

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.

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

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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.

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

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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.

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

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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.

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