**TD-18**

**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.)
* Based on how your LEA functions; VMRS codes may be optional at this point dependent upon who the VMRS lookup assignment responsibility is assigned.
* Mechanic – Due now
* Cost Clerk – Due at data entry
* Data upon the TD-18 should be verified before any input is keyed into BSIP.

**Checklist Items:**

* + Date – Verify the date input is the date the vehicle is taken out of service.
	+ Plant – Verify four-digit code assigned to LEA
	+ Vehicle – Verify four-digit code (Number is assigned by SAP)
	+ Mileage - Verify mileage is input at time of work order completion
	+ PM Activity Type – Verify appropriate four-digit code.
	+ Cause – Verify appropriate four-digit code.
	+ Description – Text description to readily identify operation performed
	+ 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.
	+ Reason – Verify appropriate three-digit code
	+ VMRS - **V**ehicle **M**aintenance **R**eport **S**tandards (See Note(s))
	+ If Stocked Materials used – Verify the following:
		- Operation – Code that corresponds to work operation
		- Quantity - Number of material items used
		- DOT – Nine-digit code of material used
		- SLOC – Four-digit code of storage location
		- Description – Brief description to identify part
	+ If Non-Stocked Materials used – Verify the following:
		- Operation – Code that corresponds to work operation
		- Quantity - Number of material items used
		- G/L Account – Material = 52331003; Service = 52333002
		- Purchase Information – Vendor, Inv #, Date, & Cost
		- Description – Brief description to identify part
* Tech’s Signature – Must be present
* Tech’s Signature Date – Must be present
* Tech’s Total Time – Tech’s total time from transactions above
* Supervisor’s Signature – Must be present
* Supervisor’s Signature Date – Must be present
* **If something is not right**; turn Preventative Maintenance back into the supervisor responsible. **Do not make corrections** unless you are the supervisor.

Updated

01-15-2020

