

GOVERNMENT FLEET DIVISION CIRCULAR NO. 3/2001

To: All Staff of Maintenance Section and Support Services Section
All GD Approved Contractors

Procedures to remove of useful parts from discarded engines/equipment under the Engine Rationalization Program

In accordance with GFD circular No.29/2000, useful parts could be removed from discarded or obsolete engine/equipment as spares or replacement parts. This circular sets out the procedures that should be followed when it is done.

1. When an engine or a piece of equipment identified as obsolete or surplus under the Engine Rationalization Program (ERP) is returned to AMI/MPM of Material Planning & Management Sub-unit (MPMSU), its GF278 should be stamped with "Engine Rationalization" to differentiate it from the others that are normally returned for repair.
2. Upon receiving the engine/equipment for proper stowage in the designated ERP Store (GD roadside shed C3), AMI/MPM should acknowledge receipt by signing the ERP GF278 and then create a dummy job using designated codes ("ER" as MRC, "Mech" as Workshop, "JO" as Cost Class and "MA" as Job Class) and a new e-MRN. He will pass the ERP GF278 and the e-MRN of the dummy job to SSU.
3. Staff of SSU, after acknowledging the receipt of ERP GF278, will then issue a GF277 and another GF278 (return for disposal) for the dummy job to AMI/MPM for the necessary follow up work. SSU will update the R5 system accordingly. AMI/MPM should pass back a photocopy of the signed ERP GR278 to the contractor or concerned staff for reference and retention.
4. MPMSU will open a working file for each model of engine/equipment under ERP to record down the parts that have been salvaged for use from surplus or obsolete engines/equipment. The Sub-unit will keep and update the files which should be available (eventually in electronic form) for reference by staff of the Maintenance Section.
5. Engines/equipment awaiting for disposal under ERP would be preserved, stowed and locked in the designated ERP Store. AMI/MPM is the storekeeper who is responsible to maintain the updated records of all engine/equipment under ERP.
6. Maintenance inspectors may use parts salvaged under ERP using the manual material requisition form (MRF). The form should be passed to AMI/MPM who will make the necessary arrangements for the contractor to remove the useful parts from the ERP Store. The defective parts being replaced should be returned and re-fitted back or at least attached loosely to the engine/equipment awaiting disposal in the ERP store.
7. When an engine/equipment under ERP is stripped of useful parts, SMI/MPM should return the "stripped" engine/equipment under ERP to SSU for disposal actions, using the form GF278 (return for disposal) with either "MO" or "MB" as cost code where appropriate.

(P.F. CHUN)

Government Dockyard, General Manager

Dated: 4 January 2001