

Fire Vehicle Maintenance, Audit 00-07

Risk Analysis Work Sheet

July 27, 2000

<u>Risk</u>	<u>Control</u>	<u>Control In Place</u>	<u>Assessment</u>
Preventive maintenance (PM) is not performed according to established guidelines.	A PM checklist is in place for each class of equipment. The checklist is consistent with established guidelines.	Yes.	Medium
PM schedules are not being adhered to.	A computerized PM schedule is reviewed at the end of each month by the Maintenance Supervisors. Stations are notified in advance of vehicles scheduled for PM the following month. If a vehicle can not meet the PM schedule, justification in writing must be made by either the district or station chief.	Yes	Medium
Repair times are within industry or other such acceptable standards.	Repair times have been legitimately established and input into the Maintstar computer system as a base to be used for comparison against actual times. Management monitors and takes necessary corrective action as appropriate.	Repair standards have not been input into MaintStar. Management monitors repair terms from an experience basis. Loose, unwritten standards by the Ass't. Supervisor have been affected for PM's by vehicle class.	Medium to high.
Workload is inadequate to support the size of the shop staff.	Direct labor hours for each mechanic are tracked and reviewed periodically. Entire shop is also tracked and reviewed.	Yes	High to Medium based on previous audits.
Quality of work is not acceptable.	Supervisor inspects work before approving work order. Shop customers (the stations) would provide substantial negative feedback if quality was absent on a consistent basis.	Yes	Low

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Cost of direct labor is not recalculated periodically.	Fire Department Budget Analyst recomputes direct labor rate annually.	Yes	Low
Calculated direct labor rate is incorrect.	Reasonableness test based on previous labor rate. Aviation Authority reviews vehicle maintenance billings.	Yes	Low
The Aviation Authority is not charged the full cost of repairs.	Assistant Supervisor makes a copy of the repair order(s) for Aviation Authority vehicles. It is used by the Shop Supervisor to prepare an invoice for the repairs.	Yes	Medium