	<p>QUALITY MANAGEMENT SYSTEM ISO 9001:2015</p>	Document No.:
		Issue Date:
		Revision No.:
		Page No.:
		Approved by:
<p>Document Title:</p> <p>MOTOR POOL DEPARTMENT BUSINESS PROCESS FLOW</p>		

1. PURPOSE

Maintenance and Repair Operations

One of the department's primary roles is to keep all vehicles and equipment in safe and operational condition. This includes preventive maintenance, inspections, repairs, troubleshooting mechanical problems, and replacing damaged parts to minimize downtime and avoid delays in construction activities.

Support for Project Operations

The motor pool department supports the daily construction activities by ensuring that transportation and equipment needs are available on time. This includes dispatching operators and drivers, supplying fuel and lubricants, coordinating equipment mobilization, and helping maintain continuous workflow at the project site.

2. SCOPE

Preventive Maintenance and Repair

- Conducting regular inspections and preventive maintenance
- Performing repairs and troubleshooting mechanical issues
- Coordinating major repairs and replacement of parts

Documentation and Reporting

- Preparing maintenance reports, incident reports, and utilization reports
- Keeping records of repairs, downtime, and equipment history
- Monitoring registration, permits, and insurance documents

Safety and Compliance

- Ensuring vehicles and equipment are safe for operation
- Conducting safety inspections and compliance checks
- Supporting implementation of company safety standards

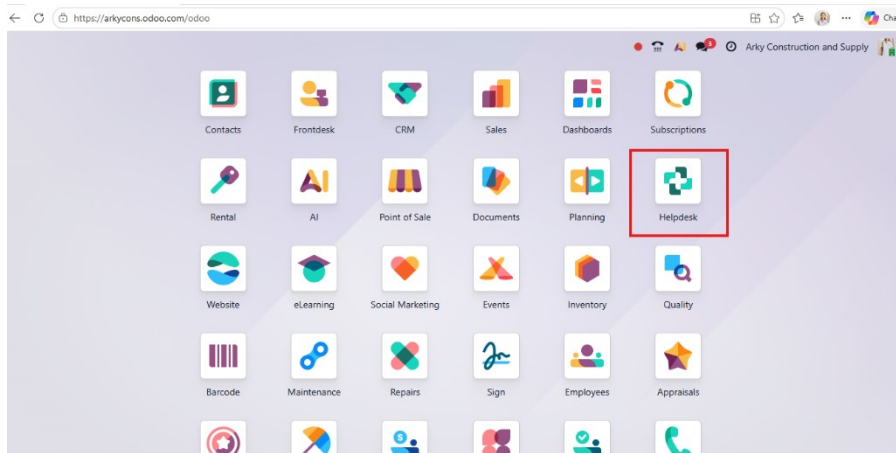
3. RESPONSIBILITIES

Role	Responsibility
Service Advisor	Receiving and Evaluating Repair Concerns
Warehouse Checker	Documentation and Record Keeping
Mechanics	Repair and Troubleshooting
Auto Electricians	Repair and Replacement of Electrical Components
Welders	Reinforcement and Modification of Equipment
Tire man	Preventive Tire Maintenance

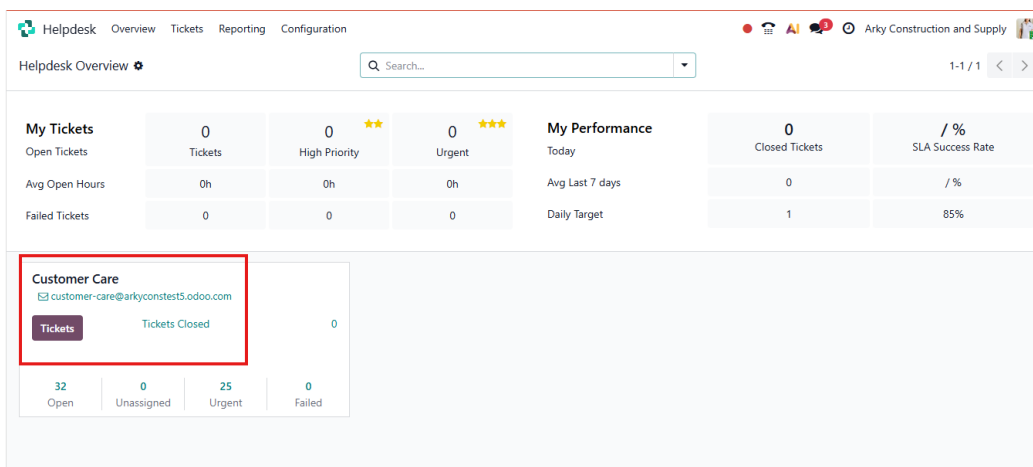
4. PROCEDURES

MAINTENANCE REQUEST

1. On Odoo Dashboard <https://arkyconstruct.odoo.com/odoo>, click **Helpdesk App**.

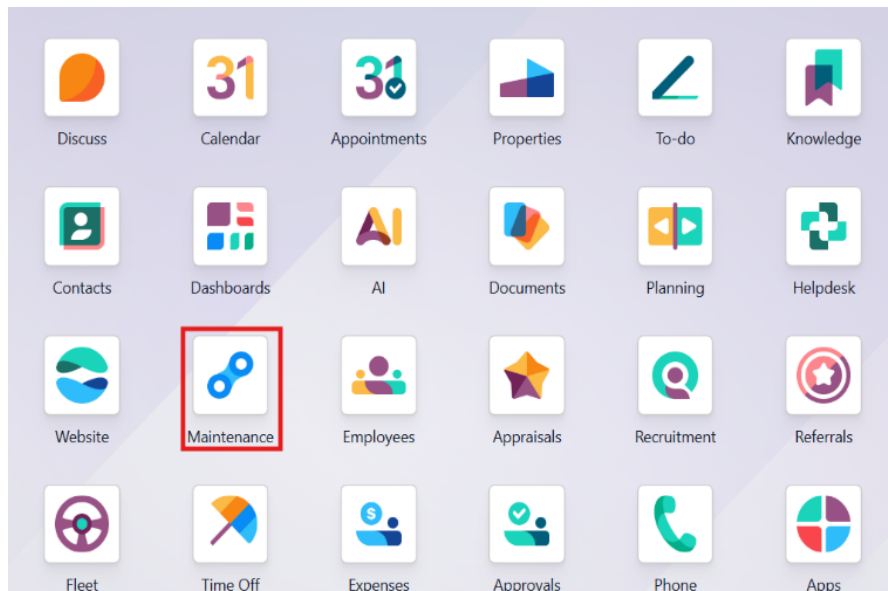


2. Go to **Customer Care** and click **Tickets**.

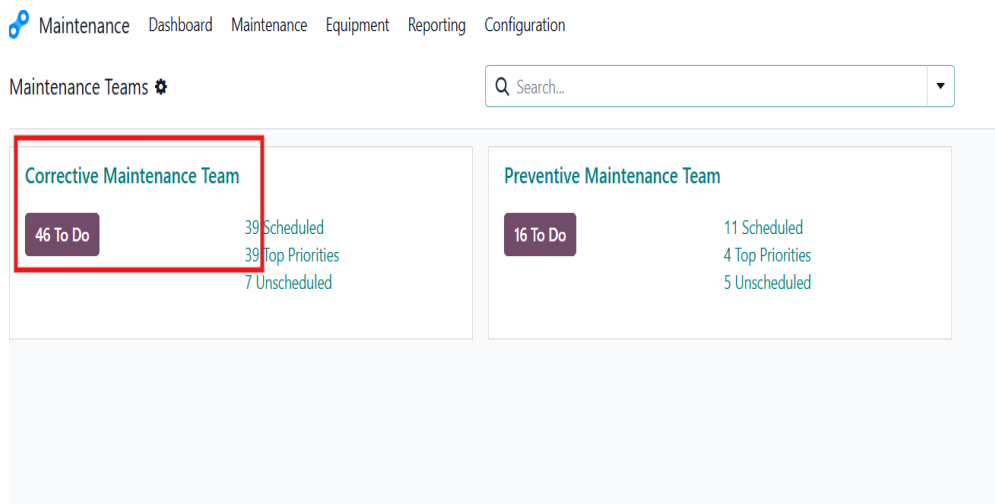


3. You will see here all the report tickets. Check for new “Service Request”.

4. Once you check the new Service Request, Go back to “Odoo Dashboard” and Click “Maintenance App”.



4. When you opened the Maintenance app, click the “Corrective Maintenance”



5. To make a new Maintenance Request, Click “New”

The screenshot shows the 'Maintenance Requests' dashboard. At the top left, a 'New' button is highlighted with a red box and an arrow. Below it, the 'New Request' tab is selected, showing a list of requests categorized into 'New Request' (6 items), 'Waiting For Parts' (10 items), and 'In Progress' (11 items). Each request card displays the equipment name, user, ID, and status.

6. Input first the requested Equipment for maintenance, go to **Equipment**, search the EQ number and click the same EQ number that will appear below

The screenshot shows the 'New Request' form. The 'Request' field is filled with 'EQ820 Trailer Head 10W'. The 'Equipment' field is selected, showing a dropdown menu with the following options: 'EQ820', 'EQ820_TRACTOR HEAD/LZZ5CLVB6FA099709', 'Create "EQ820"', 'Create and edit...', and 'Search more...'. A red box highlights the 'EQ820' option, and a red arrow points to it. The form also shows fields for 'Created By', 'Team', 'Responsible', 'Scheduled Date', and 'Scheduled End'.

7. Input the **Responsible** motor-pool personnel for the maintenance, put the **Schedule date**, and **Schedule end** then the “**priority stars**”.

Maintenance Dashboard Maintenance Equipment Reporting Configuration

New Maintenance Teams / Maintenance Requests
EQ820 Trailer Head 10W

Cancel New Request Waiting For Parts In Progress Recommended for PMS Repaired Cleared Clearance

Request

In Progress

EQ820 Trailer Head 10W

Created By Dexnevien Victor

Team Corrective Maintenance Team

For Equipment

Responsible arky construction and supply, Dexnevien Vi..

Equipment EQ820_TRACTOR HEAD/LZZ5CLVB6FA...

Scheduled Date ? May 13, 11:00 AM

Worksheet Template ?

Scheduled End ? May 13, 12:00 PM

Category TRACTOR HEAD

Priority ★★★★★

Maintenance Type Corrective

Preventive

Notes

Instructions

8. Go to **Note**, Input the Requested maintenance and the technicians

Maintenance Dashboard Maintenance Equipment Reporting Configuration

New Maintenance Teams / Maintenance Requests
EQ820 Trailer Head 10W

Cancel New Request Waiting For Parts In Progress Recommended for PMS Repaired Cleared Clearance

Request

In Progress

EQ820 Trailer Head 10W

Created By Dexnevien Victor

Team Corrective Maintenance Team

For Equipment

Responsible arky construction and supply, Dexnevien Vi..

Equipment EQ820_TRACTOR HEAD/LZZ5CLVB6FA...

Scheduled Date ? May 13, 11:00 AM

Worksheet Template ?

Scheduled End ? May 13, 12:00 PM

Category TRACTOR HEAD

Priority ★★★★★

Maintenance Type Corrective

Preventive

Notes

Instructions

- General Checking of unit
- Technicians:
 - Jastine masamoc
 - Bryan Mesa

9. Go to **Instructions** and input the steps of Checking then serve the **Service Order** and **Equipment Inspection Checklist** to the technicians.

Maintenance Dashboard Maintenance Equipment Reporting Configuration

New Maintenance Teams / Maintenance Requests EQB20 Trailer Head 10W

Cancel **New Request** Waiting For Parts In Progress Recommended for PMS Repaired Cleared Clearance

Equipment EQB20_TRACTOR HEAD/LZZ5CLVB6FA... Scheduled Date May 13, 11:00 AM

Worksheet Template Scheduled End May 13, 12:00 PM

Category TRACTOR HEAD Priority ★★ ★

Maintenance Type Corrective Preventive

Notes **Instructions**

Conduct Walk-Around Inspection
Check Engine Oil
Check Coolant Level
Check Brake System
Check Tires and Wheels
Check Battery Condition
Check Lights and Electrical System
Check Air and Fuel System
Check Steering and Suspension
Check Transmission and Clutch
Inspect Trailer Connection Components
Start the Engine
Perform Functional Test
Record Findings

ARKY CONSTRUCTION & SUPPLY

EQUIPMENT STATUS REPORT (SERVICE ORDER)

Equipment ID: EQB20
Equipment Name: Trailer Head

#	Requester	Request Date	Requested Problem	Diagnosis	Root Cause Analysis	Recommendation / Proposed Solution	Status	Requested Parts	Completed Date	Completed By
1	ARKY	2024-05-13	Tractor Head	Not Operative	Engine not starting, battery low, fuel filter clogged.	Check battery, replace fuel filter, and inspect engine components.	Completed			

Actual Activity: [Signature]

ARKY CONSTRUCTION & SUPPLY

Equipment Inspection Checklist

Pre-Inspection Post-Inspection Passed: Failed:

Equipment ID Number: EQB20 Date: 05/13/2024
Driver Name: LOH Y T L C S Odometer:

Engine Compartment:
 Check engine oil level and condition.
 Inspect coolant level and condition.
 Check transmission fluid level.
 Inspect power steering fluid level.
 Check brake fluid level.
 Inspect belts and hoses for wear and proper tension.
 Check for oil, coolant, or fuel leaks.
 Inspect air filter and replace if dirty.
 Check battery terminals for corrosion and tightness.

Suspension and Steering:
 Check shock absorbers/struts for leak and wear.
 Inspect steering linkage and tie rods for wear and tightness.
 Test steering wheel for excessive play.

Exhaust System:
 Inspect exhaust for damage or rust.
 Check catalytic converter for damage or clogging.

Fluids and Lubricants
 Lubricate chassis and suspension components if applicable.
 Check differential fluid level if applicable.

Body and Exterior:
 Inspect mirrors for damage and proper adjustment.
 Check doors, windows, and locks for proper operation.
 Check for loose or missing trim pieces.
 Inspect body panels for damage, rust, or corrosion.

Tires:
 Check tire pressure (including spare tire).
 Inspect tire for tread wear and damage.
 Rotate tires if necessary.
 Check wheel alignment.

Electrical System:
 Inspect headlights, taillights, turn signals and brake lights.
 Check horn functionality.
 Test windshield wipers and washer.
 Inspect battery terminals and connections.
 Check odometer/hour meters.
 GPS tracking device.
 Inspect fuel sensor.

Interior:
 Test gauges and warning lights for proper function.
 Inspect seat belts for wear and proper function.

Safety Equipment:
 Check fire extinguisher for proper charge and placement.
 Inspect emergency triangles or flares for presence and condition.
 Install fuel lock.

Checked By: _____
Verified By: _____
Noted By: _____

10. Once the Technicians started the checking. Go back to **Notes** and input the **Started date**, then click **In Progress** to state the equipment is now under inspection.

Maintenance Dashboard Maintenance Equipment Reporting Configuration

New Maintenance Teams / Maintenance Requests
EQ820 Trailer Head 10W

Cancel New Request Waiting For Parts **In Progress** Recommended for PMS Repaired Cleared Clearance

EQ820 Trailer Head 10W

Created By: Dexnevien Victor
For: Equipment
Equipment: EQ820_TRACTOR HEAD/LZZ5CLVB6FA...
Worksheet Template
Category: TRACTOR HEAD
Maintenance Type: Corrective Preventive

Team: Corrective Maintenance Team
Responsible: arky construction and supply, Dexnevien Vi...
Scheduled Date: May 13, 11:00 AM
Scheduled End: May 13, 12:00 PM
Priority: ★★ ★

Notes Instructions

- General Checking of unit
- Technicians:
 - Jastine masamoc
 - Bryan Mesa
- Started date: may 13, 2026

11. If the Checking is done, the technician will turn over the complete SO (service order) and Checklist provided the **corrective action** to the motor pool head.

Equipment Inspection Checklist

Pre-Inspection: Passed:
Post-Inspection: Failed:

Equipment ID Number: EQ820 Date: 05/13/26
Driver Name: LOGISTICS Odometer:

Engine Compartment:

- Check engine oil level and condition.
- Inspect coolant level and condition.
- Check transmission fluid level.
- Inspect power steering fluid level.
- Check brake fluid level.
- Inspect belts and hoses for wear and proper tension.
- Check for oil, coolant, or fuel leaks.
- Inspect air filter and replace if dirty.
- Check battery terminals for corrosion and tightness.

Brakes:

- Check brake pads/shoes for wear.
- Inspect brake lines for leaks and damage.
- Take brake pedals for proper feel and response.
- Inspect brake fluid level and condition.

Tires:

- Check tire pressure (including spare tire).
- Inspect tire for tread wear and damage.
- Rotate tires if necessary.
- Check wheel alignment.

Electrical System:

- Inspect headlights, taillights, turn signals and brake lights.
- Check horn functionality.
- Test windshield wipers and washer.
- Inspect battery terminals and connections.
- Check odometer/tour meters
- GPS tracking device
- Inspect fuel sensor

Suspension and Steering:

- Check shock absorbers/struts for leak and wear.
- Inspect steering linkage and tie rods for wear and tightness.
- Test steering wheel for excessive play.

Exhaust System:

- Check exhaust for leaks, damage, and rust
- Check catalytic converter for damage or clogging.

Fluids:

- Lubricate chassis and suspension components if applicable.
- Check differential fluid level if applicable.

Body and Exterior:

- Inspect mirrors for damage and proper adjustment.
- Check doors, windows, and locks for proper operation.
- Check for loose or missing trim pieces.
- Inspect body panels for damage, rust, or corrosion.

Interior:

- Test gauges and warning lights for proper function.
- Inspect seat belts for wear and proper function.

Safety Equipment:

- Check fire extinguisher for proper charge and placement.
- Inspect emergency triangles or flares for presence and condition.
- Install fuel lock

Remarks: OPERATIONAL

Checked By: Bryan Mesa
Justine Masamoc
Verified By:
Noted By: Dexnevien Victor

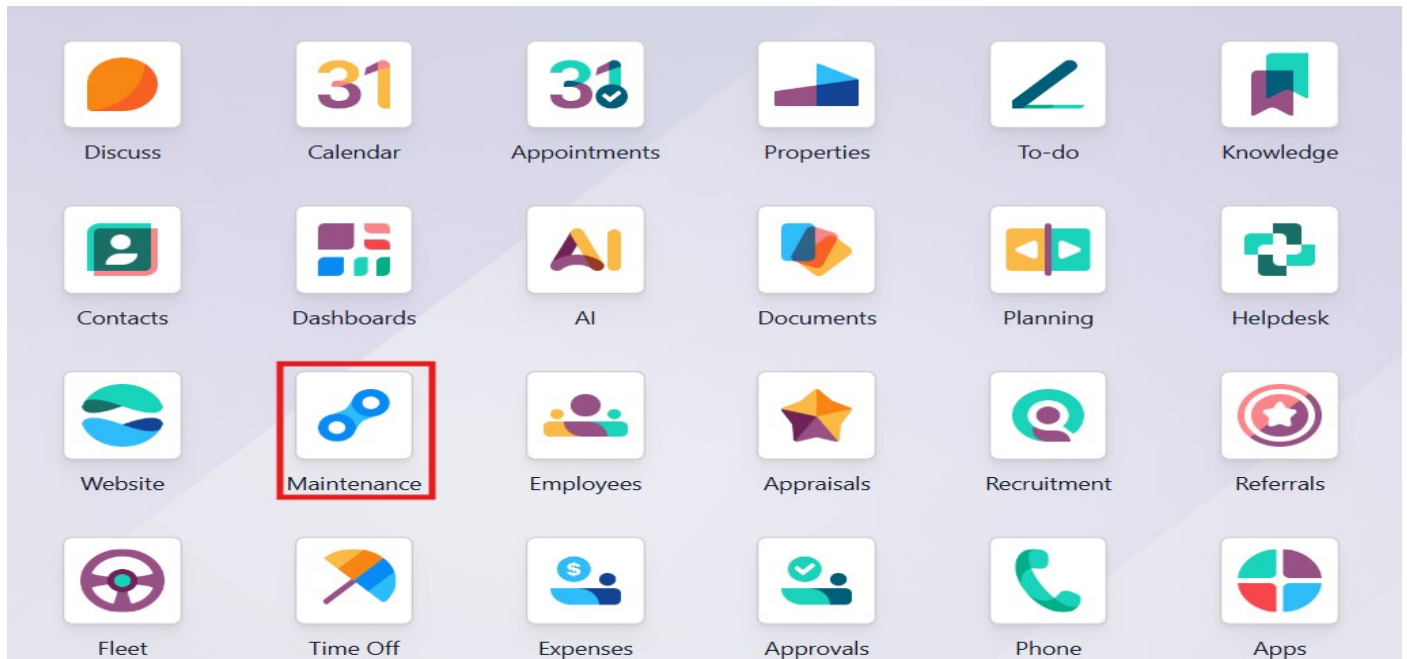
ARKY CONSTRUCTION & SUPPLY

ESR/SR #: MP-00001
EQ No.: 0220
Equipment Type: Trailer Head

EQUIPMENT STATUS REPORT (SERVICE ORDER)

#	Requested By	Requested Date	Description of Problem	Diagnosis	Root Cause Analysis	Recommendation (Corrective Action/ Preventive Action)	Spare Parts Required		Completed Date	Completed By:
							Date Requested	Date Del of Parts		
1	logistics	05/13/26	General Checking	All Components	Preparation for Delivery time (on-site to Lalo Project Site)	General (checking of engine oil, coolant level, brake system, tire & wheels, battery functions, electrical system, fuel system, transmission & clutch)	V/A	V/A	05/13/26	Mesa Masamoc
Actual Activity:										
	Mesa Masamoc	05/13/26								
			Target Hours	Actual Time Started	Actual Time Finished	Total Hours	Remarks	Validated Immediate Head		
			1	1100H	1200H	1	DONE			

12. Go back to **Odoo**, and click **Maintenance App**.



13. Then click the **Corrective Maintenance Team**.

[Maintenance](#) [Dashboard](#) [Maintenance](#) [Equipment](#) [Reporting](#) [Configuration](#)

Maintenance Teams

Corrective Maintenance Team

46 To Do

39 Scheduled
39 Top Priorities
7 Unscheduled

Preventive Maintenance Team

16 To Do

11 Scheduled
4 Top Priorities
5 Unscheduled


14. Once you open the dashboard, go to **In Progress** then click the EQ number of maintenance request that you made.

The screenshot shows the 'Maintenance Requests' dashboard. The 'In Progress' tab is active and highlighted with a red box. Within this tab, the request 'EQ820 Trailer Head 10W' is highlighted with a red box. A red arrow points from the 'In Progress' tab to this specific request. Other tabs include 'New Request', 'Waiting For Parts', 'Recommended for PMS', and 'Repair'.

15. Go back to **Notes** and then input the **Completed date** then click “**Repaired**” to state the equipment is now ready to release.

The screenshot shows the details for the 'EQ820 Trailer Head 10W' request. The 'Repaired' button is highlighted with a red box. The 'Notes' tab is selected, and the 'Completed date' is entered as 'May 13, 2026'. Other details include 'Created By: Dexnevien Victor', 'Team: Corrective Maintenance Team', 'Scheduled Date: May 13, 11:00 AM', and 'Priority: ★★★'.

16. After the procedure is done, the Motorpool head will send a signed "Post Repair Clearance for Equipment" including the Service Order and the Equipment Inspection Checklist to the Logistics office.



Post Repair Clearance for Trucks and Equipment


#00001
Equipment ID: 820
Type: Trailer head
Service Request Number: N/A
Service Order Number: 00001
Date Started: May 13, 2025
Date Finish: May 13, 2025

This is to certify that EQ 820 TRAILER HEAD
Had undergone: General Check/Inspection
(All Components)

The equipment/ vehicle is now active and operational.

Conformed by: _____
Driver/ Operator

Checked by: _____
Corrective Supervisor,
Motorpool Dept.



Equipment Inspection Checklist

Pre-Inspection Passed:
Post-Inspection Failed:

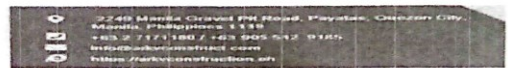
Equipment ID Number: 820 Date: 05/13/26
Driver Name: LOGISTICS Odometer: _____

Engine Compartment:	Suspension and Steering:
<input checked="" type="checkbox"/> Check engine oil level and condition.	<input checked="" type="checkbox"/> Check shock absorbers/struts for leak and wear.
<input checked="" type="checkbox"/> Inspect coolant level and condition.	<input checked="" type="checkbox"/> Inspect steering linkage and tie rods for wear and tightness.
<input checked="" type="checkbox"/> Check transmission fluid level.	<input checked="" type="checkbox"/> Test steering wheel for excessive play.
<input checked="" type="checkbox"/> Inspect power steering fluid level.	Exhaust System:
<input checked="" type="checkbox"/> Check brake fluid level.	<input checked="" type="checkbox"/> Inspect exhaust for leaks, damage, and rust.
<input checked="" type="checkbox"/> Inspect belts and hoses for wear and proper tension.	<input checked="" type="checkbox"/> Check catalytic converter for damage or clogging.
<input checked="" type="checkbox"/> Check for oil, coolant, or fuel leaks.	Fluids and Lubricants
<input checked="" type="checkbox"/> Inspect air filter and replace if dirty.	<input checked="" type="checkbox"/> Lubricate chassis and suspension components if applicable.
<input checked="" type="checkbox"/> Check battery terminals for corrosion and tightness.	<input checked="" type="checkbox"/> Check differential fluid level if applicable.
Brakes:	Body and Exterior:
<input checked="" type="checkbox"/> Check brake pads/shoes for wear.	<input checked="" type="checkbox"/> Inspect mirrors for damage and proper adjustment.
<input checked="" type="checkbox"/> Inspect brake lines for leaks and damage.	<input checked="" type="checkbox"/> Check doors, windows, and locks for proper operation.
<input checked="" type="checkbox"/> Take brake pedals for proper feel and response.	<input checked="" type="checkbox"/> Check for loose or missing trim pieces.
<input checked="" type="checkbox"/> Inspect brake fluid level and condition.	<input checked="" type="checkbox"/> Inspect body panels for damage, rust, or corrosion.
Tires:	Interior:
<input checked="" type="checkbox"/> Check tire pressure (including spare tire).	<input checked="" type="checkbox"/> Test gauges and warning lights for proper function.
<input checked="" type="checkbox"/> Inspect tire for tread wear and damage.	<input checked="" type="checkbox"/> Inspect seat belts for wear and proper function.
<input checked="" type="checkbox"/> Rotate tires if necessary.	Safety Equipment:
<input checked="" type="checkbox"/> Check wheel alignment.	<input checked="" type="checkbox"/> Check fire extinguisher for proper charge and placement.
Electrical Systems:	<input checked="" type="checkbox"/> Inspect emergency triangles or flares for presence and condition.
<input checked="" type="checkbox"/> Inspect headlights, taillights, turn signals and brake lights.	<input checked="" type="checkbox"/> Install fuel lock
<input checked="" type="checkbox"/> Check horn functionality.	Remarks:
<input checked="" type="checkbox"/> Test windshield wipers and washer.	OPERATIONAL
<input checked="" type="checkbox"/> Inspect battery terminals and connections.	
<input checked="" type="checkbox"/> Check odometer/Hour meters	
<input checked="" type="checkbox"/> GPS tracking device	
<input checked="" type="checkbox"/> Inspect fuel sensor	

Checked By: Bryan Mesa
Justine Masamoc

Verified By: _____

Noted By: _____



EQUIPMENT STATUS REPORT (SERVICE ORDER)

ESR/SR #: MP-00001
EQ No.: 820
Equipment Type: Trailer Head

#	Requested By	Requested Date	Description of Problem	Diagnosis	Root Cause Analysis	Recommendation (Corrective Action / Preventive Action)	Spare Parts Required		Completed Date	Completed By:
							Date Requested	Date Del of Parts		
1	logistics	05/13/26	General Checking	All Components	Preparation for Delivering time Canals to Labo Project Site	General Checking of Engine oil Coolant level Brake System Tire & Wheels Battery Conditions Electrical System Fuel System Transmission & Clutch	N/A	N/A	05/13/26	Mesa Masamoc
2										
3										
4										
5										
Actual Activity:										
	Name	Date	Target Hours	Actual Time Started	Actual Time Finished	Total Hours	Remarks	Validated Immediate Head		
	Mesa Masamoc	05/13/26	1	1100H	1200H	1	DONE			

3. Go to "Create RFQ's" and click New Request

Approvals Dashboard My Approvals Manager

New Request Dashboard 1-23 / 23

Business Trip New Request	Borrow Items New Request	General Approval New Request	Contract Approval New Request
Payment Application New Request	Car Rental Application New Request	Job Referral Award New Request	Procurement(Materials) New Request
Create RFQ's New Request	Project material request New Request	Project Equipment New Request	Procurement(Services) Services New Request
Cash Advance New Request	Salary Loan Salary Loan New Request	Overtime New Request	Credit Line Approval Credit line approval New Request
Special Holiday Request New Request	Regular Holiday Request New Request	Official Business Request New Request	Incentive Bonus Request New Request
Leave Request New Request	Diesel Request(project) New Request	Diesel Request(logistics) New Request	

4. Input the "Date" and "Period" of request and the "Reference"

Approvals Dashboard My Approvals Manager

New Dashboard

[Attach Document](#) [Submit](#) [To Submit](#) [Submitted](#) [Approved](#) [Refused](#)

Approval Subject
New

Request Owner **D** arky construction and supply, Dexnevien Vic... Amount 0.00

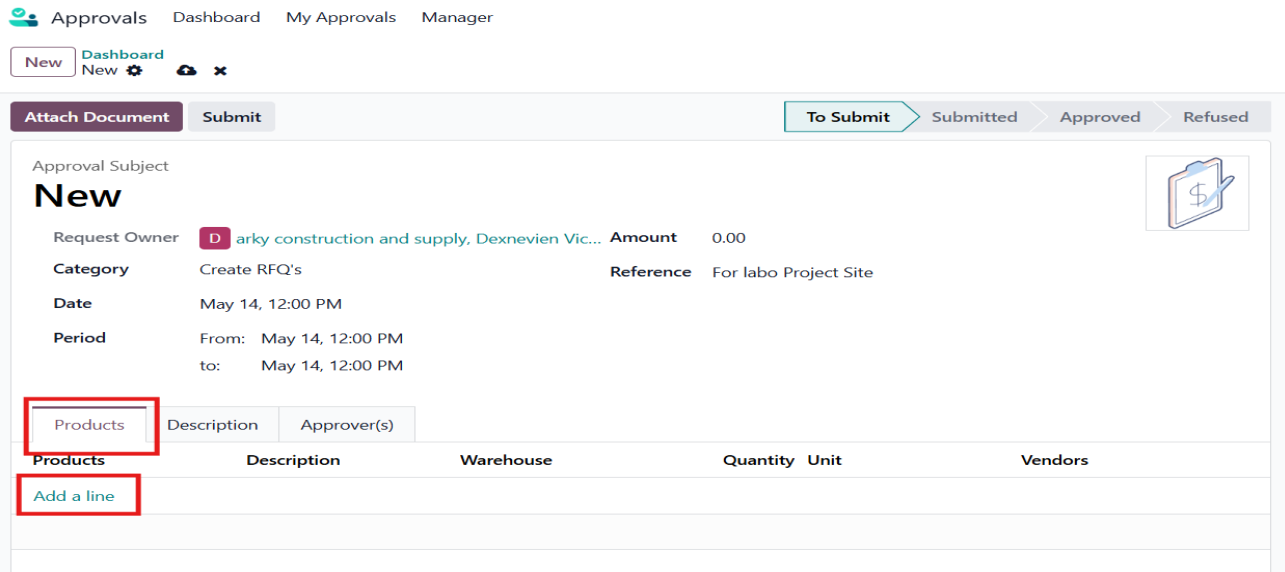
Category Create RFQ's Reference **For labo Project site**

Date **May 14, 12:00 PM**

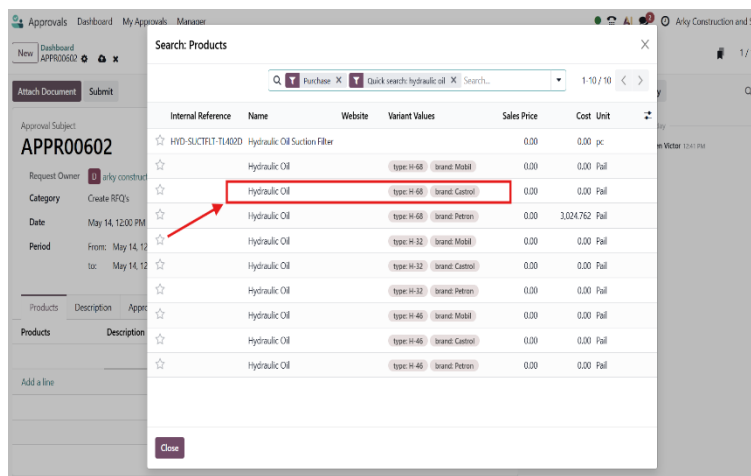
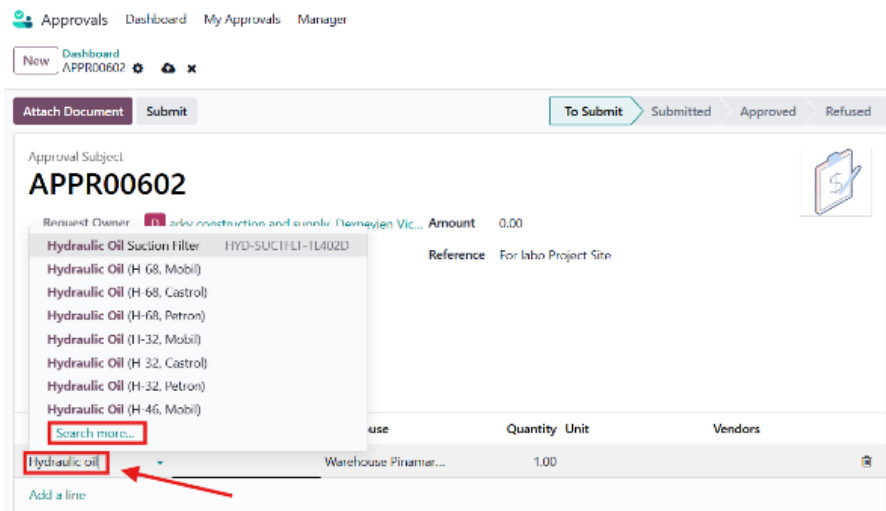
Period From: **May 14, 12:00 PM**
to: **May 14, 12:00 PM**

Products	Description	Approver(s)		
Products	Description	Warehouse	Quantity Unit	Vendors
Add a line				

5. Go to “Products” and click “Add a line” to input the request



6. Type the name of the parts or material and click “See more” to search and select the right description of the product



7. Go to warehouse and click dropdown arrow and make sure to always select the “Warehouse Motorpool”

Approvals Dashboard My Approvals Manager

New Dashboard APPR00602

Attach Document Submit To Submit Submitted Approved Refused

Approval Subject
APPR00602

Request Owner **D** arky construction and supply, Dexnevien Vic... Amount 0.00

Category Create RFQ's Reference For labo Project Site

Date May 14, 12:00 PM

Period From: May 14, 12:00 PM to: May 14, 12:00 PM

Products	Description	Warehouse	Quantity	Unit	Vendors
Hydraulic Oil (H-...	Hydraulic Oil (H-68, Castr	Warehouse Pinamarbuhan	1.00	Pail	SJ General Merc...

Add a line

Approvals Dashboard My Approvals Manager

New Dashboard APPR00602

Attach Document Submit To Submit Submitted Approved Refused

Approval Subject
APPR00602

Request Owner **D** arky construction and supply, Dexnevien Vic... Amount 0.00

Category Create RFQ's Reference For labo Project Site

Date May 14, 12:00 PM

Period From: May 14, 12:00 PM to: May 14, 12:00 PM

Products	Description	Warehouse	Quantity	Unit	Vendors
Hydraulic Oil (H-...	Hydraulic Oil (H-68, Castr	Warehouse Pinamarbuhan	1.00	Pail	SJ General Merc...

Add a line

Warehouse Pinamarbuhan

8. Go to “quantity” and put the requested amount, next to “unit” and click dropdown arrow to select the unit

Approvals Dashboard My Approvals Manager

New Dashboard APPR00602

Attach Document Submit To Submit Submitted Approved Refused

Approval Subject
APPR00602

Request Owner **D** arky construction and supply, Dexnevien Vic... Amount 0.00

Category Create RFQ's Reference For labo Project Site

Date May 14, 12:00 PM

Period From: May 14, 12:00 PM to: May 14, 12:00 PM

Products	Description	Warehouse	Quantity	Unit	Vendors
Hydraulic Oil (H-68, Ca...	Hydraulic Oil (H-68, Ca...	Warehouse Motorpool	10.00	Pail	SJ General Merchandis...

Add a line

Approvals Dashboard My Approvals Manager

New Dashboard APPR00602

Attach Document Submit To Submit Submitted Approved Refused

Approval Subject
APPR00602

Request Owner **D** arky construction and supply, Dexnevien Vic... Amount 0.00

Category Create RFQ's Reference For labo Project Site

Date May 14, 12:00 PM

Period From: May 14, 12:00 PM to: May 14, 12:00 PM

Products	Description	Warehouse	Quantity	Unit	Vendors
Hydraulic Oil (H-...	Hydraulic Oil (H-68, Castr	Warehouse Motorpo...	10.00	Pail	SJ General Merc...

Add a line

Approvals Dashboard My Approvals Manager

New Dashboard APPR00602

Attach Document Submit To Submit Submitted Approved Refused

Approval Subject
APPR00602

Request Owner **D** arky construction and supply, Dexnevien Vic... Amount 0.00

Category Create RFQ's Reference For labo Pro

Date May 14, 12:00 PM

Period From: May 14, 12:00 PM to: May 14, 12:00 PM

Products	Description	Warehouse	Quantity	Unit	Vendors
Hydraulic Oil (H-...	Hydraulic Oil (H-68, Castr	Warehouse Motorpo...	10.00	Pail	SJ General Merc...

Add a line

Approvals Dashboard My Approvals Manager

9.If multiple requests, just click the “Add a Line” to input the next product and follow the same instructions from the first line

Approvals Dashboard My Approvals Manager

New Dashboard APPR00602

Attach Document Submit **To Submit** Submitted Approved Refused

Approval Subject
APPR00602

Request Owner **D** arky construction and supply, Dexnevien Vic... Amount 0.00
 Category Create RFQ's Reference For labo Project Site
 Date May 14, 12:00 PM
 Period From: May 14, 12:00 PM to: May 14, 12:00 PM

Products	Description	Warehouse	Quantity	Unit	Vendors
Hydraulic Oil (H-68, Ca...	Hydraulic Oil (H-68, Ca...	Warehouse Motorpool	10.00	Pail	SJ General Merchandis...
Add a line					

Approvals Dashboard My Approvals Manager

New Dashboard APPR00602

Attach Document Submit **To Submit** Submitted Approved Refused

Request Owner **D** arky construction and supply, Dexnevien Vi... Amount 0.00
 Category Create RFQ's Reference For labo Project Site
 Date May 14, 12:00 PM
 Period From: May 14, 12:00 PM to: May 14, 12:00 PM

Products	Description	Warehouse	Quantity	Unit	Vendors
Hydraulic Oil (H-68, Ca...	Hydraulic Oil (H-68, Ca...	Warehouse Labo	10.00	Pail	SJ General Merchandis...
[OIL-ENG-SAE40] Engi...	[OIL-ENG-SAE40] Engi...	Warehouse Labo	4.00	Pail	S.V Ang Hardware Cor...
[STBOLT-RL] Stud Bolt ...	[STBOLT-RL] Stud Bolt ...	Warehouse Labo	10.00	Set	Lim Enterprises, Inc. (0...
Tire (Tubeless) (11R 22...	Tire (Tubeless) (11R 22...	Warehouse Labo	7.00	pc	B and B Truck Parts Tra...
Tire Interior (Inner Tub...	Tire Interior (Inner Tub...	Warehouse Pinamarbu...	4.00	pc	SSA Enterprises (0.0 pc...
Tire (Tubeless) (265/65...	Tire (Tubeless) (265/65...	Warehouse Pinamarbu...	4.00	pc	B and B Truck Parts Tra...
Add a line					

10. After putting the requested products, click the “Attach Document” to include the copy of Material Requisition Slip

The screenshot displays the 'Approval Subject' page for 'APPR00602'. The 'Attach Document' button is highlighted with a red box. A file explorer window is open, showing a folder named 'MRS for labo proj.' with a red box around it and an arrow pointing to the 'Attach Document' button. Below, a preview of the 'MRS for labo proj.jpg' document is shown, containing a table of requested items.

QTY	UNIT	DESCRIPTION	PRODUCT I.D.	REMARKS
10	PAI	Hydraulic Oil (H-68, Ca...		
4	PAI	[OIL-ENG-SAE40] Engi...		
10	SET	[STBOLT-RL] Stud Bolt ...		
7	PC	Tire (Tubeless) (11R 22...		
4	PC	Tire Interior (Inner Tub...		
4	PC	Tire (Tubeless) (265/65...		

11. Click “Submit” and check the first approver to appear, then the Request is now complete.

Approvals Dashboard My Approvals Manager

New Dashboard APPR00602 Documents

Submit Attach Document To Submit Submitted Approved Refused

Approval Subject
APPR00602

Request Owner: arky construction and supply, Dexnevien V... Amount: 0.00
 Category: Create RFQ's Reference: For labo Project Site
 Date: May 14, 12:00 PM
 Period: From: May 14, 12:00 PM to: May 14, 12:00 PM

Products	Description	Approver(s)			
Products	Description	Warehouse	Quantity	Unit	Vendors
[OIL-ENG-SAE40] Engi...	[OIL-ENG-SAE40] Engi...	Warehouse Labo	4.00	Pail	S.V Ang Hardware Cor...
[STBOLT-RL] Stud Bolt ...	[STBOLT-RL] Stud Bolt ...	Warehouse Labo	10.00	Set	Lim Enterprises, Inc. (0...
Tire (Tubeless) (11R 22...	Tire (Tubeless) (11R 22...	Warehouse Labo	7.00	pc	B and B Truck Parts Tra...
Tire Interior (Inner Tub...	Tire Interior (Inner Tub...	Warehouse Pinamarbu...	4.00	pc	SSA Enterprises (0.0 pc...
Tire (Tubeless) (265/65...	Tire (Tubeless) (265/65...	Warehouse Pinamarbu...	4.00	pc	B and B Truck Parts Tra...

MRS for labo proj..jpg

ARKY
CONSTRUCTION & SUPPLY

MATERIAL REQUISITION SLIP

CONTROL: Ir Labo Project Site DATE: 05/14/26
 PURPOSE: Ir Labo Project Site SHIP TO:

QTY	UNIT	DESCRIPTION	PRODUCT I.D.	REMARKS
10	Pail	Hydraulic Oil C.A-68		
1	Pail	Hydraulic Oil C.Oil 40		
10	pc	Stud Bolts (Regn Wheel)		
7	pc	Tubeless Tire 11R22.5		
4	pc	Tire Interior 12.00R20		
4	pc	Tubeless Tire 6.5R17		
4	pc	Brake Shoe (VW 417)		
6	pc	Brake Shoe Return Spring (VW Brake, 4170 AF)		

REQUESTED BY: Dexnevien V... APPROVED BY:
 RECEIVED BY:

Approvals Dashboard My Approvals Manager

New Dashboard APPR00602 Documents

Cancel Attach Document To Submit **Submitted** Approved Refused

Send message Log note Activity

Today: for Sheryl Delos Reyes
 Approve Refuse

Planned Activities

Today

- arky construction and supply, Dexnevien Victor 2:14 PM
Approval Status Change
To Submit → Submitted (Request Status)
- arky construction and supply, Dexnevien Victor 1:59 PM
[Document Preview]
- arky construction and supply, Dexnevien Victor 12:41 PM
Approval Request created

MRS for labo proj..jpg

ARKY
CONSTRUCTION & SUPPLY

MATERIAL REQUISITION SLIP

CONTROL: Ir Labo Project Site DATE: 05/14/26
 PURPOSE: Ir Labo Project Site SHIP TO:

QTY	UNIT	DESCRIPTION	PRODUCT I.D.	REMARKS
10	Pail	Hydraulic Oil C.A-68		
1	Pail	Hydraulic Oil C.Oil 40		
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7	pc	Tubeless Tire 11R22.5		
4	pc	Tire Interior 12.00R20		
4	pc	Tubeless Tire 6.5R17		
4	pc	Brake Shoe (VW 417)		
6	pc	Brake Shoe Return Spring (VW Brake, 4170 AF)		

REQUESTED BY: Dexnevien V... APPROVED BY:
 RECEIVED BY:

5. RECORDS

201 File Records

1. The Logistic office will return the submitted clearance to the Motorpool after the driver signed the clearance.
2. Once the clearance was returned, the Motorpool head will submit the clearance to the warehouse checker for the recording of 201 File.



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Metro Manila, Philippines 1119
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info@arkyconstruct.com
www.arkyconstruct.com

Equipment 201 File Template

Equipment Information

Equipment Name/Type: DUMPTRUCK - 10W - EQ425 - Dumptruck Howo A7371
 Plate #: NBJ9962
 Serial Number /MV FILE / VIN #: 1301-00001012167 LZZ5ELSD4HA257516
 Location / Assigned Department: MP1 Asid
 Date Acquired:
 Supplier / Manufacturer: HOWO
 Warranty Details:

Activity & Repair Log

Date	Service Request #	Activity Type	Description of Work	Parts Replaced	Technician/Staff	Remarks
4/21/2026	12345	Preventive Maintenance	Cleaned filters, checked oil levels	N/A	T. ABARICO	Next PM due in 3 months
3/15/2026	32564	Repair	Replaced faulty motor	Motor (Model X123)	J. MASAMOC	Tested, working fine
2/10/2026	25464	Inspection	Routine safety check	N/A	J. CORTEZ	Passed inspection

Preventive Maintenance Schedule

Frequency: (e.g., Monthly / Quarterly)
 Next Due Date: Jun-21
 Responsible Person: Tirso Abarico

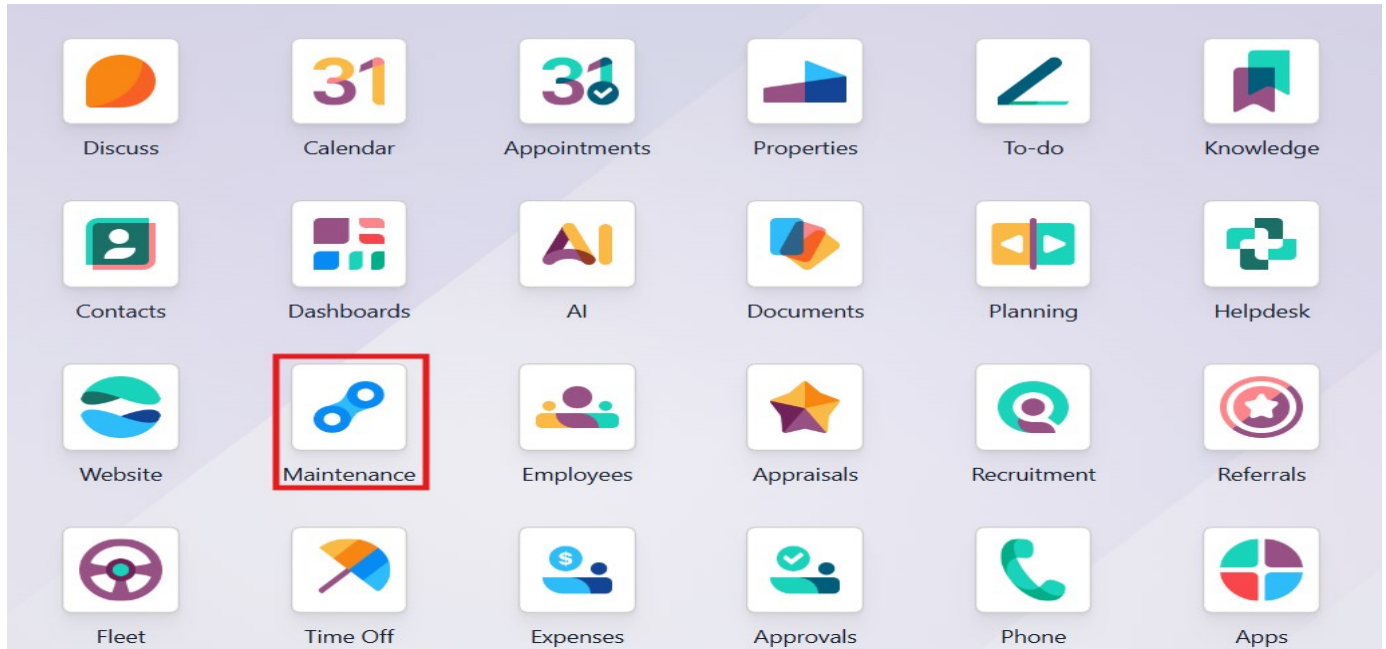
Incident / Breakdown Record

Date of Breakdown:
 Issue Reported:
 Immediate Action Taken:
 Resolution:
 Downtime Duration:

Approval & Sign-Off

Prepared By:
 Reviewed By:
 Approved By:

3. After the clearance submitted to warehouse checker, go to “Odoo” and click “Maintenance App” and then click the “Corrective Maintenance”

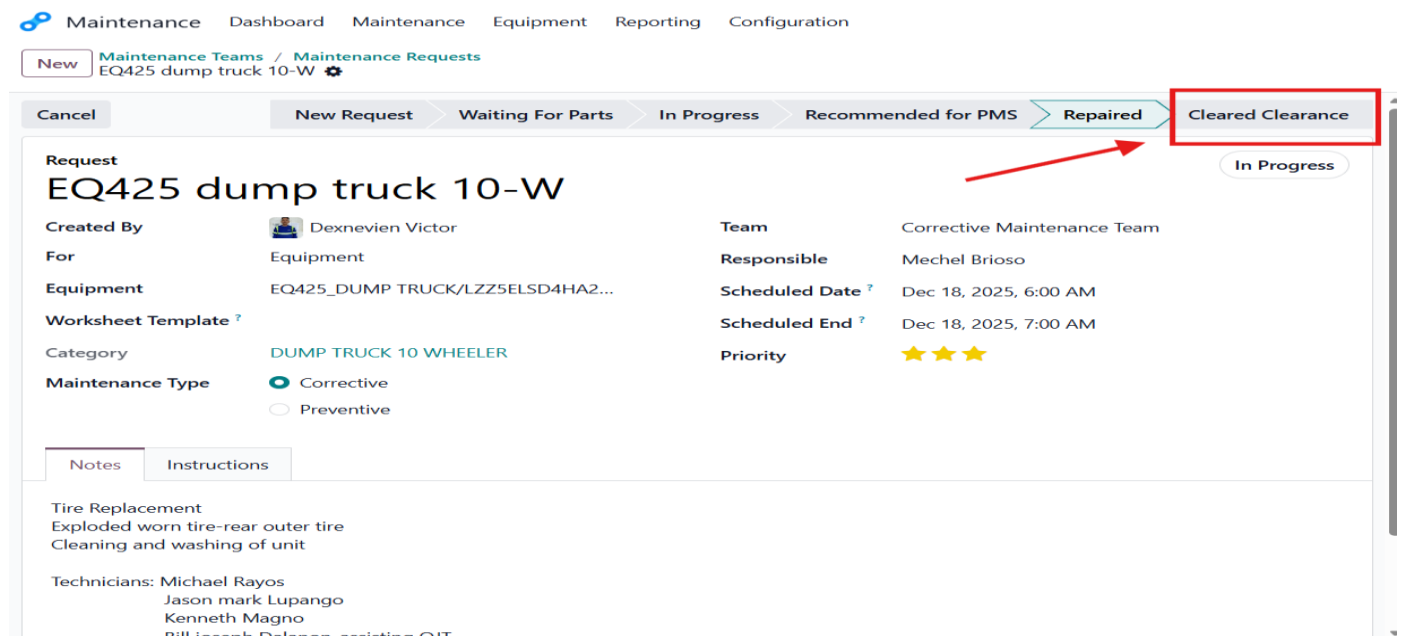
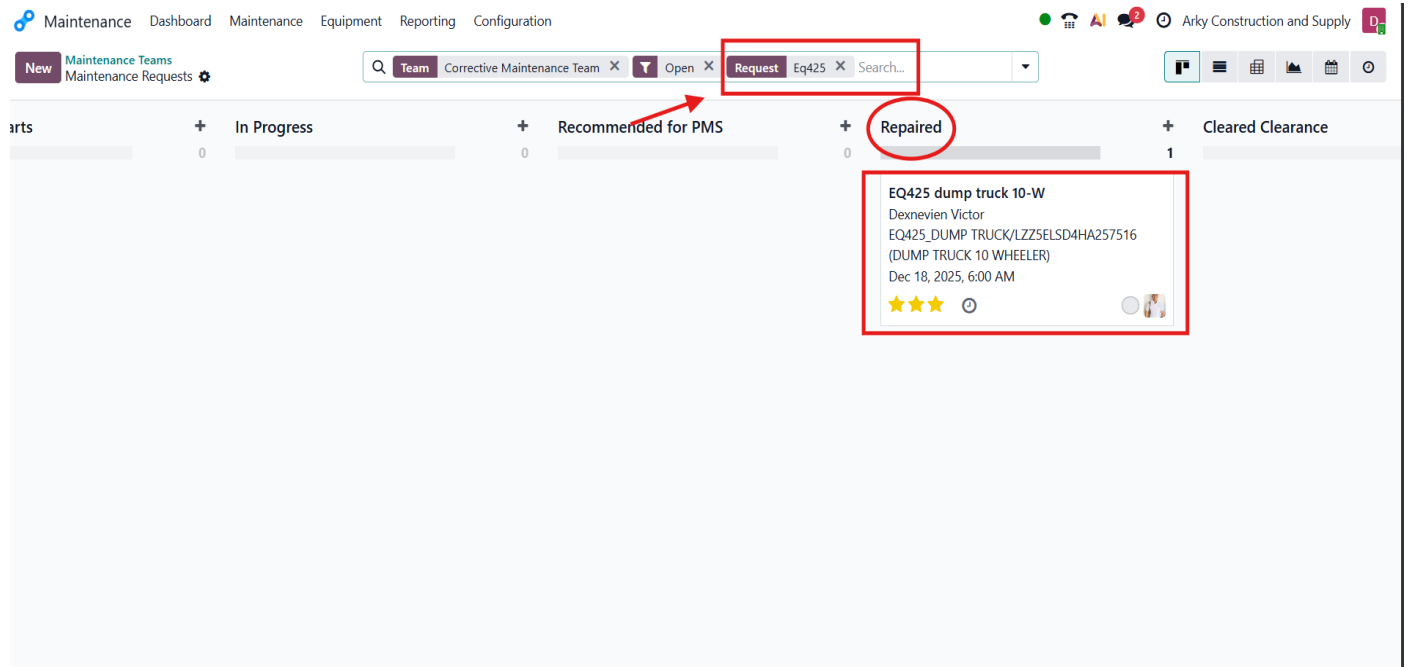


[Maintenance](#) [Dashboard](#) [Maintenance](#) [Equipment](#) [Reporting](#) [Configuration](#)

Maintenance Teams

Team Name	To Do	Scheduled	Top Priorities	Unscheduled
Corrective Maintenance Team	46 To Do	39 Scheduled	39 Top Priorities	7 Unscheduled
Preventive Maintenance Team	16 To Do	11 Scheduled	4 Top Priorities	5 Unscheduled

4. Go to search bar and type the EQ number of cleared equipment, go to “Repaired” and click the Maintenance request, click the “Cleared Clearance” to confirm that the equipment is now Operational.



6. RISKS & CONTROLS

Risk	Possible Effect	Control / Mitigation
Vehicle breakdown	Delays in operations and project downtime	Conduct regular preventive maintenance and daily inspection
Poor maintenance scheduling	Equipment failure and costly repairs	Use maintenance schedules and monitoring logs
Tire blowouts or tire damage	Accidents and operational delays	Conduct tire pressure and condition inspections regularly
Electrical failure	Equipment malfunction or fire hazards	Regular inspection by auto electricians
Welding hazards	Fire, burns, and injuries	Use PPE, fire extinguishers, and welding safety procedures
Lack of PPE	Worker injuries	Require safety helmets, gloves, goggles, and safety shoes
Failure to document repairs	Difficulty tracking maintenance history	Maintain repair and service records
Oil spills and improper waste disposal	Environmental hazards and unsafe workplace	Implement proper waste disposal and spill control procedures