

ANNEX 4C

DEFECT BOOK FORMAT

The Defect log should contain the information prescribed in this annex. The format outlined below is read across two portrait pages; landscape orientation on a single page is also acceptable.

LEFT HAND PAGE

Date	Time	By Whom	Equipment	Description of Defect	Repair Code	UMMS Number
(a)	(b)	(c)	(d)	(e)	(f)	(g)

RIGHT HAND PAGE

Maintainer Informed	Action Taken	Time Back on Line	Signature of Maintainer	Signature of Operator
(h)	(i)	(j)	(k)	(l)

Repair Code

I = Immediate - As soon as operationally possible.
P = Priority - Repair within 4 hours.
R = Routine - Repair within 24 hours

Notes:

- Column (h) is to be signed by the maintainer to acknowledge that he has been informed of a defect and its priority.
- Operators are to sign column (l) to indicate that the equipment has been repaired to a satisfactory operational standard.
- An initials signature page is to be inserted at the front of the Defect Book to include all WE Department Section Heads, WOs, Section Officers, DWEO and WEO/SNRWEs. This is to cover one month at a time and be signed twice daily by Section Heads and once daily by all others listed.
- An appropriate Long term defect number may be utilised by those ships not fitted with UMMS.

5. *The defect log may be maintained as an electronic document provided that;*
 - a. *It retains the overall format and 'signature' processes described above.*
 - b. *There is adequate provision made to ensure no loss of functionality or historical data in the event of an IT system failure.*