

Schedule 1 - Definitions of Contract

AG173	means the MOD invoice form AG173 that suppliers submit as an invoice to enable payment to be processed;
Articles	means the Contractor Deliverables (goods and / or the services), including Packaging (and Certificate(s) of Conformity and supplied in accordance with any QA requirements if specified) which the Contractor is required to provide under the Contract in accordance with Schedule 2 (Schedule of Requirements), but excluding incidentals outside Schedule 2 (Schedule of Requirements) such as progress reports. (This definition only applies when DEFCONs are added to these Conditions);
Assets	means items / materials which the Contractor has acquired for the purposes of performing their obligations under the Contract;
Authority	means the Secretary of State for Defence acting on behalf of the Crown;
Authority's Representative(s)	shall be those person(s) defined in Schedule 3 (Contract Data Sheet) who will act as the Authority's Representative(s) in connection with the Contract. Where the term "Authority's Representative(s)" in the Conditions is immediately followed by a functional description in brackets, the appropriate Authority's Representative(s) shall be the designated person(s) for the purposes of clause H2.b;
Business Day	means any day excluding: a. Saturdays, Sundays and public and statutory holidays in the jurisdiction of either Party; b. privilege days notified in writing by the Authority to the Contractor at least ten (10) Business Days in advance; and c. such periods of holiday closure of the Contractor's premises of which the Authority is given written notice by the Contractor at least ten (10) Business Days in advance;
Central Government Body	a body listed in one of the following sub-categories of the Central Government classification of the Public Sector Classification Guide, as published and amended from time to time by the Office for National Statistics: a. Government Department; b. Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal); c. Non-Ministerial Department; or d. Executive Agency;
Child Labour Legislation	means those International Labour Law Conventions concerning economic exploitation of children through the performance of work which is likely to be hazardous or to interfere with a child's health or development, including but not limited to slavery, trafficking, debt bondage or forced labour, which are ratified and enacted into domestic law and directly applicable to the Contractor in the jurisdiction(s) in which it performs the Contract.
Collect	means pick up the Contractor Deliverables from the Consignor. This shall include loading, and any other specific arrangements, agreed in accordance with clause F1.c and Collected and

	Collection shall be construed accordingly;
Conditions	means the terms and conditions set out in this document;
Consignee	means that part of the Authority identified in Schedule 3 (Contract Data Sheet) to whom the Contractor Deliverables are to be Delivered or on whose behalf they are to be Collected at the address specified in Schedule 3 (Contract Data Sheet) or such other part of the Authority as may be instructed by the Authority by means of a Diversion Order;
Consignor	means the name and address specified in Schedule 3 (Contract Data Sheet) from whom the Contractor Deliverables will be dispatched or Collected;
Contract	means the Contract including its Schedules and any amendments agreed by the Parties in accordance with condition A2 (Amendments);
Contract Price	means the amount set out in Schedule 2 (Schedule of Requirements) to be paid (inclusive of Packaging and exclusive of any applicable VAT) by the Authority to the Contractor, for the full and proper performance by the Contractor of its obligations under the Contract.
Contractor	means the person who, by the Contract, undertakes to supply the Contractor Deliverables, for the Authority as is provided by the Contract. Where the Contractor is an individual or a partnership, the expression shall include the personal representatives of the individual or of the partners, as the case may be, and the expression shall also include any person to whom the benefit of the Contract may be assigned by the Contractor with the consent of the Authority;
Contractor Commercially Sensitive Information	means the Information listed in the completed Schedule 9 (Contractor's Commercially Sensitive Information Form), which is Information notified by the Contractor to the Authority, which is acknowledged by the Authority as being commercially sensitive;
Contractor Deliverables	means the goods and / or the services, including Packaging (and Certificate(s) of Conformity and supplied in accordance with any QA requirements if specified) which the Contractor is required to provide under the Contract in accordance with Schedule 2 (Schedule of Requirements), but excluding incidentals outside Schedule 2 (Schedule of Requirements) such as progress reports;
Control	means the power of a person to secure that the affairs of the Contractor are conducted in accordance with the wishes of that person: <ul style="list-style-type: none"> a. by means of the holding of shares, or the possession of voting powers in, or in relation to, the Contractor; or b. by virtue of any powers conferred by the constitutional or corporate documents, or any other document, regulating the Contractor; and a change of Control occurs if a person who Controls the Contractor ceases to do so or if another person acquires Control of the Contractor;
CPET	means the UK Government's Central Point of Expertise on Timber, which provides a free telephone helpline and website to support implementation of the UK Government timber procurement policy

Crown Use	in relation to a patent means the doing of anything by virtue of Sections 55 to 57 of the Patents Act 1977 which otherwise would be an infringement of the patent and in relation to a Registered Design has the meaning given in paragraph 2A(6) of the First Schedule to the Registered Designs Act 1949;
DAB Form 10	means the MOD invoice summary form;
DBS Finance	means Defence Business Services Finance, at the address stated in Schedule 3 (Contract Data Sheet);
DEFFORM	means the MOD DEFFORM series which can be found at https://www.aof.mod.uk ;
DEF STAN	means Defence Standards which can be accessed at https://www.dstan.mod.uk ;
Deliver	means hand over the Contractor Deliverables to the Consignee. This shall include unloading, and any other specific arrangements, agreed in accordance with condition F1 and Delivered and Delivery shall be construed accordingly;
Delivery Date	means the date as specified in Schedule 2 (Schedule of Requirements) on which the Contractor Deliverables, or the relevant portion of them are to be Delivered or made available for Collection;
Denomination of Quantity (D of Q)	means the quantity or measure by which an Item of material is managed;
Design Right(s)	has the meaning ascribed to it by Section 213 of the Copyright, Designs and Patents Act 1988;
Diverslon Order	means the Authority's written instruction (typically given by MOD Form 199) for urgent Delivery of specified quantities of Contractor Deliverables to a Consignee other than the Consignee stated in Schedule 3 (Contract Data Sheet);
Effective Date of Contract	means the date specified on the Authority's acceptance letter. For example the DEFFORM 159, or where the standstill period applies, the relevant Notice of Entry into Contract letter;
Evidence	means either: <ul style="list-style-type: none"> a. an invoice or delivery note from the timber supplier or Subcontractor to the Contractor specifying that the product supplied to the Authority is FSC or PEFC certified; or b. other robust Evidence of sustainability or FLEGT licensed origin, as advised by CPET;
Firm Price	means a price (excluding VAT) which is not subject to variation;
FLEGT	means the Forest Law Enforcement, Governance and Trade initiative by the European Union to use the power of timber-consuming countries to reduce the extent of illegal logging;
Hazardous Contractor Deliverable	means a Contractor Deliverable or a component of a Contractor Deliverable that is itself a hazardous material or substance or that may in the course of its use, maintenance, disposal, or in the event of an accident, release one or more hazardous materials or substances and each material or substance that may be so released;

Independent Verification	means that an evaluation is undertaken and reported by an individual or body whose organisation, systems and procedures conform to "ISO Guide 65:1996 (EN 45011:1998) General requirements for bodies operating product certification systems or equivalent", and who is accredited to audit against forest management standards by a body whose organisation, systems and procedures conform to "ISO 17011: 2004 General Requirements for Providing Assessment and Accreditation of Conformity Assessment Bodies or equivalent";
Information	means any information in any written or other tangible form disclosed to one Party by or on behalf of the other Party under or in connection with the Contract;
Key Performance Indicators	means the agreed method of monitoring and measuring the Contractor's performance against the Contract as set out in Section L (Processes) where this Contract includes Core Plus condition "Key Performance Indicators and Performance Management";
Legal and Sustainable	means production and process methods, also referred to as timber production standards, as defined by the document titled "UK Government Timber Production Policy: Definition of legal and sustainable for timber procurement". The edition current on the day the Contract documents are issued by the Authority shall apply;
Legislation	means in relation to the United Kingdom: <ul style="list-style-type: none"> a. any Act of Parliament; b. any subordinate Legislation within the meaning of Section 21 of the Interpretation Act 1978; c. any exercise of the Royal Prerogative; or d. any enforceable community right within the meaning of Section 2 of the European Communities Act 1972;
Military Level Packaging	Packaging that by the nature of the packaged item, or envisaged transport / movement or handling within the military supply chain and requires enhanced protection beyond that which commercial packaging normally provides;
Military Packaging Accreditation Scheme (MPAS)	is a MOD sponsored scheme to accredit military packaging designers capable of producing SPIS designs acceptable to the MOD by meeting its requirements and thereby assure good Military Level Packaging. MPAS supersedes MPCAS / DR14. MPAS detail is available from: DESJSCSCM-EngTLS-Pkg@mod.uk ;
Minor Change	means any change that does not significantly / materially affect the nature of the Contractor Deliverables;
MPAS Registered Organisation	is a packaging organisation having one or more MPAS Certificated Designers capable of Military Level designs. A company capable of both Military Level and commercial Packaging designs including MOD labelling requirements;
MPAS Certificated Designer	shall mean an experienced Packaging designer trained and certified to MPAS requirements;

MOD Form 640	means the MOD Form in 5 separate parts, each with a different role in the Delivery / Collection and payment process, which may be obtained from the address specified for obtaining MOD forms and documentation in Schedule 3 (Contract Data Sheet);
NATO	means the North Atlantic Treaty Organisation which is an inter-governmental military alliance based on the North Atlantic Treaty which was signed on 4 April 1949;
Notices	shall mean all Notices, orders, or other forms of communication required to be given in writing under or in connection with the Contract;
Overseas	shall mean non UK or foreign;
P2P	means the MOD electronic ordering, receipting and payment system;
Packaging	<p>Verb. The operations involved in the preparation of material for; transportation, handling, storage and Delivery to the user;</p> <p>Noun. The materials and components used for the preparation of the Contractor Deliverables for transportation and storage in accordance with the Contract;</p>
Packaging Design Authority (PDA)	shall mean the organisation that is responsible for the original design of the Packaging except where transferred by agreement. The PDA shall be identified in the Contract, see Annex A to Schedule 3 (Appendix – Addresses and Other Information), Box 3. The PDA should be MPAS registered or accepted as having an equivalent certification;
Parties	means the Contractor and the Authority, and Party shall be construed accordingly;
Primary Packaging Quantity (PPQ)	means the quantity of an item of material to be contained in an individual package, which has been selected as being the most suitable for issue(s) to the ultimate user;
Recycled Timber	<p>means recovered wood that prior to being supplied to the Authority had an end use as a standalone object or as part of a structure. Recycled Timber covers:</p> <ol style="list-style-type: none"> a. pre-consumer reclaimed wood and wood fibre and industrial by-products; b. post-consumer reclaimed wood and wood fibre, and driftwood; c. reclaimed timber abandoned or confiscated at least ten years previously; <p>it excludes sawmill co-products;</p>
Schedule of Requirements	means Schedule 2 (Schedule of Requirements), which identifies, either directly or by reference, Contractor Deliverables, to be provided, the quantities and dates involved and the price or pricing terms in relation to each Contractor Deliverable;
Short-Rotation Coppice	means a specific management regime whereby the poles of trees are cut every one to two years and which is aimed at producing biomass for energy. It is exempt from the UK Government timber procurement policy. For avoidance of doubt, Short-Rotation Coppice is not conventional coppice, which is subject to the timber policy;

Specification	means the description of the Contractor Deliverables, including any specifications, drawings, samples and / or patterns, referred to in Schedule 2 (Schedule of Requirements);
STANAG 4329	means the publication NATO Standard Bar Code Symbolologies which can be sourced at https://www.dstan.mod.uk/faqs.html ;
Subcontractor	means any person engaged by the Contractor from time to time as may be permitted by the Contract to provide the Contractor Deliverables (or any part thereof);
Supported Businesses	means establishments or services where more than 50% of the workers are disabled persons who by reason of the nature or severity of their disability are unable to take up work in the open labour market;
Timber and Wood-Derived Products	means timber (including Recycled Timber and Virgin Timber but excluding Short-Rotation Coppice) and any products that contain wood or wood fibre derived from those timbers. Such products range from solid wood to those where the manufacturing processes obscure the wood element;
Transparency Information	means the content of this Contract in its entirety, including from time to time agreed changes to the Contract, and details of any payments made by the Authority to the Contractor under the Contract;
Virgin Timber	means Timber and Wood-Derived Products that do not include Recycled Timber.

Schedule 2 - Schedule of Requirements for Contract No: LSBU15/0015

For the Supply of Route Markings

Contractor Deliverables

Item Number	MOD Stock Reference No.	Part No. (where applicable)	Specification	Consignee Address Code (full address is detailed in DEFFORM 96)	Packaging Requirements inc. PPQ and DofQ (as detailed in DEFFORM 96)	Delivery Date	Total Qty	Firm Price (£) Ex VAT	
								Per Item	Total inc. Packaging (and Delivery if specified in Schedule 3 (Contract Data Sheet))
			See Attached Annex A to Schedule 2						
Total Firm Price									

Item Number	Consignee Address (XY code only)

Schedule 3 - Contract Data Sheet for Contract No: LSBU15/0015

<p>Condition A9 Governing Law</p>	<p>Contract to be governed and construed in accordance with: (one must be chosen)</p> <p>English Law <input checked="" type="checkbox"/></p> <p>Scots Law <input type="checkbox"/> clause A9.d shall apply</p> <p>Solicitors or other persons based in England and Wales (or Scotland if Scots Law applies) irrevocably appointed for Contractors without a place of business in England (or Scotland, if Scots Law applies) in accordance with clause A9.g (if applicable) are as follows:</p>
<p>Condition A22 Termination for Convenience</p>	<p>The Notice period for terminating the Contract shall be 20 Business Days.</p>
<p>Condition A24 Contract Period</p>	<p>The Contract expiry date shall be: two years from date of award. The Authority reserves the right to extend the Contract for a maximum of one further year from the Contract end date. Notification of the Authority's intention to take up this option shall be made in writing to the Contractor at least six months prior to the Contract end date.</p>
<p>Clause B1.a.(2) Contractor's Obligations - Quality Assurance</p>	<p>Is a Deliverable Quality Plan required for this Contract?</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes the Deliverable Quality Plan must be set out as defined in AQAP 2105 and delivered to the Authority (Quality) within 90 Business Days of Contract Award. Once agreed by the Authority the Quality Plan shall be incorporated into the Contract. The Contractor shall remain at all times, solely responsible for the accuracy, suitability and applicability of the Deliverable Quality Plan.</p> <p>Other Quality Assurance Requirements:</p> <p>AQAP 2110 Edition 3 NATO Quality Assurance Requirements for Design, Development and Production.</p> <p>Concessions shall be managed in accordance with Def Stan. 05-61 Part 1, Issue 5-- Quality Assurance Procedural Requirements - Concessions.</p> <p>For UK contracts: Configuration shall be managed in accordance with Def Stan 05-57 Issue 6 - (Configuration Management of Defence Materiel)</p> <p>Counterfeit Avoidance Management shall be managed in accordance with Def Stan 05-135 Issue 1 (Avoidance of Counterfeit Materiel)</p>

Condition B6 Marking of Contractor Deliverables	Special Marking requirements: N/A
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<p>Condition B8 Supply of Data for Hazardous Contractor Deliverables, Materials and Substances</p>	<p>A completed Schedule 6 (Hazardous Articles, Materials or Substance Statement), and if applicable, Safety Data Sheet(s) are to be provided by e-mail with attachments in Adobe PDF or MS WORD format to:</p> <p>a) The Authority's Representative (Commercial)</p> <p>b) <u>DSALand-MovTpt-DGHSIS@mod.uk</u></p> <p>or: if only a hardcopy is available to:</p> <p>a) The Authority's Representative (Commercial)</p> <p>b) Hazardous Stores Information System (HSIS) Defence Safety Authority (DSA) Movement Transport Safety Regulator (MTSR) Hazel Building Level 1, #H019 MOD Abbey Wood (North) Bristol, BS34 8QW</p> <p>DSA-DLSR-MovTpt-DG HSIS (MULTIUSER)</p> <p>to be Delivered no later than one (1) month prior to the Delivery Date for the Contract Deliverable or by the following date:</p>
<p>Clause B9.i Timber and Wood-Derived Products</p>	<p>A completed Schedule 7 (Timber and Wood-Derived Products Supplied under the Contract: Data Requirements), is to be provided by e-mail with attachments in Adobe PDF or MS WORD format to:</p> <p>The Authority's Representative (Commercial)</p> <p>Or, if only a hardcopy is available to:</p> <p>The Authority's Representative (Commercial)</p> <p>to be Delivered by the following date:</p>
<p>Condition B10 Certificate of Conformity</p>	<p>Is a Certificate of Conformity required for this Contract?</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Line Items:</p> <p>If Yes, does the Contractor Deliverables require traceability throughout the supply chain?</p> <p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p> <p>Line Items:</p>

<p>Condition C1 Contract Price (Excl. Vat)</p>	<p>All Schedule 2 line items shall be Firm Price other than those stated below:</p> <p>Line Items Clause K refers</p> <p>Line Items Clause K refers</p> <p>Line Items Clause K refers</p>
<p>Clause F1.a Delivery (for Schedule 2 items)</p>	<p>The transport requirements shown below are applicable:</p> <p>Line Items</p> <p>To be Delivered by the Contractor (See Box F1.b)</p> <p>Line Items</p> <p>To be Collected by the Authority (See Box F1.c)</p>
<p>Clause F1.b Delivery by the Contractor (for Schedule 2 items)</p>	<p>(Where applicable, see Box F1.a above)</p> <p>Special Delivery Instructions (Clause F1.b.(2)) : TRADE RECEIPTS DELIVERIES – LS DONNINGTON, BICESTER AND ST ATHAN</p> <p>Unless an alternative procedure has been agreed by Logistic Services (LS) and has been communicated to the supplier/delivery team, the following procedures are applied when agreeing and booking in trade deliveries to the Donnington, Bicester and St Athan sites. PARCEL DELIVERIES TO B5 WAREHOUSE LS DONNINGTON</p> <p>For parcel deliveries to LS Donnington, the following criteria will apply:</p> <p>A. Maximum weight per item 25 KG B. Maximum length per item 80 CM C. Maximum width per item 80 CM D. Maximum height per item 40 CM</p> <p>At the point of Parcel delivery, B5 LS Donnington reserves the right to:</p> <ul style="list-style-type: none"> • Not accept a delivery/collection outside of the hours 8.00 to 16:00 (15:30 Friday only) • Allow up to 5 parcels per supplier per day. • Defer a delivery to our Docks area if there is a Health and Safety concern. • Redirect the driver to an approved area/an alternative building for offloading. • Offer the next available space within the Vehicle Delivery Service if the delivery does not meet the criteria of that above. <p>LS will not take responsibility for undelivered goods should the company choose not to be re-directed.</p>

PALLET DELIVERIES - LS DONNINGTON

Items requiring delivery to LS that fall outside of the above criteria, should be declared through our Logistics Commodities and Services Vehicle Booking Service (Booking Slots) situated in Trade Receipts, B5 FMW Donnington, using the Email address below. DESDSA-FMWSLOTS@mod.uk quoting:

1. 13 digit NATO Stock Number (NSN) for deliveries of 10 NSNs or under (multiple pallet deliveries of a single NSN will not be accepted without it).
2. Type of Item (Description).
3. Requirement Change Form (RCF) Number as advised by Project Team.
4. Number of packages / pallets.
5. Any special type of Mechanical Handling aids required.
6. Any specialist information e.g. Urgent Operational Requirement / Valuable & Attractive.
7. Supplier / Carrier Details.
8. Contact Number in case of communication failure.
9. Preferable date and time for delivery.
10. A safety data sheet is needed for hazardous items.

NCR Collection

If the booking request is for a Non-Compliant Trade Receipt requiring collection from the Donnington site, the NCR number (NCR 0****), NSN and any covering Documentation is required at the email stage. DESDSA-FMWSLOTS@mod.uk
Should the email communication links be unavailable please contact:

Booking Slots Mpbile – 07500 123710
Civ – 01952 673322
Receipts Manager 01952 673305
Receipts Supervisor 01952 673389

Trade Deliveries to B47 Donnington

All deliveries irrespective of size, weight, etc.; are to be booked in by telephoning:

Civ tel:01952 672112 Mil tel: 94480 2112
01952 672110 94480 2110

Trade Deliveries to B54 Donnington

All deliveries irrespective of size, weight, etc.; are to be booked in by telephoning:

Civ tel:01952 672236 Mil tel: 94480 2236
01952 672231 94480 2231

Trade Deliveries to Warehouse 33 Donnington

There is no requirement to book in. Warehouse 33 reserves the right to not accept a delivery outside of the hours 8:00 to 16:00 (15:30 Friday only).

ALL DELIVERIES – LS BICESTER

All hauliers delivering products to LS Bicester, must initially contact the Receipt Clerk to obtain a booking reference. Hauliers should be aware that a minimum of 48 hours notice should be given for the delivery of 40-foot trailer loads. This will ensure that resources are available to complete the offloading of packages on the agreed day and time.

The Receipt Clerk can be contacted on 01869 257039. This service is available between 07:30-16:00 Monday to Thursday and 08:00-13:00 on Friday. Outside these hours, hauliers should leave a message and the Receipt Clerk will action the next working day.

The Receipt Clerk will require the following pieces of information:

1. 13-digit NATO Stock number (NSN).

2. Type of item (Description).
 3. Requirement Change Form (RCF) Number as advised by Project Team.
 4. Number of packages / pallets.
 5. Priority of the packages being delivered.
 6. Ultimate consignee address for packages going overseas. This would also include the Unit Identification Number (UIN) and British Forces Post Office (BFPO) number.
 7. Whether the consignment contains Dangerous Goods.
 8. Supplier / haulier details.
 9. Contact telephone number and name.
 10. Preferable date and time for delivery.
 11. Any special type of mechanical handling aids that may be required.
 12. Any specialist information e.g. Urgent Operational Requirement / Valuable & Attractive.
 13. A safety data sheet is needed for hazardous items.
- At the point of delivery, LS Bicester reserves the right to:
- Not accept a delivery outside the hours 08:00 – 15:30 Monday – Thursday, 08:00 – 12:30 on Friday.
 - Reject loosely loaded products that should have been palletised.
 - Reject Dangerous Goods consignments that are not documented/labelled/packaged correctly, in line with the modal regulations.
 - Re-direct the driver to the building that the package is addressed for delivery.
 - Re-direct the driver to an approved offloading area.
 - Reject any unsafe loads.
 - Refuse delivery of products should there be evidence of damage or missing packages.
 - Refuse access to the site if, after investigation, the haulier is identified as not having a booking reference.
 - Refuse the delivery of the product, if after investigation the driver is not in possession of or has knowledge of the booking reference.
- LS will not take responsibility for undelivered products should the company choose not to be re-directed.

ALL DELIVERIES – LS ST ATHAN

Deliveries are accepted into LS St Athan Super Hanger within the following hours:

Monday 08:30 – 16:00
 Tuesday 08:30 – 16:00
 Wednesday 08:30 – 16:00
 Thursday 08:30 – 16:00
 Friday 08:30 – 10:30

Requests for delivery slots must be received a minimum of 24 hours in advance, except where PT authority has been granted for urgent requirements.

Contact Number - 01446 751633

Email - DESLCSLS-StAthanSHanger@mod.uk

At the point of delivery, St Athan reserves the right to:

- Not accept a delivery outside the hours 08:30 – 16:00 Monday – Thursday, 08:30 – 10:30 on Friday.
- All drivers are required to provide Photographic ID to gain access to the MOD St Athan site.
- Reject loosely loaded products that should have been palletised.
- Reject Dangerous Goods consignments that are not documented/labelled/packaged correctly, in line with the modal regulations.
- Re-direct the driver to the building that the package is addressed for delivery.
- Re-direct the driver to an approved offloading area.
- Reject any unsafe loads.
- Refuse delivery of products should there be evidence of damage or

missing packages.

- Refuse access to the site if, after investigation, the haulier is identified as not having a booking reference.
 - Refuse the delivery of the product, if after investigation the driver is not in possession of or has knowledge of the booking reference.
- LS will not take responsibility for undelivered products should the company choose not to be re-directed.

PURPLE GATE / ONWARDS TRANSMISSION DELIVERIES INTO BICESTER

It is important where Project Teams, Operating Centres and organisations use the Purple Gate Bicester as a point of entry into the Joint Supply Chain (JSC) for materiel consignments not held or satisfied from within Logistic Service sites utilise what is known as a Consignment Information Sheet in accordance with JSP 886, Volume 3, Part 7. It's use and accuracy is key as it enables Logistic Service staff to extract the information onto the MOD recognised consignment tracking system, known as VITAL (Visibility in Transit Logging). Enclosed is the link taken from the DES Logistic Services Help Desk (DOCS) web page Consignment_Information_Sheet.doc. Further direction and clarity can be provided by contacting the following:

- a. Bicester Receipts Co-ord Clerk - 01869 257039 (94240 3039)
- b. Bicester Military Ops Cell (Distribution Hub / Purple Gate – 01869 257211 / 258432 (94240 3211 / 8432)

OVERVIEW

Due to the secure nature of the LS Depots all delivery drivers must have the appropriate identification and documentation relating to the load or risk being turned away. Suppliers must not assume they that can simply turn up and must adhere to the criteria laid out above.

It is a condition of this contract that in the event that the Contractor does not adhere to the time of delivery notified by the Authority, the Authority will not consider itself responsible for any subsequent claim by the Contractor, nor be held liable to meet any additional charges incurred by the Contractor through failure to deliver on the due date at the appointed time.

Each consignment of the Contractor Deliverables to be accompanied by (Clause F1.b.(3)):

Line Items (If P2P Enabled MOD Form 640

Line Items (If P2P Enabled DEFFORM 129J

Line Items N/A Delivery Note

<p>Clause F1.c Collection by the Authority (for Schedule 2 items)</p>	<p>(Where applicable, see Box F1.a above)</p> <p>Special Collection Instructions (Clause F1.c.(2)):</p> <p>Each consignment of the Contractor Deliverables to be accompanied by (Clause F1.c.(3)):</p> <p>Line Items N/A MOD Form 640</p> <p>Line Items N/A DEFFORM 129J</p> <p>Line Items N/A Delivery Note</p> <p>Consignor Address (F1.c.(4)) :</p> <p>Line Items Address</p> <p>Line Items Address</p> <p>Consignee Address Details (for the purposes of Clause B7.b.(1)):</p> <p>Line Items Address Details</p> <p>Line Items Address Details</p> <p>Line Items Address Details</p>
<p>Clause F3.b Rejection</p> <p>Note: If no period is inserted here the time period shall be twenty (20) Business days)</p>	<p>Time limit for rejection of the Contractor Deliverables shall be 90 Business Days.</p>
<p>Condition F5 Self to Self Delivery</p>	<p>Is Self to Self Delivery required:</p> <p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p> <p>If Yes, Delivery address applicable:</p>
<p>Clause G1.a Payment</p>	<p>DEFFORM 30 Agreement refers (if applicable)</p> <p>Reference</p> <p>Date</p>

<p>Clause G1.c.(2) and G1.c.(3) Payment (for Schedule 2 items)</p>	<p>Payment is to be enabled by:</p> <p>Line Items All P2P refers</p> <p>Line Items (It is the intention to operate electronic trading. Babcock DSG is developing an electronic payment system; all potential Suppliers will be notified of the new system and the migration plan in due course). MOD Form 640 refers</p> <p>Line Items N/A AG173 refers</p> <p>(Address to which MOD Form 640 or AG173 (approval for payment) should be sent if different from Consignee):</p>
<p>Clause H1.a Progress Monitoring</p>	<p>The Contractor shall be required to attend the following meetings:</p> <p>Type: Contract Review Meetings</p> <p>Frequency: As required</p> <p>Location: DSG, Defence & Security, Babcock International Group, Building B15, Donnington, Telford, TF2 8JT</p>
<p>Clause H1.b Progress Reports</p>	<p>The Contractor is required to submit the following Reports:</p> <p>Type: Order Book Reconciliation Report</p> <p>Frequency: Monthly</p> <p>Method of Delivery: E-mail</p> <p>Delivery Address: GRPDSG.LSBUProcurementRFQ@dsg.mod.uk</p>
<p>Clause H2.b Authority's Representatives</p>	<p>The Authority's Representatives for the Contract are as follows:</p> <p>Commercial: : Mr A Johnson</p> <p>Project Manager: Mr Allen Morgan</p> <p>Payment: MOD Defence Finance (See Annex A to Schedule 3 – DEFFORM 111 Box 1)</p>
<p>Clause H3.a.(3) Notices</p>	<p>Notices served under the Contract shall be sent to the following address:</p> <p>Authority: DSG, Defence & Security, Babcock International Group, B15, Donnington, Telford, TF2 8JT</p> <p>Contractor:</p>
<p>Clause H3.a.(5) Notices</p>	<p>Notices served under the Contract can be transmitted by electronic mail</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>Other Addresses and</p>	

Other Information
(Covers forms and
publications addresses and
official use information)

See Annex A to Schedule 3 (DEFFORM 111)

Appendix - Addresses and Other Information

1. Commercial Officer

Procurement Manager, DSG, Defence & Security, Babcock International Group, Building B15, MOD Donnington, Telford, Shropshire TF2 8JT
Tel: 01952 673835 Fax: 01952 673864

Email: Andrew.Johnson@dsg.mod.uk

8. Public Accounting Authority

1. Returns under DEFCON 694 (or SC equivalent) should be sent to DBS Finance ADMT – Assets In Industry 1, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD ☎ 44 (0) 161 233 5397
2. For all other enquiries contact DES Fin FA-AMET Policy, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD ☎ 44 (0) 161 233 5394

2. Project Manager, Equipment Support Manager or PT Leader

(from whom technical information is available)
Hd of Technical, DSG, Defence & Security, Babcock International Group, Building B15, MOD Donnington, Telford, Shropshire TF2 8JT
Tel: 01952 673858 Fax: 01952 673864

Email: allen.morgan@dsg.mod.uk

9. Consignment Instructions

The items are to be consigned as follows:

As per individual orders

3. Packaging Design Authority

(Where no address is shown please contact the Project Team in Box 2)

4. (a) Supply/Support Management Branch

Tel No:

(b) U.I.N.

10. Transport. The appropriate Ministry of Defence Transport Offices are:

A. DSCOM, DE&S, DSCOM, MOD Abbey Wood, Cedar 3c, Mail Point 3351, BRISTOL BS34 8JH

Air Freight Centre

IMPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

EXPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

Surface Freight Centre

IMPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

EXPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

B. JSCS

JSCS Helpdesk No. 01869 256052 (select option 2, then option 3)

JSCS Fax No. 01869 256837

www.freightcollection.com

5. Drawings/Specifications are available from

The address at Box 1

11. The Invoice Paying Authority (see Note 1)

Ministry of Defence ☎ 0151-242-2000

DBS Finance

Walker House, Exchange Flags Fax: 0151-242-2809

Liverpool, L2 3YL

Website is:

<https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement>

6. For contracts containing DEFCON 5, mauve Copies of MOD Form 640 are to be sent to

The address at box 1

(where no address is shown the mauve copy should be destroyed)

12. Forms and Documentation are available through *:

Ministry of Defence, Forms and Pubs Commodity Management
PO Box 2, Building C16, C Site

Lower Arncliffe, Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)

Applications via email:

DESLSLS-OpsFormsandPubs@mod.uk

7. Quality Assurance Representative:

Commercial staff are reminded that all Quality Assurance requirements should be listed under the General Contract Conditions.

AQAPS and DEF STANs are available from UK Defence Standardization, for access to the documents and details of the helpdesk visit <http://dstan.uwh.diif.r.mil.uk/> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed].

For Official Use Only Recoverable YES NO

Issue of Government Property YES NO

VAT Contractor - Country of Origin (delete those not applicable)

UK

Non-UK (non-EU Country)

Non-UK (EU Country)

If EC specify country:

Outside the scope

Exempt

Taxable Zero Rate

Taxable - Standard Rate

Item Nos

Item Nos

Item Nos

Item Nos

(where a contract is with a Contractor whose place of business is not in the UK JSP 916 should be consulted)

NOTES

1. Forms. Hard copies, including MOD Form 640 are available from address in Box 12. All other invoicing forms e.g. AG Forms 169 and 173, are available from the website address shown at Box 11.

2.* Many DEFCONs and DEFFORMs can also be obtained from the MOD Internet Website;
<https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm>

Finance Branch

LH No/Project No

Requisition No

Project Management/
Production branch
reference
Place of
manufacture

LSBU15/0015

Place of packaging

Contractor's Tel No

Schedule 4 - Contract Change Process Procedure (i.a.w. clause A2.b) for Contract No: LSBU15/0015

1. Authority Changes

Subject always to Condition A2 (Amendments to Contract), the Authority shall be entitled, acting reasonably, to require changes to the Contractor Deliverables (a "Change") in accordance with this Schedule 4.

2. Notice of Change

a. If the Authority requires a Change, it shall serve a Notice (an "Authority Notice of Change") on the Contractor.

b. The Authority Notice of Change shall set out the change required to the Contractor Deliverables in sufficient detail to enable the Contractor to provide a written proposal (a "Contractor Change Proposal") in accordance with clause 3 below.

3. Contractor Change Proposal

a. As soon as practicable, and in any event within fifteen (15) Business Days (or such other period as the Parties may agree) after having received the Authority Notice of Change, the Contractor shall deliver to the Authority a Contractor Change Proposal.

b. The Contractor Change Proposal shall include:

- (1) the effect of the Change on the Contractor's obligations under the Contract;
- (2) a detailed breakdown of any costs which result from the Change;
- (3) the programme for implementing the Change;
- (4) any amendment required to this Contract as a result of the Change, including, where appropriate, to the Contract Price; and
- (5) such other information as the Authority may reasonably require.

c. The price for any Change shall be based on the prices (including all rates) already agreed for the Contract and shall include, without double recovery, only such charges that are fairly and properly attributable to the Change.

4. Contractor Change Proposal – Process and Implementation

a. As soon as practicable after the Authority receives a Contractor Change Proposal, the Authority shall:

- (1) evaluate the Contractor Change Proposal;
- (2) where necessary, discuss with the Contractor any issues arising and following such discussions the Authority may modify the Authority Notice of Change and the Contractor shall as soon as practicable, and in any event not more than ten (10) Business Days (or such other period as the Parties may agree) after receipt of such modification, submit an amended Contractor Change Proposal.

b. As soon as practicable after the Authority has evaluated the Contractor Change Proposal (amended as necessary) the Authority shall:

- (1) indicate its acceptance of the Change Proposal by issuing an amendment to the Contract in accordance with Condition A2 (Amendments to Contract); or

(2) serve a Notice on the Contractor rejecting the Contractor Change Proposal and withdrawing (where issued) the Authority Notice of Change.

c. If the Authority rejects the Change Proposal it shall not be obliged to give its reasons for such rejection.

d. The Authority shall not be liable to the Contractor for any additional work undertaken or expense incurred unless a Contractor Change Proposal has been accepted in accordance with Clause 4b.(1) above.

5. Contractor Changes

If the Contractor wishes to propose a Change, it shall serve a Contractor Change Proposal on the Authority, which shall include all of the information required by Clause 3b above, and the process at Clause 4 above shall apply.

Schedule 5 – Export Licence (i.a.w. clause A17.g) for Contract No: LSBU15/0015

Condition to be included in relevant Subcontracts

Export Licence

1. In this Condition the following words and expressions shall have the meanings set respectively against them:

- a. "Agreement" means this Subcontract;
- b. "Authority" means the Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland;
- c. "Contract" means Contract No [insert MOD Contract No] between the Authority and the Contractor;
- d. "Contractor" means [insert name of prime contractor];
- e. "First Party" means [insert name of purchaser];
- f. "Second Party" means [insert name of supplier].

2. In this Condition, "foreign" and "overseas" shall be understood from the position of the Authority and be regarded as "non-UK".

3. The Second Party shall notify the First Party promptly if the Second Party becomes aware that all or part of any article or service (including information and software) to be delivered under the Agreement is or will be subject to a non-UK export licence, authorisation or exemption or any other related transfer control that imposes or will impose end use, end user, re-export or re-transfer or re-export restrictions, or restrictions on disclosure to individuals based upon nationality, affecting the Authority, the Contractor or both. This does not include the Intellectual Property-specific restrictions of the type referred to in condition D1 (Third Party Intellectual Property – Rights and Restrictions) of the First Party's Conditions of Contract.

4. If requested by the First Party, the Second Party shall give the First Party a summary of every existing or expected licence and restriction referred to in clause 3 and any related obligation or restriction to the extent that they place an obligation or restriction upon the First Party or the Authority with which the First Party or the Authority must comply including, to the extent applicable to such obligations or restrictions:

- a. the exporting nation, including the export licence number (where known);
- b. the article or service (including software and information) affected;
- c. the nature of the restriction and obligation;
- d. the authorised end use and end users and other parties;
- e. any specific restrictions on access by third parties, or by individuals based upon their nationality, to the articles or to anything Delivered or used in the performance or fulfilment of the services; and
- f. any specific restrictions on re-transfer or re-export of the articles or of anything Delivered or used in the performance or fulfilment of the services.

The Second Party shall not be required to disclose any of the provisos to a licence (or even the existence of them) to the extent that they do not relate to an obligation or constraint with which the First Party or the Authority must comply.

5. When an export licence is required from a foreign government for the performance of the Agreement, the Second Party shall promptly consult with the First Party on the licence requirements and, where the Second Party is the applicant for the licence:
- a. ensure that when end use or end user restrictions, or both, apply to all or part of any Article or Service to be Delivered under the Contract, the Second Party, unless otherwise agreed with the Authority, identifies in the licence application:
 - (1) the end user as: Her Britannic Majesty's Government of the United Kingdom of Great Britain and Northern Ireland (hereinafter "HM Government"), and
 - (2) the end use as: For the Purposes of HM Government;
 - b. include in the submission for the licence a statement that "Information on the status of processing this license application may be shared with the [insert name of the Contractor] and the Ministry of Defence of the United Kingdom";
 - c. include in the submission the information that the First Party (and any intermediary parties in the supply chain, as applicable) and the Contractor will be recipients and users of the items, including information, for the performance of the Contract.
6. If the information required under clauses 3 and 4 has been provided previously to the First Party by the Second Party, the Second Party may satisfy these requirements by giving details of the previous notification and confirming they remain valid and satisfy the provisions of Clauses 3 and 4.
7. If the Second Party becomes aware of any changes in the information notified previously under clause 3, 4 or 6 that would affect the Contractor's or the Authority's ability to use, disclose, re-transfer or re-export an item or part of it as is referred to in those clauses, the Second Party shall notify the First Party promptly of the change.
8. If the Second Party or any subcontractor in the performance of the Agreement needs to export materiel for which an export licence from a foreign government is required, the responsibility for instituting expeditious action to apply for and obtain the licence shall rest with the Second Party or that subcontractor. The First Party will liaise with its purchaser to enable the Authority to provide all reasonable assistance in obtaining and maintaining any export licence from the foreign government with regards to any defence or security issue that may arise.
9. Where the Agreement performance requires the export of items for which a foreign export licence is required, the Second Party shall include the dependencies for the export licence application, grant and maintenance in the Agreement risk register and in the risk management plan for the Agreement, with appropriate review points. Where there is no requirement under the Agreement for a risk management plan the Second Party shall submit an Export Licence Plan for agreement with the First Party.
10. The Authority may make a written request to the Contractor to seek a variation to the licence conditions to a foreign export licence to enable the Authority to re-export or re-transfer a licensed item or licensed information from the UK to a non-licensed third party. If the Authority makes such a request that is transmitted to the Second Party by the First Party, the Second Party shall, or procure that the Second Party's Subcontractor will, expeditiously consider whether or not there is a reason why it should object to making the request and, where it has no such objection, file an application to seek a variation of the applicable export licence in accordance with the procedures of the licensing authority. The First Party shall provide information, certification and other documentation necessary to support the application for the requested variation that it has received. A fair and reasonable charge for this service based on the cost of providing it will be borne by the Authority.
11. Where the Second Party subcontracts work under the Agreement, which is likely to be subject to foreign export control, the Second Party shall use reasonable endeavours to incorporate in each subcontract the same terms as set out in these clauses 1 - 14. Where it is not practicable to include these said terms, the Second Party shall report that fact and the circumstances to the First Party.

12. Where the First Party provides material (information and items, including software) to enable the Second Party to perform the Agreement, and that material is subject to a non-UK export licence or other related technology transfer control as described in clause 3:

a. the First Party may, or at the request of the Second Party undertake to, give the Second Party a summary of every non-UK export licence or other related technology transfer control of which it is aware that would affect the Second Party's ability to perform the Agreement including, to the extent applicable to the Second Party's performance of the Agreement:

- (1) the exporting nation, including the export licence number (where known);
- (2) the items or information affected;
- (3) the nature of the restriction and obligation;
- (4) the authorised end use and end users;
- (5) any specific restrictions on access or use by third parties, or by individuals based upon their nationality, to the items or information affected; and
- (6) any specific restrictions on re-transfer or re-export to third parties of the items or information affected.

b. This will not include Intellectual Property-specific restrictions of the type mentioned in condition D1 (Third Party Intellectual Property – Rights and Restrictions) in relation to the First Party's Conditions of Contract instead of the Contractor.

c. The Second Party and its subcontractors, where access by these restrictions is also authorised, shall abide by the lawful restrictions so notified by the First Party.

d. The Second Party shall notify the First Party immediately if it is unable for whatever reason to abide by any restriction advised by the First Party to the Second Party under clause 12.

13. Where restrictions are advised by the First Party to the Second Party under clause 12, the First Party and the Second Party shall act promptly to mitigate their impact. If these restrictions adversely affect performance of the Agreement by the Second Party, then the First Party shall consult with the Second Party on alternative solutions and the terms of the Agreement shall be amended to give effect to the agreed solution. If no alternative solution satisfying the essential terms of the Agreement is agreed by the Parties then the First Party shall have the right to terminate the Agreement. Termination under these circumstances will be in accordance with the principles of condition A22 (Termination for Convenience) of the First Party's Conditions of Contract.

14. Without prejudice to United Kingdom Government's position on the validity of any claim by a foreign government to extra-territoriality, the Authority has undertaken to provide the Second Party with all reasonable assistance to facilitate the granting of an export licence by a foreign Government in respect of performance of the Agreement.

Schedule 6 - Hazardous Articles, Materials or Substances Supplied under the Contract: Data Requirements

Hazardous Articles, Materials or Substances Statement by the Contractor

Contract No: LSBU15/0015

Contract Title: The Supply of Route Markings

Contractor:

Date of Contract:

* To the best of our knowledge there are no hazardous Articles, materials or substances to be supplied.

* To the best of our knowledge the hazards associated with materials or substances to be supplied under the Contract are identified in the Safety Data Sheets (Qty:) attached in accordance with condition B8.

Contractor's Signature:

Name:

Job Title:

Date:

* check box () as appropriate

To be completed by the Authority

Domestic Management Code (DMC):

NATO Stock Number:

Contact Name: A. Johnson

Contact Address: DSG, Defence & Security Babcock International Group, Bldg B15, Donnington, Telford, TF2 8JT

Copy to be forwarded to:

Hazardous Stores Information System (HSIS)
Defence Safety Authority (DSA)
Movement Transport Safety Regulator (MTR)
Hazel Building Level 1, #H019
MOD Abbey Wood (North)
Bristol BS34 8QW

Schedule 7 - Timber and Wood-Derived Products Supplied under the Contract: Data Requirements for Contract No: LSBU15/0015

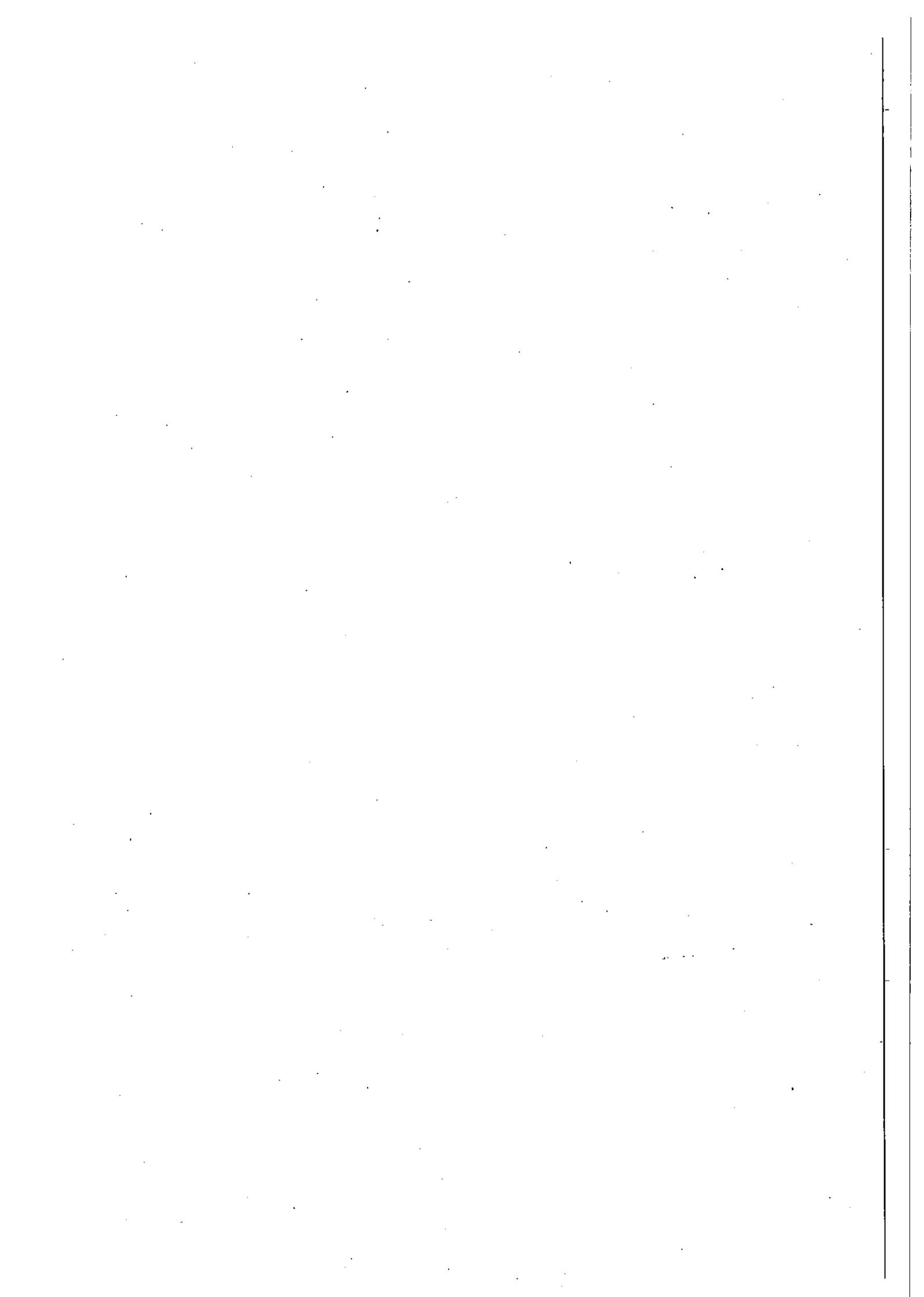
The following information is provided in respect of clause B9.h (Timber and Wood-Derived Products):

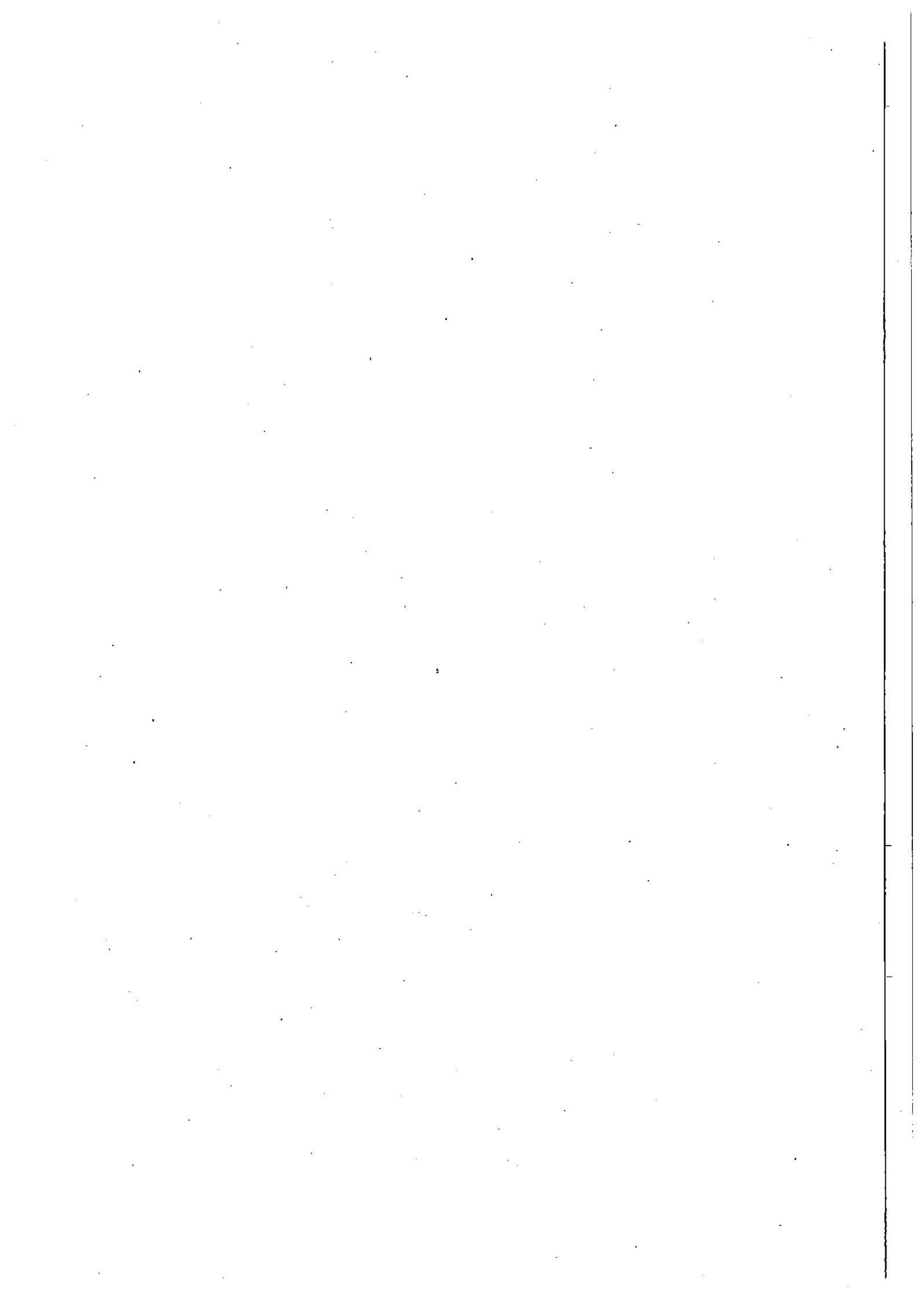
Schedule of Requirements item and timber product type	Volume of timber Delivered to the Authority with FSC, PEFC or equivalent evidence	Volume of timber Delivered to the Authority with other evidence	Volume (as Delivered to the Authority) of timber without evidence of compliance with Government Timber Procurement Policy	Total volume of timber Delivered to the Authority under the Contract

Schedule 8 - Acceptance Procedure (i.a.w. condition F2) for Contract No: LSBU15/0015

Schedule 9 - Contractor's Commercially Sensitive Information Form (I.a.w. condition A14) for Contract No: LSBU15/0015

Contract No: LSBU15/0015
Description of Contractor's Commercially Sensitive Information:
Cross Reference(s) to location of sensitive information:
Explanation of Sensitivity:
Details of potential harm resulting from disclosure:
Period of Confidence (If applicable):
Contact Details for Transparency / Freedom of Information matters: Name: Position: Address: Telephone Number: Email Address:





OPERATIONAL INFRASTRUCTURE PROGRAMME SAFETY STATEMENT

THE SPECIFIC EQUIPMENT

This Safety Case is provided with reference to Ministry of Defence documents *Def Stan 00-56* (Issue 4 dated Dec 04) and *JSP 454* (Issue 6 dated Sep 13) and is based on the premise that the specific equipment supplied has been built according to manufacturers specifications and relevant legislative and approved requirements. As such, the equipment will be fit for the purpose for which it was designed provided it is operated in accordance with the parameters of such design.

Version	Date	Author
1.0	23/01/2014	S Armstrong

1. EQUIPMENT DESCRIPTION

What is it and what is its purpose? Define the scope of the equipment that this statement covers.

2. EQUIPMENT DETAILS

P/N	NSN	Description	Make/model	Quantity
-----	-----	-------------	------------	----------

3. PUBLICATIONS AND TRAINING

- a. Technical publications will be provided by the manufacturer
- b. The following AESP's will be provided by the manufacturer and will be disseminated to users prior to use of the specific equipment and either saved in the following area or uploaded to TPS (?);
 - i. 101
 - ii. 201
- c. The following warnings, cautions and limitations are stated in the documentation and are re-iterated in the training;
 - i. XYZ
 - ii. XYZ
 - iii. XYZ
 - iv. XYZ
- d. Personnel requiring to use the specific equipment should be suitably qualified and experienced to use the equipment. For this equipment the users must be;
 - i.

OPERATIONAL INFRASTRUCTURE PROGRAMME SAFETY STATEMENT

4. MANUFACTURING STANDARD

The CE marking is the manufacturer's declaration that the product meets the requirements of the following applicable EC directives. The specific equipment has been manufactured cognizant of the following statutory requirements and having taken into account any relevant impending changes which were known at the time of production:

- i. xyz
- ii. xxx

5. OPERATING ENVELOPE

The specific equipment has been manufactured for a specific purpose. Provided the user adheres to manufacturers instructions/recommendations the items are within their respective operating envelope(s).

It will (not) be integrated to other systems/platforms? If so, give brief description

6. CONDITIONS OF USE

- a. The safety hazards applicable to the specific equipment have been reduced to *As Low As Reasonably Practicable* ('ALARP' as defined in *Def Stan 00-56 Part 2* (Issue 4 dated 01 Jun 07) provided the specific equipment is:
 - i. Used only within its design parameters.
 - ii. Used in accordance with the Owners Manual / Users Manual supplied by the manufacturer.
 - iii. Installed and maintained in accordance with the manufacturers instruction and in compliance with current legislation.
 - iv. Maintained by a suitably qualified personnel.
 - v. Operated by correctly licensed and competent personnel, and in accordance with standard operating procedures.
- b. An activity Risk Assessment must be conducted by the Operational Duty Holder prior to use of the specific equipment to ensure any local operational and/or site peculiarities are recognized and appropriate action taken to reduce risk according to ALARP principles or to mitigate or eliminate such risks in accordance with JSP 375.
- c. If operations require the specific equipment to be used outside of the Conditions of Use as stated above, then the Operational Duty Holder must undertake a risk assessment of any additional hazards that this may present and whether the risks are proportional to the additional capability this gives. With this in mind, it is important to note that OIP does not accept responsibility or liability for any incidents arising out of the operation by the Duty Holder of the equipment.

OPERATIONAL INFRASTRUCTURE PROGRAMME SAFETY STATEMENT

7. SAFETY MANAGEMENT

This safety statement is managed as part of OIP. The content and validity of this case shall be reviewed in accordance with the OIP safety procedures laid out in the OSP Safety and Environmental Management System.

8. IN SERVICE FEEDBACK

- a. Following the risk assessment conducted by the Delivery Duty Holder prior to use of the specific equipment, any local operational and/or site peculiarities which may be recognized must be reported to OIP so that appropriate action may be taken, if relevant, to reduce risk according to ALARP principles or to mitigate or eliminate such risks in accordance with JSP 375.
- b. Personnel are to remain alert for any additional risks not previously assessed, which are pertaining to the specific equipment during training or whilst in-service. These are to be noted and raised to OIP for inclusion in future iterations of this Safety and Environmental Case.
- c. Personnel are to ensure that any near misses or incidents that occur during training or whilst in-service are to notify OIP or Army Accident & Incident Notification Cell (AINC) immediately using the phone numbers below.

Military phone number 94321 8646 or civilian phone number (0)1980 628646, in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

- d. OIP will make every effort to determine the cause of all accidents or incidents involving the Specific equipment and where the accident is of a more serious nature, a formal investigation of the incident will be carried out. The formal investigation will conclude with a report, identifying the contributory causes and recommended corrective actions, being prepared for the head of the service, in accordance with The Management of Health and Safety at Work Regulations 1999

9. DISPOSAL PLAN.

The specific equipment will be disposed of in accordance with JSP886 Vol. 3 Supply Chain Management Part 16, "Unit Disposal", through the Disposal Services Agency (DSA).

10. ENVIRONMENTAL IMPACT

The assembly, operation and disposal of the specific equipment does not pose any significant risk to the environment provided the equipment is operated and disposed of in accordance with the disposal plan above.

	Name	Role	Date

OPERATIONAL INFRASTRUCTURE PROGRAMME SAFETY STATEMENT

Author			
Endorsed			
AUTHORISED (Dpty Hd)			
ACCEPTED (Sponsor)			

References

- a) OSP SEMS

Include Annexes:

- A. Stakeholder Matrix
- B. Hazard Log

OPERATIONAL INFRASTRUCTURE PROGRAMME SAFETY STATEMENT

ANNEX A

THE SPECIFIC EQUIPMENT STAKEHOLDER MATRIX

Organisation	Responsibilities
	Sponsor
	User
	Design Authority
	Equipment Support Management

Table 1 Organisational Responsibilities

Stakeholder	Role
	Chairman
	MoD Safety and Environment Manager
	USER
	Maintainer
	Equipment Support Manager

OPERATIONAL INFRASTRUCTURE PROGRAMME SAFETY STATEMENT

ANNEX B

THE SPECIFIC EQUIPMENT HAZARD LOG

[Hazards and risk class to be agreed by safety panel.]

Area	Hazard Title/ Description	Accident – worst case	Controls	Accident severity/ probability	Risk Class	ALARP

Deliverable Quality Plan Review and Evaluation Form

TO AQAP 2105 Edn.2

MoD Project Team: _____	Supplier: _____
QP Reference No: _____	Issue: _____ Date: _____

AQAP	Title	Requirement	Acceptable (Y/N)	Comments
3.1.3	General Requirement	The deliverable Quality Plan shall be clearly linked to the contract and the product		
3.2.1	Approval / Submission	Supplier authorized personnel shall approve the Deliverable Quality Plan prior to submittal to the GQAR and/or Acquirer for evaluation.		
3.4	Reviews, Revision and Change Control			
3.4.1	Review of Quality Plan	The Deliverable Quality Plan shall be reviewed periodically by the supplier within the phases through the contract life cycle.		
3.4.3	Amendment of Quality Plan	The supplier's procedure for amending the Deliverable Quality Plan shall be included.		
3.4.4	Change Control	The plan must be under, and demonstrate, evidence of change control.		
4.0	Content of the Deliverable Quality Plan			
4.1	Link to Contract and/or Product	The content of the Deliverable Quality Plan must be adequately precise and detailed enough to reflect the ongoing supplier activities specific for the contract.		

AQAP	Title	Requirement	Acceptable (Y/N)	Comments
4.1	Reference to documentation	The Deliverable Quality Plan shall refer to and/or include all procedures, plans and other documents applicable to the contract.		
4.1	Specify Activities	The Deliverable Quality Plan shall specify the activities (managerial and technical) to be implemented, either directly or by Reference to appropriate procedures and documents.		
4.2	Project Description	The purpose and applicability of the project shall be described in a short form.		
4.3	Acronyms, Abbreviations	All acronyms and abbreviations used in the Deliverable Quality Plan shall be listed.		
4.3	Definitions	All definitions used in the Deliverable Quality Plan shall be listed except the contractual definitions.		
4.4	Organisation and Responsibilities	The Deliverable Quality Plan shall include a contract specific description of the organisational structure and identify those responsible for ensuring that the required activities are carried out, including detail of those responsibilities.		
4.4	Relationship	Relationship to the Authority shall be described.		
4.5	Resource Management	The provision of resources, human resources, infrastructure and work environment needed to implement the contract requirements shall be specified in the Deliverable Quality Plan.		
4.6	<p>Quality Management System Activities</p> <p>The planning of applicable quality management activities derived from the quality related requirements and risks shall be defined, but is not limited, to the processes given in the sub-paragraphs below.</p> <p>The Deliverable Quality Plan shall describe how the requirements are flowed down to the places where work is being performed.</p>			

AQAP	Title	Requirement	Acceptable (Y/N)	Comments
4.6.1	Processes (General requirements)	<p>The Deliverable Quality Plan shall include how processes are identified along with their application, their sequence and interaction.</p> <p>Criteria and methods to ensure that processes are effective shall be included, as well as resources to support and monitor the implementation of them. Special emphasis shall be put on special or new processes.</p> <p>The Deliverable Quality Plan shall include how the supplier will control outsourced products, processes and activities.</p> <p>The Deliverable Quality Plan shall include how processes are monitored, measured, analysed and continually improved.</p>		
4.6.2	Documentation requirements	<p>The Deliverable Quality Plan shall describe how documentation requirements, including quality policy, quality objectives, quality manual, procedures, records and other documents are maintained and controlled, including retention periods. A document status list shall be available at all times, formalised during transitions between phases and/or baselines e.g. prior to design reviews.</p>		
4.7	Product Realisation Activities The planning of applicable product realisation activities derived from the quality related requirements and risks shall be defined, but is not limited, to the processes below.			
4.7.1	Planning of product realisation The Deliverable Quality Plan shall describe the activities related to how the planning process for product realisation will be carried out.			

AQAP	Title	Requirement	Acceptable (Y/N)	Comments
4.7.2	Customer related processes	The Deliverable Quality Plan shall describe the activities associated with the process of the determination and reviewing requirements related to the product. It shall describe the arrangements for customer communication.		
4.7.3	Design and development	The Deliverable Quality Plan shall describe the activities related to how the supplier plans and controls the design and development of the product and how interfaces are managed.		
4.7.4	Purchasing	The Deliverable Quality Plan shall describe how the purchasing process will be carried out, how the supplier ensures that purchased products conforms to the specified requirements.		
4.7.4	Control of sub-suppliers	The Deliverable Quality Plan shall describe how sub-suppliers are evaluated and selected. Specific risks related with sub-suppliers or their products shall be listed and addressed.		
4.7.5	Production and service provisioning	The Deliverable Quality Plan shall describe how the production and service provisioning is carried out under controlled conditions.		
4.7.6	Control of monitoring and measuring devices	The Deliverable Quality Plan shall describe how monitoring and measuring devices are controlled in order to provide evidence of product conformity to contract requirements. The Deliverable Quality Plan shall describe the processes used to ensure that measurement and calibration systems meet the requirements.		

AQAP	Title	Requirement	Acceptable (Y/N)	Comments
4.7.7	Configuration management	The Deliverable Quality Plan shall describe the contract specific activities for configuration management and/or give reference to the required Configuration Management Plan.		
4.7.8	Reliability and Maintainability	The Deliverable Quality Plan shall describe the contract specific activities for Reliability & Maintainability.		
4.8	Measurement, Analysis and Improvement Activities The planning of applicable measurement, analysis and improvement activities derived from the quality-related requirements and risks shall be defined, but is not limited, to the processes below.			
4.8.1	Customer satisfaction	The Deliverable Quality Plan shall describe how monitoring and measurement of customer satisfaction will be carried out.		
4.8.2	Internal audit	The Deliverable Quality Plan shall describe how internal audits will be performed in order to determine whether the Deliverable Quality Plan conforms to the requirements and is effectively implemented and maintained.		
4.8.3	Certificate of Conformity	The Deliverable Quality Plan shall refer to the contract specific arrangements for the use of Certificate of Conformity.		
4.8.4	Control of non-conforming product	The Deliverable Quality Plan shall describe how the contract specific requirements for identification and control of non-conformances will be carried out.		
4.8.5	Analysis of data	The Deliverable Quality Plan shall describe how analysis of data will be performed in order to demonstrate the suitability and effectiveness of the planned activities and where improvements can be made.		

AQAP	Title	Requirement	Acceptable (Y/N)	Comments
4.8.6	Improvement	The Deliverable Quality Plan shall describe how continual improvement, corrective and preventive actions will be carried out.		
4.9	NATO Additional Requirements	The Deliverable Quality Plan shall describe how the Authority access to supplier and sub-suppliers are given and how support for GOA activities will be provided. The Deliverable Quality Plan shall describe how the supplier will ensure that only acceptable products intended for delivery are released to the acquirer.		
4.10	Referenced Documents			
4.10.1	Contractual documents	Where applicable, the Deliverable Quality Plan shall refer to other plans or their appropriate sections and quality related contractual documents. The interfaces and relationships to these and other planning documents required in contracts shall be described.		
4.10.2	Supplier internal quality related documents	Where applicable, the Deliverable Quality Plan shall refer to the supplier's Quality Management System.		
4.10.3	Other documents	The Deliverable Quality Plan shall list other relevant and contract related documents.		
4.10.4	Order of precedence	The order of precedence of referenced documents and their relationship to the contract, including the Deliverable Quality Plan, shall be specified.		

Additional Comments:

This Quality Plan is Accepted / Not Accepted *

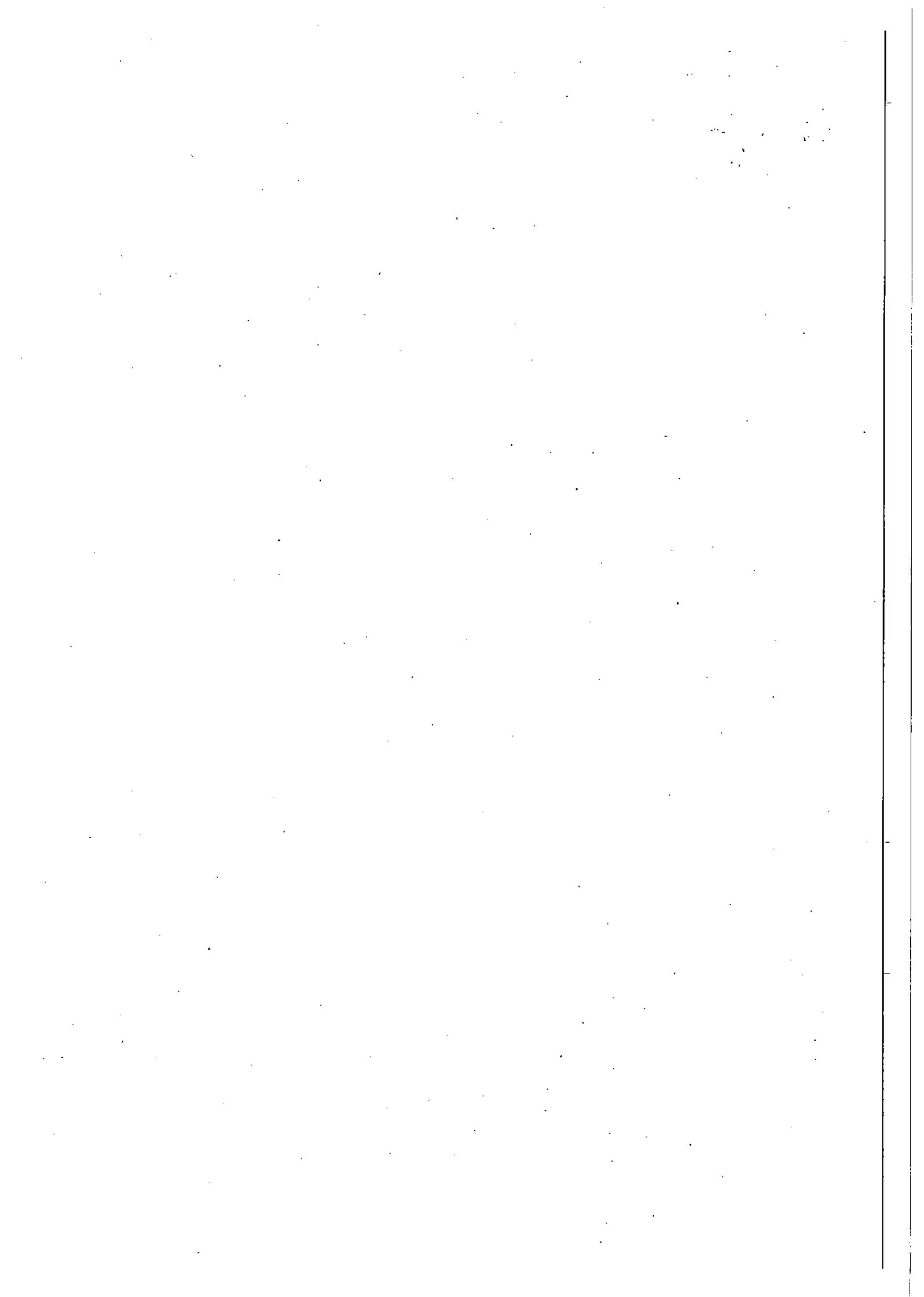
Name: _____

Signature _____

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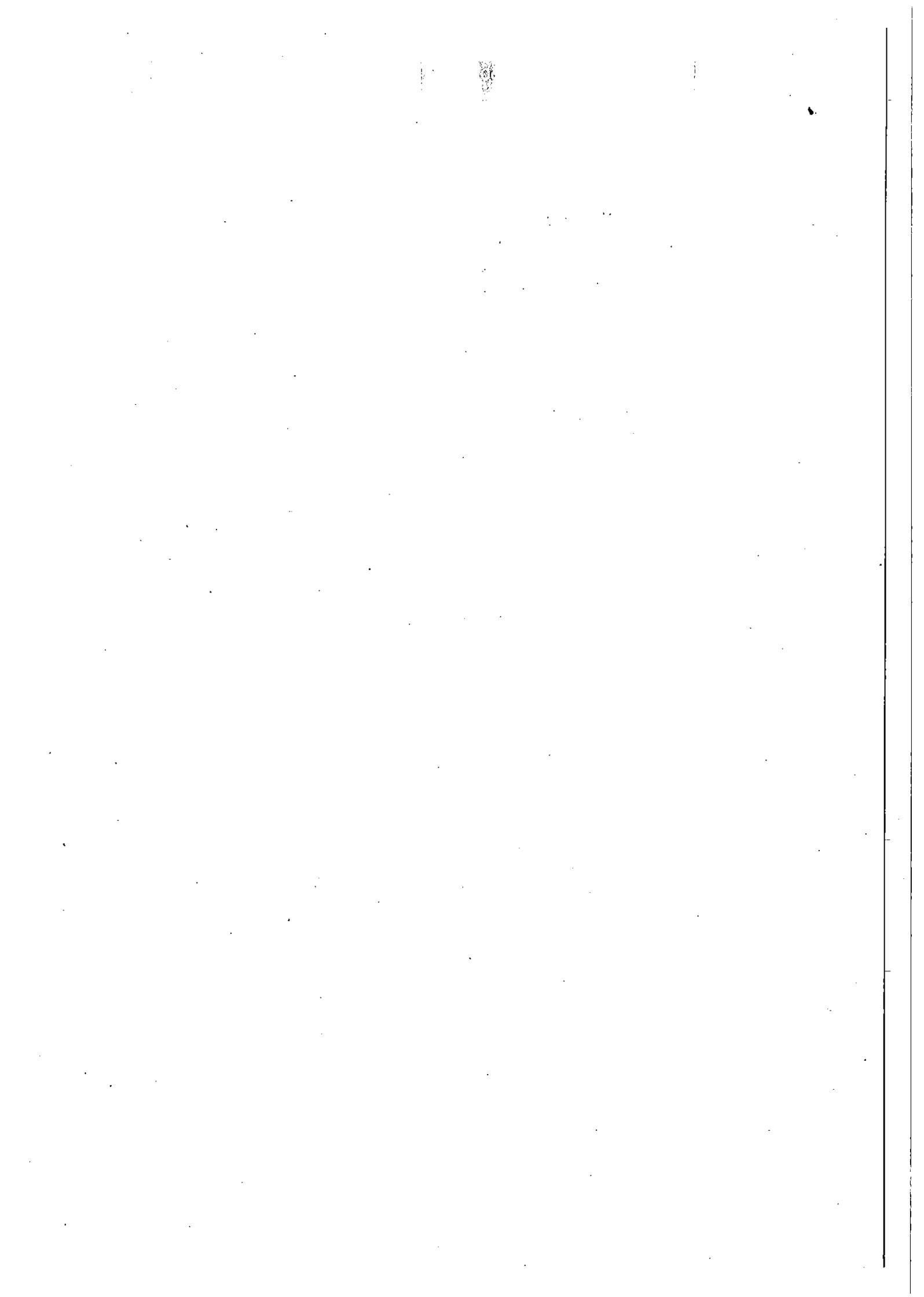
Date: _____

* Delete as applicable



Compliance Matrix

Condition	State "Yes" if Compliant
CONDITIONS, DEFCONS & SPECIAL CONDITIONS - The Authority SHALL consider any non compliance of the conditions listed below as a Commercially Non Compliant bid.	
Conditions of Contract – Sections A – H and K - L	
DEFCONS listed Section J as follows:	
DEFCON 117 (SC2) Edn 10/13 – Supply of Documentation for NATO Codification Purposes	
DEFCON 127 (12/14) - Price Fixing Condition For Contracts of Lesser Value (Note: for the purposes of Amendments to Contract only)	
DEFCON 624 SC2 (03/15) - Use Of Asbestos	
DEFCON 630 (SC2) Edn 03/15 – Framework Agreements	
DEFCON 637 SC2 (03/15) - Defect Investigation and Liability	
Schedules 1 – 9	
DEFFORMS and Documents	Tick to indicate completion/inclusion
DEFFORM 47 (Edn 03/15)	
DEFFORM 539A (Edn 08/13) – Tenderers Commercially Sensitive Information	
Annex A to Schedule 2 – Price List	
Quality Inspection Statement	
Draft Quality Plan	



Tenderer's Commercially Sensitive Information Form

ITT Ref No:LSBU15/0015
Description of Tenderer's Commercially Sensitive Information:
Cross Reference(s) to location of sensitive information in Tender:
Explanation of Sensitivity:
Details of potential harm resulting from disclosure:
Period of Confidence (If applicable):
Contact Details for Transparency / Freedom of Information matters: Name: Position: Address: Telephone Number: Email Address:

