



Border Force

**AUTHORITY: The Secretary of State for the Home
Department acting through Border Force**

STATEMENT OF REQUIREMENTS

**HMC Protector – Planned Maintenance and Safety
Equipment Recertification**

November 2021

C22023



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Definitions

Phrase	Definition
Acceptance	The Authority will formally complete Acceptance of the Vessel at the Acceptance meeting, by issue of an Acceptance certificate to the Supplier, which will be duly signed by the BFOO on behalf of the Authority, when all specified items of the requirement or authorised EW tasks have been completed satisfactorily.
After-Service	A single phone number of the Supplier giving access to a technical point of contact able to give user friendly assistance to Authority staff experiencing technical complications with any part or operation of the Cutters.
Alongside Berth	A suitable quay/berth with at least year-round 1m depth below Low Water Spring Tides (LWS) complete with safe access by gangway.
Authority (BF)	Border Force
BFOO	Border Force Overseeing Officer
Cardinal Date Plan (CDP)	A plan provided by the Supplier mapping out the significant dates for a project
Cutter	Her Majesty's Cutter (HMC) Protector.
Defect Rectification	Work undertaken to resolve defects identified and listed in the work package at Annex D.
Emergent work (EW)	Any additional work that emerges from the specified Planned Maintenance, which is notified to the Supplier in this Statement of Requirements. Any repairs which are required as a direct result of defects/damage found during this package of works.
Lloyd's Register	Lloyd's Register's Rules and Regulations set standards for the design, construction and lifetime maintenance of ships, offshore units, and land-based installations.
Major Defect	Any defect or fault which reduces the performance of the Cutter, so it is unable to safely perform its duties.
MCA	Maritime and Coastguard Agency
Minor Defect	Any defect or fault which reduces the performance of the Cutter while allowing it to be safely operated for its duties.
Original Equipment Manufacturer (OEM)	The original manufacturer of a piece of equipment.
Project Progress Meeting (PPM)	A formal Progress Meeting to be conducted between the BFOO and the PM on every Monday and Thursday for the duration of the contract at a time to be agreed as part of contract mobilisation and following award.
Project Conclusion Meeting (PCM)	The mandated project close-down meeting between Supplier and BFOO.



Phrase	Definition
Project Initiation Meeting (PIM)	The mandated, initial, meeting between Supplier and BFOO.
Planned Maintenance	The package of works as detailed in Annex A to D of this Specification of Requirements.
Project Manager (PM)	A member of the Supplier's staff who is responsible for the overall planning and execution of the project. PM to be available via phone or email for the lifetime of the contract during the Working Day.
Progress Report	A formal report that is emailed to the BFOO, either on request or as scheduled, giving details of progress against the agreed CDP
Rectification Plan	A plan provided by the Supplier giving dates and reasons for relevant actions to effect full rectification of the defect.
Safe Working Load (SWL)	The maximum load a piece of equipment can safely operate under.
Spares	Unless specified as Authority supplied, all spare parts required to complete this requirement including paint/anodes.
Vessel	HMC Protector
Warranty	A guarantee, issued to the Authority by the Supplier, promising to repair or replace an item or rectify a service level, if necessary and within a specified period.
WHO	World Health Organisation
Working Location	The area in which the Cutter is operational
Work in Way	This is additional work that occurs before the repairs/maintenance works are started. The Supplier is to include all costs associated with Work in Way as part of their quote.
Work in Wake	This is additional work that occurs after the repairs/maintenance works are completed. The Supplier is to include all costs associated with Work in Wake as part of their quote.



Part 1: General

1.0 Background

- 1.1. The Authority currently operates a fleet of eleven sea going patrol craft operating in both UK National and International waters. This consists of five Cutters and six Coastal Patrol Vessels (CPV).
- 1.2. HMC Protector is a Telkkä-class patrol Vessel.
- 1.3. The primary roles of the Cutters are:
 - 1.3.1. To provide a mobile, flexible, seaborne force capable of maintaining an effective deterrent against illegal immigration, smuggling and other breaches of the law administered by Border Force both within and outside the territorial waters of the UK in support of the UK's national security strategy.
 - 1.3.2. To increase maritime intelligence, undertake surveillance and improve international liaison in combating illegal immigration, the smuggling of drugs and movement of instruments of terrorism by sea.
 - 1.3.3. To intercept suspect Vessels in territorial and international waters; and
 - 1.3.4. To provide mutual assistance to EU countries, the Channel Isles, the Isle of Man and other partners on the UK border.
- 1.4. In addition to these primary responsibilities, Border Force also undertake tasks on behalf of the Ministry of Defence, Maritime and Coastguard Authority, National Crime Agency, Police and UK Fisheries Agencies.

Part 2: Insurance

2.0 Insurance

- 2.1 The Supplier is to provide written confirmation and self-certify whether you already have, or can commit to obtaining, prior to the commencement of the contract, the levels of insurance cover as indicated below:
 - 2.1.1 minimum Employer's (Compulsory) Liability Insurance = £10,000,000.00
 - 2.1.2 Public Liability Insurance = £1,000,000.00
 - 2.1.3 Professional Indemnity Insurance = £1,000,000.00
- 2.2 The limit of liability, as expressed in 2.1, is to be for every accident or series of accidents arising from the same event.



- 2.3 The Suppliers insurance policy is to cover all employees of the Supplier or any entities sub-contracted by the Supplier, or by the Authority, during the life of this contract and in the undertaking of this requirement.
- 2.4 The insurance certificate is to be submitted to the Authority in .pdf format following contract award.

Part 3: Objectives, Location and Constraints

3.0 Objectives

- 3.1 The objective of this specification is to provide the requirements for.
 - 3.1.1 the maintenance of equipment and machinery;
 - 3.1.2 the recertification of all safety equipment;
 - 3.1.3 the rectification of specified defects; and, if applicable
 - 3.1.4 conduct modifications to the fabric of the Vessel as authorised by the BFOO.

4.0 Location

- 4.1 Due to the operational Working Location of the Cutter this requirement is to be undertaken between the following geographical locations of the United Kingdom.
 - 4.1.1 Portland and the Humber Estuary.

5.0 Constraints

- 5.1 All work must be completed in accordance with this Specification of Requirements and must be compliant to all applicable industry standards or Flag State regulations and in accordance with all applicable laws.
- 5.2 The Supplier is to ensure that all new parts and equipment fitted are to be supportable for a period of five (5) years following installation and provide evidence to the BFOO of this at the PCM.
- 5.3 All new equipment shall be provided with relevant operator and maintenance documentation, and any applicable certification. If applicable, these items are to be presented to the BFOO at the PCM.
- 5.4 For the purposes of this requirement, the working day is to be no less than any eight (8) hour period between 07:00am and 18:00pm.
- 5.5 For the purposes of this requirement, the working week is taken as meaning Monday to Friday and consists of five (5) working days.



- 5.6 The Authority expects the duration of this requirement to be no longer than 15 Working Days.
- 5.7 The start date for this requirement shall be; 08 November 2021.
- 5.8 The works contained within this Statement of Requirements shall be completed no later than; 23 November 2021.

Part 4: Provision of Services

6.0 General Provision

- 6.1 The Authority will appoint a BFOO for the duration of this requirement who shall be entitled to inspect any work, or to have it inspected by their duly authorised representative, at any point during the lifetime of this contract.
- 6.2 The Authority may engage with OEM manufacturers under separate commercial arrangements. The Supplier must afford access, as required, and assist with various tasks as instructed by the BFOO under Emergent Work process to complete specific work as arranged by the Authority under a separate arrangement with OEM to this docking contract.
- 6.3 The Supplier shall submit a draft CDP covering the completion of all planned work as part of the formal quotation for this work package. Once agreed by the Authority this will form the final CDP to be followed during the lifetime of the contract.
- 6.4 During the contract period, the BFOO and Authority appointed contractors shall, during normal working hours, be afforded access to all premises of the yard or its suppliers where any parts are being fitted, removed, manufactured, repaired, or serviced.
- 6.5 The Supplier is to ensure that all tasks are completed by suitably qualified and experienced personnel (SQEP) in relation to the equipment being worked upon. The Supplier may be asked to prove the qualifications of any employees or contractors by the BFOO at any time.
- 6.6 All bunk space soft furnishings, including mattresses are to be removed to a secure clean environment for the duration of this requirement, or covered to adequately protect them from becoming soiled in any way. The Supplier is responsible for returning any soft furnishings, including mattresses, that become soiled to a clean and usable state or to replace any such items like for like.
- 6.7 A clean, secure and environmentally controlled storage facility is to be provided for the crew to stow onboard domestic equipment and ancillary items of at least 30m².
- 6.8 The Vessel will be formally handed over into the custody of the Supplier in accordance with the Handover Certificate (Annex I) for completion of this docking specification



- 6.9 By accepting the Vessel into their custody, the Supplier understands and acknowledges that they are liable to all risks associated, whether known, unknown, identified, or implied, with the removal of a water-borne Vessel from the water.
- 6.10 Prior to the re-floating of the Vessel, the Supplier will issue a suitability to re-float certificate to the BFOO indicating the Vessel is in a fit, suitable, and watertight state to be re-floated. The BFOO will endorse the certificate once the Supplier has evidenced the Vessel is fit for re-floating.

7.0 Project Management

- 7.1 As part of the CDP the Supplier must schedule and attend a Project Initial Meeting (PIM) with the BFOO prior to any works being undertaken on the Vessel.
- 7.2 During the meeting, the BFOO and the Supplier will confirm the following.
- 7.2.1 the Emergent Work process.
 - 7.2.2 berthing arrangements.
 - 7.2.3 any Health and Safety arrangements pertinent to the Supplier's premises including the Suppliers Covid health protection measures.
 - 7.2.4 Border Force crew accommodation arrangements.
 - 7.2.5 any OEM manufacturers that are expected to work on the Vessel during the Supplier's CDP period; and
 - 7.2.6 The proposed date of the PCM.
- 7.3 During the course of the CDP, the Supplier is to provide a report to the BFOO within twenty-four hours of the identification of any deviation from the submitted CDP. Any cost implications are to be negotiated and agreed in accordance with the EW process following authorisation from the BFOO.
- 7.4 The Supplier must schedule and attend a Project Progress Meeting (PPM) with the BFOO and formally minute the meeting in addition to the brief daily meetings
- 7.4.1 Project progress on task by task discussion
 - 7.4.2 Emergent Work and costs
 - 7.4.3 Sub-contractors, both Supplier and The Authority
 - 7.4.4 Technical issues
- 7.5 As part of the CDP the Supplier must schedule and attend a Project Conclusion Meeting (PCM) and confirm the following.
- 7.5.1 all specified work items contained in Annex's B, C and D, in addition to all authorised EW tasks, have been completed to the satisfaction of the BFOO.



7.5.2 any variations to the specified requirements, as agreed by the BFOO, during the Supplier's CDP period, have been agreed in accordance with § 7.3.

7.5.3 all Emergent Work Individual Item Proformas have been signed and agreed by the BFOO and the Supplier in accordance with §9.0; and

7.5.4 the Supplier and the BFOO agree a project total cost.

7.6 Following the PCM and to the satisfaction of the BFOO, formal notification of Completion will be given to the Supplier and a Project Completion Certificate issued in accordance with § 12.0.

8.0 Warranty

8.1 The Supplier shall provide an After-Service for reporting faults and obtaining technical advice, during the hours of 08:00 and 16:30, Monday to Friday.

8.2 Response times for the service outlined in § 8.1 shall allow for all faults to be logged, given a reference number and Rectification Plan agreed between all parties within a maximum of two (2) working days of the fault being logged.

8.3 All Work carried out by the Supplier during the period of this contract shall be covered by a one-year Warranty commencing from the date the Vessel is accepted back into the custody of the Authority.

8.4 All new parts supplied or fitted during the period of this contract shall be covered by a one-year warranty or such other provided warranty if it is longer than the minimum one year commencing from the date the Vessel is accepted back in to the custody of the Authority.

8.5 The Supplier shall provide warranty repairs in the event that any of the supplied or repaired parts develops a fault during the parts warranty period as detailed in § 8.3 and § 8.4.

8.6 In the event that a Warranty Major Defect is notified to the Supplier that will render the Cutter non-operational. The Supplier shall provide services to ensure the Cutter is restored to full working condition within two (2) working days, calculated from the date and time on which the Authority agrees the Supplier personnel can gain access to the Cutter. In the event a Major Defect cannot be rectified within the assigned period, a Rectification Plan must be agreed with the Authority within forty-eight hours of identification of the potential failure.

8.7 In the event that a Warranty Minor Defect is notified to the Supplier, other than those that will render the Cutter non-operational, the Supplier shall provide services to ensure the Cutter is restored to full working condition within a maximum of ten working days, calculated from the date and time on which the Authority agrees the Supplier personnel can gain access to the Cutter. In the event a Minor Defect cannot be rectified within the assigned period, a Rectification Plan must be agreed with the Authority within forty-eight hours of identification of the potential failure.



Part 5: Emergent Work

9.0 Emergent Work

- 9.1 The Supplier will not be remunerated for any EW that is not approved by way of a completed and signed Emergent Work Individual Item Proforma.
- 9.2 All identified EW proposals are to be submitted to the BFOO on the attached Emergent Work Individual Item Proforma (Annex G) prior to the commencement of any work for authorisation by the BFOO.
- 9.3 The PM for the Supplier is to inform the BFOO if any of the Suppliers employees or contractors have been approached by either; the Vessel commander, the Vessel's crew or any member of the Authority's staff to undertake work not specified in this Specification of Requirements or as part of previously authorised EW task.
- 9.4 The Supplier is to confirm that they understand the Vessel Commander is unable to commission or authorise work tasks at the PIM.
- 9.5 The Supplier must ensure any costs or time delays that may impact on the overall project cost or timeline are articulated to the BFOO with the EW proposal.
- 9.6 If the work is deemed appropriate, the BFOO will authorise the Emergent Work on behalf of the Authority and provide formal acknowledgement of acceptance of the proposal including costs and completion timeframe to the Supplier.
- 9.7 Any proposals or work that have been undertaken by the Supplier, or a sub-contractor of the Supplier, and that are found to have not been authorised by the BFOO in accordance with § 9.0, upon final invoice submission, will be strictly at the expense of the Supplier and will not be remunerated by the Authority.
- 9.8 The Supplier are to record the cumulative Emergent Work costs on the attached spreadsheet (Annex H), or in a similar format, which will be cross checked and analysed at the Weekly progress meeting.
- 9.9 The supplier will email all authorised Emergent Works Individual Item proformas along with the overall Emergent Work Item Record Spreadsheet (Annex H), to the BFOO one working day prior to PCM.

NB: The Supplier must, therefore, liaise with the BFOO for every item of EW that requires consideration before the Supplier commences work.



Part 6: Trials, Certification and Acceptance

10.0 Trials

- 10.1 On completion of all work and once the Supplier has satisfied themselves that the Cutter is seaworthy, the seaworthiness will be demonstrated to the Authority who will provide an Acceptance Certificate (provided at Annex J) and confirm the hand back of the Cutter into the Authority's custody and responsibility. Where propulsion work has been undertaken, this shall include propulsion and manoeuvring trials measured against original trials data for comparison and include OEM service engineer alongside the supplier's own mechanical and electrical service engineers
- 10.2 Any trials required shall be to prove that the executed work has been carried out satisfactorily and that the various systems can be checked and confirmed as fully and effectively re-commissioned. Other than fuel, all costs related to the operations of test and trials will be the responsibility of the Supplier.
- 10.3 Where the Authority have engaged separate OEM(s), under § 6.2, these service engineer costs for attendance at Basin Trials will be funded by the Authority.
- 10.4 Because of the specialist nature of the Vessel, the Authority will provide a minimum of five (5) crew members familiar with the navigational, controls and engineering systems of the Cutter during the Sea trials.

11.0 Certification and Survey Reports

- 11.1 All certification and survey reports required for regulatory compliance, or requested by the Authority, shall be supplied in hard copy enclosed in clear plastic envelopes within a four-ring ring binder, complete with index. An electronic copy of all certificates and survey reports shall also be forwarded by e-mail to the Authority in an accessible Microsoft Office format.

12.0 Project Completion

- 12.1 Once approved by the BFOO, formal notification of Project Completion will be given to the Supplier by the Authority through the issuing of a Project Completion Certificate (Annex K).
- 12.2 The Project Completion Certificate will only be issued to the Supplier after:
 - 12.2.1 successful completion of all specified items as stated in this requirement.
 - 12.2.2 the Supplier has formally presented all certificates to the BFOO during the PCM in accordance with § 11; and
 - 12.2.3 upon successful completion of any applicable trials required in response to the work undertaken.



NB: The issuing of a Project Completion Certificate to the Supplier by the Authority, or a duly authorised representative of the Authority, does in no way effect the warranty requirements as specified in this requirement nor the statutory rights of the Authority.

Part 7: Charges and Payment

13.0 Charges and Payment

- 13.1 The Supplier will receive one (1) Purchase Order (PO) number for this requirement. It may be amended by the Authority, from time to time.
- 13.2 On completion, the Supplier shall provide the Authority with a completed schedule confirming the individual cost breakdown for each item of specified work and emerging work for approval. Following BFOO approval and agreement of this schedule the Supplier will invoice the Authority for 100% of the total amount.
- 13.3 The Supplier is to acknowledge that all travel and subsistence costs related to warranty defect repairs shall be recharged at the Home Office reimbursable Travel and Subsistence rates as stipulated in Annex L. Any additional costs outside those stated in Annex L are strictly at the expense of the Supplier.
- 13.4 The Supplier is to ensure that every item of specified work has been completed in line with this Specification of Requirements or they have a formal acknowledgement from the BFOO allowing for non-completion.
- 13.5 The Supplier is to ensure that all EW tasks are approved by the BFOO, serialised appropriately and signed off and recorded in the EW spreadsheet (Annex H).
- 13.6 All certificates and reports, specified as required under the terms of this opportunity, are to be provided to the Authority to allow for the release any funds to the Supplier.
- 13.7 Failure, by the Supplier, to include EW that is compliant with the instructions set out at § 9.0, will result in the Authority being unable to accept those services for remuneration. If non-compliant tasks, either specified or emergent, are invoiced for payment, these costs will be rejected by the Authority and they will be at the expense of the Supplier.
- 13.8 All invoice correspondence is to be as per instructions on the Authority-issued PO document only.



Annex A: General Requirements of Work

Please complete C22023 – HMC Protector – MSER – Bidding Tool – v6



Annex B: Inspection, Testing and Certification of Safety Equipment

Please complete C22023 – HMC Protector – MSER – Bidding Tool – v6



Annex C: Vessel Maintenance Tasks

Please complete C22023 – HMC Protector – MSER – Bidding Tool – v6



Annex D: Modifications and Defect Rectification

Please complete C22023 – HMC Protector – MSER – Bidding Tool – v6




Annex E: General Arrangements



20125-112000
General arrangement.




Annex F: Vessel Details

 Border Force	Name	MMSI	Callsign
	HMC PROTECTOR	235101211	2GWY9
Length overall (LOA)	49.70 m		
Length waterline (LWL)	42.80 m		
Beam Overall	7.30 m		
Draught aft full load	3.9 m		
Ht Overall USK to mast	17.8 m		
Displacement	424 tons		
Deadweight	127 tons		
Gross Tonnage	523 tons		
Construction	Steel Hull Aluminium Superstructure		
Main Engines	2 x Wärtsilä 12V200 engines		
Gearbox	2x Moventus M1VAC-728		
Propulsion	2x Controllable Pitch Propellers		
Speeds	22 knots		
Manoeuvrability	2x Rudders		
Range / Endurance	Up to 1,542 nautical miles at 13 knots		
Fuel	44,000 cubic metres		
Fuel Consumption	Variable		
Fresh water	20 cubic metres		
Black Water	Full Aquamar EVAC STP		
Accommodation	18 persons		
Built to	DNV		



Annex G: Emergent Work Individual Item Proforma

Emergent Work (EW) Individual Item Proforma		 Border Force	
EMERGENT WORK ITEM No: C22023			
Description			
Signed, BFOO:		Date:	
PART I: By Supplier			
The above item is accepted as a genuine Emergent work item.			
Our Firm Price is* ^Δ		£	
Our Realistic Estimate is* ^Δ			
Signed:		Position:	
		Dated:	
TIME PENALTY (if any) The completion date of the contract* will/will not be affected by this item.			
PART II: By BFOO			
It is agreed that this is a genuine emergent work item and authority is given for the work to be undertaken.			
The Above Firm Price/Realistic Estimate* of £		ACCEPTED	REJECTED
Signed:		Date:	
Notes: 1 * Delete as required 2 ^Δ If the costing of an EW task, upon further examination, is projected to vary by ± 10%, the quote must be re-authorised by the BFOO 3 All interactions pertaining to Emergent Work are to be carried out strictly in accordance with Pt. 5, § 8.0.			

Annex H: Emergent Work Item Record Spreadsheet

[illegible]



Annex I: Handover Certificate

HMC Protector



Border Force

This Handover Certificate is to be duly signed by a representative of the Authority and the Supplier should the aforementioned Vessel, for whatever reason, be required to be lifted from the water and moved to a berth on land.

Immediately upon signing this Handover Certificate by the Supplier, the responsibility and safe custody of HMC Protector is accepted by the Supplier and the responsibility, safe custody and seaworthiness of the Vessel will always thereafter remain with the Supplier until issued with an Authority-signed Acceptance Certificate.

Statement of Condition issued by (BFOO):

HMC Protector is in a safe and stable condition. All systems have been shut down, (except those as listed below, commensurate with the systems as required by the Supplier).

Tank Contents

Fuel		litres		
Fresh water		litres		

Systems Still Operational

Signed:	Signed:
For and on Behalf of the Supplier:	For and on Behalf of the Authority:
Name:	Name:
Position / Capacity:	Position / Capacity



Annex J: Acceptance Certificate

Acceptance Certificate



Border Force

PART I: to be completed by Supplier

HMC Protector

HMC Protector having been removed from the water to perform maintenance tasks associated with contract C22023 and having been successfully returned to the water and re-floated in a seaworthy condition, and to the satisfaction of the BFOO, is this day offered for acceptance by the Authority.

Signed:

For and on Behalf of the Supplier:

Print Name:

Date:

PART II: to be completed by The Authority

I have inspected the Cutter and consider she is in a condition suitable for return to the Authority and is hereby accepted.

By Vessel Commander:

Signed:

Print Name / Post:

By BFOO:

Signed:

BFOO

Print Name:

Date:

PART III: Notes

Distribution

Original - Retained by the Supplier
Copies to - BFOO



Annex K: Project Completion Certificate

Project Completion Certificate



Border Force

PART I: to be completed by Supplier

HMC Protector

HMC Protector, having completed contract C22023 to the satisfaction of the Authority and having successfully completed any applicable trials and provided all documentation required under this requirement, Contract Number C22023 is this day offered as completed to the Authority.

Signed:

For and on Behalf of the Supplier:

Print Name:

Date:

PART II: to be completed by The Authority

By Vessel Commander:

I attended the Project Completion Meeting of HMC Protector and have satisfied myself that all systems, machinery, and equipment are working satisfactorily. I have inspected the Vessel and consider she is in a condition suitable for return to operational service.

Signed:

Print Name / Post:

By BFOO:

HMC Protector having completed contract C22023 to the satisfaction of the Authority and having completed all appropriate trials and received all documentation required under the Contract is hereby accepted at..... hours.

Signed:

BFOO

Print Name:

Date:

PART III: Warranty

The issuing of a Project Completion Certificate to the Supplier by the Authority, or a duly authorised representative of the Authority, does in no way effect the warranty requirements as specified in this requirement nor the statutory rights of the Authority

Distribution

Original - Retained by the Supplier
Copies to - BFOO



Annex L: Reimbursable Expenses

The Supplier may claim the following Reimbursable Expenses at the rates set out below:

1. Travel

Standard rate of allowance for private cars

Initial 10,000 miles	40p per mile
Additional miles over the initial 10,000	25p per mile
Public transport rate	23.8p per mile

2. Hotel rates

London	£125 per night
All other locations other than London	£90 per night



Annex M: Paint Specification



Protector Tech
131219.pdf



Border Force On
Board Maintenance



Annex N: Lubrication Specification



Lubrication
Specification



Annex O: Border Force SOP 08

SOP 08 will be made available to the Supplier post contract award.



Annex P: PCM Meeting Agenda



Border Force

Agenda

Title of meeting	C22023 – HMC Protector – Project Conclusion Meeting
Date	[INSERT AS REQUIRED]
Time	[00:00]
Venue	[Location]
Attendees	Mr P. Lebbon (BFOO) [INSERT AS REQUIRED] (Supplier PM) [INSERT AS REQUIRED]
Meeting objectives	Finalise the period of works for C22023 – HMC Protector - MSER

Agenda Item	Description	Lead	Complete
1	Welcome	BFOO	Complete
2	Project Summary	Supplier PM	
3	Outstanding Work Items		
4	Certificates and Survey Reports a) Delivered b) Outstanding	Supplier PM Supplier PM	
5	Emergent Work a) Approved Forms b) Rejected Forms	Supplier PM BFOO	
6	Spares a) Unused, return of	Supplier PM	
7	Return of all drawings and manuals	Supplier PM	
8	Finance a) Outstanding items reimbursement amount b) Final invoice amount	Supplier PM BFOO	
9	AOB	BFOO	
Issue Certificate	Project Completion Certificate	BFOO	

NB: The meeting minutes are to be recorded by the Supplier and emailed to the BFOO.