	PHILIPPINE MINING DEVELOPMENT CORPORATION		Control No:	PMDC-QP-12-00
			Revision No.:	0
Quality Procedure	Repair and Maintenance of Properties and Equipment	Effectivity:	December 19, 2016	
		Page No.	Page 1 of 5	

1.0 PURPOSE

This document institutionalizes the policies and procedures for the repair and maintenance of the company's properties and equipment.

2.0 POLICY

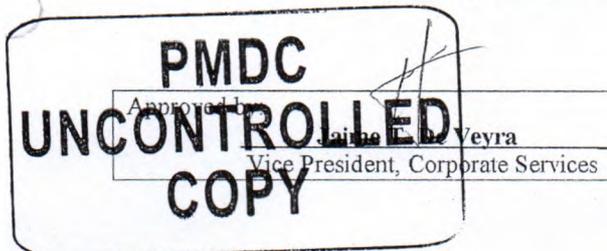
It is the policy of PMDC to ensure that all of its properties and equipment are in good working condition and performing according to their required functions. Regular preventive maintenance and repair works, whenever necessary, shall be undertaken to maintain the satisfactory operating condition of machines and equipment and prolong their useful life.

3.0 SCOPE

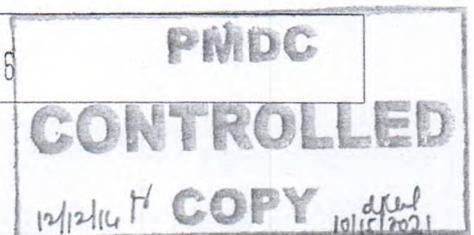
The set of procedures applies to the specific steps or activities that the Property Officer and other concerned employees need to adopt in order to adhere to PMDC's Quality Management System. This document covers the procedures from the identification of equipment for repair to preparation of post-repair inspection report.

4.0 DEFINITIONS

1. Repair of Equipment – process/act of restoring a property/equipment to its original state or to its working condition. Unserviceable equipment may be restored to its normal state of efficiency by making repairs.
2. Minor and Ordinary Repair – merely keeps an equipment in fit condition for use without increasing its capacity or otherwise adding to its normal value as an asset
3. Maintenance – actions taken to retain the equipment in a serviceable condition or to restore it to serviceability when it is economically repairable
4. Repair and Maintenance Report (RMR) – a document issued in reporting the breakdown or malfunctioning of a certain property or equipment, at the same time requesting for the repair of said property. The RMR form comes in three parts, to wit: a) Request to Repair; b) Pre-Repair Inspection; and c) Post-Repair Inspection
5. Waste Materials Report (WMR) – a document that lists all waste materials such as destroyed spare parts and other materials considered scrap due to repair and replacement
6. Property Masterlist – a record of all the assets of the company which is organized, collated, and maintained by the Property Officer



Date: DEC 12 2016





PHILIPPINE MINING DEVELOPMENT CORPORATION

Control No: PMDC-QP-12-00

Revision No.: 0

Effectivity: December 19, 2016

Page No. Page 2 of 5

Quality Procedure

Repair and Maintenance of Properties and Equipment

7. Repair and Maintenance Logbook - shows the summary/history of all repairs and maintenance work done. Said logbook shall be maintained by the Field Office Property Custodians and the Property Officer for Main Office records. The Property Officer shall, however, for reference purposes, maintain copies of the Repair and Maintenance Reports and Official Receipts from repair and maintenance works done in the field.

5.0 RESPONSIBILITY

1. Custodian – refers to the employee who is the actual user or assignee of the property/equipment
2. Property Custodian – is a designated individual who has the authority and immediate responsibility for the immediate custody of all properties within his custodial area. The Property Custodian shall be bonded and be physically located near the property for which he or she is responsible
3. Department Manager/Immediate Supervisor – approves a request for repair
4. Head of HR and Administration Department – approves the commencement of repair after the pre-repair inspection and evaluation done by the Technical/Property Inspector, and the recommendation of the Property Officer, in consideration of the records and repair/maintenance history of the concerned property/equipment
5. Technical/Property Inspector – refers to the person designated or assigned to inspect and assess the property prior to repair, determines the reasons for breakdown as to fair wear and tear or negligence and inspects the property’s condition after its repair
6. Property Officer – refers to the person designated to be in charge of the overall accounting, safekeeping and maintenance of the properties of the company. Also responsible for maintaining property records and reports, and handles the administrative aspect of the disposition of company properties, upon direction and approval of management
7. Procurement Officer/Specialist – refers to the person who is tasked to handle the company’s procurement functions in accordance with the provisions of Republic Act 9184
8. Field Administration Assistant/Davao Administration Officer – persons tasked to process the Repair and Maintenance Reports in the Field Offices, prior to submission to the Main Office for review of the Property Officer, the Department Managers Concerned, and endorsement to the Procurement Officer/personnel designated to handle procurement functions

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[Signature]
Edo Veyra
Vice President, Corporate Services

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	PHILIPPINE MINING DEVELOPMENT CORPORATION		Control No:	PMDC-QP-12-00
			Revision No.:	0
	Quality Procedure	Repair and Maintenance of Properties and Equipment	Effectivity:	December 19, 2016
			Page No.	Page 3 of 5

6.0 PROCESS FLOW

PROCESS	PERSON RESPONSIBLE/NOTES	WORK INSTRUCTIONS
<u>Request to Repair</u> Fill out the Request to Repair portion of the Repair and Maintenance Report (RMR)	<ul style="list-style-type: none"> - Requested by the Custodian - For approval of Department Manager/ Immediate Supervisor 	In filling out the request, indicate the details of the property to be repaired and specify the defects or complaint.
<u>Pre-Repair Inspection</u> Fill out the "Pre-repair Inspection" portion of the RMR	<ul style="list-style-type: none"> - Pre-inspected by the Technical/Property Inspector - Reviewed and noted by the Property Officer - Approved by the HR and Administration Department 	The Technical/Property Inspector shall check the property/equipment based on the complaint and identify the nature of work to be done and parts to be supplied/replaced. Property Officer or Property Custodian shall check if the property is listed in the Masterlist Property Officer shall check on the repair and maintenance records of the equipment and notes down his/her comments or recommendations Cost of repair shall be estimated by Technical/Property Inspector/Property Officer with the assistance of Procurement personnel Property Officer or Field Property Custodian shall verify records if the property is covered by warranty. Put notes/comments on the pre-Repair Inspection space, if necessary. Affix signature on the provided space
<u>Pre-Repair Inspection</u> Verify the property listing in the Property Masterlist	<ul style="list-style-type: none"> - Property Officer/Field Admin Assistant/Davao Admin Officer 	
Prepare the Purchase Request or Work Order and forward to Procurement for the processing of the request	<ul style="list-style-type: none"> - Custodian/Property Custodian/Field Admin/ Technical or Property Inspector 	Fill out the Purchase Request and Work Order forms

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 President, Corporate Services

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	PHILIPPINE MINING DEVELOPMENT CORPORATION		Control No.:	PMDC-QP-12-00
			Revision No.:	0
	Quality Procedure	Repair and Maintenance of Properties and Equipment	Effectivity:	December 11, 2016
			Page No.	Page 4 of 5

PROCESS	PERSON RESPONSIBLE/NOTES	WORK INSTRUCTIONS
<u>Post-Repair Inspection</u> Upon completion of the repair, conduct the Post-Repair Inspection	- Custodian/Technical or Property Inspector	Check if the repair done is in accordance with the specified requirements; Test the performance of the property; Check if the parts replaced are in accordance with the specifications
Sign the Post-Repair Inspection (and Waste Materials Report (WMR), if necessary)	- Davao Admin Officer/Field Admin Assistant/Property Officer - For WMR: Property Officer/Head of Admin Dept./ Technical or Property Inspector/Technician	Fill out the Post-Repair Inspection part of the RMR Prepare the WMR and list down all defective spare parts including materials which are removed or pulled out from the property/ equipment due to replacement of a new part
Prepare the necessary documents for payment, liquidation or reimbursement, to wit: 1. Photocopies of the ff: a. RMR b. Service Report from the service center c. WMR 2. Original copy of Invoice and OR for accounting use/reference	- Procurement Officer or Specialist/Field Admin Assistant/Davao Admin Officer/Property Officer/Property Custodian	For all completed Main/Field Office repair and maintenance works, concerned Main/Field Office shall attach all required documents for liquidation or reimbursement, and ensure that these are properly signed by all authorized /designated PMDC officers and employees prior to submission to the Finance and Accounting Department (FAD)
Document repair and maintenance works done	- Property Officer/Field Office Property Custodian	Record the cost and date of repair in the RMR Logbook File the RMR, photocopy of Invoice, original copy of Service Report, and warranty certificate with the Property Officer Property Officer shall maintain photocopies of the RMRs and ORs submitted by the Field Office for reference purposes

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	PHILIPPINE MINING DEVELOPMENT CORPORATION		Control No:	PMDC-QP-12-00
			Revision No.:	0
	Quality Procedure	Repair and Maintenance of Properties and Equipment	Effectivity:	December 19, 2016
			Page No.	Page 5 of 5

7.0 FORMS

1. **Repair and Maintenance Report (RMR)**

- the RMR consists of three parts namely, Request to Repair, Pre-Repair Inspection, and Post-Repair Inspection which are described as follows:

I. REQUEST TO REPAIR

- shows the defects/complaints in the property/equipment, as listed by the Custodian
- filled out and signed by the Custodian
- endorsed by the Immediate Supervisor/Manager

II. PRE-REPAIR INSPECTION

- shows/enumerates the findings, nature and scope of work to be done, and parts to be supplied/replaced, as determined by a designated Technical/Property Inspector
- pre-inspected by the Technical/Property Inspector
- reviewed and noted by the Property Officer
- approved for repair signed by the Department Manager

III. POST-REPAIR INSPECTION

- shows details of the work done
- inspected and accepted by the Requisitioner/Property Inspector
- noted by the Property Officer

2. **Waste Materials Report (WMR)**

- lists the waste parts/items for disposal
- certified true and correct by the Property Officer and initialed by Field Office Administrative Officer /Assistant for Field Office waste material disposal
- disposal approved by the Head of the HR and Administration Department
- inspected by the Technical/Property Inspector
- witnessed by an Accounting staff or any employee

3. **Repair and Maintenance Logbook (RML)**

- shows the type of equipment, its description, asset no., make, model and serial number, as well as acquisition date and acquisition cost
- shows the date, reference number, type of work whether repair (R), preventive maintenance (PM) or repair and maintenance (RM), scope of work and services (including parts replaced), and total cost (gross) incurred
- maintained by Property Officer (Main Office) and/or Property Custodian/Field Administration Assistant/Davao Administration Officer (Field Office)

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Jaime T. De Veyra

Vice President, Corporate Services

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