	<h1>Equipment Repair</h1> <h2>Policies and Procedures</h2>		Document Number: 2P-SS-04.02
	Department: Fleet Management	Effective Date: July 23, 2018	Revision No 2

Scope

This document covers the repair of equipment brought for repair in the motorpool.

Definition of Terms

EIR – Equipment Inspection Report, form being used to document the complaint of the driver on the equipment, and the inspection and repair done by the mechanic

PTI - Pre-Trip Inspection, an inspection required prior any equipment is released from Motor pool

Ownership

The Fleet Management Manager is responsible for ensuring that this document is cascaded to all concerned personnel and that it reflects actual practice.


Policies

- Any equipment that is not road-worthy shall be brought to the motor pool for inspection and repair.
- The EIR is a controlled document and any issuance shall be logged.
 - EIR Number series shall start from 0001 and will reset at the end of the year.

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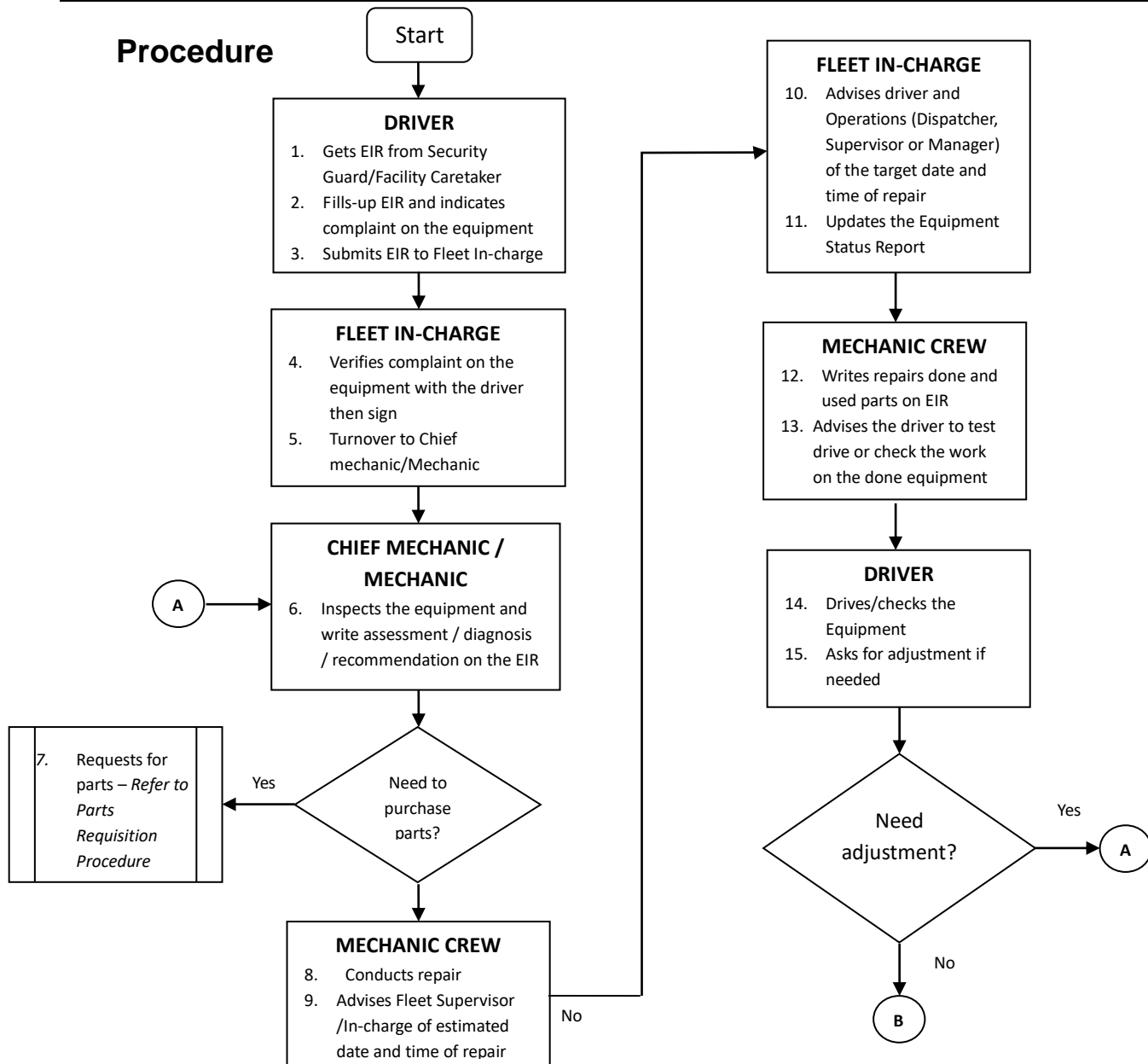
- For trucks for Preventive Maintenance Service (PMS), PMS form shall be used to reflect inspection and repair results instead of EIR.
 - 3. All inspection results and repairs done on the equipment shall be reflected on EIR.
 - 4. Only the mechanic expert in the particular type of defect shall be assigned in the repair of the equipment. Other mechanics may only assist.
- Fleet has the following pool:
- Electrical
 - Mechanical
 - Fabricator
 - 5. All trucks submitted for repair, and the actual start and end date/time of repair shall be encoded in the Equipment Status Report
 - The Equipment Status Report shall be presented to Operations every week during leader's meeting
 - 6. All inspection and repair tools shall be accounted and monitored.
 - Every issuance and return shall be logged in Tools Logbook and reflected in Tools Monitoring file
 - 7. Pre-Trip Inspection form shall be presented to the guard/facility caretaker prior it is allowed to exit from the Motor pool.
 - 8. If the equipment cannot be repaired by current pool of mechanics, the truck may be referred to a subcontractor upon approval of Fleet Manager (P30, 000 and below) and President (above P30, 000).

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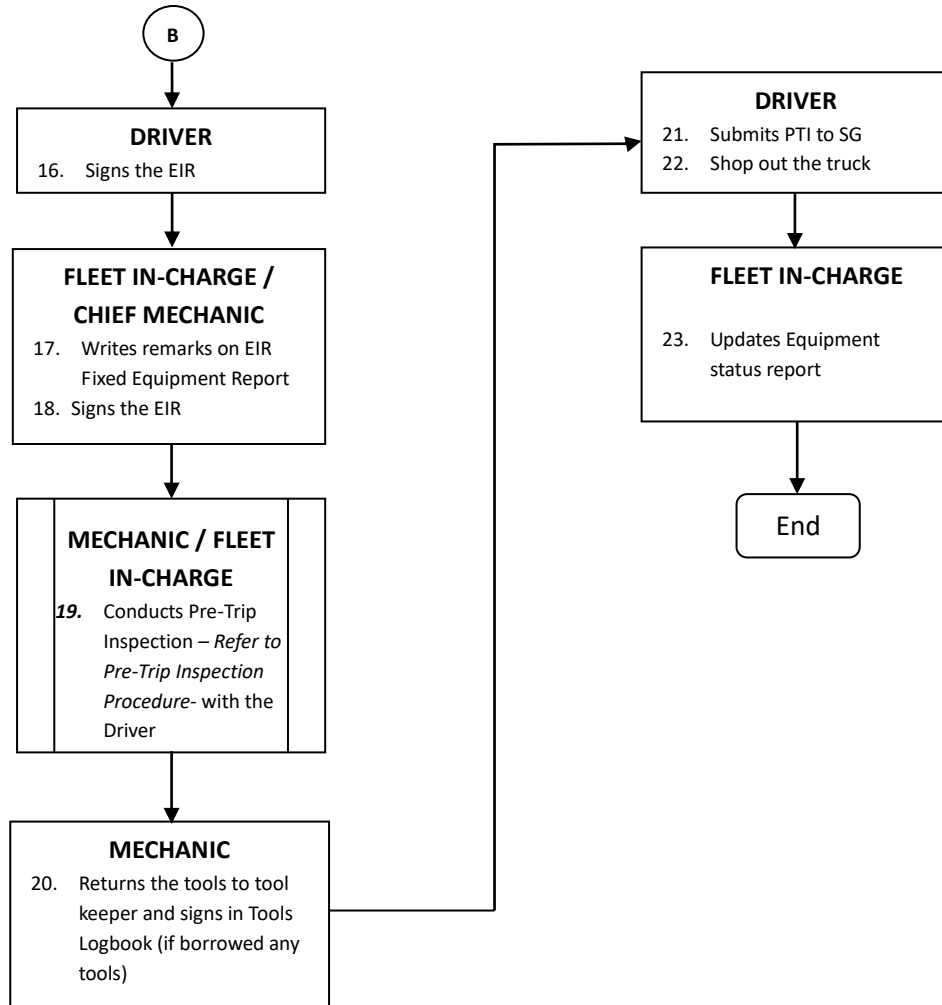


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