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## ***GENERAL CIRCULAR***

***Tech – 5/2019***

**TO: The Fleet**

**Subject: REQUISITIONS**

From here on please be guided by the following:

### **1) Requisitions for PROVISIONS:**

- To be prepared and sent to the Office within minimum FIVE WORKING DAYS prior to date that the supply is required onboard.
- For the Items and Quantity required the Masters are to be guided by the allocated Victualling Allowance for your vessel.

### **2) Requisitions for CABIN , DECK , ELECTRICAL & ENGINE STORES : MATERIAL & CONSUMMABLES:**

- Please be informed that a total of FOUR Requisitions will be accepted per Department / Year. Meaning thereby a total of 16 Requisitions / Vessel.
- All Steel Hardware (Deck or Engine) is to be ordered by the Chief Engineer and INCLUDED in the same Requisition as the ENGINE STORES
- STORES required by the Pump Man is to be INCLUDED in the DECK STORES.
- Requisition for STORES to be sent to the Office ATLEAST ONE MONTH prior to date that the supply is required onboard.

### **3) Requisition for BRIDGE, DECK & ENGINE SPARES**

- SPARES for ALL the Machinery onboard, be it located on the Deck or Pump Room or Engine Room is to be prepared by the Chief Engineer.
- SPARES required for the Bridge & Navigation Equipment is to be sent either via a Service Request Form or a Requisition.
- Requisitions marked 'URGENT' must have a valid explanation entered under 'Remarks' in the Requisition Form, justifying your action for marking it as such.
- All Requisitions for Machinery spares must be finally approved by the Chief Engineer and not the Master.

- All Requisitions for Bridge & Navigation Equipment must be finally approved by the Master.

#### **4) General Guidelines:**

- Please carryout a proper inventory check before making a Requisition.
- Please prepare your Requisition with some 'thought process' – i.e. correlate the Requisition with the machinery items coming due for routine maintenance / overhaul (PMS) & stock onboard.
- Please send in your Requisitions in Word.Doc format and not in .pdf format.
- Please enter all the text in the Requisitions in CAPITAL LETTERS.

#### **5) Flowchart : Enquiry to Invoice.**

Please find along with the 'Flow chart' which we sincerely hope will give you an idea on the extent of work required to process just ONE REQUISTION.

**Technical  
Maritec Tanker Management Pvt Ltd.**