

## EQUIPMENT PREVENTIVE MAINTENANCE

A. Enabling Act

Michigan Motor Vehicle Act 300 of Public Acts 1949.

B. Policy

All Forest Management equipment will be maintained to assure its safe and dependable operation. Service will be as directed by manufacturer's recommendation, unless otherwise specified by the division.

All equipment will be checked and inspected *quarterly* following the Forest Management Preventive Maintenance Form R-4161.

All new employees hired in the division are to be trained in equipment preventive maintenance within the first 30 days of employment.

All division personnel responsible for the operation and maintenance of equipment will participate in preventive maintenance training.

C. Explanation

Preventive maintenance is the basic servicing and inspection of all equipment within the division with emphasis placed on vehicle and crawler equipment. In the enabling act, the reference to Michigan Vehicle Code as and part of preventive maintenance is to make sure all of our equipment used meets the legal standards. All levels of supervision will be involved and have a basic responsibility in the preventive maintenance program. However, the key supervisor responsible for the preventive maintenance program is the operator's immediate supervisor.

With the rising cost of equipment and repair, there is no question that a preventive maintenance program will save the division and department many dollars. Every effort should be made to improve the program for increased cost savings. Preventive maintenance is also a key requirement to the safe operation of equipment.

D. Procedure

1. The area will be responsible for assuring that all equipment assigned to the area is inspected *quarterly* and serviced as directed by manufacturer's recommendation unless otherwise specified by the division. Specified division requirements are that all division-owned wheeled vehicles will receive (1) lubrication every 2,000 miles, and (2) oil and filter change every 4,000 miles. Hard service usage will require that the unit be serviced more often as conditions require (possible daily servicing), i.e., dump trucks, 4x4 units, graders, loaders, etc. If any unit is driven less than 2,000 miles in any calendar year, the unit will be completely serviced a minimum of twice a year.

In the forest nurseries, Forest Fire Experiment Station and regional garages, the unit supervisor is assigned this responsibility.

In Region III, the area fire supervisors will be responsible for Resource Protection equipment and foresters responsible for equipment assigned to them on an individual basis.

2. Operators are responsible for the daily inspection and service of the vehicles and crawler equipment assigned to them.

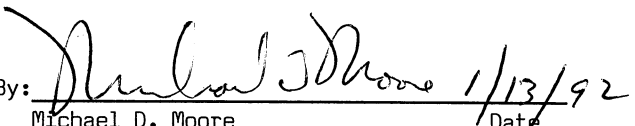
The station supervisor is responsible for assuring that the *quarterly* inspection with Form R-4161 is completed and will sign and route as specified under distribution.

The area is required to assist the operators in making an inspection of all equipment in their respective areas at least once a year.

3. The area is responsible for approving *quarterly* reports and taking corrective action as needed.
4. The district will be responsible for reviewing the *quarterly* Safety and Preventive Maintenance Report, taking any corrective action needed along with a spot check of equipment within the district. The district will supply the region with a copy of the inspection report.
5. The region will review Safety and Preventive Maintenance Reports submitted by districts and insure corrective action is taken.
6. The division, accompanied by the region representative, will annually make a random sample inspection of equipment condition in each region and determine if correct preventive maintenance procedures are being followed. Upon completion of the regional inspections, an annual report will be prepared by division with copies of the region.
7. The area will be responsible for coordinating the training of all new employees assigned to the area and assure that they are trained in equipment preventive maintenance within the first 30 days of employment. New employees, after indoctrination and training in equipment operation, will be assigned to one of the regional or district repair shops to be trained in equipment preventive maintenance.
8. The division, in conjunction with the regions, will develop an equipment preventive maintenance and training program, which the region will then implement.
9. The district will be responsible for providing an annual preventive maintenance training program to include all district Forest Management Division personnel responsible for equipment.
10. All equipment log books will be audited by the area semi-annually (calendar year). The district will audit each motor vehicle log at least once annually as required by Administrative Policy No. 4.3-7.

Inspection Form Distribution (R-4161)

1. The station supervisor will supply three copies to the area and retain a copy.
2. Area will retain one copy for the life of the equipment and supply the district with two copies. District will review and forward one copy to the region.

Approved By:   
Michael D. Moore  
Deputy Director

1/13/92  
Date