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ADMIRALTY FLEET ORDER

AIRCRAFT STORES — CONTRACTORS' ADVICE AND INSPECTION NOTE (FORM 530)—REVISED PROCEDURE

ADMIRALTY, S.W.1,
27th August, 1942.

The following Order having been approved by My Lords Commissioners of the Admiralty is hereby promulgated for information and guidance and necessary action.

By Command of their Lordships,

H. V. Markham

Distribution Limited

To Commanding Officers of R.N. Air Stations, Section and Repair Yards, Superintendents or Officers in Charge of H.M. Dockyards, Armament, Store and Victualling Depots. } **Home only.**

(See A.F.O. 3338/40.)

NOTE:—The scale of distribution is shown in the revised Admiralty Fleet Order Volume Instructions—A.F.O. 4544/41, paragraph 10.

Head of "P" Branch

4226.—Aircraft Stores—Contractors' Advice and Inspection Note (Form 530)—
Revised Procedure

Naval Air Stations, Dockyards, Naval Store Depots, Armament
Depots, Victualling Yards

(N.S. Air 3040/41.—27.8.1942.)

INTRODUCTION

The following instructions set out the procedure for dealing with Forms 530 for aircraft stores and equipment delivered under Ministry of Aircraft Production or Air Ministry Contracts, and incorporate various modifications in the existing procedure which have been found desirable in the light of experience since the system was first introduced.

2. The Form 530 is issued in sets of six copies, each copy bearing the same serial number in the top right-hand corner. The different copies are distinctively coloured and the purpose for which each colour will be used is printed on the form as follows:—

First black copy	Inspection copy
Second black copy	Provision copy
Red copy	Consignment copy
Green copy	Confirmation copy
Brown copy	Payment copy
Yellow copy	Contractor's copy

Supplies of Forms 530 are obtainable from the Superintending Naval Store Officer, Publications Store, 191A, Askew Road, Shepherds Bush, London, and demands should be forwarded by services concerned for the quantity required. The procedure detailed herein and the Forms 530 will be used by contractors in respect of deliveries of all classes of equipment from production or repair contracts, with the exception of complete aero-engines and airframes.

3. (i) The marking of each set of copies with the same serial number is intended to facilitate the linking of the different copies and to provide a ready means of reference in correspondence.

(ii) To facilitate handling of consignments, contractors have been asked to stencil the serial number of the Form 530 on the packages containing the equipment and to include in the address the vocabulary section of the items concerned.

Note.—The accounting unit for the contract will be inserted by the contractor in the space provided at the top of the Form 530.

4. (i) The procedure detailed herein is intended to enable the contractor to submit his bill, supported by a brown copy of Form 530, immediately that copy is received by him. Every effort should, therefore, be made to aim at the speedy return to the contractor of the receipted brown copy, and, where difficulty is consistently experienced in returning the voucher to the contractor within ten days from the date of receipt of the consignment, a report should be forwarded to the Admiralty together with suggestions to speed up procedure.

(ii) In addition, in order that the paying authority may clear the transaction promptly, the green copy should also be dealt with without delay.

(iii) Should the red, green, or brown copies of Form 530 be lost, action is to be taken by the consignee units as indicated below. The indiscriminate raising of copies of Forms 530 has been the cause of much confusion in the past and may result in double payment being made. Certified copies of red and green Forms 530 are therefore only to be raised in accordance with the provisions of this paragraph. *Certified copies of brown Forms 530 are not to be raised in any circumstances whatsoever.* A "pro forma" Form 530 is reproduced at the end of this Order, and consignee and accounting units are to prepare their own supplies of the "pro forma" on similar lines.

(a) *Where the red copy of Form 530 is held.*—(i) If the original green copy is held but the brown copy has not been received, the green copy is to be cleared to the accounting unit for the contract in the normal manner. The contractor is to be notified by the consignee unit that the brown copy of Form 530, Serial No., has not been received and that he should submit his bill to the paying authority accompanied by the notification. The consignee unit is to record any discrepancies in the notification.

(ii) If the original brown copy is held but the green copy has not been received, a certified copy of the green is to be raised from the red copy on a "pro forma," as reproduced with this Order, and normal clearance effected.

(iii) If neither the original green nor the brown copy is held, a certified copy of the green is to be raised from the red copy as in (ii) above, and

cleared in the normal manner. A notification regarding the brown copy is to be forwarded to the contractor as in (i) above.

(b) *Where the red copy of Form 530 is not received.*—(i) If either the original green or brown copy is held, the certificate receipt voucher bringing the equipment on charge is to be endorsed with the printed serial number of the Forms 530 and then treated in all respects as though it were the red copy.

(ii) If neither the green, brown, nor red copy is received, a "pro forma" Form 530 is to be prepared (*see end of this Order*), without the certificate at the top, and is to be forwarded to the contractor together with any details which will enable him to identify the consignment. He is to be requested to complete the "pro forma" in detail from the yellow copy of Form 530 in his possession, to certify on the "pro forma" that it is a true copy and to obtain A.I.D. certification thereto. When the "pro forma" is returned by the contractor, it is to be compared with the certificate receipt voucher and amended as necessary. The printed serial number is to be endorsed on the certificate receipt voucher, which is then to be used as the red copy. The "pro forma" is then to be certified as shown at the top of the specimen at the end of this Order, and thereafter treated as the green copy and cleared. A notification regarding the brown copy is to be forwarded to the contractor as in sub-para. (a) (i), above.

(c) In all cases where a certified copy of the green Form 530 is raised on a "pro forma," it is to be authenticated with the unit stamp and the reason for raising it is to be stated briefly thereon.

(d) In all cases the red copy of Form 530 of the certificate receipt voucher is to be endorsed to the effect that the certified copy of the green Form 530 has been raised together with the reason for doing so.

(e) If after action has been taken as indicated above the original green or brown copy is discovered it is to be plainly endorsed "cancelled" in red ink, and particular care is to be taken to ensure that the cancelled copies are attached to and filed with the red copy or certified receipt voucher.

(f) In cases where Forms 530 covering deliveries to second contractors are lost, action is to be taken as follows:—

(i) When the green copy of Form 530 is lost, the accounting unit for the consignor's contract is to prepare a "pro forma" Form 530 and forward it to the consignee contractor, together with any details which will enable him to identify the consignment; he is to be requested to complete the "pro forma" in detail from the red in his possession, certify that the "pro forma" is a true copy, note thereon any discrepancies in the consignment, and return the "pro forma" to the accounting unit for the consignor's contract.

(ii) If a consignor contractor complains that the brown copy of Form 530 is missing, he is to be instructed to apply to the second contractor for a notification that the brown copy of Form 530 Serial Number cannot be traced, and should then submit his bill to the paying authority, accompanied by this notification, on which the second contractor will record any discrepancies in the consignments.

5. Naval Air Stations, Repair Yards, Naval Store Depots, Armament Depots, Victualling Yards, etc., are to arrange for the printed serial number of the Form 530 to be recorded, to enable ready reference to be made should enquiries be made later as to the disposal of the vouchers.

6. *Submission of Bills.*—After the consignment has arrived at its destination the consignor contractor will receive the receipted brown copy of Form 530, and at such intervals as may be convenient he will prepare his bill, attaching thereto the brown copy of Form 530, forwarding them to the Ministry of Aircraft Production or Director of Navy Accounts for payment in accordance with the instructions given in the contract.

ACTION BY THE CONSIGNOR CONTRACTOR AND THE INSPECTING AUTHORITY

7. *When final inspection is made at the consignor contractor's works.*—The action to be taken by the consignor contractor is as follows, irrespective of the place of delivery:—

(i) The six copies of the form will be passed by the contractor to the inspecting officer, who, after recording on all copies the results of the inspection, will retain the first black copy and return the remainder to the contractor for disposal as follows:

- (ii) The second black copy will be forwarded to the accounting unit named in the contract.
- (iii) The red copy will be despatched in the container with the equipment.
- (iv) The brown and green copies will be sent by post to the Accountant Officer of the station or to the officer in charge of the Naval Store Depot, Armament Depot, or Victualling Yard, or to the consignee contractor if the equipment is being consigned to a second contractor.
- (v) The yellow copy will be retained by the consignor contractor.
- Where, in exceptional cases, delay in obtaining the certificate of the inspecting officer is unavoidable, the red copy may be despatched in the container without certification. The remaining copies will, however, be certified as soon as possible.

8. *When final inspection is not made at the consignor contractor's works.*—The first black copy will be sent by post with the brown and green copies to the Accountant Officer at the station or the Officer in Charge of the Naval Store Depot, Armament Depot or Victualling Yard, the remaining copies being dealt with as laid down in paragraph 7.

Note.—Inspection of equipment consigned to a station should be made by station officers, and the form signed by them. If this is not practicable, arrangements should be made with the appropriate depot for an inspecting officer to be sent.

Inspection of equipment delivered direct to a second contractor will normally take place at the consignor contractor's works, or if this is not possible special arrangements will be made for inspection.

ACTION BY THE CONSIGNEE

9. *Action by the consignee, being a Store Depot, Armament Depot, or Victualling Yard, when final inspection is made at the consignor contractor's works.*—(i) The consignee will receive the red copy with the equipment and the green and brown copies by post. It will not be necessary for Depots or Yards to undertake the rating and valuing of Forms 530 and the checking of bills, nor will it be necessary to enter the deliveries on the Daily Account of Receipt, except where the Admiralty is the paying authority. Forms 530, on receipt, are to be allotted a registered number. The register of Forms 530 should include the printed serial number and the date passed to account.

(ii) The consignment is to be checked against the red copy of the Form 530 enclosed in the container. In the event of discrepancies, the figure shown in the "quantity approved" column of the form is to be amended and action is to be taken in accordance with the instructions contained in paragraph 13 below. The original Form 530 is then to be passed to account without awaiting the action to clear the discrepancy by correspondence, and the equipment taken into stock.

(iii) Copies should be disposed of as follows:—

- (a) Red copy—retained and passed to account.
- (b) Brown copy—receipted and returned direct to the contractor to support his bill.
- (c) Green copy—to be forwarded when complete to the accounting unit named in the contract. Where the Naval Store Depot, Armament Depot, or Victualling Yard is also the accounting unit named in the contract, the completed green copy should be forwarded to the Ministry of Aircraft Production according to the terms of the contract, as follows:—
- F6 (P.S.12)—Vouchers for items in R.A.F. Vocabulary, Sections 19 to 23;
- F4 (P.S. 11)—Other vouchers;
- unless the contract contains a clause stipulating Admiralty payment, when the green copy should be sent to the Director of Navy Accounts.

10. *Action by the consignee being a Naval Store Depot, Armament Depot or Victualling Yard, when final inspection is made on receipt.*—(i) The same procedure as laid down in paragraph 9 (i) will be followed.

(ii) The first black copy and the green and brown copies are to be passed to the inspecting officer.

(iii) The consignment is to be checked against the red copy enclosed in the container. In the event of discrepancies, the figure shown in column 4 of the form (quantity submitted by contractor) is to be amended, and action is to be taken in accordance with the instructions contained in paragraph 13 below. The red copy of the Form 530 is to be passed to the Inspecting Officer without awaiting action to clear any discrepancy by correspondence, to be linked up with the black, green, and brown copies.

(iv) The Inspecting Officer, after recording on all four copies of the form the result of the inspection, will retain the first black copy, and pass the red, green, and brown copies to the store-holding officer to pass to account.

(v) The copies should be disposed of as follows:—

- (a) Red copy—retained and passed to account.
- (b) Brown copy—receipted and returned direct to the contractor to support his bill.
- (c) Green copy—forwarded, when completed, to the accounting unit for the contract. Where the Naval Store Depot, Armament Depot, or Victualling Yard is also the accounting unit named in the contract, the completed green copy should be forwarded to the Ministry of Aircraft Production according to the terms of the contract, as follows:—
- F6 (P.S. 12)—Vouchers for items in R.A.F. Vocabulary, Sections 19 to 23;
- F4 (P.S. 11)—Other vouchers;
- unless the contract contains a clause stipulating Admiralty payment, when the green copy should be sent to the Director of Navy Accounts.

11. *Action by the consignee, being a Naval Air Station or Repair Yard.*—(i) The station will receive the red copy with the equipment and the green and the brown copies by post.

(ii) When arrangements are made in urgent cases for direct delivery from Contractors to R.N. Air Stations and Repair Yards by diversion from Air Ministry or Admiralty contract, the consignee will receive either a copy of the diversion order or a signal quoting the name of the contractor, the number of the contract, and the establishment's serial demand number. These particulars will enable the consignment to be readily connected with the outstanding demand. It is not possible to ensure that Forms 530 quote outstanding demand numbers in all cases. Similarly vouchers (Form 600) covering diversions from R.A.F. maintenance units will also quote the Station or Repair Yard demand serial number. The Accountant Officer should record on the "dues in" record the contract diversion details, the entry being struck through on receipt of the stores. Should undue delay in delivery occur, he should take appropriate hastening action with the authority issuing the diversion.

(iii) When the consignment is received, it is to be checked against the red copy of the Form 530 enclosed in the container. The red copy is then to be compared with the brown and green copies received by post, and a certificate furnished on each stating that all copies are in agreement. The brown copy is then to be returned to the contractor to enable him to claim payment, and the red and green copies forwarded to the R.N. Store Depot from which the supplies are outstanding, accompanied by a fresh receipted transcript from the original demand, the number of which must be quoted on the transcript. A register of Forms 530 is to be kept at the station or repair yard showing:—

Serial No. of Form 530	Date of receipt of consignment and red copy of Form 530	Date of receipt of brown and green copies of Form 530	Date of despatch of brown copy of Form 530 to contractor	Date of despatch of red and green copies of Form 530 to store depot or yard or green copy to R.A.F. Accounting Unit.	Remarks re discrepancies, etc.

The Form 530 should not be used to debit the station's store accounts, but the triplicate copy of the demand will be forwarded by the Store Depot or Yard as a supply note.

In the case of airframe spares of R.A.F. types demanded direct from R.A.F. maintenance units, the red copy of Form 530 should be retained, the brown copy forwarded to contractor, and the green copy to the R.A.F. Accounting Unit.

(iv) In the event of discrepancies, all copies of the form are to be amended to show the quantities actually received in good condition, and the quantity in dispute is to be extracted to a single copy of a Form 530 and action taken in accordance with paragraph 13 below. On receipt of the red and green copies of Form 530 from the station, the Store Depot or Yard will cancel from the original

outstanding demand the items shown on the receipted transcript and will forward the supply note with the least possible delay. The green copy of Form 530 is to be despatched to the accounting unit for the contract. If the Store Depot or Yard is the accounting unit, the green copy should, on completion, be forwarded to the Director of Navy Accounts, Air Ministry, or Ministry of Aircraft Production, as directed by the contract.

Note.—Equipment consigned to a naval unit located away from its parent station: The red copy is to be signed, noted with details of any discrepancies, and forwarded with the brown and green copies, if they are received, to the Accountant Officer of the parent station, who will then arrange for action as above.

12. *Action by the consignee, being a second contractor.*—The consignee contractor will receive the red copy with the consignment and the green and brown copies by post. When the consignment has been checked and any discrepancies have been noted on all three copies, the consignee contractor will dispose of them as follows:—

When the accounting unit named in the contract is a R.A.F. maintenance unit.—(i) Red copy—retained.

(ii) Brown copy—receipted and returned direct to the consignor contractor to support his bill. Any discrepancies will be taken up direct between the two contractors and will be reported by the consignor contractor to the accounting unit as necessary.

(iii) Green copy—will be receipted and forwarded by the consignee contractor to the accounting unit named in his own contract.

When the accounting unit named in the contract is a R.N. Store or Armament Depot or Victualling Yard.—(i) As at (ii) above.

(ii) Red and green copies—will be receipted and forwarded by the consignee contractor to the accounting unit named in his own contract. A supply note will be forwarded to the consignee contractor by the accounting unit.

13. *Discrepancies.*—The procedure in paragraphs 9, 10 and 11, above, is to be followed except as modified by sub-paragraphs (i), (ii), and (iii), below. It is essential that the question of responsibility for deficiencies or damage shall be determined without delay. Under an "ex-works" contract, the contractor's liability ends once the equipment is handed over suitably packed to the authorised carrier. If inquiries with the carrier reveal no grounds for suspicion of faulty packing or shortage in the quantity handed to the carrier, the contractor can be assumed to be entitled to payment. The following instructions are accordingly to be read in conjunction with paragraphs 9, 10, and 11, above, and the procedure is to be adopted forthwith. It is also to be applied in the case of discrepancies already under consideration.

(i) *Discrepancies in quantity.*—The "quantity approved" column of the red copy of Form 530 is to be amended to show the quantities actually received. Any deficiency is to be recorded on a Form 600 raised in triplicate, clearly endorsed, in red ink, "Deficiency in Consignment," on which are to be included all the details (including the printed serial number) from the red copy of Form 530. The voucher is to be allotted a receipt voucher number and is then to be used for the purpose of initiating correspondence with the consignor contractor and/or carrier. The red copy of Form 530 is to be endorsed "Deficiency recorded on Form 600" and thereafter clearance of Forms 530 is to proceed in the normal way without regard to the settlement of the alleged deficiencies. The question of responsibility for the deficiencies is to be investigated without delay, and action is to be taken, according to the results of the investigation, as follows:—

(a) *If faulty packing or a shortage in the quantity received is alleged by the carrier.*—The contractor is to be informed that he is deemed to be responsible under the terms of the contract, and the Forms 600 are to be endorsed accordingly and filed.

(b) *If responsibility is accepted by the carrier.*—The Forms 600 are to be endorsed accordingly. One copy is then to be forwarded to the contractor with the request that he will attach it to the bill form, endorse it with the number of the original bill, and pass it to the appropriate paying authority. The second copy is to be used for annotation of the dues record, and, where the consignee is not the accounting unit, this copy is to be forwarded to the accounting unit for that purpose. After annotation the second copy is to be transmitted to the

appropriate paying authority. The third copy is to be retained and cross-referred to the cash account voucher on which recovery is effected.

(c) *If responsibility is not accepted by the carrier and there is no evidence of faulty packing or shortage in the quantity handed to the carrier.*—Action in accordance with sub-paragraph (b) above is to be taken, except that, subject to any further action to establish the liability of the carrier, the deficient items are to be written off.

(ii) *Damage to consignments.*—Where items are received damaged and are economically repairable, the quantity in the "quantity approved" column is to be ringed in red ink, and a note is to be made in the remarks column of all copies of the Forms 530 of the quantities received damaged. The damaged items are to be brought on charge as repairable and the Form 530 is to be cleared for the total amount. The question of liability for the damage is then to be pursued with the carrier and the contractor, and recovery is to be made where responsibility attaches to either of these parties. Where the carrier and/or contractor cannot be held liable, the Form 530 is to be endorsed accordingly. Items damaged beyond repair are to be treated as deficiencies in quantity and dealt with as in sub-para. (i) above.

(iii) *Discrepancies in consignments between contractors.*—Where discrepancies are alleged as between one contractor and another, the discrepancies are to be investigated and liability is to be agreed by the contractors themselves. The terms of agreement are to be reported by the consignor contractor to the accounting unit named in his contract, and the accounting unit is to take action in accordance with sub-paragraphs (i) and (ii) above, where appropriate.

ACTION BY THE ACCOUNTING UNIT

14. (i) The second black copy will be forwarded by the accounting unit to the Master Provision Officer in the case of shared contracts or where diversions have been arranged from R.A.F. contract. Where R.N. Store Depots or Yards are the accounting unit named in the contract, the second black copy should be filed.

(ii) Where a Naval Depot is the accounting unit for a contract in aid of which a R.A.F. Maintenance Unit has issued "embodiment loan" items, a copy of the voucher (Form 603) issuing the stores will be received by the Naval Depot, which is to furnish a receipt to the Maintenance Unit. A record should be kept of these transactions, which should be cleared from the black copy of the Form 530 when received from the contractor. On this copy are detailed the "embodiment loan" items fitted.

(iii) The M.P.O. will not record contracts placed to meet Naval requirements only, where a Naval Depot or Yard is shown as the accounting unit.

ACTION BY THE PAYING AUTHORITY

15. (i) The Director of Navy Accounts or the appropriate branch of the Air Ministry/Ministry of Aircraft Production will receive bills (Forms 666) from the contractor to which will be attached the relevant brown copies of Form 530, receipted by the consignee. Payment to contractors will be authorised as soon as the necessary check of the bills has been carried out.

(ii) The paying authority will also receive from the accounting unit for the contract the completed green copies of Forms 530 for check against the brown copies received attached to the contractor's bill.

EXCEPTIONS TO THE NEW PROCEDURE

16. The new procedure does not apply to complete aero-engines and airframes or to contracts placed for research and development. In these cases the contractor will use the Form 530 in sextuplicate, and after obtaining the certificate of the inspecting officer, who will retain the first black copy, the contractor will retain the yellow copy and forward the remaining copies to the accounting unit named in the contract.

17. Deliveries on orders placed by depots under running, standing, or term contracts are also an exception to the new procedure. The vouchers will be sent to the depot ordering the material, and that depot will act as the accounting unit, and will arrange through Director of Navy Accounts for payment to the contractor on bills submitted.

Detailed instructions concerning the arrangements for complete aircraft and aero-engines are given in A.F.O. 1360/39.

R.A.F. FORM 530

CONTRACTOR'S ADVICE AND INSPECTION NOTE

Certified that this document is a TRUE COPY of the Form 530 bearing the undermentioned serial number and is to be used as the GREEN COPY of the form. The reasons for raising this true copy are as follows :—

.....
 Date..... Signature.....
 Station..... Rank..... SERIAL NUMBER
 FOR USE BY R.A.F. CONSIGNEE UNIT

R.V. No. Contract No.....
 Period of Account Dated
 Date of Delivery..... Accounting unit for contract.....

The undermentioned equipment has been despatched :—

From To.....

Date of despatch from works.....	Mode of conveyance	No. and marks of packages.....	Gross weight of consignment
	Description of articles (to be strictly in agreement with the Schedule of Contract or Order)	Quantity submitted by Contractor	Approved Rejected Remarks
Item Contract No. (1)	R.A.F. Ref. No. or Part No. (2)	(3)	(4) (5) (6) (7)

Are containers returnable under the terms of the contract (Yes or No) ?.....
 If returnable are they to be sent carriage paid or carriage forward (C.P. or C.F.) ?.....
 Is credit allowable under the contract for returned containers (Yes or No) ?.....

Certified that the Contract conditions have been complied with and that the articles entered in the "Approved" column are fit for H.M. Service and/or the services detailed above have been rendered satisfactorily. Signature and Rank of Inspecting Officer.	Posted in Loan Ledger	Bill passed for payment
	Initials Date	NUMBER
	Received Contractor Receiving	DATE
	Received Officer i/c Stock Recording Section Store Accounting	

(A.L. N.S. Air 3040/41/A.8186, 19.9.41, is cancelled.)

(R.A.N.A.S. No. 626/13, 3.4.42.)

(Officer in Charge, R.N. Air Station, Lee-on-Solent's No. 2379/F.1437, 6.6.42.)

(Stafford Postal Message 3492, 20.7.42.)

(A.F.O. 1360/39.)