

Title: Vehicle Inspection
Department: Logistics and Engineering Services
Effective Date: October 14, 2019

PURPOSE

The purpose of this SOP is to define the responsibilities of the CSUN Fleet Administrator (or designee) and PPM Engineering Services (including the PPM Automotive Shop) related to the tracking and completion of required Preventive Maintenance (PM) inspections of campus vehicles.

RESPONSIBILITY

Per Executive Order and Chancellor Office procedure, each CSU campus is required to perform maintenance & safety inspections of all State owned vehicles in accordance with vehicle policy as adopted by each CSU campus. The CSUN Fleet Administrator is responsible for maintaining (adding, updating and removing vehicles) the CSUN Vehicle Inventory in both the PPM Computerized Maintenance Manage System (CMMS) and in any other systems required by the CSU, State, or other regulatory agency. The CSUN Fleet Administrator is designated by the President or the President's designee. The PPM Automotive Shop is responsible for constructing PM tasks associated with vehicles entered into the PPM CMMS, contacting customers to obtain the vehicles to perform the required PM tasks and performing actual work on the vehicles.

PROCEDURES

As new vehicles are delivered to campus, vehicle requirements change, or as vehicles are removed from the CSUN Vehicle Fleet, the CSUN Fleet Administrator makes changes in the PPM CMMS to reflect the current inventory status. The CSUN Fleet Administrator notifies the PPM Work Control Center (WCC) to create or modify the CMMS Equipment Record(s) and CSUN Asset Management to update the asset record in Peoplesoft via the Add/Move/Survey (AMS) form. Upon completion of all record updates, the PPM Auto Shop is provided an electronic copy of the AMS. PM work orders are generated automatically by the PPM CMMS at a specific pre-designated frequency for every campus vehicle. PM Work Orders are delivered to the Supervisor of the Automotive Shop from the PPM WCC. The Supervisor shall organize the orders and assign the work to shop staff, monitor the progress of PM Work Orders to ensure prompt and satisfactory completion, and verify (to the extent possible) that every campus vehicle is listed in the PPM CMMS. After each PM Work Order is completed by the Automotive Shop the appropriate status is noted in the PPM CMMS, at which point the PPM WCC bills clients (if needed) and/or closes out the Work Order.

REFERENCES

CSUN Vehicle Inventory

APPROVED


Jason R. Wang, Senior Director

10-16-19
Date