

CARISBROOKE SHIPPING

FLEET STANDING ORDER

Title: PO 1A – Spares, Stores and Service Order Numbers

To: All Masters, Chief Officers and Chief Engineers

Date: 1st January 2011

Approval: Margrete A Marshall – DPA Cowes



Erik Aukema – DPA Leer



The Order Number form (PO1) can be found under the Purchasing section of the Forms and Checklists file and on the computer.

All order numbers are to originate from the ship. The order number will consist of either two or three letters (which will identify the ship) followed by a rolling number starting at 0101. Should you wish to trace the progress of an order that you have placed, all you need do when in contact with this office is quote this order number.

All spares and stores orders are to be sent in using the InfoPath forms.

Please do not place an order by phone as it can lead to the loss of the order, or information can be written incorrectly leading to further delays. In the event of an urgent order please use GlobeForms and back this up with either a phone call or an email so that we are aware of the urgency.

When issuing order numbers, please do not issue the same number for different groups of items, for example, when ordering general deck stores, chemicals, main engine spares, and auxiliary engine spares all at the same time, four different orders should be issued.

All orders are to be passed through the Master who will issue an order number and then send to the office by the appropriate means.

Whenever orders are discussed in a message to the Purchasing or Technical Department, use the applicable order number as a reference.

Master is to ensure the proper upkeep of the order number issuing form (PO 1), as this will assist both the ship and the office.