

	<h1 style="text-align: center;">Materials Management and Fleet Management Service Level Agreement</h1>		<p><b>Document Number:</b></p> <p style="text-align: center;">SLA-SS-08.02</p>
	<p><b>Department:</b></p> <p style="text-align: center;">Materials Management</p>	<p><b>Effective Date:</b></p> <p style="text-align: center;">November 20, 2022</p>	<p><b>Revision No</b></p> <p style="text-align: center;">1</p>

## Purpose and Objective

This document outlines the Service Level Agreement (SLA) between Materials Management Department and Fleet Department for providing of requested material.

## Agreements:

1. Regular Preventive Maintenance Schedule (PMS) – Materials must be requested at least 15 days prior to scheduled PMS.
2. Fleet must deliver Purchase Request (PR) for scheduled PMS at least 7 days prior PMS schedule.
3. In case of accidents, documents such as Police Report, Incident Report, Repair Quotation must be submitted 3 days after the accident to MMD/SBU.
4. For Minor Repair, unit must be turned over to SBU within 24 hours upon endorsement to MMD. Minor Repair includes the following:
  - Electrical (e.g. Battery)
  - Mechanical (e.g. Twist Lock)
  - Air System
5. For Major Repairs, must be reported through SMS, E-mail, and/or Viber.
6. Fleet status of unutilized, park units and Aging Report must be reported through daily SMS, E-mail, and/or Viber.

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

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