

- (c) (v) Where Identification Lists or Admiralty Parts Lists have been issued, or where either B.R. 226 - Establishment of Spare Parts, Tools and Accessories for Gun Mountings - or B.R. 227 - Establishment of Spare Parts, Tools and Accessories for Underwater Weapons - is applicable, the Admiralty Catalogue number, or the group and item number or page and line number as applicable.

(NOTE. - Forms D.787/S.473 and D.320 are NOT Admiralty Parts Lists.)

- (vi) Where no Identification List or Admiralty Parts List exists:-

Maker's Part No. or
Maker's drawing and item number (when available).

- (vii) For propellers - material, handing, pitch, diameter, blade area, dimensions of cone and keyway and any other information stamped on the propeller.
- (viii) For propeller shafts - length, diameter and material. Length is to be given for:-
- (a) Intermediate shafts - the distance between the faces of the flanges.
- (b) Tail shafts - the distance between the face of the flange and the base of the cone.
- (ix) For installation gear for motor boats, the boatbuilder's name.
- (x) For electrical gear, full details of the voltage, current, r.p.m., horse-power, kW or kVA and number of phases and frequency, as applicable.
- (xi) For internal combustion engine electrical gear, starter motors, voltage regulators and dynamos, the handing and voltage, and in the case of magnetos, the type of mounting, spigot or base.

NOTE. - The term "set(s)" (e.g. of gaskets) is not to be used. The number of each item required is to be clearly stated.

- (d) Details of the quantities allowed by establishment, or a year's expenditure, as appropriate, and of the stocks remaining on board are to be inserted in the spaces provided on Form S.134. Where no establishment has been promulgated, the word "None" is to be inserted in the appropriate column. Demands will be returned by the supplying authority if this instruction is not complied with.
- (e) On receipt of the demand by the supplying authority, the particulars of any item not understood, or cancelled, will be referred back to the demanding service on Form D.479 - Demand Rejection Note. The demanding service will be informed on Form D.479A - Observation on Demands - if:-
- (i) the date required by^m cannot be met; or
- (ii) the demand has been referred to another authority for supply.

- (f) If it becomes necessary to send hasteners or enquiries to the supplying authority concerning items demanded on Form S.134, the serial number of the demand, the item number, the description and, where known, the depot registered number and package number are to be quoted. Form S.143 - Stores Hastener- is to be used for this purpose.

10. Notes on shipment and Direct Issues

- (a) To ensure the distribution of available stocks to the best advantage and to meet the need for the utmost economy, DEMANDS ARE NOT TO BE MADE IN EXCESS OF ESTABLISHED ALLOWANCES AND ACCUMULATIONS OF STOCKS AGAINST POSSIBLE EMERGENCY ARE TO BE AVOIDED. (See A.F.O. 1158/54 - Naval Stores (all categories) - Stockholding by H.M. ships - Policy.) Unless reasonably explained on Form S.134, when the sum of the quantity demanded and the quantity remaining in stock is in excess of the quantity expended in one year, the supplying authority will amend the quantity demanded to create the correct balance.
- (b) The administrative authority may direct a particular method of co-ordinating demands. When in doubt concerning the correct channel for forwarding demands, ships are to request instructions from their administrative authority. Ships on passage are not to demand supplies from intermediate ports of call unless the requirement is extremely urgent.
- (c) Before raising a demand, due regard is to be given to the local fleet facilities for the repair of the defective item. Further consideration may also be required when a demand is referred back on Form D.479 - see paragraph 9 (e) above. It is to be borne in mind that the time taken to obtain a replacement may well be longer than the time required to render the item fully serviceable by the fleet's own resources. In cases of doubt the ship's administrative authority is to be consulted.
- (d) Care is to be taken that demands are raised on the correct supplying authority - see Appendix I. Demands for Rate Book items which may be components of machinery equipment or tools are to be lodged on the Supply or Storekeeping Officer. Where complete assemblies are required these are to be demanded through the appropriate dockyard department or S.P.D.C., even if component parts are items of Naval stores. Complete assemblies are not to be demanded if repair by the replacement of worn components is within the capability of the demanding service.
- (e) (i) When "Returnable" or "Consumable" items of ships "on board" spares or depot ship or List C submarine spares are appropriated for work undertaken by a dockyard, demands for replacements are to be raised by the ship concerned and not by the dockyard. All such demands are to be over stamped by the ship "For Dockyard Account" and "Defect List Item No.". Against the latter is to be quoted the Defect List Item No. and the date and colour of the defect list in connection with which the equipment to be replaced was used.
- (ii) In the case of "Maintainable" items similarly appropriated, an item is to be included in the ship's defect list to cover the repair of the defective spare part (see Appendix III)

- (f) When items of spare gear in the categories dealt with by S.P.D.C. are required by dockyards for replacement of defective items and they are not available from the ship's "on board" spares or depot ship or List C submarine spares, demands are to be raised by the dockyards on Form S.134, over stamped as below and forwarded to the appropriate S.P.D.C.:-

"For supply to (S)N.S.O. for

H.M. Dockyard

For Dockyard Account

- (g) Any items or part quantities which cannot be supplied immediately will be transcribed to separate single line Forms S.134 by the supplying authority. The registered numbers of the transcripts concerned will be shown on the parent demand in the following manner:-
- (i) Single line demands, in the panel headed "transcript number".
- (ii) Multi-line demands, in the grid at the foot of the description column.
- (h) For direct issues Forms D.71 are not to be used - see Appendix II to this Order. If it is not convenient to issue the items at the time of handing in the demands, the supplying authority is to inform the demanding service on Form D.480 - Notice of Stores being Ready for Removal - when the items are ready for collection.

11. Notes on consignments

- (a) When stores are packed, copies no. 3 and 4 of Form S.134 and copy no. 1 of Form D.71 will be placed in a waterproof envelope, Pattern 4632, and tacked underneath the lid of the case. If it is necessary for stores on one demand to be despatched in two or more packages, both copies of Form S.134 will be placed in the package bearing the lowest package number, this number being noted on the packing note enclosed in the remaining packages.
- (b) When articles are despatched loose, copy no. 1 of Form D.71 and copies nos. 3 and 4 of Form S.134 will be forwarded to the consignee by post.
- (c) When goods are despatched in a case marked "not to be opened until required for use", the Forms D.71 and S.134 will be attached to the outside of the case by means of a metal cover, Pattern 7599. For accounting purposes until the case is opened it is to be accepted that the case contains the items shown on the Form D.71.
- (d) When a demand cannot be completely satisfied in one consignment, single line transcript Forms S.134 will be made out for the non-available items as prescribed in paragraph 10 (g).

12. Notes on Returns

- (a) Where shipment is required, Form S.136/D.71 is to be raised and despatched as necessary. Shipping is to be arranged through the local (S) N.S.O. The package is to be clearly marked on at least two sides with the consigning address, quoting the relevant Form S.331 serial number. Black paint stencilling on a white background is to be used whenever practicable.

- (b) All defective items returned on Form S.331 are to be clearly identified and labelled. Form S.331D - Label for Stores Returned - giving all available information, including known defects, being attached to each item.
- (c) The preservation and packing of defective items or items being returned in excess is to be carried out as for new equipment. In many instances extra care is necessary when packing damaged items to prevent further damage in transit.
- (d) Special care is to be taken that all standing orders are strictly observed when valuable articles, or items of a classified nature, whether serviceable or defective, are returned. In no circumstances are such articles to be included in packages containing general items. Whenever practicable they are to be taken by hand and a receipt obtained from the person in charge. Alternatively they are to be sent by registered post or by some other equally secure method (see B.R. 4 - Naval Storekeeping Manual - Article 16 (7)).
- (e) Where doubt exists whether an item is returnable, it is possible that replacement for a "Returnable" item will be demanded as "Consumable" and no Form S.331 raised to cover the return of the defective item. In these circumstances the supplying authority will insert "R" on all copies of the Form S.134 against the item concerned and attach Parts I and II of Form S.331E - Depot Return Label - to the replacement supplied (see also note on reverse side of copy no. 4 of Form No. S.134). The necessary Form S.331 is then to be raised by the demanding service, clearly indicating the serial number of the Form S.134 concerned. The serial number of this Form S.331 is to be noted on the reverse side of copy no. 4 of the Form S.134 before this is returned to the centre and Part II of Form S.331E is to be attached to the item being returned.
- (f) All spare parts will be classified as "Consumable", "Returnable" or "Maintainable" in the relevant catalogues or Identification Lists, but pending the promulgation of this information, only those "Returnable" items which it appears certain can be economically repaired, or from which serviceable components can be salvaged are to be returned. "Maintainable" items are not stocked by S.P.D.C. (see Appendix III).

SECTION II

ACCOUNTING ARRANGEMENTS - GENERAL INSTRUCTIONS

13. An account of all receipts, returns and stock balances is to be maintained. Where postings to records are carried out on modern types of office equipment this will meet requirements, otherwise accounting records are to be built up. These records are to consist of the Form D.787/S.473 - List of Equipments, Portable Fittings, Spare Parts, Drawings and Instruction Books (or Form D.320 - List of Spare Gear, Fittings and Drawings) and the appropriate Parts and Allowance List supported by ledger pages. It is not necessary to raise a ledger page for every item of spare gear carried in accordance with authorized allowances, but a ledger page is to be created when an initial transaction takes place, a separate page for each item, and all subsequent transactions for the item concerned recorded on the same page. Form S.151 - Ledger Page for Consumable Stores - is to be used for this purpose, and a notation is to be made of the creation of each such page:-

- (a) In the case of Form D.320 - List of Spare Gear, Fittings and Drawings on Form D.794 - Detailed List of Fittings and Spare Parts, or
- (b) In the case of Form D.787/S.473 - List of Equipments, Portable Fittings, Spare Parts, Drawings and Instruction Books - on Form D.787J/S.473J - Itemised List of Spare Parts.

14. On receipt of a consignment of items they should be mustered against the Form D.71 and entered in the ledger. When items have special protective wrappings which should not be broken until the items are required for use, it is to be accepted for accounting purposes that the packages contain the items indicated on the identification label.

15. All accounting records (inclusive of Form S.151, and records of Forms S.134 and S.331) are to be held available for audit.

16. Arrangements are also to be made to muster the entire stock of spare gear carried at least once every 18 months and also upon the supersession of any officer responsible for the custody of the spare gear. Complete stocks of important and valuable articles, and not less than 10 per cent of the remaining items, are to be mustered by the incoming officer or by an officer delegated by him.

17. The necessary notation is to be made in the departmental Form S.342 - Record of Defects - where applicable, of the action taken on Forms S.134 and S.331 to replace defective items.

SECTION III

SPARES SUPPLIED BY DIRECT DEMAND ON THE S.P.D.C. ORGANIZATION AT HOME AND ABROAD

18. The S.P.D.C. organization is now responsible for the supply of the following:-

(a) Common Stock

Ball and roller bearings not supplied by the Naval Store Department.

(b) Engineering Spares

H.P. air compressors.

Ice cream plants.

Domestic refrigerators.

Water coolers.

Clark fork lift trucks.

Turbo-driven extraction pumps.

Air ejectors.

Main feed pumps (destroyers and below).

Feed transfer pumps.

Separators: Alfa Laval.

Hopkinson.

Self-contained air conditioning plants.

C.S.A.M. equipment.

Cutless rubber segments for stern tubes and "A" brackets.

Main engine spares for "U" class submarines.

Propellers and propeller shafts for M.F.V. and motor boats.

All items shown in Parts and Allowance Lists for Coastal Force craft and major landing craft.

These are amended from time to time by A.F.Os., the current one being 1316/55.

(c) Hull spares

Barrier and arrester gear.
All types of ships' galley and domestic machinery.
Hull and fire pumps - Drysdale 20, 50 and 75 ton.
Hull and fire pumps - Worthington Simpson 20, 50 and 75 ton.
Fresh water pumps - Drysdale and Worthington Simpson.
Portable electric 70 ton pumps - Drysdale and Worthington Simpson.
Steam and electric windlasses and winches - Clarke, Chapman, Napier and Reid.
All items shown in Parts and Allowance Lists for Coastal Force craft and major landing craft.

(d) Electrical spares

D.C. self-contained air conditioning plant.
D.C. drinking water coolers.
Domestic refrigerators.
Ice cream machines.
Salinity indicating and recording equipment.
"Ford" torsionmeters.
Baking, cooking and water boiling equipment manufactured by G.E.C. and Wm. Green.
Clark fork lift trucks.
Fixed electronic testing outfits, Mark 1 and Mark 2.
All items in ships' Parts Allowance List for major landing craft.
All items in Commonised Electrical Parts List for Coastal Force craft prior to "Bold", "Gay" and "Dark" Fast Patrol Boats and Seaward Defence Boats.
Items for coastal and inshore minesweepers, danlayers, "Bold", "Gay" and "Dark" class Fast Patrol Boats and Seaward Defence Boats. (For spares for these vessels which are normally base operated, reference should also be made to relevant instructions which will be issued from time to time, e.g. A.F.O.3619/53 (Naval Stores (Technical) - Magnetic Sweeps (Loop) - Outfit Schedules for "Coniston" and "Inglesham" Class Minesweepers).

(e) Spares, both mechanical and electrical, for I.C. engines, including engines of Canadian and American manufacture, except for the following types of equipments, which will continue to be dealt with as hitherto:-

- (i) Motor Transport (Vote 8, II, vehicles).
- (ii) Aircraft.
- (iii) Civil engineering equipment.
- (iv) Permanently installed electric generating plant at civil establishments.
- (v) Permanently installed electric generating plant at air stations which is the primary source of electric supply.
- (vi) Royal Fleet Auxiliaries, Naval Armament Vessels, Victualling and Works Department craft (except those vessels operated by D.B.M.S. and for engines in common use throughout Admiralty service).

19. Spare Parts Distribution Centres are established in the United Kingdom and at Malta, Ceylon, Singapore and Hong Kong. Spares of the categories listed in paragraph 18 should be demanded as follows:-