

# **HEADQUARTERS ADVENTUROUS TRAINING GROUP**



## **ADVENTUROUS TRAINING CLOTHING AND EQUIPMENT**

### **MANAGEMENT POLICY**

# FOREWORD

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Commander Adventurous Training Group (Army)**

Adventurous Training (AT) has become a well structured and supported activity under the Joint Service Adventurous Training (JSAT) Scheme. The formation of Adventurous Training Group (Army) has provided the direction and pan Army focus needed to rationalise and standardise the Army contribution to the JSAT Scheme. However, AT cannot happen without three key resources: the soldiers being made available to take part; their course instructors or expedition leaders; and crucially, an appropriate range of clothing and equipment to support the activities.

AT Clothing and Equipment (ATCE) should always be the most appropriate to enable participants to carry out the task safely and effectively. By its very nature and scale, the provision of ATCE involves significant amounts of Public money. We have an obligation to ensure that all ATCE is carefully selected, properly cared for and lasts the optimum time before planned replacement. It is Army policy to ensure that robust equipment care procedures are in place for all equipment down to unit level. ATCE is no exception and must be carefully managed in the same way as operational clothing and equipment.

This ATG(A) Equipment Policy Document provides instruction and guidance on the management of ATCE which is to be the benchmark across the Group. It is also equally relevant for units that receive direct support for the provision and maintenance of ATCE from the ATG(A) Budget. I require all units to maintain robust equipment management policies and procedures, in order to maximise the life of their ATCE. This will ensure best for the financial provision being made to sustain AT within the Army and the wider Services. Any shortcomings in this management or signs of extravagance in the selection of equipment may make the budget vulnerable to critical external scrutiny. It is beholden on all to ensure that our processes are robust enough to avoid any such criticism and to deflect any potential threat to existing funding lines.

Units are to ensure that the contents of this Policy Document are brought to the attention of all who either procure, use or are responsible for the storage of ATCE. MOD governance for equipment care is well established and readily available. This policy document complements this governance; it should be considered as a live document and advice/amendments should be addressed to SO2 Eqpt Man at HQ ATG(A).

Commander ATG(A)

October 2009

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- A. HQ ATG(A) Equipment Management Policy Key Reference Documents.
- B. HQ ATG(A) Equipment Trial Report Template.
- C. ATCE/PPE Life and Inspection Guidelines.
- D. ATG(A) Equipment Failure Report Form

## DISTRIBUTION

HQ ATG(A) (Comd)  
(SO1 Hd Ops & Plans)  
(GTO)  
(Budman)  
(D Loan Pool LO)

HQ ATG(G) (CO)  
(QM)  
(RQMS)

JSMTC(I) (CO)  
(2IC)  
(QM)

JSPC(N) (Comdt)

CJSATC (OC)  
(RQMS)

DSDA (OIC SID TSBS)

Copy to:

HQ BFC (SO2 J3 PAT)  
(RQMS Bloodhound Camp)

BATSUB (2IC)  
(QM)  
(Centre Manager BFATC)

BATUK (2IC)  
(QM)  
(SMI APTC)

BATUS (QM)  
(OC TEC)  
(2IC TEC)

14 Sig Regt (EW) (QM)  
(AT Wing Centre Manager)

Note: via ATG(A) website - Other Publications

File:

20 Oct 09

## **HQ ATG(A) EQUIPMENT MANAGEMENT POLICY**

### **Introduction**

1. Headquarters Adventurous Training Group (Army) (HQ ATG(A)) provides budgetary support plus the command and staff lead for the provision and through life management of all adventurous training clothing and equipment (ATCE) and related resources used by the Group. It is also responsible for the Land Forces Loan Pool Number 29, Adventurous Training Equipment.
2. Most of the equipment and processes currently being used to manage ATCE have evolved and improved since the establishment of HQ ATG(A) in early 2003. A strong drive has been made to establish the present Group 'corporate identity' and give overarching policy direction.
3. Whilst much has been achieved to standardise processes and practices there remains a need for continuous review and improvement in overall equipment management.
4. The scale of equipment is vast and the budget whilst currently adequate needs careful management to ensure best value and the avoidance of waste.

### **Aim**

5. The aim of this document is to confirm the ATG(A) Policy for the management of ATCE.

### **Core principles**

6. Fundamental to a successful equipment management policy is full compliance with existing Service regulations. The lead document is JSP 886, The Defence Logistic Supply Chain Manual.
7. Other key reference documents can be found at Annex A.
8. All ATCE management processes within the Group are to be based on these standard Service procedures. No deviation is to take place without reference to HQ ATG(A).

### **Ownership**

9. Without exception, all equipment purchased with Public (MOD) funds from the ATG(A) budget remains the property of the MOD. Even though individuals may be issued with items such as personal protective equipment (PPE) on a long term basis, that ownership does not change.

### **Management responsibility**

10. In accordance with JSP 886, overall responsibility for unit equipment management is delegated to Commanding Officers (COs). They in turn will nominate an officer, usually a Quartermaster (QM) to manage the unit equipment on their behalf. COs should satisfy themselves through routine local checks and the feed-back from external Logistics Support and Equipment Care Inspections that their unit equipment management processes are sound.
11. At local isolated sub-unit level, it is the sub unit commander who should ensure that stores staff are properly managing the stock on charge, reporting any concerns to the chain of command. Where unit instructional staff assist in the stores management function, it is essential that they are given sufficient training to ensure that they are competent to carry out the required tasks.

12. Processes must be so thorough that in the event of an external inspection, there should not be any surprises. These should be underpinned with clear Unit Standing Orders covering all aspects of local equipment management.

13. A system of quarterly checks should be used to report on the condition and availability of stock to the CO via the QM. This should include a 'By Exception' report on key equipment such as boats or vehicles that are out of service for planned or unplanned maintenance or repair and may impact on training outputs. Units should report any concerns to HQ ATG(A).

### **Through life equipment management**

14. **Identification of requirements.** The need for AT equipment is to be driven by SOTR and the outputs of actual training based on validated CTP in accordance with the Defence Systems Approach to Training (DSAT). Therefore there should be close co-operation between course designers, trainers, equipment managers and budget staff to identify the appropriate ATCE (the 'tools for the job'). It is essential that there is wide Pan Group communication in order to provide, so far as is practical, a Group wide common equipment solution that meets training needs rather than being influenced by fashionable trends or local preferences. The SO2 Group Training Officer (GTO) and SO2 Equipment Manager (SO2 Eqpt Man) at HQ ATG(A) must be kept fully informed of all new proposals and suggested amendments to equipment or maintenance processes.

15. **New requirements approval.** Unit level scrutiny is required for new equipment suggestions. These should be fully justified and priced before passing up the Chain of Command for approval in the form of a One Page Business Case (OPBC). This should be submitted to HQ ATG(A) via the GTO for final endorsement. He will inform the SO2 Eqpt and Budget Manager. They will either lead on procurement or give delegated powers to the local budget holder. A user trial may be required before a major purchase will be sanctioned.

16. **Craft Capability Requirement Documents (CCRD).** In the case of all yachts, power boats, displacement craft and sailing dinghies, these all require special attention to support their introduction. All ATG(A) craft (except those actually owned by BKYC) are required to have a Craft Capability Requirement Document (CCRD) in accordance with JSP 848 the MOD Boat Manual. Units with craft must maintain a current copy of their CCRDs on file. HQ ATG(A) uses these to produce Generic CCRDs to justify MOD 2<sup>nd</sup> Line Support for the maintenance and replacement of stock. All new requirements must be fully supported by CCRD action to complement a submission for HQ ATG(A) approval.

17. **Equipment trials.** Under the direction of the GTO, equipment trials are to be initiated for any new equipment item that is considered to be essential to improve safety, develop capability or potentially changes a training process. Purchases will be limited to the minimum required to enable a viable trial and evaluation. All interested Group units should be consulted and where practical participate in the trial. A comprehensive trial report should be produced and sent to the GTO for consideration. Approval to proceed with the introduction of the trial item will be given by HQ ATG(A). An example Trial Report template is at Annex B.

18. **Control.** Under no circumstances are local trials to take place without the approval of the GTO. This is to ensure that there is wider consultation to establish if other units have a similar need, or indeed have already found a solution that either meets the requirement or could be compared with the proposal.

19. **Procurement.** For core ATCE, contracts have been formally established by the Defence Equipment and Support, Defence Clothing (DE&S, DC), HQ 20 Armd Bde Commercial Branch(G) and HQ BFC. These are the primary sources for all AT equipment. Provision exists for procurement to take place off contract where the contracts do not provide for a unit requirement or supply times are too great to meet the urgency of need. In all cases purchasing should be conducted in full compliance with the current regulations set out in JSP 332, the Low Value Purchasing Manual. Only qualified and authorised purchasers may place orders.

20. **Audit trail.** Unit level purchasing should be conducted within an auditable framework of requesting, approving, financial authorising and receipting procedures. This is to ensure proper separation of responsibility between requesters, approving management and authorising budget staff. An example Purchasing Request Form can be found at the following link: [http://www.land.army.r.mil.uk/AIDocs/live/HQLF\\_Support100137.dot](http://www.land.army.r.mil.uk/AIDocs/live/HQLF_Support100137.dot). This or a locally approved equivalent must support every unit level purchase action and forms part of the purchasing and accounting audit trail.
21. **P2P e-procurement.** A MOD e-procurement process called Purchase to Payment (P2P) is being developed by DE&S DC for the purchase of contract ATCE. Based on an on-line catalogue system, this will require nominated unit requesters, approvers, demanders and receipters to qualify in P2P training. The training can be carried out on-line or at DB Learning Centres. DE&S DC is leading on the production of a supporting JSP. Details of the training can be found at the following link: <http://p2p.dii.r.mil.uk/training/>.
22. **Accounting.** All purchased AT equipment is to be correctly receipted and brought to account by the unit in full compliance with JSP 886. Once receipted, sub unit distribution and or individual issues should be formally recorded for the life of the equipment, up to and including final disposal action.
23. **Mountain bikes.** Units authorised to hold mountain bikes are to pay special attention to both accounting and equipment care procedures as this is one area vulnerable to abuse. Mountain bikes are to be brought to account as normal but then a Special Stores Register is to be raised in order to correctly identify and control individual bikes by their make, model, size and serial number. In addition, for ease of daily checks, a locally prepared easily visible ID number is to be placed on each bike (the equivalent of a weapon butt number).
24. **Bike spares.** Units are to hold a comprehensive spares package to carry out basic repairs and maintenance. This should be accounted for as a Unit Spares Sub Account and issues carefully controlled. To assist with this and help with wear and tear benchmarking, each bike is to have a maintenance card to record repairs and spare parts allocated. Stock Tally Cards should be used to record spare part issues and flag up replenishment requirements in a timely fashion.
25. **Personal issues.** Temporary issues of ATCE should be made on either a 1033, Temporary Loan Book or locally produced Student/Instructor Issue Card.
26. **Instructor personal issues.** To cover the duration of their posting, instructors may be issued long term personal ATCE on an Instructor's Issue Card. In most cases there is no justification for instructors keeping the kit when they leave the unit. Exceptions to this could be the basic ATG 'Corporate' clothing, thermal underwear and heavy use footwear. In this case, the items should be issued onto the individual's 1157. Only QM staff are authorised to make such issues which should be with the COs' authority. Instructors moving between units would not therefore automatically receive a second issue of such items until they have become unserviceable due to fair wear and tear.
27. **Equipment care.** The in-service care and maintenance of ATCE, including legislative requirements for the management of PPE and NGB guidelines on best practice all form elements of Group equipment management policy. The object is to keep the ATCE in effective use for the maximum time practicable in order to gain best value for money without sacrificing safety or functionality. Units are to ensure that suitable cleaning, inspection, repair and storage processes are embedded in the daily management routine of ATCE. All cleaning regimes should be in accordance with manufacturer instructions for the use of suitable cleaning and where appropriate, re-proofing products. Strict adherence to this principle will assist in extending the life of all ATCE.
28. **Personal Protective Equipment (PPE).** PPE covers a wide range of clothing and equipment from waterproofs to serious life saving equipment such as diver's breathing regulators and climbing ropes. All PPE should be subject to regular inspection to confirm serviceability. This

should be a minimum of pre and post use inspections plus a 3 monthly detailed check. Manufacturers recommend that due to material deterioration some items are subject to a maximum period in storage and use, so check accompanying documents and labelling when bringing new items on charge. Annex C lists key ATCE PPE and indicates what inspection regime is recommended. The inspection of PPE must be recorded. For primary life saving items, each item is to have its own individual inspection record maintained with a clear identification mark to match the record to the item. Other lesser PPE items subject to periodical inspection may be recorded on a master inspection chart. Although it has a climbing & caving slant, there is a very useful example of prepared PPE inspection charts and guidance that can be downloaded from the PETZL™ web site at: [http://en.petzl.com/petzl/frontoffice/static/EPI/download/download\\_EN.jsp](http://en.petzl.com/petzl/frontoffice/static/EPI/download/download_EN.jsp). These Inspection charts may be modified for other forms of PPE and could form the basis of a comprehensive management record. Other acceptable solutions also exist.

29. **Inspection competency.** It is a unit responsibility to ensure that individuals tasked with PPE inspections are suitably competent. This would normally be either a qualified instructor or somebody who has received appropriate competency training to inspect specific items. Units are to ensure that this is a process that is instilled in the training ethos so that by the time students depart from their courses they are conversant with the inspection process for the PPE that they have trained with and the reasons why it is necessary.

30. **PPE disposal.** When PPE reaches its end of service life, or is declared prematurely unserviceable due to damage or wear and tear it is not to be used, even if it still appears fit for use. All such PPE is to be rendered to scrap prior to disposal. This is to ensure that it can not be accidentally used in the future once it is in the disposal system and beyond the control of the Group.

31. **Rope downgrading.** At unit level and at the discretion of the Chief Instructor or Senior SME, lead climbing ropes may be downgraded for continued use as a top rope, safety or working rope. They should be distinctly marked to indicate that they are not for lead climbing. The PPE logs should be endorsed accordingly and continue to be maintained until the rope is finally withdrawn from service.

32. Climbing Rope downgrading is not permitted in the Loan Pool except with the authority of the SO2 Equipment.

33. **Equipment in-service life.** All ATCE is subjected to heavy use and abuse. The time scale of wear and tear varies between high activity units such as Level 4 and Level 2 AT centres and less busy environments such as OTX bases. Manufacturers normally provide information and or user guides for the care and cleaning of their products. Increasingly they also advise on the recommended storage and usage life for their products. The safety margins on this advice are high.

34. **Record keeping.** ATG(A) supports a two pronged approach to in-life monitoring of equipment particularly PPE. Firstly the manufacturer's guidelines are followed. Secondly and most importantly, a regime for the inspection and recording of usage and checks of PPE category items is followed. Under PPE Regulations this is a mandatory requirement.

35. **Financial forecasting.** The guide to the maximum storage and in-use life of ATCE at Annex C is a benchmark to assist with budget planning and forecasting for replenishment costs year on year. A 10 year Planning Round (PR) is used to achieve this. To that end all account holders should maintain an HQ ATG(A) Budget Manager initiated 'Equipment Table' spreadsheet showing the overall value of stock by item, plus the yearly costs for planned replenishment and any mandatory inspection or maintenance costs. There should also be a value built in for annual unplanned maintenance.

36. **Extending life.** In certain circumstances, lightly used items may reach the planned end of life point but still be effective e.g. buoyancy aids (BA's), fabric and metal items. In order to bridge re-supply time lines it is acceptable to extend the life of such items subject to them passing the standard floatation test (BA's) or being thoroughly checked by an experienced SME. This should be the exception rather than the rule and only to be done where facilities exist to conduct an appropriate test or inspection (Loan Pool and Unit central stores). HQ ATG(A) is to be consulted if such a need becomes apparent. PPE records should be annotated accordingly.

37. **Equipment faults.** In the event of an item of ATCE being faulty and either dangerous or unfit for purpose, it must be immediately withdrawn from use. In the case of PPE items a quick risk assessment is to take place, in order to judge whether the problem is a one-off, or if there is a risk that other items of the same type may be equally affected. If in doubt a ban on the use of all like items should be implemented locally and SO2 Equip at HQ ATG(A) notified as soon as practicable. In consultation with the GTO, he will decide whether or not to extend the ban pending further investigation. All faulty or suspect items are to be segregated and kept secure at unit level. An Equipment Defect Report is to be completed and forwarded to HQ ATG(A). If considered necessary, any decision to conduct further investigations or inform a wider range of stakeholders such as manufacturers, Service associations or NGB will be taken by HQ ATG(A). An example of an Equipment Defect Report is at Annex D.

38. **Replenishment.** A basic principle of ATCE replenishment is to replace stock with 'like for like', so long as manufacturers support this with continued availability. In the event that a particular item is no longer available, a generic equivalent should be sought. If there is to be a radical change to function or style of an item of ATCE, any impact on training is to be fully assessed. If necessary a trial should be conducted to confirm that the item is complementary to existing stock or may trigger a complete replacement plan.

39. **Conditioning and disposal.** In accordance with JSP 886, any ATCE that is judged to be unserviceable and beyond repair is to be the subject of a Unit Conditioning Board (UCB). This would normally be conducted by the QM or his nominated representative. A subject matter expert (SME) from the associated discipline may be co-opted by the QM to give advice on the condition of the equipment and the potential, if any, for keeping it in service after appropriate repair action.

40. All conditioned items are to be disposed of in accordance with Service regulations and any local MOD disposal contracts for the grade of materiel involved (metals, fabrics, plastics, IT eqpt etc).

41. **ATCE re-cycling.** Should a serviceable item no longer be required, the unit is to inform HQ ATG(A). The item should firstly be offered to other units within or supported by the Group before any direction will be given for formal disposal via the MOD disposal contracts to Defence Sales.

42. **Gifting.** It is inappropriate to 'gift' unwanted ATCE to non Service organisations or any individual, except with the express permission of HQ ATG(A). The regulations relating to gifting are contained in JSP 462 Ch 38. This is to be consulted before making any proposal. Any subsequent request should be forwarded with a written justification to HQ ATG(A) for consideration.

43. **Storage environments.** So far as is reasonably practicable, it is the intention to comply fully with MOD best practice for equipment storage environments. Although many AT Centre stores fall short of the ideal, every effort is to be made to keep ATCE secure, clean, dry, dust free, and free from infestation (rodents and insects).

44. **Materials Handling Technical Unit (MHTU).** Local formation support is available to deal with problems. The MHTU at DSDA Bicester is available to conduct advisory visits to review equipment storage media and make recommendations for improvements. In all cases units should initially consult HQ ATG(A) for advice.

**45. Remote (OTX) training area equipment pools (Kenya, Cyprus, Belize, Canada).**

HQ ATG(A) provides financial support for the provision of ATCE and is able to offer advice on equipment use and care to the OTX bases that maintain resources to support post exercise AT and approved challenge pursuit activities. Responsibility for the correct care and maintenance of the ATCE rests with the local management unit.

**46. HQ ATG(A) OTX staff overview.** The content of this document should be used as a guide when developing local management procedures. HQ ATG(A) reserves the right to comment should any concerns develop regarding local equipment management that may impact adversely on planned budgetary support to the operations. To that end, regular staff visits take place in order to discuss issues, assist with advice and note new requirements that may need additional funding support. SO2 OTX is the lead POC in HQ ATG(A) for the OTX locations. In consultation with the Budget Manager and SO2 OTX, SO2 Equipment deals with all equipment related matters identified during the staff visits or communicated directly from the unit.

**47. Spot hire.** Within budget limitations, the principle of supplementing equipment shortfalls with local hire has proven to be a cost effective solution when conducted on a small scale. In mass demand scenarios such as ski hire (and to a lesser degree sub-aqua), it is beyond the ATG(A) budget to cope with the costs involved. Within their own budget limitations Cost Centres may take advantage of a spot hire solution for one off requirements. Where there is a recurring cost effective need to spot hire, this must be declared as part of the annual forecast and agreed by the ATG(A) Budget Manager. Contract action may be necessary to formalise such arrangements.

**48. The Land Forces loan pool.** HQ ATG(A) is responsible for the financial provisioning of Loan Pool 29 ATCE. HQLF has a JBA with DSDA to cover the in-storage management of the ATCE including servicing unit demands, conditioning stock, identifying and implementing replenishment requirements. The Loan Pool is split between DSDA Bicester (UK) and Dulmen (G). HQ ATG(A) provides direct support for SME advice to stores staff and agrees/approves all replenishment and new requirements orders. A dedicated D Grade Liaison Officer is established to facilitate this support. The post is HQ ATG(A) based but functionally detached to the Loan Pool at DSDA Bicester. Dulmen is directly supported by staff from HQ ATG(G). The procedures for demanding stores from the Loan Pool are set out in AGAI Vol 1 Ch 11 and LFSO 4407. The Loan Pool Equipment Catalogue can be found on the ATG(A) web site under other publications (<http://www.ahrc.co.uk/AAT.php>).

## **Summary**

**49.** Equipment management in the AT environment should not be viewed as, or treated like a 'Black Art'. The management regime should be a conventional process that conforms to current Service regulations, health and safety best practice and, as appropriate, follows the guidelines set down by the National Governing Bodies for the JSAT disciplines supported with ATCE across the Group.

**50.** It is essential that personnel entrusted with the responsibility of ATCE management understand their equipment management responsibilities in both G7 Trg and G4 terms in respect of specialist AT equipment care. Where capability gaps exist, these must be overcome with appropriate Services provided general and, as required, specialist store keeping training. This is particularly important in the case of Civil Service Industrial Grades for which formal storekeeping training will invariably consist of 'On-the-Job' training. Units must ensure that this training takes place.

**51.** Because of the overall high value of the Group ATCE assets and continuing threats to reduce the budget, it is vital that every effort is made to maximise the usable life of the equipment through good husbandry. Whilst it is important to keep up to speed with equipment developments this must be balanced by a resistance against becoming slaves to fashion. All new requirements must be properly evaluated and where appropriate field trials conducted before making a financial decision.

52. In all cases it is important to communicate equipment concerns or new requirements to HQ ATG(A) so that a Group wide view may be taken of any proposal.

53. **ATCE policy reviews.** This document is constantly under review. Any comments or suggestions should be addressed to HQ ATG(A).

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Annexes:

- A. Key reference documents.
- B. HQ ATG(A) Trial Report Template.
- C. Guide to ATCE PPE In-Service Life and Inspection Matrix.
- D. ATG(A) Equipment Defect Report Form.

## **HQ ATG(A) EQUIPMENT MANAGEMENT POLICY KEY REFERENCE DOCUMENTS**

1. The following list features core documents but is not exhaustive in terms of general ATCE management. Units should also be familiar with and as appropriate, comply with local Div, Dist and Bde instructions:

- a. JSP 886 Defence Logistic Supply Chain Manual (incorporating JSP 336).
- b. JSP 332 Low Value Purchasing Manual.
- c. JSP 895 The MOD Simplified Purchasing and Payment Process Manual.
- d. JSP 462 Financial Management Policy Manual.
- e. JSP 537 Physical Training and Rehabilitation Equipment Catalogue (for direction on the P2P process).
- f. JSP 815 Defence Environment and Safety Management Handbook.
- g. JSP 437 Personal Protective Equipment Catalogue.
- h. JSP 430 MOD Ship Safety Management.
- i. JSP 848 MOD Boat Manual.
- j. MOD Boat Register.
- k. Army General Administrative Instruction Volume 1, Chapter 11 - Adventurous Training.
- l. Land Forces Standing Order No 4407- Short Term Loans of Clothing, General Stores and Other Equipments from Land Forces Loan Pools.
- m. 2006DIN05-054 The Reporting of Irregularity, Fraud and Theft

2. NGB, AT Discipline lead bodies and equipment manufacturers also produce sound guidance on equipment care and management. These have not been listed but are recommended as sources of useful guidance and technical information.

File: LAND/ATGA/1750

Date:

## **HQ ATG(A) EQUIPMENT TRIAL REPORT**

### **SECTION 1: PRODUCT DETAILS**

Product Name:

Brief Product Description: (Provide supporting photos or internet hyperlink to a product website).

Dimensions:

Warranty Information:

Supplier Details:

Price:

### **SECTION 2: TRIAL BACKGROUND**

Reason for Trial:

Location of Trial:

Date/Time/Duration of Trial:

Trial Conditions:

Any Trial Limitations:

Participants:

Conduct of Trial: (how was it done?)

### **SECTION 3: EVALUATION SUMMARY**

Product Advantages: (List in bullet points)

Product Disadvantages: (List in bullet points)

Comparison With similar Products Currently Available:

Safety Issues and or Potential Problems:

Conclusions:

Recommendations:

Reason for Recommendation:

Outcome:

Attach Any Further Useful Product Information: (relevant photos or diagrams relating to the trial, manufacturer provided instruction manual, user guide etc. or other comparative on-line product review reports):

Report Author:

Contact Details:

Unit:

Unit Endorsing Officer:

Supporting Comments:

Signature Block

Annexes:

Enclosures:

Distribution:

## ATCE/PPE LIFE AND INSPECTION GUIDELINES

Note: Core items only. Life span based on light usage. Centres will need to review this based on benchmark condition assessed after one season e.g. lead rope may be expired after one heavy season. Physical condition and usage logs will assist in the decision process.

Code: U - Unlimited; Y - Yes; N - No; FMG - Follow Manufacturer Guidelines; IDEST - Inspectorate for Diving Equipment Servicing & Testing

| Ser | Item               | Shelf Life (Yrs) | Max Planned Life in Use (Yrs) | Pre Use Inspection | Post Use Inspection | Routine Detailed Inspection | Cleaning Regime | Remarks                                       |
|-----|--------------------|------------------|-------------------------------|--------------------|---------------------|-----------------------------|-----------------|---|
| (a) | (b)                | (c)              | (d)                           | (e)                | (f)                 | (g)                         | (h)             | (i)   |
| 1   | Rope Climbing      | 5                | 5                             | Y                  | Y                   | 3 months                    | FMG             | Individual rope logs must be maintained.      |
| 2   | Rope Caving        | 5                | 5                             | Y                  | Y                   | 3 months                    | FMG             | As above                                      |
| 3   | Rope Abseil        | 5                | 5                             | Y                  | Y                   | 3 months                    | FMG             | As above                                      |
| 4   | Cordage            | 5                | 5                             | Y                  | Y                   | 3 months                    | FMG             |   |
| 5   | Tape               | 5                | 5                             | Y                  | Y                   | 3 months                    | FMG             |   |
| 6   | Harness Climbing   | 5                | 5                             | Y                  | Y                   | 3 months                    | FMG             | Individual PPE Logs in Loan Pool              |
| 7   | Harness Caving     | 5                | 5                             | Y                  | Y                   | 3 months                    | FMG             |   |
| 8   | Helmets            | 5                | 5                             | Y                  | Y                   | 3 months                    | FMG             |   |
| 9   | Karabiners         | U                | 10+                           | Y                  | Y                   | 3 months                    | FMG             |   |
| 10  | Wedges on Wire     | U                | 10+                           | Y                  | Y                   | 3 months                    | FMG             |   |
| 11  | Camming Devices    | U                | 5+                            | Y                  | Y                   | 3 months                    | FMG             | Manufacturer repairs available to extend life |
| 12  | Belay Plates/Tubes | U                | 5+                            | Y                  | Y                   | 3 months                    | FMG             |   |
| 13  | Abseil Devices     | U                | 5+                            | Y                  | Y                   | 3 months                    | FMG             |   |
| 14  | Belay stakes       | U                | U                             | Y                  | Y                   | 3 months                    | FMG             |   |

| Ser | Item                              | Shelf Life (Yrs) | Max Planned Life in Use (Yrs) | Pre Use Inspection | Post Use Inspection | Routine Detailed Inspection | Cleaning Regime | Remarks  |
|-----|-----------------------------------|------------------|-------------------------------|--------------------|---------------------|-----------------------------|-----------------|--|
| (a) | (b)                               | (c)              | (d)                           | (e)                | (f)                 | (g)                         | (h)             | (i)  |
| 15  | Deadman/boy                       | U                | U                             | Y                  | Y                   | 3 months                    | FMG             |  |
| 16  | Ice Screw                         | U                | 10+                           | Y                  | Y                   | 3 months                    | FMG             |  |
| 17  | Piton                             | U                | 10+                           | Y                  | Y                   | 3 months                    | FMG             |  |
| 18  | Piton Hammer                      | U                | 10+                           | Y                  | Y                   | 3 months                    | FMG             |  |
| 19  | Ice Axe/Hammer                    | U                | 10+                           | Y                  | Y                   | 3 months                    | FMG             |  |
| 20  | Goretex wear                      | U                | 5                             | Y                  | Y                   | 3 months                    | FMG             | Use Nikwax wash & re-proofing products   |
| 21  | Paramo Wear                       | U                | 5                             | Y                  | Y                   | 3 months                    | FMG             | As above   |
| 22  | Down filled Products              | U                | 5+                            | Y                  | Y                   | 3 months                    | FMG             | Store uncompressed. Use liners and bivi bags for sleeping bags to prolong life.  |
| 23  | Synthetic filled products         | U                | 5+                            | Y                  | Y                   | 3 months                    | FMG             | As above   |
| 24  | Footwear                          | U                | 5+                            | Y                  | Y                   | 3 months                    | FMG             | Use anti bacterial spray between issues  |
| 25  | Buoyancy Aids                     | 5                | 5                             | Y                  | Y                   | 3 months                    | FMG             | Comply with SSEL Regime for BASS IPT issued items. Possible to re-life low use stock if it passes floatation test (max 6 months before re-test). |
| 26  | Lifejacket                        | 5                | 5                             | Y                  | Y                   | 3 months                    | FMG             | As above   |
| 27  | Sub Aqua Regulator Assembly       | U                | 5+                            | Y                  | Y                   | 6 months                    | FMG             | Individual usage log reqd. IDEST Reg Test Centre for bi-annual inspection.   |
| 28  | Sub Aqua Compressed Air Cylinders | U                | 10+                           | Y                  | Y                   | 2.5 yrs + 5 yrs             | FMG             | IDEST Reg Test Centre must be used for inspection and service.   |
| 29  | Sub Aqua O2 Therapy Sets          | 1                | 5+                            | Y                  | Y                   | 1yr                         | FMG             | Manufacturer approved technician must be used  |
| 31  | Sub Aqua Buoyancy control Device  | U                | 5+                            | Y                  | Y                   | 3 months                    | FMG             | Individual Usage Log Reqd. Manufacturer service / re-life test if low usage & wear suggests viable.  |

| <b>Ser</b> | <b>Item</b>     | <b>Shelf Life (Yrs)</b> | <b>Max Planned Life in Use (Yrs)</b> | <b>Pre Use Inspection</b> | <b>Post Use Inspection</b> | <b>Routine Detailed Inspection</b> | <b>Cleaning Regime</b> | <b>Remarks</b>   |
|------------|-----------------|-------------------------|--------------------------------------|---------------------------|----------------------------|------------------------------------|------------------------|--|
| <b>(a)</b> | <b>(b)</b>      | <b>(c)</b>              | <b>(d)</b>                           | <b>(e)</b>                | <b>(f)</b>                 | <b>(g)</b>                         | <b>(h)</b>             | <b>(i)</b>   |
| 30         | RHIB            | U                       | 14*                                  | Y                         | Y                          | 3 months                           | FMG                    | * DE&S (BASS IPT) Benchmark  |
| 31         | Outboard Motor  | U                       | 5                                    | Y                         | Y                          | 3 months                           | FMG                    | Plant card or engine run log to be maintained. Re-life if serviceable. |
| 32         | Skis & Bindings | U                       | 5+                                   | Y                         | Y                          | 3 months                           | FMG                    | Qualified Ski technician for full servicing.                           |
| 33         | Canoe           | U                       | 10                                   | Y                         | Y                          | 3 months                           | FMG                    | Overhead cover for long term storage.                                  |

## DEFECTIVE ATCE REPORT FOR ATG(A) FUNDED ITEMS

|  |                         |
|--|-------------------------|
| <b>1. Originating unit</b>   |                         |
| Full address:  | Unit reference:         |
|  | UIN:                    |
| <b>2. Item information</b>   |                         |
| Item:  | DMC:                    |
|  | NSN:                    |
| Supplier:  | MOD Form 640:           |
| Contract No:   | Qty of defective items: |
| Date issued to individual:   |                         |
| <b>3. Defect information</b> (continue on separate sheet if necessary)   |                         |
| <b>Nature of defect(s)</b>   |                         |
| <b>Circumstances</b> (was the defect noticed on issue or in use. If in use, under what type of activity/conditions did it occur) |                         |
| <b>Normal workplace situation of user</b> (eg stores, office, workshop, driving, training delivery etc)                          |                         |
| <b>Previous Report Nos and NSNs of similar failures</b>  |                         |

**Defective Packing Report (if applicable) RN Form S 2022/AF G833/RAF DPR**

Serial No:

Date:

**4. Health, Safety and Environment.** As a result of the defective ATCE, were any incidents reported/observed in association with:

**An accident** (defective ATCE that has caused injury, loss or damage to people, plant or premises)

**A near miss** (defective ATCE which does **not** result in injury or damage to personnel, plant or premises, but which has the potential to do so)

**Environmental damage** (defective ATCE that has caused damage to the environment)

**5. Originator** (for contact purposes):

Signed:

Rank/Grade:

Name:

Appointment:

Date:

Tel No:

**6. Distribution**

**Action:**

**Original Report with defective item to:**

SO2 Equipment Manager  
HQ ATG(A)  
Falaise Block  
Erskine Barracks  
Wilton  
Salisbury  
SP2 0AG

**Information:**

DE&S DC Technical Section (for Enabling Arrangement supplied items)\*

**7. Notes:**

1. An ATCE Defect Report is required for each defective item. **Multiple defective items in the same range** may be reported on a single form but **all items must be sent with the form.**
  2. The submission of a ATCE Defect Report is to be used as authority to demand a replacement item.
  3. Information addressees are encouraged to offer relevant comment to the SO2 Equipment Manager.
- \* HQ ATG(A) will forward the report to DE&S DC Tech Sec and if appropriate to NGB Technical authorities.