

**Fleet Operations
Risk Analysis
Audit 03-23**

<u>Risk</u>	<u>Effect</u>	<u>Control</u>	<u>Control In Place</u>	<u>Assessment</u>
The maintenance and repairs are not conducted in an effective manner.	Vehicle downtime.	Procedure exists to ensure maintenance & repair activities are scheduled at the right time. Customer satisfaction surveys.	Yes- PMs and repairs are scheduled and a customer satisfaction survey is conducted on an annual basis.	MEDIUM
Repairs are not completed at the lowest cost.	Increased costs to the City.	An analysis of internal and external costs of completing repairs are monitored and compared.	Yes/No - Tim Perry annually calls local vendors to obtain their labor rates to compare to the City's labor rate.	LOW
Work is not being performed in an efficient manner.	Increased cost and/or vehicle downtime.	Comparison of estimated and actual repair times on a regular basis with significant variances being investigated and corrective action taken.	No - Per discussion with Fleet management personnel estimated repair times are not utilized on a consistent basis.	MEDIUM
Preventative maintenance is not being performed.	Damage to vehicle.	Preventative Maintenance criteria being established for each vehicle in the FASTER system.	Yes - However, due to user's inputting incorrect mileage at fuel sites, the vehicle may not be scheduled for PM at the correct time.	MEDIUM
Purchase price of fuel is too high.	Increased cost.	Fuel is purchased via the bid process every two weeks.	YES	LOW
Quality of the fuel received is lower than that purchased.	Possible vehicle damage.	Periodic testing of fuel quality.	NO	LOW
The City pays for a higher quantity of fuel than was received.	Increased cost.	Invoices quantity is compared to the quantity per the bill of lading.	YES	LOW

**Fleet Operations
Risk Analysis
Audit 03-23**

<u>Risk</u>	<u>Effect</u>	<u>Control</u>	<u>Control In Place</u>	<u>Assessment</u>
Fuel is not ordered at the appropriate time.	Fuel may not be available when needed.	Reports are produced daily indicating the volume of fuel remaining in tanks.	YES	LOW
There is unauthorized use of fuel.	Increased cost.	Fuel Transaction Report reviewed daily. Any significant fuel transactions would be noted and questioned.	YES	LOW
The replacement policy employed does not ensure replacement at the right time.	Service needs of the citizens of Tampa may not be met.	Sedans and Light Trucks 7 years and over are replaced each year.	YES	LOW
Assigned life of 7 years to sedan and light trucks may not be cost effective.	Maintenance costs towards end of assigned life may exceed original cost of vehicle and/or residual value.	A comparison by fiscal year of maintenance costs for the vehicle. If maintenance costs are increasing towards last few years of vehicle life, a decision could be made as to whether to replace vehicle sooner.	NO	MEDIUM
Vehicles purchased may not meet City department requirements.	Dissatisfied customer.	City departments indicate vehicle specifications in acquisition request.	YES	LOW
Vehicles are not purchased at the best price.	Increased costs.	Vehicles are purchased via the competitive bid process.	YES	LOW
Vehicles received do not meet purchase order specifications.	City may not receive what it paid for.	Vehicles are inspected upon receipt.	YES	LOW
Sales proceeds for disposed vehicles are not properly accounted for.	Lost revenue to the City.	Sales receipt issued for each sale.	YES	LOW

**Fleet Operations
Risk Analysis
Audit 03-23**

<u>Risk</u>	<u>Effect</u>	<u>Control</u>	<u>Control In Place</u>	<u>Assessment</u>
Data converted to the new version of FASTER is not accurate.	Inaccurate data may lead to inappropriate decisions being made by management such as preventative maintenance schedules, repairs, replacement, etc.	Data from former version of FASTER compared to converted data in the new version of FASTER.	YES	HIGH
Vehicle downtime not properly monitored.	Vehicle not available for use.	Review of various Downtime reports from FASTER.	NO	MEDIUM
Reworks are not properly identified.	Increased cost. Mechanic effectiveness.	Customer indicates to Fleet that the vehicle is in for a repeat repair. Review of FASTER Possible Comeback Report.	YES	MEDIUM
Part warranties are not utilized.	Increased cost.	The new version of FASTER has the capability to track part warranties.	NO	MEDIUM