



MINISTRY OF DEFENCE

JSP 886 DEFENCE LOGISTICS SUPPORT CHAIN MANUAL

VOLUME 4 MATERIEL ACCOUNTING

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CHAPTER 0: FOREWORD

1. The contents of this document are being absorbed into the main JSP 886: Defence Logistic Support Chain Manual or replaced by other MOD documents as part of a rolling programme. The current status of this document and a guide to where content has been moved to is at Table 1.

Table 1: Status of Sections

Original Element	Action
Section 1 - General	Chapter 1 to this document
0401 Introduction	JSP 886 Volume 3 Part 15: Supply Chain Transactions
0402 Rules Governing an Issue	
0403 Authorisation of Demands	
0404 Issues - Rate of Consumption	
0408 Issue Procedure	
0409 Form S3015 - Departmental Stores Demand Book	
0411 Form S156 - Internal Stores Demand Voucher	
0412 Form S149 - Counter Book	
0413 The Types and Methods of Issue And Associated Forms Used Are Listed in the Following Table.	
0414 Issues Of Accountable Items	
0415 Permanent Loan Account	
0417 Transactions	
0418 Registration and Recording of PLR	
0419 Increase or Decrease in Range or Quantity on PLR	
0421 Loss of Damage of Items on PLR	
0422 Musters	
0423 Issues to other than PLR	
0426 Individual Loan Issues	
0427 Issues of Special Non-Accountable Stores	
0429 Temporary Loan Issues	
0431 Issues of Tools for Motor Transport Vehicle Tool Kits	JSP 886 Volume 3 Part 15: Supply Chain Transactions
0432 Issues of Replacement Tool Kit Components	
0433 Issues to Ships Undergoing Upkeep Period	
0434 Issues of Components of Weapon Equipment Allocations in Establishments	
0435 Items Issued for the Manufacture of other Items	
0436 Issues from Issue Centres	
0437 Issues for Educational Vocational Training	
0438 Controlled Items - Items in Short Supply	
0439 Log Cards, History Sheets and Equipment Lists	
0440 Special Issue Control Procedure	
0441 Guaranteed Defect - Issues of Stores for Rectification	
Section 2 - Naval and Weapon Engineering Stores	
0443 Issues of Aviation Fuels and Lubricants Direct to Aircraft Attached to Parent Station	JSP 886 Volume 6 Part 2: Accounting for Fuels, Lubricants & Gases
0445 Issues of Aviation Fuels and Lubricants to Aircraft Attached to Other RN Units, Civil or Other Service Establishments	
0450 Liquid Fuels and Oils - Consumption Reports	
0451 RN Radio & Cryptographic Materiel	JSP 886 Volume 3 Part 15: Supply Chain Transactions
0453 Keys for Kit Lockers	
0454 Issue and Control of Towed Arrays for HM Ships/ Submarines	2008DIN04-085 Towed Arrays
0455 Issue of Union Flags, British and Foreign Ensigns and National Flags	JSP 886 Volume 3 Part 15: Supply Chain Transactions
0456 Musical Instruments - Issues	
0458 Packing Cases for Personal Effects	Cancelled
Section 8 - Accommodation Stores	JSP 384: Defence Accommodation Stores Policy and Procedures
Annex A - Guide To Holding A Permanent Loan Record (PLR)	

OWNERSHIP AND POINTS OF CONTACT

2. The policy, processes and procedures described in the Defence Logistics Support Chain Manual (JSP 886) is owned by Director Joint Support Chain (D-JSC). Head Supply Chain Management (SCM-Hd) is responsible for the management of JSC policy on behalf of D JSC.

3. This instruction is sponsored by DES JSC SCM (Pol Dev) who should be approached in case of technical enquiries about the content:

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CHAPTER 1: GENERAL

RN FORM S3015: DEPARTMENTAL STORES DEMAND BOOK

1. A department requiring an item of stores is to complete columns 1 to 9 of its RN Form S3015.
2. The Form S3015 is to be presented at the stores office for a stores availability check, completion of columns 11 and 12 and, where only part quantities of stores are available, for amendment of column 5 to show the quantity, which will remain outstanding.
3. The Form S3015 will then be passed to the stores office for the Logistic Officer to take demand action on those items which were not available. For not available items of air stores, the Form S3015 should be vetted by the ASCO (where in existence) before demand action is taken.
4. After the Logistic Officer has taken demand action, the Form S3015, with columns 13 to 16 completed, will be returned to the department.
5. When the Logistic Officer receives the items demanded, the department will be notified. Once the items have been collected by the Department, the Form S3015 is to be annotated as "Received".

RN FORM S156: INTERNAL STORES DEMAND VOUCHER

6. A single Form S156 is to be issued to the custodian of each Permanent Loan Record (PLR) (Except Subflot Units who may maintain a single Form S156 held in the Naval Stores Office for use by all PLRs.)
7. Form S156 is to be authorised by the custodian.
8. The S156 book, complete with carbon paper, is presented at the store.
9. Both copies are to be receipted at the time the items are issued.
10. The form is not to be altered after signature by authorising person except:
 - a. If it is not possible to meet the demand in full.
 - b. If the catalogue details are incorrect, the person drawing the stores must initial alteration.
 - c. For insertion of log card, history sheet or equipment lists details where appropriate.
11. Detach original copy of Form S156 at time of issue and forward to the Stores Office for accounting action.
12. The duplicate copy is to remain in the book, which is to be retained by the custodian for the period specified in JSP 886 Volume 4 Part 1: Fundamentals of Materiel Accounting.

RN FORM S149: COUNTER BOOK

13. The use and preparation of Forms S149 in Units is as follows:

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- a. The quantity issued, not the quantity remaining in stock after issue, is to be recorded.
- b. Forms S149 are not to be destroyed until satisfactory completion of the next Daily Save.
- c. Forms S149 may be actioned through terminals sited in storerooms.
- d. Only one copy is required.

Types and Methods of Issue and Associated Forms

14. Succeeding Articles describe in detail the various transactions.

Table 2: Maritime Issue Forms

TYPE OF ISSUE	FORM	TO BE AUTHORISED BY
Accountable items on Permanent Loan	RN Form S156, or	Office or Senior Rating
Accountable items direct posted on Permanent Loan	RN Form S1091	authorised to demand
Accountable items for Portable Fittings	RN Form S156	
Accountable items for embodiment in aircraft or equipment	RN Form S156	
Accountable items for instructional or experimental purposes	RN Form S156	
All items for Voluntary Adventurous training	RN Form S156	Departmental, Divisional or Logistic Officer
All items issued gratuitously to individuals	RN Form S105 RN Form S1088	Stores Senior Rate
All items issued on personal loan (except Flying Clothing)	RN Form S105	Stores Senior Rate
All items issued on individual loan	MOD Form 3352A	Departmental, Divisional or Logistic Officer
All items of flying clothing issued on personal loan	RN Form S156	Logistic Officer or Survival Equipment Officer
Replacement of items lost or damaged, when on permanent, personal, individual or temporary loan, or gratuitously issued	MOD Form 2260 or RN Form S156	Commanding, Executive or Logistic Officer
Special Non-accountable items requiring full accounting	RN Form S156	Officer or Senior Rating authorised to demand
Mess Gear subject to financial control in Contracts Establishments	RN Form S156	Officer or Senior Rating authorised to demand
All items issued on temporary loan	MOD Form 3352B	At Logistic Officer's discretion, details may be in Standing Orders
Ammunition expended	RN Form S156	Appropriate SUO
Items used in manufacture/ conversation	RN Form S127	Logistic Officer

ISSUES OF ACCOUNTABLE ITEMS

15. Issues of Accountable materiel are made in the following circumstances:

Exchange Transactions

16. Unserviceable Accountable items not bearing recordable serial numbers of the same catalogue number may be exchanged at the Stores counter on a one-for-one basis. No accounting is required.

17. For Items Bearing Serial Numbers

- a. The Custodian prepares RN Form S1091.

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- b. Exchange panel is completed by the Logistic Officer to show serial number of new item.
- c. Receipt is obtained.
- d. Item is issued.
- e. RN Form S1091 is forwarded to Store Accounting Office.
- f. Serial number is amended in records as appropriate.
- g. Unserviceable item is received.

Initial Issues on First Fitting out and Restoring

18. See PLR Transactions below.

Outright Issue of Accountable Items to Portable Fittings, embodiment in Aircraft or Equipment

19. The demanding Officer or Senior Rating is to briefly annotate on the RN Form S156, or the demand requisition form, particulars of the equipment or aircraft for which required and the authority for the item, when required as an addition or to complete.
20. The item is taken off charge in the Main Store account.

Issues of Accountable Items for Instructional, Experimental, Trials or Exercise Purpose

21. The demanding Officer is to endorse the RN Form S156 "Not for Permanent Loan Record. Certified that the items will be used to destruction or embodied in other equipment or expended and not recovered", and quote the authority approving the use of such items for instructional, experimental trials or exercise purposes.

PERMANENT LOAN RECORD (PLR)

22. Accountable items which are required for regular use or need to be kept outside the storerooms may, on the authority of the Logistic Officer, be issued on Permanent Loan to Officers, Senior Ratings, MOD Civil Servants and subject to covering agreement within the relevant contract, Contractors' employees of equivalent status. Where a MOD, or Contractors civilian employee is of a grade which equates to Leading Hand or below e.g. E2, SSK or SK. then the regulations detailed below for Junior rates must be followed in special circumstances, Permanent Loan Records may also be held by Leading Hands and Corporals RM subject to the authority of the Commanding Officer, (or the Logistic Officer, if in the rank of Commander) who is to be advised by the Departmental officer as to:

- a. The suitability of the Rating or civilian concerned.
- b. The value and range of the items on the PLR.
- c. The amount of control the Leading Hand or civilian would be able to exercise over the items in their charge.

23. At all times the facilities available for their safe custody whilst on loan are to be considered before issuing items.

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24. All items issued on Permanent Loan are to be taken off charge in the Main Store Account and on charge of the appropriate PLR. RN Form S156 is to be used for all issues except initial issues on first commissioning (see Para 0417), exchange transactions made on RN Form S1091 (see Para 0417.4 and 5) immediate replacement of items lost covered on MOD Form 2260 (see Para 0421) and direct posted items (see Para 0417.6). Items held on Permanent Loan become the sole responsibility of the custodian of the PLR.

25. The following are to be issued outright and not on Permanent Loan:

- a. Items for embodiment in other equipment.
- b. Items required for instructional or experimental purposes.

26. Items required for only a short period (not exceeding 21 days) are to be issued on Temporary Loan. See Temporary Loan Issues below.

27. Items which were originally issued to a custodian on PLR and are then subsequently issued on Individual Loan to personnel within the custodian's department are to be recorded on MOD Form 3352A - Loan Record Card in accordance with Individual Loan Issues below.

28. Items which were originally issued to a custodian on PLR and are then subsequently issued on Temporary Loan to personnel within the custodian's department are to be recorded on MOD Form 3352B: Loan Record Book Record in accordance with Temporary Loan Issues below.

PLR TRANSACTIONS

Initial Transactions on First Fitting Out

29. Unless it is practicable to complete the PLR's immediately on storing, the person drawing the items is to give a receipt at the time on MOD Form 3352B, or the accounting copy of the supply voucher, or the Inspecting Officer's copy of the first outfit tabulation. For items subject to Permanent Loan action fitted in place before the custodian arrives, details of the item and its precise location should be entered in the MOD Form 3352B, a separate page being raised for each intended custodian and a signature obtained at the first opportunity.

30. PLR's should then be prepared for each custodian in accordance with PLR Transactions below, the registered number of the PLR being noted against the original receipt. The quantities issued are to be removed from charge in the Main Store Account quoting the appropriate PLR Number. The entry in the MOD Form 3352B should be cleared once the PLR has been signed.

31. For items bearing a registered/serial number, details of this number are to be recorded on the MOD Form 3352B or appropriate Supply Voucher.

Exchange Transactions

32. When unserviceable items are returned to the Logistic Officer and serviceable items identical in Item Identification Number, description and quantity are issued in replacement at the same time, the following procedure is to apply:

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- a. **Items bearing registered/serial numbers which are recorded in the account.** RN Form S1091 is to be prepared by the custodian and the registered/serial number of the new item issued in lieu entered in the EXCHANGE panel by the Stores Account Staff. The departmental representative receiving the new item is to sign for it in the EXCHANGE panel. The registered/serial number records held on the Logistic Officer's and custodian's copies of the PLR and on the Main Store Account are to be amended accordingly. No other PLR or Main Store Account action other than at paragraph 33 below is necessary.
- b. **All other items.** The exchange is to be made without supporting internal vouchers (RN Forms S1091 and S156) and no PLR or Main Store Account action, other than at sub-paragraph 5 below, is necessary.

33. At the time of the exchange, the item replaced is to be entered on RN Form S331 (JSP886 Volume 3 Part 13: Return of Materiel and Equipment) with details of registered/serial number and log card or history sheet if applicable.

34. Direct Posting:

- a. Items received from external sources and subject to manual direct posting are to be issued to the appropriate PLR/ALR using the supply voucher received with the item. A signature of receipt is to be obtained from the appropriate custodian on the supply voucher. RN Form S156 is not required.
- b. Items received from external sources and subject to OASIS/RIDELS Interface (OSRI) action are directly posted to the demanded PLR/ALR as part of the OSRI process. One copy of the OASIS produced RN Form S156 is to be forwarded the relevant PLR/ALR custodian to which the issue was made. The ships copy of the OASIS produced RN Form S156 is to be signed by the custodian and filed, unless a signature of receipt of receipt has been obtained on the original supply voucher in which case the RN Form S156 is to be cross referred to the Supply Voucher, annotated 'Receipt Held on Supply Voucher' and filed.

Registration and Recording of PLR

35. A manual list is to be maintained by either display board or RN Form S124 register of Loan Records held, alongside the OASIS system. Either option is to be maintained at the discretion of the Logistic Officer. The PLR number allocated is to be quoted on all vouchers affecting the PLR and on any other vouchers for stores transactions involving the custodian of the particular PLR. The RN Form S124 record is to be completed in ink and retained for audit inspection.

36. The display board or RN Form S124 register, in order to facilitate mustering should show the following details for all PLR's:

- a. Registered number.
- b. Departmental title.
- c. Name, Rank or Rating and Service number of custodian.
- d. Date PLR was last mustered.
- e. Date PLR is next due for muster.

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37. Where space does not allow for the use of a display board, information regarding custodian and musters should be maintained in pencil in the register RN Form S124.

Increase or Decrease in Range or Quantity on PLR

38. **Increases.** Additional items or quantities are to be demanded on RN Form S156. The Stores Accountant is to:

- a. Remove the item from charge in the Main Store Account.
- b. Amend the record of registered/serial numbers in stock, if applicable.
- c. Bring the item on charge in the Logistic Officer's copy of the PLR entering details of registered/serial number if appropriate.

39. **Decreases.** Items no longer required are to be returned on RN Form S1091. The Stores Accountant staff are to:

- a. Bring the item on charge in the Main Store Account (except during direct posting and destoring).
- b. Amend the record of registered/serial numbers in stock, if applicable.
- c. Remove the item from charge in the Logistic Officer's copy of the PLR, completing details of registered/serial number, if appropriate.

Loss of Damage of Items on PLR

40. The Loss or Damage of item held on PLR is to be dealt with in accordance with JSP886 Volume 4 Part 6: Losses.

41. Lost items not bearing a registered/serial number may be replaced at the same time as MOD Form 2260 is presented, provided the form has been registered, the signature of the custodian or his authorised representative is obtained. Copy 2 should then be used to remove the item from charge in the Main Store Account; no action will be required in the PLR.

42. Replacement of items lost bearing a registered/serial number recorded in the account must be demanded on RN Form S156.

43. When items on PLR have been damaged (whether or not MOD Form 2260 is required), the procedure in Part III Article 0419 (or Article 0417.4 if applicable) is to be used. In either case, the MOD Form 3352B and Copy 2 of MOD Form 2260 should be cross-referred. Additionally, the defective item should be tallied with the MOD Form 2260 registered number and laid apart until the completion of the Losses procedure.

PLR MUSTERS

Responsibility

44. Musters are to be carried out by the custodian of the PLR.

Frequency

45. Musters are to be carried out:

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- a. On change of custodian and on closure of the PLR. Muster all items on PLR.
- b. **Every six months from Date of Last Change of Custodian.** Muster all items on PLR (except Accommodation Stores under Management Codes 0091, 0422 and 0451).

Procedure

46. When the muster falls due, the Logistic Officer, or his delegated representative, is to provide the custodian with an up to date print copy of the of the PLR once they have confirmed that all transaction relating to the PLR have been completed. The custodian is to compare this copy of the PLR with his own records to ensure that all transaction are agreed. Any differences are to be investigated in consultation with the custodian and adjustment agreed jointly.
47. The custodian is then to muster the items, taking into account any additional items on temporary loan from the Logistic Officer, and prepare a list of any differences. Registered/serial numbers are to be verified where applicable.
48. Differences which cannot be accounted for after reference to the Logistic Officer are to be dealt with as follows:
- a. **Discrepancies.** In accordance with JSP886 Volume 4 Part 6: Losses
 - b. **Surpluses.** In accordance with JSP886 Volume 3 Part 15 Chapter 5: Items Found.
49. Once the muster is complete and any discrepancies have been resolved, the custodian is to sign the PLR printout
50. Under normal circumstances a Service PLR Custodian, (ie. an Officer or Senior Rating) can be expected to perform the task for a period, which rarely exceeds thirty months in duration. However, civilians of similar status may necessarily be PLR custodians for a considerably longer period. (Contract Catering staff responsible for quantities of Accommodation Stores in Shore Establishments, or Engineering Support staffs at Air Stations are examples of this situation). In these circumstances it may be appropriate for Logistic Officers to consider, on an occasional basis, whether or not a Supply Chain Leading Rating (or above) should be made available to assist and accompany the Custodian during a routine six-monthly muster.

Action on relief of PLR Custodian

51. The outgoing custodian and their successor are to muster all items held on the PLR; the following the above procedures. On completion of the muster, and once any discrepancies are resolved, the incoming custodian is to sign the certificate on the PLR printout and acknowledge they have read and understood the Guide To Holding A Permanent Loan Record (PLR) at Annex A.
52. When there will be an interval between the departure of the outgoing custodian of a PLR and the arrival of his successor, the custodian is to report to his Commanding Officer or, in the case of a Senior Rating, to his Departmental Officer. The Commanding Officer or the Departmental Officer is to appoint a temporary custodian and the full handover/takeover procedure carried out.

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53. In exceptional circumstances, where time does not permit the outgoing custodian to hand over their PLR prior to departure (i.e short notice assignments, CASEVAC, etc.), the incoming custodian (either temporary or successor) is to be allowed up to one month to complete their verifications, following the procedure outlined above.

Report to Commanding Officer

54. The Logistic Officer is to inform the Commanding Officer which PLR's are overdue for muster on RN Form S82 Weekly Logistics Report.

INDIVIDUAL LOAN ISSUES

55. Individual Loan Issue occurs when items are loaned over a prolonged period to an individual for their exclusive use whilst in one Unit. Initial issues are made in bulk to a nominated departmental custodian for subsequent individual issue within the department

Terms of Issue

56. Entitlement is as per BR3 and current Defence Information Notices (DIN).

57. All items may remain on loan so long as the recipient remains qualified and performing the duties for which the loan items are required.

58. Issues are free of charge and replaced free of charge when worn out or unserviceable through fair wear and tear, provided that the worn or unserviceable item is returned.

59. Minimum periods for free replacement of certain items as defined in BR3.

60. Items are not to be defaced and may only be marked with owner's name or a unique identification marking when it is essential to identify ownership or application as a component of a particular outfit, e.g. tool kit.

Issue Procedure

61. Issues are to be made as follows:

- a. Accountable items. On Permanent Loan.
- b. Special Non-accountable Items. An outright issue is made on RN Form S156.
- c. The Custodian is to record issues of all items to individuals on MOD Form 3352A. MOD Form 3352A is to be held by the custodians with and, in the case of Accountable items, in support of the PLR.

62. Change in Quantities or Range of Items on Individual Loan:

- a. Increases and decreases to bulk quantities on PLR for Individual Loan issue are to be supported by RN Forms S156 and S1091 respectively. Additional quantities of items for Individual Loan should also include evidence of the additional personnel to be supported. For special Non-accountable items it should be confirmed that the demand is not to replace items lost, and the demand should be checked against the Main Store Account for evidence of earlier issues,

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b. MOD Form 3352A allows for the departmental custodian to make additional issues to individuals. When a change occurs, the next available line is to be used to record the additional items(s) being issued or the receipts column completed for items being surrendered. Once all items on MOD Form 3352A have been surrendered, it can be destroyed.

63. Comparison of Forms MOD Form 3352A which records of individuals borne:

a. **Method A.** Each MOD Form 3352A represents items held on charge in bulk in the custodian's PLR. On one day each quarter, the custodian is to verify the names in the MOD Form 3352A with all the persons currently in his department. Any differences are to be investigated as follows:

(1) MOD Form 3352A which have not been closed for personnel transferred - enquiries are to be made, if necessary, with the individual's new Unit to ascertain the disposal of the items remaining on MOD Form 3352A. Any items not recovered are to be dealt with by the Losses procedure.

(2) New joiners for whom no MOD Form 3352A is held - the individual's holding of items, if any, is to be checked and, where necessary, a MOD Form 3352A prepared.

64. Replacement Issue of Items Lost or Damaged by other than Fair Wear and Tear:

a. Replacement is authorised / issued against signature of recipient on MOD Form 2260.

b. Where item has a recorded serial number, MOD Form 2260 must be supported by:

(1) In the case of an item lost - RN Form S156,

or

(2) In the case of an item damaged - RN Form S1091 using the exchange procedure.

c. All damaged items are to be returned to the storeroom at the time of replacement issue.

65. Exchange of Items Worn Out or Broken by Fair Wear and Tear:

a. Exchanges. The unserviceable item is to be presented at Store where it will be exchanged one for one. Should any doubt exist as to the cause of the damage to the item the individual is to be referred to his/her Divisional Officer for further investigations and MOD Form 2260 action if necessary?

b. Items not available. When the replacement is not readily available, the item is to be returned to the individual for retention until a replacement is available.

c. Exchange of items bearing a Serial or Registered number is to be effected on RN Form S1091.

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- d. Exchange of Non-accountable items. The issue is to be recorded on RN Form S149.

TEMPORARY LOAN ISSUES

- 66. Items (e.g. tools) required for short periods (not exceeding 21 days) are to be issued on Temporary Loan using MOD Form 3352B.
- 67. Issues are to be made at the oral request of members of the Unit's Company.
- 68. The Logistic Officer is to ensure that items are drawn for official purpose and in reasonable quantity.
- 69. Temporary Loan issues are not to be removed from charge in the Main Store Account, or from the Permanent Loan Account as appropriate if issued by a PLR custodian. Items are to be returned in good condition on completion of work for which they were borrowed.
- 70. The person receiving the items back in the store is to date and initial the entry in the MOD Form 3352B.
- 71. The Logistic Officer is to inform the Departmental Officer when items are held in excess of 21 days. In such cases, the Departmental Officer is to arrange one of the following:
 - a. Immediate return.
 - b. Transfer to Permanent Loan record and MOD Form 3352B endorsed accordingly.
 - c. If Non-accountable, outright issue.
 - d. MOD Form 2260 action if lost or damaged.
- 72. The person receiving the item(s) is responsible at all times for the safe custody of the item(s) whilst on loan.

ANNEX A: GUIDE TO HOLDING A PERMANENT LOAN RECORD (PLR)

1. This guide is to be issued to each new custodian on taking over a PLR. They are required to acknowledge that they have read and understood the guidance given and a copy is to be retained with the PLR.

Introduction

2. Your Permanent Loan Record (PLR) is a record of all the Permanent and Limited Stores, issued for use in your Department. It is produced as a printout from the OASIS Stores Computer and you may obtain a copy from the Stores Office.

3. Holding a PLR is an important duty, which may be PAINLESS or **EXPENSIVE**, depending on how you approach the task.

Taking over a Permanent Loan Record

4. When taking over a PLR, trust no one; you can heed this advice or disregard it and possibly learn the hard way. Once your signature is on the OASIS print you are responsible for all the items recorded in the Loan List – so check everything before signing.

5. When conducting the take-over muster, ensure that you personally sight all items said to be “in stock”. Obviously you will not be able to check every item personally, as many will be out on loan to personnel within the department. This loan may take two forms:

- a. Long Term Loan (known as Individual Loan).
- b. Temporary Loan.

6. **Long Term Loan.** A receipt should be held for these items on a record card, preferably a Loan Record Card MOD Form 3352A, or something very similar showing to whom issued, items issued, date of issue. NEVER take these cards at face value, always check that the person named is still working in the department and, within a reasonable time of your taking over, obtain a new signature. Any points that you are not satisfied with, such as whether a man has gone on draft, signatures that cannot be read, very old cards etc, should be investigated immediately and any points that cannot be resolved must be brought to the attention of your Head of Department, in writing, as soon as possible. You should also satisfy yourself that departmental personnel cannot proceed on draft without your knowledge – if they can, then they may go off with some of your PLR items.

7. **Temporary Loan.** This type of loan means just that – limited to short periods, up to 21 days is the normally accepted period. For periods in excess of 21 days, a permanent receipt should be obtained in your card system as at paragraph 5 above. When taking over, always check that personnel who have signed for items on Temporary Loan, do not have similar items on permanent loan or vice versa.

8. Finally, complete the take-over muster as soon as possible; if you spread this muster over several days then someone is bound to move items from where you have already checked to where you are about to check. Do not be afraid to declare any surplus – ‘one man’s surpluses are another man’s deficiencies’.

Controlling Your PLR

9. If you take over equipment, which you do not require, return it to Naval Stores, equipment which you don't need may be urgently required elsewhere, it is also less items to keep control of and possibly lose.
10. If you have reduced your holdings to the practical minimum and feel that you are still unable to control the PLR in the time you have available, inform your Head of Department in writing, keeping a copy for your own records.
11. The physical location of all items, whether on long term loan or not, should be noted on your PLR. For example, if you have three fire extinguishers in separate offices then the PLR should show in which offices they are kept.
12. Keep your loan cards locked away (That Golden Rule again, **trust no one**). If you do not, and one goes missing, you are left with a deficiency if the item is not returned.
13. Some of the more attractive items have a serial number marked on them. Keep a record of these numbers they could assist in identifying items, which may be lost or stolen.
14. When you demand (RN Form S156) or return (RN Form S1091) permanent stores (as distinct from exchanging them), amend your PLR to show the revised quantity on your charge, and note the voucher number. Vouchers do sometimes get lost and noting the voucher number is your safeguard.
15. When you note that something is missing, do not think that you can make it up in due course, **you can't**, and sooner or later you may have to pay for it yourself. Investigate all losses at once, and you should be able to find the person responsible and take MOD Form 2260 action. If you cannot allocate responsibility, report the facts in writing to your Head of Department for investigation.
16. Items worn out by fair wear and tear should not be allowed to accumulate in a dusty corner, return them to Naval Stores and demand replacements; otherwise the chances are that they will be used to repair other items or simply ditched. In either case you will be left with a deficiency. This is particularly important for items of clothing.
17. A word of warning about damaged items. Should an item be returned to you in a damaged condition, the circumstances should be investigated and a report made to your Head of Department (HoD). Almost certainly the Logistic Officer will call for a report when the item reaches him, as there may be a case for MOD Form 2260 action to consider a case of negligence.

Six Monthly Musters

18. You will be sent an up to date copy of your PLR shortly before your sixth monthly muster is due. When carrying out your muster follow the guidance in paragraphs 4, 5 and 6. Once you are satisfied each item is present and correct, initial alongside it on the printout. Once all items have been initialled **you must** return to the Logistic Officer to sign the muster is complete. You are advised to retain your copy as a handy record of your holdings. It is wise to obtain an up to date printout each time you intend to carry out any additional musters, otherwise you may overlook items you have recently obtained and search for items you may have returned since the last muster.

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19. If all the items on your PLR were your personal property, would you be content to check that they were all there only twice a year? It is more likely that you would carry out a total or partial snap check more frequently. Check through your loan cards at least monthly to ensure that no one has slipped away and taken their equipment with them.

Demanding Equipment

20. You can demand replacement items at any time using your RN Form S3015 Store Demand Book but obtaining additional permanent items is more complicated, especially in these days of cost cutting and moratoriums. Firstly you must obtain a RN Form S130, from the Stores Office on which to justify your requirement. This application must be filled out in great detail giving full justification. This will assist in the demand being processed quickly, as it must be passed through the chain of command for eventual approval by your ADMIN Authority if necessary. Too often the reasons given as justification are too brief and this entails the application being returned to the originator for a fuller justification. If items are demanded in accordance with a recommendation by an inspecting team, make sure you get the recommendation in writing and attach a copy to your application. This will strengthen your case and give your application more chance of being approved.

Returning Equipment

21. All items returned to stores should be clearly labelled using MOD Form 731 – Equipment Conditioning Label and, unless exchanged one-for-one, documented on an accompanying Form RN Form S1091. All items which are or may be contaminated with hazardous substances are to be accompanied with MOD Form 3206: Certificate For Items Contaminated With or Potentially Contaminated With Hazardous Substances.

Transferring Items between PLRs

22. This is a simple transaction, which requires the custodian transferring the item to complete a Form RN Form S1091 to remove the item from his PLR and the recipient to raise a Form RN Form S156 to add the item to his. Both vouchers should be signed and taken to the Stores Office to allow the necessary accounting action to take place.

Losses Procedure

23. It is important that as soon as any loss or damage is discovered that it be reported to Naval Stores so that a MOD Form 2260 can be raised. Once the form has been raised and registered by the Stores Office, it will be passed on to your Divisional Officer or Head of Department for investigation and completion of Sections B and C. The Investigating Officer should report his findings in full as it is this report gives the Commanding Officer the information on which to make their decision regarding deductions from pay.

24. If you have an efficient loan system on the lines of Paras 5 and 6 and you are properly accounting for the stores in your charge, then you should have no problem having write-off approved. If on the other hand it is found that your routines are lacks and your loan system is poor, then the blame may be attributed to you. It is therefore important you cover yourself by being strict with your routines and ensuring the security of stores on your loan, when they are not in use.

Temporary Absences

25. Should you leave your section to attend a course, or if you are loaned to another ship or department, you and your superior must give careful consideration as to who will be

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responsible for your interests in your absence. Remember, you remain responsible at all times – your signature is on the records. The guiding rule should be that if all items are out in use within the department, short absences say 2-3 weeks, will have little effect. However, if you have items in stock, consideration should be given to turning over the PLR to a relief custodian or have the temporary relief muster and sign for all items in stock. It is strongly recommended that busy PLR's – should always be formally turned over to a relief custodian for any absences other than seasonal leave.

Security

26. Security of your records and stores should not be overlooked. Who else has access? Who may obtain keys to your store? The answer should be no-one, other than yourself; duplicate keys should be placed on the Main Keyboard with clear instructions as to who may draw them, i.e. OOD in an emergency, your Head of Department etc.

Handing Over Your PLR

27. When the time comes to hand over your PLR obtain an up to date copy from the Stores Office and carry out a muster prior to your relief joining. This will leave time for you to sort out any small problems you may have before beginning to hand over the PLR. As you should have carefully followed all the foregoing advice you should have no discrepancies and hand-over will take place smoothly and quickly.

Forms used in Conjunction with PLRs

28. There are a variety of forms that you will be required to use as a PLR Custodian, these are as follows:

- a. **RN Form S156: Internal Demand Form.** Raised in duplicate. This form must be complete when additional items are to be drawn for inclusion on your loan record. This form must be authorised by yourself at the top and receipted by whoever picks up the stores on your behalf. Additionally it must also be raised when drawing:
 - (1) V&A or controlled consumable items.
 - (2) Items issued as fittings.
 - (3) All local purchase items with a value of over £250.
- b. **RN Form S1091: Internal Return Form.** Raised in duplicate. When you return anything to stores other than as a one-for-one exchange, this form is to be used to obtain a receipt. For items on your PLR the form is used by the Stores Officer to Credit your loan list, therefore, it is important that you keep your pad safe as evidence that items have been returned, should the stores copy be misplaced.
- c. **MOD Form 2260 Report of Materiel Loss.** See paragraphs 23 and 24 above.
- d. **RN Form S3015: Departmental Demand Book.** All requirements for stores are to be demanded through the Stores Office by use of this book. A realistic Required Delivery Date (RDD) must be entered in the appropriate column and, for items which cannot be matched with a stores number; all available details should be given such as IPC or BR reference, part number, manufacturer etc.

Notes for HODs and DOs

29. It pays to check and be aware of:

- a. Which of your Officers and Senior Rates hold Permanent Loan Records?
- b. Is each PLR being correctly mustered and signed for, at least six monthly and on change of custodian?
- c. Is an efficient temporary and long term loan system operating for each PLR?
- d. Are losses being reported promptly and investigated thoroughly by Divisional Officers and Section Officers?
- e. Are surplus and unserviceable stores being returned to Naval Stores and not stock piled?
- f. Has each PLR holder got sufficient control over the items on his loan? If not, should the items be either transferred to another PLR or the loan list is transferred to another Officer or Senior Rate who would be in a position to exercise fuller control.
- g. When an Officer or Senior Rating in your department is taking temporary absence such as going on a course, entering hospital or being loan drafted, is he a PLR Custodian? If so, has the PLR been handed over to another suitable Officer or Senior Rate? If it has not, then urgent action should be taken to muster and hand over the PLR if the absence will be in excess of two to three weeks.

I confirm that I have read and understood the guidance given above:

PLR No:	Signature:	Date:
Rank/Rate:	Name:	Service Number: