



Ministry
of Defence

JSP 920
MOD Standardization Management Policy

Part 2: Guidance

Foreword

This document provides guidance in accordance with the policy set out in Part 1 of this Joint Service Publication (JSP) and is sponsored by the Defence Functional Authority for Technical, Quality & Standardization (DFATQS).

The rigorous application of Standardization Management through the life of a project or programme supports effective and efficient acquisition of equipment and services. As such, platforms, systems and equipment will offer:

- a. increased value for money.
- b. increased interoperability with international partners.
- c. coherency between individual capabilities.
- d. through-life development opportunities.
- e. exploitation of export markets.

Applying Standardization Management improves project or programme governance and accountability, which when aligned with the opportunity to better define system architectures and interfaces and engage assurance, will enable equipment compliance while achieving value for money.

This updated JSP sets out the guidance for through-life Standardization Management. This supplements the Government's strategic intent to use common sets of open principles¹, rules and standards.

¹ 'Open principles' relate to the principle of open procurement allied with the principle of technological advantage (Page 14 clauses 11 - 13 of the National Security Through Technology (NSTT) White Paper). The result of adopting 'open principles' ensures the flexibility and agility to upgrade capability incrementally and ensure interoperability with Allies.

Preface

How to use this JSP

1. JSP 920 is written for all personnel who have responsibility for the specification, requirement setting and acquisition through-life support of Defence equipment and services.
2. This part contains guidance on Standardization Management. Direction on the application of policy is published in JSP 920 Part 1 and can be downloaded from the [DStan intranet site](#), the [DStan extranet site](#) or [defnet](#). JSP 920 Part 1 can also be accessed via the [KiD](#) (Knowledge in Defence).

Further Advice & Feedback – Contacts

3. The owner of this JSP is the Defence Functional Authority for Technical, Quality & Standardization (DFATQS). For further information on any aspect of this JSP, or to provide feedback on the content, contact:

Job Title/Email	Project Focus	Phone
Business and Knowledge Manager Gail.Murray106@mod.gov.uk	UK Defence Standardization	Civ: +44 (0) 300 163 3400 Mobile: 07929 774831

4. A feedback form for this JSP is provided at Annex H.

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1 Standardization Management Principles

The processes, tools and services provided by UK Defence Standardization (DStan) enable the effective and efficient implementation of the Standardization Management (SM) Principles detailed in JSP 920 Part 1.

The guidance provided in the clauses that follow enable standards users in the MOD to utilise these processes, tools and services to exploit the recognised benefits that Standardization Management delivers.

2 Standardization Management Plan

A Standardization Management Plan (SMP) records the selection and management of standards in relation to the engineering lifecycle, and in turn creates the opportunity to use standards intelligently when articulating requirement, specifying performance and mitigating technical risk.

DStan's Plan on a Page (POAP) supports assurance planning and client prioritisation in the development of an SMP and is detailed in Annex A.

The SMP end to end process is detailed in Annex B.

The MOD's SM digital toolset (StanMIS) can be used to develop and manage an SMP and is detailed in Annex E.

Associated training is referenced in Annex F.

Further information is available from our [Help Centre](#).

3 Intelligent Selection of Standards

StanMIS provides users with the capability to intelligently select, manage and maintain standards and in doing so implement the principles of the MOD's Standardization Management Policy Directive. The associated legislative considerations are the Defence and Security Public Contracts Regulations² and the Public Contracts Regulations³.

Further information regarding StanMIS is detailed in Annex E.

Associated training is referenced in Annex F.

4 Standardization Management Assurance

Standardization Management Assurance is provided by DStan to support wider engineering lifecycle governance requirements.

This service affirms implementation of the MOD's SM directive:

- a. civilian standards are selected where practicable with military standards only selected where necessary.

² [Statutory Instrument 2020 No 1450 - Defence and Security Public Contracts Regulations 2020](#).

³ [Statutory Instrument 2015 No 102 - Public Contracts Regulations](#).

- b. NATO standards are selected where possible as enablers of interoperability.
- c. over-selection of standards has not occurred.

DStan will provide advice and guidance to the client on the selection of standards in their SMP; however, responsibility for the final selection shall be made by the client.

On successful completion an Assurance Letter of Confirmation will be issued by DStan recording the application of SM principles in support of engineering lifecycle governance.

The end-to-end process that includes Standardization Management Assurance is detailed in Annex B.

Further information is available from our [Help Centre](#).

5 Developing and Maintaining Standards

5.1 NATO Standards

DStan support NATO Working Group members to establish that no suitable alternative civilian standards exist before a NATO Standard is developed or maintained.

DStan's role in promoting the intelligent selection of standards ensures that NATO Standards are implemented where possible as enablers of interoperability in support of National Capability Targets.

DStan co-ordinate NATO Standardization Agreement (STANAG) ratification by engaging with the wider Subject Matter Expert (SME) community to ensure ratification decisions reflect technical requirement, before providing the UK's ratification response to NATO.

The Ratification and Implementation end-to-end process is detailed in Annex C.

Further information regarding StanMIS, which implements the Ratification and Implementation process, is detailed in Annex E.

Associated training is referenced in Annex F.

Further information is available from our [Help Centre](#).

5.2 Defence Standards

DStan work with Defence Standards developers and maintainers to establish technical relevance and ensure MOD's on-going requirement before any development or maintenance begins.

A Defence Standard will be withdrawn by DStan when no evidence of an ongoing MOD demand is established.

To ensure that the development of a new, or maintenance of an existing, Defence Standard occurs efficiently and effectively, standards developers and maintainers should engage with DStan at the earliest opportunity to agree the work schedule and ensure resources are available to enable publication within the expected 12-month timeframe.

This commitment is agreed by all parties and recorded in a Defence Standard Development Agreement (DSDA); an example DSDA can be found in Annex G.

Where progress against the agreed DSDA timeline stalls for more than four weeks without evidence of ongoing work being provided by the developer or maintainer DStan will cancel the SRV.

DStan will support the standards developer and maintainer during the interactive three-stage Standards Requirement Verification (SRV) process detailed in Annex D and hosted on StanMIS.

Stage 1 - verifying and validating the requirement for the Defence Standard to be developed or maintained while establishing the environmental sustainability of the materials and processes specified.

Stage 2 - review and revision of technical content and drafting and formatting of the new or maintained Defence Standard.

Stage 3 - establishment of consensus of the new or maintained Defence Standard, gaining the developer or maintainer's Senior Responsible Officer agreement that technical content meets requirement and DStan's approval that the standards development and maintenance process has been completed successfully.

Following this, the new or maintained Defence Standard will be published by DStan on StanMIS.

The Defence Standards Development and Maintenance end-to-end process is detailed in Annex D.

Further information regarding StanMIS that implements the maintenance and development of a Defence Standard is detailed in Annex E.

Associated training is referenced in Annex F.

Further information is available from our [Help Centre](#).

6 Maintenance of this Policy

DStan manage JSP 920. All users have a responsibility to bring the need for changes to the attention of the document sponsors. Proposed changes to JSP 920 may be submitted by anyone and will be reviewed by the DStan Management Team. Approved changes will generally be incorporated annually, although minor changes may be incorporated sooner. A Change Proposal / Feedback Form is included at Annex H.

JSP 920 Parts 1 & 2 will formally be reviewed by the DStan Management Team annually and proposals for amendment will be passed to the DFATQS (Director Engineering & Safety).

Amendments which result in major changes to the basic principle of JSP 920 must be approved by the DStan Management Team and the Defence Functional Authority. However, minor amendments, such as contact details and new links, can be made without a formal review.

ANNEX A - PLAN ON A PAGE (POAP) TEMPLATE


DStan Plan on a Page

Objective

Develop an SMP to capture the intelligent selection of standards, in order to mitigate Standardization Management (SM) risk to comply with JSP 920 and GEAR.

To achieve this DStan will provide the following:

- SM Advice and Guidance
- StanMIS & SMP Training
- SRV & Civil Standards Training
- Standardization Management Plan [SMP]
- Assurance of SMP
- Assurance Confirmation Letter

Project Title

SMP Title (as listed on StanMIS):
[Title]

URR Point Date Requirement:
Click or tap to enter a date.

SRR Point Date Requirement:
Click or tap to enter a date.

Other Review Point and Date Requirement (if applicable):
Review Point: Click or tap to enter a date.

Project Contacts

PoC Name: [Name]
Contact: [Email]

Senior/Chief/Principal Engineer: [Name]
Contact: [Email]

(Please inform DStan PoC at the earliest, of any changes to the Project Team PoC)

Process

DStan will train the Client in the creation and population of a SMP, in accordance with JSP 920 and GEAR.

Once the SMP has been developed by the Client and achieves a suitably mature level to meet the user requirements at outline business case (OBC), or system requirements at full business case (FBC), DStan will provide assurance for the SMP.

Assurance is provided via StanMIS and is designed to ensure NATO and Civilian standards are used to the maximum extent possible. This process will help your project meet the quality criteria contained in GEAR.

Documentation

Client to provide the following (where available): *Single statement of need (SSON), CONEMP, CONUSE, Key User Requirements, User Requirement Document and System Requirement Document*

These are in order to allow DStan to assess and provide appropriate Standards selection, Advice and Guidance as part of the Assurance process.

Timeline

The following outline for service delivery will be adhered to by DStan and the Client:

- POAP to be signed off with an agreed Assurance Date.
- DStan to train Client in the creation and population of an SMP.
- SMP to reach a suitably mature level by Client and submitted to DStan at least 3 months prior to Assurance requirement date
- DStan to complete Initial Assurance of the SMP within 6 weeks after submission and provide Risk Mitigation and Recommendations
- Client to review Risk Mitigation and Recommendations, and return for approval, within 10 days of receiving action for response.
- DStan to achieve completion of final Assurance prior to requirement date, and provide Assurance Confirmation letter for required review point.

Please provide a date for when Assurance is required by, and a date for the OBC/FBC Endorsement review (if known).

Assurance requirement Date: Click or tap to enter a date.

OBC / FBC Endorsement Date (if known): Click or tap to enter a date.

Client Requirements

The Client agrees to the following:

- Provide details of suitable Project PoC, and Senior or Principal Engineer associated with SMP
- Apply and follow JSP 920 Pt 1 & 2 to the SMP process
- Create an SMP using the online tool StanMIS and select Standards based on requirements
- Submit SMP Assurance 3 months prior to the stated Requirement Date
- Provide to DStan relevant documentation for assurance
- Respond to DStan Risk Mitigation and Recommendations within 10 days of return, to ensure Assurance is fulfilled and an Assurance Confirmation Letter is issued.
- To notify DStan of changes to agreed dates as soon as possible

Benefits and risks

- The intelligent selection of standards to underpin interoperability
- Better value for money
- Coherence between capabilities and systems
- Through-life development of technology through standards evolution
- Exploitation of export markets
- Improve governance and assurance
- Mitigate risks such as:
 - Over prescription of standards
 - Identify standards approaching beyond review date
 - Identify civilian alternative standards to prevent over prescribing military standards
 - The use of STANAGs with reservations
 - Overuse of Defence Standards that limit interoperability

Assurance

At the request of the Client, DStan will assure the SMP to meet the Assurance Requirement date provided. DStan will identify any risks from the standards selected and provide feedback. The Client will provide sufficient mitigation for the identified risks and recommendations and be provided an Assurance Confirmation Letter following final review.

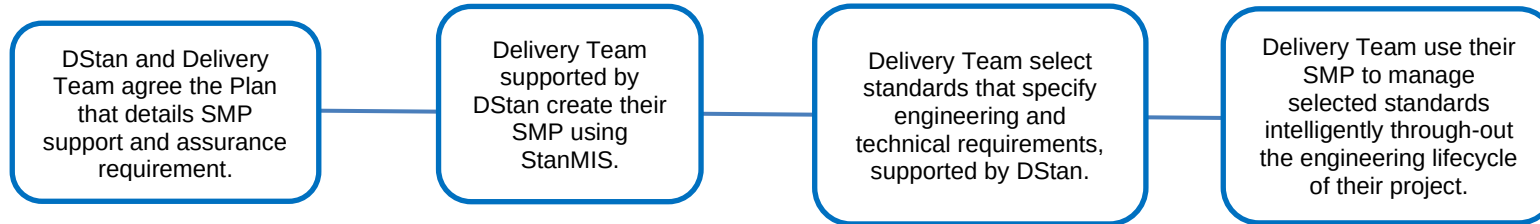
Agreement

DStan: [DStan Sign-off here] Click or tap to enter a date.

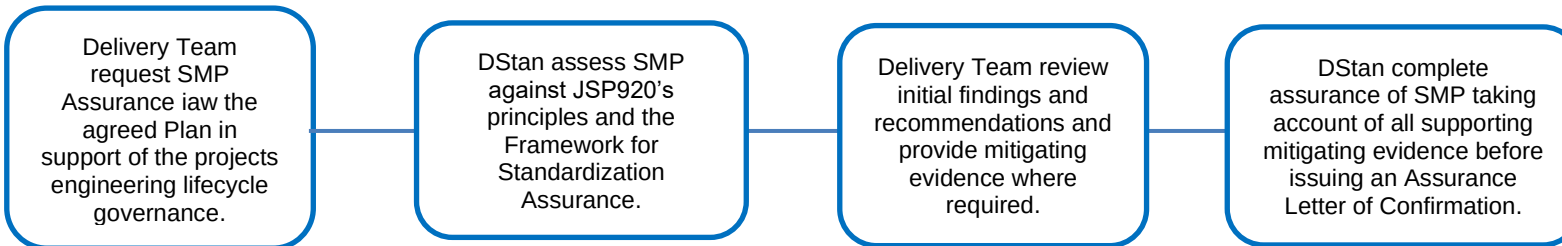
Client: [PoC Sign-off here] Click or tap to enter a date.
[Level 2 Engineer or above]

ANNEX B - STANDARDIZATION MANAGEMENT PLAN (SMP) PROCESS

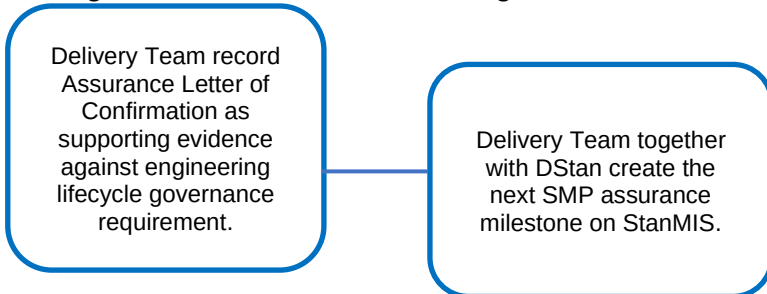
Stage 1 - Creation & Population



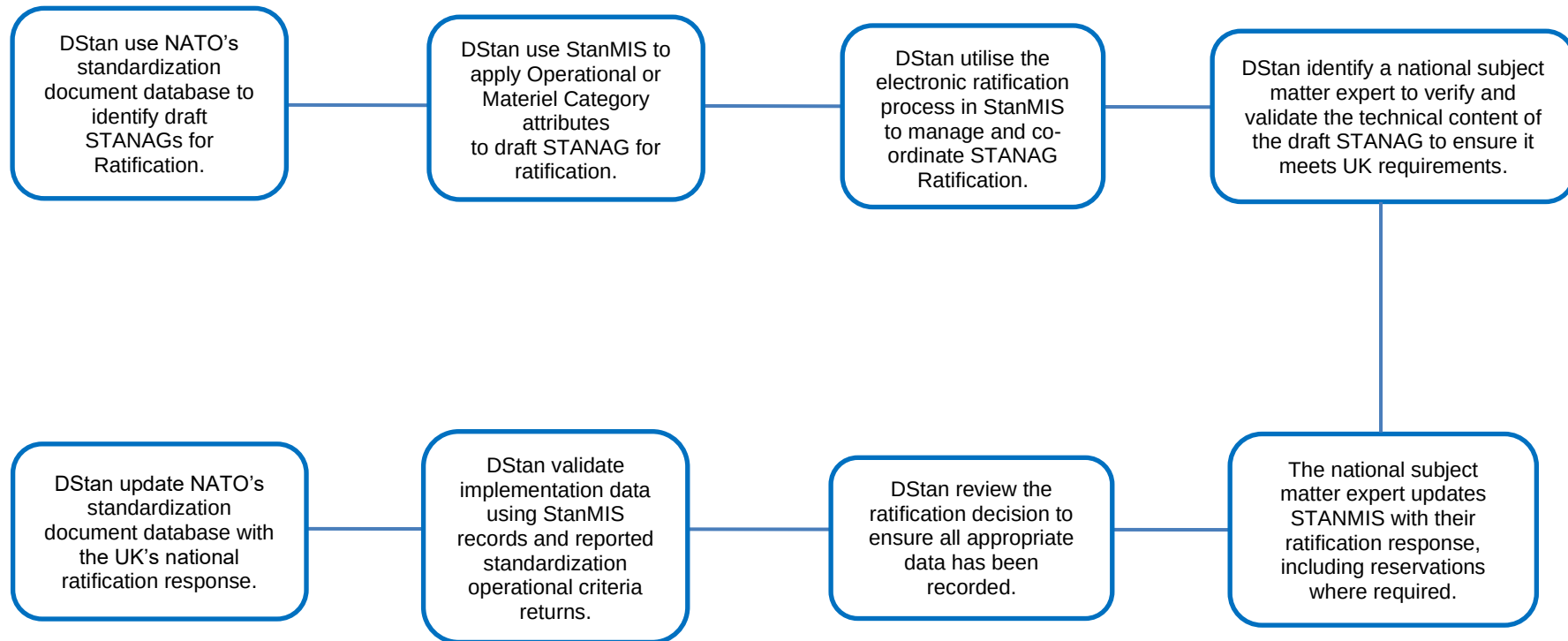
Stage 2 - Risk Identification & Mitigation



Stage 3 - Assurance & SMP Progression

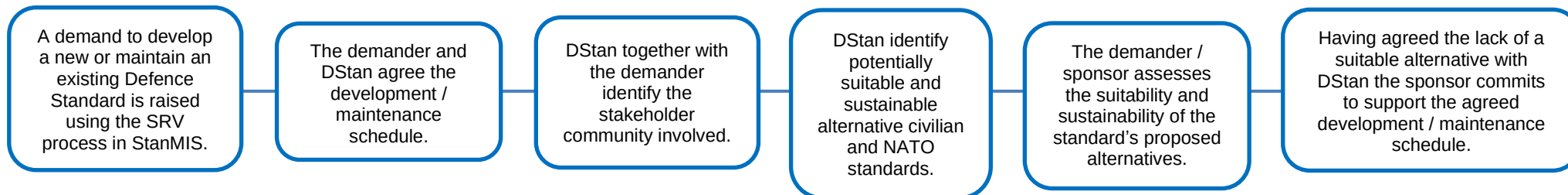


ANNEX C - NATO STANAG RATIFICATION PROCESS

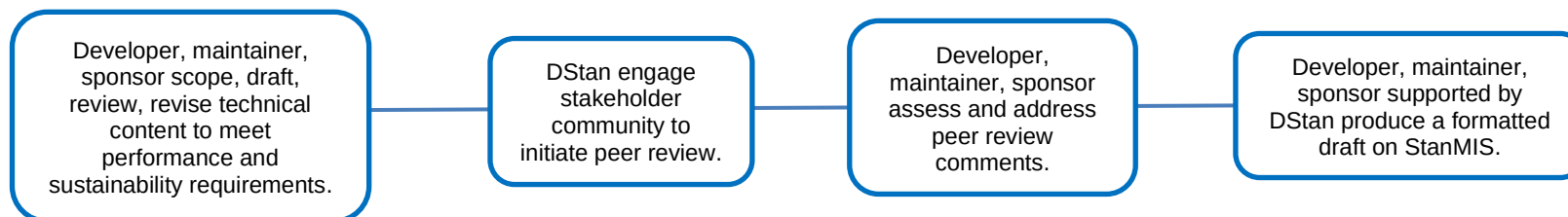


ANNEX D - STANDARDS DEVELOPMENT AND MAINTENANCE PROCESS

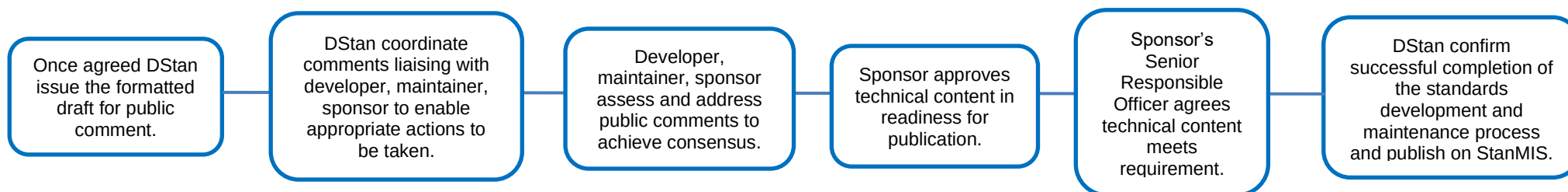
Standards Requirement Verification (SRV) Stage 1 - Verify & Validate



Standards Requirement Verification (SRV) Stage 2 - Review & Revision



Standards Requirement Verification (SRV) Stage 3 - Establish Consensus and Approve Publication



ANNEX E - MOD'S STANDARDIZATION MANAGEMENT DIGITAL TOOLSET

E.1. StanMIS

StanMIS is a web application providing tiered access for MOD and Public stakeholders to a range of standardization tools.

StanMIS implements the processes that affect the MOD's Standardization Management Policy Directive; JSP 920 Part 1.

StanMIS is available to Defence Intranet (MOD Core Network) users at:

<http://stanmis.gateway.isg-r.r.mil.uk/Account/Login>.

An internet version of StanMIS is available at: <https://www.dstan.mod.uk/StanMIS>.

When registering for StanMIS it is important to articulate your role and requirement; this is to ensure that the tailored access offered meets your specific need.

E.1.1. StanMIS provides access to the following Military Standards:

- NATO Standards.
- Allied Publications.
- UK Defence Standards.
- Five Eyes Standards.

E.1.2. The intelligent selection of standards is implemented using the following interactive tools:

E.1.2.1. Decision Support Tool

The Decision Support Tool (DST) is a search tool that aids the identification and selection of NATO and Defence Standards using categories and keywords.

E.1.2.2. Operational Data Sets

An Operational Data Set (ODS) is a DStan managed list of standards that recommends a tailored set of NATO, Defence and Civilian standards which should be considered during the selection process.

E.1.2.3. Watch Lists

The Watch Lists facility enables the creation and sharing of a list of selected standards. The Watch List owner will be notified when there is a change of status in any of the standards on their Watch List.

E.1.2.4. Filter Builder Tool

The Filter Builder Tool enables the StanMIS user to construct and run simple and advanced search queries across individual StanMIS toolset entries, through the ability to layer search parameters using Boolean logic operators aligned with set search values.

E.1.3. NATO Ratification and Implementation

The Ratification and Implementation of NATO STANAGs is coordinated by DStan; to engage with the UK's Ratification and Implementation process SMEs and Working Group reps must have a registered StanMIS account.

E.1.4. Defence Standard Drafting Template

The Drafting Template is embedded within the interactive process that maintains Defence Standards by assuring their continued technical relevance and ongoing requirement.

E.1.5. Standards Portfolio Management

The Portfolio Management portal enables stakeholders to view standards related information including status and development / maintenance work plans for each NATO and Defence Standard.

StanMIS training is referenced in Annex F.

Further StanMIS information is available from our [Help Centre](#).

E.1.6. Help Centre

The [Help Centre](#) incorporates a Frequently Asked Questions (FAQs) portal providing customers access to answers for frequently asked Standards and Standardization related questions. Customers can also ask a question or seek assistance directly with a member of the DStan Team.

E.1.7. StanMIS Search

StanMIS search is a tool which provides access to and implementation of standards. This capability enables customers to search for all defence related standards (NATO STANAGS, Allied Publications, STANREC's, Five Eyes standards, UK Defence Standards, historical archived standards and supporting guidance documents) from a single source.

E.2. Access to Civilian Standards

E.2.1. DStan provide all MOD personnel free access to a range of Civilian Standards through British Standards On Line (BSOL):

- All British Standards (BS);
- All BSI adopted European Standards (BS EN); and
- All BSI adopted International Standards (BS ISO or BS IEC).

In addition to this, BSOL also offers access to a range of ISO standards that have not yet been adopted by BSI, enabling early access where needed to new technology standards.

Associated workshop training is referenced in Annex F.

Further information, including registration details and training requests, are available from DESEngSfty-EGDStan-BSOL@mod.gov.uk.

E.3. DStan Intranet and Extranet

The DStan [Intranet](#) and [Extranet](#) websites are the DStan primary customer-facing web touchdown points. They provide direct links to the MOD's Standardization Management Digital Toolset applications, wider standardization policy and access to other standards necessary to deliver standardization management across Defence.

They also deliver DStan organisational information, with a focus on News and Standardization developments, and provide links to the DStan FAQs and [Help Centre](#).

ANNEX F - STANDARDIZATION MANAGEMENT TRAINING

F.1. Standardization Management training courses are available via the Defence Learning Environment (DLE).

F.1.1. Standardization Management Awareness

The Standardization Management Awareness course provides knowledge at a level of 'awareness' for the following modules:

- Policy and Guidance via JSP 920.
- Standardization Management Plan.
- Processes and Tools.
- Benefits.
- Roles and Responsibilities.

Further information is available from our [Help Centre](#).

F.1.2. Standardization Management Supervised Practitioner

The Standardization Management Supervised Practitioner course provides knowledge at a level of 'application and understanding' for the following modules:

- Policy and Guidance via JSP 920.
- International Policy.
- Standardization Management Plan and Cross-Cutting Interoperability Standards.
- Capability Requirements.
- Standardization Management Tools.
- Standards Development and Management Process.

Further information is available from our [Help Centre](#).

F.1.3. Standardization Management Practitioner

The Standardization Management Practitioner course provides knowledge at a level of 'supplying advice' for the following modules:

- Policy and Guidance via JSP 920.
- International Policy.
- Standardization Management Plan and Cross-Cutting Interoperability Standards.
- Standards Development and Management Process.
- Access to Standards.

Further information is available from our [Help Centre](#).

F.1.4. NATO Standardization Management Direction and Guidance for the UK

The NATO Standardization Management course provides UK reps who are involved in NATO Standards Working Groups an insight into the associated NATO Policy, processes and practices.

Further information is available from our [Help Centre](#).

F.1.5. StanMIS

The StanMIS training module provides users with an insight into the utilisation of the interactive toolset in addition to offering practical help on system and screen functionality.

Further information is available from our [Help Centre](#).

F.1.6. Standardization Management Workshops

DStan host regular workshops to support users of the MOD's Standardization Management digital toolset, StanMIS and BSOL as well as the processes that they implement.

Further information regarding Standardization Workshops is available from our [Help Centre](#).

ANNEX G - DEFENCE STANDARD DEVELOPMENT AGREEMENT TEMPLATE

Defence Standard Development Agreement

Defence Standard Development Agreement (Ref) :

Existing Defence Standard (where new insert TBA) :

SRV Reference Number (when known) :

Name of DStan Representative :

Name of Sponsor :

Name of Lead SME :

Name of Approver :

1. Introduction

a) This agreement is for the requirement and verification of a Defence Standard (DS). It lists the actions, commitments and timescales that UK Defence Standardization (DStan) and the Sponsor have agreed to in the expedition of the Standardization Management process.

b) This agreement will confirm, schedule, work categorisation, training requirements and stakeholders in support of the development, it applies equally to internal support or external contract activity (e.g. Engineering Delivery Partner).

2. Benefits

This agreement will deliver the benefits of efficient Standardization Management:

- Reduced Technical and Commercial Risk
- Requirement and Verification validated
- Improved Interoperability Opportunities
- Improved SQEP
- Improved Safety
- Reduced Costs
- Clear visibility of progress and delivery
- Measurable Criteria
- Empowerment

3. Risks

This agreement will ensure mitigation of the risks identified in the Defence Standard development process:

- No continued dialogue after first contact
- No appropriate resource in place
- Change to or loss of Point of Contact
- Activity plan/schedule not followed
- Approvals hold up

Part A

4. Establishing Resource Requirements and Defence Standard Validation

- a) Any DS for review will be identified by DStan through their 12-month forward plan or by the Sponsor through Project demand and/or Insertions.
- b) DStan will assess the identified DS against their schedule and resource to determine the level of their support.
- c) DStan shall appoint a dedicated Standards Programme Manager (SPM).
- d) The SPM and the Sponsor shall assess the DS to determine development and maintenance requirements.
- e) The DS, Project(s), Stakeholders, Approvers, Accepters and training requirements shall be determined.
- f) DStan shall allocate the Standards Requirement Verification (SRV) in StanMIS, within 1 week of DSDA Part A acceptance.
- g) DStan will conduct the requirement and verification process, identifying credible alternative standard(s), within 4 weeks of SRV initiation.
- h) The Sponsor shall review the submission and provide DStan with a decision on how they wish to proceed, within 2 weeks of receipt. Failure to comply with the 2-week timescale will see the escalation of the SRV to address any Project risk introduced.
- i) The Sponsor shall ensure the SRV Stage 1 Approvals process is completed within 10 weeks of initiation of the SRV Stage 1 process.

5. Part A - Confirmations and Agreed Timescales

Activity (to be completed by DStan)	Responsibility of:	Yes/No
Resource assessed, and DS identified.	DStan/Sponsor	
Initial Stakeholders, Approvers and Accepters Identified.	DStan/Sponsor	
StanMIS Training Agreed and Scheduled (if Required).	DStan/Sponsor	

SRV Activity	Responsibility of:	Proposed Date
Stage 1 – Initiation (a)	DStan	
Stage 1 – Requirement & Verification Completion	DStan	
Stage 1 – Assessment of Matches Completion	Sponsor	
Stage 1 – Approvals Process Completion (a+10 weeks)	Sponsor	

Part A agreed by		Date
		for DStan
		as Sponsor
Email:	Tel:	

Part B

6. Defence Standard Development and Publication

- a) The Sponsor shall ensure that no DS enters the development stage until SRV Stage 1 has been completed and the appropriate Approvals are in place.
- b) The Sponsor/SME shall ensure that StanMIS is utilised for the development of the DS and that they have completed the necessary SRV training.
- c) The Sponsor/SME shall confirm that they have read JSP 920 and that they will use the DS Style Guide for the development of the DS and as far as possible strive to develop Performance based standards.
- d) The Sponsor/SME shall confirm that they are fully aware of their role and duties and that a replacement will be identified and introduced to training if the current Sponsor/SME moves role.
- e) DStan will make an estimation of categorisation on the level of work possibly required for the DS, prior to contract activity support engagement. This estimation will be based on the number of Technical pages likely to be affected.

Category	Description
Minor	Basic review and revision (≤ 20 pages)
Medium	Medium review (≤ 40 pages, possible test assessments)
Major	Major review (> 40 pages, possible test and laboratory work)

- f) The Sponsor shall agree start and completion dates with DStan to ensure the resources are in place for DStan to support the development of the DS before any work is conducted.
- g) The Sponsor will appoint an appropriate internal/external SME to develop the DS and confirm the dates agreed at 'f'.
- h) The Sponsor/SME shall ensure that they fully consider the Legal, Safety, Environmental and Sustainability impact of the DS and its content and take the necessary steps to minimise or remove their affect.
- i) The SME will use the SRV Stage 2 process contained in StanMIS for development of the DS. Alternative formats will not be accepted.
- j) DStan will identify Key Stakeholders from MOD and Industry (COI) and provide the Sponsor/SME with their details to aid peer review of the DS.
- k) The Sponsor/SME will manage peer reviews of the draft DS as appropriate throughout the development process.
- l) DStan will provide Standardization Management advice and guidance throughout the development process.

7. Defence Standard Publication

- a) The Sponsor/SME (as appropriate) will only initiate the SRV Stage 3, with DStan agreement.
- b) The Sponsor/SME shall confirm that the full Legal, Safety, Environmental and Sustainability impacts of the DS have been considered and addressed.
- c) DStan will ensure the draft DS is properly formatted and presented on completion of the SRV Stage 2 process within 2 weeks of receipt.
- d) DStan will present the draft DS for public comment, allowing 6 weeks for response.
- e) DStan will forward any technical comments received at the end of the public comment period to the Sponsor/SME.
- f) The Sponsor will have 4 weeks to resolve and provide responses to DStan for any comments received.

- g) DStan will initiate the 4-week publication process after the Lead SME & Non-DStan Approver have approved for Final Publication, either at the end of the public comment stage (if no comments are received) or on resolution of the comments.
- h) DStan will advertise the publication of the DS on the DStan, DE&S and MOD Websites and on other suitable platforms to gain maximum publicity.
- i) DStan will ensure the StanMIS record for the DS is fully up to date.

8. Defence Standard Development Milestones Schedule and Tracker

Activity (to be completed by DStan)	Responsibility of:	Yes/No
Appropriate Subject Matter Expert (SME) Appointed	Sponsor	
SRV Stage 2 - Stakeholders Captured (COI)	DStan	

Categorisation Estimation of technical work required	DStan	
Please insert Minor, Medium or Major		

SRV Activity	Responsibility of	Proposed Date
Stage 2 - Initiation (b)	DStan	
Stage 2 - Final Draft Available and Accepted (b+26 weeks)	DStan/Sponsor	
Stage 3 - Initiation	Sponsor	
Stage 3 - Public Comment Start (c)	DStan	
Stage 3 - Comment Resolution (c+10 weeks)	Sponsor	
Stage 3 - Publication Completion (c+14 weeks)	DStan	

Completion of the following acknowledges understanding and the requirement to comply with the policy and processes as detailed in this agreement.

Agreed by		Date
	for DStan	
	as Sponsor	
Email:	Tel:	

ANNEX H - CHANGE PROPOSAL / FEEDBACK FORM

Sender's Reference:

To: Gail.Murray106@mod.gov.uk

From: Name:

Role:

Address, including email address and tel no:

Comment(s):

Part/chapter/paragraph:

Date:

.....

Author Response

Thank you for commenting on JSP 920:

Your reference:

Date:

Action being taken (tick):

- issue a revised/amended JSP.
- under investigation.
- incorporate comment(s) in future amendments.
- no action required.