

# THE DEFENCE LOGISTICS SUPPORT CHAIN MANUAL JSP 886

## VOLUME 3 SUPPLY CHAIN MANAGEMENT

### PART 102 INTERNAL RETURN OF MATERIEL (Formerly JSP 886 Volume 11, Part 3, Chap 6)

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**FOR TECHNICAL REASONS, EXTERNAL LINKS ON  
THIS INTERNET VERSION HAVE BEEN REMOVED.**

#### AMENDMENT RECORD

Amendment Number	Amendment Date	Details of Amendment

## **AMENDMENT RECORD**

### **SECTION 1 - GENERAL**

0601 INTRODUCTION

0602 HOW A RETURN IS MADE

0603 Not Taken Up

0604 TYPES OF RETURN

0605-0610 Not Taken Up

0611 DOCUMENTATION AND RETURN PROCEDURE

0612 LABELLING OF RETURNED ITEMS

0613 FINAL WITHDRAWAL OF ITEMS FROM INDIVIDUAL LOAN

0614 SEGREGATION IN STOREROOMS

0615 SCRAP AND ARISING

0616 ITEMS MADE DURING TRAINING COURSES

0617-0699 Not Taken Up

## **SECTION 1 - GENERAL**

### **0601 INTRODUCTION**

1. An Internal Return is the transfer of custody of an item of materiel from the user or department to the Logistic Officer.

### **0602 HOW A RETURN IS MADE**

1. **Preparation.** Before an item is returned, it is to be prepared as follows:

- a. Cleaned and rendered safe for handling.
- b. Liquids drained off (where applicable).
- c. Orifices blanked off and any necessary preservation work completed (where applicable).
- d. Appropriate labels completed and attached.
- e. Packed in 'Special to Contents' case if required.

2. **Labelling of returns to the Logistic Officer.** Certain items and ranges of stores should be labelled with special information, eg description of defect, repair category, in addition to that provided on the return voucher. Although the responsibility for completing the appropriate label and attaching it to the item being returned rests with the department returning the item, where a need can be identified, the Stores Accountant should verify that a label has been attached and has been completed correctly before accepting the return.

3. Labels should be attached in accordance with Vol 3 Part 103 Article 0709.

### **0603 NOT TAKEN UP**

### **0604 TYPES OF RETURN**

1. Except when specified elsewhere in this instruction, internal returns are to be dealt with as follows:

<b>TYPES OF RETURN</b>	<b>ACTION REQUIRED</b>
a. All serviceable and unserviceable Accountable items including items derived from breakdown of defective assemblies. )	Custodian is to raise Form S1091.
b. All serviceable Non-accountable items surplus to requirements. )	
c. Accountable items found in departments and not on Permanent Loan. )	
	Custodian is to report the 'Find' to the Logistic Officer who is to check that the items are not already on charge in the Main Store Account

or in another PLR. If not, the custodian is to raise Form S1091 and quote this instruction as the Authority.

d. All items of Service Materiel, other than at c. above, found or recovered within or outside the Unit.

The Logistic Officer is to take the items on voluntary charge by Form S1091, quoting the circumstances, written report etc, unless it is proved that the items are already on charge either in the Main Store Account or PLR. When a Service item is recovered in the various circumstances quoted in BR2 (QRRN) (Chapter 46 Section 6 the receipt referred to in Article 4672 of that Chapter is to be a copy of Form S1091.

## **0605-0610 NOT TAKEN UP**

## **0611 DOCUMENTATION AND RETURN PROCEDURE**

1. **Direct Posting.** Items subject to Direct Posting procedures will not normally require S1091 action. Exceptionally where it is not possible to provide the custodian with any other form of receipt, Form S1091 is to be raised and annotated 'Request to Direct Post NFLA'. This voucher is to be completed and processed as Paragraph 2 – 5 below.

### **2. General:**

- a. Form S1091 is to be prepared in duplicate.
- b. Separate forms are to be prepared for Accountable and Non-accountable items of materiel.
- c. Separate books of Form S1091 are to be used by each custodian.
- d. Items of all management ranges may be dealt with in one Form S1091 book.
- e. The completed forms are to be taken to the appropriate store with the items being returned.

### **3. The Store Accountant is to check that:**

- a. The details of items entered on Form S1091 agree with those of the items returned.
- b. Form S1091 has been fully completed.

- c. Where appropriate, the identification label has been attached and history sheet/log card produced.
4. The Stores Accountant is to receipt each copy of Form S1091, removing and retaining the original copy. The book retaining carbon copy is to be handed back to the departmental representative for direct return to the custodian.
5. On receipt, the departmental custodian is to adjust his copy of the PLR, where appropriate, retaining the carbon copies of Form S1091 in the book until the next audit of the Main Store Account by DIA representatives has been completed, after which, completed books may be destroyed.
6. Original copies of Forms S1091 are to be passed to the stores office for posting in the Main Store Account and for the adjustment of the Logistic Officer's copy of the PLR.
7. **Exchange Transactions.** When unserviceable Accountable items are returned in exchange for items with the same catalogue details, the following procedure is to apply:
  - a. **Items with Serial Numbers**
    - (1) Custodian is to prepare Form S1091.
    - (2) Form S1091 panel headed 'EXCHANGED' is to be completed by Stores accountant by entering the serial number of new item being issued.
    - (3) The serial numbers in accounting records are to be amended accordingly.

NOTE: For all other items, exchange is to be made without supporting internal accounting vouchers - no accounting is necessary.

8. **Armament Stores.** Units returning Armament Stores are to use Direct Posting procedures. The expenditure of ammunition is to be recorded in accordance with Part 2 Art 1109.2.

## **0612 LABELLING OF RETURNED ITEMS**

1. All items being returned must have a properly completed MOD Form731 label attached. The label must show the materiel condition, give as much information of any defect in plain language and be signed by the appropriate technical rate. No item should be accepted for return without a properly completed MOD731 attached. Two copies of the MOD731 are required if the item is to be over-packed one of which should be placed with the item in the package and the other attached to its outer packaging.

## **0613 FINAL WITHDRAWAL OF ITEMS FROM INDIVIDUAL LOAN**

1. When items are returned from Individual Loan without a replacement issue being made, one of the following procedures is to be used:

a. **Method A.** The items returned by the individual are to be checked by the custodian of the bulk issue against the details on the individual's Form S95 and entered in the final column. Form S95 is then to be receipted by the custodian in the presence of the individual returning the items. Any deficiencies are to be noted by the custodian and the individual returning is to complete the loss certificate on Form S95. Losses or damage other than by fair wear and tear are to be dealt with under Form C126 procedure. Closed Forms S95 are to be retained until the next comparison muster of the PLR has been completed and signed. Form S95 should be endorsed with Form C126 registered number where appropriate.

b. **Method B.** The Stores Accountant staffs are to follow the same procedure as for the custodian under Method A. In addition, an abstract of the quantities of Accountable items returned is to be maintained on a separate Form S96 endorsed 'Returns' and registered in a separate series to those for issues, these quantities are to be brought on-charge daily or weekly as convenient. Serviceable items that may be reissued should be taken back into stock. Unserviceable items should be dealt with as in Part III Chapter 7. Losses or damage other than by fair wear and tear are to be dealt with under the Form C126 procedure. Closed Forms S95 are to be retained in support of the abstract Form S96. Forms S96 are the vouchers in support of the Main Store Account and are to be retained on board with supporting Forms S95 until after the next DIA examination.

#### **0614 SEGREGATION IN STOREROOMS**

1. Unserviceable and serviceable items awaiting disposal instructions or returns to a Return Authority are to be stowed in a separate storeroom or section of the storeroom in such a way as to be clearly identifiable from the main stock.
2. Items on charge are to be kept apart from items which have not yet been brought to account and from those awaiting despatch which have already been taken off charge by Form S331.
3. All items are to be handled with care, including those which are repairable so as to avoid further damage.
4. Particular care is to be taken to provide secure stowage for any Valuable and/or Attractive items and for non-ferrous metal scrap and to avoid contamination of used oils, eg Avoil OX-38.

#### **0615 SCRAP AND ARISING**

1. Materiel arising from repair work or from the replacement of unserviceable or used Non-accountable items, or Accountable items surveyed on board as scrap may have a resale value or be reusable in the Naval Base, Depot or Unit's own workshops. Such materiel is known as arisings and is to be accumulated; when not immediately reusable in the workshops it is to be returned periodically to the Logistic Officer for return to the nearest Naval Base or disposal under standing instructions.

2. Examples of arisings are as follows:

Ferrous and non-ferrous metal cuttings and borings  
Electric cable

Dirty oils and aviation fuels  
Cordage Rags (cotton and woollen)  
Unserviceable tools from departmental or individual loan kits  
Unserviceable aircraft tyres

3. Forms S1091 are to be prepared listing the various materials separately, as adequate a description as possible being given by the departmental custodian for the guidance of the Stores Accountant. The materials are to be taken on charge as Accountable items, a separate stock record being raised for each general description. Types of oil and identifiable non-ferrous metals, e.g. lead, copper, bronze, should be further accounted for separately. The stock records are to be arranged in alphabetical order at the end of the general stores section of the Main Store Account.

4. In HM Ships, the retention of scrap material for eventual return is not necessary when the conditions in Part 3 Article 0720 are satisfied. In such instances, the material should not be taken on charge.

### **0616 ITEMS MADE DURING TRAINING COURSES**

1. Where an item constructed during training is suitable for inclusion as a component of an official tool kit, it may be used for this purpose. The item is to be stamped with the Government 'broad arrow'. Where the item is Accountable, it is to be taken on charge in the Main Store Account by Form S1091. Where the item is Non-accountable, Form S1091 should be used to record the receipt on the stock record. The item may then be reissued as part of a tool kit under the normal individual loan procedure.

2. Where the item is of no value or utility, the Rating may keep it as a memento, free of cost.

3. Where the item is suitable for inclusion in a tool kit, or not suitable for inclusion but is of some commercial value, the Rating may be allowed to purchase and retain the item as his personal property. In these instances, internal return vouchers Form S1091 are not to be raised but the purchase dealt with in accordance with Part 2 Article 0128.

4. Items of some commercial value but not suitable for inclusion in a service tool kit and which the Rating does not wish to purchase should be returned by the training department to the Logistic Officer on Form S1091 for disposal in accordance with the instructions in Part 3 Chapter 7.

### **0617-0699 NOT TAKEN UP**