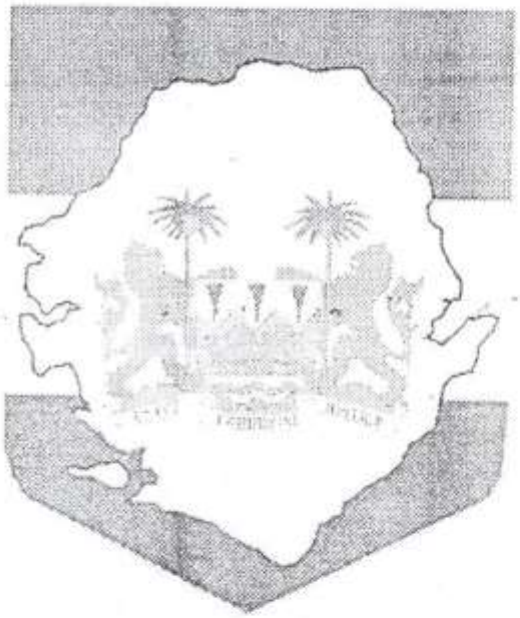
Copy of The RSLAF Master Driver IFC

REPUBLIC OF SIERRA LEONE
ARMED FORCES



EQUIPMENT CARE DIRECTIVE 2005

VEHICLES, GENERATORS AND PLANTS

REPUBLIC OF SIERRA LEONE ARMED FORCES EQUIPMENT CARE DIRECTIVE -VEHICLES, GENERATORS AND PLANT EQUIPMENT

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Issued by

RY KOROMA
Brigadier
CJF

CONTENTS	
Part	**Subject**
One.	**Policy and Management**
	Introduction
	Authority
	Importance of Equipment Care
	Basic Principles
	Unit Equipment Management
	Fault Reporting
	Inspection and Servicing
	Documentation
	Definitions
	Unit Equipment Care Responsibilities
	Vehicle Parades
Two.	**Annexes**
Annex A	Guide to the completion of Vehicle/Plant Document
Annex B	Vehicle Record Book
Annex C	Plant Record Book
Annex D	Unit Equipment Management Conference
Annex E	Sub Unit/Department/Team Quarterly Stores Certificate
Annex F	First Parade Check Sheet
Annex G	Fault Reporting /Completion Certificate
Annex H	Equipment Fault Report Folder
Annex I	Vehicle Tyres Pressures
Annex J	Cast Vehicles reclamation flow chart
Annex K	Demand for cast vehicle reclaimed spares – JLU Wksp PP&C

PART ONE - POLICY AND MANAGEMENT

1. Introduction. The efficient management of all authorized vehicles generators and plant equipment held on charge by units within the RSLAF is essential to maintain operational effectiveness, reduce long term costs and increase equipment availability.

2. Authority. This EC directive is issued by CJF, through HQ JFC J4 Branch. The instruction is effective 01 Jul 05 and applies to all RSLAF brigades, garrisons and units.

THE IMPORTANCE OF EQUIPMENT CARE

3. Due to the lack of resources within the RSLAF the importance of EC cannot be overstressed. EC is the responsibility of everyone involved with operating, servicing and maintaining any item of equipment. Equipment fails because of:

a. Inadequate levels of operator skills.

b. Poor servicing, maintenance or standards of inspection.

c. Age or other slow deterioration. (Environmental hazards)

d. Defects.

e. Neglect, misuse or damage.

f. Wear and tear.

4. Effective EC in the RSLAF will assist in reducing the above causes of failure and promote improved serviceability. Poor EC will lead to a drop in equipment availability and can result in the repair agencies becoming seriously overloaded, further compounding the problem.

BASIC PRINCIPLES

5. EC is a vital contribution to the operational effectiveness of the RSLAF. The basic principles of effective EC are:

a. Commitment to EC from the top to the bottom with commanders and their subordinates taking responsibilities for equipment placed on their charge.

b. Correct use and understanding of the equipment capabilities and limitations.

c. The correct use of tools and supporting equipment.

d. Understanding the purpose of EC and consequences of failing to implement it effectively.

UNIT EQUIPMENT MANAGEMENT (UEM) RESPONSIBILITIES

6. The unit commander is responsible for the correct use and maintenance of all equipment held on unit charge. He delegates the day to day responsibilities to his subordinates but he will still:

a. Read and if necessary make comment on inspection reports, both internal and external, and ensure appropriate corrective action is taken.

b. Periodically inspect equipment and its documentation to ensure that it is being maintained correctly.

c. Periodically monitor unit/department level maintenance and servicing to ensure high standards are being maintained. This is achieved by reviewing a sample of unit/department servicing and inspection reports.

d. Periodically monitor the fault reporting system to ensure it is being carried out correctly.

e. The detailed responsibilities of RSLAF unit personnel are identified in Chapter 2.

FAULT REPORTING

7. Equipment fault reporting is a critical link in the chain of the repair process. Chapter 3 details the procedures to be followed by personnel carrying out fault reporting.

8. Accurate and timely fault reporting will:

a. Prevent the fault from worsening.

b. Allow for timely repair.

c. Reduce the possibility of accidents.

d. Reduce the tendency of incurring repair costs.

INSPECTIONS AND SERVICING

9. Inspections are necessary to identify failures and potential failures before they become more serious. These failures are those that would normally be identified as a result of routine servicing or use. There are a number of different inspections carried out in the unit/team by both the user and by specialist personnel.

10. User inspections include:

a. First, Halt and Last parades.

b. Monthly functional service.

c. Unit/team 3 monthly servicing, which includes an inspection.

d. Sub-unit/team commanders monitoring inspections.

11. Routine technical inspections are carried out periodically in accordance with policy laid down and detailed by manufacturers guidelines. The EME tradesmen will inspect equipment subject to repair by EME tradesman at the prescribed intervals. Communications and information systems are subject to an annual inspection by the Joint Communications Unit (JCU).Equipment

DOCUMENTATION

12 All major equipments have supporting documents that fill an important role in the whole life management of equipment. When correctly completed, they provide a consolidated history of each equipment.

a. The following information is normally contained in the documents:

i. Equipment type and variant

ii. Usage

iii. Servicing and Periodic maintenance

iv. Technical Inspection

v. Major Repairs

vi. Modifications

b. The recording of this type of information is important in terms of equipment reliability and availability. The keeping of accurate records is one of the pillars of sound EC. It facilitates forward planning, and highlights any defects or shortfalls in individual or groups of equipment.

c. Specific instructions on how, when and by whom the equipment are maintained are contained in Annex A to this instruction.

d. The documents form part of the equipment itself and their loss is to be treated as a disciplinary matter. Replacements can only be made after approval from HQ JFC.

e. Example of equipment record books can be found at Annex B and C to this instruction Equipment and its relevant documentation should be kept together. Documentation used by the EME or JCU during repairs must be retained for a minimum of two year.

DEFINITIONS

13. **Levels of Maintenance**

a **Level 1.** maintenance is servicing and day-to-day preparation. It may include such operations as functional testing, replenishment, servicing, role changing, minor modification, and fault diagnosis and corrective maintenance by replacement or minor repair. This is carried out at unit level.

b. **Level 2.** Level 2 maintenance is maintenance by replacement, adjustment or minor repair. Including fault diagnosis and minor **authorized** modifications within specified times, using generally provisioned resources. Such repairs are being undertaken by the FSG/LADs.

c. **Level 3.** Level 3 maintenance is maintenance in greater depth then level 2 repair. It includes such operations as repair, partial reconditioning and modification requiring special skills or special tools and test equipment; but which is short of complete stripping, reconditioning and re-assembly. The JLU-Wksp undertakes this type of repair.

d. **Level 4.** Level 4 maintenance is that maintenance which is full reconditioning, major conversions, modifications or major repairs.

14. **Lines of Equipment Support.**

a. **1st Line.** The organization immediately responsible for the maintenance and preparation for use of complete operational systems or equipment. First Line organizations normally undertake Level 2 maintenance but in the RSLAF limited resources dictate that, 1st line task will be carried out under direct 2nd nd line JLU supervision.

b. **2nd Line.** The organization immediately responsible for providing maintenance support to specific First Line organizations. Second Line organizations normally undertake Level 3 maintenance.eg JLU Wksp.

c. **3rd Line.** The remaining organisations, which provide maintenance support to first and second line organizations. Third Line organizations will usually be civilian contractors.

15. **Light Aid Detachment (LAD).** An EME unit detached to FSG to provide integral First Line, Level 2, support.

16. **Servicing.** Cleaning, lubrication, replenishment, examination and minor repairs to ensure equipment is operational.

17. **Inspection.** In depth checks of all equipment and its sub-systems to discover any unreported or hidden failures. Normally carried out by the user and by EME personnel at predetermined intervals.

18. **Commanders' Functional Test (CFT).** A structured check on all equipment and its sub-systems carried out at regular intervals by the sub-unit/team commander.

19. **Reliability.** The ability of an item to perform a required function under given conditions for a given period time.

UNIT EQUIPMENT CARE RESPONSIBILITIES

UNIT COMMANDER

20. The Unit Commander is responsible for the condition and security of all public equipment and stores on charge to the unit.. At all times, all articles of equipment are to be in the charge of nominated individuals who are then directly responsible for the care and security of those items on behalf of the Unit Commander.

QUARTER MASTERS (QMs)

21. The unit Quartermaster is normally the Unit Equipment Manager and his responsibilities include:

a. Direct responsibility to the Unit Commander for all equipment matters.

b. Allocation of equipment management and care responsibilities down to sub-unit/team level.

c. Actively promoting Equipment Care (EC) practices within the Unit by the inclusion of Equipment Care training in the training program.

d. Chairing EC committee meetings on behalf of the Unit Commander at which equipment management and care policies are to be reviewed and updated. A suggested attendance list and agenda is at Annex A.

e. Constantly reviewing equipment scaling and holdings.

g. Coordinate Boards of Officers within the unit in accordance with the relevant Regulations.

REGIMENTAL QUARTER MASTER SERGEANT

22. The Regimental Quartermaster Sergeant is the Deputy Unit Equipment Manager. He is responsible for carrying out the duties of the Quartermaster during his absence. When both are in barracks he is to assist the manager where necessary in the execution of his duties. He is also responsible for the following:

a. Maintain an accounting system for all equipment on charge to the sub-unit/team. The equipment must be either signed out to members of the sub-unit/team or kept clean and serviceable and stored.

b. Maintain close watch on all controlled stores ensuring they are correctly accounted for and personnel do not leave this theatre without handing them in.

c. Ensure that all equipment presented for back loading/exchange by sub-units/teams is processed within working days of receipt.

d. Ensure that sub-units/teams notify him in writing at the end of each month that AB115/AF G 1033 checks have been carried out (if applicable).

e. Bring to the attention of the Quartermaster any failures by individuals to clean small arms. He should monitor faults on small arms and ensure that they are repaired at the earliest opportunity.

f. Ensure that any weapon defects are entered in the weapons defect book that is to be held centrally in the Arms Store.

g. Carry out regular physical examination checks of all ammunition for defect and arrange disposal/replacement as required.

h. Carry out periodic spot checks on all sub-unit/team stores and to submit report to the Quartermaster.

i. Ensure an adequate holding of expense/consumable items for use at sub-unit/team level.

23. MOTOR TRANSPORT OFFICER

The Motor Transport Officer should:

a. Be responsible for all MT matters and be available to advise all parties within RSLAF on maintenance and equipment care.

b. Maintain a master register of all MT documents held within the Unit and ensure that they are maintained in accordance with Materiel Regulations for the Army. Not duplicate of Vehicle Record Book.

c. Ensure that all drivers are trained to a competent standard in accordance with current regulations.

d. Carry out random spot checks on oils and fluids in all vehicles.

e. Ensure, in consultation with the LAD that any case of automotive equipment failure result in raising an Equipment Failure Report.

f. Ensure that all Unit vehicles are made available for servicing in accordance with laid down schedules.

g. Ensure that all documentation (FMT 3) is completed correctly following any road traffic accident.

h. Ensure he holds an adequate supply of oils, lubricants and fuels for all automotive equipment.

i. Ensure that deficient CES items are demanded and that these demands are hastened regularly.

j. Ensure that all special tools and test equipment on establishment is Calibrated and useable.

24. VEHICLE COMMANDERS

Vehicle commanders have many responsibilities in respect of their vehicles or equipment. They are to observe all regulations that are listed in the Unit Equipment Care Guide at all times. A copy is held in the Quartermaster's office. In particular they are to ensure that:

a. The driver is correctly qualified to operate the vehicle.

b. Ensure that the driver reports faults correctly using the fault reporting system.

c. The outstanding drivers tasks (Level1) are completed without delay.

d. That the driver completes first and last parade checks and records all faults.

e. That the vehicle work ticket and or plant card is valid for the task.

f. That the vehicle or equipment is used in a safe and controlled manner at all times and in such a manner as to prevent avoidable damage.

g. That equipment CES checks are completed regularly and that any deficiencies and unserviceable items are reported to the MT Officer.

25. DRIVERS / OPERATORS.

All drivers and operators are responsible for the safe use of their equipment in the manner intended by its construction and design. In particular driver/operators are to:

a. Ensure that first parade checks are completed before the start of any task. Full details of the checks to be carried out are at Annex B.

b. That before operating the equipment there are no outstanding tasks that may cause equipment failure or damage.

c. That the correct checks are made during halts.

d. The last parades are completed and all faults reported on the completion of tasks

e. That the equipment is usually serviced when necessary ensuring that it is ready for subsequent tasks.

f. That any faults observed are reported using the laid down format as detailed in Chapter 3.

g. That the equipment is used in accordance with current laws and regulations.

26. VEHICLE PARADES

A. VEHICLE FIRST PARADE

1. CHECK THE FOLLOWING.

- ENGINE OIL

Level is correct

- FUEL TANKS

Tanks are full – Have sufficient fuel for the detail
Fuel tank caps are secure

- COOLANT

Level is correct

- BATTERY

Electrolyte is ¼ inch above plates
Grease smeared on all terminals
Terminals are tight and
Battery clamp fitted (free from corrosion)

- TYRES

All pressures are correct (spare wheel to the highest pressure)
Dust caps fitted
Spare wheel fitted
Check tyres for cut and gouges
Check all wheel nuts are tight

- LIGHTS

Ensure all of the below are working and correct bulbs are fitted:
Main and dip headlights
Main beam warning light
Brake lights
Indicators
Number plate
4 way flashers
Panel

- WIPERS/WASHERS

ure and working
Wipe- rect/serviceable blades
asher reservoir is full

- HORN

Serviceable

- WINDOWS

Clean
Free from grease and cracks

- BRAKE/CLUTCH

Reservoir levels correct.

- FUSES/CIRCUIT BREAKERS

Fuse box cover is fitted
Spare fuse is fitted
Correct ratings

- MIRRORS

Fitted and undamaged
Mirror arms are secure

- TOWING HOOK

Clean and lightly greased
Correct clamp and pin is fitted (where applicable)

- FIT AND SECURE

Number plate
Tailboard pins, chains and split pins are fitted (where applicable)
Check for loose nuts and bolts
Check antennas and roof rack stowed items

- SEATS

Check fittings and security

- CANOPY

Check condition
Check security
Check the superstructure is secure and not bent

- VEHICLE TOOLS

All issued tools are present and serviceable

- START-UP CHECK

Turn on engine and listen for unusual sounds

- MAKE SURE THAT THE VEHICLE IS CLEAN

B. VEHICLE HALT PARADE

(i) This generic instruction is to be used to facilitate correct Vehicle Halt Parade procedures.

(ii) Vehicle Halt Parade procedures are standard to all Military Wheeled Vehicles including trailers.

(iii) Procedure is as follows:

a. Halt vehicle(s) in a suitable location off road.

b. Ensure the continued correct Operation of all lights, screen wipers and washers, horn and indicators. This is to include trailer auxiliaries as applicable.

c. Clean all glass, mirrors, headlight, sidelight, brake/tail light and indicator lenses.

d. Ensure that all wheel nuts are secure and that the spare wheel and carrier are secure.

e. Confirm all oil levels, and fuel levels are sufficient to carry on task.

f. Caution: Do not remove radiator cap if engine is hot.

g. Ensure the security of all **LOADS** and rear doors or canvas.

h. Halt parade complete. Carry on journey.

C. VEHICLE LAST PARADE

27. At the end of each journey/detail vehicles are to be last paraded as follows:

a. Check and top up all oil levels as necessary.

b. Check and top up washer level as necessary.

c. Ensure vehicle is re-fuelled.

d. Check and adjust tyre pressure as necessary.

e. Ensure the correct operation of all lights, indicators, screen wiper, washers and horn.

f. Sweep out cab, hold and dispose of any rubbish.

g. Report any faults to the MT Manager.

h. Close down the vehicle work ticket and park in secure area.

PART TWO- ANNEXES TO PART ONE

The outline Annexes below are the those RSLAF Formation and Unit Commanders and their respective Motor Transport Officers must ensure to practice at all times. They form the basis or guidelines for effective equipment care practice and are designed as reference materials:

Annex A	Guide to the completion of vehicle/Plant Document
Annex B	Vehicle Record Book
Annex C	Plant Record Book
Annex D	Unit Equipment Management Conference
Annex E	Sub-unit/Department/Team Quarterly Stores Certificate
Annex F	Fault Report (Refer)
Annex G	First Parade Check Sheet - Styer TCV and Pinzgauer
Annex H	Equipment Fault Report Folder
Annex I	RSLAF Vehicles Tyre Pressures
Annex J	Cast vehicles reclamation flow chart,
Annex K	Demand for cast vehicle reclaimed spares – JLU Wksp PP&C.

ANNEX A TO PART 1 OF
RSLAF EQPT CARE DIR
ISSUED 01 JUL 05

GUIDE TO THE COMPLETION OF VEHICLE/PLANT DOCUMENTS

GENERAL

1. The Vehicle/Plant Record Book is part of the equipment of the vehicle and its loss may be treated as a disciplinary matter. A replacement can only be made after the certified destruction of the old copy and/or any with staff approval. Plant equipment differs from vehicles in that it is maintained according to the time run rather than the mileage covered. Examples of equipment in this category includes:

a. Mechanical Handling Equipment.

b. Generating Sets

c. Power Washers

d. Chain Saws.

2. The vehicle documents are to be retained in the MT Office, except when it is required to accompany the equipment into Force Wksp for major repair purposes only. MT NCOs are responsible for maintaining a record of all vehicle document movements for their respective vehicles.

3. The Plant documents are to be retained by the unit QMs except when required to accompany the equipment into Force Wksp.

4. On Deployment. The local Commander is to decide if the docs are to be held by the EME whilst deployed..

5. Copies of all EME inspection reports produced during the previous year are to be filed in the envelope at the back of the Vehicle/Plant Record Folder.

6. Detailed instructions on the completion of each of the sections in the Vehicle/Eqpt Record book are included as part of the header detail of each section. A summary is given below:

SECTION	TITLE	INPUT	REMARKS
1	Equipment details	HQ JFC	Describes equipment and lists literature
1	Record of Transfers	QM	Records all transfers between units
2	Record of Examination	Relevant Inspector	All examinations.
2 2P	Record of Servicing & Inspection	EME	
2P	Record of hours	Operator	To be completed Monthly from the Equipment Work Card.
2	Record of Unit	EME	To record results of EME inspections and

SECTION	TITLE	INPUT	REMARKS
	Inspections and Repair to Equipment		action taken
3 3P	Record of Major Assembly changes And Warranty action	EME	For recording repairs, major assembly Changes and replacement of high pressure Hydraulic hoses
4	Record of Modifications	EME	Details of modifications are to be inserted immediately they are notified. Completion is to be recorded when the modification is implemented

7. The easy reference matrix below identifies when and who is required to input information into each section and when. The up dating of documents is an integral part of the equipment maintenance process and is to be carried out by those with specific maintenance responsibilities after the completion of any work. Dates are to be entered in the normal 6-digit format i.e. 010602

	DOCS SECTION				
ACTION BY	1	2	3	4	REMARKS/FREQUENCY
HQ JFC/QM/MTO	X				On Receipt of Eqpt
Section NCO		X			Monthly
EME		X			As per Schedule
Equipment Examiner		X			3/6 Monthly
BSG/LAD		X	X	X	As Reqd
Force Wksp			X	X	As Reqd

8. Supporting Documents. The Vehicle/Plant Record Book is to contain up-to-date copies of the following where possible:

a. Equipment CES

b. Servicing Schedule

9. Document Checks. The Vehicle/Plant Record Book is part of the CES for each equipment and should be checked along with CES items. The QMS has overall responsibility for vehicle documents and is to carry out regular random checks to ensure that they are being maintained correctly. The Vehicle/Plant Record Book will also be inspected during EME inspection

VEHICLE RECORD BOOK (VRB)

VEHICLE REGISTRATION NUMBER

	SL	

VEHICLE TYPE

STYER

CES No..... ENGINE No.....

CHASSIS No.....

CONTRACT No.....N/A.....

Date received into Theatre: Date:..... Class:...Three.....(3).....

Warranty **N/A**

Type - Parts only*/Parts & Labour

Period - .....Months Unlimited*/.....Months*/.....Miles

Commencement date:.....NA.....

Note: *Delete as necessary

Reliability Classification	Dates		Authority
	From	To	
Class 2			
Class 3			

Unit Transfer Record

Ser	Date TOS	Unit	Odometer Reading	Remarks

SERVICING, INSPECTION, MILEAGE AND FUEL RECORDS.

1. **Servicing**: Complete columns 2,3, and 4 as soon as the servicing is completed. Show type of servicing in column 2. See the servicing schedule for details of servicing tasks and intervals.

2. **Unit Inspections**: Enter date of unit inspection in column 5 as soon as the inspection is completed.

3. **Mileage and Fuel Record**: At the end of each month, complete columns 1, 6,7, & 8. All information can be obtained from the Work ticket and the Master fuel and mileage register.

4. **Speedometer Changed**: If the speedometer is changed or replaced, rule off 2 entries and enter "replacement Speedometer fitted on (enter date). In order to maintain a true record of mileage insert previous mileage as the last entry in column 4 prior to ruling off.

5. **Odometer out of order**: Note that if the speedometer is out of order it is illegal to operate the vehicle. While the odometer is out of order the monthly mileage must be estimated and entries should be made in the appropriate columns.

1	2	3	4	5	6	7	8
Month	Servicing			Date of Unit Inspection	Total Monthly Mileage	Total Fuel Used Gals	MPG
	Type	Date	Odometer Reading				

1	2	3	4	5	6	7	8
Month	Servicing			Date of Unit Inspection	Total Monthly Mileage	Total Fuel Used Gals	MPG
	Type	Date	Odometer Reading				

Record of Technical Inspections and Workshop Repairs

1. EME Inspections and Workshop Repairs **only** will be entered in this section.

2. Workshop Repairs – To Include – Wksp job No, total Man-hours, and Brief details of Work carried out. 1st Line Repairs need not be entered when total works does not exceed 3 Man-hours and high cost spares.

3. Major Assembly Changes – If a major assembly is changed enter details in this section. Original major assembly numbers may be listed below.

Engine Serial Number	Gearbox Serial Number	Serial Number	Serial Number

Dates Vehicle in Workshop		True Mileage	Details of Repair or Inspection	Classification	Carried Out By (Wksp/LAD)
In	Out				

Dates Vehicle in Workshop		True Mileage	Details of Repair of Inspection	Classification	Carried Out By (Wksp/LAD)
In	Out				

PLANT RECORD BOOK

PLANT REGISTRATION NUMBER

EQPT TYPE

CES No..... ENGINE No.....

CHASSIS No.....

CONTRACT No.....N/A.....

Date received into Theatre: Date:..... Class:...Three.....(3).....

Warranty **N/A**

Type - Parts only*/Parts & Labour

Period - .....Months Unlimited*/.....Months*/.....Miles

Commencement date:.....NA.....

Note: *Delete as necessary

Unit Transfer Record

Ser	Date TOS	Unit	Odometer Reading	Remarks

SERVICING, INSPECTION, MILEAGE AND FUEL RECORDS.

1. **Servicing**: Complete columns 2,3, and 4 as soon as the servicing is completed. Show type of servicing in column 2. See the servicing schedule for details of servicing tasks and intervals.

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1	2	3	4	5	6	7	8
Month	Servicing			Date of Unit Inspection	Total Monthly Mileage	Total Fuel Used Gals	MPG
	Type	Date	Odometer Reading				

1	2	3	4	5	6	7	8
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	Type	Date	Odometer Reading				

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Engine Serial Number	Gearbox Serial Number	Serial Number	Serial Number

Dates Vehicle in Workshop		True Mileage	Details of Repair of Inspection	Classification	Carried Out By (Wksp/LAD)
In	Out				

Dates Vehicle in Workshop		True Mileage	Details of Repair of Inspection	Classification	Carried Out By (Wksp/LAD)
In	Out				

ANNEX D TO PART 1 OF
RSLAF EQPT CARE DIR
ISSUED 01 JUL 05

UNIT EQUIPMENT MANAGEMENT (UEM) CONFERENCE

1. ATTENDANCE

Quartermaster (Chairman)
Regimental Quartermaster Sergeant (Asst Chairman)
Technical Sergeant
Sub-Unit/Department Managers
Accn Stores Manager
MT Manager
Clerk (Secretary)

2. AGENDA

Item 1. Previous Minutes.

Item 2. Actions arising.

Item 3. Progress of Inspections. To discuss the state of equipment being presented for inspection, the inspection programme and inspection reports. This is sub-divided into:

- Vehicles
- Batteries
- Weapons
- Lifting tackle
- Test and Measurement Equipment
- Communication Equipments
- Information Technology Equipments

Item 4. Review of Technical Stores: To discuss equipment-holding problems in terms of allocation of demands for main equipments, tools, CES, spares. Tech Sgt to lead.

Item 5. Review the Unit Equipment Management Policy: To ensure the Equipment Management Policy is being carried out correctly, recommending amendments as necessary. UEM to lead

Item 6. Any Other Business.

3. FREQUENCY: These conferences will take place at: ----------

ANNEX E TO PART 1 OF
RSLAF EQPT CARE DIR
ISSUED 01 JUL 05

SUB UNIT/DEPARTMENT/TEAM QUARTERLY STORES CERTIFICATE

From: OIC_____

As at: _____

To Quartermaster:
Unit.

I _____ certify that:

1. All stores held on account by myself have been checked against the main ledgers held by QMs Dept on _____

2. All technical stores accounts held on my charge have been checked and found correct except as follows:

   a. Deficiencies

Acct	*Folio*	*Item*	*Qty*

   b. Surpluses

Acct	*Folio*	*Item*	*Qty*

3. I also take full responsibility for the accommodation stores allocated to my Sub-Unit/Team and all stores issued on our AB115.

4. Further observations/damages not covered by this certificate:

Signed_____

Dated_____

5. Comments / Decisions by Quartermaster:

Signed_____

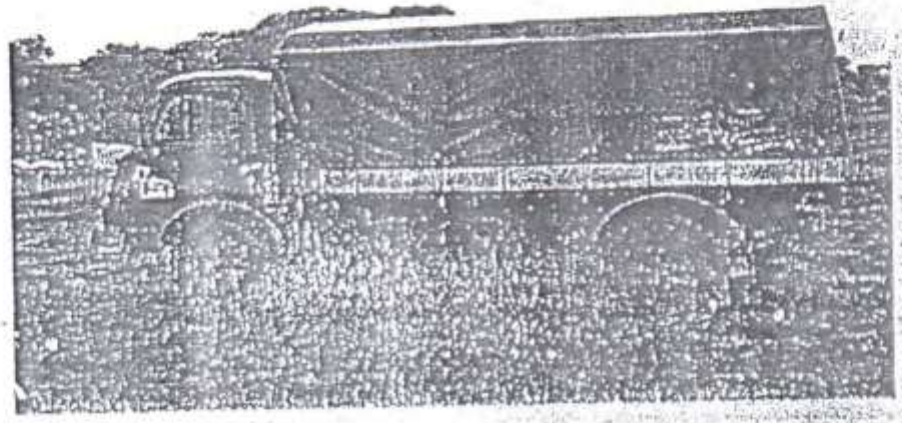
Dated_____

6. Comments / Decisions by Commanding Officer

Signed_____

ANNEX F TO PART 1 OF
RSLAF EQPT CARE DIR
ISSUED 01 JUL 05

STYER 3.5 TON TCV FIRST PARADE CHECK SHEET

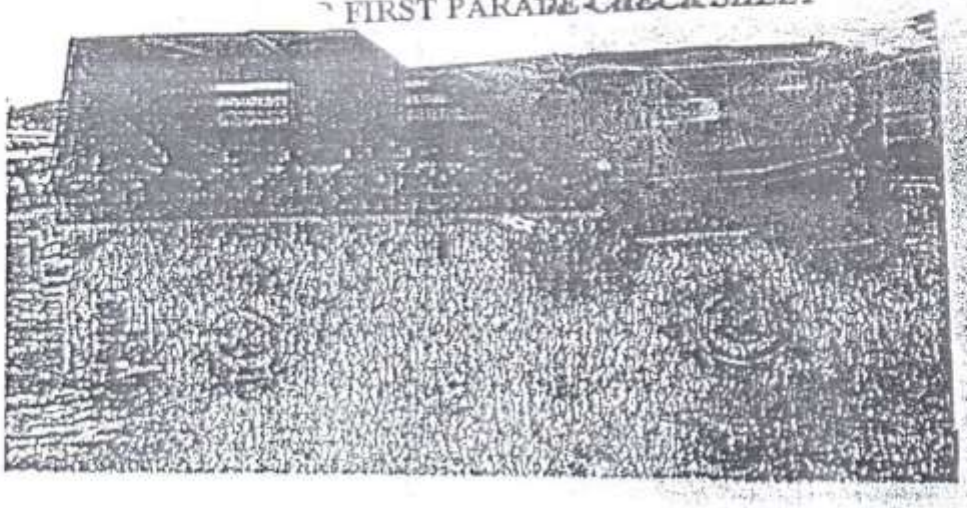


AREA OF FAULT

SER	ITEM CHECK	CHECK COMPLETE	FAULT Y/ NOT FAULTY	DETAILS
1.	VISUAL CHECK			
2.	OIL LEVEL			
3.	WATER LEVEL			
4.	ENGINE FOR LEAKS			
5.	BRAKE M/CYLINDER/FLUID LEVEL			
6.	FUEL			
7.	BATTERY LEVEL AND SECURTIY			
8.	SPARE WHEEL			
9.	WHEEL NUT SECURITY			
10.	TYRE PRESSURE			
11.	CANOPY SECURE AND SERVCEABLE			
12.	NO LOOSEITEMS			
13.	TAIL & SIDEBOARDS SECURE			
14.	LIGHT LENSES AND BULBS			
15.	HORN			
16.	ALL LIGHT			
17.	WINDSCREEN WASHERS & WIPERS			
18.	WHEEL PULLER & JACK			
19.	WINDSCREEN			
20.	HANDBRAKE			
21.	SEATBELTS FITTED AND WORKING			
22.	VEHICLE IS NOT OVER LOADED			
23.	4 WHEEL DRIVE			
24.	TYRE			

PINZG.

FIRST PARADE CHECK SHEET

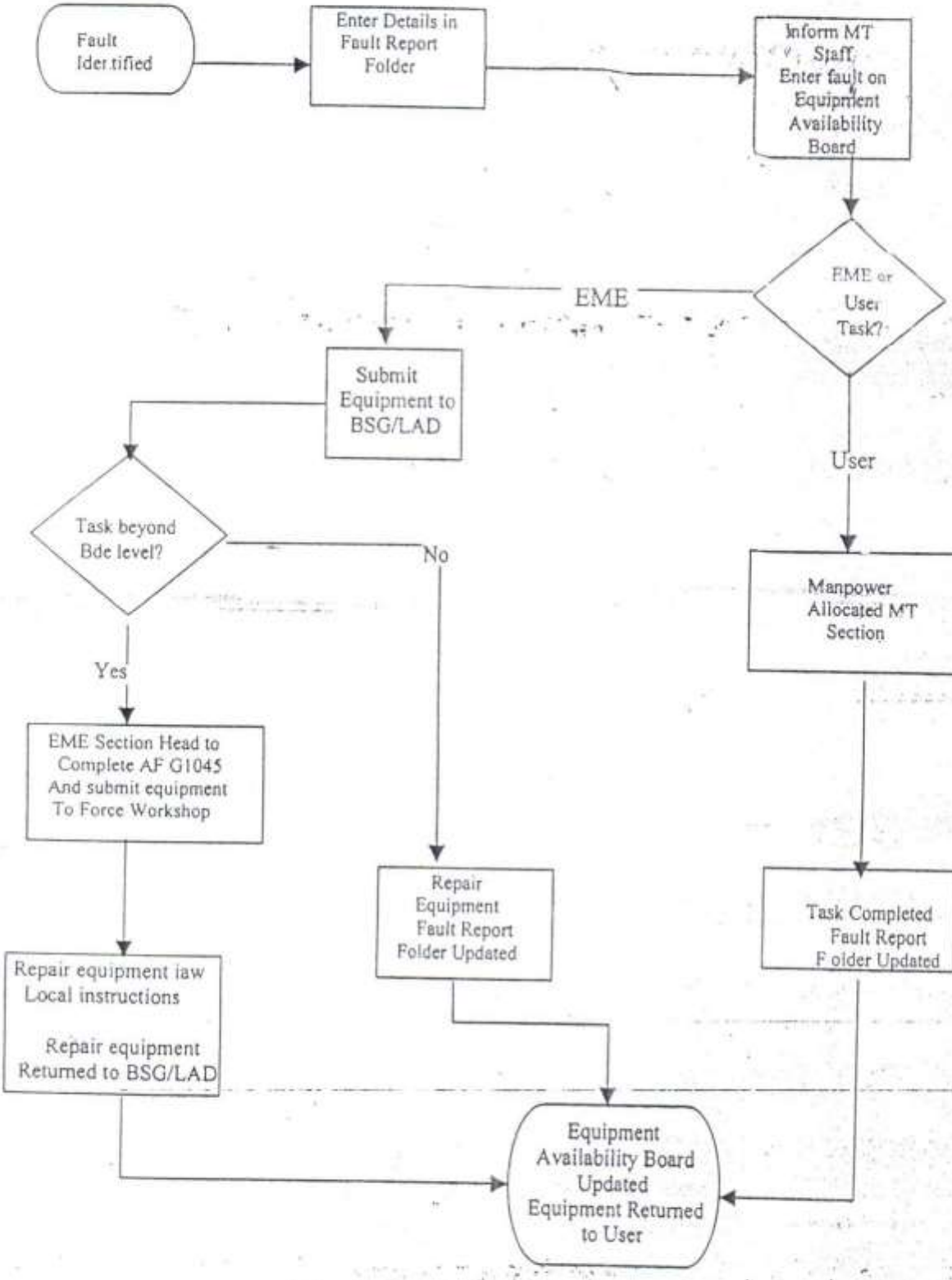


AREA OF FAULT

SER	ITEM CHECK	CHECK COMPLETE	FAULT Y/NOT FAULTY	DETAILS
25.	VISUAL CHECK			
26.	OIL LEVEL			
27.	WATER LEVEL			
28.	ENGINE FOR LEAKS			
29.	BRAKE M/CYLINDER/FLUID LEVEL			
30.	FUEL			
31.	BATTERY LEVEL AND SECURTIY			
32.	SPARE WHEEL			
33.	WHEEL NUT SECURITY			
34.	TYRE PRESSURE			
35.	CANOPY SECURE AND SERVCEABLE			
36.	NO LOOSEITEMS			
37.	TAIL & SIDEBOARDS SECURE			
38.	LIGHT LENSES AND BULBS			
39.	HORN			
40.	ALL LIGHT			
41.	WINDSCREEN WASHERS & WIPERS			
42.	WHEEL PULLER & JACK			
43.	WINDSCREEN			
44.	HANDBRAKE			
45.	SEATBELTS FITTED AND WORKING			
46.	4 WHEEL DRIVE			
47.	TYRE			

ANNEX G TO PART 1 OF
BSLAF EQPT CARE DIR
ISSUE 01 JUL 05

FAULT REPORTING/COMPLETION PROCEDURE



ANNEX h TO PART 1 OF
RSLAF EQPT CARE DIR
ISSUED 01 JUL 05

EQUIPMENT FAULT REPORT FOLDER

VRN/Ser No

Equipment Type

Ser	Date Reported	Fault	Equipment State	Date to EME	EME Job No	Date Completed	Seen by MTO

INSTRUCTION FOR COMPLETION OF THE EQUIPMENT FAULT REPORT FOLDER

1. When a User identifies a fault as a result of use, servicing, inspection or maintenance, it is to be recorded onto the Equipment Fault Folder that is held by the MT Office. The individual is to report the fault to the MT NCO. The NCO is to enter the fault on to the Equipment Availability Board. If the fault is deemed an EME task, then the MT NCO is to inform the EME section head and ensure that the Job No is entered onto the Equipment Fault Report.

2. When an EME tradesman, as result of inspection or maintenance, identifies a fault: he is to produce a fault report. A copy of the report is to be given to the MT NCO. User tasks outstanding after 24 hours are to be entered in the Equipment Fault Report Folder and the Equipment Availability Board updated.

3. Inspection reports are prepared only when scheduled inspections are carried out or when asked to carry out an inspection e.g.

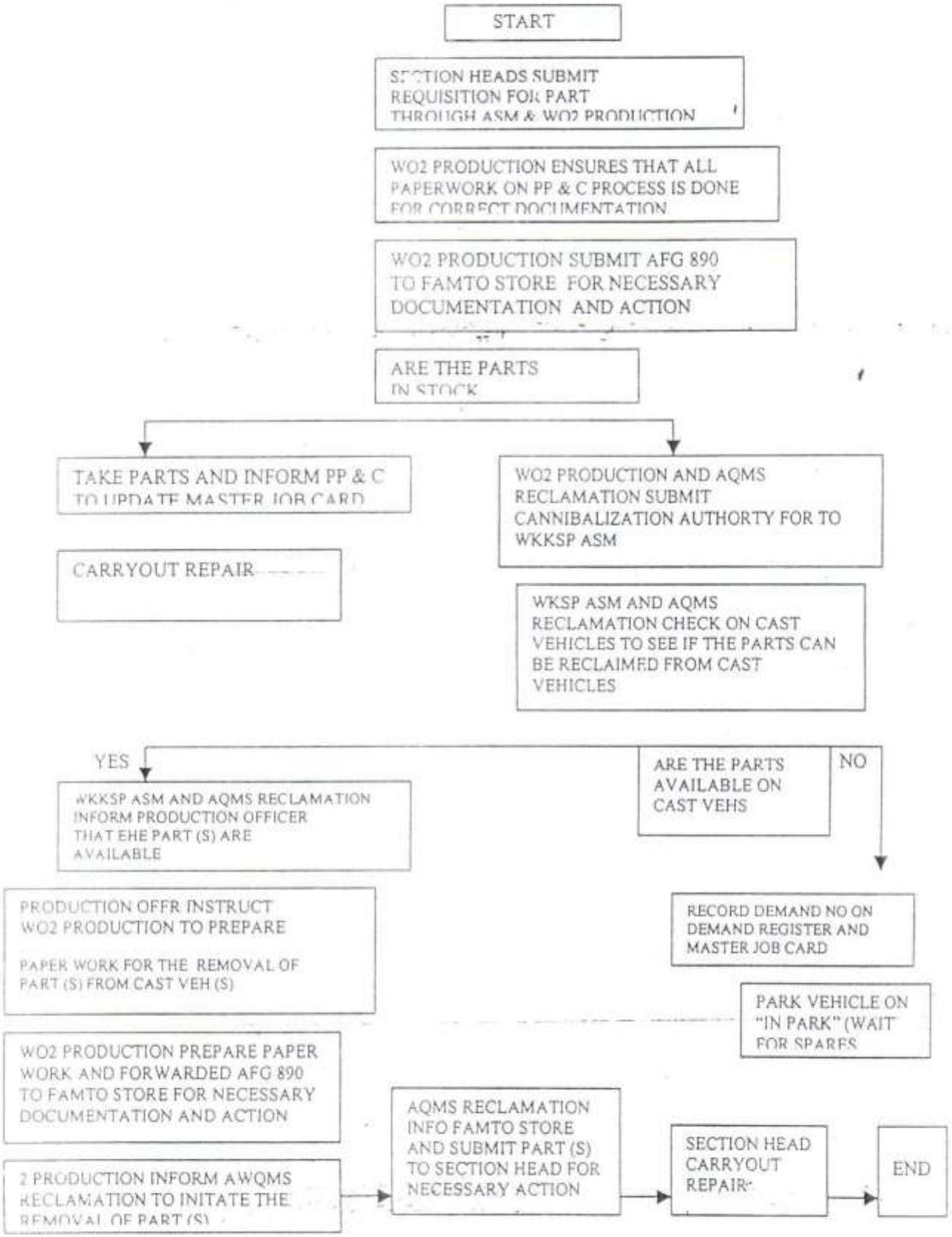
RTAs
Casting
Disposal } Unit to Unit
Receipt

RSLAF VEHICLE TYRE PRESSURES

Ser (a)	Vehicle Type (b)	Front (PSI) (c)	Rear (PSI) (d)
	Land Rover 110	28	48
	Bedford TCV 4 Ton GS	45	91
	Pinzgauer	N/A	N/A
	Styer TCV	N/A	N/A
	Mercedes Benz Truck	N/A	N/A
	M/Cycle	22	33
	Trailer ¼ Ton	35(Road Whl)	N/A
	Trailer 1 ¼ Ton	75(Road Whl	60

ANNEX J TO PART 1
OF RSLAF EQPT CARE DIR
ISSUED 01 JUL 05

DEMAND FOR CAST VEHICLE RECLAIMED SPARES – JLU-WKSP PP&C



ANNEX K TO PART I
OF RSLAF EQPT CARE DIR
ISSUED 01 JUL 05

CAST VEHICLES RECLAMATION FLOWCHART – JUU – WKSP