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JSP 886 DEFENCE LOGISTIC SUPPORT CHAIN MANUAL

VOLUME 3 SUPPLY CHAIN MANAGEMENT

PART 106 MATERIEL SUPPORT FOR VESSELS IN UPKEEP



MINISTRY OF DEFENCE

VERSION RECORD		
Version Number	Version Date	Remarks
	Mar 04	BR 1029 Volume 17. D/DSCOps(Sea)/0884/33/11
	Apr 04	JSP336 Volume 11 Part 11 version 1.00. D/SC(i)(Sea)/0884/33/3
	Nov 05	JSP336 Volume 11 Part 11 version 2.00. D/SC(i)(Sea)/0884/33/3
1.0	24 / 09 / 08	JSP886 Assimilation version.
1.1	22 / 10 / 09	Inclusion of Sponsor details and refresh of content

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CHAPTER 1: INTRODUCTION, ROLES AND RESPONSIBILITIES

BACKGROUND.

1. Origin of this document stems from BR 1029 Volume 17: Materiel Support for Vessels in Upkeep which for a short time was included JSP 336 as Volume 11 Part 11. It is intended as the MOD's guide for materiel support for vessels undergoing contract Upkeep periods with the dockyard companies at Portsmouth, Devonport and Rosyth / Clyde.
2. This document sets out the types of support that are applicable, takes account of the post WSMI partnership with the dockyard companies and incorporates miscellaneous policy statements on specific dockyard related activities that were previously enshrined in local sea environment Supply Chain Management Instructions (SCMIs). Where appropriate cross-references to other regulations is included.
3. The policy contained in this document currently applies to all new Upkeep projects.
4. The content of this document is sponsored by:

DES Ships FWE-LS2
Birch 2a, #3220, Abbey Wood, Bristol BS38 8JH
Tel: Mil: 9352 32497, Civ: 0117 9132497

INTRODUCTION

5. Since the 1980s the government has, with respect to ship and submarine Upkeep work, pursued a policy of increasing commercialisation, including the transfer of materiel supply risk to the contractor, in order to maximise value for money. The two dockyards at Devonport and Rosyth are owned and managed by Babcock Marine (formally known as Devonport Royal Dockyard Limited (DRDL) and Babcock Engineering Services (BES) respectively) and Portsmouth dockyard is owned by BVT Surface Fleet (formerly FSL).
6. In 2002 the Warship Support Modernisation Initiative (WSMI) brought about partnering agreements between the Secretary of State for Defence acting through the respective Naval Base Commanders and the dockyard companies for the provision of certain services which are relevant to vessels undergoing Upkeep. The partnering agreements have not undermined the policy of transferring materiel supply risk to the contractor.
7. This volume explains the responsibilities, interfaces and procedures that are relevant to materiel support for vessels in Upkeep including where appropriate to services detailed in the partnering agreements.
8. These procedures should also apply where appropriate to ships 'refitted' at other than the three Naval Bases as a result of open competition.
9. The terms Ministry Supplied Materiel (MSM) and Government Furnished Equipment (GFE) are deemed interchangeable throughout this policy document.

RELATED DOCUMENTS

Designation	Title
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JSP 886	Defence Logistic Support Chain Manual
JSP 886 Volume 3 Part 4	Standard Priority System
JSP 886 Volume 4 Part 1	Fundamentals of Materiel Accounting
JSP 886 Volume 4 Part 105	Main Store Accounting
JSP 886 Volume 2 Part 105	Naval Stores Commodity Management
JSP 886 Volume 30 Part 2	CRISP User Manual
	CRISP Data Dictionary
JSP 886 Volume 4 Part 4 DEFSTAN 05-99	Government Furnished Equipment
Enabling Agreements	Devonport Enabling Agreement Rosyth Enabling Agreement Portsmouth Enabling Agreement
SSCP 47	Weapons Provisioning Procedure
SSCP 51	Procedure for Supply of Capital Equipment to Shipbuilders and Repair Authority

ROLES AND RESPONSIBILITIES

10. Managing the materiel support for vessels undergoing Upkeep involves numerous departments within the Defence Equipment & Support Organisation (DE&S). The roles and responsibilities of the most significant business units engaged in this activity are summarised as follows:

a. **Role of Platform Integrated Project Teams (PIPTs).** PIPTs are responsible for the production of specifications for Upkeep / refit activities. In specifying the package of work to be undertaken, the PIPT will identify those MSM items that are likely to be required as part of the Upkeep activity. The PIPT will also budget for availability of those items through the PR process where they are the stockowner, liaising as necessary with the appropriate Equipment Project Team (PT) when they are the designated stockowner. The PIPT will also identify budgetary cover for the 'U' Account within the STP process (see Chapter 4 paragraph 3d). Contracts covering the Upkeep / refit specifications are to include the provision by the refit contractor of Raw Materiel and Consumable (RMC) designated items and non-MSM Capital Spares. Increasingly contracts should also build in a requirement for the contractor to provide any RMC and Capital Spares that are identified during emergent and additional work. Where this is not possible, 'in-house' budgetary cover for these items should also be identified and bid for in the PR process by PTs on advice from the PIPT.

b. **Role of Equipment Project Teams (EPTs).** Through the Equipment Delivery Programme (EDP), PTs supply (MSM) equipment complying to platform and dockyard delivery requirements. They also resolve delivery issues with manufacturers on a timely basis liaising with Platform IPTs on requirements and associated budgeting implications. PTs are actively discouraged from procuring non-codified materiel in support of Upkeep projects, as it is invariably a more costly procurement route, economies of scale cannot be achieved, full refit costs are difficult to identify, and tracking through the DE&S supply chain can be extremely difficult and time consuming. The UK National Codification Bureau (UKNCB) encourages codification and PTs would be required to demonstrate robust reasons why this route was not pursued (JSP 886 Volume 2 Part 4: NATO Codification in the UK refers).

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c. **Role of Director Submarines IS-Programme Group (Prog-Mat).** The Prog-Mat is responsible for planning the supply of materiel to meet the submarine programme. A key role is ensuring that GFE is available to support design changes and class modifications. This is achieved by the production of Equipment Delivery Programmes (EDPs) and the allocation and control of associated equipment. Where Director Submarines is the Equipment Project Manager, Prog-Mat bids for funds and procures equipments on behalf of design authorities, with the biggest expenditure being on Submarine Main Batteries.

d. **Role of the Director Fleetwide Equipment Logistic Support Group (FWE-LS2).** FWE-LS2 subsumed the activities formerly undertaken by the DlogMP MSG and during 2009 discharged these duties to the relevant Equipment Project As sponsor of this document the small LS2 team can usually offer guidance on any problems that arise during the discharge of activities contained in this document.

e.. **Role of DES-Fin-InvAcct** (formerly D SCS (Stock Management) (D SCS (Stock Man))). Responsible for developing, implementing and maintaining Resource Accounting and Budgeting (RAB) compliant stock accounting systems and processes, to enable the Sea Environment stock owning community (essentially D Ships Projects Teams (PTs) and the Medical & General Stores (M&GS) group to manage this very costly area of their business. He also provides similar support to other MOD customers, particularly Navy Command.

f. **Role of the Med & GS IPT.** The Med & GS IPT inventory consists of around 70,000 items spread across the three Service's stores legacy systems. In accordance with Chapter 4, responsibilities are mainly limited to the supply of non-MSM materiel.

h. **Role of Superintendent Fleet Maintenance (SFM).** SFM's role is to manage Upkeep project contracts providing support to the PIPTs and other customers. Teams are headed by Project Contract Managers (PCM) or Platform Group Managers (PGM) who oversee the execution phase of the contract at the waterfront, ensuring value for money is obtained and that work is completed to time and to acceptable standards. A significant part of the team's role is to control the cost of the refit within the delegated budget by scrutiny of all variations to the contract submitted by both the dockyard company and the ship's staff. PCM / PGM staff therefore need effective logistics and accounting processes for them to discharge their responsibilities. They are supported in this role by Materiel Support Group (MSG) and project finance staff.

i. **Role of Waterfront MSGs.** The MSGs are situated on site at the waterfront. The primary function is to assist the PCM / PGM in safeguarding the Terms and Conditions of Upkeep project contracts in accordance with the provisions of this manual, associated instructions and enabling agreements. The main task is to process demands for materiel in support of Upkeep projects. This includes Ministry Supplied Materiel ordered by the dockyard company, extra, emergent and additional material demanded via the 'U' Account (see Chapter 4 paragraph 3), official STOROB replacement activity and loan of additional MOD held Upkeep by Exchange (UxE) equipment (see Chapter 3 paragraph 19) when a contracted supplier is unable to meet a dockyard company's required delivery dates. The PGM / PCM is not authorised to make use of CinC Fleet 'A', 'B', 'C' and 'D' suffix UINs, which are for use by ships' supply staff only. The role also includes expediting deliveries, control of

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discrepancies and returns, and taking action as appropriate with the PIPT and PT's particularly in respect of the supply of EDP items. Summaries of operating procedures applicable to individual MSGs are detailed in the following annexes:

- Annex A – MSG Devonport
- Annex B – MSG Portsmouth
- Annex C – MSG Rosyth

The operating procedures are the responsibility of the MSGs / SFMs and Prog-Mat groups to keep up to date and reflect current logistical and financial policy.

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CHAPTER 2: THE REFIT AND DOCKING PROGRAMME, THE ENGINEERING SUPPORT PROGRAMME, THE UPKEEP PROGRAMME AND PROJECT CONTRACTS

THE REFIT AND DOCKING PROGRAMME

1. The 11 Year Refit and Docking Programme details vessels' long-term Upkeep requirements and plan.

THE ENGINEERING SUPPORT PROGRAMME

2. The 2-Year Engineering Support Programme updates the first two years of the 11-Year Refit and Docking Programme.

THE UPKEEP PROGRAMME

3. The Upkeep Programme is defined from both the 11Year Refit and Docking Programme and the 2 Year Engineering Support Programme and comprises of 3 elements:

- a. Allocated programme: includes the residual elements of the previously designated Core Programme.
- b. Unallocated programme: work that will be won in competition.
- c. Submarine programme.

UPKEEP PROJECT CONTRACTS.

4. All Upkeep work is defined by project contracts. Project contracts are negotiated on the basis of project specifications (or similar documents as defined by the contract), which in the course of development are required to take account of financial, logistic, commercial and engineering disciplines.

5. The financial processes involve close scrutiny from end to end ie from PR, to project approval RAB based submission undertaken by PTs, to project control (through letters of delegation to the Waterfront, In Year Management (IYM), Monthly Status Reports) and Post Project Evaluation.

6. The complexity of projects requires that completion of many individual operations specified in the contract is subject to specific approval, and acceptance is therefore on a progressive basis. In addition the project contract compels the company to seek endorsements and approvals to a variety of activities. During the course of the contract additional work may be identified or variations needed to the specified work, and so a major activity is the approval and issue of Variation Orders.

7. There are agreed definitions of Planned, Additional, Emergent and Extra work:

- a. Planned: all work tasks that are described in the specification.
- b. Additional: further work of a type that can normally be expected to be sought during an Upkeep Period, which is not definable when the original work specification

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is derived and is not Emergent or Extra work (see below). Additional work should only be considered if the outcome of not doing it would be an Operational Defect (OPDEF), or affect personnel or equipment safety. Additional work may be included in the contract at the discretion of the Authority but no additional work is to be carried out without authorisation.

c Emergent: work arising during the project as a direct consequence of survey, inspection, maintenance and other tasks in the Upkeep Period Specification, including any anticipated or allowed for work in the specification. Emergent Work may be included in the contract at the discretion of the Authority, but no emergent work is to be carried out without authorisation.

d Extra: work not encompassed by the original contract but required by the MOD eg introduction of Alterations and Additions (A&As) and Modifications, change to specified standards, or change of requirement. Extra work may be included in the contract at the discretion of the Authority, but no extra work is to be carried out without authorisation.

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CHAPTER 3: MATERIEL OWNED AND SUPPLIED BY THE MOD AND THE EQUIPMENT DELIVERY PROGRAMME

INTRODUCTION

1. The nature of repair and refitting of HM vessels by the dockyard company involves the extensive removal of equipment and items from the vessel and the re-incorporation and fitting of new items. This process necessitates the consumption of numerous items from a range of materiel supplied from MOD stockholdings in accordance with the enabling agreement between the dockyard companies and the MOD. In addition materiel is used in connection with repair of individual items of equipment undertaken either as part of the refit project contract or under separate project contracts.

2. This chapter explains the principles and procedures involved in the removal of equipments and items from vessels and the supply by MOD of the items of materiel needed by the company to undertake the work specified in the project contracts and the funding and financial processes which apply.

MINISTRY OWNED MATERIEL (MOM)

3. Materiel on the Vessel at the Start of a Project Contract. All items of materiel on and incorporated in the vessel at project contract start date are MOD property and are termed Ministry Owned Materiel (MOM). In the project contract specification for the refit the company is instructed to take certain action. This ensures that proper account and control of the materiel is maintained.

4. Where the contract specification calls for an equipment or items to remain undisturbed, the company should be responsible through contract conditions for its safety and preservation and is required to take all reasonable steps to ensure this.

5. During the progress of a project contract a considerable amount of materiel, fitting and equipments is removed in accordance with the specification, some of which is returned to the MOD. Instructions are provided in the project contracts specification and Urgent Returns Listings (URL) of specific materiel, which are provided to the company by the MSG. The company is responsible for the controlled removal and preservation of the items until acceptance by MOD. All items designated as Capital Spares removed from vessels must be returned by the company (even if BER), and accounted for in CRISP to ensure, for example, that prior to physical disposal CRISP accounts are reconciled and Navy Command ships are not charged costs erroneously. Capital Spares are generally accounted for as 'depreciation' on the books of the stock owning PT, save on first fit embodiment when Navy Command is charged.

THE EQUIPMENT DELIVERY PROGRAMME (EDP)

6. The Materiel that MOD Agrees to Supply as MSM or GFE.

a. Some 18 months prior to commencement of a planned project the PIPT should hold a project review meeting to determine the upgrade and update work (Alterations and Additions (A&As)) that can be funded for inclusion in the specification. They will also confirm with the PTs that the capital equipment (weapon and marine engineering) needed to satisfy the A&A will be available to meet the dates of the fitting opportunity. Following on from this activity the PIPT creates the EDP which

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specifies the A&As and the equipment to be supplied (on Embodiment Loan Item (ELI) or Contract Embodied Item (CEI) terms) together with the agreed delivery dates. EDP items are supplied by the MOD in accordance with the EDP from store or by direct delivery - no demands are made by the contractor on the MOD, but throughout this process PIPTs should encourage dockyard companies to source consumable material themselves rather than from MOD stock. The general principle is that RMC items (excluding Parts Kits) should not be designated as MSM. The PTs are responsible for ensuring that agreed delivery dates are met. Failure of the PTs to meet delivery dates can result in the A&A being withdrawn. Sometimes the EDP includes a separate list of those items that are to be ordered by the company including those designated as Upkeep by Exchange (UxE).

b. In arranging supply from MOD stocks, MSGs must ensure that demands are not placed too early or call up unrealistic required delivery dates. In case of doubt the relevant PT should be contacted. In the case of non-Capital items on the EDP the dockyard contractor shall place a demand except where the Capital Equipment Allocator makes specific arrangements for supply (ie via S145). There are also project finance implications that need to be taken into account when calling forward items for the project at a very early stage. Project Finance Officers have the responsibility of ensuring the integrity of their budgets in this respect, often by making manual adjustments in their accounts.

THE TORCH / TORCHLITE SYSTEMS

7. For surface ships, the TORCH 2 IT system is a shared database used by the MSG for managing the status of the EDP and all categories of GFE. TORCH records all project EDP data on issue transactions between MOD and the dockyard company. The system is designed to link all associated discrepancies, first fit defects and returns with the original issue, to provide a comprehensive picture of the transaction. The system provides individual report packages used by the MSG to inform 'Take in Hand' and progress meetings with SFM and the company. Reports are also used by the MSG to hasten overdue requirements with respective PIPTs and PTs. The procedure is also used for the recording of 'U' account orders.

8. For submarines, as part of the Submarine Upkeep Improvement Programme (SUIP), the TORCH system has recently been enhanced. In its new form (known as TORCHLITE) in addition to the tasks described in Chapter 1 paragraph 3i above, MSG staff will have access to a single EDP in a shared area ensuring correct version control. TORCHLITE was trialled on HMS TALENT's LOP(R) commencing in October 2003 and is a first stage in moving towards a common database which will automate the exchange of data with both CRISP and the dockyard companies' systems.

9. Both the TORCH 2 and TORCHLITE systems facilitate the management of material supplied against the EDP and are particularly useful in progressing the return of stock to the MOD.

MINISTRY SUPPLIED MATERIEL (MSM)

10. Materiel Supplied by MOD in Aid of a Project Contract & Financial Process.

a. The range of maintenance materiel supplied from MOD stockholdings, without charge to the dockyard company (but not necessarily to the project) in support of the project contract is designated MSM or GFE.

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- b. MSM / GFE may also be specifically referred to in the project contract as Contract Embodied Items (CEI), previously Embodiment Loan Items.
- c. The company is required to account for MSM provided in accordance with the provisions of DEFSTAN 05-99 and JSP 886 Volume 4 Materiel Accounting, Part 4 Government Furnished Equipment. The company's compliance with the provisions of the DEFSTAN is audited by MOD's public accounting authority, PFG's Asset Accounting Centre (AAC).
- d. As stated in Chapter 2 paragraph 4a, work additional to that stated in the project contract may be required for which no pre-planning was possible. Such materiel is invariably required quickly in order to maintain the overall work programme.
- e. The PIPT in conjunction with the relevant PT shall ensure that all MSM requirements including first fit embodiment spares are correctly bid for in the PR process. Subsequently these costs, including any element to cover variation orders, are to be included in the project approval submission where the full resource cost of a refit now needs to be taken into account. It is by this means that adequate budgets are established to accommodate the agreed work programme.
- f. The budget arising from the PR and project approval submission is delegated to PGM / PCMs at the waterfront. Financial control at project level which is necessary in order that the PIPT and Waterfront staff both have clear visibility that the project is proceeding within budget is achieved by providing monthly Forecasts of Outturn (FOO) and through PCM / PGM Monthly Status Reports.

Identification of MSM.

- 11. Marine Engineering and Weapon Engineering maintenance items / equipment designated as MSM are identified on CRISP by means of the MSM Indicator being set at '1'.
- 12. All Armament items (potentially excluding any RMC element) are categorised as MSM and the companies are required to obtain all requirements from the MOD. Processes governing these items are essentially the same as those described in this volume.

The Scope of MSM.

- 13. The total list of MSM falls into a series of recognisable generic headings as follows:
 - a. Strategic Weapon Spares.
 - b. Items unique to the Trident Programme.
 - c. Items subject to international agreements.
 - d. Equipment subject to Upkeep by Exchange (UXE) Management.
 - e. Life-of-Type buy materiel.
 - f. Mine Countermeasure Vessels (MCMV) Spares.

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- g. Marines Gas Turbine Change Units.
 - h. Items subject to strict allocation or configuration control by the EIPT including MOD and Parts Kits.
 - i. Special-to-Type Containers (STCs) (NATO codified in their own right) that contain an item codified as MSM.
 - j. Reactor Plant and Nuclear Steam Raising Plant spares.
 - k. Armament Supply items.
 - l. Radiation, Detection, Indication and Computation (RADIAC) Equipment.
14. Fuels, lubricating oils, greases and hydraulic fluids required for setting to work and trials in accordance with the specification are not classed as MSM but are supplied to the dockyard company free of charge. Fuel supply as detailed in the specification is demanded from Defence Fuels Group (DFG) in accordance with the enabling agreement. It should be noted that this does not cover the cost of transporting fuel from either Garelochhead or Loch Striven, as appropriate, to the refit location. Currently this is charged to the refit on a case by case basis. Items introduced that are to a Defence Standard or MOD specification must be notified to PIPTs and PTs to ascertain whether their use will be mandatory in the project contract specification.
15. All non-designated MSM items without exception will be the responsibility of the dockyard company to supply - see Chapter 4.
16. The Design Authority is responsible for all items of MSM supplied in support of equipment update or modification work.

MSM Designation and Additions / Deletions to the Range.

17. By its nature the MSM designated item list varies as circumstances dictate, and PTs should regularly review indicators to ensure any changes (additions / deletions) are properly staffed and budgeted prior to implementation. Although a prime responsibility of PTs, other organisations such as SFM or dockyard companies are at liberty to promote changes where there is a valid reason for doing so. This needs to be agreed with the stock owning PT for good business reasons and not as a matter of convenience or facility that might undermine the policy of transferring materiel risk to the contractor.
18. Any changes will be the subject of 3 months notice during which time any business impact needs to be identified and resolved as appropriate.

The Provision of MSM to the Dockyard Company.

19. The conditions under which MSM is supplied to the dockyard company are included in the enabling agreement and apply to all project contracts. The supply of MSM to the dockyard company places MOD and therefore relevant equipment PTs in a responsible and contractual position since progress of the company's work may be affected by the performance of MOD in the supply of items. It is therefore important that the obligations placed on the department by the enabling agreement (Allocated Core Programme only) or

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the Terms and Conditions of project contracts be fully realized and the contractual relationship that exists between customer and supplier is appreciated.

20. The enabling agreement covers all aspects of supply by MOD and handling and receipt by the dockyard company. The key considerations affecting MSM and MOM are summarised below. Additionally they are reflected in the procedures described in this chapter.

- a. **Supply of MSM.** Resulting from the planning processes the MOD will supply the company on contract embodiment terms (see DEFSTAN 05-99) and without charge any items covered by the range of equipment described in Chapter 3 paragraph 7a. Charges will, of course, be made to the project (mainly for first fit embodiment capital spares). Where capital spares are merely replacing capital spares recorded as returns on CRISP, the accounting effect will be cost neutral.
- b. **Ministry Owned Materiel.** All materiel in the following categories is owned by, and is the property of, the MOD:
 - (1) All MSM supplied to the dockyard company.
 - (2) All materiel in, on, or forming part of the structure of the vessel at contract start date, regardless of the actions taken after the project contract.
 - (3) All Contractor Supplied Materiel (CSM) provided by the contractor for which ownership has passed to the MOD.
- c. **Ordering of MSM.** The dockyard company shall submit orders to the MOD for the supply of MSM at the earliest opportunity stating the required delivery date for the materiel. In any event, the company shall allow a minimum of 14 days between submission of the order and the date by which delivery of the materiel is required, or otherwise provide to the MOD a statement justifying delivery within a shorter timescale. This procedure also applies to materiel required in support of a variation order.
- d. **Use of MSM.** Materiel supplied to the company by the MOD shall be used only in the execution of the project contract and for no other purpose whatsoever without the prior approval of the MOD. The company shall, on receipt of supplied materiel, issue a receipt in the form of a Goods Received Note (GRN) / Purchase Order Arrival Note (POAR) to the MOD.
- e. **Receipt of MSM.** All articles supplied by the MOD shall be deemed to be in good condition and accompanied by any requisite quality assurance documentation when received by the company unless it notifies the MOD (normally within 14 days of receipt) as detailed in paragraph 9b(9) below.
- f. **Custody of MSM.** The company shall be wholly responsible for the storage, protection, maintenance, loss or damage of MSM supplied by the MOD for fitting in the vessel or removal therefrom.
- g. **Accounting of MSM.** MSM is to be accounted for by the company and audited by PFG / AAC in accordance with DEFSTAN 05-99.

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h. **Non Availability of Materiel.** In the event that MSM cannot be provided by the MOD by the required delivery date, the MOD shall notify the company of the expected delivery date within 14 days of receipt of the order (including Advanced Orders). In the event that this date does not meet the company's requirements, the company shall advise the MOD of the latest acceptable date. In the event that this revised date cannot be met by the MOD, and in the opinion of the company the MOD's notified date will result in either delays or disruption to the work schedule, the company shall invoke the Refit Delayer process described in paragraph 16 below.

i. **Discrepant / Defective Materiel.** The contractor shall report any defective / discrepant materiel within 14 days of receipt or immediately the defect is discovered upon incorporation in the equipment / vessel. Materiel issued in a preserved, identified and packaged condition shall not be unpacked earlier than is necessary and the 14 days time limit will count from the date on which packages were opened. Reports should be raised in all instances and distributed as follows:

(1) Discrepancies relating to non-receipt, incorrectly supplied items or deficient / surplus quantities received are to be pursued with the issuing establishment, advising the equipment Inventory Manager, by means of a copy of the MOD Form 445.

(2) Serviceable stores defective upon receipt (SDORs) should be reported to the relevant PT via the Senior Inventory Manager, using S2022 Stores Defective on Receipt Report Template (S2022SDOR).

Provided the defect or discrepancy is not attributable to any misuse, lack of care or want of proper maintenance by the company, then the MOD shall replace or authorise repair of the offending item. In the case of replacement, any defective material must be returned to MOD custody through existing accounting rules.

j. **Return of Surplus or Unused Materiel.** The company shall return to the MOD without delay all surplus and unused materiel and materiel removed permanently from the vessel. Urgent materiel for return will be identified by the MOD to the company, who shall return such specified items to an agreed programme, tied to a Progress Payment Plan.

Return of MOM and MSM.

21. The specification for each project contract contains instruction to the dockyard company on the handling of MOM. Where the specification or the Variation Orders call for the return of MOM to the MOD, the MSG takes the leading role. All materiel removed from a vessel and any surplus MSM to a refit remains the property of MOD and as such is subject to the provisions of DEFSTAN 05-99 and must be returned to MOD. All such materiel must be fully identified by the dockyard company and be accompanied by Returns Documentation D3004, which should include the considered Materiel Condition. Also, where appropriate, Form S3206 Contaminated Stores Return Certificate is to be attached to the materiel.

22. Where surplus MSM is as a result of a company error eg duplicate demands, consideration should be given to whether the action has in any way resulted in unnecessary cost to the MOD. Should this be so, a full case with supporting evidence

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must be forwarded to the commercial branch for possible presentation as a claim on the company.

23. In so far as is practicable the dockyard company is required to centralize the holding of MSM and MOM for return to the MOD and must segregate such items from other materiel. The company is also responsible for the safety, protection, storage and packaging of materiel in their care and for its return to the MOD. To ensure the integrity of project finance accounts, dockyard companies should return materiel, in particular capital spares, to the MOD within 30 working days.

24. The refit project is credited with the value of all MOM accepted into MOD stockholdings at the appropriate serviceable / repairable value.

25. **Urgent Returns List (URL).** Certain items, mainly UxE, items designated Repairable Returns Routing Code (RRRC) '1' or '80' and equipment being displaced by A&A action can be identified for return in the project planning phase. The MSG Returns Officer collates the URL mainly from information in the project specification, the timely return of such items being linked to a stage payment to provide the company with an incentive to ensure return by the agreed dates. URL items will often be covered also by project MONITOR procedures albeit that the latter arrangements are reactive (ie initiated post issue) whereas the URL provides a proactive monitoring facility. All URL designated material should be returned within 15 working days of return request.

26. **Loan Account.** Dockyard companies are required to establish and maintain a loan account in which materiel is entered on removal from the vessel and cleared on return to MOD.

27. **Returns collection / acceptance.** This service is available in accordance with local arrangements for MOM and MSM.

28. **Other items for Return (Fuel Oil).** In most cases vessels enter refit after fuel oil has been drained. Where this does not occur, the Defence Fuels Group recovers the fuel oil (which is MOM) through the MSG, following standard operating procedures. Container drums for lubricating oils or fuels are also MOM and as such are returned to MOD. The MSG is responsible for arranging collection. At Rosyth, fuel oil returns are managed via PCM and BSSL.

29. **Missing Components.** The Surveyor of Stores will check equipment returned to the MOD for completeness. Should major or extensive components be missing from the parent equipment, details are to be notified immediately to the MSG. The MSG is to progress the missing components with the company to secure their return and, or, an explanation for their absence.

30. **Notification of Non-Return of MOM.** In the event that the dockyard company fails to return an item of MOM or is unable to satisfactorily account for any missing components, the MSG is to initiate loss recovery action by informing the Asset Accounting Centre at Manchester of the loss of the items using MOD Form 650A. The MSG shall also copy the MOD Form 650A to the appropriate PT for information.

31. **Special to Contents Containers.** Some MSM items are delivered to the dockyard company in containers special to the item concerned. All such containers are the property of MOD and must be returned by the company. The container should, where possible, be

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used to return the exchanged equipment / item, and the MSG groups should monitor the return of all special-to-contents containers for MSM, ensuring their timely return.

32. **Surplus / Unused Non-Patternised or Non-Codified Materiel.** On completion of Upkeep programmes, the company is to report to the local MSG, details of all surplus or unused non-patternised or non-codified materiel. The MSG will determine through discussions with the parent PT what action is to be taken in respect of any reported materiel and will advise the company accordingly. Essential details to be provided are:

- a. Drawing / Reference number
- b. Full description
- c. Quantity
- d. Main equipment
- e. EIPT or contractor funded purchase

Ministry Owned Materiel – Scrap on Site

33. All MOM capital spares that are removed and considered beyond economic repair (BER) must be returned to the MOD store to facilitate necessary CRISP and CANVASS accounting treatment prior to disposal. Failure to do so could lead to erroneous charging in the project accounts. Other categories of MOM considered to be BER and scrapped on site (including that which has disintegrated at source) must be authorised by MOD in accordance with procedures contained in JSP 886 Volume 9 The Disposal of Materiel Part 100. These too must be accounted for in CRISP and CANVASS. SFM at the Waterfront takes the leading role providing authorisation prior to scrap taking place. The company records items authorised by the MOD for scrap on Form 650A, including a cross-reference to the authorizing document. Any proceeds from the sale of scrapped MOM are to be credited to the MOD in accordance with the terms of the relevant project contract or as advised by the appropriate MOD commercial officer. The company provides an audit trail to demonstrate that MOD has been credited with the appropriate sum.

Advance Planning of Materiel

34. The timely delivery of spares and materiel is important to the completion of Upkeep periods on time. In view of the MOD's contractual responsibilities for the timely supply of MSM, the level of deficiencies must be reduced as near to zero as possible within funding, and other constraints. A pragmatic approach is to identify as much of the materiel as early as possible in advance of the Upkeep period, so that stock can be earmarked for later delivery and to provide more time in which to expedite the deficient items to ensure their availability by the required delivery date.

35. Earmarking System for Dockyard Advance Orders. Input of dockyard company demands with a Required Delivery Date (RDD) greater than 90 days are classed as advance orders as opposed to demands with an RDD of less than 90 days which are treated as live orders and not subject to earmarking features. All advance orders are set at SPC 99 (or 16 where there is no facility to 'batch' SPC 99) and are released for issue automatically by CRISP 35 days prior to the RDD (or 63 days for Pre-Issue Inspection Items). Orders are subject to immediate CAT 1 earmarking and provisioning procedures that can only be broached on the PTs instruction. All PT broach approvals must be

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reported to the relevant MSG for evaluation as a previously agreed forecast could be compromised and result in a claim against the authority. In making these decisions one should be conscious of the project finance implications of delivering stock too early.

36. Any advance orders for shelf-lived items with a shelf life of less than 6 months are rejected at order input. Advance orders for management control items are accepted as 'delayed', but stock is not earmarked until an output received by the Inventory Manager is authorised and re-input.

37. On receipt of an advance order, if stock is available and subsequently earmarked, a supply response MOD Form 457 will be produced showing supply information code 'F1'. If CRISP has been unable to fully earmark stock, the same form will be output with code 'F2' to indicate that the order has been acknowledged but no stock or reliable delivery forecast can be given at this time.

MSM Items on Board Vessels, Sea Stores and Portable Fittings

38. Not all items of MSM are for incorporation or for use during refit and repair of the fabric and facilities of the vessel. A variety of items are provided to the company in accordance with the specification for stowage or fixture to the fabric of the vessel while the vessel is in his authority. Such items are government owned and eventually form the movable, portable contents of the vessel together with the stores and items of fittings etc, which are loaded after the vessel returns to MOD authority and the RN supply officer is in residence. The procedures for these items of MSM do not differ in any way to those for all other items of MSM. The items are passed to the company free of any charge and are accounted for on a loan account for the duration of the period that the vessel is under the dockyard company's authority. When the account is closed the items are identified and form a separate listing. This is passed to the RN supply officer of the vessel, forming the vessel's on board allowance, and is recorded in the ship's account. The company demands the items in the normal way on the MSM Demand Form.

Submission of Orders for MSM

39. Demands from the dockyard companies for MSM requirements are made using a MOD Form D2963 (Babcock Marine Devonport) and D3021 (Babcock Marine Rosyth and BVT) which includes the contractor's Dockyard Order Number (prefixed M to denote MSM requirement) and Project Number. After validation by MSG, demands will be processed in the normal manner.

40. MSGs will monitor and progress all demands received from the dockyard company, liaising directly with stock owning PT Inventory Managers.

41. PT Inventory Managers will be responsible for progressing inabilities, expediting deliveries and providing updated delivery prospects as appropriate.

42. Provision of Delivery Information to the Dockyard Company. Delivery information is provided automatically by CRISP to the contractor by MOD Form 457 – Supply Response Form (SRF). Where materiel is not available and a delivery forecast is not held on CRISP, or is not acceptable to the company, the MSG is to obtain the best possible delivery forecast from the appropriate Inventory Manager and advise the company accordingly.

43. Any MSM requirements for items not processed through CRISP / TORCH (non-mechanical items such as fuel) are to be demanded by the company using MOD Form

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D3000, a combined demand and issue voucher form. MSM demands processed on MOD Form D3000 require receipt signatures from the company on delivery of the demand. On completion of the demand a copy of the D3000 should be forwarded to PFG / AAC.

The Supply of MSM

44. The contractual obligations placed on MOD to supply MSM make it necessary to optimise the timely supply of MSM and where this is not possible to have special procedures to maximise the affects of late / non-supply. The aim of such procedures is to avoid any claim from the dockyard company that work on the contract is delayed or disrupted and to allow the company's work to proceed as planned.

Refit Delayer Procedure

45. The aim of the Refit Delayer process is to provide a formal mechanism by which critical deficiencies (those items that effect the time and / or cost parameters of the overall refit project) can be highlighted and actioned in a disciplined manner at the appropriate level in order to:

- a. Minimise the risk of refit overruns.
- b. Ensure that all possible avenues for meeting a requirement have been fully investigated at the proper level.
- c. Minimise the need for 'stores robbery' (STOROB) action.

46. When the MSG is unable to secure a realistic delivery forecast that is acceptable to the dockyard company, the PCM / PGM, in conjunction with the company, is to investigate the use of the next higher or lower assemblies and the possible utilisation of ship onboard spares (with the agreement of ship staff). If these measures fail to overcome the deficiency, the dockyard company will initiate the Refit Delayer procedure which, while principally covering MSM designated materiel, can equally be applied to non-MSM materiel. In these instances, however, there will be no obligation on DE&S to supply and any release of stock will be on a "Best Endeavours" basis.

47. The company, in agreement with the PCM / PGM, will request formal Refit Delayer action through the MSG who will initiate an electronic Refit Delayer Proforma (Annex H). The MSG will email it to the relevant PT point of contact (C1 / C2 Inventory Manager or equivalent as a minimum).

48. Following receipt of a Refit Delayer Proforma or prior notification by other means, it is incumbent upon the PT to make every effort to improve delivery and seek alternative sources, engaging as appropriate with the Design Authority on means of meeting the requirement.

49. Responses to Refit Delayers are to be provided within 2 working days of receipt by the PT.

50. Conflicts of Priority with Operational Requirements. Cases may arise where an item of MSM planned for a project contract is required by an operational vessel. Where the delivery date of the item to the dockyard company would be affected the MSG / Prog-Mat must be informed immediately by the PT. The following procedures must then be followed:

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- a. The PT Inventory Manager, consulting commercial branches and the supplier as necessary shall determine the next delivery date of the item and advise MSG / Prog-Mat of the revised delivery forecast.
- b. The MSG / Prog-Mat shall inform the company and ascertain whether the revised delivery is acceptable and that no financial penalties will be incurred by the later delivery date.
- c. Where financial penalties would be incurred the PT is responsible for presenting the circumstances to Navy Command Fleet Operations Maintenance Officer (FOMO) for a decision on where the item should be supplied. Details of the Fleet demand must be given in the report to Navy Command. Initial communication is by telephone supported later by signal copied to the PCM / PGM and MSG / Prog-Mat.
- d. Under no circumstances should the PT release an item prior to Navy Command's decision.
- e. Navy Command's decision will be advised to all parties by PT and supply arranged accordingly.
- f. Head of Branches must be personally advised of all decisions to meet Fleet requirements in preference to dockyard companies.
- g. A record of all activities must be kept at all times for future reference.

STOROB.

51. The provisions of JSP 886 Volume 3 Part 14 cover situations where STOROB action is taken where the recipient vessel is in Fleet time, but STOROB activity also arises when both the recipient and donor vessels are in Upkeep resulting in inter-Upkeep STOROB action.

52. Management of inter-Upkeep STOROBs requires a disciplined, careful and precise adherence to processes put in hand to ensure it works in an efficient and effective manner. There is a clear distinction in responsibility depending upon whether the robbed item is MSM (MOD supply) or non-MSM (contractor supply) and parameters to be followed are described in the following paragraphs.

53. STOROB activity in an Upkeep-to-Upkeep situation should always be regarded as the last resort when all normal sources of supply have been exhausted and it should not be used as a means to avoid published supply pipeline times when requirements are being met from MOD sources. It is particularly important to establish that for MSM designated items 'Repair for Ship' and / or PT engineering solutions have been thoroughly examined before a decision to invoke the STOROB procedure is reached. Similarly, for non-MSM items in addition to the above, sourcing through commercial means should also be investigated before any approach to the MOD is made. PCM / PGMs should ensure that all demand sourcing investigations have been fully documented and recorded as there will be occasions when the evidence is tested. Should release of any required item be disputed, PIPTs and / or PTs will arbitrate as appropriate.

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54. During the STOROB process it is vital that PTs, particularly Inventory Management, are kept fully informed of any intentions, with supply solutions being discussed and documented prior to any formal action being taken. During deliberations with PTs the Senior Inventory Manager (C1 or equivalent) should be kept apprised and in the first instance can be contacted verbally, but at the first opportunity needs to be formally advised through the promulgation of an 'Urgent Refit Delayer' email containing full details of the requirement.

55. Any STOROB activity involving a vessel in Upkeep will have contractual implications and may involve an amendment to the project contract. The PGM / PCM of the donor vessel is to consult with his commercial branch and ensure the latter are fully aware of the situation. The removal / installation of an item from / into a vessel in Upkeep will normally be carried out by the dockyard company under a Variation Order on the project contract. No equipment is to be removed without the express permission of SFM staff.

56. SFM through the MSGs are responsible for reporting all STOROB activity between vessels in Upkeep and for progressing the supply of replacement items. In the case of the latter, Reason for Demand Code 'S' has been introduced to enable identification of STOROB replacement demands.

57. Ships' staff are to provide details of all outstanding STOROB items at the vessel's take-in-hand meeting and progress the replacement of the "robbed" items.

MAINTENANCE OF THE QUALITY OF MSM.

58. All materiel received as MSM is deemed to be to the specified standard unless reported as a defect (see paragraph 18c below). In some instances quality certificates are called for and must be provided on issue. Responsibility for quality of MSM rests firmly with MOD and as the supplying department of MSM, DE&S bears direct responsibility for certain aspects of quality.

59. Discrepancy Reports (surplus or deficient quantity received, loss, non-receipt of an item or incorrect item received) are to be reported on MOD Form 445 and forwarded to the MSG who will investigate with the supplying Base / Depot with remedial accounting action being taken as necessary.

60. Discrepancy Reports covering discrepancies in quantity or the item supplied in dockyard companies are to be made by the company immediately after discovery using MOD Form 445 and sent to the MSG who will undertake to arrange supply, without prejudice, of a correct replacement and arrange return of the defective items as required by the issuing Base / Depot. In those instances where replacement stock is not available as required to meet schedules and it is decided to arrange repair of the defective item the MSG is to consult the PT who will either arrange for the manufacturer to undertake repair or place a repair order on the dockyard company to undertake the work.

61. Capital First Fit Defects are to be reported on S2022 Stores Defective on Receipt Report Template (S2022SDOR) are registered by the MSG and forwarded to the PT for investigation and to arrange replacement. Resolution of the Defect Report is monitored by the MSG.

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62. All replacements are supplied without prejudice but if the company is subsequently shown to be liable for the defect arrangements are to be made to recover repair costs or arrange free rectification by the dockyard company.

UPKEEP BY EXCHANGE (UXE) MSM.

63. When project contracts specify items or equipment which need repair or refurbishment, it is MOD policy that this task, wherever possible, be undertaken on the basis of Repair for Ship; in other words, repair is arranged by the refit contractor. However, some items are supported on the basis of Upkeep by Exchange (UxE) and may be identified in the EDP (Submarines) and individual UxE lists for Surface Ships.

64. Those items currently authorised by DE&S to be supported both as MSM and UxE in specified Upkeep periods are listed in Annexes D and E.

65. The list is definitive and no other items or equipments can be assumed to be supported on MSM / UxE terms. However, PTs on an exception basis can agree with PCM / PGMs to supply a non-listed item as MSM / UxE on a one-project basis; the requirement is to be initiated by PCM / PGM and passed to the MSG who will pursue the requirement with the PT.

66. The list is in two parts:

- a. Annex D: MOD Supplied Materiel for UxE Purposes - IMC Order. This Annex contains all authorised MSM / UxE items and the ship or submarine class Upkeep period to which they apply.
- b. Annex E: MOD Supplied Materiel for UxE Purposes but with Exchange Subject to Warranty, Lifting / Running Hours Criteria, or Pre-Upkeep Maintenance Assessment (PUMA) items on this Annex should not be ordered without first clearly establishing the requirement by contacting the appropriate PT Equipment Project Manager.

67. Exceptional arrangements have been agreed for IMCs F815, 0663 and W614 - Nuclear Steam Raising Plant equipment and items. In view of the unique applicability of this range and its associated quality control, MSM / UxE items within these IMCs will be excluded from the lists at Annexes 3.1 and 3.2, as satisfactory stock management and refit planning arrangements are already in place.

68. To ensure UxE material is available when required, PTs can forward plan by identifying requirements through perusal of the Refit and Docking Programme referred to at Chapter 2 paragraph 1.

69. Additional UxE Requirements. If during the course of the refit the dockyard company advises that supply of additional UxE is essential due to unforeseen requirements / emergent work, then the following process is to be adopted:

- a. The company is to provide a full statement of the reason for the requirement (including why repair for ship is not feasible) to the PCM who will critically examine each individual case and either endorse for MSG action or reject.

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b. The MSG will pursue with the PT the possible release from stock but there will be no contractual obligation on the DE&S to supply. PT response to these requests is to be provided within three working days and consideration of the requirement is to include the effects of releasing Insurance Stock and will require consultation with the Operational Authority. Any resultant supply from MOD stocks is to be recognised as exceptional and in no way seen as establishing a precedent. Any equipment issued is not to be added to the list of UxE and should be supplied through the 'Best Endeavours' process described below.

c. Where supply is made from DE&S stocks, the PCM remains responsible for replenishment to an agreed programme by either arranging repair of the original defective unit where possible or supplying an identical item. In both instances a linkage to the Milestone Payment plan will be necessary.

d. In respect of submarine Upkeep work any additional UxE materiel that PTs have agreed to supply must be recorded in Section 4 of the EDP.

BEST ENDEAVOURS

70. Occasions arise where during the course of the refit, the contractor advises that supply or repair is not achievable within the Upkeep timescale and seeks supply from the MOD on a 'Best Endeavours' basis.

71. The process requires that the company reports to the PCM / PGM full details of the reasons why he is unable to meet the requirement undercover of the proforma at Annex I including realistic target dates when the materiel will be available together with penalty for non-supply implications.

72. After critical examination should the PCM / PGM endorse an approach to the relevant EIPT for supply, the MSG will forward the proforma undercover of a 'priority' e-mail to the relevant PT.

73. PT responses are to be provided within three working days.

74. To progress the 'return' of the item by the contractor, PTs should create a dues-in record to enable:

a. Monitoring of supply and delivery of replacement materiel from the dockyard contractor.

b. Maintenance of a taut audit trail for the Best Endeavours arrangements.

75. A new Method of Procurement Code (MOP) is being obtained and the dues-in creation progress will be the subject of a further communication in due course.

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CHAPTER 4: SUPPLY OF NON-MSM MATERIEL

WITHDRAWAL FROM CSM

1. Conventional MOD support for CSM ceased with effect from 1 April 2002 when companies became responsible for sourcing all non-MSM materiel requirements from commercial suppliers.

SUPPLY OPTIONS.

2. Within the Upkeep / refit contracts, PIPTs are expected to make adequate provision to enable the contractor to obtain and supply all RMC requirements (excluding Parts Kits), including during emergent / additional / extra work.

3. Occasions will still arise when having identified emergent / additional / extra work requirements, the contractor will be unable to source non-MSM materiel within required timescales from other than the MOD. In these instances the following process is to be followed.

SUPPLY VIA THE 'U' ACCOUNT.

4. Where material requirements for non-specified work are identified, companies can approach the PCM / PGM to satisfy requirements from existing MOD stocks if they are unable to source the materiel themselves or it is cost prohibitive. Normally any associated costs would be debited to the project and form part of the overall Upkeep project cost which PIPTs, in conjunction with PTs, should have budgeted for through the STP process and delegated Control Totals to the Waterfront.

5. This policy applies to all new Upkeep projects from 1 April 2004. From that date to avoid circular cost escalation, and to support the project timescale, the Upkeep Contractor will also be able to request the PCM / PGM for the use of the 'U' account process (see paragraph 3c below) for supply of material previously sourced through the repayment route. In these circumstances the obligation still remains very much with the contractor to source the materiel as it is non-MSM. However, as we are working in a developing partnering mode with the contractor, DE&S stocks can be provided on a 'no obligation to provide, best endeavours basis' if the PCM / PGM considers this to be appropriate to the specific circumstances. Accountability always rests with the PCM / PGM to explain this decision. The Upkeep contractor is to provide sufficient evidence to demonstrate that the item(s) of material is not available through commercial procurement sources. Instances of this are to be minimised and the Upkeep contractor made aware that supply of an item does not incur MOD liability for any delay in sourcing and that the cost of the item must be rebated back to the MOD. PCM / PGMs remain individually responsible to ensure any drawdown of stock is minimalised as the cost should have already have been included within the overall refit cost. PCM / PGMs are also responsible for ensuring in these circumstances that the full contract rebate is obtained.

6. Where the PCM / PGM approves supply of material through the 'U' account the following process should be followed:

- a. Excluding the RFAs, an accounting UIN (Unit Identity Number) with suffix 'U' is available for every ship and submarine in the Fleet (see Annex F). RFAs should continue to use the 'B' suffix UIN. The 'U' UINs are unique in so far as they have

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been specifically created for PCM / PGM staff use during vessel Upkeep activities. They are not to be used in any circumstances by ships staff.

- b. PCM / PGMs can place their legitimate authorised 'U' account demands directly upon their local MSG.
- c. Any 'U' account material found defective upon receipt should be reported through the MOD Form 445 process.
- d. Any 'U' account material identified for return to the MOD should be accompanied by Returns Documentation S331 / D3004 suitably annotated with the material condition, and where appropriate Form S3206 Contaminated Stores Return Certificate.

7. Use of the 'U' account forms part of the overall Upkeep project cost and PIPTs will be required to budget for these costs in the STP / IYM processes. The attribution of 'U' UINs on demand / returns processing documentation / input is therefore essential in ensuring CANVASS (the DE&S Stock Accounting system) is able to accurately identify and direct resulting accounting charges / credits to the PIPT sponsoring the Upkeep activity. UIN charges are included in SAMI print SR 31. As for all other materiel supplied where a capital spare is being provided, the 'returning' capital spare (even if BER) must be processed through CRISP.

8. Failure to comply with procedures will inevitably lead to costs being incorrectly attributed, therefore PCM / PGM staff must ensure there is no divergence and that adequate records exist in order that future contracts can be improved. The 'U' accounts will require to be regularly reviewed by PCM / PGMs, project finance staff and PIPTs to ensure materiel supply is in keeping with the terms of the contract.

9. Where the Upkeep contractor has requested material supply through the 'U' account, he is to offer an immediate rebate of the full value of the material. The PCM / PGM is to arrange recovery of 'U' account expenditure from the overall Upkeep contract financial provision otherwise there is a danger that the Ministry could be charged twice. The mechanism for verifying that this is done is through an appropriate contract amendment supported by the post project completion of the 'U' account Validation Certificate contained at Annex G.

10. In view of the extension to the use of the "U" account, a new process has been introduced (see Annex G) which requires PCMs / PGMs responsible for particular Upkeep projects to sign off that:

- a. They have properly authorized all drawings on the 'U' account.
- b. All defective stores have been returned to store using the correct returns and accounting procedures.
- c. Where drawings on the 'U' account have been for stores where it is the contractor's responsibility to supply, that the appropriate abatement has been made to the contract price and subsequent payments against it.

11. Local MSGs are to support PCMs / PGMs in this task and help them prepare the mandatory Post Project Completion 'U' Account Validation Certificate. This form will be

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signed by the PCM / PGM and will be the authoritative audit trail. The evidence produced can be used by PCM / PGMs and commercial staff to demonstrate to the Upkeep contractor any failings in their ability to supply materials which they were contracted to provide, and as a basis for tightening up these failure areas in new contract negotiations. It can also be used by MOD to identify failures in the logistic support area for particular types of material.

12. The 'U' Account Validation Certificate will also enable both MOD internal audit (DIA) and the National Audit Office (NAO) to be assured that DE&S materiel control and contractual processes are operating satisfactorily. This is an area that is attracting growing audit attention and consequently control procedures need to be tightened and adhered to.

13. As the requirement will be to list all charges to the 'U' Account, MSM and non-MSM, the certificate will also provide key budgetary data for project finance officers (PFOs). PFOs should seek to reconcile the Validation Certificate with their project accounts, taking into account that where capital spares are returned against capital spares issued the cost should be neutral. Only first fit embodiments of capital spares should be charged to the project.

14. Budgets for legitimate 'U' Account expenditure should be planned for by the PIPT in the PR process. Once allocated, these 'U' Account budgets may be delegated by the PIPT to SFMs for use by PCM / PGMs during project refits / Upkeep periods. Under no circumstances are PCM / PGMs to encourage contractors not to procure materiel already specified in the contract with the intent of using the 'U' Account and subsequent contract rebates to obtain financial 'headroom' to be spent on labour or sub-contract work. This is contrary to the DE&S policy on transferring materiel supply risk to the contractor and will lead to additional expenditure by MOD. PCMs / PGMs should consult project finance staff if they have any difficulty in understanding their letters of delegation and the financial flexibility contained therein. As a general rule 'U' Account budgets, like all other budgets, must not be exceeded without prior discussion and agreement with the relevant financial authorities. The rules on this are very strict and impact on personal accountabilities.

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CHAPTER 5: SUPPLY OF STORES DURING SILENT HOURS – OOHC FOR SHIPS IN UPKEEP

INTRODUCTION

1. The Out of Hours Cover (OOHC) procedures at the Naval Bases for vessels in Fleet time do not fit administratively the needs of ships and submarines in Upkeep. It is therefore essential that procedures are in place which ensure the supply of materiel, which is not only critical to vessels' refit completion but may also incur health and safety or financial implications for the duration of Upkeep periods.
2. The procedure agreed within DE&S is that the PCM / PGM overseeing the vessel in Upkeep has authority for confirming the necessity for the supply of materiel during silent hours; it will allow materiel to be supplied within a period of 24 hours from receipt of requirement.
3. This arrangement is incorporated in Naval Base Tasking Statements.
4. The procedures only apply to requirements for codified stores in the Weapon Engineering, Marine Engineering, Air, and Naval Store inventories and is applicable from contract start date until the Fleet Date (FD). OOHC is not appropriate for non-pattern stores or for items that are not immediately available.
5. OOHC is defined as 16.00 to 08.00 hours, Monday to Thursday and from 12.00 Friday to 08.00 hours Monday, covering weekends. UK National Public and local Privilege holidays are also regarded as out of hours.

PROCEDURES FOR OOHC REQUIREMENTS

6. Materiel may be demanded by the following:
 - a. Dockyard company - for MSM only.
 - b. Superintendent Fleet Maintenance (SFM) - using the 'U' Account.
 - c. Vessel Supply Officer - using 'A', 'B' & 'C' Account (but not for Upkeep project use.)
 - d. SSBNs only - using 'E' Account.
7. The role of Superintendent Fleet Maintenance is to:
 - a. Provide monthly to the local MSG, Naval Base Logistics Customer Liaison sections and / or MOD Logistics Duty Officers a list detailing the name, grade and contact telephone numbers of the respective PGM / PCMs with responsibility for vessels in Upkeep. Amendments to lists are also to be notified.
 - b. Assess requirements for OOHC via the PGM / PCM, applying the following criteria:

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- (1) Where statutory requirements would otherwise be breached, eg Health and Safety, Food Safety, Control of Substances Hazardous to Health (COSHH) (Justification Code 1 – J1).
 - (2) Where contractual agreements would otherwise be breached or penalties incurred e.g. repair and refit, trials (J2).
8. The role of the dockyard company is to:
- a. Contact PCM / PGM to gain authority for OOHC.
 - b. Raise Order - D2963 / D3021 (MSM category only) stating Required Delivery Date (RDD), justification and authorisation.
 - c. Notify Director Logistics Duty Officer of authorised requirement.
 - d. Provide copy of order – demand will not be processed until received.
9. The role of PCM / PGM is to:
- a. For demands using S145 (these can be inappropriate or impossible in silent hours and signalled MATDEMs should be used whenever possible):
 - (1) Initiate and authorise S145 Materiel Demand using appropriate 'U' UIN.
 - (2) Include on S145 the text 'OOHC authorised by -----(Name of PGM / PCM)' also the appropriate Standard Priority Code (SPC), OOHC Justification Code J1 or J2, and associated reason and the delivery address.
 - (3) Notify MOD Naval Base Logistics Duty Officers of authorised requirement.
 - (4) Provide copy of S145 – demand will not be processed until received.
 - b. For demands by signal:
 - (1) Using 'U' UIN request vessel to raise 'IMMEDIATE' MATDEM signal. Paragraph 1 of the MATDEM signal is to include the text 'OOHC authorised by - ----- (Name of PGM / PCM)'. The MATDEM is also to include the appropriate Standard Priority Code (SPC), OOHC Justification Code J1 or J2 and associated reason, DEFREP code / category and a detailed delivery address.
 - (2) Notify MOD Naval Base Logistics Duty Officers of authorised requirement.
 - (3) Provide up to date contact number and name for any queries and PGM / PCM approval.
10. The role of the vessel is to:
- a. Confirm materiel appropriate to 'A', 'B' or 'C' account.
 - b. Contact PCM / PGM to gain authority for OOHC.

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c. Using 'B' UIN raise "IMMEDIATE" MATDEM signal. Paragraph 1 of the MATDEM signal is to include the text 'OOHC authorised by(Name of PGM / PCM)'. The MATDEM is also to include the appropriate Standard Priority Code (SPC), OOHC Justification Code J1 or J2 and associated reason.

11. The role of the MOD Naval Base Logistics Duty Officer is to:

a. On receipt of the dockyard contractor order, S145 or MATDEM check PGM / PCM authorisation.

b. Process the materiel requirement for delivery within 24 hours if available. Provide feedback as appropriate.

c. If, exceptionally, an unauthorised OOHC request for a vessel in Upkeep is received from either the dockyard company or from the vessel, contact the PGM / PCM for advice. If authorised, process as appropriate. If the OOHC request is not approved, notify the demander seeking revised RDD and delivery details.

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ANNEX A: THE MATERIEL SUPPORT GROUP (MSG) DEVONPORT

1. The MSG at Devonport is part of the Director Port Logistics organisation with the submarine element being subsumed within the SubMat organisation. To provide the correct level of support to Superintendent Fleet Maintenance and Babcock Marine (the dockyard company) the group is co-located in 3 discrete locations viz the Frigate Refit Complex, the Submarine Refit Complex and the Vanguard Building.
2. The MSG undertakes the full range of tasks associated with MSM, MOM, the residual elements of CSM, and the operation and control of the 'U' Account. In the latter case the MSG will need to work very closely with PCMs / PGMs to ensure rebates are claimed from the Dockyard Company where appropriate.
3. The MSG's objectives are reflected in individual Performance and Development Reports.
4. The policy and procedures for MSM, MOM and residual CSM are well documented and have been followed for many years, however procedures for the operation of the 'U' Account have been devised locally and in view of the evolving status of the policy are regarded as temporary instructions. They are as follows:
 - a. Demands and Issues
 - (1) SFM(D) Project Surveyor recognises there is a need / requirement for an item that is available through DE&S and has not been included in the specification or bid eg Babcock's are unable to satisfy the requirement, an emergent task has an exceptionally high value item or an agreed ships staff S340 contains items of high value. The Project Surveyor signs to say that it is considered to be appropriate use of the 'U' account.
 - (2) Project Surveyor completes and signs Request for 'U' Code Support proforma Dev (NS) 617. The proforma is to be uniquely identified and recorded by the Project Surveyor.
 - (3) The Dev (NS) 617 is countersigned by the PCM or DPCM. The Project Surveyor attaches a copy of the authorised requisition to the worklist amendment ie Variation Order. This will ensure Babcock's are aware that the items are being ordered from MOD sources and they do not have to procure the items.
 - (4) The countersigned Dev (NS) 617 is passed to the MSG 'U' account controller to raise three copies of an S145 Standard Materiel Demand (RN). The 'U' account controller authorises the demand, passes two copies to the MSG Project Leader to arrange input to CRISP and retains the third for update of associated ledger, and the TORCH system and the 'U' account spreadsheet.
 - (5) Most requirements are PC 09 with an RDD of 5 working days. However during the 'set to work' period in the final months of the Project Contract PC 05 requirements ie within 24 hours are necessary.
 - (6) MSG interactively processes the requirements through CRISP on a DLI screen. If the issues are for delivery to a 'non standard address' or additional

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details are required ie for the attention of an individual a DFI (full input) screen is appropriate. Details of the issue, or not in the case of unsatisfied requirements, are annotated on both copies of the demand. One will be returned to the 'U' Account Controller and the other retained by the MSG for monitoring purposes.

(7) MSG monitors the issue through to delivery at the dockside ie 'U' account controller's delivery point, by using demand tracking or RIDELS. In the case of unsatisfied requirements the MSG will obtain a delivery forecast as soon as possible and pass it back through the Controller for acceptance by the project surveyor.

(8) The 'U' account controller takes receipt of the items from Inward Shipper by signing the delivery notes.

(9) Following a three-way check of the stores by the controller, he will notify the project surveyor of delivery of the items, who will advise his Babcock's counterpart accordingly.

(10) Babcock's takes receipt of the stores from the 'U' Account Controller by signing the D1200 Issue Voucher for all items plus the S1092 Temporary Loan Record book for permanent items.

(11) In the event of a discrepancy, Babcock's will raise a 'defect acquaint' form notifying the 'U' account controller who raises Discrepancy Report MOD Form 445. The controller passes the discrepancy report to the MSG Project Leader for investigation. Babcock's holds the discrepant items in a non-conforming pound, pending the outcome of the MSG investigations. Authority to return the discrepant items to the issuing store will be provided by the MSG on completion of their investigations. If replacement items are required, the controller re-demands the items.

b. Returns

(1) The importance of accurately identifying and attributing charges and credits arising from use of 'U' UINS is detailed elsewhere in the volume. Whilst a procedure that fulfills this requirement is in place for demands and their resultant issues it is apparent that a system that will aid the monitoring and control of 'rotable' returns is required in order to achieve the correct level of materiel accounting. In simplistic terms rotatables have a 'P' (Permanent) Accounting Classification in CRISP, the policy is that for each permanent item issued there should be a compensating return processed in CRISP thus producing the necessary credit and consequently neutral cost impact.

(2) Of much concern is the number of missing compensating returns, when investigated various reasons came to light eg removal of major equipments such as an Antenna was broken down into several component parts as beyond economic repair and disposed of outwith normal return routines and without correct accounting; equipment such as a Switch Float contaminated with 'low level waste' removed and sent to Babcock's for disposal but a gap in procedures allows this return to remain unaccounted for; Rubber items such as

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oil seals (but classed as permanent) that disintegrate on removal produce no 'arisings' and are therefore not accounted for.

c. Rectification Process

(1) A small number of returns have exceptionally been authorized by Supt(NS) for processing as 'Accounting Only', confirmation of the materiel condition and disposal action that has already been taken is to be retrospectively annotated by the PCM when signing the relevant Return Notes.

d. Procedures

(1) The Request for 'U' code support proforma authorized by PCM includes the Accounting Classification; this is transcribed on to the S145 and is entered on the spreadsheet maintained for each 'U' account by the MSG 'U' account controller.

(2) Provision is to be made on the spreadsheet to enter a Return Note No for each 'P' permanent line item issued.

(3) The PCM will ensure that for each 'P' line item demanded that the MSG Returns Officer is advised of the location of all 'P' items being returned or exceptionally if R / A or disintegrated at source provided with evidence of disposal. Stock numbers must be stated. An S331 is to be raised by the 'U' Account Controller for all 'P' returns including those considered to be BER with no recoverable value, or those broken down or disintegrated, or R / A.

(4) For those items identified as scrap provided de-identification / mutilation is in accordance with regulations removal direct to Babcock's scrap pound may proceed.

(5) Where disposal at source has taken place S331s are to be certified and signed by the PCM 'SCRAPPED AT SOURCE FOR ACCOUNTING PURPOSES ONLY'.

(6) The S331 No is to be recorded on the 'U' Account spreadsheet then passed to the Return Store.

(7) The Return Store will input the S331 to CRISP thus creating a Returns Routing Document, which is to be annotated 'SCRAPPED AT SOURCE FOR ACCOUNTING PURPOSES ONLY', the Returns Routing Document will then be processed in CRISP using the appropriate input codes. All supporting documentation is to be filed and retained in accordance with regulations.

(8) Where de-identification / mutilation is not in accordance with regulations the normal returns procedures are to be followed.

(9) The 'U' account will monitor return of 'P' items and hasten PCMs periodically for those outstanding.

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ANNEX B: THE MATERIEL SUPPORT GROUP PORTSMOUTH

1. The Material Support Group (MSG) at Portsmouth is part of Superintendent Fleet Maintenance (Portsmouth). As an intimate support mechanism to the SFM(P) Project Groups, the MSG is located in Andromeda Building, HM Naval Base, Portsmouth.
2. The MSG administers all matters concerned with Ministry Supplied Material (MSM), Ministry Owned Material (MOM) and Uniform account issues for Upkeep projects. The complement of the Portsmouth Materiel Support Group comprises of: 1 x Band D and 2 x Band E1. MOM Returns are managed by the MSG.
3. Additionally, the MSG tracks capital issues for Fleet Time Projects with the intention of increasing the number of enhancements carried out in their designated periods.
4. The MSG does not administer any Ships Staff or CSM (Repayment) issues / returns.
5. MSG act in accordance with set processes assessed to ISO 9000 / 2000 standards.
6. The policy and process for handling the uniform account at Portsmouth is as follows:
 - a. Demands and Issues
 - (1) SFM(P) Platform Group Managers (PGM) identify circumstances where the Dockyard Contractor, having been refused emergent CSM on repayment terms, is unable to satisfy a material requirement essential to the satisfactory completion of a Ship Project at Portsmouth.
 - (2) PGM Platform Group Officer raises RN Form SF145 which is then signed by the PGM and passed to the MSG together with a copy of the original rejected CSM demand (D3021).
 - (3) MSG interactively issues the item through CRISP using a DFI screen, which can record an alternative address CNAC.
 - (4) MSG monitors the issue through to delivery at the designated BVT Store, issues a receipt proforma to BVT who then acknowledge receipt of the item.
 - (5) In the event of a material discrepancy, BVT will raise a MOD Form 445 to MSG for investigation through the appropriate DLOGS organisation.
 - b. Returns
 - (1) It is imperative that a balanced credit and debit is recorded for every issue of Capital Spares on the uniform account. Items designated as 'rotatable' are to be returned using the uniform account in order to make credit against the cost of the original issue thus minimizing overall costs to the Ship Project.
 - (2) BVT will raise a Form D3004 where such rotatable returns are necessary using the uniform account UIN and pass the item and paperwork to the BVT DLOGs Returns Processing Facility in Portsmouth who will acknowledge receipt of the item by passing a stamped copy of the D3004 to MSG.

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ANNEX C: THE MATERIEL SUPPORT GROUP ROSYTH

1. The role of the MSG at Rosyth is in providing logistic support in respect of Ministry Supply Materiel (MSM) / UPKEEP UIN and RN materiel demands (which are not actioned via OASIS) for those vessels detailed in the Refitting Programme on behalf of Superintendent Fleet Maintenance Rosyth to the Dockyard Contractor and SFMR Project Contract Managers.

2. The main areas are:

- a. Processing via CRISP / Expediting emergent demands (including STOROB Replacement Demands) which have been placed by the Dockyard Contractor attempting to ensure the relevant Required Delivery Date is met.
- b. Expediting / monitoring those equipments (known as Capital Equipment) issued via the Equipment Delivery Programme (EDP). The dockyard contractor should not need to demand this equipment as it should have been agreed prior to contract start that equipment required for Alterations and Additions (A&As) will be delivered to meet the required delivery date – either before refit start date or as agreed between DE&S and the Contractor.
- c. Processing / expediting all Upkeep requirements as identified by SFMR / Project Contract Managers.
- d. Processing all ships staff requirements as identified by those RN staff from vessels in Upkeep at Rosyth.
- e. All defective / discrepant non-conformance reports (including first fit defects but not ship staff defective issues) are actioned by this section.
- f. Actioning all Loan Item requests received from the dockyard contractor.
- g. Monitoring return of MOM with all relevant aspects.

3. The records of all items supplied as MOD / DLO / WSA Contractual Liability (NOT SS requirements) are recorded on the TORCH Database – the reason is twofold:

- a. to ensure records for expediting / receipts are maintained to minimize contractual liability on the MOD for the supply of MSM.
- b. Used as records for the necessary accounting / audit trail as required by the Government Accounting Regulations.

4. The complement of the Rosyth Materiel Support Group comprises of:

2 x Band D	Assistant Manager MSG and Assistant Materiel Manager Returns
4 x Band E1	(including the last post from the RNSD Rosyth) viz. E1 (Emergent Demands / Loan Items / UXE) E1 (EDP / Capital Equipment for Vessel Type 23 / CVS) E1 (EDP / Capital Equipment for the MVW / MCMV vessels and all NCRs / FFD) E1 (RN Ship Staff Demands and Upkeep UIN requirements)

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The line manager at C1 level is Deputy Business Manager (Admin, Personnel and Materiels).

5. The Materiel Support Group at Rosyth has a limited life as a result of the SFMR Run Down Programme with the complement as at 1 April 2005 being reduced to 1 x Band D and 2 x E1.

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ANNEX D: MOD SUPPLIED MATERIEL FOR UXE PURPOSES - IMC ORDER

IPT	IMC	NSN	DESCRIPTION
IGMR	A125	012946955	GUN EXTENSION SET
MES	E001	995240249	POWER TURBINE ROTOR BDA 1647
MES	E001	995241281	PWR TURBINE ROTOR PORT BDA 1646
MES	E001	995299221	PRESSURISING VALVE OLYMP
MES	E001	995322257	OLYMPUS CASCADE BEND BDA 3229
MES	E001	995322527	DUCT BELLOWS BDC 5406
MES	E001	995327210	GOVERNOR CONTROL UNIT BDC5668
MES	E001	995442170	EX ANN FIRE BLANKET BDC8375
MES	E001	995599221	PRESSURISING VALVE BDC 5685
MES	E001	997323384	HPSOC BDE 6273 SHUT OFF COCK
MES	E001	997323385	GOVERNOR CONTROL UNIT BDE 6333
MES	E001	997776155	MIN FLOW SERVO VV BDE 6270
MES	E002	995303884	TYNE CASCADE UNIT RUA 3229
MES	E002	995608426	SPEED SIGNAL GENERATOR LH TYNE RUB6702
MES	E002	997666932	SPEED SIGNAL GENERATOR RH TYNE RUB6705
MES	E002	995303894	POWER SPEED CONTROLLER TYNE BDA3913
MET	E020	997872332	TURBO CHARGER (ADS / W2 ADDITION)
MES	E100	995546029	68T SSS CLUTCH
MES	E100	995546030	CLUTCH CONTROL 68T
MES	E100	995549142	90T SSS CLUTCH
MES	E100	995549143	CLUTCH CONTROL 90T
MES	E101	995609526	CLUTCH CONTROL 68T
MES	E101	995620291	CLUTCH CONTROL 90T
MES	E101	995397927	DEHUMIDIFIER ELECTRIC QUANTITY 6
MES	E101	995451355	PRIMARY ROTATG ASSY
MES	E101	995588641	BEVELGEAR IU HYD PMP DBV
MES	E102	995263615	TORQUE TUBE AND FLEXI COUPLING
MES	E102	995351120	META STREAM COUPLING
MES	E102	995609246	COUPLING, SHAFT, FLEXIBLE
MES	E201	995325555	CPP PUMP
MES	E201	995325556	CPP PUMP
MES	E201	995325563	CPP PUMP
MES	E201	995325569	CPP PUMP
MES	E201	995325570	CPP PUMP
MES	E201	997459988	CPP ACTUATOR
MES	E204	995286257	STERN GLAND SEAL
MES	E204	997624389	SEAL STERN SHAFT
	E205	2101	ENFIELD H02 C / W DUN COMP
MES	E812	995606663	TAILSHAFT ASSEMBLY
MES	E812	998006149	TAILSHAFT PROPULSOR
MES	E812	926153	TAILSHAFT
MES	F207	995260685	PISTON TYPE ACCUMULATOR
MES	F207	995457338	85L HYDRAULIC ACCUMULATOR
MES	F207	995481036	HYDRAULIC ACCUMULATOR
MES	F207	995481996	25 GPM HYD PUMP (EX MOTOR) (x4)
MES	F214	995282750	CENTRIFUGE T12119G-C60 CPP C / W MTR STRTR
MES	F222	991727975	LP AIR COMPRESSOR
MET	F803	995382240	3" FLEXIBLE PIPE COUPLING (x2)
MES	F905	995384692	10" FISHTAIL VALVE
MES	F905	995386074	HYDRAULIC MOTOR
MES	F905	995386079	VALVE ACTUATOR

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IPT	IMC	NSN	DESCRIPTION
MES	F905	995451130	PISTON TYPE ACCUMULATOR
MES	G001	995331626	RCFW PUMP (x2)
MES	G002	995246652	TUBESTACK OF FINAL HEATER
MES	G004	400124	ME TURBINE ROTORS
MES	G004	995442048	ME TURBINE ROTOR
MES	G004	997650266	TG TURBINE ROTORS
MES	G006	995233172	STONE VAPOUR AUX BOILER AD(S) 4740
MES	G006	995349327	AUXILIARY BOILER
MES	G006	995349329	AUX BOILER TYP AD SE 4740 STONE VAPOUR
MET	G200	992527472	SHAFT SEAL PUMP C / W MOTOR
MET	G200	995243015	PUMP TYPE B3 X 3V C / W MOTOR
MET	G200	995267097	MAIN HYDRAULIC ACCUMULATOR
MET	G200	995281314	ROVER GAS TURB FIRE PUMP
MET	G200	995287723	SHIP LOOP FW PUMP C / W MOTOR (x2))
MET	G200	995329449	CENTRIFUGAL PUMP
MET	G200	995486255	MAIN FEED PUMP C / W MOTOR (x4)
MET	G200	995580127	PUMP CENTRIFUGAL (x4)
MET	G200	997493378	PUMPS MAIN EXTN (STBD) (x2) C / W MOTOR
MET	G200	997588087	MD LUB OIL PUMP WEIRS CW MOTOR
MET	G200	997637330	PUMP TYPE B3 X 3V A HANDED (ADS / W2 ADDITION)
MET	G200	997902975	PUMP TYPE B3 X 3V B HANDED (ADS / W2 ADDITION)
MET	G200	994521258	SHAFT SEAL PUMP C / W MOTOR
MET	G201	992555898	LO PUMP
MET	G201	995606880	PUMPS MAIN EXT (PORT) C / W MOTOR (x2)
MET	G201	997487711	FUEL BOOST PUMP
MET	G201	997812773	FIRE PUMP PORTABLE
MET	G201	997974200	PUMPS MAIN EXTN (PORT) (x2) C / W MOTOR
MET	G202	997815070	PUMP TYPE SNTE 1300 CW AIRMOTOR
MET	G204	995544757	PUMP CENTRIFUGAL
MET	G204	995545983	LO PUMP C / W MOTOR AC
MET	G204	995545984	LO PUMP C / W MOTOR DC
MET	G204	995586605	SHIP LOOP FW PUMP C / W MOTOR (x2)
MET	G204	995589047	RCFW PUMP (x2)
MET	G204	995606881	PUMPS MAIN EXT (STBD) C / W MOTOR (x2)
MET	G204	997460397	MAIN FEED PUMP C / W MOTOR (x4)
MET	K903	997419319	MACHINE WASHER / EXTRACTOR
MET	G715	995242004	CHILLED WATER PLANT COMPRESSOR
MET	G715	995340104	COMPRESSOR CENTRIFUGAL ACP HDN9
MET	G715	995344189	COMPRESSORS (FREON) (x4)
MET	G715	995489865	COMPRESSOR RECIPROCATING
MET	G715	995604808	COMPRESSORS (FREON) (x4)
MET	G715	997884804	CHILLED WATER PLANT COMPRESSOR
MET	G715	997903200	SLI63 MK3 COMPRESSOR
MET	G722	995457333	LOX PUMP
MES	G801	995307714	3" FLEXIBLE PIPE COUPLING (x2)
MES	G801	995308305	4" FLEXIBLE PIPE COUPLING (x2)
MES	G801	995382238	3" COMPENSATING UNIT LONG STROKE (x2)
MES	G801	995382239	4" COMPENSATING UNIT LONG STROKE (x2)
MES	G801	995382241	4" FLEXIBLE PIPE COUPLING (x4)
MES	G801	995382242	7" FLEXIBLE PIPE COUPLING (x4)
MES	G801	995382243	12.5" FLEXIBLE PIPE COUPLING (x4)
MES	G801	995577738	12.5 COMPENSATING UNIT (x 4)
MES	G801	995577739	4" COMPENSATING UNIT SHORT STROKE (x3)

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IPT	IMC	NSN	DESCRIPTION
MES	G801	995605726	320MM FLEXI PIPE COUPLING (X4)
MES	G801	995606231	100MM FLEXI PIPE COUPLING (x2)
MES	G801	997385694	75MM COMPENSATING UNIT (x2)
MES	G801	997414459	100MM COMPENSATING UNIT 9x2)
MES	G801	997461761	180MM FLEXI PIPE COUPLING (x4)
MES	G801	997539561	75MM FLEXI PIPE COUPLING (x2)
MET	G802	995306767	HP BILGE PUMP C / W MOTOR
MET	G802	995547860	BALLAST PUMP C / W MOTOR
MET	G802	995609361	HP BILGE PUMP C / W MOTOR
MET	G802	996618829	SEA WATER PPS MAGNETIC DRIVE
MET	G802	997762226	BALLAST PUMP C / W MOTOR
MET	G802	997899333	MAIN CIRC WATER PUMP (STBD) C / W MOTOR
MET	G802	997914389	PORT MAIN GRC PUMP (SSN 12 ONLY)
MET	G802	926144	MAIN CIRC WATER PUMP (STBD) C / W MOTOR
MET	G802	926145	MAIN CIRC WATER PUMP (PORT) C / W MOTOR
MET	G901	995360464	HULL AND FIRE PUMP ASSY
MET	G901	995387018	LUB OIL / DIESEL FUEL PRIMING PUMP
MET	G901	995434432	CHILLED WATER PUMP C / W MOTOR
MET	G901	995434433	SALT WATER PUMP
MET	G901	995444129	FW CIRC PUMP
MET	G901	995444133	SEWAGE DISCHARGE PUMP
MET	G901	995451136	DIESEL XFER PUMP
MET	G901	995482573	BILGE AND SULLAGE PUMP
MET	G901	995489238	COOLER RECTIFIER UNIT
MET	G901	995540066	CENTRIFUGAL PUMP
MET	G901	995540067	C W PUMP
MET	G901	995540068	SALT WATER CIRC PUMP
MET	G901	995540070	FW PUMP
MET	G901	995540463	AUX HYD SYS PUMP SET 6 GALLS / MIN
MET	G901	997886342	SLOW TRANSFER PUMP
MET	G901	997897652	FAST TRANSFER PUMP
MET	G906	995444872	REFRIGERATION UNIT
MET	G906	995488329	CHILLER UNIT
MES	G902	995482076	WASTE DISPOSAL UNIT
MES	K300	995344181	VSG PUMP
MES	K300	995344182	VSG PUMP SIZE 3 MK 4
MES	K300	995434366	ROTARY VANE UNIT
MES	K300	997742547	RUDDER PORT
MES	K300	997742548	RUDDER STARBOARD
MES	K300	997771507	RUDDER HYDRAULIC PUMP C / W MOTOR
MES	K301	995268667	M / D POWER UNT STABILISER
MES	K301	995440166	FIN & FINSHAFT ASSY
MES	K900	995581130	HYD PUMP ASSY
MET	K901	995481806	AIR BLOWER
MES	K300	995344182	VSG PUMP SIZE MK 4
MES	N300	995383432	ACTUATOR AIR COND CONTR
MES	N300	995486859	ACTUATOR
MES	N300	997459988	CPP HYPSTEP ACTUATOR
MET	N805	995601873	320MM COMPENSATING UNIT (x4)
FGS	O581	995374497	STABILISED GLIDE PATH INDICATOR SINS MK2
IGMR	O605	700991847	WEAPON GROUP MK 16 (x2) PHALANX
IGMR	O605	011638656	TEST POINT INTERCONNECT BOX
IGMR	O605	011643228	COMPONENT REMOVAL EXT SET (x2) PHALANX

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IPT	IMC	NSN	DESCRIPTION
IGMR	O605	011979841	SELECT TEST UNIT (x2) PHALANX
IGMR	O605	012010009	MAINT PLATFDM (PHALX x2 ARK ROYAL ONLY)
IGMR	O605	012185046	LOCAL CONTROL PANEL
IGMR	O605	012232229	WEAPONS GROUP (GUN) MOUNT
IGMR	O605	013598705	PANEL LOCAL CONTROL (x2) PHALANX
SHORAD	O656	995236631	RADOME 14FT 6.5IN. O / A
IGMR	O685	990518715	INTEGRATED TURRET
IGMR	O838	995310069	PEDESTAL DIRECTOR MK4
IGMR	O838	997856240	PEDESTAL DIRECTOR MK4A
IGMR	O839	995476450	DIRECTOR AIMING SIGHT (x2)
IGMR	O839	999443377	DIRECTOR BELOW DECK ASSEMBLY (x2)
UWS	O849	997963366	STWS2 MOUNTING COMPLETE
IGMR	O856	997887418	4.5" MK8 GUN
IGMR	O859	995475191	30MM GCM A02
IGMR	O859	995810114	20MM GAMBOI TRANSIT CASE
IGMR	O859	997701251	20MM GAMBO 1 MOUNTING
CSA	O863	994563343	ANEMOMETER
CSA	O863	994563347	ANEMOMETER MOUNTING UNIT
CSA	O863	994563379	ANEMOMETER CASE
CSA	O863	995254987	ANEMOMETER AND WIND VANE
CSA	O863	995271326	WS&D BASE UNIT
IGMR	O881	997355224	30MM GUN MOUNTING
IGMR	O882	992525057	GSA8A & B GPEOD DIRECTOR ASSEMBLY
SHORAD	O886	995470521	GWS25 LAUNCHER (X2)
UWS	O905	995258602	SONAR 2008 TRANSDUCER MRK 1806
UWS	O918	991921292	PERISCOPE TUBE ASSEMBLY
UWS	O918	995685332	PERISCOPE OPTO-ELEC INTERFACE UNIT
UWS	O918	997004835	PERISCOPE MAIN TUBE ASSEMBLY
UWS	O918	998459744	PERISCOPE FWD ASSEMBLY
UWS	O920	997979992	SEARCH PERISCOPE
UWS	O920	997980098	ATTACK PERISCOPE
UWS	O924	997239099	PERISCOPE CK34
UWS	O924	997239100	PERISCOPE CH84
UWS	O928	997864938	SONAR 2071 HOSE ASSEMBLIES
UWS	O928	997864939	SONAR 2071 PRESSURE COMPENSATOR
UWS	O928	997864940	SONAR 2071 HYDROUNDER (PROJECTOR, SONAR)
MET	P003	995302920	SECONDARY PROPULSION MOTOR
MET	P003	996260845	ACTIVE RUDDER (SUPERB)
MET	P100	995340547	MAIN SWITCHBOARD BREAKER
MET	P200	995341182	MG ARMATURES
MET	P200	995609884	DG ARMATURES
MET	P200	997485181	TG ROTOR (x2)
MET	P200	997911208	MG ARMATURES
MET	P200	999562881	TG ROTOR ARMATURE
MET	P202	171039684	FAST TRANSFER PUMP MOTOR
MET	P202	171039687	LO PRIMING PUMP MOTOR
MET	P202	171068101	DISCHARGE AND RECIRC PUMP MOTOR
MET	P202	992509528	STARTER
MET	P909	171025439	MOTOR
MET	P909	171039685	SALTWATER SYSTEM PUMP MOTOR
MET	P909	171039689	AIR BLOWER MOTOR
MET	P909	992528293	ANCHOR WINDLASS MOTOR
MET	P909	992537316	RAS CAPSTAN MOTOR

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IPT	IMC	NSN	DESCRIPTION
MET	P909	995289352	MOTOR GENERATOR
MET	P909	171039972	SLOW TRANSFER PUMP
MET	R105	992519319	HYDRAULIC TRANSMISSION SERVICE UNIT
MET	R105	995324226	ORDER TRANSMISSION BOX
MET	R105	995340594	F / D HYDROPLANES EXT / RETRACT CONTROL UNIT
MET	R105	995383947	AUTOPILOT
MET	R105	997619826	AUTOPILOT
MET	R105	998006152	HYDRAULIC TRANS SERVICE UNIT
MET	R805	995342047	AFT PLANES RAM SERVO UNIT
MET	R805	997461763	FWD PLANES RAM SERVO UNIT
MET	R805	997461764	RUDDER PLANES RAM SERVO UNIT
IGMR	W014	995398397	20MM MK 7A GUN MOUNTING (x2)
UWS	W025	997930093	SON 2016 / 2050 VAR DOME 8 TRNSD'R ASS ("L" VARIANT POD ASSY)
UWS	W025	997958522	SONAR 2050 BOW POD ASSBLY
CSA	W064	995258288	NCS 1 COMPASS SPACE REF UNIT
CSA	W064	995258289	NCS 1 COMPASS EP CABINET
UWS	W084	995206851	ECHO SOUNDER 778 (AA) SHALLOW TRANSDUCER

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ANNEX E: MSM FOR UXE PURPOSES BUT WITH EXCHANGE SUBJECT TO WARRANTY, LIFING / RUNNING HOURS CRITERIA, OR PRE UPKEEP MAINTENANCE ASSESSMENT (PUMA)

INV	IMC	NSN	DESCRIPTION
MET	E020	992513416	DIESEL ENGINE 12 RPA 200Z
MET	E020	992547218	PAXMAN VALENTA 6RPA
MET	E020	995326816	VALENTA 16RPA200
MET	E020	997777998	VALENTA 12PRA 200Z ENGINE
MET	E022	995450896	PAXMAN 16YCAZ ENGINE
MET	E022	995451436	PAXMAN VENTURA 16YJCAZ ENGINE
MET	E022	995615868	PAXMAN 12YJCZ
MET	E022	995615869	PAXMAN 12YJCZ
MET	E022	995631600	PAXMAN 6YJXZ
MET	E022	995633516	PAXMAN 6YJXZ
MET	E026	995451126	DELTIC 9.59K ENGINE C / W GEARBOX
MET	E026	995451128	DELTIC 9.55B PULSE GENERATOR
MET	E038	993222818	ROLLS ROYCE CV8 GEN
MES	E100	995265463	OLYMPUS CLUTCH STBD
MES	E100	995265464	OLYMPUS CLUTCH PORT
MES	E100	995265465	SSS CLUTCH 110T LH
MES	E100	995265466	SSS CLUTCH 110T RH
MES	E100	995265467	SSS CLUTCH 140T STBD
MES	E100	995265468	SSS CLUTCH 140T PORT
MES	E100	995486928	SSS CLUTCH 140T RH
MES	E100	995486930	SSS CLUTCH 140T LH
MES	E100	995486931	SSS CLUTCH 110T LH
MES	E100	995486932	SSS CLUTCH 110T RH
MES	E100	997788395	SSS CLUTCH TYPE 360T RH
MES	E100	997788406	CONTROL UNIT 360T
MES	E100	997788505	SSS CLUTCH TYPE 360T LH
MES	E101	995325551	TACHO DRIVE PORT
MES	E101	995325552	TACHO DRIVE STBD
MES	E101	995451355	PRIMARY ROTATG ASSY GEAR TRAIN
MES	E101	995491456	MAIN G BOX PP BEVEL DRIVE PORT
MES	E101	995491457	MAIN G BOX PP BEVEL DRIVE STBD
MES	E101	995588638	BEVEL GEAR PP DRIVE
MES	E101	995588639	BEVEL GEAR PP DRIVE
MES	E101	995588640	BEVEL GEAR PP DRIVE
MES	E101	995588641	BEVEL GEAR IU HYD PUMP DRV
MES	E102	995486215	FLEXI COUPLING
MES	E102	997684972	FLEXI COUPLING
MES	E102	997788115	TORQUE TUBE & FLEXI COUPLING
MES	E201	992442536	CPP BLADE D LH STB
MES	E201	995288652	CPP HUB STB LH
MES	E201	995288653	CPP HUB PORT RH
MES	E201	995352565	CPP HUB PORT RH
MES	E201	995352566	CPP HUB PORT RH STBD
MES	E201	995450786	OUTER TUBES
MES	E201	995450787	INNER TUBES
MES	E201	995450797	OUTER OT TUBE
MES	E201	995450798	INNER OT TUBE
MES	E201	995450799	OUTER TUBES
MES	E201	995450800	INNER TUBES

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INV	IMC	NSN	DESCRIPTION
MES	E201	995450801	OUTER OT TUBE ASSY
MES	E201	995450802	INNER OT TUBE ASSY
MES	E201	995451050	HUB ASSY LH STBD
MES	E201	995451051	HUB ASSY RH PORT
MES	E201	995480338	OIL TRANSFER BOX
MES	E201	997576839	OT BOX
MES	E201	998301547	CPP BLADE D RH PORT
MES	E203	995562317	STERN TUBE BEARING
MES	E203	995562318	STERN TUBE BEARING
MES	E204	995288774	TAILSHAFT & SUPPORT TUBE
MES	E204	995288795	AFT INTERMEDIATE
MES	E204	995288798	MID INTERMEDIATE
MES	E204	995288800	FWD INTERMEDIATE
MES	E204	995288802	SUPPORT TUBE ASSY
MES	E204	995451564	TAILSHAFT
MES	E204	995451565	AFT INTERMEDIATE
MES	E204	995451566	MID INTERMEDIATE
MES	E204	995451567	FWD INTERMEDIATE
MES	E204	995457050	SUPPORT TUBE ASSY
MES	E204	995562326	TAILSHAFT
MES	E204	995562327	INTERMEDIATE SHAFT
MES	E204	997486479	INTERMEDIATE SHAFT
MES	E204	997802399	INTERMEDIATE SHAFT MIDDLE
MES	E204	997802400	INTERMEDIATE SHAFT FORWARD
MES	E812	997527963	TAILSHAFT

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ANNEX F: SHIP / SUBMARINE UIN CODES

SERVICE	UIN		SERVICE	UIN
HMS RAIDER	N0006U		HMS CUMBERLAND	N0499U
HMS TRACKER	N0007U		HMS CAMPBELTOWN	N0500U
HMS INVINCIBLE	N0122U		HMS CHATHAM	N0501U
HMS ILLUSTRIOUS	N0123U		HMS BRECON	N0851U
HMS ARK ROYAL	N0124U		HMS LEDBURY	N0852U
HMS / M VANGUARD	N0134U		HMS CATTISTOCK	N0853U
HMS / M VICTORIOUS	N0135U		HMS COTTESMORE	N0854U
HMS / M VIGILANT	N0136U		HMS BROCKLESBY	N0855U
HMS / M VENGEANCE	N0137U		HMS MIDDLETON	N0856U
HMS / M SOVEREIGN	N0187U		HMS DULVERTON	N0857U
HMS / M SUPERB	N0188U		HMS BICESTER	N0858U
HMS / M SCEPTRE	N0189U		HMS CHIDDINGFOLD	N0859U
HMS / M SPARTAN	N0190U		HMS ATHERSTONE	N0860U
HMS / M SPLENDID	N0191U		HMS HURWORTH	N0861U
HMS / M TRAFALGAR	N0192U		HMS BERKLEY	N0862U
HMS / M TURBULENT	N0193U		HMS QUORN	N0863U
HMS / M TIRELESS	N0194U		HMS SHETLAND	N1314U
HMS / M TORBAY	N0195U		HMS GUERNSEY	N1315U
HMS / M TRENCHANT	N0196U		HMS LINDISFARNE	N1316U
HMS / M TALENT	N0197U		HMS ORKNEY	N1317U
HMS / M TRIUMPH	N0198U		HMS ANGLESEY	N1318U
			HMS ALDERNEY	N1319U
HMS MARLBOROUGH	N0270U		HMS BULLDOG	N1329U
HMS ARGYLL	N0271U		HMS HERALD	N1333U
HMS LANCASTER	N0272U		HMS LEEDS CASTLE	N1334U
HMS IRON DUKE	N0273U		HMS DUMBARTON CASTLE	N1335U
HMS MONMOUTH	N0274U		HMS INVERNESS	N1341U
HMS MONTROSE	N0275U		HMS CROMER	N1342U
HMS WESTMINSTER	N0276U		HMS WALNEY	N1343U
HMS NORTHUMBERLAND	N0277U		HMS BRIDPORT	N1344U
HMS RICHMOND	N0278U		HMS ENDURANCE	N1348U
HMS SOMERSET	N0279U		HMS ECHO	N1355U
			HMS ROEBUCK	N1420U
HMS SOUTHAMPTON	N0288U		HMS EXPRESS	N2084U
HMS NOTTINGHAM	N0289U		HMS EXPLOIT	N2085U
HMS LIVERPOOL	N0290U		FDT IXWORTH	N2254U
HMS MANCHESTER	N0291U		HMS SANDOWN	N2413U
HMS GLOUCESTER	N0292U		HMS ARCHER	N2655U
HMS EDINBURGH	N0293U		HMS SMITER	N2657U
HMS YORK	N0294U		HMS PURSUER	N2658U
HMS SUTHERLAND	N0295U		HMS BLAZER	N2659U
HMS OCEAN	N0296U		HMS DASHER	N2660U
HMS KENT	N0444U		HMS PUNCHER	N2661U
HMS PORTLAND	N0445U		HMS BANGOR	N4107U
HMS ST. ALBANS	N0446U		HMS RAMSEY	N4109U
HMS BULWARK	N0448U		HMS SHOREHAM	N4170U
HMS ALBION	N0447U		HMS BLYTH	N4171U
HMS ENTERPRISE	N0452U		HMS SCOTT	N6545U
HMS CORNWALL	N0498U		HMS PENZANCE	N7417U
			HMS GRIMSBY	N8314U
			HMS PEMBROKE	N8318U
			HMS TRUMPETER	N2081U

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**ANNEX G: POST PROJECT COMPLETION PCM / PGM 'U' ACCOUNT VALIDATION
CERTIFICATE**

THIS IS AN AUDITABLE DOCUMENT - RETAIN FOR CONTROL PURPOSES

Ship / Submarine Name: Upkeep Location:
 Upkeep Period Type: (Portsmouth / Devonport / Rosyth / Other-specify)
 Contract No:
 Reference: Date:.....

1. Following the Upkeep programme of HMS a summary of the 'U' account expenditure authorised by PCM / PGM is supplied:

Raw materials & Consumables	£
Permanent & Repairable items ie Capital Spares	£
Total PCM 'U' account expenditure	£

2. I can confirm that Ship Staff were briefed at the Take in Hand meeting not to use the CINCFLEET 'A', 'B', 'C' or 'D' accounts to support the contracted Upkeep programme. I also confirm that I have made no requests for ship staff to utilise these accounts in support of the Upkeep programme.

3. Supported by evidence provided by the MSG (and attached) I can confirm that the following materiel (including defective materiel) was returned to store using the correct returns and accounting procedures. Other returns of non-defective material, which was drawn down but not used, are also included.

Raw materials & Consumables	£
Permanent & Repairable items ie Capital Spares	£
Total 'U' account returns	£

4. I also confirm that where I properly authorised drawings on the 'U' Account for stores which under the Upkeep contract should have been provided by the contractor I have obtained the correct level of financial rebates against the contract.

5. A full list of all 'U' Account materiel drawn down is attached. This identifies separately that materiel which should have been supplied by the contractor under the contract.

Signed.....PCM / PGM
 Name (Capitals).....

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ANNEX H: REFIT DELAYER NOTIFICATION

From:..... To:

1. Refit Delayer Serial No:.....
2. Ship / Project Name:.....
3. Stock Number:.....
4. Description:.....
5. Quantity:.....
6. Centre No / Mgt Account Code:.....
7. Dockyard Order / Demand Ref:.....
8. Delivery Forecast:.....
9. Specific Penalty to Refit:.....
10. Drop Dead Date:.....
11. Additional Information:.....

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ANNEX I: BEST ENDEAVOURS ENQUIRY PROFORMA

To: MOD From: Babcock Marine * / BVT* (* delete as applicable)

PARTS A TO D MUST BE FULLY COMPLETED, OTHERWISE THE PROFORMA WILL BE REJECTED BY THE LOCAL MSG
--

PART A. ITEM DETAILS, RDD & PENALTY (Babcock Marine / BVT to complete)

1. Project:.....
 2. Centre:.....
 3. IMC / Stock No:.....
 4. Description:.....
 5. Quantity:.....
 6. A&A / Worklist / VO No:.....
 7. Job Description:.....
 8. Dockyard Order No Attached to Request:.....
- Latest Acceptable Supply Date Without Penalty:.....

NOTE: PRECISE DETAILS OF THE PENALTY IS REQUIRED:

.....

PART B. DEMAND BACKGROUND (Babcock Marine / BVT to complete)

1. Repair for Ship cannot be achieved within an acceptable Project timescale for the following reasons (*delete as appropriate):
 - a. Beyond Economical Repair*
 - b. Late delivery from Sub-Contractor*
 - c. Awaiting Spares* (details of outstanding spares must be shown below).
 - d. Other reason* (amplify below).

Dmd Date	Dockyard Order Nos	IMC / Stock Number	Delivery Forecast
.....			

Additional Information in support of Part B (eg copy of Survey Report)

.....

Signed:..... Appt:..... Date:..... Telephone No:.....

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PART C. REPAIR / RETURN OF DEFECTIVE ITEM (Contractor to complete)

1. Will the repair of the defective items be progressed and returned to the appropriate MOD stockholding point fully serviceable and packed to the correct level?

YES / NO* (* delete as appropriate)

2. The estimated delivery date is

Signed:..... Appt:..... Date:..... Telephone No:.....

PART D. APPROVAL BY PROJECT CONTRACT MANAGER

(To be completed and forwarded to MSG)

1. The statements made at Parts A to C are / are not * accepted as being correct.

2. The repair at part C of the defective item will be linked to milestone payment:*

.....

3. The MSG is requested to confirm whether the equipment PT can assist Babcock Marine* / BVT* (Delete as appropriate) in supply of the required item on a 'best endeavours' basis. The equipment PT is required to respond within 3 working days of receipt of an enquiry provided all essential information has been given.

Signed.....PCM:.....Date:.....

To: PCM From: MSG
HMS..... Devonport / Portsmouth / Rosyth*

Copy to: Babcock Marine / BVT*

PART E – REQUIREMENT CAN / CANNOT BE MET*

1. Equipment PT is / is not (Delete as appropriate) able to assist on a 'best endeavours' basis. The delivery forecast for the item is*

Form D2963 is cancelled and returned herewith.

4. Additional comments in support of (A) eg Issue Voucher / Package Number / Source of Issue (Delete as appropriate)

.....

Signed:.....MSG.....Date.....