

**Repair Tasking Form (RTF)**

Part A: Repair Authority Request.

The right-hand fields are to be completed by the Authority (in accordance with the Repair Process And Price Menu and the instructions in italics) and issued to the Contractor.

<b>1) Repair Number:</b>	
<b>2) NSN:</b>	
<b>3) Serial Number:</b>	
<b>4) Fault Description:</b>	
<b>Authority Authorisation – Supply Chain Manager</b>	
<b>5) Name:</b>	
<b>6) Position:</b>	
<b>7) Date:</b>	

**Repair Tasking Form**

Part B: Repair Contractor Quotation.

The right-hand fields are to be completed by the Contractor (in accordance with the Repair Process And Price Menu and the instructions in italics) and forwarded to the Authority.

<b>1) Repair Number:</b>	
<b>2) NSN:</b>	
<b>3) Serial Number:</b>	
<b>Repair Detail</b>	
<b>4) Date Received:</b>	
<b>5) Warranty:</b>	
<b>6) Repair Quotation:</b>	
<b>7) Completion Date:</b>	
<b>Contractor Authorisation</b>	
<b>8) Name:</b>	
<b>9) Position:</b>	
<b>10) Date:</b>	

**Repair Tasking Form**

Part C: Repair Authorisation.

The right-hand fields are to be completed by the Authority (in accordance with the Repair Process And Price Menu and the instructions in italics) and forwarded to the Contractor.

<b>1) Repair Number:</b>	
<b>2) NSN:</b>	
<b>3) Serial Number:</b>	
<b>Repair Instructions</b>	
<b>4) Warranty Repair Item:</b>	
<b>5) Repair Item:</b>	
<b>6) Dispose (With Cannibalisation) of Item:</b>	
<b>7) Return Without Repair:</b>	
<b>8) Return Address:</b>	
<b>9) Total Firm Price:</b>	<i>Field to be populated with the corresponding cost.</i>
<b>Authority Authorisation – Supply Chain Manager</b>	
<b>10) Name:</b>	
<b>11) Position:</b>	
<b>12) Date:</b>	
<b>Authority Authorisation – Finance Manger</b> Approval granted by CPF purchase order approval	
<b>Authority Authorisation – Commercial Manager</b> Approval granted by CPF purchase order approval	

**Repair Tasking Form**

Part D: Repair Completion.

The right-hand fields are to be completed by the Contractor (in accordance with the Repair Process And Price Menu and the instructions in italics) and forwarded to the Authority.

<b>1) Repair Number:</b>	
<b>2) NSN:</b>	
<b>3) Serial Number:</b>	
<b>Repair Completion</b>	
<b>4) Warranty Repair Item:</b>	
<b>5) Repair Item:</b>	
<b>6) Dispose (With Cannibalisation) of Item:</b>	
<b>7) Return Without Repair:</b>	
<b>8) Completion Date:</b>	
<b>9) Total Firm Price:</b>	
<b>Authority Authorisation and CP&amp;F Receipt of Purchase Order</b>	
<b>10) Name:</b>	
<b>11) Position:</b>	
<b>12) Date:</b>	