

NTPC	LMI	LARA
TITLE	SYSTEM FOR POOLING OF INTERCHANGEABLE HIGH VALUE SPARES	
REF. NO.	LMI 02-R0/MTP/OD/OPS/SYST/014	

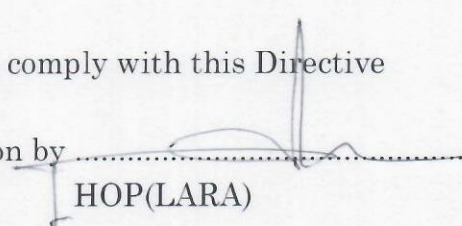
**LARA SUPER THERMAL POWER PROJECT
LOCAL MANAGEMENT INSTRUCTION**

LMI 02-R0/MTP/OD/OPS/SYST/014

System for Pooling of Interchangeable High Value Spares



All locations are required to comply with this Directive

Approved for Implementation by 
HOP(LARA)

Date: 11/01/2018

Enquiries to: AGM(MTP)

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System for Pooling of Interchangeable High Value Spares

1.0 OBJECTIVE

The policy of pooling Interchangeable high value spares is aimed at achieving the long term business objective of:

- Minimizing the stock out of critical spares
- Monitoring repair / procurement of used Spares for replenishment to the Pool
- Optimizing cost of inventory.

2.0 REFERENCE DOCUMENT

OD/OPS/SYST/014 Rev. No.: 1 Date: June 2007

3.0 SUPERSEDED DOCUMENTS

Nil

4.0 DEFINITIONS

4.1 Pooling of Spares

An arrangement where stations would share high value common spares amongst them.

4.2 Borrowing Station

The Station which is a member of the pool, and is requesting spare from the holding station.

4.3 Holding Station

The station, which helps the Borrowing Station, by giving its spare on

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returnable basis.

4.4 Stations in pool

Stations having interchangeable pooled spares

4.5 Distributed Inventory Holding

- Pooled spares to remain at holding stations
- Holding station to be responsible for maintenance/preservation of the spares
- Holding station is responsible for transportation of spare to the borrowing station and vice versa.

5.0 ITEM IDENTIFICATION

High value critical spares, the non-availability of which would result in long term outage of the unit / equipment shall be identified by each station and their interchangeability would be finalized by steering committee.

6.0 POOLING MECHANISM

The implementation of pooling process across NTPC would be coordinated by the steering committee.

6.1 Steering Committee

The steering committee would be headed by ED (COS) with one member each from Corporate Operation Services and Regions.

- 6.1.1** The Steering committee would exercise overall control over the pooled spares and would have following responsibilities:

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- Finalize the list of spares for pooling
- Monitor the preservation / maintenance of spares as per the approved guidelines by holding stations during Technical audit
- Decide the stock holding quantity for pooled spares
- Provide necessary assistance to the stations in pool
- Ensure availability of pooled spares to stations in pool whenever required
- Ensure easy access of information regarding spares in the pool
- Conduct regular reviews to update and expand the pool
- Regular status monitoring of spares for replenishment to the pool
- Regular monitoring of the availability of transportation arrangement at stations in pool.

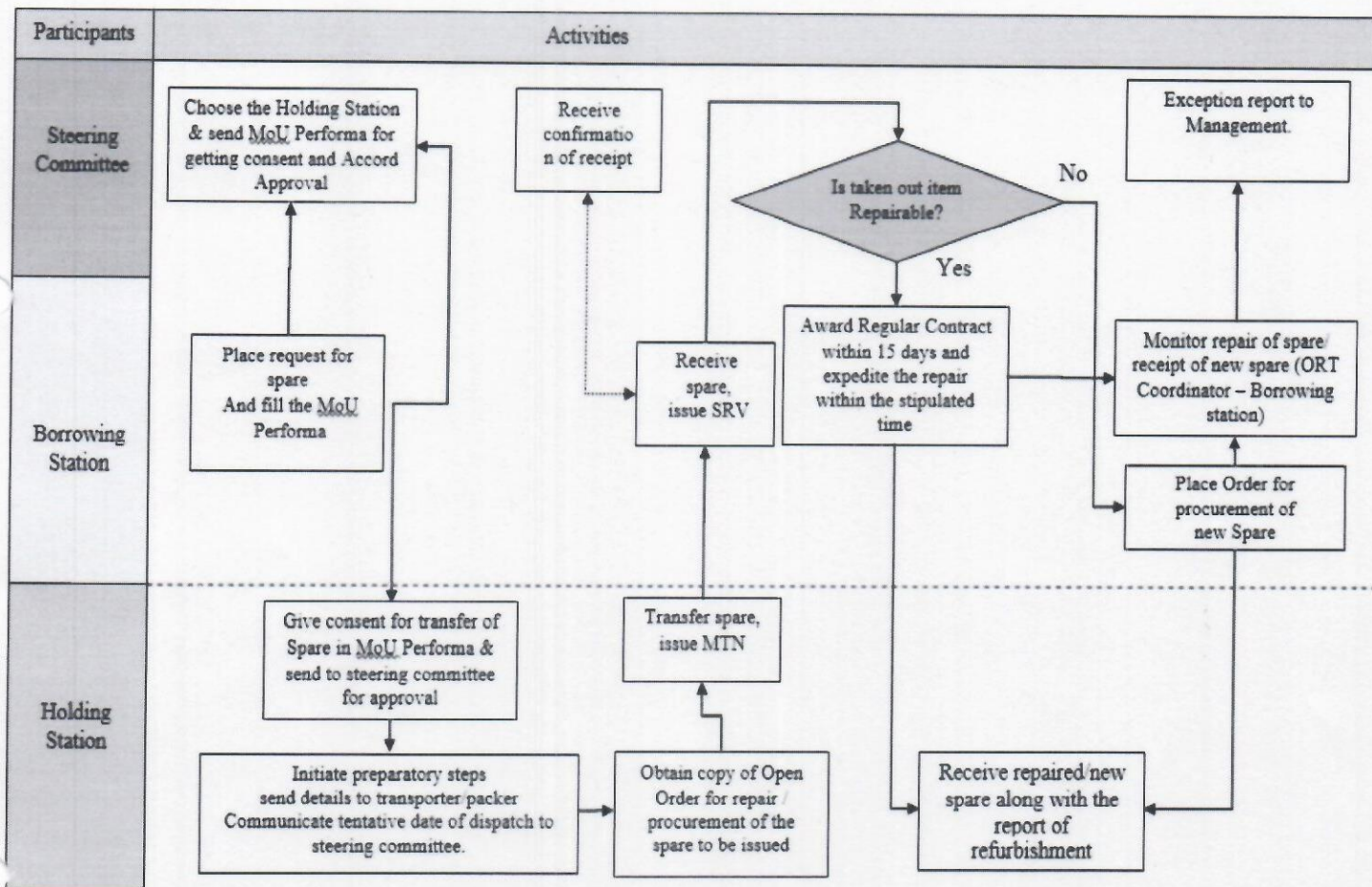
6.1.2 The holding stations would be responsible for

- Ensure physical tagging and proper storage of the spares.
- Ensure maintenance & preservation of identified spares as per approved guidelines.
- Ensure availability of transportation arrangement for the pooled spares.

6.2 Pooling processes & Monitoring System

The process for request, issue & monitoring of pooled spares is outlined in the following flow diagram.

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7.0 REVIEW

The Head of Station will be responsible for reviewing this directive on two yearly basis, or as and when required

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MOU format for interchangeable Spares

1.0	Name of Borrowing station	
2.0	Details of Required Spare by Borrowing Station	
2.1.1	Description:	
2.1.2	Material Code:	
2.1.3	Existing Stock at the station	
2.1.4	Quantity Required	
2.1.5	Reason of Requirement	
2.1.6	If, already ordered then PO No./ Quantity Ordered, Name of Vendor, Scheduled Delivery date.	
2.1.7	If, not ordered then Place Open Order for procurement / repair	
2.1.8	Expected date of replenishment to the pool.	
3.0	Name of Holding station (To be decided by Steering Committee)	
3.1.1	Present stock at holding station	
3.1.2	Remarks of steering committee	

Undertaking (By Borrowing Station):

The Regular Purchase order for new spare /LOA for Repair will be placed within 15 days of taking out the spare from the equipment.

Head (Borrowing Station)

Head (Holding Station)

RED (Region-Borrowing):

RED (Region-Holding):

Approved By:

ED (OS):

Distribution:

RED (Region Holding Station)

RED (Region Borrowing Station)

Encl: Copy of Order / LOA with Prospective Vendor.

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Document for Distribution to :

S.no	Date of Issue	Issued to
1.		All HOD's
2.		GM-Maintenance
3.		GM- Chem. & Env
4.		GM- Fuel management
5.		GM- Commg. & Testing
6.		GM- O&M
7.		HOP- Lara

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