SPARE PARTS REQUIREMENTS

1. REQUIRED DATA
   The following data shall be furnished:
   
a.  “Spare Parts Interchangeability Record” Data Sheet completed in accordance with
       Appendix A, including auxiliary equipment;
b.  Fully itemised sectional drawings of each item in reproducible form;
c.  Detailed parts list for each item cross-referenced with the itemised sectional drawing
       and referenced to equipment;
d.  Manufacturer’s data sheets relevant to equipment listed;
e.  Complete descriptions of equipment listed, such as sizes, ratings and colours;
f.  Upon delivery the documentation that accompanies the spare part shall include:
   i)  Material Certificates;
   ii) Data Sheets (where applicable);
   iii) Certification as required for the original equipment;

2. SPECIAL INSTRUCTIONS
   2.1. The manufacturer shall recommend spares for equipment parts that are subject to the
        following:
   2.1.1. Wear, corrosion or erosion during normal operation;
   2.1.2. Failure that would cause shutdown of the equipment;
   2.1.3. Failure that could cause increased risk in operating the equipment;
   2.2. The manufacturer shall consider recommending stocking of rough machined forgings for
        forged steel parts which may require unusually long lead times.
   2.3. For small, easy to replace items, the manufacturer shall consider recommending complete
        units. Component wearing spare parts for the units shall also be recommended. Economical
        impact to be indicated between complete unit and parts.
   2.4. The manufacturer shall recommend special tools required for field maintenance and
        repairs. The manufacturer shall advise in writing the availability of expensive special tools
        for loan or rental.
   2.5. Where the manufacturer uses his own code numbers to describe component parts
        purchased from sub-suppliers, he shall include the name of the manufacturer of the
        components and this manufacturer’s part numbers to assist in maintaining
        interchangeability with other equipment to permit ordering spare parts.
   2.6. All spare parts quoted shall be new and identical to the parts furnished on the original
        equipment.
   2.7. All spare parts shall be packed and cushioned to prevent damage from shock, vibration and
        rough handling. Spare parts which are not obtained locally shall be export boxed and
        prepared for ocean shipment with an acceptable rust preventative coating where applicable
        and wrapped in a heavy moisture proof material.
   2.8. The spare parts shall be preserved and packed in such a manner as to prevent corrosion and
        any other kind of degradation during transport and long term storage in a warehouse.
2.9. When manufacturer’s equipment does not require spare parts, the manufacturer shall submit a written statement to this effect.

2.10. Units and measurements shall be expressed in SI units where possible.

SPARE PARTS REQUIREMENTS

INSTRUCTIONS FOR COMPLETION OF THE SPARE PARTS AND INTERCHANGEABILITY RECORD (SPIR - DATA SHEET)

GENERAL INFORMATION
- SPIR forms (see SPIR DATA SHEET) must be legibly prepared in Excel on the attached spread sheet.
- SPIR forms must be complete and if there is any doubt about the correctness of the information on the form, it shall be referred back to the person who completed the form.
- All parts lists, cross-section drawings and data sheets relevant to the equipment listed, shall be attached to the SPIR form. Every attachment must be marked with the project name.
- Information given on the SPIR must be clear so that spares can be identified and a purchase and catalogue description prepared for updating the TRANSNET Materials System Catalogue.
- Descriptions of spare parts must not only be done with a part number but be described to enable TRANSNET to identify for possible existing inventory.

SPIR DATA SHEET ATTACHED
**SPARE PARTS REQUIREMENTS**

The following is a description of data required in the fields of the SPIR form:

<table>
<thead>
<tr>
<th>FIELD NAME</th>
<th>INFORMATION REQUIRED</th>
<th>APPLICABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spare Part Supplier Name</td>
<td>Contact person’s name.</td>
<td>Mandatory.</td>
</tr>
<tr>
<td>Spare Part Supplier Telephone No</td>
<td>Contact person’s land line &amp; mobile telephone numbers.</td>
<td>Mandatory.</td>
</tr>
<tr>
<td>Spare Part Supplier Fax No</td>
<td>Contact person’s fax number.</td>
<td>Mandatory.</td>
</tr>
<tr>
<td>Spare Part Supplier e-mail address</td>
<td>Contact person’s e-mail address.</td>
<td>Mandatory.</td>
</tr>
<tr>
<td>Description</td>
<td>Description of parts – The spare part’s name and description with technical identification information such as size, rating, colour code, etc., must be given as complete as possible in this field. (No abbreviations to be used).</td>
<td>Mandatory.</td>
</tr>
<tr>
<td>Application</td>
<td>Description of where the spare part is used.</td>
<td>Mandatory.</td>
</tr>
<tr>
<td>Supplier Name</td>
<td>Company name.</td>
<td>**Mandatory where applicable.</td>
</tr>
<tr>
<td>Supplier Part No</td>
<td>Supplier’s identification number - The part number is a unique number that is used by the supplier to identify his product.</td>
<td>**Mandatory where applicable.</td>
</tr>
<tr>
<td>Manufacturer Name</td>
<td>Company name.</td>
<td>**Mandatory where applicable.</td>
</tr>
<tr>
<td>Manufacturer Part No</td>
<td>Manufacturer’s identification number - The part number is a unique number that is used by the manufacturer to identify his product.</td>
<td>**Mandatory where applicable.</td>
</tr>
<tr>
<td>OEM Name</td>
<td>Original Equipment Manufacturer Company Name.</td>
<td>**Mandatory where applicable.</td>
</tr>
<tr>
<td>OEM Part No</td>
<td>Original Manufacturer’s identification number - The part number is a unique number that is used by the manufacturer to identify his product.</td>
<td>**Mandatory where applicable.</td>
</tr>
</tbody>
</table>

**Note – at least one of these columns should be completed.**
<table>
<thead>
<tr>
<th>FIELD NAME</th>
<th>INFORMATION REQUIRED</th>
<th>APPLICABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catalogue No</td>
<td>Supplier/Manufacturer catalogue number.</td>
<td>Where applicable</td>
</tr>
<tr>
<td>Drawing No</td>
<td>Supplier/Manufacturer drawing number.</td>
<td>Mandatory where applicable</td>
</tr>
<tr>
<td>Drawing Item No</td>
<td>Supplier/Manufacturer drawing item number.</td>
<td>Mandatory where applicable</td>
</tr>
<tr>
<td>Manufacturer’s Model No</td>
<td>The manufacturer’s model number is a unique number that is allocated to certain items by the manufacturer for future identification and purchase. The model number is used for a specific compound unit or item and will consist of smaller spares with individual part numbers.</td>
<td>Where available.</td>
</tr>
<tr>
<td>Manufacturer’s Serial No</td>
<td>Manufacturer’s serial number must be indicated by the supplier or product engineer. The manufacturer’s serial or reference number is a unique number that is used by the manufacturer as a follow-up number and is allocated to the product for identification between identical equipment.</td>
<td>Where available.</td>
</tr>
<tr>
<td>Equipment No</td>
<td>Equipment number.</td>
<td>Where available.</td>
</tr>
</tbody>
</table>