


# The Catholic University of Eastern Africa

TITLE	AUTHOR
<b>MOTOR VEHICLE INSPECTION CUEA/DVC ADM/MTN/01</b>	<b>Assistant Administrator</b>
	NO. OF APPENDICES:
	<b>Two. (2) A B</b>

## AUTHORIZATION


This Standard operating procedure is issued under the authority of:

TITLE	<b>DEPUTY VICE-CHANCELLOR ADMINISTRATION</b>
SIGNATURE	
DATE	<b>23 February 2011</b>
ISSUE DATE	<b>23 March 2011</b>
STAMP CONTROLLED / UNCONTROLLED	<b>CONTROLLED</b>

## NOTE:

1. Write amendments on the page provided (Clause 0.2)
2. Controlled copies of this document will be in the Assistant administrator office and the DVC Administration office

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## 0. CONTENTS AND RECORD OF CHANGES

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### 0.2 RECORD OF CHANGES

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1	19 May 2011	3	3. Reference	Assistant Administrator

### 0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant functions for authorized users.

**1. Purpose:** To ensure all university vehicles are certified and authorised as road worthy.


**2. Scope:** This procedure covers the identification and presentation of all university commercial motor vehicles inspection by the motor vehicle unit.

#### 3.0 Terms and definitions:

The following terms shall apply in addition those already defined in the catholic university Quality Management Manual.

**3.1. Commercial vehicles:** buses, vans and pick ups:

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**3.2. M.V.I-** Examination and inspection by motor vehicle unit of government of Kenya

**4. Reference:**

This procedure make reference to CUEA Quality Management Manual

**5. Responsibility:** It shall be the responsibility of the ass. Admin to make sure that all the university commercial vehicles are authorised and certified for road worthiness.

**6:0 METHOD:**

**6.1:** The driver shall check the inspection sticker for expiry date, notify the ass. admin for due date.

**6.2:** The ass admin shall apply for imp rest to pay for advance tax and booking date for the vehicle inspection immediately.


**6.3:** The ass.admin shall send the driver to pay for the advance tax, booking and proceed for inspection as soon as he receives the imp rest.

**6.4:** The driver shall bring back the report of inspection to the ass. Admin same day after inspection.

**6.5:** The ass. Admin shall study the report and decide on nature of repairs to be undertaken within a day.

**6.6:** The mechanic shall undertake the repairs as per the procedures of repairs within a week from the day the report was given.

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**6.7:** The driver shall take the vehicle for re-inspection after which he shall be issued with the sticker and certificate immediately after the reported defect has been repaired.

**7.0: APPENDICES.**

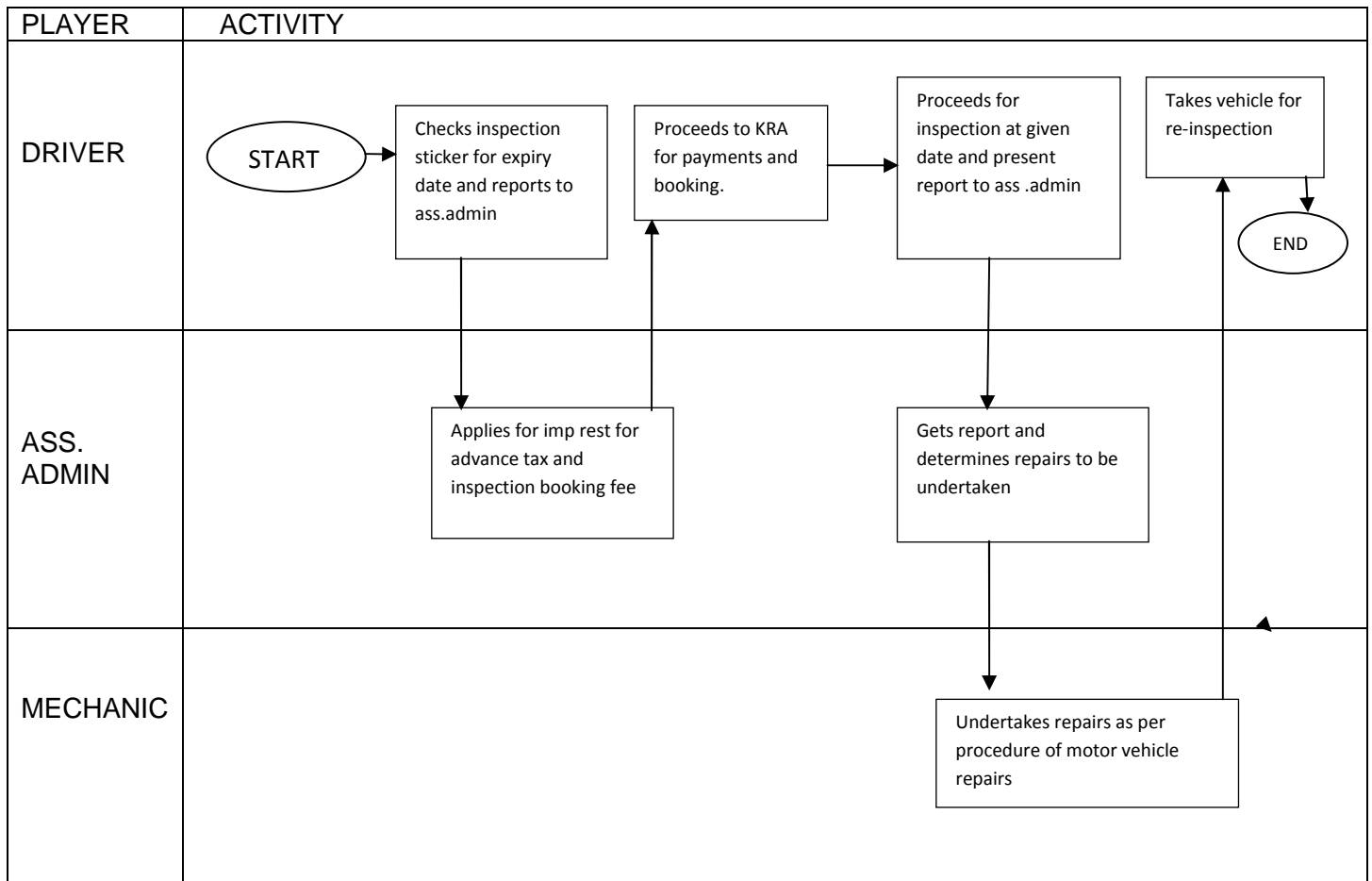
**7.1 Appendices A:** Motor vehicle inspection flow map.

**7.2 Appendix B:** Motor vehicle repair and service procedure.


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**Appendix A MOTOR VEHICLE INSPECTION FLOW MAP.**



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## 7.2 Appendices B: Motor vehicle repair and service procedure.

### 6. Method

**6.1** The driver shall report any defects to the ass.Admin through motor vehicle defects form immediately after the journey.

**6.2** Ass. Admin shall direct mechanic to ascertain defect and recommend appropriate action immediately after receiving the form.

**6.3** The mechanic shall inspect vehicle and possible actions to taken he informs the ass.Adm

**6.4** The ass. Admin shall decide on appropriate action within a day.

**6.4.1** If the Ass.Admin finds necessary for repairs to be undertaken externally he shall direct the mechanic to undertake a comparison on cost and quality at our prequalified garages. Within a day.

**6.4.2** The mechanic shall undertake the comparisons and present the quotation to the ass. admin immediately same day.


**6.4.3** The Ass.Admin shall make a decision and instruct the mechanic to take the vehicle to the garage of choice.

**6.4.4** If the ass.Admin finds that the repairs' can be done internally without the need to buy spares he instructs the mechanic to undertake the repairs within a day after receiving the report.

**6.4.5** If the ass.Admin finds that there is need to buy spares he shall fill a requisition form which he shall forward to the procurement officer for requisition of spares within a day of reporting.

**6.4.6** The mechanic shall verify the spares and if correct shall carry out the repairs immediately.

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