

## BOOK INSTRUCTIONS

This ship is operated in accordance with the standard maintenance program for MSTs ships.

You have been issued this work book to enable you to keep a record of all maintenance work you do in connection with the spaces and equipment for which you are responsible. Entries shall include the following information:

<u>Index No.</u>	<u>Name of Unit</u>	<u>Location</u>	<u>Date</u>	<u>Work Accomplished</u>
------------------	---------------------	-----------------	-------------	--------------------------

Entries to this book shall cover repairs effected, derangement experinced, alterations and repairs accomplished by M & R sorces or Shipyard repairs, tests and various information that will be per-tenant for future use.

NOTE: Routine cleaning, adding of packing to glands, etc. shall not be entered. Enter the date work started and when it was completed and whom worked on the project. Spare parts used from Ship's Stores should be entered. Leave a line or two between each entry

This work book is actually a rough Machinery History so it will be kept up to date as per instructions in a neat and orderly manner so the information can be transfered to the Machinery History Cards by the First Engineer.

This work book shall be returned each Friday at 1300 to the Ship's Maintenance Office so that information contained therein can be transfered to the Material History.

You are expected to fully understand the operation and maintenance procedures concerning the equipment listed in this book. Manufacturer's instruction books and other reference publications are available in the ship's Maintenance Office.

Preventive maintenance is a systematic series of operations performed at regular intervals on equipment to eliminate major breakdowns and unwonted interruptions in service, and to keep equipment operating at top efficiency. The list of inspections and services for which you are responsible is included as an enclosure. Compliance will constitute your part in the Ship's Preventive Maintenance Program.