

The Catholic University of Eastern Africa

TITLE	AUTHOR
MOTOR VEHICLE AND MACHINERY REPAIRS AND SERVICE PROCEDURE CUEA/DVCADM/ MTN/02	Assistant Administrator
	NO. OF APPENDICES:
	NONE (0)

AUTHORIZATION


This Standard operating procedure is issued under the authority of:

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NOTE:

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

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0.2 RECORD OF CHANGES

No.	Date	Details of Changes		Authorization
	(dd-mm-yy)	Page	Clause/subclause	Title

0.3 Distribution / Circulation

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


1. Purpose: To ensure all university vehicles and machines are in good working conditions and regularly maintained and serviced as required.

2. Scope: This procedure covers all the university owned vehicles and machines.

3. Reference: Procedure covers the repair and servicing CUEA/ commercial motor vehicle.

4.0 Terms and definitions: The terms used in the CUEA Quality Management Manual shall apply.

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4.1 Machinery- all machines owned by the University which include: power generators, lawn mower and Tractors.

5.0 Principle Responsibility: The Assistant Administrator shall have overall responsibility to ensure effective implementation of this procedure.

6:0 METHOD:

6.1: MOTOR VEHICLE REPAIR

6.1.1: The driver shall report any defect to the Assistant Administrator through motor vehicle defect form immediately after the journey. (CUEA/DVC ADM/MTN/02/fm 03)

6.1.2: The Assistant Administrator shall assign a mechanic to ascertain the defect and recommend appropriate action within a day after receiving the form.

6.1.3: The mechanic shall inspect the vehicle and recommend actions to be taken by filling the form. (CUEA/DVC ADM/MTN/02/fm 03). And forwards it to the assistant administrator the same day.


6.1.4: The Assistant Administrator shall decide on appropriate action within two days.

6.1.4.1: If the Assistant Administrator finds it necessary for repairs to be undertaken externally he shall direct mechanic to undertake a comparison on cost and quality of job at a prequalified garages within a day.

6.1.4.2: The mechanic shall undertake the comparison and present quotation to the assistant administrator on the same day.

6.1.4.3: The Assistant Administrator shall make a decision and instruct the mechanic to the vehicle the garage chosen among the prequalified.

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6.1.4.4: If the Assistant Administrator finds that repairs can be done internally without the need to buy spares he shall instruct the mechanic to undertake the repairs within a day after receiving the report.

6.1.4.5: If the Assistant Administrator finds there is need to buy spares requisition form shall be filled and forwarded to the procurement officer for buying the spares within a day of reporting. The mechanic shall verify the spares and if correct shall carry out repairs the same day. If spares are not correct they shall be returned and recommendation shall be made to the procurement officer for right specification as required.

6.1.4.6: After completion the mechanic completes the form (CUEA/DVC ADM/MTN/02/fm 03). Signs and forwards it to the Assistant Administrator for approval. And then it is filed in (CUEA/DVC ADM/MTN/fm 03)

6.2.0: MOTOR VEHICLE AND MACHINERY SERVICE:

6.2.1: The assigned person shall collect, analyze data for each vehicle and machinery on hours and mileages covered and forwards the report to the assistant administrator. The report shall be done for the motor vehicles 2000 km less due service and for the Machine 2000hours less due service.

6.2.2: The Assistant Administrator shall assign a mechanic to inspect and prepare a list of spares required and present it the same day.

6.2.3: The Assistant Administrator shall follow the procedure as per clauses: 6.1.4.5 and 6.1.4.6 above.

6.3.0: MACHINERY DEFECTS:


6.3.1: The user on identifying a defect shall report it same day to the Assistant Administrator by filling maintenance defect form: (CUEA/DVC ADM/MTN/02/fm 03)

6.3.2: The Assistant Administrator shall analyze the details in the form with correspondence with the machine, makes a report and recommends for further for action which shall include either job being done internally or externally.

6.3.3: If internally it shall follow the procedure as per clauses; 6.1.4.4 to 6.1.4.6 above.

6.3.4: If externally it shall follow the procedure as per clauses: 6.1.4.5 to 6.1.4.6 above

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7.0: APPENDICES.

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