**30 Inspection**

**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.
* If an X in shown anywhere in Needs Rep. column; then there should be an explanation as to why.
* Data upon the 30-Day Inspection should be verified before any input is keyed into BSIP.

**Checklist Items:**

* + Mechanic SAP Identification - Verify that ID(s) for all mechanics who serviced an operation on this vehicle are displayed. (See Note(s))
	+ Time – Verify times are entered for all operations; time should be input to the nearest tenth.
	+ Date – Verify the date input is the date that the work order is complete.
	+ Mileage - Verify mileage is input at time of inspection.
	+ Verify tasks are completed. (1 of the 3 must exist)
		- Place a check in the OK column; or
		- X in Needs Rep. column; or
		- N/A in the OK column if not applicable to the vehicle (See Note(s))
* Inspectors Signature – Must be present
* Supervisor Signature – Must be present
* **If something is not right**; turn 30-Day Inspection back into the supervisor responsible.
* **Do not make corrections** unless you are the supervisor.

Updated

01-15-2020

