

**Task Authorisation Form (TAF)**

<b>Task Authorisation Form N°:</b>	<b>Originating Reference:</b>
<b>Equipment:</b>	<b>Issue Date:</b>
<b>Contractor's Task N°:</b>	<b>Issue N°:</b>

**Part 1 - Task Proposal (To be completed by the Contractor)**

- 1.1. Name of Originator:
- 1.2. Proposed Task Title:
- 1.3. Description of Task:  
(add Appendix if required to give full description including the details set out at Clause 17.1.2 of the Contract)
- 1.4. Reason for Task and Proposed Objective:
- 1.5. a. PRIORITY CODE: 01(IMMEDIATE) / 02 (URGENT) / 03 (PRIORITY) / 04 (ROUTINE)  
Delete as appropriate.
- b. Contractor's proposed completion date is \_\_\_\_\_ subject to Task approval by \_\_\_\_\_
- c. Task Duration: \_\_\_\_\_
- 1.6. It is certified that this Task is not part of a Core Activity under the Contract

Signed

\_\_\_\_\_ Name (Block Capitals)

\_\_\_\_\_ Position/Title in Company

**Part 2 - Task Proposal Firm Price (To be completed by the Contractor)<sup>1</sup>**

2.1. <u>Labour</u> (NB Includes Overhead and Profit)	Grade	Hours	Hourly Rate	Cost £
Labour Sub-Total				
2.2. <u>Other Costs (please detail)</u> (To include travel and subsistence) (These may typically include: (NB Profit to be additional)  Any Other Costs: (Please detail)	Days Car Hire			
	Daily Subsistence			
	Overnight Subsistence			
	Air Fares			
	Mileage (if using private car)			
Other Costs Sub-Total				
2.3. <u>Materials (please detail)</u> (NB Profit to be additional) (Procured via Contractor Purchase Order)				
Materials Sub-Total				
2.4. <u>Bought Out Parts (please detail)</u> (NB Profit to be additional) (Procured via Contractor Supply Management)				
Bought Out Parts Sub-Total				
Profit at (TBC)% (Sections 2.2, 2.3 & 2.4 only) Exclusive of VAT				
Total Firm Price Quotation Exclusive of VAT				

2.5. Effect or dependency, if any, on previous/Authorised Task(s). (Please detail).

2.6. The Total Firm Price is valid for \_\_\_\_\_ days from \_\_\_\_\_

\_\_\_\_\_  
Signed  
\_\_\_\_\_  
Name (Block Capitals)  
\_\_\_\_\_  
Position/Title in Company

<sup>1</sup> The Contractor is required to provide a detailed price breakdown inclusive of such particulars of cost as the Authority may reasonably require in accordance with Clause 17.1.2.



**Part 3 - Authority Approval**

- 3.1. I confirm that the value of this task is within the current approved financial Limits of Liability on the Contract.
- 3.2. Approval is given for the addition of the task proposed above to the Record of Approved Tasks and work programme for the Contract. The Firm Price of  
  
£ \_\_\_\_\_ is recommended for acceptance.
- 3.3. Required completion date by the Authority:

**Part 3.3.(i) - Project Approval**

Signed

\_\_\_\_\_ Name (Block Capitals)  
\_\_\_\_\_ CSA Team Business Unit

**Part 3.3.(ii) - Finance Approval**

Signed

\_\_\_\_\_ Name (Block Capitals)  
\_\_\_\_\_ CSA Team Business Unit

**Part 3.3.(iii) - Commercial Approval**

The Authority hereby agrees the above Firm Price of £ \_\_\_\_\_  
Contract.

\_\_\_\_\_ which shall be incorporated into Annex G of the

Signed

\_\_\_\_\_ Name (Block Capitals)  
\_\_\_\_\_ CSA Team Business Unit

CP&F Requisition No:

CP&F Purchase Order No:





**Part 4 - Task Completion Report (to be completed by the Contractor)**

4.1. Task completed on:

4.2. Report (Continue overleaf if necessary):

Signed

\_\_\_\_\_ Name (Block Capitals)

\_\_\_\_\_ Position/Title in Company

Date





**Part 5 - Task Closure (to be completed by the Authority's Project Manager)**

5.1. Comments on Final Report:

5.2. I certify that the Task described at Part 1 of this TAF has been completed and payment can be made accordingly.

Signed

\_\_\_\_\_ Name (Block Capitals)

\_\_\_\_\_ CSA Team Business Unit

Date

UIN

