



Maritec Tanker Management Pvt Ltd

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STANDARD OPERATING PROCEDURE

20/2024

Date: 28th August 2024

SUBJECT: SOP - MTM PL Purchasing Policy

Distribution:

MTM PL - PURCHASING
cc. MTM PL – TECHNICAL

MTM PL is to maintain a strict policy for the purchase of spare parts.

All spare parts for Machinery & Equipment are to be purchased from the OEM (Original Equipment Manufacturer) or from the OEM's Authorized Dealers.

However, in many instances, such as spares for Electrical / Electronic / Pneumatic components the OEM (ex. Main Engine / Generators etc) are not directly manufacturing all the products and have sub-suppliers).

In such instances, if it can be demonstrated that the required spare part:

- a) Has a very long delivery time and that identical spares are timely available with a non-OEM, OR
- b) That the original spares (Make & Type) are available with a non-OEM at a more competitive price or shorter delivery time.

Then to proceed with such a line of purchase, for each individual case the decision rests solely on the written approval by e-mail, of the Co. General Manager. (In his absence the Co. Vice President to be consulted), highlighting the reason for purchasing from Traders / Unauthorized Dealers.

Under no circumstances is the Purchasing Department to take that decision.

MTMPL