



CALAMBA WATER DISTRICT					
TITLE: MOTORPOOL MANAGEMENT PROCESS					
DOCUMENT NO. CWD-MOT-001		REVISION NO. 00		EFFECTIVE DATE: DEC 28, 2016	
Page 1 of 12					
		NAME		SIGNATURE	
AUTHOR		EDWIN L. CARTAGO			
REVIEWED BY:		PAULINA A. SAMIANO			
APPROVED BY:		ENGR. RESTITUTO B. SUMANGA, SR.			
DOCUMENT HISTORY RECORD					
DCN	REV. NO.	DATE REVISED	AUTHOR	REASON FOR REVISION	
2016-12-008	00	N/A	EDWIN L. CARTAGO	Initial Issue	

Important Note: This document and the information herein is the property of CALAMBA WATER DISTRICT and issued in strict confidence. it shall not be reproduced, copied or given to a third party without express permission from CALAMBA WATER DISTRICT.																																
Revision Locator								Master Copy Stamp:		Copy Stamp:		Copy Holder/ No. of Copies Issued																				
Page #	1	2	3	4	5	6	7	8			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1a</td><td>10</td></tr> <tr><td>1b</td><td>11</td></tr> <tr><td>2</td><td>12</td></tr> <tr><td>3</td><td>13</td></tr> <tr><td>4</td><td>14</td></tr> <tr><td>5</td><td>15</td></tr> <tr><td>6</td><td>16</td></tr> <tr><td>7</td><td>17</td></tr> <tr><td>8</td><td>18</td></tr> <tr><td>9</td><td>19</td></tr> </table>		1a	10	1b	11	2	12	3	13	4	14	5	15	6	16	7	17	8	18	9	19
1a	10																															
1b	11																															
2	12																															
3	13																															
4	14																															
5	15																															
6	16																															
7	17																															
8	18																															
9	19																															
Rev No.	00	00	00	00	00	00	00	00																								
Page #	9	10	11	12																												
Rev No.	00	00	00	00																												
Page #																																
Rev No.																																
Page #																																
Rev No.																																
Page #																																
Rev No.																																

CALAMBA WATER DISTRICT			
TITLE: MOTORPOOL MANAGEMENT PROCESS			
DOC. NO. CWD-MOT-001	REVISION NO. 00	EFFECTIVE DATE: DEC 28, 2016	Page 2 of 12

1.0 PURPOSE

- 1.1 To effectively establish and implement a system documented information to proper maintain the Vehicles, trucks and Heavy Equipment.
- 1.2 To monitor that vehicle, trucks and heavy Equipment are in good and running condition when needed.
- 1.3 To ensure a safe, dependable, and well-maintained vehicle, trucks and heavy equipments to their peak operating condition for both optimum efficiency and safety.
- 1.4 To Provide ready means of transportation and ensure efficient scheduling of driver and vehicle for official business trip and Delivery.
- 1.5 To establish a system for the proper disposals of Unserviceable Construction Equipment, Unserviceable Service Vehicles and Scrap Construction Materials
- 1.6 To ensure that workers are using tools and equipment properly, it is vital that tools and equipment be properly inspected, maintained, kept in good condition and shall reduce the risk of injury, damage and lost productivity
- 1.7 To determine, provide and maintain the infrastructure necessary for the operation of its processes and to achieve conformity of products and services.

NOTE Infrastructure can include:


- a) buildings and associated utilities;
- b) equipment. including hardware and software;
- c) transportation resources;
- d) information and communication technology.

2.0 SCOPE

- 2.1 This documented information applies to all vehicle, trucks and Heavy Equipment being used by CWD in the implementation of projects.
- 2.2 Scheduling of drivers and vehicles in coordination of all staff and personnel
- 2.3 his documented information shall apply to disposition of all CWD's Unserviceable Construction Equipment, Unserviceable Service Vehicles and Scrap Construction Materials.
- 2.4 This documented information covers the proper operation, inspection, monitoring and maintenance of heavy equipment to ensure safe & productive operation.

3.0 RESPONSIBILITIES

- 3.1 The Motor pool head is responsible for the proper implementation of this documented information.
- 3.2 All Vehicle, trucks and Heavy Equipment owned by CWD shall undergo regular preventive maintenance.
- 3.3 The Motor pool head shall generate an annual preventive maintenance schedule of all vehicle, trucks and heavy equipment used by CWD.
- 3.4 The Motor pool head is responsible for the proper scheduling of maintenance of vehicle, trucks and heavy equipment.
- 3.5 The Mechanic, Drivers and Heavy equipment operator are responsible for the inspection of vehicle, trucks and heavy equipment for any damage and breakdown and generate a breakdown report to inform the Motor pool head.
- 3.6 The Motorpool head is responsible in generating of preventive maintenance reports.
- 3.7 The Motorpool head is responsible in keeping of maintenance records.
- 3.8 The Motorpool head is responsible for the proper scheduling of driver and vehicle for official business trip and delivery with coordination of personnel and staff.
- 3.9 The Motorpool head is responsible for the issuance of Diesel and Gas Requisition Slip.
- 3.10 The Motorpool head is responsible for monitoring the activities of all driver and mechanic.

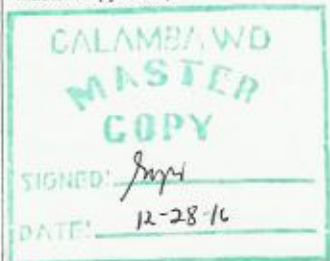
Master Copy Stamp: 	Copy Stamp:	Important Note: <p><i>This documented information is not to be reproduced in any form without permission; and shall not be discarded unless superseded by a revised issue.</i></p>	Copy Holder/ No. of Copies issued: <table border="1"> <tr><td>1a</td><td>10</td></tr> <tr><td>1b</td><td>11</td></tr> <tr><td>2</td><td>12</td></tr> <tr><td>3</td><td>13</td></tr> <tr><td>4</td><td>14</td></tr> <tr><td>5</td><td>15</td></tr> <tr><td>6</td><td>16</td></tr> <tr><td>7</td><td>17</td></tr> <tr><td>8</td><td>18</td></tr> <tr><td>9</td><td>19</td></tr> </table>	1a	10	1b	11	2	12	3	13	4	14	5	15	6	16	7	17	8	18	9	19
1a	10																						
1b	11																						
2	12																						
3	13																						
4	14																						
5	15																						
6	16																						
7	17																						
8	18																						
9	19																						

CALAMBA WATER DISTRICT			 DPS 2017 Public Service
TITLE: MOTORPOOL MANAGEMENT PROCESS			
DOC. NO. CWD-MOT-001	REVISION NO. 00	EFFECTIVE DATE: DEC 28, 2016	Page 3 of 12

- 3.11 The Motorpool Head in coordination with Administrative Department Manager are jointly and severally responsible for the proper implementation of this documented information.
- 3.12 The Motorpool Head in coordination with other concerned departments are responsible for the proper disposal of all Unserviceable Construction Equipment, Unserviceable Service Vehicles and Scrap Construction Materials.
- 3.13 The Motorpool Head in coordination with the Motorpool Chief is responsible and accountable for the generation of Master List of all CWD's Unserviceable Construction Equipment, Unserviceable Service Vehicles.
- 3.14 The Purchasing Head is responsible for the selection of prospective buyers of Unserviceable Construction Equipment, Unserviceable Service Vehicles and Scrap Construction Materials for review and approval of the General Manager.
- 3.15 The Purchasing Head is responsible for the award of approved auction/s to the selected buyer/s and arrangement schedule of pick up or pulls out of auctioned Unserviceable Construction Equipment, Unserviceable Service Vehicles and Scrap Construction Materials.
- 3.16 The Purchasing Head is responsible for the timely and accurate turnover of payments to Finance Department with corresponding receipts.

4.0 DEFINITIONS

- 4.1 Preventive maintenance - is a schedule of planned maintenance actions aimed at the prevention of breakdowns and failures.
- 4.2 Breakdown Maintenance - Repairs performed after a vehicle failed to functions to restore them to working state.
- 4.3 Unserviceable Construction Equipment – refers to the dilapidated equipment previously used for construction of CWD projects.
- 4.4 Unserviceable Service Vehicle – refers to dilapidated vehicles previously used as transportation of CWD operations.
- 4.5 Scrap Construction Materials – refers to wastes of materials derived from onsite delivered materials.

Master Copy Stamp: 	Copy Stamp:	Important Note: <i>This documented information is not to be reproduced in any form without permission; and shall not be discarded unless superseded by a revised issue.</i>	Copy Holder/ No. of Copies issued: <table border="1"> <tr><td>1a</td><td>10</td></tr> <tr><td>1b</td><td>11</td></tr> <tr><td>2</td><td>12</td></tr> <tr><td>3</td><td>13</td></tr> <tr><td>4</td><td>14</td></tr> <tr><td>5</td><td>15</td></tr> <tr><td>6</td><td>16</td></tr> <tr><td>7</td><td>17</td></tr> <tr><td>8</td><td>18</td></tr> <tr><td>9</td><td>19</td></tr> </table>	1a	10	1b	11	2	12	3	13	4	14	5	15	6	16	7	17	8	18	9	19
1a	10																						
1b	11																						
2	12																						
3	13																						
4	14																						
5	15																						
6	16																						
7	17																						
8	18																						
9	19																						

CALAMBA WATER DISTRICT

TITLE: MOTORPOOL MANAGEMENT PROCESS



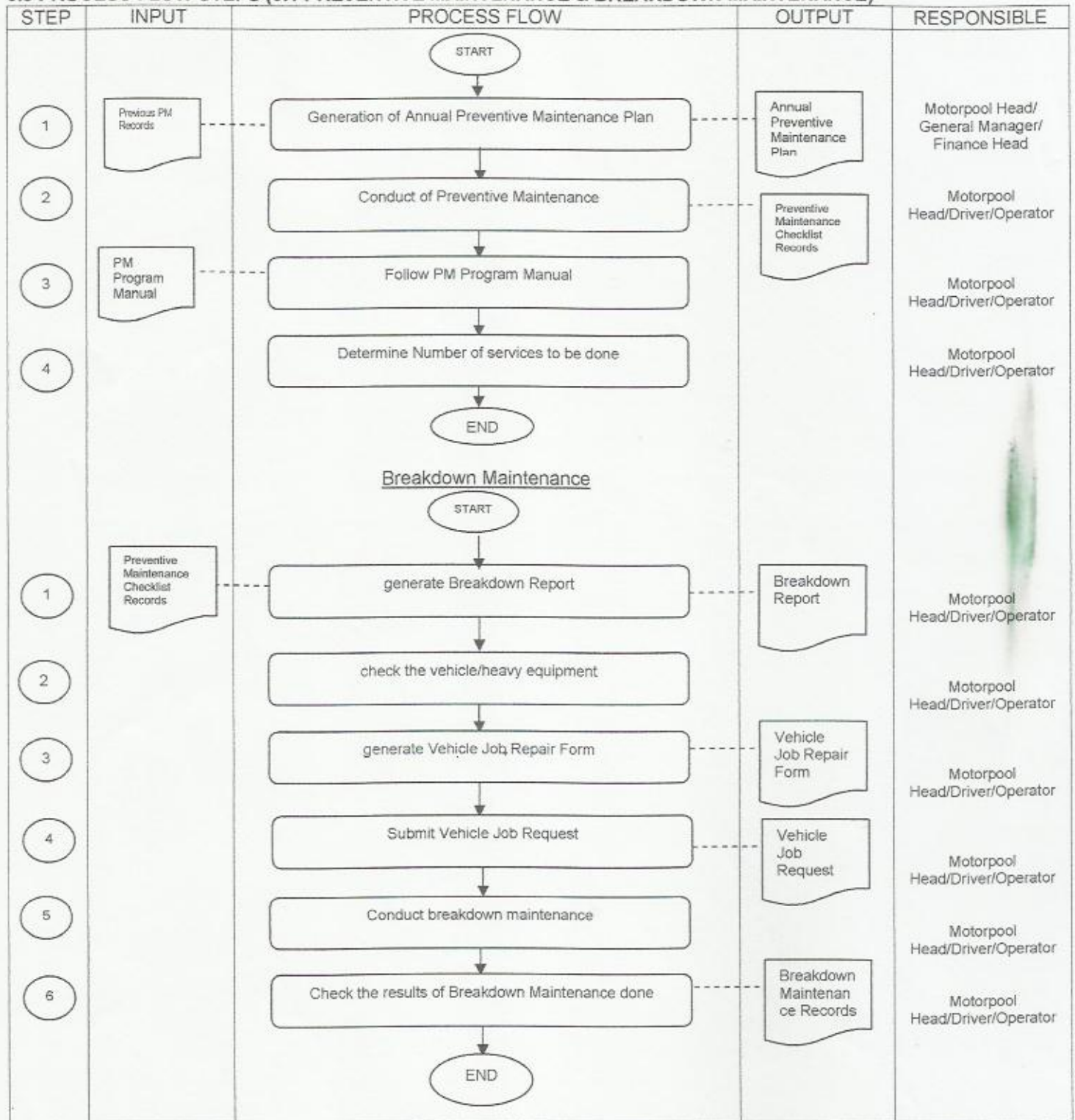
DOC. NO. CWD-MOT-001

REVISION NO. 00

EFFECTIVE DATE: DEC 28, 2016

Page 4 of 12

5.0 PROCESS FLOW STEPS (5.1 PREVENTIVE MAINTENANCE & BREAKDOWN MAINTENANCE)



Master Copy Stamp:




Copy Stamp:

Important Note:

This documented information is not to be reproduced in any form without permission; and shall not be discarded unless superseded by a revised issue.

Copy Holder/ No. of Copies issued:

1a	10
1b	11
2	12
3	13
4	14
5	15
6	16
7	17
8	18
9	19

CALAMBA WATER DISTRICT TITLE: MOTORPOOL MANAGEMENT PROCESS			
DOC. NO. CWD-MOT-001	REVISION NO. 00	EFFECTIVE DATE: DEC 28, 2016	Page 5 of 12

6.0 PROCESS DETAILS

6.1 Generation of Annual Preventive Maintenance Plan or as per frequency schedule:

6.1.1 The Motorpool Head makes a list of all vehicle, truck and heavy equipment and generate Annual Preventive Maintenance schedule

6.1.2 Forwards documented *Annual Preventive Maintenance Plan Schedule* and to the Admin Department Manager/ General Manager for review and approval and for funding purposes and costing estimation by Accounting Officer for budget releasing.

6.2 Preventive Maintenance

6.2.1 Motor pool head shall review and refer to the annual preventive maintenance schedule for due date and check the Vehicle/heavy equipment monitoring log sheet for references.

6.2.2 Generate a request using Vehicle job request form. Included to the Vehicle Job Repair Form are the quotation of parts and labor.

6.2.3 Forward the Vehicle Job Request Form to Administrative/ ASD Manager for approval

6.2.3.1 If the request is disapproved review and resubmit request and re-schedule Preventive maintenance to the vehicle/heavy equipment.

6.2.3.2 If the request is approved the Purchasing shall generate P.O for the parts or for Outsource Service Provider.

6.2.4 Conduct Preventive maintenance to the vehicle/heavy equipment.

6.2.4.1 If the Preventive Maintenance of the vehicle/heavy equipment shall be conducted by Outsource Service Provider send the vehicle/heavy equipment to the service center or contact Outsource Service Provider to make the Preventive Maintenance to CWD motor pool or to the project site. Refer to Preventive Maintenance checklist for checkpoints.

6.2.4.2 If the Preventive Maintenance shall be conducted by CWD Mechanic the motor pool head shall request spare parts to Purchasing.

6.2.4.2.1 Once the spare parts are available prepare tools and spare parts

6.2.4.2.2 Refer to the Preventive maintenance checklist for checkpoints.

6.2.4.2.3 Conduct Preventive Maintenance to the scheduled vehicle

6.2.5 Check the results of preventive maintenance done in the vehicle, truck or heavy equipment

6.2.5.1 If the Preventive Maintenance done to the vehicle is not okay re-conduct Preventive Maintenance.

6.2.5.2 If the Preventive Maintenance done to the equipment is okay generate Preventive Maintenance Report for records.

6.3 Preventive maintenance shall be conducted every 5,000 kms.

6.3.1 The standards that shall be followed shall be those outlined in the preventive maintenance program in the manual. The maintenance chart in the booklet shall be used for recording all maintenance.

6.3.2 It is the responsibility of the ASD Manager to review the company's preventive maintenance program on an annual basis.


6.3.3 Recommendations that are discovered as a result of the annual review or through the year shall be documented and submitted to the management.

6.3.4 The ASD Manager shall follow-up on the corrective actions on a pre-determined time frame (to be determined on a case to case basis) to ensure that the corrective actions have been completed.

6.3.5 There shall be one (1) mechanic who is assigned the responsibility for performing preventive maintenance and inspection of service vehicles. These tasks shall be under the supervision of the head maintenance.

6.3.6 The driver shall monitor the mileage of the service vehicles. When a service is due, that person shall contact the ASD Manager to give orders to the mechanic for performing preventive maintenance to schedule a time for the service to be performed.

Master Copy Stamp:	Copy Stamp:	Important Note:	Copy Holder/ No. of Copies issued:																				
<div><div>CALAMBAWD MASTER COPY</div><div>SIGNED: <u>Imper</u></div><div>DATE: <u>12-28-14</u></div></div>		<p><i>This documented information is not to be reproduced in any form without permission; and shall not be discarded unless superseded by a revised issue.</i></p>	<table><tr><td>1a</td><td>10</td></tr><tr><td>1b</td><td>11</td></tr><tr><td>2</td><td>12</td></tr><tr><td>3</td><td>13</td></tr><tr><td>4</td><td>14</td></tr><tr><td>5</td><td>15</td></tr><tr><td>6</td><td>16</td></tr><tr><td>7</td><td>17</td></tr><tr><td>8</td><td>18</td></tr><tr><td>9</td><td>19</td></tr></table>	1a	10	1b	11	2	12	3	13	4	14	5	15	6	16	7	17	8	18	9	19
1a	10																						
1b	11																						
2	12																						
3	13																						
4	14																						
5	15																						
6	16																						
7	17																						
8	18																						
9	19																						

CALAMBA WATER DISTRICT			 <small>247 Public Service</small>
TITLE: MOTORPOOL MANAGEMENT PROCESS			
DOC. NO. CWD-MOT-001	REVISION NO. 00	EFFECTIVE DATE: DEC 28, 2016	Page 6 of 12

6.3.7 When the service is completed, the copies of the service form shall be filed in the appropriate maintenance files.

6.3.8 Attached to this document is chart showing which services shall be performed and at what intervals.

Mileage	Service	Mileage	Service	Mileage	Service
5,000	1	65,000	1	125,000	1,3,4,7*
10,000	1,2	70,000	1,3	130,000	1,2
15,000	1	75,000	1,3,4*,7*	135,000	1
					1,2
20,000	1,2	80,000	1,2	140,000	1,6
25,000	1,3,4*	85,000	1	145,000	1,2,3,4,7*
30,000	1,2	90,000	1,2	150,000	1
35,000	1	95,000	1	155,000	1,2,6
40,000	1,2	100,000	1,2,3,4*,5,7*	160,000	1
45,000	1	105,000	1	165,000	1,3
50,000	1,2,3,4*,7*	110,000	1,2,6	170,000	1,3
55,000	1	115,000			
60,000	1,2,6	120,000	1,2		

Service Vehicle Preventive Maintenance Checklist

6.4 Number of services to be done

- 6.4.1 Oil change, new oil filter, perform inspection
- 6.4.2 Tire rotation/ maintenance, visually inspect brakes, lubricate chasses as appropriate
- 6.4.3 Air filter change
- 6.4.4 Fuel filter replacement, inspect steering linkage, suspension, drive shaft and ball bearing
- 6.4.5 Replace spark plugs*
- 6.4.6 Cooling system flush and fill
- 6.4.7 Transmission fluid and filter change*
- 6.4.8. EQUIPMENT/TOOLS

Mechanical Tools	Welding Machine
Hydraulic Jack	Cutting Outfit
Chain Block	Air Compressor

Note: Items marked with an asterisk shall be performed at a factory authorized service center.

6.5 Breakdown Maintenance

- 6.5.1 Driver shall generate Breakdown Report to inform the motor pool head.
- 6.5.2 The motor pool head shall check the vehicle/heavy equipment for verification and confirmation.
- 6.5.3 The motor pool head shall generate Vehicle Job Repair Form including the parts and labor quotation and with the attach breakdown report.
- 6.5.4 Submit Vehicle Job Request Form to ASD Manager for review and approval.
 - 6.3.4.1 If the request is disapproved review and resubmit request.
 - 6.3.4.2 If the request is approved the Purchasing shall generate P.O for the parts or for Outsource Service Provider.

Master Copy Stamp: <div style="border: 2px solid green; padding: 5px; margin-top: 10px;"> <p style="text-align: center; color: green; font-weight: bold;">CALAMBA WD MASTER COPY</p> <p>SIGNED: <i>[Signature]</i></p> <p>DATE: 12-28-16</p> </div>	Copy Stamp:	Important Note: <p><i>This documented information is not to be reproduced in any form without permission; and shall not be discarded unless superseded by a revised issue.</i></p>	Copy Holder/ No. of Copies issued: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1a</td><td>10</td></tr> <tr><td>1b</td><td>11</td></tr> <tr><td>2</td><td>12</td></tr> <tr><td>3</td><td>13</td></tr> <tr><td>4</td><td>14</td></tr> <tr><td>5</td><td>15</td></tr> <tr><td>6</td><td>16</td></tr> <tr><td>7</td><td>17</td></tr> <tr><td>8</td><td>18</td></tr> <tr><td>9</td><td>19</td></tr> </table>	1a	10	1b	11	2	12	3	13	4	14	5	15	6	16	7	17	8	18	9	19
1a	10																						
1b	11																						
2	12																						
3	13																						
4	14																						
5	15																						
6	16																						
7	17																						
8	18																						
9	19																						

CALAMBA WATER DISTRICT			
TITLE: MOTORPOOL MANAGEMENT PROCESS			
DOC. NO. CWD-MOT-001	REVISION NO. 00	EFFECTIVE DATE: DEC 28, 2016	Page 7 of 12

6.5.5 Conduct breakdown maintenance

6.5.5.1 If the Breakdown Maintenance shall be conducted by External Service Provider send the vehicle/heavy equipment to the service center or contact the External Service Provider to make the repair to CWD Motor pool or to the project site.

6.5.5.2 If the Breakdown Maintenance shall be conducted by CWD Mechanic, The Motor pool head shall request spare parts to Purchasing.

6.5.5.2.1 Once the spare parts are available prepare tools and spare parts

6.5.5.2.2 Conduct Breakdown Maintenance to the vehicle/heavy Equipment.

6.5.6 Check the results of Breakdown Maintenance done in the vehicle/heavy equipment.

6.3.5.1 If the applied Preventive Maintenance the equipment is not okay re-conduct preventive maintenance.

6.3.5.2 If the applied Preventive Maintenance to the equipment is okay the Warehouse Manager shall generate Preventive Maintenance Report.

6.6 Scheduling of Driver and Vehicle

6.6.1 Drivers and Vehicle should be scheduled in advance to allow effective scheduling and efficient use of drivers and vehicle.

6.6.2 Request motor equipment trip authority (META) from ASD personnel.

6.6.3 Fill up the META for approval and assigning of driver and vehicle.

6.7 Issuance of Diesel and Gas Requisition Slip

6.7.1 Drivers/Operators shall request Diesel & Gas Requisition Slip from the ASD personnel, for approval of the ASD Manager & Admin Department Manager.

6.7.2 ASD personnel shall log the approved Gas & Diesel requisition slip for future reference.

6.7.3 Once Diesel & Gas Requisition Slip approved, drivers/ operators will present the approved slip to accredited Gas Stations for re-fueling.

6.7.4 The Credit invoice with the attached original copy of Diesel and Gas Requisition Slip shall be forwarded to Finance Department for payment.

6.8 Drivers Daily Vehicle Utilization Report

6.8.1 The Motorpool head shall issue Drivers Daily Vehicle Utilization Report to the drivers.

6.8.2 The Drivers must log their daily vehicle utilization for monitoring of their daily activities.

6.8.3 The Drivers Daily Vehicle Utilization Report includes the time of depart and arrival, the vehicle use, the passenger destination and purpose.

6.8.4 The Motor pool head shall review and check the driver daily activity and file the Drivers Daily Vehicle Utilization Report for reference purposes.

6.9 Daily Preventive Maintenance Checklist

6.9.1 Driver must perform daily preventive maintenance to the vehicle

6.9.2 Before the vehicle start driver must make a round to the vehicle to check any damage

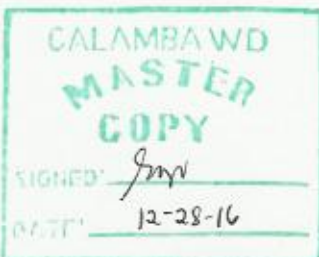
6.9.3. Motor pool head shall provide checklist to the driver for their checkpoint.


6.9.4 Any breakdown or damage shall be seen on the vehicle report it immediately to motor pool head for verification and investigation.

6.10 Heavy Equipment Preventive Maintenance

6.10.1 Maintenance Personnel Qualification

6.10.1.1 All individuals who perform maintenance work shall have the appropriate skills, accreditation and /or certification. This certification applies both to company employees and to contracted maintenance services.

Master Copy Stamp:	Copy Stamp:	Important Note:	Copy Holder/ No. of Copies issued:
		<p><i>This documented information is not to be reproduced in any form without permission; and shall not be discarded unless superseded by a revised issue.</i></p>	1a
			1b
			2
			3
			4
			5
			6
			7
			8
			9

CALAMBA WATER DISTRICT			 DPS Public Service
TITLE: MOTORPOOL MANAGEMENT PROCESS			
DOC. NO. CWD-MOT-001	REVISION NO. 00	EFFECTIVE DATE: DEC 28, 2016	Page 8 of 12

6.10.1.2 Operator Qualification and Training

6.10.1.2.1 All individuals who operate equipment, cranes, vehicles and others, shall have the appropriate skills, accreditation and/or certification. This applies to both company employees and contracted equipment services. The approval process includes the following:

- 6.10.1.2.1.1 Possession of a valid driver's license appropriate to the type of equipment.
- 6.10.1.2.1.2 Successful completion of a practical operating exam administered by competent and authorized personnel.
- 6.10.1.2.1.3 Vision test to meet the appropriate standard. Vision test shall be conducted by competent and authorized personnel.
- 6.10.1.2.1.4 Hearing test with or without a hearing aid shall be adequate for the specific operation. Hearing tests shall be conducted by competent and authorized medical personnel.
- 6.10.1.2.1.5 No history of epilepsy or of a disabling heart condition or any other physical disability or impairment.

6.10.1.2.2 The operator shall be trained in the following;

- 6.10.1.2.2.1 Their responsibilities to operate the equipment in a safe manner
- 6.10.1.2.2.2 Manufacturer's operating and maintenance documented information
- 6.10.1.2.2.3 How to communicate to maintenance personnel when there is a problem with a specific piece of equipment
- 6.10.1.2.2.4 Hand signals and/or other requirements set by the company owner, or dictated by site conditions

6.11 Records

6.11.1 The maintenance program shall contain a recording system. Part of this system shall be made up of inventories and schedules. In addition, the recording system shall document what maintenance work was done, when and by whom.

6.12 Monitoring

6.12.1 The monitoring function in a maintenance program falls into two areas.

6.12.1 The people responsible for operating and/or maintaining equipment shall monitor that equipment to ensure that appropriate checks and maintenance are done.

6.12.2 Management shall monitor the entire system to ensure that it is functioning in accordance with company policy.

6.13 Scheduled Inspections and Maintenance


6.13.1 All equipment has to be inspected and maintained according to the following Equipment Inspection Schedule as a minimum. Records of all inspections and maintenance are completed and maintained for review and approval.

6.13.2 Maintenance of equipment, release of lubrication fluids, etc., is performed only in approved areas. Spills and leaks from equipment are cleaned up promptly.

6.14 Equipment Inspection Schedule

6.14.1 Truck, Hydraulic

Master Copy Stamp:	Copy Stamp:	Important Note:	Copy Holder/ No. of Copies issued:																																								
<div><div>CALAMBA WD MASTER COPY</div><div>SIGNED: <u> </u></div><div>DATE: <u>12-28-16</u></div></div>		<p><i>This documented information is not to be reproduced in any form without permission; and shall not be discarded unless superseded by a revised issue.</i></p>	<table><tr><td>1a</td><td></td><td>10</td><td></td></tr><tr><td>1b</td><td></td><td>11</td><td></td></tr><tr><td>2</td><td></td><td>12</td><td></td></tr><tr><td>3</td><td></td><td>13</td><td></td></tr><tr><td>4</td><td></td><td>14</td><td></td></tr><tr><td>5</td><td></td><td>15</td><td></td></tr><tr><td>6</td><td></td><td>16</td><td></td></tr><tr><td>7</td><td></td><td>17</td><td></td></tr><tr><td>8</td><td></td><td>18</td><td></td></tr><tr><td>9</td><td></td><td>19</td><td></td></tr></table>	1a		10		1b		11		2		12		3		13		4		14		5		15		6		16		7		17		8		18		9		19	
1a		10																																									
1b		11																																									
2		12																																									
3		13																																									
4		14																																									
5		15																																									
6		16																																									
7		17																																									
8		18																																									
9		19																																									

CALAMBA WATER DISTRICT			 267 Public Service
TITLE: MOTORPOOL MANAGEMENT PROCESS			
DOC. NO. CWD-MOT-001	REVISION NO. 00	EFFECTIVE DATE: DEC 28, 2016	Page 9 of 12

- 6.14.1.2 Complete inspection – schedule before put to work and annually
- 6.14.1.3 Critical items, controls, overall functioning – schedule daily
- 6.14.1.4 Safety device, hooks, cables and electrical – schedule monthly
- 6.14.1.5 Complete inspection- schedule every three (3) months
- 6.14.1.6 Repair – schedule when failure occurs
- 6.14.1.7 Preventive maintenance – schedule upon manufacturer's recommendation

6.15 Heavy Equipment

- 6.15.1 Complete inspection – schedule before put to work
- 6.15.2 Dozers, Backhoes
 - 6.15.2.2 Complete inspection – schedule every three (3) months
- 6.15.3 Compactors, Trucks
 - 6.15.3.2 Preventive maintenance – schedule upon manufacturer's recommendation
 - 6.15.3.3 Operator's checklist – schedule daily
 - 6.15.3.4 Repair – schedule when failure occurs
- 6.15.4 Miscellaneous
 - 6.15.4.2 Complete inspection – schedule before put to work
- 6.15.5 Compressors, Welding Machines, Generators
 - 6.15.5.2 Complete inspection – schedule every three (3) months
 - 6.15.5.3 Repair – schedule when failure occurs
 - 6.15.5.4 Preventive Maintenance – schedule upon manufacturer's recommendation
- 6.15.6 Slings, Shackles, Chokers, Lifting Devices
 - 6.15.6.2 Deformation, cracks, corrosion – schedule daily or before each use
 - 6.15.6.3 Regular inspections of all devices – schedule every three (3) months

6.16 Pre- Operation Checks

- 6.16.1 Walk around checks on all pieces of equipment are necessary to ensure the unit is safe to operate both from the personnel standpoint and for the equipment; that is, all fluids shall be at the correct level and all components shall be intact.

Check for personnel in the cab area and around the equipment

Before the operator commences the pre-start checks, the operator shall check the cab area for other operators and others who may be working around the equipment.

6.16.2 Visual Check

The operator shall walk completely around the equipment looking underneath the equipment, in the engine compartment, and in the cab.

6.16.3 Brake Lines

Visually check the brake lines for leaks. Check for moisture on the brake line. Report any leaks to maintenance for repair as soon as possible. **DO NOT** operate equipment with brake leaks.

6.16.4 Steering Assembly


6.16.4.2 Check the tie rod ends, pins and keepers, bell cranks, drag links, ball joints, steering rams and hydraulic hoses.

6.16.4.3 Check that all the joints are tight.

6.16.4.4 Report any faulty conditions to your supervisor; never operate a truck with faulty steering.


6.16.5 Front Tires


Conduct the following checks on the front tires:

Master Copy Stamp:	Copy Stamp:	Important Note:	Copy Holder/ No. of Copies issued:			
		<p><i>This documented information is not to be reproduced in any form without permission; and shall not be discarded unless superseded by a revised issue.</i></p>	1a		10	
			1b		11	
			2		12	
			3		13	
			4		14	
			5		15	
			6		16	
			7		17	
			8		18	
			9		19	

CALAMBA WATER DISTRICT			
TITLE: MOTORPOOL MANAGEMENT PROCESS			
DOC. NO. CWD-MOT-001	REVISION NO. 00	EFFECTIVE DATE: DEC 28, 2016	Page 10 of 12

- 6.16.5.2 Visually check the tire for deep cuts, separations and embedded rocks, nails, or any other foreign materials.
- 6.16.5.3 Check for tire bulges at the road surfaces which indicate low air pressure.
- 6.16.5.4 Check the rims for cracks and breaks.
- 6.16.5.5 Check the valve stems for wears and cuts.
- 6.16.6 Front Wheel Lugs
- 6.16.6.2 Check the front wheel lugs each day.
- 6.16.6.3 Report any loose or broken wheel lugs.
- 6.16.6.4 If there are broken or loose, do not operate equipment.
- 6.16.6.4 Report the condition to your supervisor.
- 6.16.7 Front Suspension
- Check the front suspension for bottoming out and also check that all fastening devices are in place.
- 6.16.8 Fluid Levels
- Check all the fluid levels at the beginning of the shift with the equipment on level ground. Refer to the manufacturer's requirements to ensure the proper documented information if followed. If the fluid level is low, notify your supervisor. Do not operate the equipment until the appropriate fluid level is brought up to operational level.
- 6.16.9 Fluid Leaks
- Look for fluid leaks while checking the fluid levels. There may be fluid lines or gaskets that are leaking. Make a visual check to see if fluid is running down the side of the engine block or any other areas while the engine is running.
- 6.16.10 Fan Belts, Blower Belts, Alternator Belt etc.
- Check that the belts are in place, tight and in good condition
- 6.16.11 Air Tanks
- Check the following air tanks;
- 6.16.11.2 The Main Air Tank. The operator shall drain the tank twice a shift during the winter months and at the beginning of each shift at other times. Take caution when draining air tanks because of the sludge and water that comes out. The tanks shall be drained until clean air is visible.
- 6.16.12 Hoist Rams
- Visually check the hoist rams to ensure that the hoist anchor pins and keepers are in place. Check the condition of the hydraulic hose and look for leaks. Report any concern to your supervisor.
- 6.16.13 Main Frame
- Visually check the main frame for cracks and report any problems to the supervisor.
- 6.16.14 Lights
- Turn on all equipment lights to see they are working properly including; headlights, clearance lights and back-up lights. All faulty lights shall be replaced prior to using equipment.
- 6.16.15 Glass
- Check that the windshield, windows and mirrors are clean and free of cracks.
- 6.16.16 Handrails and Ladder
- Check the condition of the handrails and ladder and look for loose handrails or rungs. Report any unsafe conditions.
- 6.16.17 Wheel Chocks
- Ensure that the truck is equipped with two wheel chocks mounted in a readily accessible place.
- 6.7.18 Seat Belts
- Check that the truck has seat belts. It is important that the operator shall use them.

Master Copy Stamp:	Copy Stamp:	Important Note:	Copy Holder/ No. of Copies issued:																				
		<p><i>This documented information is not to be reproduced in any form without permission; and shall not be discarded unless superseded by a revised issue.</i></p>	<table border="1"> <tr><td>1a</td><td>10</td></tr> <tr><td>1b</td><td>11</td></tr> <tr><td>2</td><td>12</td></tr> <tr><td>3</td><td>13</td></tr> <tr><td>4</td><td>14</td></tr> <tr><td>5</td><td>15</td></tr> <tr><td>6</td><td>16</td></tr> <tr><td>7</td><td>17</td></tr> <tr><td>8</td><td>18</td></tr> <tr><td>9</td><td>19</td></tr> </table>	1a	10	1b	11	2	12	3	13	4	14	5	15	6	16	7	17	8	18	9	19
1a	10																						
1b	11																						
2	12																						
3	13																						
4	14																						
5	15																						
6	16																						
7	17																						
8	18																						
9	19																						

CALAMBA WATER DISTRICT			 2027 Public Service
TITLE: MOTORPOOL MANAGEMENT PROCESS			
DOC. NO. CWD-MOT-001	REVISION NO. 00	EFFECTIVE DATE: DEC 28, 2016	Page 11 of 12

6.7.19 Fire Extinguishers

Every piece of equipment shall be equipped with adequate fire extinguishers in good condition. Faulty fire extinguishers shall be replaced immediately.


6.17 EQUIPMENT, VEHICLES and SCRAP CONSTRUCTION MATERIAL DISPOSAL


6.17.1 Generation of Master List of UCE, USV and SCM

- 6.17.1.1 Requires Motor Pool Chief Mechanic to submit list and details of potential Unserviceable Construction Equipment and Unserviceable Service Vehicles to undergo proper disposal.
- 6.17.1.2 Review and evaluates submitted list of potential UCE, USV and SCM for proper disposition by the Motorpool Head and ASD Manager.
- 6.17.1.3 Submits and discuss the Master List to the General Manager for further review and final disposition.
- 6.17.1.4 After the approval of the General Manager endorses Approved Master List with final disposition to Purchasing Head for auction/s.
- 6.17.1.5 The Motorpool Head shall properly dispose of all Unserviceable Construction Equipment, Unserviceable Service Vehicles in coordination with the ASD Manager subject for the approval of the General Manager.
- 6.17.1.6 The Motorpool Head shall generate Master List of all Unserviceable Construction Equipment and Unserviceable Service Vehicles, to be submitted by Motor Pool Chief Mechanic which includes Scrap Construction Materials for proper review and evaluation of the ASD Manager.
- 6.17.1.7 The Motorpool Head in coordination with ASD Manager shall maintain accurate accounting of Unserviceable Construction Equipment, Unserviceable Service Vehicles for further review, evaluation and validation and submission to Admin Department Manager for final disposition.
- 6.17.1.8 The motor pool head shall timely notify the ASD Manager on Unserviceable Construction Equipment and Unserviceable Service Vehicles for further review and evaluation and recommendation to the Admin Department Manager for final disposition.
- 6.17.1.9 The assigned Project Manager or Project Engineer in consultation with the Project Engineer shall submit recommendation of Scrap Construction Materials disposal to Project Manager for endorsement to Motorpool Head.
- 6.17.1.10 The Motorpool Head in coordination with the ASD Manager shall accurately submit the evaluated Scrap Construction Materials Report to Admin Department Manager for final disposition and/or auction thru Purchasing Section in coordination with Finance Department.

6.18 Auction of UCE, USV and SCM

- 6.18.1 The Purchasing Head shall invite prospective buyers of Unserviceable Construction Equipment, Unserviceable Service Vehicles and arrange schedule of inspection.
- 6.18.2 Selects buyers with the best offer and submit short list to the General Manager for final selection.
- 6.18.3 Awards to selected buyer/s and Motorpool Head arranged for pick up / pull out of items being disposed of.
- 6.18.4 The Purchasing Head shall timely and accurately turnover of payments derived from the auctioned items to Finance Department with corresponding Official Receipts.

Master Copy Stamp:	Copy Stamp:	Important Note:	Copy Holder/ No. of Copies issued:																														
<div><div>CALAMBA WD MASTER COPY</div><div>SIGNED: </div><div>DATE: 12-28-16</div></div>		<p><i>This documented information is not to be reproduced in any form without permission; and shall not be discarded unless superseded by a revised issue.</i></p>	<table><tr><td>1a</td><td>10</td><td></td></tr><tr><td>1b</td><td>11</td><td></td></tr><tr><td>2</td><td>12</td><td></td></tr><tr><td>3</td><td>13</td><td></td></tr><tr><td>4</td><td>14</td><td></td></tr><tr><td>5</td><td>15</td><td></td></tr><tr><td>6</td><td>16</td><td></td></tr><tr><td>7</td><td>17</td><td></td></tr><tr><td>8</td><td>18</td><td></td></tr><tr><td>9</td><td>19</td><td></td></tr></table>	1a	10		1b	11		2	12		3	13		4	14		5	15		6	16		7	17		8	18		9	19	
1a	10																																
1b	11																																
2	12																																
3	13																																
4	14																																
5	15																																
6	16																																
7	17																																
8	18																																
9	19																																

CALAMBA WATER DISTRICT			 <small>SAF Public Service</small>
TITLE: MOTORPOOL MANAGEMENT PROCESS			
DOC. NO. CWD-MOT-001	REVISION NO. 00	EFFECTIVE DATE: DEC 28, 2016	Page 12 of 12

7.0 RECORDS RETENTION

- 7.1 Active Retention – indefinite retention period for current or active documents for both electronic and hardcopy/Controlled Copy.
- 7.2 Inactive/Archival Retention – shall be kept for active one (1) year or may request for an extension as deemed necessary (hardcopy); for electronic/soft file; it shall be kept in a separate folder named "Obsolete Copy".

8.0 REFERENCES

- 8.1 Suggested Preventive Maintenance Program Manual
- 8.2 ISO 9001:2015 QMS Standard
- 8.3 QMS Manual (if with pre-existing/preferred)
- 8.4 Statutory and Regulatory Requirements
- 8.5 Equipment Purchase Documents
- 8.6 Vehicles CR / OR
- 8.7 Manufacturer's Suggested Preventive Maintenance Manual

9.0 ATTACHMENTS

- 9.1 Breakdown Report
- 9.2 Daily Preventive Maintenance Checklist
- 9.3 Diesel and Gas Requisition Slip
- 9.4 Vehicle Trip Ticket
- 9.5 History Record
- 9.6 Job Order Form
- 9.7 Equipment Daily Utilization Report
- 9.8 Equipment Monitoring Log sheet
- 9.9 Annual Preventive Maintenance Program
- 9.10 Preventive maintenance checklist Heavy Equipment
- 9.11 Master list of Equipment
- 9.13 Preventive Maintenance Schedule
- 9.14 Transfer of Equipment
- 9.15 Construction Materials Inspection Report.
- 9.16 Scrap Construction Material Report.
- 9.17 Master List of all Unserviceable Construction Equipment, Unserviceable Service Vehicles.


10.0 DISTRIBUTION LIST

Note 1: Select Relevant Recipient to Appear in below List.

COPY HOLDER NO.	DEPT/SEC./COPY HOLDER
1b	General Manager
5	Adm Purchasing
6	Adm Warehouse
7	Adm Motor pool
8	Laboratory -QCD
10	Finance

Note 2: Master Copy is in the custody of the Document Control Center.

- END -

Master Copy Stamp: 	Copy Stamp: 	Important Note: <p><i>This documented information is not to be reproduced in any form without permission; and shall not be discarded unless superseded by a revised issue.</i></p>	Copy Holder/ No. of Copies issued: <table border="1"> <tr><td>1a</td><td>10</td></tr> <tr><td>1b</td><td>11</td></tr> <tr><td>2</td><td>12</td></tr> <tr><td>3</td><td>13</td></tr> <tr><td>4</td><td>14</td></tr> <tr><td>5</td><td>15</td></tr> <tr><td>6</td><td>16</td></tr> <tr><td>7</td><td>17</td></tr> <tr><td>8</td><td>18</td></tr> <tr><td>9</td><td>19</td></tr> </table>	1a	10	1b	11	2	12	3	13	4	14	5	15	6	16	7	17	8	18	9	19
1a	10																						
1b	11																						
2	12																						
3	13																						
4	14																						
5	15																						
6	16																						
7	17																						
8	18																						
9	19																						