
	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p>15.0. INVENTORIES</p> <p>TECHNICAL PROCEDURES MANUAL</p>	<p>Sect : 15.0 Page : 1 of 2 Date : 07-Aug-25 Rev : 10.0 Appr : DPA</p>
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INVENTORIES

An ongoing inventory must be maintained for the following:

- Spare parts - If used the condition should be stated. The status of used spares to be brought to Ship Managers attention and he will decide if the used spare is to be kept on board or not.
- Special Tools - Deflection gauges, bearing bridge gauges, infra-red thermometers, calibration tools, Go / No-Go profile gauges for exhaust valves and crane sheaves etc.
- Tools - Separate lists for engine room and deck tools
- Lube Oils - To be submitted at midnight on month end.
- Critical Spares - As per the ships Critical Spares inventory. This list needs to be kept up to date at all times. The Chief Engineering Officer is to ensure that critical spares identified on the inventory list are onboard at all times. Should a critical spare be used during maintenance, the spare is to be replenished using BASSNet without delay.
- Essential Spares –An essential spares list is being compiled and will be available to all ships. Unlike Critical spares, the essential spares list is to be maintained within budget constraints of the vessel.

The incumbent Chief Engineer shall ensure that the [Mespas¹](#) Spares Inventory shall be accurately maintained on board the vessels.

The Materials tasks and alerts section in the PMS displays and highlights any shortages of spare parts which fall below the minimum stock required.

Note that the [Mespas²](#) PMS system automatically updates the existing inventory when:

- A Purchase Order status is changed to fully received.
- A Purchase order status changed to partially received with selected spares received.
- A job report has been completed with selected spares and quantities used.

Special attention and priority to be given to critical spare parts and stock levels maintained equal to or greater than the minimum stock level as set in the PMS. These spares are to be kept separately from the operational spares.

¹ W 09 / 2024

² W 09 / 2024