



## CARISBROOKE SHIPPING

# FLEET STANDING ORDER

Title: PO 2A – Order Forms  
To: All Masters, Chief Officers and Chief Engineers  
Date: 1<sup>st</sup> January 2011  
Approval: Margrete A Marshall – DPA Cowes   
Erik Aukema – DPA Leer 

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There are two types of order forms. These are:

### **Stores Order (STRF):**

To be used for all general requirements such as:

- Deck Stores;
- Engine Room Stores;
- Electrical Stores;
- Chemicals;
- Paint.

When ordering stores, please note the following:

- When ordering deck or engine room stores, if you require several of the same item (but with different sizes) please ensure that each size is listed separately. For example:  
DO NOT list: 10 pcs each Bolts, M8, M10, M12  
Please list as follows: 10 pcs Bolts M8  
10 pcs Bolts M10  
10 pcs Bolts M12
- General electrical stores must be ordered on a separate stores order, and not included in Deck and Engine Room Stores. When ordering electrical stores, please use the “Kerger” catalogue which you should have on board;

### Charts, Publications and Flags

- Cowes-managed ships should NOT include orders for charts, publications and flags within a normal stores order. They shall be ordered by email directly to the technical department, including full BA chart number and title;
- Leer-managed ships should order charts, publications and flags with full BA chart number and title by e-mail directly to [purchasing@caship.de](mailto:purchasing@caship.de), with a copy to their technical department at [technical@caship.de](mailto:technical@caship.de)

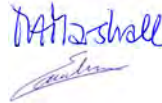
### Lube Oils, Grease and Paints

- Cowes-managed ships - lube Oils and grease should NOT be included in a standard stores order. They must be ordered via the InfoPath form LOR. Please note, when ordering lube oils and grease, details of present ROB and a time frame for when present stock will run out should be included. This will enable better planning of deliveries, considering availability and large differences in prices between ports;

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- Leer-managed They must be ordered via the InfoPath form LOR. Please note, when ordering lube oils and grease, details of present ROB and a time frame for when present stock will run out should be included. This will enable better planning of deliveries, considering availability and large differences in prices between ports;

### All Ships

- The only items to be placed on a Deck or Engine Room stores order form are general consumables that a ship's chandler can easily obtain locally (e.g. standard nuts and bolts, ordinary hand tools, galley & domestic consumables etc).
- ANY items of safety equipment or spares to do with the technical and operational running of the vessel **MUST** come in on separate spares orders and **NOT** in the middle of a general stores order.

### **Spares Order (SPRF):**

To be used for all technical spares parts. You must give as much information as possible about the part that you require, and the machinery that it comes from. The more information that you can give us, the quicker and easier we will be able to locate and supply you with the part. For example, in addition to the equipment makers' information and part numbers, there may be information on the part itself. With this information we may be able to get hold of the part much quicker and cheaper, so the more information that can be given the better.

### Priority Rating

The forms currently are marked indicating a priority rating of "1=Urgent, 5=Low Priority". Please disregard this, and use the following:

- 1 = Urgently required to repair / avoid breakdown;
- 2 = Required for upcoming maintenance;
- 3 = Required for replenishment of stock;

Spares that are urgently required to repair / avoid a breakdown:

These **MUST** be sent in on an entirely separate order. This is required due to the fact that we need to know exactly which spares you need immediately to effect a repair.

Spares that are required for upcoming maintenance:

We are starting to see with alarming frequency that manufacturers have lead times of anywhere from 1 to 3 months. Also any manufacturers that are in Japan, China or Korea generally do not appear to stock spares, and are often hard to track down. We therefore require that all maintenance is planned a minimum of 3 months in advance to allow us to source the spares and to have the opportunity to despatch them to a suitable port before the maintenance is actually due.

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Please note that where you have stock on board you must ensure that your stock level does not drop below the minimum stock level set in the stock keeper program for the purposes of scheduled maintenance. The minimum stock levels set in the store keeper are the required level of spares to safeguard for emergencies.

Therefore please find the following example:

8 pcs required for scheduled maintenance  
4 pcs currently held in stock  
2 pcs are required to be held on board as essential stock

Using the above example, you would need to order a total of 6 pcs, as although you have 4 pcs in stock, you must maintain 2 pcs as essential spares. Therefore you have 2 pcs available for maintenance, and so require an additional 6 pcs to make the 8 pcs required for the maintenance.

Spares required for replenishment of stock:

This is to be used for all general stores as well as all spares that are required to replenish stock levels to the required minimum essential stock level as designated by the store keeper program.