

STATEMENT OF WORK

**Combined Support Contract for
ISTEC Services Ltd**

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SUPPORT SERVICES

REQUIREMENT

This document defines the Support Services (SS) requirements of the Ministry of Defence (MoD), Defence Equipment and Support (DE&S), Soldier Training and Special Programmes (STSP) Group, hereby referred to as the Authority.

These support services are for the Equipments detailed at Appendix 1 of this document and their associated components.

Services to be delivered fall into three key areas:

- Management.
- Design Services.
- Capability Improvements.

The services provided by the contractor shall be referred to as Support Services (SS) throughout this document.

MANAGEMENT

GENERAL

The contractor shall ensure that the Fit, Form and Function of the equipment and associated equipments are maintained. This is to be delivered through a number of separate tasks, as part of the core SS described in the Service Type: Core Service section below. Fit, Form and Function are defined as follows:

- Fit - The ability of an item to physically interface or interconnect with or become an integral part of another item.
- Form - The shape, size, dimensions, mass, weight, and other visual parameters which uniquely characterize an item. For software, form denotes the language and media.
- Function - The action or actions which an item is designed to perform.

The Contractor shall monitor the impact in a number of areas on the weapon fleet, and where required inform the authority of the requirement for further investigation. These areas include but are not limited to:

- a) Legislation
- b) Safety
- c) Obsolescence
- d) Reliability
- e) Maintainability
- f) Technology Insertions
- g) Risk

The Contractor shall be responsible for the timely delivery of all management support under the SS. Management shall include, but not be limited to, the following:

- a) Liaison with the Authority's Operations Managers (OMs)
- b) Managing Core Services
- c) Managing Non-Core services
- d) Preparing Programmes and allocating resources
- e) Managing Sub-Contractors
- f) Monitoring Performance against Targets
- g) Technical Direction of all activities
- h) General Administration

The contractor shall maintain records of equipment configuration and shall maintain appropriate documentation associated with the equipment in accordance with DEFCON 609.

DESIGN AUTHORITY

The Contractor is the Design Authority for equipments as listed at Appendix 1. The Contractor shall manage Configuration Control for all sub-contractor Equipments supplied under any capital equipment contract which it is responsible for.

FOCAL POINTS

The Contractor shall provide a point of contact for all SS activities including engineering issues relating to the ISTEK Mounts & ancillaries items and shall respond to all requests within 2 working days, during a Monday to Friday working week, excluding UK National Holidays.

The Lethality In-Service Section Leader shall head the Authority's management chain and will appoint OMs or their delegated representatives who shall be the focal point(s) for all SS activities. For more information, refer to DEFFORM 111.

SERVICE TYPE: CORE SERVICES

The following aspects of work identified in this Statement of Work shall be provided as a Core service. The Contractor shall provide:

- a) Project Advice and Assistance (Up to one-man day per enquiry).
- b) Project Management of SS processes
- c) Scheduled Meetings
- d) Reference Equipment Management
- e) Documentation Management
- f) Custody and Maintenance of Drawings
- g) Configuration Management iaw DEFSTAN 05-57
- h) Obsolescence Management
- i) Quality Management iaw DEFSTAN 05-61 and AQAP 211
- j) Safety, Legislation & Environmental Management iaw DEFSTANs 00-51 and 00-56.
- k) Training Equipment and course material management
- l) Preliminary Investigations
- m) Copies of Descriptive Material / All Documentation
- n) Provide Tasking quotations for Preliminary Investigations and Task Preparation
- o) Production and Maintenance of Technology Roadmaps

SERVICE TYPE: NON-CORE SERVICES

The following aspects of work identified in this Statement of Work shall be considered as Non-Core activities. These services shall only be provided upon receipt of an authorised Tasking instruction from the Authority. The Contractor shall provide:

- a) Project Advice and Assistance (greater than one-man day's effort)
- b) Full Development of each SS Task
- c) Preliminary Investigation, Full Development and Incorporation into drawings of Capability Improvements
- d) Preliminary Investigation and where relevant Full Development and Incorporation into drawings of innovation concepts
- e) Supply of Modification Kits
- f) Fitting of Modification Kits
- g) Repair of Reference Equipment less accidents and damage
- h) Copies of descriptive material/all documentation to support Competitive Tendering purposes in accordance with Terms and Conditions of the Contract.
- i) Assist with Defence innovation assessments.

The requirements of each service are described later in this document.

PROJECT ADVICE AND ASSISTANCE

The Contractor shall provide the Authority with advice, assistance, and answer(s) to technical questions on technical and administrative details related to the equipment listed at Appendix 1. They shall also provide technical information and assistance to agencies authorised by STSP LETHALITY to receive such information.

The Contractor shall give an estimate of the effort required to respond to a technical question within 2 working days of receiving a question. This estimate shall clearly state whether the question shall require less than 1 man-days of effort.

Core/Non-Core allocation:

- Core – Advice, assistance and answer(s) provided by the Prime Contractor of up to one-man day's effort are included in Core Services.
- Core – Advice and assistance from the Contractor's sub-Contractors of up to half of a man day's effort as part of (i.e. within) the Contractor's allocated 1 man-day's effort are also included in Core Services.
- Non-Core – Advice, assistance and answer(s) of more than one-man day's effort shall be funded by individual Non-Core Services tasking.

Note: One-Man Day equates to 7 Hours and 30 Minutes.

MEETINGS

The Contractor shall provide support and attendance at the following meetings outlined in Table below as and when required within reasonable notice.

Mtg ID	Subject(s) & Frequency	Location & Attendees	Contractor Responsibilities	Contractor Outputs following meeting
1	Progress Review Meeting To summarise & discuss: Support (Core & Non-Core activities), Supply, and any Repair / Modification work. Frequency: Annually	Location: F2F/Skype/Microsoft Teams/Telephone Conference - to be confirmed by both parties Attendees: All relevant Authority & Contractor stakeholders	Arrange meeting in conjunction with Authority representatives & provide agenda 5 working days in advance.	Minutes of meeting and responses to questions issued within 10 working days.
2	KPI Review Meetings Frequency: Quarterly	Location: Skype/Microsoft Teams/Telephone Conference Attendees: All relevant Authority & Contractor stakeholders	Submission of brief report to demonstrate compliance with KPIs in the contract	Upload of Invoice on Exostar for Core Payment
3	Ad-Hoc Meetings Frequency: no more than 2 per year.	Location: Skype/Microsoft Teams/Telephone Conference Attendees: TBC	Arrange meeting in conjunction with Authority representatives	TBC - as directed by the meeting requirements

Table 1 – Meeting Requirements

TASKING PROCESS

All task activities shall be completed in accordance with the Price, Time and Performance targets agreed with the Authority for each task, and as defined in the Tasking Process below:

1. Requirement for Non-Core Tasking instruction is realised.
2. The Authority shall complete Tasking Proforma Part 1, this requires authorisation and completion by the Authority's Operations and Commercial Manager, and issue to the Contractor.
3. Upon receipt of a Tasking Proforma Part 1, the Contractor is to acknowledge receipt of the request to the Authority within 2 working days.
4. The Contractor shall respond by completing Tasking Proforma Part 2 and return to the Authority's Operations and Commercial Manager. This response should also include a sufficient level of detail of work to be undertaken by the Contractor and a breakdown of costs to enable the Authority to adequately evaluate.
5. The Contractor is to provide a full response via a Tasking Proforma Part 2 within 10 working days of receipt of Part 1 (excluding UK national holidays) unless an explanation is received for the delay before this time.
6. The Authority's Commercial Manager shall return the Tasking Proforma Part 3 within 10 working days of receipt of Part 2 (excluding UK national holidays) unless an explanation is received for the delay before this time. This will be either authorising the Contractor to perform the work or informing the Contractor that the task shall not proceed.
7. No work shall be undertaken until Authorisation has been received via the completed Tasking Proforma Part 3, duly completed by the Authority's Operations Manager, Commercial Officer and Finance Officer. Any work undertaken before receipt of the Tasking Proforma Part 3 from the authority shall be at the Contractor's own risk.

Note: The issue of a Tasking Proforma Part 1 by the Authority or receiving a Tasking Proforma Part 2 from the Contractor does not commit the Authority to placing any specific Task with the Contractor.

DESIGN SERVICES

GENERAL

The Contractor, with the Authority, shall ensure that all Equipments listed at Appendix 1 remains fit in form and function for continued In Service use.

The Contractor shall provide design services for Core and Non-Core activities. These design services shall be in support of enquiries to the Authority, support of technical assistance to the Authority, Capability Improvements and Maintenance of Fit, Form and Function of the Fleet.

Design changes may be driven by a number of things, including but not limited to:

- Innovation.
- Reference Equipment Management.
- Safety Management.
- Documentation Management.
- Configuration Management.
- Reliability and Maintainability.
- Obsolescence Management.
- Capability Improvements.
- Defence Accident Investigation Branch (DAIB).
- Equipment Failure Reports (EFR).

DEFENCE IDEAS

The Innovation scheme may result in applications regarding the Equipment. The assessment of these shall be a joint task between the Authority and the Contractor. The initial assessment of the application shall be a non-core task of the SS.

The Authority shall receive the incoming innovation applications and shall evaluate them for viability. If an innovation application is identified as requiring further investigation and design effort the Authority shall inform the Contractor and shall pass the relevant information across.

Initial investigation is to be completed by the Contractor as a non-core Activity and the Authority will provide all relevant information, timescales etc. within the Tasking Proforma issued.

The Authority shall retain the responsibility for completing the innovation evaluation form, and for responding in the allocated time. The Authority shall provide a date for delivery of a response from the Contractor on a case by case basis.

REFERENCE EQUIPMENT MANAGEMENT

The Authority may issue Reference Equipment to the latest build standard for the sole purpose of executing Support Services detailed herein.

The Reference Equipment shall be issued as a Contract Work Item in accordance with JSP 886, Volume 4, Part 4 terms.

Any additional equipment held temporarily by the Contractor in support of SS activities, on an as and when required basis, shall be issued as a Contract Work Item in accordance with JSP 886, Volume 4, Part 4 terms.

The Contractor shall be responsible for maintaining Configuration Control of all reference equipments, ensuring that they are always updated to reflect the latest approved drawing build standard. The reference equipments shall be available for inspection by the Authority with 30 working days' notice.

GOVERNMENT FURNISHED EQUIPMENT: MAINTENANCE AND REPAIR

Care and custody of Government Furnished Reference Equipment shall be carried out in accordance with DEFCON 611. The Contractor shall be responsible for conducting regular inspections of all Reference Equipment to ensure that it remains safe and serviceable while in their custody. The Contractor shall ensure that preventative and corrective maintenance of all Reference Equipment is completed in accordance with maintenance schedules detailed in the appropriate AESP or Contractors information. This maintenance is to be completed as part of the core tasks.

The Contractor shall provide all necessary specified lubricants, preservatives and other consumable materials to maintain all Reference Equipment(s) to a satisfactory standard. The Contractor shall notify the Authority of any spare parts that may be required for embodiment into Reference Equipment. At the Authority's discretion, these may be provided as free issue from Authority stock or supplied by the Contractor at the agreed MOD DSG spares supply contract price.

The Contractor may be required to carry out unscheduled maintenance to any Reference Equipment, this shall be undertaken as a Core activity. Where such a need is the direct result of any Non-Core activity, the estimated cost of additional maintenance work shall form part of the firm price agreed for each Non-Core Task.

All accident, misuse and neglect instances are to be agreed between the Authority and the Contractor on a case by case basis.

SAFETY MANAGEMENT

The Contractor shall ensure that changes to equipment are safe by design through adequate modelling, Failure Mode Effect Analysis and testing which is to be fully documented through robust configuration management. The Contractor could be part of the Safety Panel for the equipment and may be asked to take part in the Safety Case review if required. If the Contractor becomes aware of any issues that may affect Safety they shall make the Authority aware as soon as possible but no later than one week of issue becoming known.

DOCUMENTATION MANAGEMENT

The Contractor shall upkeep and maintain all SS documentation contract data on a management information system in accordance with General Data Protection Regulations (GDPR) and Cyber Security requirements in accordance with the Terms and Conditions of the Contract. The Contractor shall update the management information data as appropriate to adhere to the required obligations in accordance with the terms and conditions of the contract. Documentation includes all master documentation relating to all Equipment listed at Appendix 1.

Documentation shall include, but not be limited to, the following:

- Manufacturing Drawings.
- CAD and CAM data.
- Drawing Lists.
- Definitive Equipment Specifications.
- Material specifications.
- GFE Log tracker.
- Risks, Issues and Opportunities (RIO) Register.
- Configuration Status Report.
- AESP Categories 1 to 8 (or otherwise as agreed with the Authority).
- Technical Reports, Documents or Illustrations.

The Contractor shall be responsible for providing safe, dry and secure storage for the custody of all Contractor held documentation. The Contractor shall keep an off-site back-up copy of all Documentation covered by this Contract at a site geographically remote from where the working masters are stored. This data shall be backed-up to the off-site location no less frequently than weekly.

Army Equipment Support Publications (AESPs)

The Contractor shall be responsible for maintaining all AESPs detailed at Appendix 4 under the direction of the Authority. The Contractor shall issue updates to Publications when amendments have accumulated to be cost effective, in conjunction with the Authority. The Contractor shall be responsible for authoring all amendments to Publications and shall be responsible for their content and accuracy. The Contractor shall undertake all AESP authoring and amendments as a Core Activity.

The Contractor shall be responsible for considering and incorporating as necessary, any vetting comments / amendments prior to formal issue. The Contractor shall also be responsible for performing all final editorial aspects (e.g. pagination and final proof reading). The Contractor shall undertake all AESP vetting comments/amendments, and final editorial aspects as a Core Activity.

If an in-depth review requiring more than 1 day of effort is required, this shall be agreed by the Authority and undertaken as a Non-Core activity following receipt of a Tasking Proforma Parts 1-3.

The Contractor shall issue the final version of the amended Publications in PDF (electronic format only) to the Operations Manager for publication. Master Word files will be retained by ISTECH until requested, upon which, configuration and control will be passed back over to the Authority along with Word documents.

Form 10 – AESP Request for Change

The Contractor shall be responsible for creating and maintaining a database of Form 10 documents as a Core activity. See Appendix 5 for an example Form 10.

The Contractor shall conduct all applications for issue of new NATO Stock Numbers through the most cost-effective route. The Authority shall be informed of all new codification requests. The newly codified part numbers shall be issued to the Operations Manager who will manage the distribution to the relevant parties.

AESP's must be developed and maintained in iaw DEFSTAN 00-601 Pt3 to the satisfaction of the Authority's Operations Manager. These updates shall be completed as and when the documentation is undergoing updating. This will be undertaken as a Core Activity.

CONFIGURATION MANAGEMENT

The Contractor shall maintain an Equipment Configuration Plan and assist the Authority in maintaining the approved Build Standard (Bill of Material). The Contractor shall engage with the Authority and wider equipment stakeholders to ensure that selected Configuration items (CI's) designated as Under Ministry Control (UMC) are managed in accordance with DEFSTAN 05-57 (latest edition applies at all times), this is to include respective Equipment Technical Documentation.

The Contractor, with assistance from the Authority where necessary, shall maintain Configuration Control of all variants, ensuring that it is always updated to reflect the latest approved build standard of the Equipment. When Authority assistance is required, the Contractor shall give 10 days' notice of this requirement, together with an impact statement of the effect of non-provision of the requested assistance by the Authority. The Contractor, in conjunction with the Authority, shall embody approved modifications on any Reference Equipment as a Core Activity.

The Contractor shall maintain a record of Use, Maintenance, Repair, Calibration, and Periodic Functional Tests, and approved modification embodiment activity carried out on all Reference Equipment. All appropriate Logbooks and other Authority records are to be completed and maintained.

The Contractor shall maintain configuration control of all documentation associated with the equipment, specifically the Drawing Packs. They shall ensure that the configuration management database records all changes to the documentation.

The Contractor shall be responsible for authoring all amendments to Drawings, and be responsible for its content and accuracy, as a Core activity. The Drawings shall be updated in both Hardcopy (where Hardcopy format exists) and Electronic Copy (format to be agreed with the Authority). Authoring and amendment activities for reproduction of amended Hard Copy, and / or Electronic Format Drawings, is a Core activity under Documentation Management. Where changes occur to the Configuration of the documentation all areas listed in DEFSTAN 05-57 shall be considered.

RELIABILITY AND MAINTAINABILITY

The Contractor shall integrate R&M considerations into every stage of the SS contract. There shall be clear evidence of the manner in which the R&M characteristics influence these processes to assure the achievement of a robust and dependable product, satisfying all the Operational Requirements.

The Contractor shall review the proposed maintenance concept of the Authority and, if necessary, shall recommend to the Authority any changes to this concept which allow for potential changes providing performance enhancements and / or cost reductions in acquisition or in-Service support. The Contractor shall provide evidence that they have considered R&M throughout the SS contract and any additional tasks, this shall be in accordance with DEFSTAN 00-40.

The Operations Manager will provide copies of Equipment Failure Reports (EFR), New Store Defects Reports (NSR) reports and any other fault or failure related information to the Contractor. The Contractor will maintain a record of the EFR's, NSR's and other detail and add to it any incidents of equipment failure they become aware of from other sources. This record will be reviewed at the quarterly meetings for any trends or commonality and actions agreed, including apportionment of liability. Should an incident arise of a serious nature action will be taken by both parties to resolve the matter as soon as practically possible outside the normal meeting cycle.

OBSOLESCENCE MANAGEMENT

The contractor is responsible for informing the Authority of any Obsolescence in accordance with the Authority's Obsolescence Management Plan over the entire period of the contract and, not

withstanding any Obsolescence issues or problems, the Contractor remains responsible for meeting all Performance and other requirements of this Statement of Work.

This shall include but is not limited to Obsolescence of:

- Components.
- Assemblies.
- Sub-assemblies.
- Piece parts.
- Materials.
- Obsolescence Issues

The Contractor shall inform the Authority of any Obsolescence for all equipment(s) listed at Appendix 3. When the Obsolescence Management service is established the Contractor, in conjunction with the Authority, shall cascade this system down to all sub-Contractors.

The Contractor shall be responsible for providing the Obsolescence Management monitoring service as a Core Task. Resolution of such actions is subject to agreement with the Authority and shall be raised as a Non-Core Task.

The contractor shall liaise with the Authority to ensure the obsolescence management plan and mitigation/resolution of concerns and issues are aligned with the Capability Improvement Programmes where appropriate and shall take guidance from the Authority on this.

CAPABILITY IMPROVEMENTS

When tasked the Contractor shall in conjunction with the Authority undertake work on Equipments listed at Appendix 1, to enable new Capability Improvement design changes to be executed. The development of these Capability Improvements shall be Non-Core activities and tasked individually by the Authority.

The Capability Improvements shall be realised through modification instructions and kits. The supply and/or fitting of Modification Kits may be the subject of a further Tasking Instruction from the Authority, or where appropriate be the subject of a separate competition for a new Contract. These may be issued by LEIDOS Telford where the modification kit is to be purchased for stock.

SUPPLY OF MODIFICATION KITS – WHEN INSTRUCTED BY THE AUTHORITY

The Contractor shall manage the procurement, supply and delivery of Modifications Kits on behalf of the Authority. The Authority shall approve the specific requirements of each task, including design, content, quantity and delivery for each Modification Kit.

FITTING OF MODIFICATION KITS – WHEN INSTRUCTED BY THE AUTHORITY

Where a Modification to the design of Equipment is necessary, the Contractor may be required to embody Modification kits into Equipment. The Contractor shall, as instructed by the Authority, retrofit Modification Kits. This shall also include fitting the Modification Kit to the Reference Equipment if the modification kit becomes part of the standard equipment fit.

Fitting of Modification Kits may be undertaken at the Authority's or the Contractor's premises as appropriate and agreed between the parties on a case-by-case basis. The Contractor shall nominate Manager(s) responsible for managing all aspects of the modification fitting programme(s).

The Contractor's Manager(s) shall be responsible for the following:

- Liaison with LEIDOS in respect of the supply of Modification Kits.
- Liaison with Authorities agencies.
- Preparing and agreeing a retrofit programme with the Authority and the User.
- Managing and implementing the jointly agreed retrofit programme.

The Modification embodiment programme may comprise just one, or several individual modifications. The fitting of Modification Kits shall be a Non-Core service.

The Contractor shall liaise with the Authority to ensure that any opportunities for the fitting of multiple modifications are identified to the Authority. The Contractor shall investigate to highlight the risks and benefits of doing so.

SUPPLY SERVICES

REQUIREMENT

This document defines the Supply requirements of the Ministry of Defence (MoD), Defence Equipment and Support (DE&S), Soldier Training and Special Programmes (STSP) Group, hereby referred to as the Authority.

The Supply is for the Equipments detailed at Appendix 1 of this document and their associated components.

STATEMENT OF WORK

All items to be supplied to the authority at Schedule 2 of the Contract (Schedule of Requirements) shall be performed in accordance with the Terms and Conditions, including Annexes, of the Contract and to the satisfaction of the Authority's Operations Manager (OM) details of which are provided within DEFFORM 111 of the Contract.

The Contractor shall be notified of any additional Supply of goods/equipment required by the Authority during the term of the Contract by the issue of a completed Demand Order for Supply of Materiel that can be found as an Annex to the Contract. The Contractor shall only accept an order as authority to proceed when the Demand Order is duly completed and authorised by the Authority's Commercial Officer. The Contractor shall not undertake any supply of goods without this authority. The Contractor shall sign the Order for Supply of Materiel as acceptance of the order and return to the Authority's Commercial Officer.

Articles are to be supplied in accordance with the Order for Supply of Materiel and configuration defined by the description and NSN detailed at Appendix 1. All Firearms are to be proof tested to the Commission Internationale Permanente (CIP) Standard and proof marked accordingly to meet European/UK Law; each weapon must have been proofed using a CIP accredited proof house before being supplied to the Authority. Each Article shall be delivered with a Certificate of Conformity.

The Contractor shall inform the Authority in accordance with the provisions of DEFCON 16, on receipt of request for supply of materials, the name of the part that makes up any component of the Articles supplied, which is due to become obsolescent. The Contractor shall provide a FIRM price quotation for the part, and suggest the number required to support the Article supplied under this Contract for the remaining life of the Article. The Authority shall have the option to purchase a sufficient quantity of the particular obsolescent part to support the remaining service life of the Article. In the event that products Drawings are re-issued, or new Drawings raised, for example when new spares or obsolete spares are identified, the Contractor shall provide copies of such Drawings to the Authority.

PRICE

Unless otherwise stated the Prices stated in the Annex to the Contract for Supply Prices for Additional Items shall be FIRM prices. The FIRM prices agreed shall be non-variable for the period commencing on Contract placement date. Firm Prices shall be net after allowing for all cash and trade discounts. The Firm Prices shall be on an ex-works basis, in accordance with INCOTERMS 2000.

In consideration of the payment of the sum of £1 (One British Pound) by the Authority to the Contractor the Authority shall be entitled to procure any quantity of Articles at any time during the duration of the Contract and the Contractor shall not withdraw or amend his offer during that period of time.

MARKING OF ARTICLES

All Articles shall be permanently marked with their individual serial number (if applicable) and NATO Stock Number (NSN). Articles that are too small to be permanently marked shall be identified using

Bar Code Labels on the individual packaging of each item, in accordance with DEFCON 129. Any marking method used shall not have an adverse effect upon the strength, function reliability or corrosion resistance of the Articles.

Where articles of supply are not already codified, the Contractor shall be responsible for arranging codification, through the United Kingdom National Codification Bureau (UKNCB), of the Articles to obtain NSNs. Where the Contractor is aware that an Article has already been codified by another NCB, he shall provide full details of that codification to the OM so that UK interest can be registered.

INSPECTION AND TEST RECORDS

The Contractor shall retain all Inspection and Test records relating to Articles delivered under this Contract, and those required by any UK safety legislation applicable to the Articles, for a period of four years from the completion of all work under the Contract in accordance with DEFCON 609. Exceptionally, when requested by the Contractor, earlier disposal may be authorised in writing by the PM or his authorised representative if acceptable to the Authority.

At the end of the retention period, the Contractor shall seek confirmation from the OM that the Inspection and Test records may be destroyed. If the Authority wishes them to be retained, the OM shall make the necessary arrangements for their delivery to the Authority.

PACKAGING

All articles supplied shall be packaged in manufacturers retail trade pack, unless otherwise stated on the relevant Demand Order for Supply of Material Form, in accordance with DEFSTAN 81-41. The Contractor's attention is specifically drawn to the requirements of DEFCON 129 paragraph 10, DEFSTAN 81-41 Part 6 and STANAG 4329 for barcode labelling.

The Contractor is to provide adequate preservation and packaging to protect the quality and prevent loss, deterioration, degradation or substitution of the Articles during transit from the Contractor's place of manufacture to the Authority's point of delivery.

DELIVERY

The Delivery schedule is of the essence and shall be made in accordance with the dates stated on the Schedule of Requirements or Demand Order for Supply of Material Form, as applicable.

All Articles shall be delivered in accordance with the Terms and Condition of the Contract and to the satisfaction and direction of the OM.

Unless otherwise instructed by the OM all Articles supplied shall be delivered to:

LEIDOS Donnington, [REDACTED].

For items that are to be imported into the UK (a member country of the EU), the Department will issue an appropriate Certificate covering the goods to be imported. The Certificate is to accompany items imported into the UK and is to be presented to HM Customs and Excise at the time of import. The items must fall within a defined list of CN (Combined Nomenclature) codes. European Council (EC) Regulation 150/2003 sets out the rules that apply in respect of import duty on certain weapons and military equipment imported into the EU. Further information about end-use authorisation and import of goods under end-use can be found on the Customs website at www.hmce.gov.uk.

REPAIR/MODIFICATION SERVICES

REQUIREMENT

This document defines the Repair/Modification requirements of the Ministry of Defence (MoD), Defence Equipment and Support (DE&S), Soldier Training and Special Programmes (STSP) Group, hereby referred to as the Authority.

The scope of Repair is for the Equipments detailed at Appendix 1 of this document and their associated components.

STATEMENT OF WORK

All work shall be performed in accordance with the Terms and Conditions, including Annexes, of the Contract and to the satisfaction of the Authority's Operations Manager (OM) details of which are provided within DEFFORM 111 of the Contract.

On receipt of any equipment, the Contractor will check it against their in-house database to ascertain whether it is still under original warranty or has undergone a previous repair. At the initial inspection, the Contractor will assess the equipment to determine the repairs necessary to return it to an A1 serviceable condition.

In order to ascertain the extent of each repair, the Contractor shall provide an initial Inspection Report to the Authority as part of the Tasking Proforma Part 2 response. This report will detail the particulars of the equipment (such as variant and serial number), deficient or unserviceable items or components, a list of defects, and a recommendation for the repair.

The Contractor shall inform the Authority in accordance with the provisions of DEFCON 16, on receipt of request for repair of materials, the name of the part that makes up any component of the Articles supplied, which is due to become obsolescent. The Contractor shall provide a FIRM price quotation for the part, and suggest the number required to support the Article supplied under this Contract for the remaining life of the Article. The Authority shall have the option to purchase a sufficient quantity of the particular obsolescent part to support the remaining service life of the Article. In the event that product Drawings are re-issued, or new Drawings raised, for example when new spares or obsolete spares are identified by the Contractor, copies of such Drawings shall be provided to the Authority.

On completion of the repair a Repair Report is to be issued to the Authority from Contractor detailing the extent of the repair/s actually undertaken on each equipment. The Authority accepts that sub-contractor may, on occasion, need to carry out a more comprehensive repair than initially assessed by Contractor; the Authority will use the Repair Report to settle the final repair cost for each item.

TASKING PROCESS

Any Repair/Modification activity will abide by the same tasking process as outlined in the Support section of this document.

PRICE

FIRM price repair costs will be established at the initial inspection and the Authority will authorise the repair based on these costs through an authorised Tasking Proforma Parts 1-3. Costs will be analysed for VFM by the Operations Manager and Commercial Team based on hourly rates agreed in the Contract and the breakdown of hours provided by the Contractor with their Tasking Proforma Part 2. All prices provided by the Contractor shall be ex-VAT.

BEYOND ECONOMICAL REPAIR (BER)

If an item is considered to be BER on initial inspection by the Contractor, the Inspection Report will be annotated accordingly and reported to the Authority who will detail the actions to be taken. Should the equipment be deemed BER whilst undergoing repair at Sub-Contractor, the Authority are to be informed by Contractor and no further action is to be taken until direction is given from the

Authority. BER shall be defined as when the repair cost would exceed 75% of the replacement purchase price.

REPAIR CAPACITY

There is no guarantee minimum repair capacity for the equipment under this Contract. The equipment will be issued to the Contractor by the Authority. The Contractor is responsible for returning the equipment once repaired.

MARKING OF ARTICLES

Any Repair/Modification activity will abide by the same mandate for Marking of Articles as outlined in the Supply section of this document and in accordance with the Terms and Conditions of the Contract.

INSPECTION AND TEST RECORDS

Any Repair/Modification activity will abide by the same mandate for Test and Inspection Records as outlined in the Supply section of this document and in accordance with the Terms and Conditions of the Contract.

PACKAGING

Any Repair/Modification activity will abide by the same mandate for Packaging requirements as outlined in the Supply section of this document and in accordance with the Terms and Conditions of the Contract.

DELIVERY

Any Repair/Modification activity will abide by the same mandate for Delivery requirements as outlined in the Supply section of this document and in accordance with the Terms and Conditions of the Contract.

APPENDIX 1

Equipment Covered by the Contract

The Contractor shall provide Support Services for the Equipment listed at Table 1:

Table 1				
Equipment	NSN	L&A	MPN	Design Authority
L50A1 PWS MOUNT	2510-99-687-2876	L50A1	6146	ISTEC Services Ltd
L51A1 PSW MOUNT	2510-99-968-6770	L51A1	6145	ISTEC Services Ltd
L54A1 PWS MOUNT	2510-99-335-1819	L54A1	6147	ISTEC Services Ltd
L52A1 PWS MOUNT	1005-99-690-7810	L52A1	6061	ISTEC Services Ltd
L55A1 PWS MOUNT	2510-99-362-1848	L55A1	6062	ISTEC Services Ltd
L53A1 MOUNT	2510-99-213-5084	L53A1	5760	ISTEC Services Ltd
L56A1 MOUNT	1005-99-725-4938	L56A1	5125	ISTEC Services Ltd
L57A1 MOUNT	1005-99-277-2318	L57A1	5989	ISTEC Services Ltd
L58A1 PWS MOUNT	2510-99-269-3495	L58A1	5572	ISTEC Services Ltd
L58A2 PWS MOUNT	1005-99-482-0879	L58A2	11023	ISTEC Services Ltd
L59A1 PWS MOUNT	1005-99-322-9612	L59A1	5747	ISTEC Services Ltd
L20A4 UGM MOUNT	1005-99-925-3179	L20A4	3285	ISTEC Services Ltd
L68A1 UGM MOUNT	1095-99-510-5940	L68A1	3905	ISTEC Services Ltd
L66A1 ORC MCV MOUNT	1005-99-151-5608	L66A1	5631	ISTEC Services Ltd
L62A1 ORC MCV MOUNT	1005-99-839-0670	L62A1	5661	ISTEC Services Ltd
L63A1 ORC MCV MOUNT	1005-99-813-1557	L63A1	5632	ISTEC Services Ltd

L67A1 MOUNT	1005-99-613-4816	L67A1	5633	ISTEC Services Ltd
L64A1 LCU MOUNT	2550-99-926-7895	L64A1	7155	ISTEC Services Ltd
L65A1 LCVP MOUNT	1005-99-982-2695	L65A1	7153	ISTEC Services Ltd
L61A1 LCVP MOUNT	1005-99-189-2484	L61A1	7154	ISTEC Services Ltd
L69A1 HMG MOUNT	1005-99-168-9553	L69A1	10968	ISTEC Services Ltd
L47A1 GPMG MOUNT No3 Mk2	1005-99-509-7530	L47A1	5241	ISTEC Services Ltd
L60A4 TWIN GPMG MOUNT	1095-99-495-8328	L60A4	3519	ISTEC Services Ltd
L23A3 GPMG MOUNT	1005-99-185-5393	L23A3	5660	ISTEC Services Ltd
L48A1 GPMG MOUNT	1005-99-929-7973	L48A1	6581	ISTEC Services Ltd
L35A2 SWING ARM MOUNT	1005-99-471-4667	L35A2	5133	ISTEC Services Ltd
Range Drum – 0.5 Cal. HMG Picatinny Rail with Lock	1240-99-373-0855	L7A1	2876	ISTEC Services Ltd
Range Drum – 0.5 Cal. HMG NATO Rail	1240-99-702-3221	L4A1	2031	ISTEC Services Ltd
Range Drum – 0.5 Cal. HMG Picatinny Rail without Lock	1240-99-615-6499	L5A1	6610	ISTEC Services Ltd
Range Drum – 0.5 Cal. HMG Picatinny Rail Grabber with Lock	1240-99-840-5185	L6A1	7356	ISTEC Services Ltd
Range Drum – 0.5 Cal. HMG Triple Picatinny Rail	1240-99-453-6634	L8A1	3649	ISTEC Services Ltd
Range Drum – GMG	1010-99-484-3489	L9A1	3805	ISTEC Services Ltd
All associated Spares	Various			ISTEC Services Ltd
All associated Special Tools and Test Equipment	Various			ISTEC Services Ltd

The Contractor shall be able to Supply the following Equipment listed at Table 2:

Table 2				
Equipment	NSN	L&A	MPN	Design Authority
L20A4 Universal Gun Mount	1005-99-925-3179	L20A4	3285	ISTEC Services Ltd
L68A1 Universal Gun Mount (Mastiff)	1095-99-510-5940	L68A1	3905	ISTEC Services Ltd
GPMG Softmount Assembly (No3 Mk2)	1005-99-509-7530	L47A1	5241	ISTEC Services Ltd
Traverse & Elevation Mechanism (Tripod)	1005-99-005-0672	-	1534	ISTEC Services Ltd
0.5in Drum Sight (Stanag)	1240-99-702-3221	L4A1	2031	ISTEC Services Ltd
0.5in Drum Sight (Picatinny)	1240-99-615-6499	L5A1	6610	ISTEC Services Ltd
GPMG Flip Over Bracket (Dovetail to Stanag)	1005-99-030-1486	L10A1	1920	ISTEC Services Ltd
GPMG Flip-Over Bracket (Dovetail to Picatinny)	1240-99-772-9782	L11A1	2950	ISTEC Services Ltd
Maxikite Picatinny Rail Grabber	1240-99-408-3042	-	3659	ISTEC Services Ltd
Adaptor (Picatinny to Stanag)	1240-99-707-2568	-	3655	ISTEC Services Ltd
GPMG Fixing Plate (Picatinny)	5855-99-356-4772	-	3886	ISTEC Services Ltd
3-Lever Clamp (Picatinny)	1240-99-616-7816	-	3645	ISTEC Services Ltd
SV PWS Assy 6T (Sand)	2510-99-968-6770	L51A1	6145	ISTEC Services Ltd
SV PWS Assy 9T &15T (Sand)	2510-99-687-2876	L50A1	6146	ISTEC Services Ltd
SV PWS SX44/45 (RV) (Sand)	2510-99-335-1819	L54A1	6147	ISTEC Services Ltd
PWS Assy HET (Sand)	1005-99-690-7810	L52A1	6061	ISTEC Services Ltd

PWS Assy CST (Sand)	2510-99-362-1848	L55A1	6062	ISTEC Services Ltd
PWS Assy LCU Mk10 (Black)	2510-99-269-3495	L58A1	5572	ISTEC Services Ltd
Wpn Stn Assy LCAC (Black)	1005-99-322-9612	L59A1	5747	ISTEC Services Ltd
GPMG Twin Mount Mk4	1005-99-495-8328	L60A4	3519	ISTEC Services Ltd
Maxikite PEC2 Bracket - Picatinny	2590-99-865-4988	-	4200	ISTEC Services Ltd
A Frame Assembly - MASTIFF	2590-99-369-1642	-	4370	ISTEC Services Ltd
Traverse Gear Box Mk2 - MASTIFF	3010-99-867-8737	-	4555	ISTEC Services Ltd
Adaptor (Stanag to Picatinny)	1240-99-349-0138	-	3906	ISTEC Services Ltd
L35A2 Gun Mount System (Single Arm)	1005-99-471-4667	L35A2	5133	ISTEC Services Ltd
Gun Mount System (Double Arm)	1005-99-494-4851	L49A1	8963	ISTEC Services Ltd
Protected Weapon Station (Hatch)	1005-99-725-4938	L56A1	5125	ISTEC Services Ltd
L23A3 GPMG Softmount Assembly (ORC)	1005-99-185-5393	L23A3	5660	ISTEC Services Ltd
Fitting Kit UGM/ORC (No softmount) MCV (Port)	1005-99-813-1557	L63A1	5632	ISTEC Services Ltd
Fitting Kit UGM/ORC (No softmount) MCV (Starboard)	1005-99-613-4816	L67A1	5633	ISTEC Services Ltd
Fitting Kit UGM/ORC (BOW) GPMG Twin Mount ACV	2541-99-553-8197	L51A1	6267	ISTEC Services Ltd
Fitting Kit UGM/ORC (BOW) GPMG Twin Mount MCV	1005-99-151-5608	L66A1	5631	ISTEC Services Ltd
Fitting Kit UGM/ORC (BOW) GPMG Single (No Softmount) MCV	1005-99-928-3564	L52A1	6730	ISTEC Services Ltd
Fitting Kit UGM/ORC (BOW) GPMG Single (No	1005-99-434-	L62A1	6731	ISTEC Services

Softmount) ACV	9834			Ltd
L48A1 Soft Mount System (7.62/5.56mm)	1005-99-929-7973	L48A1	6581	ISTEC Services Ltd
L46A1 Soft Mount System (0.5in)	1005-99-613-5331	L46A1	6669	ISTEC Services Ltd
Lightweight Ring Mount - Hatch (LRM(H))	2510-99-213-5084	L53A1	5760	ISTEC Services Ltd
40mm Drum Sight Mk2	1010-99-484-3489	L9A1	3805	ISTEC Services Ltd
Adaptor (Picatinny to IR bracket)	1010-99-872-1994	-	3866	ISTEC Services Ltd
Picatinny Rails	1005-99-997-5733	-	2954	ISTEC Services Ltd
Adaptor (Picatinny to L85A2 Bayonet)	1005-99-667-6839	-	6485	ISTEC Services Ltd
Protected Weapon Station (Support Weapons)	1005-99-277-2318	L57A1	5989	ISTEC Services Ltd
Adaptor Rail (Stanag to Picatinny)	1005-99-562-8097	-	5958	ISTEC Services Ltd
UGM Fitting Kit Folding (LCVP Mk5 Starboard)	1005-99-982-2695	L65A1	7153	ISTEC Services Ltd
UGM Fitting Kit Folding (LCVP Mk5 Port)	1005-99-189-2484	L61A1	7154	ISTEC Services Ltd
UGM Fitting Kit Folding - Dyneema Shield (LCU Mk10)	2540-99-926-7895	L64A1	7155	ISTEC Services Ltd
SARB Restrictor	1005-99-488-8768	-	5844	ISTEC Services Ltd
0.5in Drum sight (Picatinny grabber)	1240-99-840-5185	L6A1	7356	ISTEC Services Ltd
0.5in Drum Sight (Triple Picatinny)	1240-99-453-6634	L8A1	3649	ISTEC Services Ltd
Safe Blank Firing Attachment (C8)	1005-99-152-8568	-	7472	ISTEC Services Ltd
Lightweight Ammunition Tray Foxhound	1005-99-285-4194	-	8055	ISTEC Services Ltd
UGM Fitting Kit - Island Class Fitting Kit (Bow)	1005-99-153-4169	L49A1	9002	ISTEC Services Ltd

UGM Fitting Kit - Island Class Fitting Kit (Port and Starboard)	1005-99-241-7994	L48A1	9003	ISTEC Services Ltd
UGM Fitting Kit Folding - Steel Shield (LCU Mk 10)	1005-99-153-5253	L50A1	9661	ISTEC Services Ltd
50cal Mount Minesweeper	1005-99-168-9553	L69A1	10968	ISTEC Services Ltd
Machine Gun Mount	1005-99-601-9545	L7A1	6998	ISTEC Services Ltd

The Contractor shall provide Repair/Modification Services for the following Equipment listed at Table 3:

Table 3				
Equipment	NSN	L&A	MPN	Design Authority
L50A1 PWS MOUNT	2510-99-687-2876	L50A1	6146	ISTEC Services Ltd
L51A1 PWS MOUNT	2510-99-968-6770	L51A1	6145	ISTEC Services Ltd
L54A1 PWS MOUNT	2510-99-335-1819	L54A1	6147	ISTEC Services Ltd
L52A1 PWS MOUNT	1005-99-690-7810	L52A1	6061	ISTEC Services Ltd
L55A1 PWS MOUNT	2510-99-362-1848	L55A1	6062	ISTEC Services Ltd
L53A1 PWS MOUNT	2510-99-213-5084	L53A1	5760	ISTEC Services Ltd
L56A1 PWS MOUNT	1005-99-725-4938	L56A1	5125	ISTEC Services Ltd
L57A1 PWS MOUNT	1005-99-277-2318	L57A1	5989	ISTEC Services Ltd
L58A1 PWS MOUNT	2510-99-269-3495	L58A1	5572	ISTEC Services Ltd
L58A2 PWS MOUNT	1005-99-482-0879	L58A2	11023	ISTEC Services Ltd
L59A1 PWS MOUNT	1005-99-322-9612	L59A1	5747	ISTEC Services Ltd
L20A4 UGM MOUNT	1005-99-925-	L20A4	3285	ISTEC Services

	3179			Ltd
L68A1 UGM MOUNT	1095-99-510-5940	L68A1	3905	ISTEC Services Ltd
L66A1 ORC MCV MOUNT	1005-99-151-5608	L66A1	5631	ISTEC Services Ltd
L62A1 ORC MCV MOUNT	1005-99-839-0670	L62A1	5661	ISTEC Services Ltd
L63A1 ORC MCV MOUNT	1005-99-813-1557	L63A1	5632	ISTEC Services Ltd
L67A1 OCR MCV MOUNT	1005-99-613-4816	L67A1	5633	ISTEC Services Ltd
L64A1 LCU MOUNT	2550-99-926-7895	L64A1	7155	ISTEC Services Ltd
L65A1 LCVP MOUNT	1005-99-982-2695	L65A1	7153	ISTEC Services Ltd
L61A1 LCVP MOUNT	1005-99-189-2484	L61A1	7154	ISTEC Services Ltd
L69A1 HMG MOUNT	1005-99-168-9553	L69A1	10968	ISTEC Services Ltd
L47A1 GPMG MOUNT No3 Mk2	1005-99-509-7530	L47A1	5241	ISTEC Services Ltd
L60A4 TWIN GPMG MOUNT	1095-99-495-8328	L60A4	3519	ISTEC Services Ltd
L23A3 GPMG MOUNT	1005-99-185-5393	L23A3	5660	ISTEC Services Ltd
L48A1 GPMG MOUNT	1005-99-929-7973	L48A1	6581	ISTEC Services Ltd
L35A2 SWING ARM MOUNT	1005-99-471-4667	L35A2	5133	ISTEC Services Ltd
Range Drum – HMG 0.5 Cal. Picatinny Rail with Lock	1240-99-373-0855	L7A1	2876	ISTEC Services Ltd
Range Drum – HMG 0.5 Cal. NATO Rail	1240-99-702-3221	L4A1	2031	ISTEC Services Ltd
Range Drum – HMG 0.5 Cal. Picatinny Rail without Lock	1240-99-615-6499	L5A1	6610	ISTEC Services Ltd
Range Drum – HMG 0.5 Cal. Picatinny Rail	1240-99-840-5185	L6A1	7356	ISTEC Services Ltd

Grabber with Lock				
Range Drum – HMG 0.5 Cal. Triple Picatinny Rail	1240-99-453- 6634	L8A1	3649	ISTEC Services Ltd
Range Drum – GMG	1010-99-484- 3489	L9A1	3805	ISTEC Services Ltd

APPENDIX 2

Equipment Not Covered by the Contract

The Contractor shall not be required to provide Design Services for the Equipments provided as Government Furnished Equipments (GFE) by the Authority and specified below:

	Equipment	Design Reference	Design Authority

Note: The Contractor is not responsible for any modification made to the COTS Weapon by the Authority. Where the Contractor deems the Authorities modification to be the reason for a failure the Contractor shall provide written evidence to support this claim.

APPENDIX 3

Equipment Covered by Obsolescence Management

The Contractor shall be responsible for delivering an Obsolescence Management Service, covering the following equipments and sub-systems:

	Equipment	NSN	Design Authority
1	L50A1 MOUNT	2510-99-687-2876	ISTEC Services Ltd
2	L51A1 MOUNT	2510-99-968-6770	ISTEC Services Ltd
3	L54A1 MOUNT	2510-99-335-1819	ISTEC Services Ltd
4	L52A1 MOUNT	1005-99-690-7810	ISTEC Services Ltd
5	L55A1 MOUNT	2510-99-362-1848	ISTEC Services Ltd
6	L53A1 MOUNT	2510-99-213-5084	ISTEC Services Ltd
7	L56A1 MOUNT	1005-99-725-4938	ISTEC Services Ltd
8	L57A1 MOUNT	1005-99-277-2318	ISTEC Services Ltd
9	L64A1 MOUNT	2550-99-926-7895	ISTEC Services Ltd
10	L65A1 MOUNT	1005-99-982-2695	ISTEC Services Ltd
11	L61A1 MOUNT	1005-99-189-2484	ISTEC Services Ltd
12	L62A1 MOUNT	1005-99-839-0670	ISTEC Services Ltd
13	L67A1 MOUNT	1005-99-613-4816	ISTEC Services Ltd
14	L63A1 MOUNT	1005-99-813-1557	ISTEC Services Ltd
15	L66A1 MOUNT	1005-99-151-5608	ISTEC Services Ltd
16	L20A4 MOUNT	1005-99-925-3179	ISTEC Services Ltd
17	L68A1 MOUNT	1095-99-510-5940	ISTEC Services Ltd
18	L69A1 MOUNT	1005-99-168-9553	ISTEC Services Ltd
19	L35A2 MOUNT	1005-99-471-4667	ISTEC Services Ltd
20	L47A1 MOUNT No3 Mk2	1005-99-509-7530	ISTEC Services Ltd
21	L60A4 MOUNT	1095-99-495-8328	ISTEC Services Ltd
22	L23A3 MOUNT	1005-99-185-5393	ISTEC Services Ltd
23	L48A1 MOUNT	1005-99-929-7973	ISTEC Services Ltd
24	L58A1 PWS	2510-99-269-3495	ISTEC Services Ltd

25	L58A2 PWS	1005-99-482-0879	ISTEC Services Ltd
26	L59A1 PWS	1005-99-322-9612	ISTEC Services Ltd
27	Range Drum – 0.5 Cal. Picatinny Rail with Lock	1240-99-373-0855	ISTEC Services Ltd
28	Range Drum – 0.5 Cal. NATO Rail	1240-99-702-3221	ISTEC Services Ltd
29	Range Drum – 0.5 Cal. Picatinny Rail without Lock	1240-99-615-6499	ISTEC Services Ltd
30	Range Drum – 0.5 Cal. Picatinny Rail Grabber with Lock	1240-99-840-5185	ISTEC Services Ltd
31	Range Drum – 0.5 Cal. Triple Picatinny Rail	1240-99-453-6634	ISTEC Services Ltd
32	Range Drum – GMG	1010-99-484-3489	ISTEC Services Ltd
33	All associated Spares	Various	ISTEC Services Ltd
34	All associated Special Tools and Test Equipment	Various	ISTEC Services Ltd

APPENDIX 4

AESP's Covered by Support Services

	AESP Reference
1	AESP 1005-F-102
2	AESP 1005-F-103
3	AESP 1005-F-104

APPENDIX 5

Army Equipment and Support Publication (AESP) and Electrical and Mechanical Engineering Regulations (EMER) - FORM 10

* AESP Number:		* Is this Safety related?		Yes <input type="checkbox"/>	No <input type="checkbox"/>		
SEND FORM 10 VIA THE EMAIL OR POST ADDRESS. HOWEVER, EMAIL IS PREFERRED.				Tel: XXXXXXXXXX			
Email: XXXXXXXXXX		Post to: Form 10 Cell, XXXXXXXXXX					
(Save a copy of the form and email to the above address. If the link fails, copy and paste into email client)							
ORIGINATORS DETAILS							
* Address			* Name				
			* Rank/Grade				
			* Phone No				
			* Senders Ref				
			* Date Raised				
* Email			* Eqpt Asset Code (if applicable)				
AESP DETAILS							
* Full Title of AESP (not the AESP number)							
* Edition	* Amendment	* Chapter	* Page	* Paragraph	* Figure	* Instruction	* Other
* Comments: If additional information is to be supplied, please email with the Form 10 as separate attachments							
FORM 10 CELL USE							
* Date Received				* Form 10 reference			
* Date sent to PT/SME				* Problem Report			
PROJECT TEAM / SME RESPONSE TO COMMENTS:							
* Project Team (PT) / SME				* Sponsors Name			
* Phone				* Rank / Grade			
* Email				* Date Received			
* THE FOLLOWING ACTION IS TO BE CARRIED OUT:							
Issue a revised/amended AESP/EMER			<input type="checkbox"/>	Under investigation			<input type="checkbox"/>
Incorporate comment(s) in future amendments			<input type="checkbox"/>	No action required			<input type="checkbox"/>
Remarks:							
SPONSOR/PT FINAL CLOSURE STEPS							
Form 10 Originator notified of the action taken			<input type="checkbox"/>	Form 10 Cell notified of date action taken			<input type="checkbox"/>

* Mandatory Fields for Originator

* Mandatory Fields for Sponsor

APPENDIX 6

Change Proposal (CP) Form

Change Proposal Part 1						CP
<i>To be completed by Change Initiator</i>					¹ CP No	
					¹ Official Use Only	
Title:		Date Raised:		¹ Status	*Progress / Reject	
Organisation:		Date Required:		Sponsor Informed	<input type="checkbox"/> Yes* <input type="checkbox"/> No*	
Purpose:				Options: Safety Modification, Improved Function, Improved Reliability, Capability Uplift, Obsolescence Management, Financial Saving		
Safety Related:	<input type="checkbox"/> Yes*	<input type="checkbox"/> No*	Equipment Failure:	<input type="checkbox"/> Yes*	<input type="checkbox"/> No*	
EQUIPMENT (CONFIGURATION ITEM) DETAILS:						
Top Level Item:			AESP OCTAD:			
NSN:			Ref:			
Sub-System:			End Item:			
NSN:			NSN:			
Brief Description & Justification:						
Supporting Documentation & Drawings: (to be attached)						
Ref No			Title:			

*Delete as appropriate