

LIST OF REPAIRS ABSOLUTELY REQUIRED

FOR "FIGHTING AND SEAGOING EFFICIENCY"

To be written in undiluted violet hektograph ink, or typewritten with a hektograph ribbon.

(Alterations and additions not to be included, but to be dealt with separately, by letter.)

S.—340. D.—275 (Outside Sheet) (Revised—September, 1948.)

*..... H.M.S.....

at.....

.....19

We certify that, with the exception of those so stated, the repairs mentioned herein cannot be executed without help from the Depôt Ship, Mechanical Training Establishment, or Dockyard. The number of items is.....

The items are grouped in the following order:—"Hull and Miscellaneous Fittings," "Engines," "Boilers," "Auxiliary Machinery," "Weapons (General and Electrical)," "Main Electrical," "First Fitting Stores," &c. Submitted for directions.

..... { Executive Officer { Engineer Officer
..... { Gunnery Officer { Electrical Officer

I concur; having satisfied myself that all the works proposed are absolutely necessary for the Ship's fighting and seagoing efficiency, and that they cannot be carried out without help from the Depôt Ship, Mechanical Training Establishment, or Dockyard; and further, that the list contains all such repairs, that are now required in the Ship. I also enclose on Form { D. 275 D. } a statement of items of work not shown in the Defect List on which the Ship's Staff will be employed, together with a list of items shown in the Defect List on which the Ship's Staff will give assistance to the Dockyard, during the time the ship is in Dockyard hands.

To..... Captain.

Referred to19

(1) The Commanding Officer, H.M.S..... Mechanical Training Establishment.....

(2) The Superintendent of..... Dockyard.

The items that can be undertaken by the Staff of the Depôt Ship have been so marked.

{ † Commander-in-Chief, or Flag Officer

H.M.S.....

.....19

Referred. The items that can be undertaken by the Staff of the Mechanical Training Establishment have been so marked.

..... Commanding Officer.

The Dockyard Officers are to examine carefully the defects enumerated in this list, and to report the results in columns 5 to 11 of the form; and they are to note, upon columns 3 and 4, their concurrence, or otherwise, with the remarks of the Ship's Officers. Any items that may require to be added by the Dockyard Officers are to be inserted in red, and should be grouped similarly to the others.

.....Superintendent.

† We have carefully { considered ✓ / inspected × } the defects reported in the enclosed list, have assured ourselves that the work provided for in order to remedy these defects is both necessary and sufficient, and beg leave to forward an estimate for the repairs in question. The work { can be executed in.....days after receipt of approval. / has been taken in hand to complete on.....as approved by..... }
A summary of the estimated cost under the various authorised Heads is given on the last page. The work has not yet been taken in hand. §

..... Captain of Dockyard.

{ †Manager, Constructive Department, or Chief Constructor.

{ †Manager, Engineering Department, or Chief Engineer.

{ †Electrical Engineering Manager, or Superintending Electrical Engineer.

..... Superintending Naval Store Officer.

..... Details noted (concur in Heads of Charge).

..... Superintendent.

† for the Admiralty.

† for local approval.

..... Expense Accounts Officer.

In preparing lists of Repairs required by H.M. Ships each item is to be specifically described as laid down in the instructions in the Record of Defects and Journal of Work, and general items such as "electric circuits require overhaul," "pumps require repair," "machinery requires examination," "hatchways defective" are to be avoided.

The description is to be phrased in terms of the repairs required.

* If the Commanding Officer of the Ship should forward a supplementary list, he is to cause the words "Supplementary List" to be written at the head of this page, and to report why the repairs asked for were not foreseen and included in the original list.

When small items of stores are defected, it is to be clearly stated opposite each item why the repairs cannot be executed by the Ship's artificers with her sea stores.

† In the case of all estimates (Main and Supplementary), for Refits under D.2, personal inspection by each Principal Officer is necessary, and in filling in the above Certificate for Annual Refits, each Principal Officer should indicate by a tick (✓ or ×) in red ink against his signature, whether the defects have been "considered" or personally "inspected" (✓ represents "considered," × represents "inspected").

§ If any of the items have been already taken in hand, the reasons or authority for doing so are to be explained and the dates given upon which they were commenced. The time of completion of the work will sometimes in such cases not depend upon the date of approval of the estimate; and it will then be necessary to strike out the portions of the above letter that relate to this, and insert in place of them, or as a postscript, a general description of the state of progress of the work and the estimated time required for completion.

† The words that are not applicable should be struck out.

NOTE.—This form is, when necessary, to be forwarded to the Admiralty in a docket which is to bear the signature of the superintendent and his remarks and report.

List of Repairs required and Statements by Ship's Officers

No. of Item (1)	Description of Repairs required (2)	(3)*	(4)*
		A	e

Report and Estimate by Dockyard Officers.

Report and Recommendations Brief particulars of work required to be inserted. (5)	Estimated Cost						Number of Item (12)
	Dockyard Work				Contract		
	Labour		Materials		Direct*	Oncost	
	Direct	Oncost	Direct*	Oncost			
(6)	(7)	(8)	(9)	(10)	(11)		
<i>Brought Forward</i>	£	£	£	£	£	£	

S.-340 }
D.-275 }

Inside Sheet. (Revised—May, 1949).

List of Repairs required and Statements by Ship's Officers.

No. of Item. (1)	Description of Repairs required. (2)	(3)*	(4)*

SUMMARY OF ESTIMATE

REPAIRS

GENERAL HEAD OF CHARGE, SUBHEAD D., ITEM.....

Department or Service	Dockyard Work				Contract Issues		TOTALS	
	Labour		Materials		Direct*	Oncost	Net	Oncost
	Direct	Oncost	Direct*	Oncost				
	£	£	£	£	£	£	£	
Captain's.....								
Constructive.....								
Engineering.....								
Electrical.....								
Naval Store.....								
Direct Oncost	—	—	—	—	—	—	—	—
TOTALS ...								

Total Estimated Cost of Repairs.....£

• See footnote on preceding page.

Statement of Estimates Approved and Submitted for this Vessel :—

- (1) During current financial year, if estimate is for work chargeable to "Other Repairs."
- (2) Since work was commenced, if Ship is undergoing "Large Repairs."

	DEFECTS				ALTERATIONS				TOTAL			
	Labour	Materials	Contract Work	Total	Labour	Materials	Contract Work	Total	Labour	Materials	Contract Work	Total
	£	£	£	£	£	£	£	£	£	£	£	£
Original Estimate (in case of a Ship undergoing Large Repairs)												
Oncosts	—	—	—	—	—	—	—	—	—	—	—	—
Direct Oncosts												
Other Estimates (in total) :—												
(a) Previously submitted to, or approved by Admiralty.....												
Oncosts	—	—	—	—	—	—	—	—	—	—	—	—
Direct Oncosts												
(b) Dealt with locally.....												
Oncosts	—	—	—	—	—	—	—	—	—	—	—	—
Direct Oncosts												
TOTALS	Direct Charges											
	Oncosts	—	—	—	—	—	—	—	—	—	—	—
	Direct Oncosts											

I submit the estimate shown herein for approval.

LIST OF REPAIRS ABSOLUTELY REQUIRED

FOR OTHER REASONS THAN "FIGHTING AND SEAGOING EFFICIENCY."

To be written in undiluted violet hektograph ink.

(Alterations and additions not to be included, but to be dealt with separately, by letter.)

S.—340B. D.—275B. Outside Sheet. (Revised—July, 1946).

*.....

H.M.S......

at.....

Particulars to be furnished by Ship's Officers on Form S. 340B. (Inside)

Col. 3.—Reason for the repairs.

For : Fair Wear and Tear	Insert Letter A.
Neglect	” ” B.
Originally defective workmanship	” ” C.
Omissions or deficiencies in existing arrangements	” ” D.
Periodical	” ” E.
Found on Survey	” ” F.
Vide Admiralty Letter or any other cause and quote in Col 2	” ” G.
If due to collision or grounding, the date of accident should be given, and the names of any other ships involved, in Col. 2.	

Col. 4.—Work can be done by Ship's Artificers if finished materials
be supplied by Dockyard

Ditto—if unfinished materials be supplied by Dockyard
Work is considered to be beyond the capacity of Ship's
Artificers

” ” a.
” ” b.
” ” c.

Col. 7.—The whole estimated cost of the materials should be included in this column,
and the value of the returns, if any, distinguished in red below each item.

Col. 9.—Estimates for “Contract Work Issues” (*i.e.*, transferable gun mountings,
power boats, auxiliary machinery, etc.) are to be approved locally in all cases
of minor repairs in which the work incidental to the supply has already been
approved by the Admiralty, but estimates for large repairs under D.1 and D.2
of the programme should include the value of all “Contract Work Issues,”
returns being distinguished in red.

SUMMARY OF ESTIMATE.

I. REPAIRS.

GENERAL HEAD OF CHARGE, SUBHEAD D., ITEM.....

Department or Service	Dockyard Work				Contract Issues		TOTALS	
	Labour		Materials		Direct*	Oncost	Net	Oncost
	Direct	Oncost	Direct*	Oncost				
	£	£	£	£	£	£	£	£
Captain's.....								
Constructive								
Engineering								
Electrical								
Naval Store.....								
Direct Oncost :								
Docking.....	—		—	—	—	—	—	
Electric Current.....	—		—	—	—	—	—	
All Cranes (other than travelling cranes).....	—		—	—	—	—	—	
Transport of Material between Ship and Shop and of Material and Workmen beyond normal area of Dockyard Work	—		—	—	—	—	—	
TOTALS ...								

Total Estimated Cost of Repairs..... £

N.B.—*The whole estimated cost of the Materials and Contract Issues should be shown, and the value of the returns, if any, distinguished in red. In the totals the net costs should be shown, after the value of the returns has been deducted.

Statement of Estimates Approved and Submitted for this Vessel :—

- (1) During current financial year, if estimate is for work chargeable to "Other Repairs."
- (2) Since work was commenced, if Ship is undergoing "Large Repairs."

	DEFECTS				ALTERATIONS				TOTAL			
	Labour	Materials	Contract Work	Total	Labour	Materials	Contract Work	Total	Labour	Materials	Contract Work	Total
	£	£	£	£	£	£	£	£	£	£	£	£
Original Estimate (in case of a Ship undergoing Large Repairs)
Oncosts
Direct Oncosts
Other Estimates (in total) :—												
(a) Previously submitted to, or approved by Admiralty.....
Oncosts
Direct Oncosts
(b) Dealt with locally.....
Oncosts
Direct Oncosts
TOTALS {												
Direct Charges
Oncosts
Direct Oncosts

I submit the estimate shown on the other side hereof for approval.

.....Superintendent.