



Division 02 **Apparatus and Equipment**

Chapter 34 – Shop Tickets

February 2009

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

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 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



PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDERS

Apparatus Maintenance with the original invoice; the canary copy is for the vendor.

REFERENCES

N/A

FORMS/ATTACHMENTS

PGC Form #58 (Rev. 8/04)

