	<h1>Equipment Repair</h1>		Document Number:
	<h2>Policies and Procedures</h2>		2P-SS-04.02
	Department: Fleet Management	Effective Date: November 16, 2022	Revision No 3

Scope

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

Definition of Terms

Equipment Inspection Report (EIR) – form used to fill up by the driver when reporting a specific repair of truck.

Pre-Trip Inspection (PTI) Form – checklist being used prior the release of any equipment repaired inside the motor pool.

Preventive Maintenance Service (PMS) - act of performing regularly scheduled maintenance activities of trucks (e.g. replacing filters and engine oil) to prevent break down or failure of trucks.


Ownership

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

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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 encoded in the Downtime Status Report.
 - EIR Number series shall start from 0001 and will reset at the end of the year.
 - For trucks for Preventive Maintenance Service (PMS), PMS form shall be used to reflect inspection and repair results instead of EIR.
- All inspection results and repairs done on the equipment shall be reflected on EIR.
- 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/Welder
- All trucks submitted for repair, and the actual start and end date/time of repair shall be encoded in the Equipment Status Report or Downtime Status Report.
 - The Equipment Status Report shall be reported to Operations daily via Viber.
 - 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
 - Pre-Trip Inspection form shall be presented to the guard/facility caretaker prior it is allowed to exit from the Motor pool.
 - If the equipment cannot be repaired by current pool of mechanics, the truck may be referred to a subcontractor upon approval of Fleet Manager and/or the Management (case to case basis).

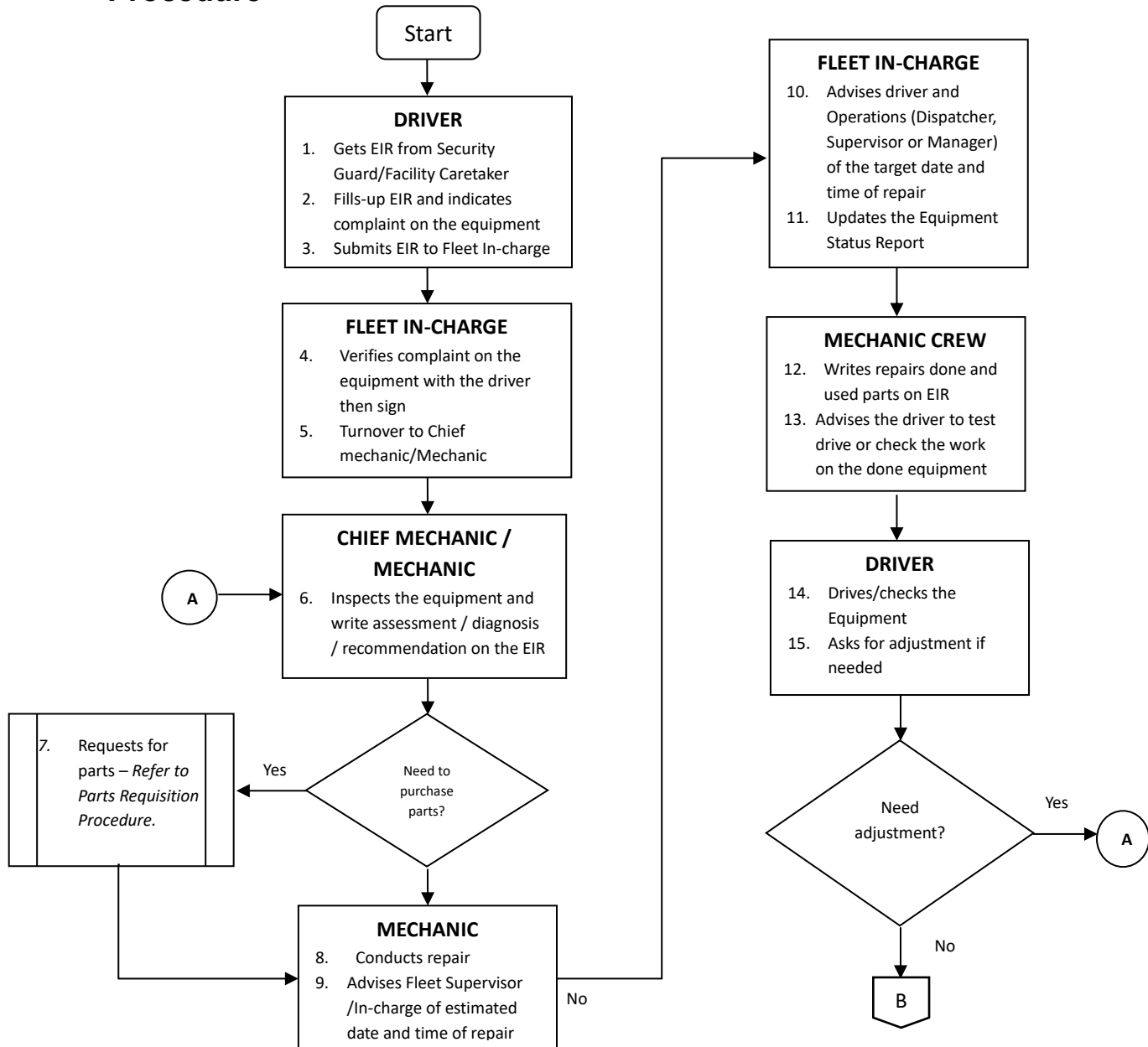
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Procedure

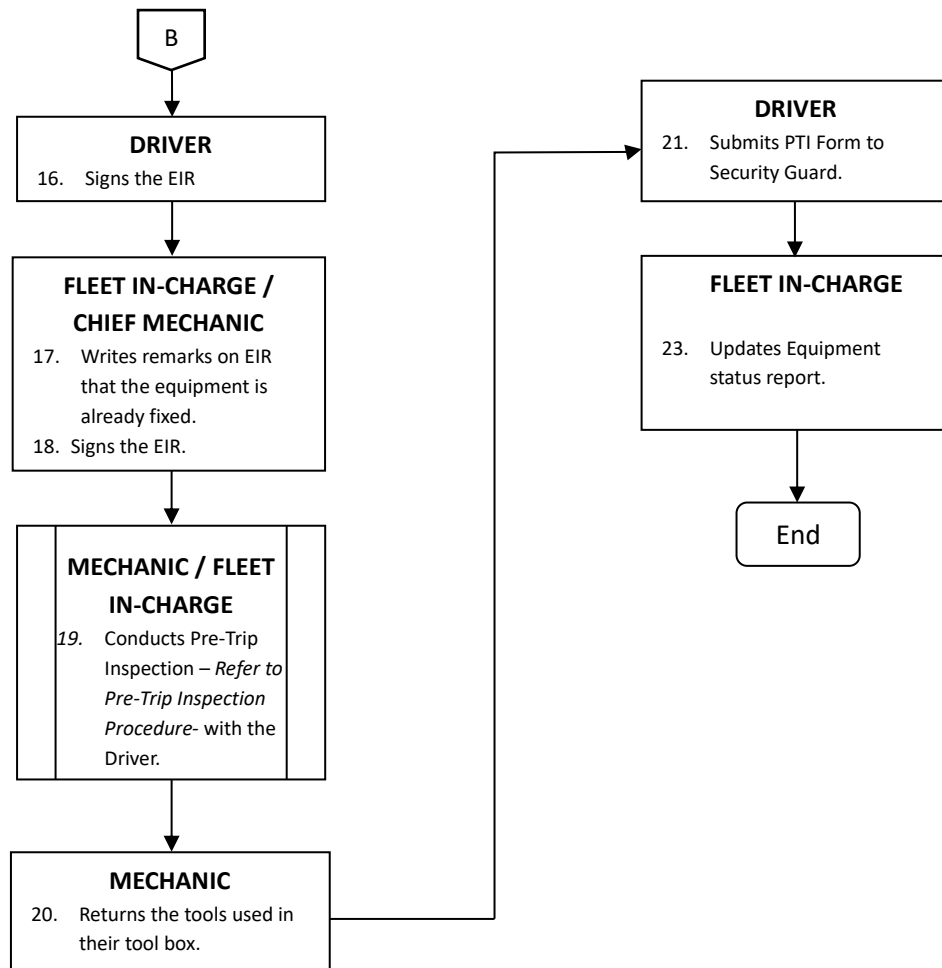


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