



General Order Number: 02-34	Effective Date: January 2010
Division: Apparatus and Equipment	
Chapter: Shop Tickets	
By Order of the Fire Chief: Marc S. Bashoor	Revision Date: N/A

POLICY

This General Order shall set forth a policy and procedure for the completion and utilization of the Shop Ticket form, P.G.C. Form #58 (Rev. 8/04), which will provide:

- A clear description of the required repair to the repair facility.
- A property receipt for the vehicle/small tool.
- A mechanism for checking the vehicle/small tool when it is picked up.

DEFINITIONS

N/A

PROCEDURES / RESPONSIBILITIES

1. General Guidelines

It is necessary that the Shop Ticket form be completely filled out; i.e., date, vehicle identification number (M number), mileage, engine hours, etc. This is especially important when the Fire/EMS Department requests warranty compensation for mechanical repairs conducted by a contract vendor.

The vehicle/small tool in need of repair will be accompanied by a Shop Ticket form. When the vehicle/small tool arrives at the repair facility, a Shop Ticket number must be obtained from Apparatus Maintenance and placed as indicated in Section #2. More than one Shop Ticket number may be utilized on a Shop Ticket form, provided that the repairs are for the same vehicle and the same vendor.

Sections #1 and #2 must be completed by the requesting individual prior to any work being performed, unless otherwise designated by the Apparatus Maintenance Manager or his or her representative.

When the vehicle/small tool is turned over to the repair facility, Section #4 is to be completed by the vendor. This is the vendor's opportunity to review the requested repair and inspect the vehicle for obvious damage. The station is to retain the goldenrod copy of the Shop Ticket form as a property receipt.

The repair facility performing the necessary repair work completes the remaining sections of the form, with the exception of Sections #3 and #5. At the time the vehicle/small tool is being picked



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up, pricing may not be available. The description of the work performed to correct the problem should be included in Section #2 for the station's records.

The individual picking up the vehicle/small tool from the vendor is responsible for inspecting the vehicle/small tool and completing Sections #3 and #5. If work is not satisfactorily completed, or damage is observed, the vehicle should be left with the vendor and Apparatus Maintenance shall be notified. The repair facility is to retain the white and canary copies of the Shop Ticket and give the pink copy to the station personnel.

The original white copy of the Shop Ticket form is to be completed and forwarded to Apparatus Maintenance with the original invoice; the canary copy is for the vendor.

REFERENCES

N/A

FORMS / ATTACHMENTS

PGC Form #58 (Rev. 8/04)

**PRINCE GEORGE'S COUNTY FIRE/EMS DEPARTMENT
APPARATUS MAINTENANCE**

301-817-3761 301-817-3760 (FAX)

QUAN	PART NUMBER	DESCRIPTION	SALE AMOUNT						
					1.				
					STATION #		VENDOR NAME		DATE:
					YEAR	MAKE	MODEL	VEHICLE I.D. NUMBER	
								M _ _ _ _ _	
					SERIAL NUMBER		MILEAGE	ENGINE HOURS	
					DATE IN	DATE OUT	ORDER WRITTEN BY:		LABOR CHARGE
							NAME:	ID #:	
					2. SHOP TICKET # - DESCRIPTION OF PROBLEM				
						1.			
						2.			
						3.			
						4.			
					TOTAL PARTS				
					OUTSIDE SUBLET REPAIRS		5.		
							6.		
					TOTAL SUBLET REPAIRS		3. THE ABOVE WORK HAS <input type="checkbox"/> OR HAS NOT <input type="checkbox"/>		TOTAL LABOR
					5. PRE-ACCEPTANCE INSPECTION		BEEN SATISFACTORILY COMPLETED		TOTAL PARTS
					INITIAL	VEHICLE RECORD		DATE:	MISCELLANEOUS
						ENGINE OIL LEVEL	SIGNED:	ID #:	SUBLET REPAIRS
						ENGINE COOLANT LEVEL	4. PROPERTY RECEIPT		PAY THIS AMOUNT
						BODY DAMAGE	DATE RECEIVED:		
						FUEL LEVEL - 1/4 - 1/2 - 3/4 - F (Circle)	SIGNED:		