

3.15.3 Storage Facilities

Storage conditions are a vitally important consideration in hot humid climates. As such, air conditioning may be necessary. Storage areas are to be designated to prevent damage or deterioration of spare parts and equipment, in accordance with the manufacturers' storage instructions.

Spare parts and equipment are labeled/marked in such a manner so as to enable easy identification and location.

Frequently used parts are best kept in a central place within the stores where staff who are familiar with them and understand their functions can quickly access them and order as stock levels demand. Specialist equipment and expensive materials should be stored in a designated area.

Displayed lists and color-coding of shelves will provide easier access. Maintain the relevant documentation for identification and location of spare parts prior to use or delivery.

3.15.4 Inventory Control and Stock Management Procedures

An appropriate CMMS package, approved by the DMAT, with links to accounting and management information system, shall be used for keeping records, tracking and accessing of spares available/consumed in an easy and timely manner.

Spare parts received should be checked and catalogued against the supplier/manufacturer part number. If no number is apparent, a part number shall be allocated and attached to the component(s) packaging. Data against each component shall then be recorded into a:

- a) Computer and linked to accounting and Management Information System (MIS). Data can be entered more accurately and in a timely manner and is easily accessible.
- b) Show a running balance of the quantity of the specific item
- c) Should be checked each month by someone in authority to ensure accuracy and also to enable monitoring of the general usage in each DMAT.

Noting the monthly usage is useful when considering the annual budget and requirements for the year ahead. An end-of-year stocktaking exercise is required for correct auditing procedures.

3.16 Consumables and Spare Parts

Adequate stock of gland packing, belts, gaskets, lubricating oil, greases, transformer oil, insulation tape, sealing compound, emery paste etc. shall be maintained. The consumables and lubricants shall be of proper quality and grade. Quantity shall be decided depending on consumption and period required to procure and replenish the stock. Where required, the Contractor shall be responsible for supply of all spares and consumables used in the provision of the services.

Adequate stock of spare parts should be maintained to avoid downtime due to non-availability of spares. Generally spares required for one-two years maintenance as per list below shall be kept in stock. The list should not be considered as full-fledged and comprehensive and should be updated and revised in light of manufacturers' recommendations and previous history of repairs undertaken.