



INFORMATION NOTE

Subject: ESTC Standard 6, Part 2 (B&CE), March 2011
Professional Appraisal (PA) and Technical Inspection (TI)
of Explosives Storage & Processing Facilities
Submission of Completed Reports to ESTC TA (Structures)

Number: 01/13

DIO SEC Strategy & Policy Directorate Sponsor:

Robin Cawthorne

Date of issue:

4 February 2013

Contact if different from above Sponsor:

Paul Friend, ESTC Technical Advisor (Structures),
PTS11, Head Weapons Effects on Structures (WES),
Professional & Technical Services (PTS),
Defence Infrastructure Organisation (DIO), Kingston Road, Sutton Coldfield,
West Midlands, B75 7RL

DIOOpsNorth-PTS11@mod.uk

(9) 4421 3626 / 0121 311 3626

Who Should Read this:

Top Level Budget Holders, Customer Estate Organisations, Commanding Officers, Heads of Establishment, Project Sponsors, Project Managers, DIO Advisors, Property Managers, Estate Managers, Site Estate Team Leaders, Site Estate Authority Teams, Maintenance Management Organisations, DIO Health and Safety teams, Consultants & Contractors involved in any works (including new build, modification or refurbishment, and maintenance) on explosives storage and processing buildings/facilities and ammunition stores, and any other person who has responsibility for the inspection & maintenance of Explosives Storage & Processing Facilities.

When it takes effect:

Immediately

When it is due to expire:

When superseded

Document Aim

The purpose of this Information Note (IN) is to remind those responsible for or involved with Technical Inspections (TI) and Professional Appraisals (PA) of Explosives Storage & Processing Facilities to ESTC Standard 6, Part 2 (B&CE), dated March 2011, of the requirement to send copies of the final signed off inspection reports to ESTC Technical Advisor (Structures). Clause 8.10.1 of ESTC Standard 6, Part 2 (B&CE) dated March 2011; issued under cover of DIO Policy Instruction (PI) 11/11 refers.

The purpose of this IN is also to announce that an email Group Mailbox has now been set up to which the completed reports can be sent. The Group Mailbox address is as follows:

DIO-PTSESTC-S6-P2@mod.uk

Background

1. This IN compliments the information given in PI 11/11 in connection with the Technical Assessment (TA) & Professional Appraisal (PA) of Explosives Storage & Processing Facilities and is to be read by all persons involved with any works and/or maintenance associated with the sites or facilities that are the subject of PI 11/11 or this IN.
2. The DIO Site Estates Team Leader (SETL) or appropriate MOD Officer is to arrange for the Maintenance Management Organisation (MMO) to carry out all actions required by this IN.
3. No work involving expenditure on a MOD account is to be carried out without the prior authority of the PM, SETL or the appropriate MOD Officer for the location or facility in question.
4. For MOD Establishments occupied by the United States Visiting Forces (USVF), the responsibilities of the Project Manager, SETL and MMO are mutually held by the USVF and DIO(USF). At an operational level, the jointly managed organisation is to ensure that the appropriate action is taken to implement the requirements of this Note. Where this IN requires procedures which differ significantly from normal USVF/DIO(USF) practice a relevant DIO(USF) Code of Practice is to be issued by DIO(USF).

Action Required

5. The purpose of this IN is to remind those responsible for or involved with the carrying out of Technical Inspections (TI) and Professional Appraisals (PA) of Explosives Storage & Processing Facilities to ESTC Standard 6, Part 2 (B&CE), dated March 2011 of the requirement to send copies of the final signed off inspection reports to ESTC Technical Advisor (Structures). Clause 8.10.1 of ESTC Standard 6, Part 2 (B&CE) dated March 2011, issued under cover of PI 11/11 refers.

6. The purpose of this IN is also to announce that an email Group Mailbox has now been set up to which the completed reports can be sent. The Group Mailbox address is as follows:

DIO-PTSESTC-S6-P2@mod.uk

7. Please note that the above email address is not monitored and should only be used for the issue of completed ESTC Standard 6, Part 2 (B&CE) reports. For all other matters, ESTC Technical Advisor (Structures) should be approached using the address given in the 'Contact if different from above Sponsor' section at the head of this IN.
8. It has come to the attention of ESTC Technical Advisor (Structures) that the security systems of some Contractors computer systems interprets the Microsoft Excel spreadsheets in ESTC Standard 6, Part 2 (B&CE) as 'encrypted' and as such will not allow them to be sent via email. The reason for this is not clear as the spreadsheets are not encrypted (although they do contain macros). A solution to this is still being worked on, but in the meantime electronic copies of the reports may be burnt to compact discs (CDs) and sent to ESTC Technical Advisor (Structures) at the address given in Section 11.3 of ESTC Standard 6, Part 2 (B&CE), dated March 2011. The correspondence address for the submission of reports is repeated below for information:

ESTC Technical Advisor (Structures),
PTS11, Head Weapons Effects on Structures (WES),
Professional & Technical Services (PTS),
Defence Infrastructure Organisation (DIO),
Kingston Road,
Sutton Coldfield,
West Midlands,
B75 7RL

Tel: 0121 311 3626

Mil: (9) 4421 3626

Email: DIO-PTSESTC-S6-P2@mod.uk (for issue of reports only)

9. ACTION ADDRESSEES ARE TO ENSURE THAT THE REQUIREMENTS OF THIS INFORMATION NOTE ARE PASSED TO THEIR PROPERTY MANAGERS OR OTHER RESPONSIBLE PERSONS WITHOUT DELAY.

Purpose

10. The purposes of submitting completed inspection reports to ESTC Technical Advisor (Structures) are as follows:
- To enable the MOD Chief Inspector of Explosives and the MOD Explosives Storage & Transport Committee (ESTC) to monitor the condition of the explosives storage & processing estate over time.

- To ascertain if there are any common building defects or problems which are prevalent across the whole of the explosives estate to enable the appropriate corrective action to be taken centrally.
- To obtain feedback from the issued inspection/appraisal reports with a view to improving the content & usability of ESTC Standard 6, Part 2 (B&CE).

References

11. Copies of PI 11/11, dated 01 September 2011 can be found at the following link:

http://defencestates.cis.r.mil.uk/library/documents/Policy_instructions/2011/11-11.pdf

12. Copies of ESTC Standard 6, Part 2 (B&CE), March 2011 and it's associated documents can be found at the following link:

<http://defenceintranet.diiweb.r.mil.uk/DefenceIntranet/Library/CivilianAndJointService/BrowseDocumentCategories/SafEnvFire/Safety/OrdnanceAndExplosivesSafety/Jsp482AssociatedDocuments.htm>

13. Copies of JSP482 'The MOD Explosives Regulations' and other relevant ESTC Standards can be found at the following link:

<http://defenceintranet.diiweb.r.mil.uk/DefenceIntranet/Library/CivilianAndJointService/BrowseDocumentCategories/SafEnvFire/Safety/OrdnanceAndExplosivesSafety/Jsp482ModExplosivesRegulations.htm>

14. Please note that the above links will only work for people who have access to the MOD Intranet. Please contact ESTC Technical Advisor (Structures) if you require access to these documents and do not have the necessary access.

15. Copies obtained from the MOD Intranet should not be considered as Controlled Documents under Quality Assurance schemes and, when required, formal issue should be obtained using MOD Form 999.

Contacts

16. CIE(MOD) Staff may be contacted at:
DES WpnsDOSG-ESTC,
Defence Equipment & Support,
Fir 3B, #4304,
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Civil: 0316 793 5592