	<h1>Preventive Maintenance and Pre-Trip Inspection</h1> <h2>Policies and Procedures</h2>		<p>Document Number:</p> <p>2P-SS-04.03</p>
	<p>Department:</p> <p>Fleet Management</p>	<p>Effective Date:</p> <p>November 16, 2022</p>	<p>Revision No</p> <p>3</p>

## Scope

This document covers the policies and procedures in conducting preventive maintenance of F2 equipment, including conduct of Pre-trip Inspection.

## Definition of Terms

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.

Preventive Maintenance Service Form – checklist being used in conducting PMS.

## Ownership

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

**DDC: This Document is already Approved and Posted on Intranet.**

*Please refer to printed files for signatures of approvers.*

**Any printed and saved copy of this document is considered uncontrolled**

	<h1 style="text-align: center;">Preventive Maintenance and Pre-Trip Inspection</h1> <h2 style="text-align: center;">Policies and Procedures</h2>		<b>Document Number:</b>  2P-SS-04.03
	<b>Department:</b> Fleet Management	<b>Effective Date:</b> November 16, 2022	<b>Revision No</b> 3

## Policies

1. All equipment shall undergo regular Preventive Maintenance.
  - New Equipment within Warranty
    - i. All new equipment shall be subjected to Preventive Maintenance according to manufacturer's processes and as indicated on its Equipment Manual.
  - Old Equipment
    - i. When the equipment is already beyond the manufacturer's warranty, preventive maintenance shall be conducted by Fleet every four (4) months or as based on the schedule of the PMS Calendar.
2. Once the equipment's engine is changed, PMS3 shall be performed and the cycle shall reset (go back to PMS1).

PM	Basic	Additional
1	<ul style="list-style-type: none"> <li>• Greasing, replacement of engine oil.</li> <li>• Change of oil and fuel filters.</li> <li>• Air filter replacement</li> <li>• Other PM activities. Refer to PMS form.</li> </ul>	
2		Transmission oil
3		Transmission oil, Differential oil  Replacement of air cleaner assembly

3. Equipment that has not undergone PMS beyond four (4) months shall not be dispatched unless agreed upon by Fleet Supervisor/Manager and Operations Head.
4. PMS form and PTI form shall be presented to the guard/facility caretaker prior it is allowed to exit from the Motor pool.
5. Trailer shall be greased once a year and shall be reflected in the PMS file.
6. Schedule of Trucks and Trailers for PMS are plotted in the PMS Calendar on the start of the year.

## Procedure

Start

**DDC: This Document is already Approved**

*Please refer to printed files for signature*

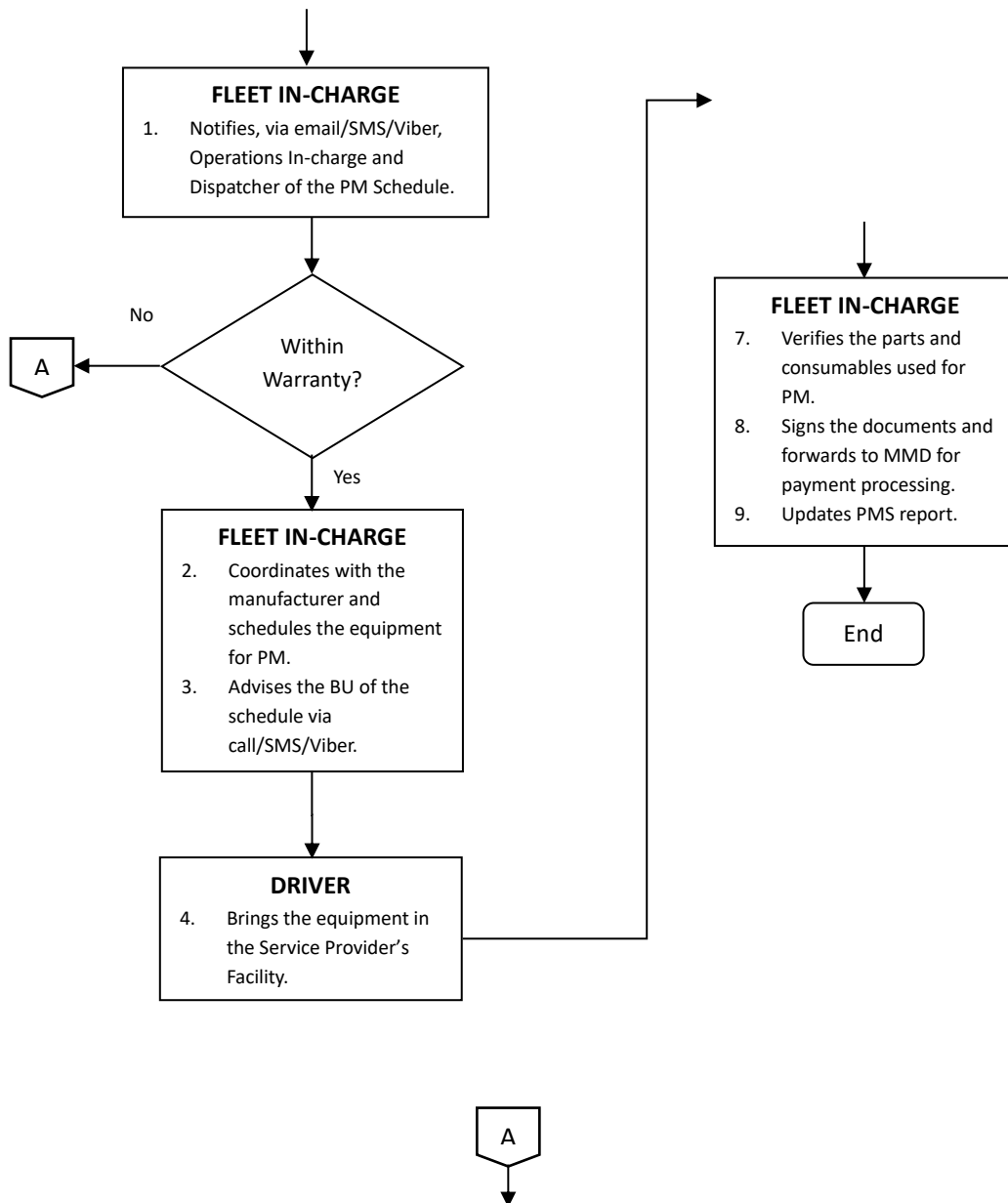
### MANUFACTURER'S MECHANIC

5. Conducts PMS and accomplishes service report.
6. Issues (1) Charge Invoice (2) Delivery Receipt (3) Heavy Equipment Service Report.

net.

**Any printed and saved copy of this document is considered uncontrolled**

	<h1>Preventive Maintenance and Pre-Trip Inspection</h1> <h2>Policies and Procedures</h2>		<b>Document Number:</b>  2P-SS-04.03
	<b>Department:</b> Fleet Management	<b>Effective Date:</b> November 16, 2022	<b>Revision No</b> 3

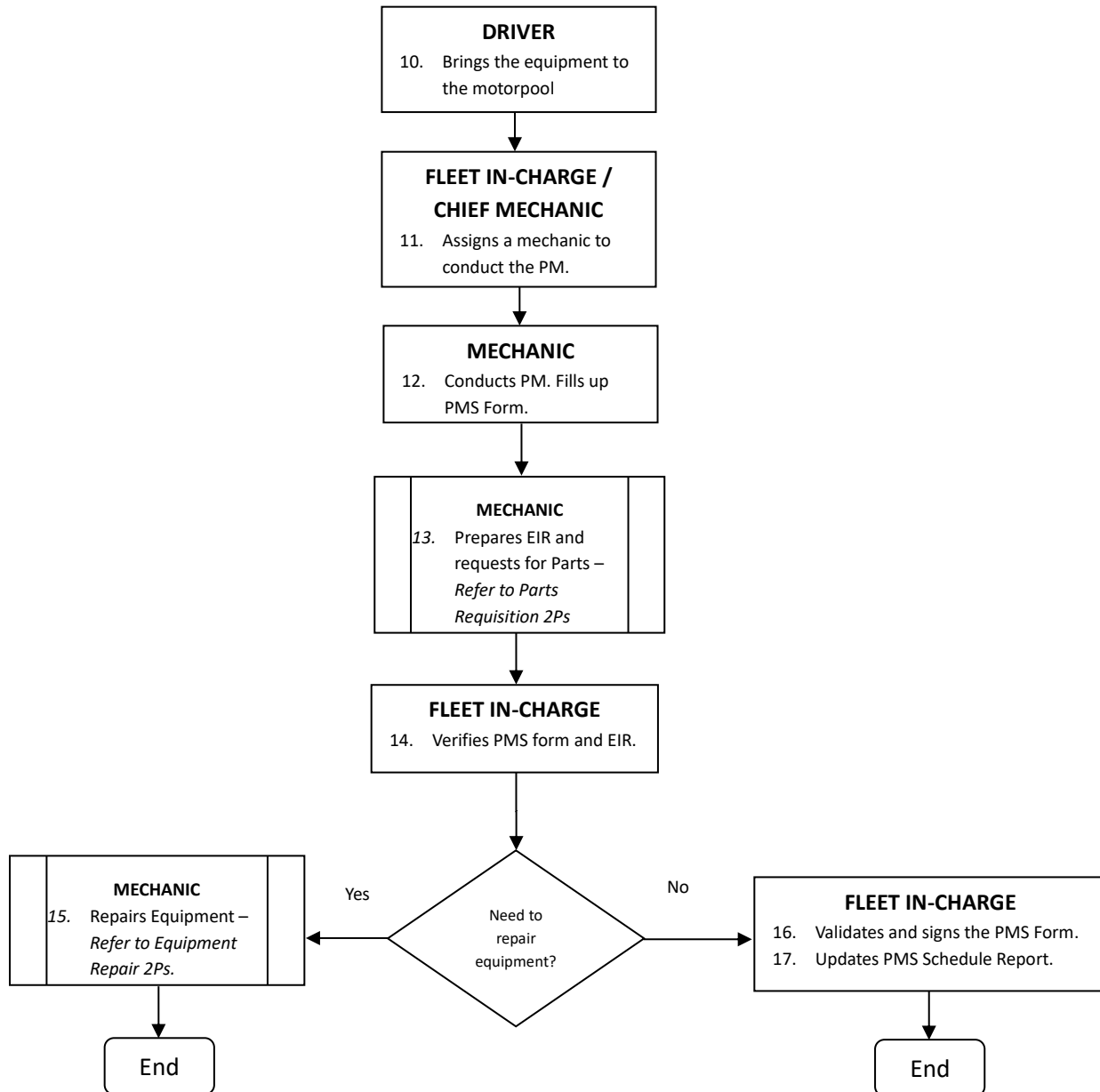


**DDC: This Document is already Approved and Posted on Intranet.**

*Please refer to printed files for signatures of approvers.*

**Any printed and saved copy of this document is considered uncontrolled**

	<h1>Preventive Maintenance and Pre-Trip Inspection</h1> <h2>Policies and Procedures</h2>		<b>Document Number:</b>  2P-SS-04.03
	<b>Department:</b> Fleet Management	<b>Effective Date:</b> November 16, 2022	<b>Revision No</b> 3



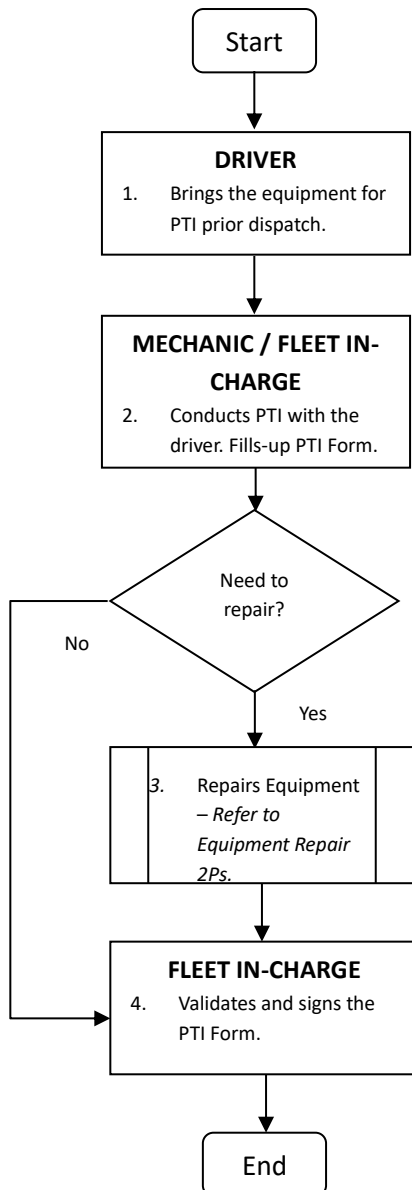
**DDC: This Document is already Approved and Posted on Intranet.**

*Please refer to printed files for signatures of approvers.*

**Any printed and saved copy of this document is considered uncontrolled**

	<h1>Preventive Maintenance and Pre-Trip Inspection</h1> <h2>Policies and Procedures</h2>		Document Number:  2P-SS-04.03
	Department: Fleet Management	Effective Date: November 16, 2022	Revision No 3

### Procedure - PTI



**DDC: This Document is already Approved and Posted on Intranet.**

*Please refer to printed files for signatures of approvers.*

**Any printed and saved copy of this document is considered uncontrolled**