Contractor to a New Provider or the Authority under the Transfer Regulations;

"Subsequent Transfer Date" means the date on which the transfer of a Subsequent Transferring Employee takes place under the Transfer Regulations;

"Subsequent Transferring Employee" means an employee wholly or mainly employed or otherwise assigned to the Services (or in respect of partial termination, the relevant part of the Services) whose employment transfers under the Transfer Regulations from the Contractor or any Employing Sub-Contractor to a New Provider;

"Transfer Regulations" means the Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended from time to time and/or the Service Provision Change (Protection of Employment) Regulations (Northern Ireland) 2006 (as amended from time to time), as appropriate.

2. EMPLOYMENT

2.1. Information on Re-tender, Partial Termination, Termination or Expiry

2.1.1. No earlier than two years preceding the termination, partial termination or Expiry of this Contract or a potential Subsequent Transfer Date or at any time after the service of a notice to terminate this Contract or the provision of any of the Services (whether in whole or part) or on receipt of a written request by the Authority, the Contractor shall (and shall procure that any Employing Sub-Contractor shall):

- (a) supply to the Authority such information as the Authority may reasonably require in order to consider the application of the Transfer Regulations on the termination, partial termination or expiry of this Contract;
- (b) supply to the Authority such full and accurate and up-to-date information as may be requested by the Authority including the information listed in Appendix 1 to this Schedule 6 relating to the employees who are wholly or mainly employed, assigned or engaged in providing the Services or part of the Services under this Contract who may be subject to a Subsequent Relevant Transfer;

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- (c) provide the information promptly and in any event not later than three months from the date when a request for such information is made and at no cost to the Authority;
- (d) acknowledge that the Authority will use the information for informing any prospective New Provider for any services which are substantially the same as the Services or part of the Services provided pursuant to this Contract;
- (e) inform the Authority of any changes to the information provided under paragraph 2.1.1(a) or 2.1.1(b) up to the Subsequent Transfer Date as soon as reasonably practicable.

2.1.2. Three months preceding the termination, partial termination or expiry of this Contract or on receipt of a written request from the Authority the Contractor shall:

- (a) ensure that Employee Liability Information and such information listed in Part A of Appendix 2 of this Schedule 6 (Personnel Information) relating to the Subsequent Transferring Employees is provided to the Authority and/or any New Provider;
- (b) inform the Authority and/or any New Provider of any changes to the information provided under this Paragraph 2.1.2 up to any Subsequent Transfer Date as soon as reasonably practicable;
- (c) enable and assist the Authority and/or any New Provider or any sub-contractor of a New Provider to communicate with and meet those employees and their trade union or other employee representatives.

2.1.3. No later than 28 days prior to the Subsequent Transfer Date the Contractor shall provide the Authority and/or any New Provider with a final list of the Subsequent Transferring Employees together with the information listed in Part B of Appendix 2 of this Schedule 6 (Personnel Information) relating to the Subsequent Transferring Employees. The Contractor shall inform the Authority and/or New Provider of any changes to this list or information up to the Subsequent Transfer Date.

2.1.4. Paragraphs 2.1.1 and 2.1.2 of this Appendix are subject to the Contractor's obligations in respect of the DPA and the Contractor shall use its best endeavours to obtain the consent of its employees (and shall procure that its Sub-Contractors use their best endeavours to obtain the consent of their employees) to the extent necessary under the DPA or provide the data in an anonymous form in order to enable disclosure of the information required under paragraphs 2.1.1 and 2.1.2. Notwithstanding this paragraph 2.1.4, the Contractor acknowledges (and shall procure that its Sub-Contractors acknowledge) that they are required to provide sufficient information to the Authority to enable the Authority to determine the nature of the activities being undertaken by employees engaged in providing the Services, to assess whether there is an organised grouping for the purposes of the Transfer Regulations and to assess who is assigned to such organised grouping. To the extent that anonymous data has been provided by the Contractor pursuant to its obligations under Paragraph 2.1.1 or 2.1.2 above, the Contractor shall provide full data to the Authority no later than 28 days prior to the Subsequent Transfer Date.

2.1.5. On notification to the Contractor by the Authority of a New Provider or within the period of six months prior to the Termination Date or after service of a notice to terminate this Contract (whether in whole or in part), whichever is earlier and in any event on receipt of a written request by the Authority, the Contractor shall not and shall procure that an Employing Sub-Contractor shall not:

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- (a) materially amend or promise to amend the rates of remuneration or other terms and conditions of employment of any person wholly or mainly employed or engaged in providing the Services under this Contract; or
- (b) replace or re-deploy from the Services any person wholly or mainly employed or engaged in providing the Services, or materially increase or decrease the number of persons performing the Services under this Contract or the working time spent on the Services (or any part thereof); or
- (c) reorganise any working methods or assign to any person wholly or mainly employed or engaged in providing the Services (or any part thereof) any duties unconnected with the Services (or any part thereof) under this Contract; or
- (d) terminate or give notice to terminate the employment of any person wholly or mainly employed or engaged in providing the Services (or any part thereof) under this Contract other than in the case of serious misconduct or for poor performance,

save in the ordinary course of business and with the prior written consent of the Authority (not to be unreasonably withheld or delayed) and the Contractor shall indemnify and keep indemnified the Authority in respect of any reasonable costs (including reasonable legal costs), losses and expenses and all damages, compensation, fines and liabilities arising out of or in connection with any breach of paragraphs 2.1.1, 2.1.2, 2.1.3 or 2.1.5 of this Schedule 6.

2.1.6. The Authority may at any time prior to the period set out in paragraph 2.1.5 of this Schedule 6 request from the Contractor any of the information in sections 1(a) to (d) of Appendix 1 and the Contractor shall and shall procure any Sub-Contractor will provide the information requested within 28 days of receipt of that request.

2.2. Obligations in Respect of Subsequent Transferring Employees

2.2.1. To the extent that the Transfer Regulations apply on expiry, termination or partial termination of this contract, the Contractor shall and shall procure any Employing Sub-Contractor shall and the Authority shall and shall procure that a New Provider shall in such circumstances:

- (a) before and in relation to the Subsequent Transfer Date liaise with each other and shall co-operate with each other in order to implement effectively the smooth transfer of the Subsequent Transferring Employees to the Authority and/or a New Provider; and
- (b) comply with their respective obligations under the Transfer Regulations including their obligations to inform and consult under Regulation 13 of the Transfer Regulations.

2.3. Unexpected Subsequent Transferring Employees

2.3.1. If a claim or allegation is made by an employee or former employee of the Contractor or any Employing Sub-Contractor who is not named on the list of Subsequent Transferring Employees provided under paragraph 2.1.3 (an "**Unexpected Subsequent Transferring Employee**") that he has or should have transferred to the Authority and/or New Provider by virtue of the Transfer Regulations, the Party receiving the claim or allegation shall notify the other Party (or the Contractor shall notify the Authority on the Sub-Contractor's behalf and the Authority shall notify the Contractor on the New Provider's behalf) in writing as soon as reasonably practicable and no later than ten Business Days after receiving notification of the Unexpected Subsequent Transferring Employee's claim or allegation, whereupon:

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- (a) the Contractor shall (or shall procure that the Employing Sub-Contractor shall), as soon as reasonably practicable, offer and/or confirm continued employment to the Unexpected Subsequent Transferring Employee or take such other steps so as to effect a written withdrawal of the claim or allegation; and
 - (b) if the Unexpected Subsequent Transferring Employee's claim or allegation is not withdrawn or resolved the Contractor shall notify the Authority (who will notify any New Provider who is a party to such claim or allegation), and the Authority (insofar as it is permitted) and/or New Provider (as appropriate) shall employ the Unexpected Subsequent Transferring Employee or as soon as reasonably practicable, (subject to compliance with its obligations at paragraph 2.3.1(c)(iii)), serve notice to terminate the Unexpected Subsequent Transferring Employee's employment in accordance with his contract of employment; and
 - (c) the Contractor shall indemnify the Authority against all reasonable costs (including reasonable legal costs) losses and expenses and all damages, compensation, fines and liabilities arising out of or in connection with any of the following liabilities incurred by the Authority or New Provider in dealing with or disposing of the Unexpected Subsequent Transferring Employee's claim or allegation:
 - (i) any additional costs of employing the Unexpected Subsequent Transferring Employee up to the date of dismissal where the Unexpected Subsequent Transferring Employee has been dismissed in accordance with paragraph 2.3.1(b);
 - (ii) any liabilities acquired by virtue of the Transfer Regulations in relation to the Unexpected Subsequent Transferring Employee;
 - (iii) any liabilities relating to the termination of the Unexpected Subsequent Transferring Employee's employment but excluding such proportion or amount of any liability for unfair dismissal, breach of contract or discrimination attributable:
 - (A) to a failure by the Authority or a New Provider to act reasonably to mitigate the costs of dismissing such person);
 - (B) directly or indirectly to the procedure followed by the Authority or a New Provider in dismissing the Unexpected Transferee; or
 - (C) to the acts/omissions of the Authority or a New Provider not wholly connected to the dismissal of that person;
 - (iv) any liabilities incurred under a settlement of the Unexpected Subsequent Transferring Employee's claim which was reached with the express permission of the Contractor (not to be unreasonably withheld or delayed);
 - (v) reasonable administrative costs incurred by the Authority or New Provider in dealing with the Unexpected Subsequent Transferring Employee's claim or allegation, subject to a cap per Unexpected Subsequent Transferring Employee of £5,000; and
 - (vi) legal and other professional costs reasonably incurred;
- 2.3.2. the Authority shall be deemed to have waived its right to an indemnity under paragraph 2.3.1(c) if it fails without reasonable cause to take, or fails to procure any New Provider

takes, any action in accordance with any of the timescales referred to in this paragraph 2.3.

2.4. Indemnities on Subsequent transfer under the Transfer Regulations on Partial Termination, Termination or Expiry of the Contract

2.4.1. If on the expiry, termination or partial termination of the Contract there is a Subsequent Relevant Transfer, the Contractor shall indemnify the Authority and any New Provider against all reasonable costs (including reasonable legal costs) losses and expenses and all damages, compensation, fines and liabilities arising out of or in connection with any claim by any employee or trade union representative or employee representative arising whether before or after the Subsequent Transfer Date out of any failure by the Contractor or any Sub-Contractor to comply with their obligations under Regulation 13 of the Transfer Regulations in relation to any Subsequent Transferring Employee or any other employee of the Contractor or any Sub-Contractor affected by the Subsequent Relevant Transfer (as defined by Regulation 13 of the Transfer Regulations), save to the extent that all reasonable costs (including reasonable legal costs), losses and expenses and all damages, compensation, fines and liabilities are a result of the act or omission of the Authority or the New Provider.

2.4.2. If there is a Subsequent Relevant Transfer, the Authority shall indemnify the Contractor against all reasonable costs (including reasonable legal costs) losses and expenses and all damages, compensation, fines and liabilities arising out of, or in connection with:

- (a) any claim or claims by a Subsequent Transferring Employee at any time on or after the Subsequent Transfer Date which arise as a result of an act or omission of the Authority or a New Provider or a sub-contractor of a New Provider during the period from and including the Subsequent Transfer Date;
- (b) subject to paragraph 2.4.1 any claim by any employee or trade union representative or employee representative arising whether before or after the Subsequent Transfer Date out of any failure by the Authority or a New Provider or a sub-contractor of a New Provider to comply with their obligations under Regulation 13 of the Transfer Regulations in relation to any Subsequent Transferring Employee or any other employee engaged wholly or mainly in connection with the Services by the New Provider or any other employee of the Authority or any New Provider affected by the Subsequent Relevant Transfer effected by this Contract (as defined by Regulation 13 of the Transfer Regulations),

save to the extent that all reasonable costs (including reasonable legal costs), losses and expenses and all damages, compensation, fines and liabilities are a result of the act or omission of the Contractor or any Employing Sub-Contractor.

2.4.3. In the event of a Subsequent Relevant Transfer, the Authority shall indemnify the Contractor in respect of all reasonable costs (including reasonable legal costs), losses and expenses and all damages, compensation, fines and other liabilities arising out of or in connection with or as a result of a substantial change by the Authority or a New Provider or any sub-contractor of a New Provider on or after the Subsequent Transfer Date to the working conditions of any Subsequent Transferring Employee to the material detriment of any such Subsequent Transferring Employee. For the purposes of this paragraph 2.4.3, the expressions "substantial change" and "material detriment" shall have the meanings as are ascribed to them for the purposes of Regulation 4(9) of the Transfer Regulations.

2.5. Contracts (Rights of Third Parties) Act 1999

- 2.5.1. A New Provider may enforce the terms of paragraph 2.3 and 2.4 against the Contractor in accordance with the Contracts (Rights of Third Parties) Act 1999.
- 2.5.2. The consent of a New Provider (save where the New Provider is the Authority) is not required to rescind, vary or terminate this Contract.
- 2.5.3. Nothing in this paragraph 2.5 shall affect the accrued rights of the New Provider prior to the rescission, variation, expiry or termination of this Contract.

2.6. General

- 2.6.1. The Contractor shall not recover any Costs and/or other losses under this Schedule 6 where such Costs and/or losses are recoverable by the Contractor elsewhere in this Contract and/or are recoverable under the Transfer Regulations or otherwise.

CONTRACTOR PERSONNEL-RELATED INFORMATION TO BE RELEASED UPON RE-TENDERING WHERE THE TRANSFER REGULATIONS APPLIES

1. Pursuant to paragraph 2.1.1(b) of this Schedule 6, the following information will be provided:
 - a) The total number of individual employees (including any employees of Sub-Contractors) that are currently engaged, assigned or employed in providing the Services and who may therefore be transferred. Alternatively the Contractor should provide information why any of their employees or those of their Sub-Contractors will not transfer;
 - b) The total number of posts or proportion of posts expressed as a full-time equivalent value that currently undertakes the work that is to transfer;
 - c) The preceding 12 months total pay costs – (Pay, benefits employee/employer ERNIC and Overtime);
 - d) Total redundancy liability including any enhanced contractual payments;
2. In respect of those employees included in the total at 1(a), the following information:
 - a) Age (not date of Birth);
 - b) Employment Status (i.e. Fixed Term, Casual, Permanent);
 - c) Length of current period of continuous employment (in years, months) and notice entitlement;
 - d) Weekly conditioned hours of attendance (gross);
 - e) Standard Annual Holiday Entitlement (not "in year" holiday entitlement that may contain carry over or deficit from previous leave years);
 - f) Pension Scheme Membership;
 - g) Pension and redundancy liability information;
 - h) Annual Salary;
 - i) Details of any regular overtime commitments (these may be weekly, monthly or annual commitments for which staff may receive an overtime payment);
 - j) Details of attendance patterns that attract enhanced rates of pay or allowances;
 - k) Regular/recurring allowances;
 - l) Outstanding financial claims arising from employment (i.e. season ticket loans, transfer grants);
3. The information to be provided under this Appendix 1 should not identify an individual employee by name or other unique personal identifier unless such information is being provided 28 days prior to the Subsequent Transfer Date.
4. The Contractor will provide (and will procure that the Sub-Contractors provide) the Authority/tenderers with access to the Contractor's and Sub-Contractor's general employment terms and conditions applicable to those employees identified at paragraph 1(a) of this Appendix 1.

PERSONNEL INFORMATION TO BE RELEASED PURSUANT TO THIS CONTRACT

Part A

1. Pursuant to paragraph 2.1.2 of this Schedule 6, the written statement of employment particulars as required by section 1 of the Employment Rights Act 1996 together with the following information (save where that information is included within that statement) which will be provided to the extent it is not included within the written statement of employment particulars:

1.1. Personal, Employment and Career

- a) Age;
- b) Security Vetting Clearance;
- c) Job title;
- d) Work location;
- e) Conditioned hours of work;
- f) Employment Status;
- g) Details of training and operating licensing required for Statutory and Health and Safety reasons;
- h) Details of training or sponsorship commitments;
- i) Standard Annual leave entitlement and current leave year entitlement and record;
- j) Annual leave reckonable service date;
- k) Details of disciplinary or grievance proceedings taken by or against transferring employees in the last two years;
- l) Information of any legal proceedings between employees and their employer within the previous two years or such proceedings that the transferor has reasonable grounds to believe that an employee may bring against the transferee arising out of their employment with the transferor;
- m) Issue of Uniform/Protective Clothing;
- n) Working Time Directive opt-out forms; and
- o) Date from which the latest period of continuous employment began.

1.2. Performance Appraisal

- a) The current year's Performance Appraisal;
- b) Current year's training plan (if it exists); and
- c) Performance Pay Recommendations (PPR) forms completed in the current reporting year, or where relevant, any bonus entitlements.

1.3. Superannuation and Pay

- a) Maternity leave or other long-term leave of absence (meaning more than 4 weeks) planned or taken during the last two years;
- b) Annual salary and rates of pay band/grade;

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**Appendix 2 to
Schedule 6 to
Contract WSPT/200**

- c) Shifts, unsociable hours or other premium rates of pay;
- d) Overtime history for the preceding twelve-month period;
- e) Allowances and bonuses for the preceding twelve-month period;
- f) Details of outstanding loan, advances on salary or debts;
- g) Cumulative pay for tax and pension purposes;
- h) Cumulative tax paid;
- i) National Insurance Number;
- j) National Insurance contribution rate;
- k) Other payments or deductions being made for statutory reasons;
- l) Any other voluntary deductions from pay;
- m) Pension Scheme Membership;
- n) For pension purposes, the notional reckonable service date;
- o) Pensionable pay history for three years to date of transfer;
- p) Percentage of any pay currently contributed under additional voluntary contribution arrangements; and
- q) Percentage of pay currently contributed under any added years arrangements.

1.4. Medical

- a) Sickness and absence records for the immediately preceding four-year period; and
- b) Details of any active restoring efficiency case for health purposes.

1.5. Disciplinary

- a) Details of any active restoring efficiency case for reasons of performance; and
- b) Details of any active disciplinary cases where corrective action is on going.

1.6. Further information

- a) Information about specific adjustments that have been made for an individual under the Disability Discrimination Act 1995 or the Equality Act 2010;
- b) Short term variations to attendance hours to accommodate a domestic situation;
- c) Individuals that are members of the Reserves, or staff that may have been granted special leave as a School Governor; and
- d) Information about any maternity or other statutory leave or other absence from work.

Part B

1.7. Information to be provided 28 days prior to the Subsequent Transfer Date:

- a) Employee's full name;
- b) Date of Birth
- c) Home address;
- d) Bank/building society account details for payroll purposes Tax Code.