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## **GENERAL CIRCULAR**

**QHSE - 13/2018**

**TO: The Fleet**

### **Subject: REQUISITION PROCESS**

The purpose of this Circular is to draw attention to the Company's Requisition Process in order to ensure timely supply of requisitions and necessary follow up to ensure same have been received on board.

#### **Below to be strictly adhered to hence forth by all Vessels**

- All requisitions are to be raised via the appropriate channels.
- Master and Chief Engineer (C/E) are responsible for all requisitions raised by the vessel
- Requisition of spares is made on the basis of a clearly defined need, i.e. as part of the planned maintenance system.
- Spares should be ordered ensuring the safe minimum stock onboard at all times (Ref ISM Form ECR 9.2)
- Critical Spare parts must be maintained as per ISM Form ECR 9.1 & Maker's recommendations
- Spares requisitions should be pre-planned with due attention given to consolidating items from one supplier on a single requisition in order to avoid multiple orders and high processing costs.
- Upon receipt of Spares/Stores on board vessel, Master or C/E (or their delegates) are responsible to check the item(s) and maintain receipt onboard.
- This includes checking the quantity delivered as well as the quality of the item(s) against the Purchase Order (PO).
- If any discrepancies are found, Master or C/E must report back via email to the Purchasing Department within 3 working days.
- Vessel's to forward Status list of Requisitions to Office on a Weekly basis & ensure that all requisitions are received on board within the turnaround time as mentioned below.

In order to ensure timely delivery of requisitions, the Vessel, the Purchasing Department & Vessel Superintendent to be guided by the following.

Requisitions are being categorized into 3 Priority types

- **Emergency case:** when goods or services are required immediately to rectify a significant QHSE or off hire incident or risk:
  - a) Environmental damage has occurred, or is in imminent danger of occurring.
  - b) Ship and Crew safety has been, or is in imminent danger of being compromised.
  - c) Ship is stopped, or in imminent danger of stopping. (Number of requisitions raised as an Emergency case should be kept to a minimum with not more than 1% of total requisitions raised in a Calendar Year).
  - d) In the event of an emergency arising during non-office Hours or Weekends / Holidays , Master or C/E is to inform the Fleet Superintendent by an email and phone call. Superintendent is to arrange directly with vendors to supply the required goods and services to the Vessel within the shortest possible time.
  
- **Urgent case:** when goods or services are required urgently within a short lead time:
  - a) Significant risk of environmental damage if action is not taken within the next few days.
  - b) Significant risk of harm to crew, ship, or cargo, if action is not taken within the next few days.
  - c) Significant risk of ship stoppage if action is not taken within the next few days. (Number of requisitions raised as an Urgent case to be not more than 10% of total requisitions raised in a Calendar Year).
  
- **Normal case:** which does not fall either under emergency or urgent and time is available for normal processing.

The Purchase Department is to raise the PO within the time defined for each category is as follows

- **Emergency case**
  - a) Within 1 working day if during office hour.
  - b) Non-office hour: Vessel will need to raise the requisition the next working day after the TS has arranged with vendors directly. This is to allow the Purchasing department to follow up with a PO.
  
- **Urgent Case**  
Within 7 working days
  
- **Normal Case**  
Within 30 working days

**Below to be strictly adhered to hence forth by Office**

- Upon confirmation of receipt from the vessel of the ordered Requisition onboard, the same is to be updated in the PSM by the Purchasing Department
- The Purchasing Department is to request from the Vessel the Status List of Requisitions, on a weekly basis so to ensure that the above defined times are not exceeded
- In case, due non availability of Spares / Stores, the Purchasing Department is unable to comply with the above mentioned time, the same is to be to the attention of Vessel and Vessel Superintendent & be guided by their instructions
- Vessel Superintendents are closely follow the requisitions status for their respective Vessels
- Internal Auditors to ensure compliance with the above during Vessel / Office Internal audits.

Above is for strict enforcement.

Kindly discuss the same during next Management meeting on board.

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