

# Schedule 6 (Information Reporting) Guidance Notes

Each Month, the Contractor is to complete the Monthly Reporting Spreadsheet (Schedule 6).

Completion of all relevant worksheets will generate the overall RAG status and invoicing position of the contract.

All tabs coloured purple (indicated below) need to be completed. This guidance document will give an overview of each worksheet, and provide more detail on how to complete them.



Please note that the images contained in this document are for reference purposes only – cells coloured white that contain text are example cells only.

## Monthly RAG

Two cells need to be completed on this sheet. Select the 'RAG MONTH' using the dropdown function. Next, type in the RAG score for that month as a percentage figure i.e. 95%.

RAG MONTH		Select Reporting Month							
	May 2024								
Item	Weighting (%)	Total Due	# Green	# Red	% On Time	Weighted Score (%)	Score		
AMP	60%	1	1	0	100%	60%	95.00%		
Spares	15%	0	0	0	NA	15%			
RFQs	5%	0	0	0	NA	5%			
Reporting	5%	1	0	1	0%	0%			
OPDEF A1/B1	5%	0	0	0	NA	5%			
OPDEF A2/B2	5%	0	0	0	NA	5%			
OPDEF Delivery	5%	0	0	0	NA	5%			
Previous Months Scores									
April 2024	95%		February 2025	ENTER SCORE		December 2025	ENTER SCORE		
May 2024	ENTER SCORE		March 2025	ENTER SCORE		January 2026	ENTER SCORE		
June 2024	ENTER SCORE		April 2025	ENTER SCORE		February 2026	ENTER SCORE		
July 2024	ENTER SCORE		May 2025	ENTER SCORE		March 2026	ENTER SCORE		
August 2024	ENTER SCORE		June 2025	ENTER SCORE		April 2026	ENTER SCORE		
September 2024	ENTER SCORE		July 2025	ENTER SCORE		May 2026	ENTER SCORE		
October 2024	ENTER SCORE		August 2025	ENTER SCORE		June 2026	ENTER SCORE		
November 2024	ENTER SCORE		September 2025	ENTER SCORE		July 2026	ENTER SCORE		
December 2024	ENTER SCORE		October 2025	ENTER SCORE		August 2026	ENTER SCORE		
January 2025	ENTER SCORE		November 2025	ENTER SCORE		September 2026	ENTER SCORE		

## Monthly RAG Chart (No input required)

This sheet is automatically populated once all information has been entered, and will show the RAG status of the last 3 reporting months.

## MONTHLY RAG 3 MONTH PERFORMANCE REVIEW

Last Month	Last Month - 2	Last Month - 3
<b>June 2024</b>	<b>May 2024</b>	<b>April 2024</b>
Score <b>60%</b> Unsatisfactory	Score <b>75%</b> Improvement Required	Score <b>95%</b> Good

### AMP

The Annual Maintenance Package (AMP) sheet collects details of all AMPs conducted. Cells in pale gold are automatically populated for you.

A	B	C	D	E	F	G	H	I	J	K
AMP DES Reference No	Contractor Ref No	WRF Ref No	Boat Class	MOD Boat Number	Status	Start Date	Early Delivery Date	KPI Delivery Date	No. of Authorised Permissible Delay Days	Projected Delivery Date
	AWP0001 T123	T456	HMS MAGPIE	MAGPIE	Delivered	01/05/2024	31/05/2024	14/06/2024	0	25/05/2024

  

L	M	O	P	S	T	U	V	W
% Completed	Actual Delivery Date	AMP KPI Status	AMP Monthly RAG Report Status	Task Firm Price (£)	Task Lot (£)	Task Maximum Price	Initial Invoice Charge	Comments
100%	26/05/2024	Task Delivered On Time	RAG Reporting Complete	£ 2,000.00	£ 50.00	£ 2,050.00	£ 2,020.00	
	26/05/2024	Task Delivered On Time	RAG Reporting Complete	£ 2,000.00	£ 50.00	£ 2,050.00	£ 2,020.00	

Enter your details in the next available row(s) using one row for each AMP.

- Column B: Manually enter Contractor Ref No
- Column C: Manually enter WRF Ref No
- Column D: Select Boat Class using dropdown list
- Column E: Manually enter MOD Boat Number
- Column F: Select the Status of the AMP from the dropdown list
- Column G: Enter the Start Date using 00/00/0000 format
- Early Delivery Date (the date at which an incentive payment becomes due) is populated for you
- KPI Delivery Date (the date after which Service Credits become due) is populated for you
- Column J: If Authorised Permissible Delay Days have been granted, enter the number of days here
- Column K is provided for you to manually enter when you expect the AMP to be completed
- Column L is provided for you to inform us the progress level of the AMP as a percentage
- Column M: Manually enter the Actual Delivery Date using 00/00/0000 format
- The AMP KPI Status will automatically populate
- Based on data entered, the AMP Monthly RAG Report Status will be shown per row – this will feed into the overall RAG score
- Column S: Enter the Task Firm Price
- Column T: Enter the Task LOL
- Column U will be populated with the sum of the Task Firm Price and Task LOL
- Column V: Enter the Initial Invoice Charge
- Column W: Add any comments as necessary

## AMP Defect Rectification

The AMP Defect Rectification sheet should be used if a Defect Rectification Form has been issued within 3 months of the date the AMP was completed. This sheet is linked to the AMP worksheet. Cells in pale gold are automatically populated for you, unless stated otherwise.

A	B	C	D	E	F	G	H	I	J	K
AMP DES Reference No	AMP Contractor Ref No	AMP WRF Ref No	Defect Rectification Ref No	Defect Rectification Contractor Ref No	Boat Class	MCD Boat Number	Defect Rectification Status	Defect Rectification Form Submission Date	Defect Rectification Start Date	Defect Rectification KPI Delivery Date
AWP0001	T123	T456	123	456	HMS MAGPIE	MAGPIE	Delivered	20/04/2024	21/04/2024	10/05/2024

  

L	M	Q	R	W
No. of Authorised Permissible Delay Days	Defect Rectification Actual Delivery Date	Defect Rectification KPI Status	Defect Rectification Monthly RAG Report Status	Comments
0	22/04/2024	Task Delivered On Time	Green	Task Not Started

- Column A: Use the dropdown function to select the relevant AMP – this list is populated from the AMPs that were entered in the AMP worksheet
- Columns B and C will auto populate with the details entered in the AMP worksheet
- Column D: enter details from the Defect Rectification Form
- Column E: enter details from the Defect Rectification Form, or elsewhere as applicable
- Columns F and G will auto populate with the details entered in the AMP worksheet
- Column H: use the dropdown list to select the status of the work
- Column I: Enter the Defect Rectification Form Submission Date
- Column J will auto populate with the Defect Rectification Start Date which will be the date entered in column I plus one day
- Column K will auto populate. This date will be calculated by adding the time already spent on the AMP together with any days remaining of the total 44 day allowance for AMP and Defect Rectifications, plus any Authorised Permissible Delay Days.
- Column L: please enter number of days authorised for Permissible Days
- Column M: Enter the Defect Rectification Actual Delivery Date
- Columns Q and R will auto populate
- Column W may be used to capture any comments as applicable.

## Spares Orders

To complete the Spares Orders worksheet, you will need to enter the WRF Ref No (column C) and have details of the part's contractually agreed delivery time on hand to enter this information in columns I and J. Cells in pale gold are automatically populated for you. Please enter details in all other cells.

## RFQs

To complete the RFQs worksheet, you will need to enter the WRF Ref No (column C). In this worksheet, column H (RFQ KPI Delivery Date) is populated for you based on 30 calendar days following issue of the RFQ. Cells in pale gold are automatically populated for you. Please enter details in all other cells.



**General Tasking**

The General Tasking worksheet has been created for you to input all other work that does not form part of KPI reporting. Cells in pale gold have been populated for you. Use of this worksheet will allow for all invoicing to be included in the Invoicing worksheet.

**AMP Report (no input required)**

The AMP Report worksheet is for Authority use only. This worksheet creates a summary across the contract of all AMPs completed.

**Invoicing**

The Invoicing worksheet has been created to indicate the value of each quarterly invoice, pulling together all information entered across all worksheets in the workbook. Cell B3 contains a dropdown list that can be used to select each financial quarter. Please note that Incentive Payments will only be paid in Q4, but cell G3 contains an indicative figure of YTD Incentive Payments accrued to date.

Quarter	Financial Year							YTD Incentive Payments
Q4	2024/2025							£ 20.20
	Initial Invoice Charge	Service Credits	Actual Invoice Charge	Incentive Payments	Total Payable			
AMP	£ -	£ -	£ -	£ 20.20	£		20.20	
Spares Delivery	£ -	£ -	£ -	£ -	£		-	
OPDEF Completion	£ -	£ -	£ -	£ -	£		-	
General Tasking	£ -	£ -	£ -	£ -	£		-	
							<b>£ 20.20</b>	