

SECTION 1, CHAPTER 9

EQUIPMENT PROCEDURE

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Introduction

1. As much of the work of servicing consists of replenishments and renewals, the resources of the Technical Wing must be backed up by an effective supply organization which must provide consumable materials and replacements for defective, worn-out or time-expired components. This organization, the **Supply Squadron**, is manned by personnel of the **Supply Trade Group**, the organization and procedures of which are outside the scope of these notes. It is, however, necessary for all technical tradesmen to have a working knowledge of equipment procedure as applicable to transactions with "user" sections of the Technical Wing.

Identification

2. To facilitate the ready identification, storage and documentation, and to avoid ambiguities in transactions involving the demand, issue or return of equipment, every standard item is classified under a **vocabulary section** and is also given a **reference number**. Equipment may be additionally identified under a maker's part or drawing number, or by a reference or code applicable to other services or Government departments.

3. All standard equipment is recorded in the **Vocabulary of R.A.F. Equipment (A.P. 1086)**, Volume 3 of the relevant technical publication for the schedule of spare parts particular to a specific type of aircraft or engine, or other appropriate schedules. The vocabulary is divided into Sections, each section dealing with items or materials of a similar kind; for instance Section 5UA is concerned with airborne generators and the necessary spare parts and special tools required for their servicing, whilst Section 5UC is concerned with their control equipment.

4. As stated previously individual items are identified by the vocabulary section and reference number: for instance generator Type P.3, for clockwise rotation, is identified by the vocabulary reference 5UA/4571, replacement brushes of the correct grade and dimensions for P.3 generators are referenced 5UA/5742, while the special bearing extractor used for removal of the driving end bearing is identified by the reference 5UA/4501. The Type 23 voltage regulator for use with the Type P.3 generator is referenced 5UC/2844.

5. Items of equipment which, although applicable to equipment listed in one particular section of the vocabulary, may also have other applications, will be found in separate sections: for example, the correct lubricant for the P.3 generator is Oil OM-170, but since this oil has other uses it is listed in Section 34B and is referenced 34B/9100553.

6. In addition to quoting the section and reference number of each item, the vocabulary also gives the following information:

- (a) The classification of the equipment (para. 7).
- (b) A description of the item; e.g. Generator P.3, clockwise rotation.
- (c) Denominations of quantity in which the item is supplied.
- (d) For items such as clothing, the price.

Classification

7. All items of equipment are classified, for accounting purposes to ensure economic use, as "A", "B", or "C" class. The classification of an item depends, generally, on the approved method of disposal when the item becomes unserviceable.

8. **Class "A"**. These are items of equipment, which, because of their cost and nature,

justify their return to a Maintenance Unit or contractor for repair, if such repair is beyond the capacity of the unit. They remain on charge and cannot be replaced except on return to the Supply Squadron.

9. Class "B". This classification covers items which, although mainly attractive, are not class "A" but are of sufficient value to justify their repair by units when within their capacity to do so. They remain on charge and cannot be replaced except on return to the Supply Squadron.

10. Class "C". Although Class "C" items are not accounted for whilst in use they are nevertheless to be repaired by units if it is possible and economical to do so.

Inventories

11. The purpose of an inventory is to enable a flight or section commander to control and check all equipment he requires for the efficient working of his section. The holder may demand such items from the Supply Squadron in accordance with the appropriate scale and is responsible for their safe custody.

12. All Class "A" and "B" equipment, on initial issue by the Supply Squadron to a technical section, are entered on a prepared inventory list (**Form 37**) which is held by the officer or N.C.O. i/c the section as delegated by the Station Commander, and the inventory holder is responsible for each listed item. Items so taken on charge cannot be replaced, in the normal course of events, except by exchange. Replacement of lost items can only be made after full enquiry and administrative action has been taken.

13. It is the responsibility of the holder to see that all items on his inventory can always be accounted for, and provision is made for annual independent checks of the inventory against the equipment to ensure that the holder is, in fact, complying with his obligations.

Section Issue of Equipment

14. Up to 14 days requirements of consumable (class "C") items, together with all items listed on the inventory but not in actual use, are held in the Section or Flight Sub-Store, a small lock-up store which caters for the day-to-day requirements in such items as consumable materials and tools. Class "C" items are issued as required to tradesmen em-

ployed on servicing. The strictest economy, consistent with serviceability, should be observed in the use of such items, and individuals must not maintain private hoards of consumable items.

15. Temporary Loans. Where such items as tools and test equipment are required by tradesmen for periods of 24 hours or less, the transaction between the inventory holder and the person taking equipment on loan is recorded on a **Form 108** or in a counter book, the signature of the tradesman constituting a receipt for the items indicated. On returning the loaned items, the person returning them is responsible for seeing that the inventory holder (or his representative) destroys the **Form 108** or signs the counter book as having received the items.

16. Internal Loans. Loan issue (other than temporary loan) of inventory items is arranged by the inventory holder and is recorded on a **Record Card (Form 668)**. A separate card must be used for each person requiring equipment on loan, and the inventory holder must ensure that each separate item is entered on the card and is signed for at the time of issue. When the items are returned to the sub-store the entries relating to them on the **Form 668** must be deleted. The responsibility for ensuring that the necessary deletions are made rests with the person returning the loaned equipment. All **Forms 668** should be examined by the inventory holder at least once a month to ensure that loans are restricted to effective personnel only. Personnel having equipment on **F.668** loan may inspect their **F.668** card at any convenient time in the presence of the inventory holder.

Forward Supply System

17. This system of supply has four main objectives:

- (a) To enable the Supply Squadron to meet its full responsibilities as a supplier of equipment.
- (b) To obviate the employment of skilled tradesmen in the preparation of vouchers and the collection and delivery of equipment.
- (c) To ensure efficiency and economy in the usage of equipment by retaining direct control of the allocation of spares holdings.
- (d) To provide accurate consumption data upon which provisioning action can be based.

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18. Demand, Exchange or Return Procedure. When equipment is required to be demanded, exchanged or returned, the Supply Squadron (Demands Cell/Section in SCAF) is informed by telephone. All voucher preparation is completed by the Supply Squadron personnel and the items are delivered or collected from the user flight or section by the Forward Supply truck. To enable the necessary vouchers to be compiled certain information must be supplied.

19. All Transactions:

- (a) Flight or section.
- (b) Whether for demand, exchange or return.
- (c) Section, reference number and the quantity of the item or items concerned.
- (d) Date and time delivery or collection is required if the routine time is inadequate.
- (e) Reasons and/or authority.

20. Exchange or Returns:

- (a) The condition of the items being returned.

- (b) When the items will be available for return.

21. Demands—Class "C" Items. Class "C" items for which there is a recurring requirement are delivered automatically to Flights and Sections each week. The quantity supplied under this replenishment service is based on the normal consumption rate. If there is a requirement for additional items or quantities of "C" class equipment the Supply Squadron should be advised:

- (a) Reason and authority for the demand.
- (b) Confirmation that the quantities demanded are not in excess of actual requirements.

22. The forward supply truck delivers or collects equipment from flights or sections at scheduled times. Authorized personnel should be available to receive the equipment and sign the necessary vouchers and, where applicable, receive the copy of the relevant voucher so that the necessary amendment may be made to the inventory.

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