



PART C - AUTHORITY AUTHORISATION

Section 1: Details.

Task Serial No:		Revision:		Date:	
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TITLE	
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Section 2: Authorisation.

2a. Task Approval

Project	TITLE	SIGNATURE
Task requirement signed on behalf of the Authority		
		Date:

Commercial	TITLE	SIGNATURE
Task requirement signed on behalf of the Authority		
		Date:

2b. Re-quote/Further information requested

	TITLE	SIGNATURE
Re-quote/further information requested on behalf of the Authority		
		Date:

2c. Offer declined

Commercial	TITLE	SIGNATURE
Offer declined on behalf of the Authority		
		Date:



PART D - COMPLETION OF TASK

	TITLE	SIGNATURE
Signed on behalf of the Contractor to confirm the Task has been completed.		

	TITLE	SIGNATURE
Signed on behalf of the Authority to confirm the Task has been completed.		



To be used only when an additional task includes design work.

Ministry of Defence

CONTRACT DATA REQUIREMENT

1. <u>ITT/Contract Number</u> HELSEME/0001	2. <u>CDR Number</u>	3. <u>Data Category</u>	4. <u>Contract Delivery Date</u>
5. <u>Equipment/Equipment Subsystem Description</u>		6. <u>General Description of Data Deliverable</u>	
7. <u>Purpose for which data is required</u>		8. <u>Intellectual Property Rights</u> a. <u>Applicable DEFCONs</u> b. <u>Special IP Conditions</u>	
9. <u>Update/Further Submission Requirements</u>			
10. <u>Medium of Delivery</u>		11. <u>Number of Copies</u>	



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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.