



## **ANNEX F - PROCEDURES APPLICABLE TO THE USE OF THE UK SONOBUOY TEST FACILITY (STF) FOR ENGINEERING WORK**

### 1. Introduction

1.1. This procedure applies to the use of the Sonobuoy Test Facility for the purpose of Sonobuoy engineering proving and testing. It does not apply to production testing, which is covered by the procedure defined in the Range Criteria specified for each Sonobuoy in the table at Annex B to this Contract.

### 2. Initial Application for STF use

2.1. Initial application for a trials date shall be made by telephone to the STF Manager, UK STF. Telephone applications must be made early enough to allow for the timely receipt of the trials application form (STF Form 6) as defined below.

2.2. At the time of the initial application the STF Manager UK STF, will allocate a trials date.

### 3. Formal Application for STF use

3.1. Formal application for UK STF use shall be made using the Trial Request Form (UK STF Form 6) A copy of this, together with instructions for its completion, is attached. This form will be provided by the STF Manager.

3.2. The UK STF Form 6 shall be completed such that it arrives with the STF Manager, UK STF no later than 20 working days before the start of the week in which the trial is to take place.

### 4. Cancellation of Requirement and Resubmission

4.1. Trials should not be requested unless there is a high degree of confidence in their requested date being achieved. In the event of the need to postpone trial, the Contractor shall provide a minimum of 2 clear working days advance notice. Before a postponed trial can be re-allocated, the Contractor must request a further trials date in accordance with the procedures contained in Paras 2 to 5 above.

### 5. Delivery of Trials Hardware

5.1. Trials hardware shall be available by either the last working day prior to the day on which the trials are to take place.

### 6. Adherence to Requested Trials Date

6.1. Subject to weather and equipment serviceability, the UK STF Manager will make every effort to ensure that the requested trials date is met.



## **SONOBUOY TEST FACILITY (UK STF)**

Notes for Guidance on the Completion of UK STF Trial Request

### **STF Form 6**

The information requested by UK STF prior to agreeing to undertake any trial is required in order that trials may be conducted in a safe and efficient manner, with the maximum amount of accurate data being obtained combined with the best use of resources. Every effort should be made to convey as much information about the trial as possible in order that these objectives can be met.

### **Guide to the Completion of each Field:**

#### **Applicant's Name and Address:**

This should be the name and address of the company or organisation requesting the test, together with a contact telephone/fax number.

#### **Applicant's Reference**

A company or organisation reference only.

#### **STF Reference:**

This is a reference number. It will be unique to the particular trial.

#### **Contract Number:**

Must be included for all MOD sponsored trials.

#### **Project Authority:**

Sponsoring department within MOD, with contact name and telephone number, or company name, with contact name and telephone number if the trial is company sponsored.

#### **Trial Date:**

This is the Monday date of the week the trial is to commence. For trials related to MOD Sonobuoy contracts the period of notice required, and cancellation arrangements, will be in accordance with the Contract requirements. In all other instances the applicant is to ensure that the request is received by UK STF at least 20 working days prior to the commencement of the trial. If the applicant is unable to meet the trial date 2 working days notice of cancellation will be required. (Not in QinetiQ contract) Any trial postponed by the applicant will require a further Trial Request Form to be submitted to UK STF. The requirement for an additional request will be waived for trials delayed by bad weather or Range equipment failure.

#### **Trial Objective and Test Details:**

This should be completed in as much detail as possible, to enable UK STF to give the best possible service and obtain as much useful data as possible.

#### **Release Conditions:**



This must be specified, after consultation with UK STF to ensure that the conditions can be met and that they are the most suitable to enable effective collection of the data required.

**Facilities Required:**

This should detail any special facilities, such as workshop or laboratory working space, special storage areas or vehicle parking requirements.

**Store Description & Settings:**

A brief description of the items to be tested. Full details will be required on a separate sheet at least 24 hours before the test date.

**Data Required:**

This should include all the data from the trial that UK STF is expected to deliver to the applicant.

**Special Trial Instructions:**

This should detail any special activities that the applicant may require the UK STF to undertake, including any changes from the standard operating procedures as specified in the UK STF Sonobuoy Test Operations document. Any requirement for the applicants' own personnel to witness the trial from either the Ground Monitoring Station, the Range Vessel (no observers allowed on helo) are to be specified. It is the responsibility of the applicant to ensure that his staff are adequately briefed and trained before they will be permitted to undertake any duty that may present a hazard while at the UK STF. Advice may be sought from UK STF on any safety documentation required.

**Recovery Requirements:**

The applicant must specify the recovery action the UK STF will be expected to take at the end of the trial.

**Health and Safety Information:**

This section must be completed in sufficient detail to ensure adequate information is available to brief UK STF staff on any hazard that the stores being tested may present, and that any special procedures specified in the request are adequately described to enable them to be carried out with minimal risk. Risk assessments and environmental assessments must be provided for any non-standard work.

**Personnel Attending:**

This section must list all personnel that are attending UK STF. The information is required to enable security regulations to be complied with.

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