



Instructions for compiling the figures are given in the front of the book but these have been somewhat modified by the provisions of A.F.O. 1417/54 and it will be as well if we go into the method of compilation in some detail.

Let us consider, then, a page from B.R. 1924A Part I. We see something like the opposite page to this one. The C.V. numbers are the pattern numbers of electronic valves and the numbers and letters at the side of the page the E list designations of the radio equipment fitted (the figure in brackets gives the number of complete outfits).

We turn up the E list to Type 277 and find that the allowance of C.V. 1961 is, say, 10.

This figure we reduce by the table given in B.R. 1924 as amended by the table in A.F.O. 1417/54 and write in the appropriate square. We then proceed to work along the top line of squares filling in the allowances as we go.

Next we add the figures up and again apply the reduction factor and the figure thus obtained is entered in the total allowance column.

This figure represents the number of C.V. 1961 valves allowed to be held on board.

We proceed to do this for all valves, resistors, capacitors etc. and the work is complete.

Now there is no doubt at all that this is a tedious and wearisome task but there is equally no doubt that it is an essential one. The number and variety of electronic spares carried on board can, if not strictly controlled, lead to congestion in store rooms that in the limit might very well bring the Supply Department to a hopeless standstill. Reports of Electronic Spares Usage on Form S.1565 (see Chapter on Reports and Returns) have proved that far too great a range and enormous stocks of components have been carried in the past.

Now, you may well ask why this work must be done by Electrical rather than by Storekeeping staffs. The difficulty which always arises in these calculations is the prototype or non-standard equipment for which no allowances are made. These allowances you must propose yourself and enter in B.R. 1924. Furthermore unless you check the allowances you cannot be sure that all the types of components you need have been included and you may find yourself at sea with an unserviceable equipment lacking only a valve not carried on board to put it right.

Stocks of components on board may build up despite the most careful work in B.R. 1924 because heads of sections draw quantities of them in excess of real needs.

Once they have been drawn (consumable items only are being discussed here) the Supply Officer will regard them as expended and will build up his stocks to the allowed level. In the meantime, all over the ship, in cupboards and glory holes vast stocks are lying fallow.

The best way to overcome this is to decide what proportion of the components are to be held by sections in what ready use lockers etc. and to produce a list of these to the Supply Officer asking him to regulate his stocks accordingly.

The List of Equipments, Portable Fittings, Spare Gear, Drawings etc.  
Form D.787

A Form D.787 (less the stiff covers) for H.M.S. LOCH ALVIE is included in this chapter. This Form is in effect the nearest equivalent to the Supply Officer's Ledger that the Electrical Officer has. Just as the Supply Officer holds his stores on charge from the S.N.S.O. of the storing yard and records them in his ledger, so do you hold your Portable Fittings, Electrical Apparatus, Spare Gear, Drawings etc. on charge from the Electrical Engineering Manager of the Parent Dockyard and record them in Form D.787. Full instructions for its use are given in the Memorandum of Instructions Form D.787A (included).

Form D.787H is of particular interest. In the past all fittings and equipments, whether Naval or Vote 8III stores, were listed in it or in the Electrical Apparatus Schedule. We have a detailed statement of these stores already in the "As Fitted" drawings and a recent change in policy has been stated to the effect that in future D.787H will contain only the following bald statement:

"Naval Stores fitted in place on board but not allowed by Sea Stores Establishment, are in accordance with appropriate "As Fitted" drawings (A.F.O. 1041/52, paragraph 5b refers) and Electrical Apparatus Schedule."

The statement is inaccurate insofar as not only NAVAL Stores are listed in these documents but its intention is obvious.

This changeover in Form D.787H will take some time to become general in the Fleet. Accordingly, you will note that both the lists of equipments and the statement have been given for H.M.S. LOCH ALVIE's D.787.

The Electrical Apparatus Schedule - a copy of the E.A.S. for H.M.S. VIGO is included in this chapter. One copy of the Schedule is supplied to the ship either by the ship-builder or the technical department of the dockyard. It is a list of Electric Generating Sets, Switchboards, Searchlights, Internal Lighting, Cooking, Heating and Refrigerating Gear, Motors, Motor Generators and Generators fitted in the ship by the builder or by the Dockyards at major conversions etc.

It does not include small motors or conversion machinery fitted as part of an equipment which is itself listed in the Form D.787 either of the Electrical Officer or of the appropriate User Officer.

Spare Parts and Assemblies for Technical Equipment - Demand, Supply and Return Procedure

It is the intention that eventually all spare parts and assemblies for technical equipment shall be supplied from the Naval Store organisation and the Spare Parts Distribution Centres thus relieving the Technical Departments of the Dockyard of a duty which is not really appropriate to them.

This has been in part achieved already. The S.P.D.Cs. are gradually taking over the supply of items from the Dockyard and the position as reached at present is summarised in A.F.O. 1888/54 the important parts of which are reprinted here. The A.F.O. also contains detailed instructions on Supply, Demand and Accounting Procedure and is in itself a sufficient statement on the proper method of dealing with this part of your store-keeping work.

Copies of the more important forms named in the order are included at the end of this chapter.

This Order lays down the procedure to be followed for the supply and return of spare parts for technical equipment which is the responsibility of the Director of Dockyards (for Fleet establishments and Fleet Air Arm ground servicing and testing equipment), Director of Naval Construction, Director of Naval Ordnance, Director of Underwater Weapon Material, Engineer-in-Chief of the Fleet, Director of Electrical Engineering and Flag Officer, Submarines. The system for the supply of replacements follows the general lines of that at present in force for Naval Stores.

2. The development of the spare parts distribution organization has now reached a stage when stocks of certain spare parts are sufficient to meet demands. Demands for such parts need no longer therefore be passed through the dockyards in the first instance. The resulting change in procedure has produced a welcome simplification, which will be enhanced as further stocks are built up.

3. Details of the procedures are contained in the following Sections of this Order:-

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| Section I    | Demand, Supply and Return Procedure; (paragraphs 5 to 12 and Appendix II).   |
| Section II   | Accounting arrangements (paragraphs 13 to 17).   |
| Section III  | Spares supplied by direct demand on the S.P.D.C. organization (paragraphs 18 to 22).                                 |
| Section IV   | Submarines (paragraphs 23 to 29).  |
| Section V    | Gunnery equipment and underwater weapon material (paragraph 30).   |
| Section VI   | Fleet Air Arm ground servicing and testing equipment (paragraphs 31 and 32).   |
| Section VII  | Hull, engineering and electrical items not dealt with in Sections III to VI (paragraphs 33 to 35).                   |
| Section VIII | Supply by S.P.D.C. (United Kingdom) of spares and assemblies for equipment not listed in Section III (paragraph 36). |

4. Definitions of the terms used in this Order are given in Appendix III.

#### SECTION I

##### DEMAND, SUPPLY AND RETURN PROCEDURE - GENERAL INSTRUCTIONS

5. This section lays down the forms to be used to demand or return spare parts and assemblies, how to fill them in and what to do with them. It also includes notes on direct issues (i.e. those collected personally), shipment issues (i.e. those sent) and consignments.

6. Forms to be used - The following are the three main forms in use. Other forms of less importance are referred to in the text.

- (a) S.134 - Stores Demand. This is to be used for demanding all "Consumable" or "Returnable" assemblies and related spare parts referred to in Sections III to VII of this Order.
- (b) S.331 - Stores Survey Requisition. This is to be used when an assembly or spare part is demanded and the defective article is returned. This form is also to be used when returning items in excess of establishment, e.g. on destoring.

7. Disposal of Forms. Appendix II to this Order sets out in detail the disposal of each copy of the completed forms.

8. Notes on completing both Forms S.134 and S.331.

(a) A separate form is to be used for each type of equipment or assembly.

(b) Both forms are to be numbered serially throughout each calendar year. The serial number is to be prefixed by the appropriate departmental group letter:-

H Hull and associated mechanical spares  
E Engineering  
L Electrical  
G Gunnery mechanical  
GL Electrical connected with gunnery mechanical  
UW Underwater weapons mechanical  
WL Electrical connected with underwater weapons mechanical

The group letter will be included in the marking on the outside of the package in which the articles are supplied and will facilitate identification on receipt.

(c) The reason for demand and/or special authority or the reason for applying for the survey is to be shown clearly and briefly in the space provided. The serial number of the Form S.331 is to be quoted on demands S.134 for articles to replace those returned.

(d) When the item is retained on board until a replacement is received, the serial number of the relevant Form S.134 is to be quoted on the Form S.331.

(e) Each different item is to be given an item number in the column provided, commencing with "1" on each demand.

(f) When a series of forms is forwarded to the same authority, only the last of the series (except for demands S.134 to replace articles lost, or not allowed by establishment) need be signed by the demanding officer. The serial numbers of the forms comprising the whole series are to be indicated on that which is signed, and each of the remaining forms is to bear a cross reference to the serial number of the one signed.

(g) Forms are to be signed by the technical departmental officer who has custody of the spare gear. Where no such Officer is borne the forms are to be signed by the Commanding Officer or another officer delegated by him. In the case of coastal forces and landing craft, demands are to be forwarded through the technical officer of the squadron, parent ship or base concerned.

(h) All alterations are to be initialled by the signing officer.

(j) Details of each transaction are to be inserted in the ship's accounting records (see Section II, paragraph 13).

(k) To prevent misuse of a partly filled form, the unused space is to be cancelled by drawing a horizontal line beneath the last item and joining this to the base of the form with a diagonal line.

9. Notes applicable only to Form S.134.

- (a) Separate demands are to be raised to replace items of equipment lost by accident, neglect or theft. Forms S.126 - Return of Stores Lost or Damaged - are also to be raised, the serial numbers of these forms being quoted on the relevant Forms S.134.
- (b) The "date required by" panel is used to indicate the priority of requirements. The following procedure is to be used:-
- (i) Urgent demands - These are to be limited to requirements affecting the mobility, seaworthiness or fighting efficiency of the ship. If delivery is required within ten days (ships in Home and Mediterranean waters) or twenty days (all other ships) the demand is to be signalled, unless the demand can be satisfied as a Direct Issue.

When action by signal is necessary, Form S.134 is first to be raised and the demand serial number quoted in the signal with all the necessary details from the Form S.134. A copy of the signal is to be passed to the administrative authority for information. All copies of the Form S.134 are to be clearly marked "This demand CONFIRMS my ..... (D.T.G. of signal)".

If action by signal is not necessary, the specific calendar date by which delivery is required is to be underlined in red.

- (ii) Demands for refit purposes - A specific calendar date is to be given.
- (iii) Other demands - For non-urgent demands (including e.g. routine demands to replace spares appropriated) either the panel may be left blank, or an approximate date (e.g. mid-June, early December) should be inserted. Demands which have the panel left blank will be treated as requiring satisfaction within two to three months.
- (iv) Indefinite priorities - Indefinite priorities such as "urgently required" or "as soon as possible" are not to be used.
- (c) When completing Forms S.134 full and accurate details of the items required are to be given. The following particulars are to be stated in all cases:-
- (i) Name of ship or establishment.
- (ii) The vessel, craft or equipment for which the items are required, including the Admiralty number in the case of motor boats.
- (iii) Maker's name, type and serial number of the equipment for which the items are required. If the machine is a composite one, e.g., an electrically driven pump, particulars of each part of the machine for which spares are required.
- (iv) Where the engine is a conversion of a commercial type, the type of conversion, e.g. Scripps-Ford.