**Preventative Maintenance**

**Requirements**

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 Dept. of Public Instr.

Transportation

**Procedure:**

Verify work order completion is accurate

Not Applicable

**Website Application:**

**Note(s):**

* Do NOT use nicknames.
(Individual’s later may need to review the paperwork; they may not understand to whom the nickname applies.)
* If multiple mechanics service, the vehicle; field(s) should be identified by each mechanic’s initials of who performed that task.
* Data upon the Preventative Maintenance should be verified before any input is keyed into BSIP.

**Checklist Items:**

* + Mileage - Verify mileage is input at time of work order completion
	+ Mechanic SAP Identification - Verify that ID(s) for all mechanics who serviced an operation on this vehicle are displayed. (See Note(s))
	+ Operation Time(s) – Verify times are entered for all operations; time should be input to the nearest tenth.
	+ If materials used – Verify the following:
		- Quantity - Number of material items used.
		- Material number - BSIP number assigned to material.
		- Manufacture's number – Optional if stocked material item, however, strongly suggested to use if material is a unique part. If non-stocked material, then field should always be completed.
		- Description - Enter enough of a description to be able to recognize the part.
	+ Date – Verify the date input is the date that the work order is complete.
* Inspectors Signature – Must be present
* Supervisor Signature – Must be present
* Total time – Combined total of all operation time
* **If something is not right**; turn Preventative Maintenance back into the supervisor responsible.
* **Do not make corrections** unless you are the supervisor.

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