Spare Parts Procedure

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Purpose

The purpose of this procedure is to establish the process for ordering spare parts for all Antarctic Stations.

Scope/Applicability

This procedure applies to all personnel involved with equipment procurement for FEMC initiated projects. The parts recommended for purchase will be determined by manufacturers’ recommended spare parts lists, the installed equipment maintenance history, operating experience for the same or similar equipment, and environmental concerns. Spare parts will be ordered to provide two years of coverage for the South Pole Station Modernization Project (SPSM) and to provide one year of coverage for all other procurements, unless otherwise directed.

Terms and Definitions

Risk Analysis

A risk analysis is the assessment of the results and implications of an equipment failure, determination of which risks warrant preventive or contingency actions (equipment criticality), and development of strategies to deal with those risks.
 Responsibilities

Project Manager/Facilities Manager or Designee

The Project Manager/Facilities Manager or designee is responsible for overseeing equipment procurement and equipment maintenance management of spare parts.

Discussion

Overview

This process addresses the steps for the selection and procurement of spare parts necessary to facilitate equipment replacement and maintenance.

Criteria

The Project Manager/Facilities Manager or designee will select the final spare parts list based on the following:

- Equipment criticality and life safety (risk analysis) (the inventory of mission critical spare parts and consumables may be more due to the remoteness of the location).
- Environmental and health concerns.
- Parts likely to fail.
- Special training requirements.
- Parts substitution (*Note*: All parts substitutions shall be approved by the Facilities Manager and/or the Engineering Manager or their designees).
- Evaluate existing equipment for indications of MTBF (Mean Time Between Failure).
Safety Considerations

Spare parts will meet current Antarctic safety and environmental standards.

Procedure

FEMC will procure equipment following the Preparation of FEMC Materials Requisition Requests and Subcontract Scope of Work (EN-CDMPS-103) procedure, and will request a list of recommended spare parts (re-supply material acquisitions) from vendors as one of the required submittals in the procurement package.

The Project Manager/Facilities Manager or designee will review the lists with input from end user personnel to establish a comprehensive list of spare parts to be procured with each piece of equipment.

References

Preparation of FEMC Materials Requisition Requests and Subcontract Scope of Work (EN-CDMPS-103)

Records

All spare parts shall be entered into MAPCON (Maintenance and Planning Control) for tracking and inventory purposes.