

	<h1 style="text-align: center;">Fleet Management</h1> <h2 style="text-align: center;">Quality Plan</h2>		Document Number: QP-SS-04.01
	Department: Fleet Management	Effective Date: June 16, 2023	Revision No 1

FLEET QUALITY PLAN						
Key Support Service Process Name (2Ps/ Guideline Title)	Item to be Controlled	Dimension (Timeliness, Quality, Cost)	Standard	Person Responsible	Control Methodology	Procedure Code or Other Type of Docs
Part Requisition	Purchase Request	Timeliness, Accuracy & Quality	<p>Only parts that are approved for requisition based on Equipment Inspection report (EIR) shall be issued to the mechanic</p> <p>Fast moving parts shall be identified and regularly reviewed, including their minimum stocking quantity</p> <p>Only the parts that comply with specifications shall be received from suppliers.</p>	Fleet Supervisor/ Manager	Monitor thoroughly the purchase request based on the specific part to be replaced.	2P-SS-04.01 Fleet- Part Requisition
Equipment Repair	EIR & PTI	Timeliness, Accuracy, Quality & Cost	<p>The EIR is a controlled document and any issuance shall be encoded in the Downtime Status Report EIR Series Number shall start from 0001 and will reset until supplies last.</p> <p>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).</p>	Fleet Supervisor/ Manager Operations Team/ MMD	In coordination with the Operations team/ MMD through proper monitoring of parts to be repaired in the equipment.	2P-SS-04.02 Fleet- Equipment Repair
Preventive Maintenance and Pre-Trip Inspection	PMS	Timeliness & Quality	<p>New Equipment within warranty</p> <p>i. All new equipment shall be subjected to Preventive Maintenance according to manufacturer's processes and as indicated on its Equipment Manual</p> <p>Old Equipment</p> <p>i. When the equipment is already beyond the manufacturer's warranty, PM shall be conducted by Fleet every four (4) months or as based on the schedule of the PMS Calendar.</p>	Fleet Supervisor/ Manager	Constant communication/coordination with the Operations team for the availability of trucks that are scheduled for maintenance	2P-SS-04.03 Fleet- Preventive Maintenance and Pre-Trip Inspection

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Rescue Upon Accident/ Breakdown	Downtime of Equipment	Timeliness, Accuracy & Quality	<p>In cases of truck accident, the driver shall immediately inform the Business Unit's Operations Supervisor or Manager, who shall then relay the message via text or call to Fleet Supervisor or Manager.</p> <p>In cases of equipment breakdown, the driver shall immediately inform the Business Unit's Operations Supervisor or Manager, who shall then relay the message via SMS/call/Viber to Fleet Supervisor or Manager.</p> <p>The repair tools intended for rescue shall always be inside the Rescue vehicle.</p>	Fleet Supervisor/ Rescue Team/ Operations Team/ Insurance	Constant reminder to the operations team/ rescue team to inform immediately the BU heads/ In- charge if there any accident or equipment breakdown	<p>2P-SS-04.04 Fleet- Rescue Upon Accident</p> <p>2P-SS-04.05 Fleet- Rescue Upon Breakdown</p>
Tire Management	Tire	Quality	<p>Never exceed the maximum tire pressure printed on the tire's sidewall (100-110 psi)</p> <p>Keep the valve stem caps installed</p> <p>Drive smoothly - avoid jackrabbit starts, hard stops and fast cornering</p>	Fleet Supervisor/ Manager	Tire issuance and replacements, including the tire branding numbers is recorded monitored through Tire Monitoring File	2P-SS-04.06

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