

CHAPTER 6

STORES AND STOREKEEPING

The stores which you as the Electrical Officer of a ship, will be interested in fall into the following categories:-

(a) Naval Stores Allowed by Sea Store Establishments

These stores are supplied by the S.N.S.O. to the ship's supply officer and held on charge in the Ship's Naval Store Account, but permanent stores are issued on permanent loan to the responsible departmental officer of the ship. Consumable naval stores will be dealt with later.

establishment of naval stores - fixed & scale methods. - fixed - class of ship cable equipment
Number laid down in B.R. 358

(b) Portable Fittings (i.e. Vote 8/III equipments and naval stores including specialised equipments (e.g. Radio and Asdic) fitted in place on board but not allowed by Sea Store Establishments). *portable or easily rendered portable*

Supply of Vote 8/III equipments is arranged direct by the Admiralty or the Dockyard Technical Department (E.E.M. for electrical equipment). Other items are either supplied by the ship-builder or drawn by the Dockyard Technical Departments from the S.N.S.O. and fitted either as complete outfits or as parts of specific installations (e.g. telephone circuits, lighting and heating systems etc.).

All such items are to be accounted for by the user in accordance with the instructions laid down in Form D. 787A.

(c) Spare Gear and Spare Parts

Details of spare gear and spare parts are initiated by the Admiralty contractor or by the Technical Department of the Dockyard on Form D. 787J, subsequent additions being made in accordance with para. 7 of Form D. 787A.

(d) "As Fitted" Drawings (see also Chapter on Maintenance Records and Documents)

These items are stores and are to be held on charge on Form D. 787G. The Electrical Apparatus Schedule is to be considered as an "As Fitted" drawing, (see A.F.O. 1660/54). This schedule used until recently to be known as "Part OUG137" and is supplied by the Technical Department of the Dockyard although in special instances it may be obtained from the Director of Electrical Engineering, Admiralty, Bath.

(e) Gunnery and T.A.S. spares

Electrical spares for gunnery and T.A.S. purposes whether they be Naval or any other kind of stores are supplied by M.E.Ds. G.E. store to the ship. Where electrical and mechanical spares are boxed together the electrical spares are only to be held by the Electrical Officer if he can find a suitable stowage for them. If not they are to be held by the Gunnery Officer and a report made to the Admiralty. Where the Electrical Gunnery Spares are separately boxed they are to be held by the Electrical Officer.

We shall deal at some length with the methods of supply, return and accounting, and stowage of stores but before doing so, we will pause awhile to say a little about the custody of and general responsibility for them.

CUSTODY

The principles to be followed in deciding responsibility for custody of electrical equipment and spare gear are:-

- (a) The electrical equipment in a ship (including portable plug-in apparatus, e.g. laundry irons, electric kettles), shall be the responsibility of the user, either through the medium of the list of portable fittings, or on his list of permanent loan stores from the supply officer.
- (b) Spare units (other than small components in locked stowages) alongside the equipment for which they are supplied, shall be the responsibility of the user whether accounted for as portable fittings or as sea stores on permanent loan from the supply officer.
- (c) Drawings, documents and electrical spare gear associated with the maintenance of equipments and fittings shall be on the charge of the Electrical Officer. Where, however, drawings, documents etc., for both mechanical and electrical portions of equipments are bound in composite form they shall remain in the charge of the officer having custody of the equipment.
- (d) Electrical equipment which is operated exclusively by the electrical branch or has no specific user shall be the responsibility of the Electrical Officer whether on his charge as portable fittings or on permanent loan from the supply officer. This will cover electrical supply and distribution systems, lighting and heating systems and degaussing equipment.

Exceptions to these principles are:-

- (i) The gyro compass equipment except for the repeaters and their azimuth circles is to be the responsibility of the Electrical Officer.
- (ii) Fitted electric cranes are to be the responsibility of the Electrical Officer and are to be operated by the Electrical Branch.

Demand, Supply, Return and Accounting for Naval Stores

Throughout this section when the Supply Officer is referred to you should remember that in all probability you will be the Supply Officer for "F" class stores in any small ship. Nothing that will be said, however, is invalidated by this fact since you will have two separate functions in storekeeping matters with two separate staffs (electrical and naval stores); two separate stores, and two separate accounting systems. You will draw from and return certain items to yourself; you will transfer certain items to yourself; you may make peremptory demands on yourself. There are even certain circumstances under which you may have to give yourself a dressing down.

The matter is somewhat further complicated by the fact that the Engineer Officer is the Storekeeping Officer for stores other than those in Class "F" and you will have to share your Naval Storerooms and Naval Stores Staff with him. This creates no difficulties whatsoever since, in fact, the division is a purely artificial one made so that you can bring your specialist knowledge to bear on problems concerning Electrical Naval Store items. You will by now have guessed that Class "F" Naval Stores are supplied for electrical (and certain navigational) purposes.

Your duties as a Naval Storekeeping Officer (or Supply Officer, whichever you prefer) are clearly and concisely laid down in B.R. 4 - The Naval Storekeeping Manual, and you should be very zealous in seeing that its provisions are observed. Provided you follow the principles laid down in it you simply cannot fail and no other attempt to teach you Naval Stores procedure will be made than to draw your attention to it.

As a user of Naval Stores you must first understand the distinction between Permanent and Consumable Stores:-

- (a) Permanent Stores are Naval Stores with a reasonably long life which are not consumed in use and are sufficiently valuable to require accounting for at all times. A list of all such items on the Departmental Officer's charge is held on Form S.1099 and the officer is responsible for these stores at all times. If they are lost, broken or stolen an enquiry must be held and the responsible person mulcted to the extent decided by the Captain. A detailed treatment of the procedure will be given later in this chapter.
- (b) Consumable Stores are stores of small monetary value or of such a character that they are consumed or used to destruction within a limited period. They are regarded as expended on issue by the Supply Officer and accounting beyond this stage is unnecessary. One proviso, use of consumable stores should be kept down to a reasonable level. We shall see later what a maze overstocking and overconsumption can lead to.

One more definition and we can get down to our task:-

Sea Stores. When the ship is building or converting Form D.127/S.181 is raised. The form is a questionnaire relating to the fittings etc. of the ship and is usually raised in part by the Electrical Officer standing by the ship. On the basis of this form, known as the List of Particulars, the S.N.S.O. calculates the allowance of stores which may be held at any one time by the Supply Officer. This allowance is known as the Sea Stores of the Ship and any item not included in it will not be allowed to be held by the Supply Officer.

You may find yourself raising a List of Particulars and the memorandum printed at the front of the form will tell you all you need to know to do so. This memorandum of instructions and a few pages of the form are reproduced at the end of this chapter.

Demanding Stores

Sea stores, either Permanent or Consumable may be demanded from the Supply Officer on Form S.156 (a copy will be found at the end of this chapter). The Departmental Officer should sign at the top and the person receiving the items at the bottom. The forms are in duplicate and the doubly signed original is retained by the Supply Officer as proof of delivery, the duplicate remains in the pad and should be retained by the Departmental Officer as a check on quantity. Separate pads of the forms should be kept by each department and demands from different departments should never be made on the same pad.

Certain common consumable stores may be drawn direct from the Naval Stores without Form S.156. These items are signed for by the person receiving them in the Counter Book (S.149) kept in the Naval Stores. You must furnish the Supply Officer with a list of names of ratings authorised to sign the Counter Book on your behalf together with specimens of their signatures. This list should be kept as short as possible and should include only men of known reliability.

The Supply Officer keeps a separate Counter Book for issues to each Department and as each duplicate page is filled up it is forwarded to the Departmental Officer who certifies at the bottom of the page that he is satisfied that all the stores drawn were used in the work of the Department. He retains one copy and returns the other to the Supply Officer.

Valuable and attractive stores, even when consumable, are never issued through the Counter Book. A list of items considered valuable and attractive is to be found in B.R. 4 as are the special precautions to be taken to ensure their safety.

Form S.1099 - The Permanent Loan List

There are three copies of this list. Copy No. 1 is held by the Supply Officer and the others by the Departmental Officer. Detailed instructions for the use of the Permanent Loan List are given inside the cover (Form S.1099B) and these should be rigidly adhered to. Very considerable financial loss can follow in the wake of carelessness with this form.

When taking over Permanent Stores the duplicate and triplicate copies of Form S.1099 should first be compared with the original copy held by the Supply Officer and all recent transactions entered up so that four copies give a true account of all stores held. The stores should then be mustered (use the triplicate copy) and as all stores listed on a particular page are sighted you should initial at the top of the page. When all the stores have been mustered and you are satisfied that they are correct sign the "Certificate of Officer responsible for stores" and enter your predecessor's in the column headed "name and rank of officer giving up charge of stores". The Supply Officer will already have signed the certificate that all the transactions are up to date.

Thereafter the stores should be mustered six-monthly and the certificates inside the back of the cover signed. Whenever any deficiencies are noted they are to be reported forthwith to the Captain.

Whenever new stores are drawn entries should be made in the "subsequent alterations" column of the pages to show the new total quantity held and the serial number of the Form S.156 with date. Similarly when items are returned to the Supply Officer the quantities should be adjusted and the serial number and date of the Form S.1091 entered.

Portable items of Permanent Stores must always be kept in a secure stowage when not in use. Usually in a small ship you will have:-

- (a) A Spare Gear Store.
- (b) A Ready Use Store (manned and swept by the L.Os. writer at fixed times during the day).
- (c) Lockable cupboards in the E.As. W/S and E.M.R.

Test instruments and other items which are in practically constant use should be stowed in (c) and other Permanent Loan items in (b). In each of these stowages should be kept a Temporary Loan Book, Form S.1092, and no rating should be allowed to take away any item of Permanent Stores from the compartment unless it has been duly signed for in this book. (Instructions for use are to be found on the front cover.)

Instruments such as avometers always have a serial number and this number should always be entered in the "Where Stowed" column of the Permanent Loan List.

The duplicate copy of Form S.1099 should be regarded as the Departmental Fair Copy and the working copy only should be written up to show stowages.

As far as is consistent with efficiency it is your duty (and to your advantage) to keep the Permanent Loan List as small as possible.

Form S.1091 - Return Note for Naval Stores

Whenever Permanent Stores are returned to the Supply Officer Form S.1091 should be raised. The officer returning the stores should sign at the top of the form and the Supply Officer's representative will sign as receiving the items after having checked them. This signature is a sufficient authority for the Departmental Officer to strike the items off charge and take the necessary amending action on the Permanent Loan List. A Form S.1091 will be found at the end of this chapter. It is raised in duplicate and the Supply Officer will detach and retain the original. The duplicate copy should be left in the book and the book securely kept as proof of delivery of the items.

Form S.126 - Loss or Damage of Stores by Neglect, Accident or Theft

When stores are lost or damaged the Captain will order a board of officers to investigate the circumstances.

These officers will render a report on Form S.126 (see end of this chapter) in quadruplicate and the Captain on the basis of this report will then decide whether the person responsible for the loss of the stores has been negligent. If he is satisfied that there has been neglect he will order that the person shall be charged for the articles. He may decide that the degree of negligence was slight and that the part worn condition of the articles warrants a lesser charge than the sum shown in B.R. 810 (Rate Book of Value of Naval Stores).

When the Captain has signed the Form, the forms are sent to the S.O. and then one copy is returned to the Departmental Officer to remove the articles from charge on Form S.1099 (quoting the serial number and date of the Form S.126). One copy is forwarded to the Admiralty and one to the Supply Officer for Ledger and Pay Accounts action.

If the Captain decides that there has been no negligence he is empowered to write off the Stores as lost by accident making no charges against the person responsible for their custody.

Form S.549 - Demand, Supply or Receipt Note for Occasional Supplies

It sometimes happens that stores are supplied from one ship to another or from one Storekeeping Officer to another in the same ship. A classic example of the latter is the transfer of Naval Stores from the Supply Officer to a User Officer for incorporation in the User Officer's Portable Fittings. In such cases the Supply Officer instead of issuing the stores against Form S.156 and showing them in his ledger as out on loan to the User transfers them on Form S.549 and strikes them off Ledger charge. Copies of S.549 will be found at the end of this chapter.

If you, in your capacity as a User Officer, take up stores in this manner you should sign as having received them at the bottom of the S.549 and amend your copy of Form D.787 (which we shall meet later). On the occasion of rendering Form S.197 Report of Additions to and Removals from the List of Portable Fittings etc. (see Chapter on Returns) you should include all items taken up from the Supply Officer on Form S.549.

Naval Stores Supplied on Valuation

Usage of certain common items supplied through the Counter Book is controlled by what is known as a Valuation Allowance. For example, the amount of money you are allowed to spend annually (via the Naval Store) on electric lamps is prescribed by B.R. 4 or by Admiralty Fleet Order.

At the end of each quarter the Supply Officer extracts from the Counter Book all issues of electric lamps and values the expenditure (from the price list in B.R. 810 - Rate Book). He then reports this figure and by how much it exceeds or falls short of the quarterly allowance to the S.N.S.O. of the ship's storing yard. Quarterly excesses are not terribly important provided that in preceding or succeeding quarters there is a complementary shortfall but if the annual allowance is heavily over-spent you may well be invited to give your reasons to the Administrative Authority. The writer's experience is that the allowances are fairly calculated and that provided a reasonably careful eye is kept on expenditure you should have no trouble.

There is, however, a difficulty. Shore supply sometimes comes from mercury arc rectifiers with bad load/voltage regulation and at night low load means high voltage which is hell on electric lamps. (While we are talking about shore supply you are advised to read A.F.O. 1456/55 - a very valuable and useful order).

It is, therefore, advisable to switch off as many as possible of your between decks lights during the night watches. Sailors are the laziest people in the world when it comes to switching off lights. Include in your orders a set of night rounds for the Duty E.M. to switch off all unnecessary lighting.

But we have wandered from our theme:-

Consumable Spares Provided for Radio Purposes - B.R. 1924

Allowances of spares for radio purposes are laid down in B.R. 1924 General Radio Spares List (Ships). This book is divided into parts viz:-

B.R. 1924A	Valves Electronic.
B.R. 1924B	Capacitors.
B.R. 1924C	Resistors.
B.R. 1924D	Other radio spares.
B.R. 1924E	Spares for depot ships and small ship bases, and ships attached.

Each of these volumes is divided into two parts:-

Part I - A list of the various types of equipment showing pattern numbers, description and quantities of spares allowed for each type.

Part II - A list in pattern number order of all the items allowed as spares.

As the Electrical Officer you will hold one copy of each of the Parts I of B.R. 1924A, B, C, D, and if you stand by the ship during building, conversion or major refit you will be in part responsible for the compilation of the figures in them. If you take over a ship for which the books have already been compiled you will be responsible for producing amendments to the figures on all occasions when radio equipments are fitted in or removed from the ship.