

Work Authorisation Form (WAF)

Contract Reference:	<input type="text"/>	Contract SoR Line:	<input type="text"/>
DE&S Ref. Number:	<input type="text"/>	Contractor Ref. Number:	<input type="text"/>
DE&S Originator Name:	<input type="text"/>	WAF Revision Number:	<input type="text"/>

Part 1 - Task Details

Task Title:

Task Description:

Deliverable(s):

Deliverable Description		Acceptance Criteria
1		
2		
3		

Originator Name:  Date:

Originator Post:

Part 2 - Firm Price Quotation

The Contractor shall supply a Project Cost Plan (PCP) or full cost breakdown with each quotation. Suitable supporting detail is to be provided for each Material Item over £1,000.00, for all Sub-Contract costs and for all Expenses costs (except where agreed Contract allowances have been quoted).

Labour Hours:

	Labour Hours	Labour Rate (£)	Profit (%)	Total (inc. Profit)
Design Engineers				
Technical Publications				
Manufacturing				
Project Management				

Other Costs:

	Net Cost	Handling fee	Profit (%)	Total (inc. Profit)
Expenses				
Materials				
Sub-Contract				

Quote Price Type:  Quote Expiry:  Total Price (£):

Deliverables Assessment:

Deliverable	Dependencies and Assumptions	Associated Risks and Mitigations	Delivery Time From Receipt of Order
1			
2			
3			

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Total Delivery Time From Receipt of Order:

Government Furnished Equipment (GFE) Requirement:

Description of Asset(s) Required	Reason Required	Loan Duration Required
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Prepared by:

Date:

Position:

Part 3 - Task Authorisation

Authorised Demander

Name:

Date:

Post:

Engineering Technical Judgement

*I confirm that the Labour Hours and Other Costs are fair, reasonable and commensurate with the task.*

Name:

Date:

Post:

Commercial Officer

*The Contractor is duly authorised to carry out the work detailed in Part 1, for the total Firm Price detailed at Part 2 of this form and within the agreed time-scale, in accordance with the Contract Terms and Conditions.*

Name:

Date:

Post:

Part 4 - Task Completion

Authorised Demander

*This is to certify that the Task requirement at Part 1 has been completed to the satisfaction of the Authorised Demander and payment can be claimed i.a.w DEFCON 522.*

Name:

Date:

Post: