

REPORT OF EQUIPMENT FAILURE
NAVSHIPS 3621 (REV. 8-63)

REPORT BUSHIPS-9120-1

1. SHIP TYPE	2. HULL NUMBER	3. DATE OF FAILURE (MONTH, DAY, YEAR)	4. DATE OF LAST FAILURE (MONTH, DAY, YEAR)
NAME OF FAILED COMPONENT		5. COMPONENT ALLOWANCE GROUP NUMBER (CAG)	
COMPONENT MANUFACTURER'S NAME		6. COMPONENT IDENTIFICATION NO. (CID)	
7. MANUFACTURER'S SERIAL NUMBER			
8. NUMBER OF MAINTENANCE CHECKS SINCE LAST FAILURE		9. DID COMPONENT FAIL IN OPERATION? <input type="checkbox"/> YES <input type="checkbox"/> NO	
		10. OPERATIONAL HOURS SINCE COMPONENT LAST FAILED:	
CAUSE OF FAILURE (CHECK ONE)			
1. <input type="checkbox"/> BROKEN OR CRACKED PART	5. <input type="checkbox"/> FAILURE OF WELD	9. <input type="checkbox"/> LOOSE CONNECTION	13. <input type="checkbox"/> LEAK
2. <input type="checkbox"/> EXCESSIVE PART CLEARANCE	6. <input type="checkbox"/> LACK OF LUBRICATION	10. <input type="checkbox"/> INSULATION FAILURE	14. <input type="checkbox"/> FUNGUS
3. <input type="checkbox"/> FAILURE OF CONTROL	7. <input type="checkbox"/> IMPROPERLY INSTALLED	11. <input type="checkbox"/> WATER	15. <input type="checkbox"/> CORROSION
4. <input type="checkbox"/> FOREIGN MATTER	8. <input type="checkbox"/> EXCESSIVE HEAT	12. <input type="checkbox"/> VIBRATION	16. <input type="checkbox"/> UNKNOWN
17. <input type="checkbox"/> OTHER (SPECIFY):			

PART DATA

NAME OF PART THAT FAILED	MATERIAL OF WHICH PART IS MADE	HOURS OPERATIVE	PART NO. (Use Only One): Federal Stock No., Bureau Plan or Piece No., or Mfg. No.

REMARKS AND RECOMMENDATIONS

Give Description of Failure, Elaborate on Cause and/or Remedy as Appropriate. Give Recommendations to Prevent Recurrence.

SIGNED

DATE

Fold

Department of the Navy
Bureau of Ships
Washington, D.C. 20360
Official Business
NavShips 3621 (Rev. 8-63)

Postage and Fee Paid
Navy Department

Chief Bureau of Ships
Navy Department
Washington, D.C. 20360

Fold

Staple or
seal here with cellophane tape

Do Not Use This Space—Reserved For BuShips

ACTION BY CODE 706	ACTION BY TECH. DESK					COG TECH. DESK	ACTION BY DESIGN DESK			

REMARKS:

DO YOU NEED TO REORDER FORMS?

**"IF SO, SUBMIT DOD SINGLE LINE ITEM REQUISITION
(DD FORM 1348), TO THE NEAREST SUPPLY ACTIVITY
IN ACCORDANCE WITH CURRENT PROCEDURES"**

INSTRUCTIONS FOR THE USE OF THE REPORT OF EQUIPMENT FAILURE NAVSHPIS 3621 (Rev. 8-63)

1. WHY FILL OUT THE REPORT OF EQUIPMENT FAILURE?

This report is designed to procure data from the fleet to aid the Bureau in evaluating the performance of machinery and equipment. Improved reliability, of course, is the hoped for end result. The report as such is meant to be as simple as possible, used only in the cases specified by the definitions set forth below.

2. WHO EXECUTES THE REPORT OF EQUIPMENT FAILURE?

The Report of Equipment Failure, NAVSHIPS 3621 (Rev. 8-63), will be submitted by all commissioned ships of the Active Fleets irrespective of whether the repair is accomplished by the ship, yard, tender, or manufacturer's representative.

3. WHEN IS THE COMPONENT¹ FAILURE REPORTED?

The Component failure² is reported after the repair³ is made. The report form should be mailed as soon as practicable after the repair is completed.

4. WHAT IS REPORTED?

Reports are rendered, on all component failures of installed shipboard machinery, electrical, mechanical, and hull equipment (except electronic) under the cognizance of the Bureau of Ships.

5. HOW IS THE COMPONENT FAILURE REPORTED?

Fill out the report of equipment failure, one component to a sheet. Components are to be identified as set forth in the material history record or ship's allowance book. Ink or pencil is acceptable if legible. Within the discretion of the ship, reports may be executed by any officer of the ship's organization familiar with the details. Make entries in the blocks on the form as follows:

Date of Failure is entered in Block No. 3; and on the applicable Material History Card or Ship's Allowance Book. Indicate on this card that a failure report has been submitted by circling the date of entry.

Date of Last Failure (Block No. 4) may be found on the Material History Card. If this the first failure, enter the date of installation and so indicate on the report form.

Name of Failed Component is carefully entered as outlined in the Allowance List, Nameplate, or Manufacturer's Instruction Book. Where applicable, the mark or model number or both are included in the Name of Failed Component block.

Component Allowance Group Number (CAG) is the "S" group number found in the Revised Individual Allowance List (RIAL) of the Ship's Allowance Book. Enter this number in Block No. 5 and in the Material History Card for future reporting. If the CAG number is not available, enter "N.A." in this block.

Component Identification Number (CID) is the "APL Application Code" number found in the Mechanized Shipboard Allowance List (SAL) or Coordinated Allowance List (COSAL) of the Ship's Allowance Book. (The SAL's or COSAL's will supersede the RIAL's when issued. Enter this number in Block No. 6 and in the Material History Card for future reporting. If the CID number is not available, enter "N.A." in this block.

Number Maintenance Checks since Last Failure (Block No. 8) is a count of the entries in the Machinery History Card between the dates of the last failure and the present one. Do not include either failure in the total.

Operational Hours Since Component Last Failed (Block No. 10). Enter this figure if readily available. If a reliable figure is not available DO NOT ESTIMATE, enter "N.A."

Cause of Failure (Check only one). If more than one cause influenced the failure, check the one judged to be most important and mention others under remarks. If none of the listed causes describes the cause of failure, write in the cause opposite "other" and give a full explanation in the remarks section.

(OVER)

FOOTNOTES:

¹ A **Component** is defined as an assembly that performs a specific function. Components will be identified as set forth in the material history record or ship's allowance book.

² A **Failure** is considered to occur whenever a component suddenly loses its capability of fulfilling its designed function.

³ A **Repair** is defined as any work done to restore a component to its permanent normal function following a failure and may be accomplished by the ship's force, shipyard or tender. Specifically excluded from failure reporting, however, is all routine maintenance except when in the opinion of the department head, the interval between parts replacement is such that conditions other than normal wear and tear are considered to exist.

INSTRUCTIONS FOR THE USE OF THE REPORT OF EQUIPMENT FAILURE

NAVSHIPS 3621 (Rev. 8-63) (Continued)

EXAMPLES OF CAUSES OF COMPONENT FAILURE THAT MAY BE ELABORATED UPON IN REMARKS AND RECOMMENDATIONS SECTION

Broken or Cracked Part may be due to a ball bearing misalignment, improperly fitted part or material failure.

Improper Part Clearance may be insufficient mechanical clearance as in a solid bearing that seized or galled. It may be insufficient electrical clearance that results in arcing across an oily surface. An excess part clearance may cause other damage worthy of description as causing excess wear, vibration, etc.

Water may be sea water, condensation, or a water slug carried over in a steam system.

Lack of Lubrication may include such conditions as low capacity, low pressure, seal leakage, gland leakage, blocked supply line, improper lubricant, foreign material in lubricant, oxidation (burning) of lubrication.

Excessive Heat may be due to an overload of the components, high ambient temperature, or insufficient ventilation.

A Loose Connection may be elaborated upon as being pitted, misaligned, worn or lock-washer failure, or a stripped thread.

Name of Part that Failed and Part No. Enter the names and numbers of parts that failed. This list of parts should include parts which failed due to a failure of some other part on the list. It should NOT include parts that were replaced at the time of the repair but which did not fail-- for example, a part which is replaced as preventive maintenance and done at the time of repair because the component is disassembled at that time.

Circle (in the column heading) which number was used. Several part numbers may be available. Use only one set of numbers for each part. The order of preference is:

- (1) Federal Stock Number
- (2) Bureau Plan and Piece Number
- (3) Manufacturer's Number

A part here means any item in the component that is not normally subject to further disassembly.

Material of Which Part is Made. Enter a gross description from visual examination of part. For example, steel, aluminum, copper, rubber, plastic, leather, etc.

Hours Operative. Enter number of hours the part was in operation before failure, if available. If a reliable figure is not available DO NOT ESTIMATE, enter "N.A."

Remarks and Recommendations. This section of the report is considered of first importance. Detailed accounts of the failure and circumstances are solicited. Enter a description of the circumstances surrounding the failure and of any abnormal environmental, operating, or system conditions. Give details or elaborations of causes leading to the failure. State, if appropriate, that further study of the failure would be in order. Make recommendations to prevent recurrence. If the part caused the component to fail because of excessive wear beyond acceptable limits, specify the amount of the wear. If the type of failure being reported is frequent or excessive, mention this fact and state the number of such previous failures. Insert additional pages if additional space is needed.

Additional Instructions for Piping and Tanks. For failures of piping and tanks; (1) enter the name of the system in the place provided for component name and (2) give the location (according to approved hull designation and markings) in the remarks section of the form.

6. RETAINING DERANGED MATERIAL.

Deranged parts, damaged materials, and evidence of component failures shall be retained by the ship when one or more of the following situations exist:

- a. The cause of damage is unknown.
- b. A design deficiency is evident.
- c. A ship's recommendation for further study is made.

Such materials should be retained, if possible, for 60 days after the report is submitted or until the arrival of BUSHIPS instructions whichever occurs first.

7. THIS REPORT IS NOT A REQUISITION.

Repair or replacement parts should be obtained by standard routines and allowance changes should be recommended on Allowance List Change Data, NAVSHIPS 4380.