

- (b) If possible as much as twelve months before the start of modernisation, conversion, large repair, or extended refit.

Full details of all outstanding items both proposed and approved in list form and in duplicate, by the ship.

On receipt of these reports the Admiralty will consider and inform the Dockyard and other authorities what work may be taken in hand.

Whenever a ship is taken in hand for any other reason than for interim docking or minor repairs a conference is to be held as soon as possible after the arrival of the ship between the Ship's Officers and Dockyard Officers to decide what work will be carried out during the refit. Immediately after the refit conference the Refitting Authority is to make a special signal (called a TAKON signal) to the Admiralty, repeated to the Ship's Administrative Authority and the ship in the following form:-

- Para. 1. TAKON followed by the ship's name and intended completion date.
- Para. 2. Serial numbers of the "A" items to be undertaken.
- Para. 3. Serial numbers of the "A" items to be progressed.  
(NOTE: "DRAWINGS" after the item no. means Drawings only can be done.)
- Para. 4. Serial numbers of the "A" items which cannot be undertaken because they could not be completed within the authorised period of the refit.
- Para. 5. Serial numbers of the "A" items which cannot be undertaken because of lack of labour.
- Para. 6. Serial numbers of "A" items which cannot be undertaken because the necessary drawings, specifications, stores and equipment will not be available in time to complete the work.
- Para. 7. Serial numbers of any "B" items which will be undertaken.
- Para. 8. Serial numbers of any "B" items which will be progressed.

When the ship completes its refit, on, or as soon as possible after, the completion date, the Commanding Officer is to report to the Admiralty the state of completion of the ship's A. & A. list by means of an ADDON signal in the following form:-

- Para. 1. ADDON followed by ship's name.
- Para. 2. Serial numbers of "A" items completed during last refit.
- Para. 3. Serial numbers of any "B" items completed during last refit.
- Para. 4. Serial numbers of any "S.S." items completed since last ADDON.
- ¶Para. 5. Serial numbers of any "A" items progressed.
- ¶Para. 6. Serial numbers of any "B" items progressed.
- ¶Para. 7. Serial numbers of any "S.S." items progressed since last ADDON.

- Para. 8. Serial numbers of "A" items wholly outstanding.
- Para. 9. Serial numbers of "B" items wholly outstanding.
- Para. 10. Serial numbers of "S.S." items wholly outstanding.

<sup>R</sup>NOTES: (a) Some indication is to be given of the extent of progress.

- (b) In the case of Reserve Fleet Ship the ADDON signal may be delayed till she returns to her division.
- (c) In exceptional circumstances a ship may be taken in hand for the sole purpose of carrying out an A. & A. between refits. On completion an ADDON signal is to be made.

Except for local craft and ships in the Reserve Class III the ADDON signal is to be repeated to:-

Portsmouth by all ships.  
Devonport by all ships.  
Chatham by cruisers and below.  
Rosyth by all ships except VANGUARD.  
Sheerness by frigates and below.  
Portland by frigates and below.  
Malta by all ships except battleships.  
Hong Kong by light fleet carriers and below.  
Simonstown by ships on station only.  
Gibraltar by fast minelayers, destroyers and below.  
Colombo (A.O.) by frigates and "BAR" vessels on station only.

Refitting authorities will keep their records up to date partly from the information in C.A.F.O. "A" series and partly from ADDON signals.

When the completion of an A. & A. affects special stores, spare gear, or fittings carried on board or held on deposit in the Dockyard, action is to be taken:-

- (a) To arrange for modification of the items as necessary by Ship's Staff or by the Dockyard; or
- (b) To forward proposals for the utilisation or disposal of stores or spare gear no longer suitable or required for the purpose for which provided.

A report of the progress of As. & As. approved to be carried out by the Ship's Staff is to be inserted by the Commanding Officer on Form S.339(a), (Certificate of completion of repairs) before its return to the Refitting Authority for transmission to the Admiralty. A copy of this form is to be inserted in the Ship's Book.

A return on Form S.197 (Amendments to List of Portable Fittings, Spare Gear and Drawings) is to be furnished half-yearly to the Superintendent of the Dockyard to which the ship is attached by the Commanding Officer showing the amendments required to the lists due to alterations carried out by Ship's Staff. Nil returns are required.

Preparation for Reserve (see A.F.O. 2312/54)

The object of the Reserve Fleet is to provide for the maintenance of ships laid up. The Flag Officer Commanding Reserve Fleet is accommodated in H.M.S. CLEOPATRA at Portsmouth. He is an independent Flag Officer and will communicate directly with the Admiralty and local Naval authorities.

The Flag Officer Commanding Reserve Fleet, is responsible in accordance with operational requirements and policy laid down by the Admiralty, for arranging laying-up berths and for informing local authorities of the stores, fixtures and equipments which should be landed or retained, and for the subsequent maintenance of the ship after it has been accepted into Reserve. Detailed instructions governing Preparation for Reserve and preservation of equipment are contained in Reserve Fleet General Orders and Reserve Fleet Temporary Memoranda, copies of which will be supplied by F.O.C.R.F. to all ships ordered to prepare for the Reserve.

A ship paying off into Reserve comes under the administration of F.O.C.R.F. after arrival at the port of preparation for reserve on a date to be mutually agreed by him and the Commander-in-Chief concerned. This date will not normally be more than 14 days after the arrival of the ship.

The responsibility for preparing the ship for reserve rests with the Commanding Officer under F.O.C.R.F.

The Admiralty will decide the future reserve class of the ship and inform all necessary authorities. The various classes are:-

(a) Operational

This will consist of ships of high priority which are planned to be kept in a fully maintained and refitted condition by naval manpower or civil contract and which will be brought forward for service on mobilisation. These ships will be complete with stores and equipment (except explosives, provisions, clothing, and inflammable, perishable, and certain valuable naval stores).

(b) Supplementary

This will consist of ships of lower priority which are earmarked for, or may be required for, certain specific purposes. These ships will be kept maintained in their present state by reduced naval maintenance crews or by contractors. They will be docked as necessary for preservation but will not be refitted.

(c) Extended

This will consist of ships of the lowest priority which are destored, partially de-equipped and laid up without maintenance, and including those approved for disposal.

F.O.C.R.F. in consultation with the Naval Staff will exchange ships within the classes if defects or other reasons make it necessary.

Detailed instructions regarding Naval and Victualling Stores and Spare Gear are contained in Reserve Fleet General Orders. Particular attention is directed to the Orders regarding inflammable, perishable and valuable stores.

Whenever possible ships ordered to prepare for Reserve will retain their full complement until they have been placed in a proper state of preservation. Reliefs will be provided for any personnel whom it may be necessary to withdraw prior to their ships being formally accepted into reserve.

Officers will normally remain in their ships during the period of preparation for reserve. The Electrical Officer almost certainly will except when the ship is being refitted prior to reduction. In these cases F.O.C.R.F. usually provides an Electrical Officer from his staff.

The process of preparation for reserve is designed to ensure that the true state of the hull, machinery and equipment is accurately known and recorded as well as to ensure that they are properly preserved. It is of the first importance that the knowledge and experience of those serving in the ship in the active Fleet should not be lost and compilation of the necessary information should start as soon as it is known that the ship is to prepare for the Reserve. The following matters should receive special attention:-

- (a) Any examinations, trials and tests which will assist in determining the true state of machinery and equipment including two hours at full power and overall Gunnery Control or Equipment Trials with dummy director and duplex pen recorder and harbour weapon and asdic combined trial where appropriate.
- (b) Revision and checking of machinery and other material records.
- (c) Muster and preservation of spare gear and portable fittings.
- (d) Muster of stores on Permanent Loan.
- (e) Stockholding of Naval Stores (see A.F.Os. 1158/54 and 1952/54).
- (f) Muster of ship's drawings.
- (g) Full insulation tests of all electrical equipment.
- (h) The Radio Equipment Log is to be brought up to date, full maintenance routines are to be carried out and the readings inserted in the Log.

The Commanding Officer is to submit a concise report on the condition of the ship to the Secretary of the Admiralty through his Administrative Authority, with copies to F.O.C.R.F. and the appropriate S.O.R.F., to arrive at the Admiralty not less than fourteen days before the ship is due at her Reserve Fleet port.

The object of this concise report is to give the Admiralty accurate information as to the material state of the ship and if the ship is destined for Operational Reserve so to enable the Admiralty to make advance arrangements for making good outstanding important defects when a suitable opportunity occurs. It should be rendered on the forms which will be supplied by F.O.C.R.F. as soon as it is known the ship will enter Reserve.

As a result of the preparation work the Commanding Officer is to submit a comprehensive Defect List to the Secretary of the Admiralty through the Administrative Authority, with copy to F.O.C.R.F. 14 days after the date of arrival at the Reserve Fleet port. This is to be termed the Paying-Off Defect List and is to include in the appropriate sections a list of all tests and examinations applicable to the ship, whether due or not, with the date on which they were last carried out.

In order to release the Ship's Company as soon as possible to meet the many urgent calls for naval manpower, it is important that the process of preparation for reserve should be planned and progressed as far as possible before arrival at the laying-up port. In particular the following points should be considered:-

- (a) All items of equipment which require removal to facilitate proper preservation of the structure should be listed.
- (b) All areas showing signs of corrosion or defective paint films should be listed.
- (c) Keys and locks should be checked and keys tallied.

The following periods for preparing ships for Reserve with a full crew are issued as a guide for planning purposes. These periods will vary depending on the state of the ship and the preparatory work that has been done. Every effort should be made to complete before the period date.

<u>Class</u>	<u>Weeks</u>
Battleships	35
Fleet Carriers	48
Light Fleet Carriers	30
Cruisers	16-24
Fast Minelayers	16
DARING Class	
WEAPON Class Destroyers	
L. S. Ts.	
Other Destroyers	12
Frigates	
Ocean Minesweepers	

Ships refitting for Operational reserve are to undergo trials appropriate to the nature and extent of the work carried out, immediately on completion of refit and before acceptance into Reserve.