Defence Equipment & Support

UKNCB - NATO CODIFICATION FREQUENTLY ASKED QUESTIONS

UKNCB

United Kingdom National Codification Bureau

Equipping and Supporting our Armed Forces
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1. NATO Codification

What is NATO Codification?
NATO Codification is the cataloguing of items that go through the Military Supply Chain. Each item is allocated a NATO Stock Number. Everything entering the Supply Chain must be NATO Codified.

What is a NATO Stock Number?
The NATO Stock Number is used to identify individual items within the Supply Chain. It is a 13 digit number that is used to order and track items i.e. 5306-99-123-4567

5306 - 99 - 123 - 4567

Classification
Country Code
Item Identification Number
National Item Identification Number

Classification is the NATO Supply Classification which is the Group and Class that the item sits in. The Groups and Classes are listed in the ACodP2.

https://eportal.ns.nato.int/AC135Public/ACodP/Search/ACodPSearch.aspx

The Country Codes identifies the country that has codified the item. e.g. 99 tells us that this is a UK item which means that the design rights of the item lie in the UK.

Who codifies my items?
Items are submitted for codification to the UKNCB (United Kingdom National Codification Bureau). This is the only authority for codification in the UK.

Why codify my items?
Items that are codified and ordered using the NATO Stock Number can be ordered and supplied much quicker than non-codified items. They are easier to identify when delivered in-theatre. Items ordered by part number take longer to be delivered (if the order is successful) and cannot always be identified on delivery. This results in orders going ‘missing’ and being reordered (with the same result) so wasting resources and incurring unnecessary cost.

Where can the procedures and processes for Codification be found?
ACodP-1 (Allied Codification Publication 1) has every rule, process, definition and decoding of characters. Every nation codifying must adhere to these rules.

http://www.nato.int/structur/AC/135/main/link/acodp1.htm
2. E-tasking

How do I get my items codified?
Items must be submitted to the UKNCB using the E-tasking system.

How do I get an E-tasking account?
Contact the Service desk on 0141 224 2116/2160.

Is there training available on E-tasking?
We now have an E-tasking training module with a step-by-step guide on how to check your account details, create a codification request and submit it for processing. UKNCB training modules can be found on our website [https://www.ncb.mod.uk/ncbportal/training.html](https://www.ncb.mod.uk/ncbportal/training.html)

What is source data?
UKNCB refer to it as source data, more commonly known as the drawings for the item. The drawings should be supplied with the codification request. If you are unable to supply the drawings then any information on the item can be used e.g. web page, catalogue page.

Why do I need source data?
The characteristics are taken from the drawings and put on the item record. This makes the item unique and easier to find and identify when searching the database.

What is DEFCON 117?
To assist Project Teams DEFCON 117 Exists as an Appendix to your contracts and subcontracts. This Document mandates that the supplier is contractually obliged to supply source data for codification purposes.

What online training is available?
E Tasking guide, Codification overview and search facility online training is now available. See attached link accessed through google chrome.

[https://www.ncb.mod.uk/ncbportal/training.html](https://www.ncb.mod.uk/ncbportal/training.html)
3. Codification Timeframes and Costs

How long does it take?

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<th>Routine Codification Timescales</th>
<th>Working Days</th>
</tr>
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<tr>
<td>New UK Codification with source data</td>
<td>15 working days</td>
</tr>
<tr>
<td>New Foreign Codification</td>
<td>45/65 working days</td>
</tr>
<tr>
<td>Accelerated new Foreign Codification</td>
<td>35/45 working days</td>
</tr>
<tr>
<td>Introduction of existing Foreign NSN to CSIS</td>
<td>15 working days</td>
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<table>
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<tr>
<th>Urgent Codification Timescales – UOR</th>
<th>Working Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>New UK Codification</td>
<td>1 to 20 working days, or to meet Required Delivery Date</td>
</tr>
<tr>
<td>New Foreign Codification</td>
<td>5 Working days (Emergency)</td>
</tr>
<tr>
<td>Introduction of existing Foreign NSN to CSIS</td>
<td>10 working days</td>
</tr>
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</table>

How much Does it Cost
NATO Codification for MOD Project Teams is free of charge.

Commercial Codification

The United Kingdom National Codification Bureau (UKNCB) are pleased to announce that we have reinstated our codification in aid of export sales service. This much improved service is designed to aid UK companies in selling their products to foreign governments.

As many foreign governments will only procure equipment that has already been allocated a NATO Stock Numbers (NSN), many UK companies may have found their innovation and competitiveness limited in the global market place. The UKNCB has redressed this situation by providing a streamlined, professional and timely process for issuing NSN’s to UK Industry.

The cost of Commercial Codification is £65.00 + VAT per item up to 250 items. Companies wishing to codify items over 250 items are eligible for discounted pricing and should contact us for a quotation on 0141 224 2231 or email DESSEOCSCP-NCB-comrcsalesqry@mod.gov.uk your requirements and we will get back to you. Payments for commercial codification can be made using our online payment portal powered by Worldpay on our website.

Companies must submit items for codification to UKNCB using our eTasking system. eTasking application forms and more information on Commercial Codification can be found on our

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1 Dual timeframes exist for Foreign Codification
4. The Base Inventory Systems

What are SS3, CRISP, BIWMS and ASTRID?
These are the Base Inventory Systems (BIS). SS3 is used by the Army (A), CRISP by the Navy (N), BIWMS by the RAF (F) and ASTRID by Munitions (B).

How do I get my items on the Base Systems?
All new items need to be Codified and part of that process is the creation of a Supply Management Data (SMD) form for the Inventory System identified in your request. Once the SMD is activated an electronic transmission is sent to a Central point where the information is picked up to create the transaction which in turn creates the skeleton record on the appropriate BIS.

How long does this take?
Creation of the SMD is part of the Codification Process Timeframes.

What are the SMD Forms?
The SMD Forms are the interface between CSIS and the Base Systems.

5. CSIS

What is CSIS?
CSIS is the Codification Support Information System which is the UK database that hosts all of the UK NATO Stock Numbers (NSN) and Foreign NSN with registered UK interest. MOD staff and authorised Industry Partners can get access to E-tasking to request the Codification of items and to the read only search tool CSIS.

How do I get access to CSIS?
Please contact the Servicedesk by email to: SCISDPICISServiceDesk@boeingdefence.co.uk or by telephone : 0141 224 2116/2160.

How do I search CSIS for items that are already codified?
This is called ‘screening the database’. This is done using the item’s part number. A check is done of every item put up for codification to ensure no item is codified twice so creating duplicate items on CSIS.

How do I search using the manufacturer’s part number?
This is the most common action carried out on CSIS. On the ‘Item of Supply Tab’ enter the part number in the ‘Ref’ field (second tab down on the left hand side). When entering the part number there is no need to put in any dots/dashes/slashes that may be part of the reference as CSIS will take these out whether you include them or not.
How do I search using characteristics data?
If a part number search has no results or if you are looking for a specific item (size, features etc.) then you can search by characteristics.

How do I search for multiple items on CSIS search tool?
This is known as a Batch Search and you can run up to 2,000 items at a time. Any more we ask you break the batch down to 2,000.

How do I check Manufacturer’s details on CSIS?
A Manufacturer’s contact details are on CSIS listed under an NCAGE Code (See Section 6).

Can Foreign NATO Stock Numbers be seen on CSIS search tool?
Any Foreign NATO Stock Number with registered UK interest will be visible on CSIS search tool. The addition of UK interest to a Foreign NSN can be requested through an E-tasking Post Codification request.

How do I search Foreign NATO Stock Numbers?
Foreign numbers are recognised by the country code. Anything other than 99 is not a UK item. First search would be on CSIS search tool to see if the item is there i.e. has ‘UK User Interest' been added. If the item is not on CSIS then the next search would be on the NMCRL. This is the NATO database which contains all active NATO Stock Numbers from all participating nations. The NMCRL can be accessed by subscription: [http://www.nato.int/structur/AC/135/main/links/nmcrl_plus-e.htm](http://www.nato.int/structur/AC/135/main/links/nmcrl_plus-e.htm)

How do I know if an item is active / historic?
This is shown by the Codification Status Code (CSC) field on the Item Record.
CSC values of ‘C’, ‘D’ or ‘S’ denote a cancelled item with or without replacement. CSC values ‘A’ or ‘H’ denote an inactive item.

Why do historic items not show in a CSIS search?
At the bottom of the Item of Supply and Characteristics tabs there is a field ‘Item Status’ which can be set at Current/Historical/All. The default is Current which means no historical items will be returned in a search. If you are looking for an item and get no result with current, always try Historical/All.

Item Status defaults to ‘current’. This only shows the active NSNs on CSIS. To search historic change to Item Status to Historical or All.
6. What is an NCAGE Code?
An NCAGE Code is a NATO Commercial and Government Entity Code. It is a five character code which holds (on CSIS) a Manufacturer/Supplier/Project Team/Service Provider’s contact details.

Why do I need an NCAGE Code?
Anyone who sells, supplies, submits codification requests or provides a service to the MOD must have a valid NCAGE Code. The NCAGE Codes identifies the supplier, seller or service provider of individual items and is also used (in some cases) for payment purposes.

How do I get one for my Team / Company?
If you already have access to CSIS go to NCAGE → Create Auto NCAGE and follow the instructions. If not, then please access http://www.ncb.mod.uk, launch CSIS and under the Quick Links you can access the Create UK NCAGE function.

How are NCAGE records kept up to date?
It is the responsibility of the NCAGE owner to keep their details up to date. UKNCB will provide a User Name and Password which allows you access to your own information to keep it current. Bearing in mind this is the information people will use if they want to contact you reference any of your items on CSIS, it is in your best interest that details are kept current.
7. What is a DMC/IMC/SMBi Code?
These codes are the management Codes which identify the Inventory manager for the item. Items cannot be codified unless they have a DMC/IMC/SMBi Code to show who will be managing the item.

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<th>How to Apply for a Management Code</th>
<th>Email Addresses</th>
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<td>Creations for BIWMS:</td>
<td><a href="mailto:DESSEOCSCP-Sup-Pol-BIWMS@mod.gov.uk">DESSEOCSCP-Sup-Pol-BIWMS@mod.gov.uk</a></td>
</tr>
<tr>
<td>New creations on CRISP:</td>
<td><a href="mailto:DESSEOCSCE-Mar-SC-2@mod.gov.uk">DESSEOCSCE-Mar-SC-2@mod.gov.uk</a></td>
</tr>
<tr>
<td>Amendments to CRISP and BIWMS</td>
<td><a href="mailto:DESSEOCSCP-NCB-DMCS@mod.gov.uk">DESSEOCSCP-NCB-DMCS@mod.gov.uk</a></td>
</tr>
<tr>
<td>Creation and Amendments to SS3:</td>
<td></td>
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How does Single Item Ownership work?
MOD Policy is that one item has one owner i.e. one DMC/IMC/SMBi Code. In the past an item could have several owners, each responsible for what they used. Now, if you identify an item and you want to use it you must contact the Commodity Manager. This is done by taking the DMC/IMC/SMBi Code on the item record and checking it on the DMC Enquiry on CSIS.
How can I tell who owns/manages an NSN? / What is the OWNER?
The Owner field on the Item Record shows the Service Code followed by the DMC/IMC/SMBi Code of the Inventory Manager for the item.

![Image showing Item Record with the Owner field highlighted]

CSU Field – Civil Service User
A7MF is an Army DMC Code

Items being codified must have a DMC/IMC/SMBi Code to show who manages them.
8. RC/VC, FNU and NSC

What do the RC/VC Codes mean?
The RC Code is the Reference Number Category Code and the VC is the Reference Number Variation Code. These codes sit in the References Tab on the Item Record and show the status of each reference.

The RC/VC Codes tell us who the manufacturer of the item is, who are suppliers, if it is procurable or obsolete, if the item is source controlled and even the British Standard applicable to the item.

What is the FNU?
FNU is Foreign Nation User. Any country listed in this field has User Interest on the item and it will be visible on their country’s database.

What is the NSC (Group and Class)?
The NSC is NATO Supply Classification. This is the first four numbers of the NATO Stock Number which simply puts the item into a specific group e.g. 2610 - 26 is tyres and 10 indicates the tyres are for an aircraft. ACodP2 contains all the groups and classes.

https://eportal.nspa.nato.int/AC135Public/ACodP/Search/ACodPSearch.aspx
9. Approved Item Names / Colloquial Names

How are items named?
Item Names are agreed by all participating nations. The FIIGs contain all Approved Item Names and definitions. When an item is being codified the codifier will look for an appropriate item name with a definition that fits the item. This is why items can have a name that you don’t recognise or isn’t obvious. If you are searching the database for an item you must first find the Approved Item Name. This can be found using the Colloquial Names.

What are Colloquial Names?
Colloquial Names are the more common names given to items. As items are not always named what you would expect in the NATO Codification System the Colloquial Names link into the Approved Item Names and makes it easier to find specific items.

How does this work?
In the item name tab in CSIS enter the name of the item, as you would call it, in the field ‘item name’.

CSIS will then search every Approved Item Name and every Colloquial Name on the system. You will then be given suggested Item Names for the item you are searching. The Colloquial Names are linked to Approved Item Names and anyone can request a Colloquial Name be attached to an Approved Item Name to make searching easier. Requests can be done using
the E-tasking system. This makes finding the Approved Item Name easier for users of the item and any potential new customers.

**Can I get a new Approved Item Name introduced?**
Anyone can suggest and submit a new item name for approval. The request will go to the Item Naming Collaboration Committee. The committee has representatives from several nations and they will either approve or reject the request.

**What is the INC?**
The Item Name Code is a five digit number and every Approved Item Name has one. The purpose of this is to help with translation from one language to another. 64 nations use the NATO Codification System resulting in many different languages. Digits are the same in all languages so the five digit code will equate to the same Approved Item Name throughout the NATO Codification System in the language of that country.

**What is the FIIG?**
This is the Federal Item Identification Guide. The FIIGs are used by the codifiers when the items are being codified. They are technical documents that state the mandatory information required to codify the item:

https://public.logisticsinformationservice.dla.mil/iig/
10. **Source Controlled / Airworthy Items**

**What is a source controlled item?**
This is when only a specific supplier can provide the item to the MOD. It means that the chosen supplier has tested the item and it is guaranteed for the purpose it will be used.

**How do I know if the item is source controlled?**
A source controlled item will have an RC/VC code of 1/2.

**What does this mean if procuring the item?**
Only suppliers listed on the item record should be used to procure the item as these are the only ones who guarantee the item works. Cheaper solutions may not and could have fatal consequences.
What are Airworthy Items?
These are items that have been deemed fit for specialist use, most often on aircraft. When these items are codified certificates of ‘Provenance and Traceability’ must be submitted to ensure the origin and history of the item.

How do I identify Airworthy Items on CSIS?
Airworthy Items can be identified by having the text ‘airworthy certificated item’/’airworthy certified item’ in the reference field on the item record.
11. INFORMATION RESOURCE CENTRE (IRC)

What/who are the IRC?
The IRC is a stand-alone section owned by and housed under the UKNCB umbrella but services supplied are distinct from NATO Codification.

Do the IRC provide any codification services?
No. The IRC works independently from the NATO Codification area of the UKNCB Business unit and drawings supplied are not used for NATO codification purposes.

How is the IRC resourced?
The IRC is currently staffed by 4 Engineering staff.

What is the role of the IRC?
The primary role of the IRC section is to supply Drawing Packs (DPs) to Land & Maritime MOD customers, mainly Babcock Ltd (previously DSG) for the purpose of running competitive tenders. The cost savings to the MOD in not being tied single source supply are substantial. Drawings can also be supplied for repair, maintenance, local manufacture, etc.

How are these DPs compiled and supplied?
The IRC staff will utilised their technical expertise to identify all drawings, specifications, Bill of Materials (BOMs) etc. relating to a piece of equipment and compile a DP that contains all source material from top level assembly down to component level.

How do the IRC source this information?
The IRC will approach the Design Authorities/Original Equipment Manufacturers (OEMs) to request an issue check of the required drawings to see if the IRC holds the latest issue. Any drawings that have been updated will be supplied for retention and future use.

How does the IRC retain these drawings?
The IRC will upload new drawings received on to the DARIUS drawing repository system.

What is DARIUS?
DARIUS is a system used to house current and historical Land drawings and contains many millions of drawings, mainly Fighting Vehicles (FV) drawings.

Who has access to DARIUS?
The IRC are the administrators of the system and have the authority to upload & download drawings & edit the content fields. Read only access is available to MOD users but cannot be accessed by contractors or third parties.

How is access granted?
An application Form must be submitted to the IRC with all relevant information supplied. The IRC will authorise this and pass to BDUK for issue of user names and passwords to the CITRIX system and DARIUS.
Is there a similar system for maritime drawings?
Maritime drawings are held on a separate repository that does not offer the facility for non-IRC staff to access the drawings. There are millions of maritime drawings, mainly Service Drawing Numbers (SDNs), held by the IRC. DPs and individual drawings can be supplied to MOD customers if held.

How are the IRC tasked?
The IRC are tasked via the IRC Multiuser mailbox DESSEOCSCP-NCB-IRC@mod.gov.uk, which is monitored daily by IRC staff.

What is the process?
A member of the team will take the relevant action to source the drawing(s), compile the information and complete the request by emailing electronic copies to customers.

<table>
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<tr>
<th>Timescales</th>
<th>Days</th>
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<tr>
<td>Routine</td>
<td>56 days</td>
</tr>
<tr>
<td>Urgent</td>
<td>28 days</td>
</tr>
</tbody>
</table>

Turnaround times can be influenced by sectional fluctuations in work submitted and by the complexity of the request. For example a DP could comprise one drawing or hundreds of drawings.

What other services does the IRC provide?
The IRC is the focal point for controlling and managing the allocation of SDNs & Model Numbers and provide advice and guidance on issues relating to drawing supply.

How are SDNs requested?
The IRC are tasked by the submission of a T351 Form to the multiuser inbox. When the process has been completed a T369 Form is returned to the customer to complete the task. The target is for completion within 5 days.