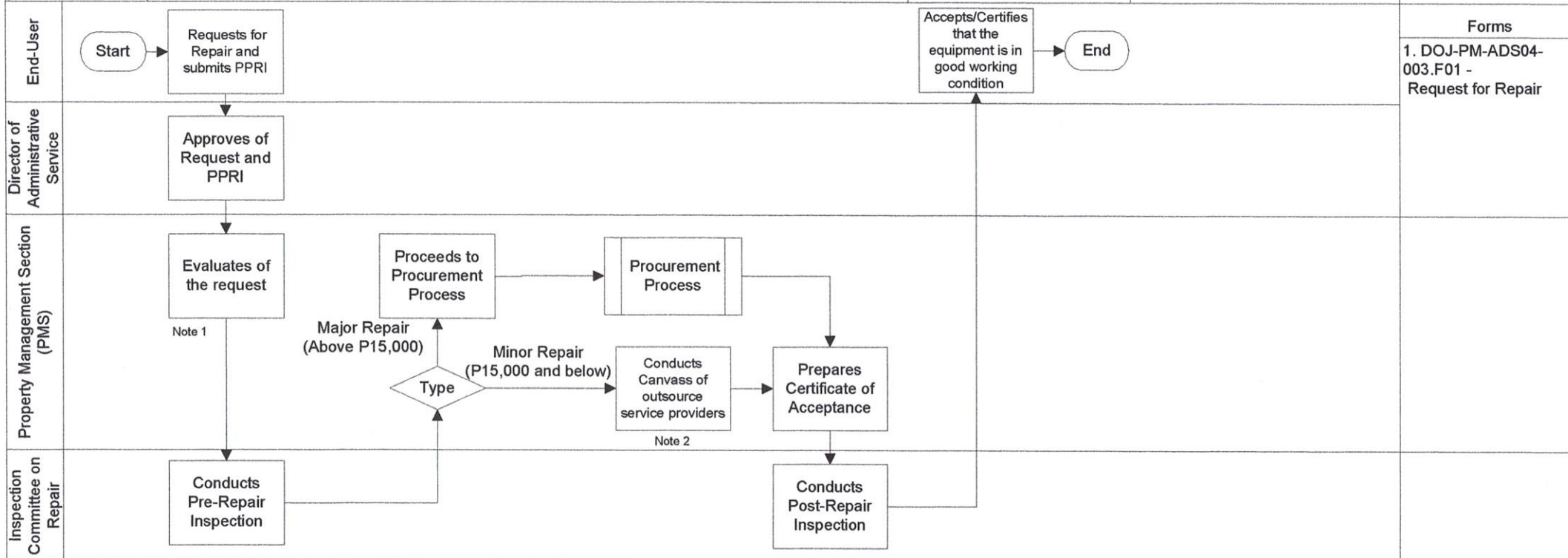




Process Title	Repair and Maintenance of Equipment	Document Number	DOJ-PM-ADS04-003	Page 1 of 1
Objective	To clarify the process of Repair and Maintenance of Equipment.	Revision	0	
		Effective Date	01 August 2018	



Forms
1. DOJ-PM-ADS04-003.F01 - Request for Repair

WORK INSTRUCTIONS

- Note 1. Evaluation of the request:
- Indicate the property to be repaired and determine whether said property is owned/maintained by DOJ through Masterlist of Equipment;
 - Identify the nature and scope of work to be done based on the complaint;
 - Determine whether the property is not functioning well or not in good running condition.
 - Determine if property is still covered by warranty
 - If covered by warranty, forward to the supplier of the equipment for repair;
 - Determine necessity of repair and extent of the damage to whether cost of repair is economical or not, based on the General Accounting Manual (GAM)
- Note 2. Conduct of Canvass:
- Prepare Request for Quotation (RFQ) and canvass to at least three (3) accredited service providers;
 - Prepare Abstract of Canvass and determine the service provider with lowest quotation;
 - Approval of all supporting documents

- Reference
- Requisition and Issuance Slip (RIS)
 - Pre and Post-Repair Inspection (PPRI)
 - Request for Quotation (RFQ)
 - Abstract of Canvass (AC)
 - General Accounting Manual (GAM)
 - Certificate of Acceptance

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