

## CHAPTER 3 - DELIVERIES, RECEIPTS AND STORAGE OF FOOD

0301. **The Delivery Policy.** The delivery schedule for each Unit has been planned by the MoD Food Supply Contractor to ensure the maximum efficiency of the distribution system and will be monitored by DFS OCM.

a. **Cages/Pallets.** Goods delivered by the MoD Food Supply Contractor will be stacked on four-sided, shelved containers called 'cages' or on pallets, belonging to the Contractor. Units must ensure that they take care of these items and are to return them.

b. **Changes to the Delivery Schedule.** Units requiring a change to the delivery schedule must submit a request to the MoD Food Supply Contractor. If this is not satisfactorily resolved, the matter must be staffed through their FLCs.

0302. **Receipt Procedures.** 2 copies of a priced delivery note, known as the waybill, shall accompany each delivery. The Unit shall sign and stamp 1 copy for return with the driver. This is a requirement to enable the MoD Food Supply Contractor to claim payment from the Authority. The time of delivery, if outside the agreed delivery window, is to be annotated on the waybill.

**Note:** The signature will indicate receipt of the delivery including, the number of cages/pallets left and not confirmation of the quantity or quality of the goods delivered.

0303. **Responsibility for Unloading.** The MoD Food Supply Contractor or Sub-contractor shall be responsible for unloading the delivery. Unit Staff are not to enter the delivery lorry. The driver shall unload the delivery and will provide the Unit with a printout from the lorry's Transcan temperature monitoring equipment.

0304. **Delivery Problems - MoD Food Supply Contractor Deliveries.** Units should notify the Helpdesk at the despatching depot, at their earliest opportunity, (maximum of 2 working days from day of delivery) of any problem(s) with the delivery. The Helpdesk will provide a unique reference number, which should be noted by the Unit and referred to in any subsequent corrective action.

0305. **Quality Standard.** The quality standard adopted for the contract is described at 0312-0315. Copies of the technical specifications are held by the MoD Food Supply Contractor and by the DFS OCM.

0306. **Specific Contract Delivery Requirements.** The MoD Food Supply Contractor is committed to providing a '*right first time*' service for MoD Customers with 100% accuracy for every delivery. In addition, as part of its Total Quality Management Programme, the Contractor operates a Customer Service Error Recovery Charter with the objective of complete recovery of the situation should an error in delivery occur. These systems are described in further detail at 0357.

0307. **Delivery Times.** The MoD Food Supply Contractor will operate target times for delivery to all Units, with a time window of 1 hour either side of the agreed delivery time. In the event that a delivery cannot be made in good time, the MoD

Food Supply Contractor shall inform the Unit immediately and agree an alternative delivery time.

0308. **Public Holidays.** The MoD Food Supply Contractor shall notify Units at least 21 days in advance of revised delivery plans to cover public/bank holidays.

0309. **Problems with Quality and Quantity of Deliveries.** Units have a maximum of 2 working days from the day of delivery in which to notify the Helpdesk of any problems with the delivery. Customers are required to carry out *due diligence* Food Safety checks on all food items in accordance with the procedures in JSP 456 Vol 3.

0310. **Business Continuity Plan (BCP).** Units are to hold sufficient food stocks to enable them to meet the needs of their BCP and to ensure that they are self-sustaining for at least 2 days to overcome the possible non-delivery of food stocks.

0311. **Submission of FCat 952s.** In all instances where Food Safety is considered to be compromised, Units are to submit an FCat 952. The procedure for submitting a FCat 952 can be found in the MoD Food Supply Contract User Manual and at 0359.

0312. **Quality Standards.** The quality standard of food for the contract is defined as *'a good commercial quality standard'* and the DFS Team select each item on the Core List. DFS and FLC representatives meet on a regular basis to sample and select products. Quality standards of the preferred product are assessed against technical specifications provided by the MoD Food Supply Contractor and the DFS Team's own Quality Standards.

0313. **Contract Product Life Requirements.** *'The MoD Food Supply Contractor shall provide food commodities with the appropriate life remaining on them when they are delivered as indicated by **'best before dates'** and **'use by dates'** declared by the manufacturer. In the event that the MoD Food Supply Contractor is unable to supply food with the specified shelf life requirements, Units shall be informed prior to delivery. Such food shall not be supplied without prior agreement with the Unit.'* Annex A provides the product shelf life requirements for specific theatres.

0314. **Resolving Quality Problems.** If a Unit believes the quality of the product delivered is not satisfactory, the matter should be reported to the Helpdesk and the relevant FLC. The MoD Food Supply Contractor shall take ownership of the problem and Units will be asked for the full supporting details including:

- a. Time of delivery.
- b. Nature of the problem.
- c. Account Number.
- d. Order Number.
- e. Product details.
- f. Invoice Number.

Under the terms and conditions of the contract, the MoD Food Supply Contractor is responsible for resolving food quality complaints to the satisfaction of the Unit. In order to ensure that complaints are dealt with promptly and resolved in accordance

with the requirement, the MoD Food Supply Contractor will keep both the Unit and DFS Team informed of the work in progress and corrective action being taken.

**0315. Role of DFS Quality Assurance Team .** Professionally qualified Food Inspectors are employed by DFS to provide technical advice and support when required.

**0316. Accounting Numbers and Procedures.** Units are not required to pay the MoD Food Supply Contractor directly for any deliveries of goods supplied under the Food Supply Contract as the bill for these goods is paid centrally by MoD. However, food purchased from other suppliers through non-public sources will continue to be accounted for under existing arrangements.

**0317. Invoice/Delivery Note.** To maintain control over the supply of food it is necessary to confirm that the quality and quantity of delivered goods matches:

- a. The invoice for delivered items or
- b. The priced Delivery Note for Sub-contractor delivered items.

Units have a maximum of 2 working days, following receipt of the goods, in which to notify either the MoD Food Supply Contractor, or the Sub-contractor of any discrepancies.

**0318. Weekly Invoices and Monthly Transaction Summaries.** By the 14<sup>th</sup> day of the following month, a monthly transaction summary (listing all credit and invoice activity for each account number) will be provided. Units have 2 working days in which to notify the Helpdesk of any discrepancies. The monthly transaction summaries will be distributed to the delivery drop points (except exercises).

**0319. Audit.** The NAO may visit Units to check invoices through the central billing system, from ordering to final payment. These audits are an examination of the MoD Food Supply Contractor's system to ensure that the MoD is billed only for goods provided. This is not an inspection of local procedures and the auditing authorities will inform Units in advance of their proposed visit.

**0320. Account Numbers.** The MoD Food Supply Contractor allocates and holds Unit account numbers which are tied to the delivery drop points.

**0321. Opening a New Account Number.** Requests for new account numbers are to be made through FLCs, who will request action from the MoD Food Supply Contractor.

**0322. Closing an Account Number.** Units who no longer require their account are to submit Annex B to their FLC, giving at least 4 weeks notice, who will request action from the MoD Food Supply Contractor.

**0323. Units transferring to CRL.** When a Unit is transferring to CRL, they must inform the MoD Food Supply Contractor, through FLCs using Annex B, giving a minimum of 4 weeks notice. The MoD Food Supply Contractor will then confirm the main account has been closed and that an exercise account (greenfield site only) has been opened. This will usually be done by renaming one of the existing Units' account numbers. CRL Units are not permitted to order food using the MoD Food Supply Contract except when on exercise at a greenfield site location.

0324. **Unit Moves.** In the event of a permanent move, Units are to submit Annex B to their FLC, giving at least 4 weeks notice, who will request action from the MoD Food Supply Contractor.

0325. **Exercises - General Requirements.** All training camps and greenfield sites (any six figure map reference that can be reached by a delivery lorry) in the UK and Germany are now on the contract as delivery points. With the exception of the Germany Out-of-Area locations and DTE sites (covered separately in this chapter), orders for Units deploying to all other training camps and greenfield sites should be submitted to the MoD Food Supply Contractor's Exercise Desk using Annex C.

0326. **Exercise Lead Order Times.** In recognised training camps and at greenfield sites in UK and Germany, initial food orders may be placed as follows:

- a. **Core Items.** Initial order minimum 5 working days lead time, thereafter, a telesales service will be provided as normal.
- b. **SFOs.** Subsequent orders at 3 - 8 days notice according to location.
- c. **Initial Orders.** Units should note that their initial order for delivery to an on-contract training camp can be requested for delivery on the day they arrive at the training camp, thereafter the deliveries will be as per the standing delivery schedule to that particular training camp.

0327. **Exercises Outside UK and Germany.** Units planning exercises outside the UK and Germany shall contact the DFS OCM Team at **least 6 weeks** in advance of the exercise in Europe and **10 weeks** outside of Europe. This will allow time to determine the most cost effective method of providing food for the exercise. Applications to DFS shall be made through the appropriate CoC, using Annex D. When the DFS Team have approved the application food orders are to be placed in accordance with the following timetable:

- a. **Core Items.** A minimum of 10 working days for the initial order, thereafter, lead times for orders will be agreed between the Unit and the MoD Food Supply Contractor.
- b. **SFOs.** A minimum of 10 working days for the initial order, thereafter, as agreed above.
- c. **Restrictions.** Units should note that the range of products available may be restricted in some locations due to locally imposed import/export regulations.

0328. **Account Numbers and Accounting for Exercises.** Accounting for exercises shall be in accordance with JSP 456 Vol 1 Chap 12 and JSP 456 Vol 2. Units should note that it is not necessary to apply for a different account number for the exercise. Food orders should be placed against the normal account number with the only difference being the delivery point.

0329. **Exercises Funded from Central Resources.** Centrally resourced Tri-Service exercise applications must be made to DFS Team, through the FLC that has lead for food supply. Applications are normally expected at least **6 weeks** prior to the exercise start date.

## RESERVE UNITS

0330. **Account Numbers.** Reserve Units have their own account numbers that they use for their planned training exercises. The procedure for Reserve Units placing food orders is principally the same as for all other exercising Units.

0331. **Deliveries/Invoices.** All exercise deliveries will be accompanied by an invoice. Units will sign for all deliveries and retain all invoices over the exercise period. At the end of the exercise all invoices and sub-contractors delivery notes will be collated for the appropriate accounting action.

0332. **DTE.** Units wishing to exercise on DTE land are to submit their food orders through the DTE Contract Caterer. Full details of the administrative procedures and lead order times will be forwarded to Units when they apply for permission to use the training areas.

0333. **Germany Out of Area Training Camps.** Units wishing to exercise in Germany Out-of-Area training camps are required to notify G4 Log Sp Fd Svcs, UKSC at least **6 weeks** prior to the exercise.

0334. **CRL Customers Using Exercise Accounts.** Units that are normally within a CRL system and are due to deploy on exercise are to contact the MoD Food Supply Contractor **4 weeks** prior to the commencement of the exercise in order that a copy of the current price list and commodity range can be sent to the Unit. Once an up to date price list has been obtained the regulations regarding lead order times above shall apply.

## **SHIPS AND SUBMARINES**

0335. **Food Orders.** Orders for food items from the Core List for Ships in UK ports will require a lead time of 2 working days. Ships undergoing a major store ship (defined in this case as orders of value in excess of £10,000) will have a lead-time of 10 working days. Orders may be placed for a Required Delivery Date with a longer lead-time than the minimum listed in this paragraph. SFOs will require a minimum of 5 working days, unless part of a major store ship when the lead time will be 10 working days.

0336. **Ordering Requirements.** Food orders shall contain the following information:

- a. Contact name and telephone number.
- b. Unit account number and address.
- c. Unit reference number.
- d. Date order placed.
- e. Required delivery date and address (berth if known).
- f. DofQ.
- g. Quantity required.
- h. Feedback code number.

- i. Description of item.
- j. Arrival/departure time and the time stores party have been booked.

0337. **Placing Orders.** Food orders are to be placed with the MoD Food Supply Contractor's Ships Desk, for both current and future orders, either by telephone, fax, post or signal. Ships ordering by signal are to signal their base port Base Logistics Organisations (BLO) to allow them to communicate with the contractor on the ship's behalf. Orders may be placed normally between 0800 and 1600 Mon to Fri. If it is necessary to place orders after this time, they may be left on the Ships Desk answer phone from which orders will be actioned first thing the next working day. The Ships Desk will accept both current and future orders. Emergency out of hours orders can be placed using the MoD Food Supply Contractor's out of hours telephone number detailed on the back of the Core Range Price List. Where vessels are entitled to claim the VAT exemption, the appropriate certificate must be forwarded with the order (see para 0350).

0338. **Deliveries.** Deliveries shall be made at the time and location stipulated on the order. This may include weekends, public holidays and out of hours if the requirement is for operational reasons. The MoD Food Supply Contractor's driver shall unload the delivery for checking by the Ship's representative and will provide the ship with a printout from the lorry's Transcan temperature monitoring equipment if requested. The MoD Food Supply Contractor is not responsible for lighterage.

0339. **Discrepancies.** Every attempt shall be made by the MoD Food Supply Contractor to correct discrepancies the same day, but in any event prior to sailing. Ships which have sailed and have been unable to notify the Help Desk should signal the BLO outlining their problem, who will liaise on their behalf with the MoD Food Supply Contractor.

0340. **Ships at Anchor or Buoy.** Where contact between the Ship and the MoD Food Supply Contractor is not possible, and the vessel is using the Devonport, Clyde or Portsmouth dockyards, the order may be passed to the BLO at those bases for onward transmission to the MoD Food Supply Contractor. A representative from the ship shall be present to receive the delivery when it arrives at the jetty.

0341. **Ships in Commercial Ports in the UK.** Under the contract, the MoD Food Supply Contractor will deliver to any commercial port in the UK. Arrival and sailing times must be advised to the Ships Desk. At the dockside, a representative from the ship shall be required to take receipt of the delivery. Where the MoD Food Supply Contractor is unable to meet the delivery requirement, authority to local purchase will be advised by themselves.

0342. **Ships Alongside in HM Naval Base Clyde.** The following shall apply to deliveries:

- a. The MoD Food Supply Contractor will deliver the full range of commodities to all Ships and Submarines alongside in the base.
- b. To meet operational requirements and maintain security there are occasions when Duty Free meats and other food commodities are required to be delivered to the BLO in Faslane, whose responsibility is to act as a facilitator for the onward delivery to the 'Entitled' vessel.

0343. **Ships at Sea or Entering a UK Naval/Military Port.** Ships at sea or entering a UK Naval/Military port should place their orders in accordance with 0335. If contact with the MoD Food Supply Contractor is not possible, and the vessel is using the Devonport, Clyde or Portsmouth docks, the order may be passed to the relevant BLO for forwarding to the MoD Food Supply Contractor.

0344. **Submarines.** The following additional requirements have been placed on the MoD Food Supply Contractor when delivering to submarines:

- a. All food commodities shall be delivered direct to the submarine and vehicles shall remain on the jetty until the vessel has completed loading the delivery.
- b. Submarines in Faslane will place their orders through the BLO at Clyde.
- c. Submarines who require their ambient and frozen products to be streamed must place their order a minimum of 10 working days in advance, of the streaming date. Submarines will need to agree in advance access to the contractor's warehouse if necessary.
- d. The food shall be supplied on pallets with sides, or other suitable containers capable of being lifted safely onto the casing of the submarine.
- e. Due to operational requirements, flexibility may be required for delivery times and storing may need to take place over more than one day.

0345. **Ships Storing in the Falkland Islands, Ascension Island.** Ships storing in the Falkland Islands and Ascension Island should pass their demand to the respective ration co-ordinator at those destinations indicating the required date and place of delivery. Orders are to be based on the South Atlantic Core Range. The lead-time for these orders is 90 days for shipped items (chilled, ambient or frozen), and/or at least 14 days notice for air freight items (fresh).

#### **SHIPS REPLENISHING FROM RFA SOLID SUPPORT SHIPS (SSS)**

0346. **Ships in company with SSS carrying the Food Balanced Load (FBL).** The DFS Team, with NCHQ, will issue and update the balanced load to be carried in the SSS. CINCFLEET will direct when the FBL is to be loaded into the SSS. Once loaded the Task Group Logistics Co-ordinator (GLC) will issue a directive outlining the requirements for the embarked FBL and the management routine regarding its use. Transit loads are not to be carried without the express permission of the GLC. Ships should demand stocks from the STO(N) who will provide an un-priced invoice.

0347. **Ships in company with SSS (not) carrying the FBL.** Stocks will be held by local arrangement between ship's LO and RFA STO(N) to meet known deployment requirements only. All stock held in transit, is to remain on the HM Ship's account and must be transferred before the end of the deployment. Ships should contact STO(N) for transfer by RAS. Where possible a member of the ship's company should be present and check the delivery onto the RFA.

0348. **Ships in Company with other RFA Ships.** Ships will need to liaise with the RFA LSO before deployment to determine if there is any spare capacity to carry transit loads. The stocks will be held on HM Ship's account and transferred by RAS.

0349. **Ships Storing in Gibraltar.** Ships storing in Gibraltar should pass their demands to Joint Support Unit (JSU) Gibraltar giving 30 working days notice, except in emergencies. Demands can be made by post, fax or signal. Ships should be aware that JSU does not hold stock and will not be able to supply the full Core Range.

0350. **VAT Exemption.** VAT is payable on certain items of confectionery, chocolate, biscuits, ice cream, fruit juices and squashes, potato crisps and shelled nuts etc, sold by the MoD Food Supply Contractor in the UK to HM Ships and establishments. The MoD Food Supply Contractor will charge the goods at the VAT inclusive price except for Ships which are due to sail from the UK, outside of territorial waters for a period of 15 days or more or visiting a foreign port. Ships entitled to receive VAT exempt goods are to attach a copy of the VAT Exemption certificate to all relevant demands, signed by the Commanding Officer. The MoD Food Supply Contractor shall ensure that VAT is not charged on food commodities supplied to Ships in this category. Examples of VAT exemption certificates are reproduced at Annex E.

0351. **Vessels Entitled to Duty-Free.** Certain Ships/Submarines/RFAs, dependent on their movements, are entitled to Duty Free products as listed in Section 97 of the Core Range Price List. Ships can confirm their entitlement status by contacting the FCO. The MoD Food Supply Contractor is provided each month with a list of entitled vessels. New build Ships or Ships exiting refit are to contact the FCO prior to placing any food orders.

0352. **Legal Requirement.** It is a legal requirement for a copy of the invoice to be stamped, signed and dated by an authorised Ship's Officer and returned to the contractor if Duty Free goods have been delivered. The stamped, signed and dated invoice should be returned either with the driver or in the envelope provided. If invoices are not returned to the MoD Food Supply Contractor, the Authority becomes liable for unpaid duties and levies that will be passed to the Ship concerned and charged to their catering account.

0353. **HM Revenue & Customs (HMR&C).** Refer to BR1990.

## **SUPPLIES TO THE SOUTH ATLANTIC**

0354. **Quality/Remaining Life on Delivery.** The quality and the remaining shelf life of food commodities delivered to the South Atlantic (Ascension Islands and the Falkland Islands) is defined as:

- a. **Air Freight.** *'fresh food commodities shall be freshly purchased and shall be packed no more than 12 hours before the call forward for the allocated flight. Fresh fruit, other than tropical fruit, fresh vegetables and salad items shall be pre-cooled to a temperature between +5°C and +10°C prior to packaging and maintained within this temperature range up to delivery to the airhead. All fresh fruit, vegetables and salad items shall be of a quality to remain serviceable for a minimum of 4 days on receipt in theatre when stored at ambient temperature during transit'.*
- b. **Sea Freight.** *'fresh fruit and vegetables shall be of a condition when stored during transit at chill temperatures to retain their quality for at least 30 days from the date of receipt in theatre. If this cannot be met, for example at the end of the growing season, the MoD Food Supply Contractor will advise DFS OCM, seeking guidance on whether to ship or provide an alternative'.*



- c. All other items shall have a minimum of 6 months life remaining before expiry of the BBD on receipt in Theatre. However, it is acknowledged that certain products may have a commercial shelf life which would not satisfy this requirement. The MoD Food Supply Contractor shall liaise with DFS OCM prior to the commencement of operations to identify such products.

**0355. Air Freight.**

- a. **Orders.** Orders for air freight deliveries shall be faxed to the MoD Food Supply Contractor's Export Administration a minimum of 5 working days prior to the date that the delivery is due to be made to the nominated UK Air Head. The faxed order should be supported by a telephone call to confirm that the order has actually been received. Amendments to these orders can only be made up until 3 working days prior to despatch.
- b. **Deliveries.** Deliveries will be made according to the agreed schedule, with a weight restriction per consignment of 500 kg (including packaging).
- c. **Packaging.** The MoD Food Supply Contractor shall ensure that *'all food commodities to be transported by air are kept in their original packaging , placed on trade pallets and covered with the bespoke tri-wall cover of the appropriate size'*.

**0356. Sea Freight.**

- a. **Orders.** Orders for delivery by sea freight shall be made 28 working days before the departure of the ship from the UK. Small amendments to the order can only be made up to 21 days prior to the departure of the ship. Orders should be faxed to the MoD Food Supply Contractor's Export Administration number. The faxed order should be supported by a telephone call to confirm that the order has actually been received.
- b. **Delivery.** The schedule of sailing dates is published by the DSCOM.
- c. **Containers.** Containers are hired by the MoD Food Supply Contractor on behalf of the MoD and the DFS Team pay hire charges for every day containers are in use. Containers **must** be returned as promptly as possible and not used for storage etc. Every care must be taken not to damage containers. Any damage caused to containers by the Authority or its representatives will be evaluated and any costs incurred passed back to the Authority. For detailed instructions on the management of containers refer to the SAFSUB.

**TOTAL QUALITY MANAGEMENT SYSTEM**

**0357. The MoD Food Supply Contractor - Service Error Recovery Charter.**

The Service Error Recovery Charter operates as follows:

- a. The Help Desk operator will accept ownership of the problem immediately and attempt to resolve the matter to the satisfaction of the Unit.
- b. The Help Desk operator will call the Unit back to tell them what can be done.

c. If required by the Unit, the Help Desk will arrange for goods to be dispatched. If the Unit is prepared to wait, the goods shall be dispatched with the Unit's next scheduled delivery.

d. The Help Desk will raise a credit note if necessary within 48 hours.

0358. **Customer Survey.** As part of their contract with MoD, the MoD Food Supply Contractor undertakes to arrange regular, independent, random surveys of customer satisfaction throughout the course of the contract. The results of the surveys are forwarded to the DFS Team for management information purposes. If selected for participation in one of these surveys, Units are encouraged to complete the forms fully and return them promptly.

### **F CAT 952**

0359. **Criteria for Submitting F Cat 952.** In all instances where **FOOD SAFETY** is considered to be an issue, Units are to submit a F Cat 952.

0360. **Procedure for Submitting a F Cat 952.** When raising a form, Units shall include the following information in the appropriate boxes:

- a. Name of Unit.
- b. Account Number.
- c. Contact Name and Telephone Number.
- d. Order Number.
- e. Date of Delivery.
- f. Help Desk Reference Number.
- g. Feedback Code.
- h. Product Description, Brand Marks and Branch Codes.
- i. Pack Date.
- j. Best Before/Use by Dates.
- k. Action taken by MoD Food Supply Contractor/Sub-contractor and outcome.
- l. Nature of Complaint.
- m. Product/Sample is kept/made available to the MoD Food Supply Contractor/Sup-contractor.

0361. **Distribution.** Copies of the completed form shall be sent to:

- a. The MOD Food Supply Contractor's F Cat 952 Co-ordinator.
- b. DFS Operational Catering Management.

- c. Front Line Command.
- d. The MoD Food Supply Contractor's Help Desk.

0362 – 0399. Reserved.

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**CHAPTER 3 Annex A - THEATRE PRODUCT LIFE REQUIREMENTS**

<b>Location/ Customer</b>	<b>Fresh Fruit/Veg/Salads</b>	<b>Chilled/Fresh/Dairy</b>	<b>Ambient/Frozen</b>
UK & Germany	Maximum possible shelf life, but no less than 3 days from delivery when stored at ambient temperature.	Dairy/chilled maximum possible shelf life, but no less than 3 days from receipt. Bread/ bakery to be no more than 24 hours old on delivery, except for Germany	Minimum of 3 months life remaining at time of delivery.
Ships deploying	Maximum possible shelf life applicable to product	Maximum shelf life applicable to product.	Minimum of 6 months life remaining at time of loading.
Ships other than above (i.e. alongside)	Maximum possible shelf life, but no less than 3 days from delivery when stored at ambient temperature	Maximum possible shelf life applicable to product.	Minimum of 6 months shelf life remaining at time of delivery.
Submarines	Maximum possible shelf life applicable to product	Maximum shelf life applicable to product	Minimum of 4 months shelf life remaining at time of loading.
Solid Support Ships (SSS)	Maximum possible shelf life applicable to product.	Maximum shelf life applicable to product.	Minimum of 6 months shelf life remaining at time of loading.
South Atlantic (1) Air Freight	Maximum possible shelf life, but quality to remain serviceable no less than 4 days from delivery in theatre. Stored at Ambient temperature in transit, no temperature control on air transport provided	Not without authorisation from DFS Ops 2	Ambient, maximum shelf life applicable to the product. Frozen product not authorised.
(2) Sea Freight (note 1)	Fruit/vegetables to retain quality for minimum of 30 days on date delivery in theatre. Stored in transit at chill temperatures, appropriate to product.	Maximum possible shelf life applicable to product. Fresh dairy/bakery not authorised.	Minimum of 6 months shelf life remaining on delivery in theatre.

(note 1 - For seafreight deliveries to the Falkland Islands and Ascension Island see para 0363)

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**CHAPTER 3 Annex B - FOOD SUPPLY CONTRACT – NOTIFICATION OF A UNIT MOVE, CLOSURE AND/OR NAME CHANGE**

**OLD UNIT/LOCATION DETAILS: (if applicable)**

1. Present Unit Address: (To include Unit Title, UIN and Full Postal address).

2. Contact Details: (To include POC and Contact No's).

3. Account Numbers:

Location (Mess)	PFS Account Number

4. Bakery

Dairy

a. Supplier Name:

a. Supplier Name:

b. Route No:

b. Account No:

c. Customer Site No:

c. Round No:

5. Last Delivery Requirements (dates):

Rations	Bread	Milk

6. Remarks:

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**NEW UNIT/LOCATION DETAILS: (if applicable)**

7. New Location Address: (To include Unit Title, UIN and Full Postal Address).

8. New Contact Details: (To include POC and Contact Nos).

9. New Account Number Requirements (Type): (e.g.: Main Kitchen, Officers Mess etc).

10. First Delivery Requirements (dates):

Rations	Bread	Milk

11. Remarks:





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**CHAPTER 3 Annex D – APPLICATION FORM – ALL MAJOR EXERCISES AND ALL EXERCISES OUTSIDE UK AND GERMANY**

Three copies to be sent via the Chain of Command

**(Units planning exercises outside the UK and Germany shall contact the DFS OCM Team at least 6 weeks in advance of the exercise in Europe and 10 weeks outside of Europe)**

From.....Unit Ref.....

To:..... DFS Team (Attn FSM), Spur 5, B Block, DE&S Ensleigh, Bath, BA1 5AB

**EXERCISE NAME.....**

1. Dates of Exercise/Training.....

2. Location of Exercise/Training

Name/Address of Site.....

.....

Grid Ref.....Map Series/Edition.....

3. Nos of deliveries required.....

4. Dates of required deliveries.....

5. Feeding Strengths, broken down into periods, and feeding patterns are:

a. **Advance Party**

(i) From.....to..... =.....days

(ii) Strength.....

(iii) Fresh.....days

(iv) ORP and bread (10 Man).....days

(v) ORP (24 hr).....days

b. **Main Party**

(i) From.....to..... =.....days

(ii) Strength.....

(iii) Fresh.....days

(iv) ORP and bread (10 Man).....days

(v) ORP (24 hr).....days

c. **Rear Party**

(i) From..... to.....=.....days

(ii) Strength.....

(iii) Fresh.....days

(iv) ORP and bread (10 Man).....days

(v) ORP ( 24 hr).....days

Date.....

Signature.....

Contact Number.....

Name (block capitals).....

OC Unit

**CHAPTER 3 Annex E – VAT EXEMPTION CERTIFICATE**

<b>VAT Exemption Certificate</b>	
Purchase of goods for use as Ship's stores in:	
(Name of Vessel)	
Which is proceeding on:.....for service on a foreign station	
Signed .....	Ship's Stamp
Commanding Officer	
(Name of Vessel)	

**OR**

<b>VAT Exemption Certificate</b>	
(Name of Vessel)	
is deploying on a voyage outside UK territorial waters lasting more than 15 days or calling at a foreign port (delete as appropriate) and these stores are for use during that voyage by members of the crew.	
Signed.....	Ship's Stamp
Commanding Officer	
(Name of Vessel)	

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