

**STATEMENT OF WORK
FOR
FNH UK LTD - SUPPORT SERVICES**

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1 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 (and associated components), hereby referred to as the Equipment List.

Services to be delivered fall into three key areas:

- a. Management.
- b. Design Services.
- c. Capability Improvements.

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

2 MANAGEMENT

2.1 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 at section 2.4. Fit, Form and Function are defined as follows:

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

The Contractor shall monitor the impact of 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 Project Managers (PMs).
- 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.
- i. Preparation and Delivery of Monthly Progress Reports to the Authority PM.
- j. Providing reports for Quarterly Progress Reviews (QPRs).

The contractor shall maintain records of equipment configuration and shall maintain appropriate documentation associated with the equipment in accordance with Clause A 23.

2.2 Design Authority

The Contractor is the Design Authority for Equipments as listed in the Equipment List.

The Contractor shall manage Configuration Control for all sub-Contractor articles supplied under any capital equipment contract which it is responsible for.

2.3 Focal Points

The Contractor shall provide a single point of contact for all SS activities including engineering issues and shall be available during office hours from 8am to 5pm, Monday to Friday, excluding Bank Holidays.

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

2.4 Service Types

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), see section 2.5.
- b. Project management of SS processes in accordance with (iaw) Association of Project Managers (APM) or Prince 2 principles.
- c. Scheduled meetings, see MEETINGS.
- d. Management and initial assessment of GEMS applications, see section 3.2.

- e. Reference equipment management, see section 3.3.
- f. Documentation management, see section 3.5.
- g. Custody and maintenance of drawings, see section 3.5.
- h. Configuration management iaw DEFSTAN 05-57 and section 3.6.
- i. Obsolescence management, see section 3.8.
- j. Quality management iaw DEFSTAN 05-61 and AQAP 2110 Edition 3 / Edition D version 1.
- k. Safety, legislation & environmental management iaw DEFSTAN 00-56.
- l. Training equipment and course material management.
- m. Preliminary investigations.
- n. Copies of descriptive material / all documentation.
- o. Provide tasking quotations for preliminary investigations and task preparation
- p. Production and maintenance of technology roadmaps.

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), see section 2.5.
- 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 GEMS 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.

Should such work be undertaken, the Authority will provide the Contractor with the relevant Critical Design Review (CDR) on a case-by-case basis. The requirements of each service are described later in this document.

2.5 Project advice and assistance

The Contractor shall provide the Authority with advice, assistance, and answers to technical questions on technical and administrative details related to the Equipments listed in the equipment

list. They shall also provide technical information and assistance to agencies authorised by STSP DCC LETHALITY to receive such information.

The Contractor shall give an estimate of the effort required to respond to a technical question within 0.5 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:

- a. Core – Advice, assistance and answer(s) provided by the Prime Contractor of up to one man day's effort are included in Core Services.
- b. 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.
- c. 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.

2.6 Meetings

In accordance with the Contract Condition H, the Contractor shall provide support and attendance at the following pre-arranged and ad-hoc meetings, as and when required, within reasonable notice. Requirements for meetings are at Table 1.

Serial	Meeting	Location	Contractor responsibilities	Contractor outputs
1	Quarterly Progress Review (QPR) To discuss: <ul style="list-style-type: none"> • Core activities • Non-Core activities • Supply activities • Repair activities 	Contractor's premises or MOD Abbey Wood. Authority to confirm location 10 days prior to QPR meeting.	Arrange meeting, issue calling notice, provide agenda 5 working days in advance. Management report 1 week prior to meeting. Summary slides of management report, including key issues and risks.	Minutes of meeting and responses to questions within 5 working days.
2	Ad Hoc Meetings.	As required.	Arrange meeting, provide agenda 2 working days in advance where possible.	Memo detailing decisions made and actions taken issued within 2 working days.

Table 1 – Meeting Requirements

2.7 Reports

The Contractor shall upkeep and maintain project data on a management information system.

The Contractor shall update the management information data as appropriate to meet the objective outputs required in this Statement of Work.

Management reports in support of the Quarterly Progress Review (QPR)

Prior to a Quarterly Progress Review (QPR) the Contractor shall issue a Management Report to the Authority, one week before the QPR. The Management Reports shall be reviewed by the Authority's Project Manager.

The Management Report shall include as a minimum the following information, this list shall form the structure of the document:

- a. Statement of Invoices submitted to date.
- b. Statement of Spend accrued to date, and in the previous quarter.
- c. Number and Value of Open Tasks by Category (Design Improvement, Legislation, Health & Safety, Management, Miscellaneous, Obsolescence, AESP's and Reference Equipment) on Contract.
- d. Number and Value of Tasks raised in the reporting period.
- e. Number and Value of Tasks approved in the reporting period.
- f. Number and Value of Tasks completed in the reporting period.
- g. List of Outstanding Tasks awaiting MOD approval.
- h. Commentary on Key Commercial Issues.
- i. Commentary on Key Financial Issues.
- j. Commentary on Key Technical Issues.
- k. Commentary on Key Obsolescence Issues.
- l. Commentary on Key Safety Issues.
- m. Commentary on Key Programme Issues; Reason for delay in completion of a task, detailing what action is being taken to remedy the situation.
- n. Commentary on Configuration Management Issues.
- o. Commentary on Quality Issues.
- p. Summary of Contractor's assessment of Performance against KPIs.

2.8 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:

- a. Requirement for Non-Core Tasking instruction realised.
- b. The Contractor or Authority shall complete Tasking Proforma Part 1, this requires authorisation and completion by the Authority's Commercial Manager.
- c. The Contractor shall respond by completing Tasking Proforma Part 2 and return to the Authority's Commercial Manager.

- d. The Authority's Commercial Manager shall return the Tasking Proforma Part 3, either authorising the Contractor to perform the work, or informing the Contractor that the task shall not proceed.

Upon receipt of a Tasking Proforma Part 1, the Authority or Contractor is to acknowledge receipt of the request to the Authority or Contractor within 1 working day.

The Contractor is to provide a full response via a Tasking Proforma Part 2 within 5 working days of receipt of Part 1.

No work shall be undertaken until Authorisation has been received via the completed Tasking Proforma Part 3, duly completed by the Authority's Project Manager, Commercial Manager and Finance Officer. Any work undertaken before the receipt of 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.

3 DESIGN SERVICES

3.1 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, GEMS, 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:

- a. GEMS.
- b. Reference Equipment Management.
- c. Safety Management.
- d. Documentation Management.
- e. Configuration Management.
- f. Reliability and Maintainability.
- g. Obsolescence Management.
- h. Capability Improvements.
- i. Serious Equipment Failure Investigation Team (SEFIT) reports.
- j. Land Accident Investigation Team (LAIT) Investigations.
- k. Equipment Failure Reports (EFR).

3.2 GEMS

The GEMS 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 core task of the SS.

The Authority shall receive the incoming GEMS applications and shall evaluate them for viability. If a GEMS 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 Core Activity, up to 1 man-days of effort. The output of this effort is to be a specification and cost for the development and production of the modification kit and modification instructions. If the contractor believes that the suggestion is not viable they shall report this to the Authority along with justification.

The Authority shall retain the responsibility for completing the GEMS 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: this shall typically be within 10 working days.

3.3 Reference equipment management

General

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.

Government Furnished Equipment (GFE) maintenance and repair

Care and custody of Government Furnished Reference Equipment shall be carried out in accordance with DEFCON 611 (SC3).

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.

Configuration Control

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.

Storage

The reference equipments shall be available for inspection by the Authority with 1 working days notice.

3.4 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 will be part of the Safety Panel for the equipment and take part in the Safety Case review. 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.

3.5 Documentation management

The Contractor shall Retain, Upkeep and Maintain all SS documentation. Documentation includes all master documentation relating to all Equipment listed at Appendix 1.

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

- a. Manufacturing Drawings.
- b. CAD and CAM data.
- c. Drawing Lists.
- d. Definitive Equipment Specifications.
- e. Material specifications.
- f. GFE Log tracker.
- g. Risks, Issues and Opportunities (RIO) Register.
- h. Configuration Status Report.
- i. AESP Categories 1 to 8 (or otherwise as agreed with the Authority).
- j. 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 3.

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 issue the amended Publications in Softcopy (MS Word or PDF) to the Project Manager for vetting/comment.

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.

The Contractor shall be responsible for arranging the final issue of the Publications (post Authority input) to be uploaded to Technical Documents On-Line (TDOL) unless agreed otherwise with the Project Manager.

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 4 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 Project Manager who will manage the distribution to the relevant parties.

Where discrepancies in format and style exist between documents of the same type, the Contractor shall develop a Common Format Document Template to the satisfaction of the Authority's Project Manager, and update the documentation accordingly. These updates shall be completed as and when the documentation is undergoing updating, this is a Core Activity.

3.6 Configuration management

The Contractor shall maintain the 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 Defence Standard 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 Log Books and other Authority records are to be completed and maintained.

The Contractor shall maintain configuration control of all documentation associated with the equipment, specifically AESP's and drawings. 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.

3.7 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 Project 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.

3.8 Obsolescence management

General

The contractor is responsible for Managing Obsolescence in accordance with the Obsolescence Management Plan over the entire period of the contract and, notwithstanding any Obsolescence issues or problems, the Contractor remains responsible for meeting all Performance and other requirements of this Statement of Work.

The Contractor shall deliver management of obsolescence for all equipment listed at Appendix 1.

When the Obsolescence Management service is established the Contractor, in conjunction with the Authority, shall cascade this system down to all sub-Contractors.

Obsolescence Management Plan

The Contractor shall produce an Obsolescence Management Plan, in accordance with BS EN 62402:2007. This shall include as a minimum:

- a. The on-going identification and review of Obsolescence concerns and issues over the duration of the Contract.
- b. Identification of mitigation action of Obsolescence concerns over the duration of the Contract.
- c. Identification of resolution action of obsolescence issues.

This shall include but is not limited to Obsolescence of:

- a. Components.
- b. Assemblies.
- c. Sub-assemblies.
- d. Piece parts.
- e. Materials.

Obsolescence Issues

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.

3.9 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 Agencies of the Department 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:

- a. Liaison with Authorities agencies in respect of the supply of Modification Kits.
- b. Liaison with Authorities agencies.
- c. Preparing and agreeing a retrofit programme with the Authority and the User.
- d. 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.

Nicholas Schuster
DCC Lethality
Soldier Training and Special Programmes

Appendices:

- 1 Equipment to be covered by Support Services
- 2 Equipment not to be covered by Support Services
- 3 AESPs to be covered by Support Services
- 4 Example Form 10

EQUIPMENT TO BE COVERED BY SUPPORT SERVICES

Item	NSN	L&A	MPN	Design Authority	Associated Weapon System	Notes
Machine gun, 5.56mm L110A2 (to CES)	1005-99-974-0468	L110A2	N/A	FN Herstal	N/A	
Machine gun, 5.56mm, L110A2 (bare wpn)	1005-13-118-7434	L110A2	W2756	FN Herstal	N/A	
Machine gun, 7.62mm, L130A1 (to CES)	1005-13-121-2414	L130A1	N/A	FN Herstal	N/A	
Machine gun, 7.62mm, L130A1 (bare wpn)	1005-13-121-2549	L130A1	NK	FN Herstal	N/A	
Machine gun, 12.7mm, QCB (to CES)	1005-99-967-7005	L111A1	N/A	Manroy	N/A	
Machine gun, 12.7mm, QCB (bare wpn)	1005-99-322-3049	L111A1	A10352	Manroy	N/A	
L10A2 GPMG mount	1005-99-586-0748	L10A2	5829-89	Manroy	GPMG	Not on LWSSS
PAC24 GPMG mounts	1005-99-873-7121	N/A	9487-170	Manroy	GPMG	Not on LWSSS
81mm mortar bipod	1015-99-960-5154	L5A3	NK	Assumed MOD under DEFCON15	81mm mortar	
	1015-99-966-0949	L5A5	NK			
81mm mortar ancillaries	Various	N/A	Various	Assumed MOD under DEFCON15	81mm mortar	
All associated Spares and Special Tools and Test Equipment	Various	N/A	Various	Various	Various	

**Appendix 2 to
Annex C****EQUIPMENT NOT TO BE COVERED BY SUPPORT SERVICES**

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:

Item	NSN	L&A	MPN	Design Authority	Associated Weapon System	Notes

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.

AESPS TO BE COVERED BY SUPPORT SERVICES

Serial	AESP reference	Title
1	1005-N-201	MACHINE GUN, 12.7MM IN., L111A1 WITH QUICK CHANGE BARREL INCLUDING MOUNTING AND SIGHTS
2	1005-N-103	GUN MACHINE, 5.56MM, L110A2 AND GUN MACHINE, 5.56MM, L110A3
3	1005-N-530	MACHINE GUN, 7.62MM, L130A1

EXAMPLE FORM 10

*AESP/EMER Number:		*is this safety related?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Send Form 10 via the Email or Post address. However email is <u>preferred</u> .		Tel	030 679 71141 or 9679 71141
Email:	DESLE-Form10@mod.uk	Post to	Form 10 Cell Land Equipment Elm 3b #4330 MOD Abbey Wood Bristol BS34 8JH
(To email this form send as a copy to the email address above)			

Originators Details							
*Address				*Name			
				Rank / Grade			
				*Phone			
				*Senders Reference			
				*Date Raised			
*E-Mail				Eqpt Asset Code (if applicable)			
AESP/EMER Details							
*Full Title of AESP/EMER (Not the AESP/EMER Number)							
*Edition	*Amendment	*Chapter	*Page	*Paragraph	Figure	Instruction	Other
*Comments: If additional information is to be supplied, please e-mail 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:		Mark:	Mark:
Issue a revised/amended AESP/EMER:		Under investigation:	
Incorporate comment(s) in future amendments:		No action required:	
Remarks:			
Sponsor/PT Final CLOSURE Steps		Mark:	Form 10 Cell notified of Date action taken
Form 10 Originator notified of the action taken:			Date: