REQUEST FOR PROPOSAL

VEI-NAURU FLEET MAINTENANCE SERVICE PROVIDER

For

VITAL ENERGY INCORPORATED NAURU

RFP Number: 2024-08

Issuance Date: 21 August 2024

Deadline for Offers: 10 September 2024

Description: RFP: VEI-Nauru Fleet Maintenance Service Provider

Funded By: Vital Energy Incorporated Nauru

Implemented By: Vital Energy Incorporated Nauru

Point of Contact: Bids & Tender Team (rfp@fsmpc.com)

SECTION I- REQUEST FOR PROPOSAL (RFP)

DATE: AUGUST 21, 2024

SUBJECT: VEI-NAURU FLEET MAINTENANCE SERVICE PROVIDER

LAST DATE RFI: AUGUST 31, 2024

CLOSING DATE: SEPTEMBER 10, 2024 @5:00PM POHNPEI TIME

MAILING ADDRESS: VITAL ENERGY INCORPORATED
Amcres Building, Yakipa Street
Kolonia, Pohnpei FM 96941

FILE REF #:

RFP#: 2024-08

Bidders are requested to submit their Proposal via e-mail to rfp@fsmpc.com .

All Electronic Bids/ Proposal must be submitted indicating the RFP reference number # 2024-08 and the Tenderer's name and address clearly indicate in the bid or Proposal. Additional instructions for preparing your Proposal are outlined in the RFP.

Request for information (RFI) or clarification of requirements must be submitted in writing via e-mail to:

Contact: Bids & Tender Team
E-mail: rfp@fsmpc.com

The deadline for submitting questions is on September 10, 2024 @5:00 pm. Pohnpei Time

Section II- Notice of Intent

RFP# 2024-08 VEI-NAURU FLEET MAINTENANCE SERVICE PROVIDER

Please e-mail this page when sending your intention to submit a Proposal.

E-mail: rfp@fsmpc.com

This notice is to be completed by any Bidder who intends to submit a Proposal to Vital Energy Incorporated for the above titled solicitation. The purpose of this form is to establish a complete vendor list for this project with the appropriate contact person (s) and contact information. The submittal of this form in no way obligates a bidder to submit a Proposal.

Bidder Responsibilities:

- Bidders will submit responses in accordance with requirements stated in this solicitation.
- Bidders will submit responses to a solicitation via e-mail on or before the Proposal due date and time.

For any clarifications, please contact the bids & tender team via email: rfp@fsmpc.com

Date: _____

Name: _____ Company: _____

Telephone: _____ Email: _____

☐ **Yes, I will be able to respond to this solicitation**

If you are unable to respond on this item, kindly indicate your reason for "No response" Below and e-mail back.

☐ **No, I will not be able to respond to this solicitation for the following reason(s)**:_____
_____
_____

Section III- Introduction

Purpose:

Vital Energy Incorporated is seeking proposals from qualified vehicle service providers to provide maintenance and repair services for our fleet of vehicles and equipment's. We invite interested parties to submit proposals in accordance with the specifications outlined below found in Section-V Annex 1.

Background:

The Federated States of Micronesia Petroleum Corporation (FSMPC) was established under Public Law 15-08 and designed to provide:

a) to operate and manage petroleum storage and distribution infrastructure.

b) to provide oil and gas distribution services on the basis of commercially accepted practices;

c) to plan for the continued security of Product supply in the FSM;

d) to maintain and operate the Infrastructure so as to minimize the likelihood of interruption of supply, and to handle the Product in a manner that protects the environment, the safety, and the health of employees and the public;

e) to make safety, health and environmental considerations a priority in planning, and in the officers and employees' development of new Products and processes; to advise 2 promptly, appropriate officials, employees, customers and the public of information on significant industry related safety, health and environmental hazards, and to recommend protective measures;

a) To invest revenues of the Corporation in the maintenance, expansion and improvement of Product facilities and services in order to meet the energy security needs of the Federated Stated of Micronesia.

FSMPC operates six petroleum storage and handling terminals and depot throughout the Federated States of Micronesia (Yap, Kosrae, Pohnpei, Chuuk) and Republic of Nauru. The Corporation serves all sectors including international aviation and marine, commercial, and retail service station markets.

Section IV-General Information & Solicitation Process

1. Addendums. If necessary to amend the solicitation, addendums(s) will be prepared in writing and posted with the original RFP at www.vitalenergy.com under "bids & tenders". Bidders are responsible for obtaining all addenda via Vital Energy website or by other means. Any addenda issued are to be acknowledge addendum may result in disqualification from the RFP process.
2. Familiarization with Requirements. It is the Bidder's responsibility to examine the entire solicitation package and seek clarification of any requirement that may not be clear and to check all responses for accuracy before submitting a proposal. Negligence in preparing a proposal confers no right of withdrawal after due date and time.
3. Cost of Proposal Preparation. Vital Energy Incorporated is not responsible for the cost related to developing, presenting, or providing a response to this solicitation.
4. Inquiries
    a. Contact person. Any inquiry related to this solicitation, including any request for inquiries regarding standards referenced in the RFP should be directed to the attention of Vital Energy "Procurement Specification & Selection Team " at rfp@fsmpc.com and per the additional directions contained within this RFQ. The Bidder shall not contact or direct inquiries concerning this solicitation to any other Vital Energy staff.
    b. Submission of inquiries. All inquiries shall be submitted in writing via electronic mail as outlined and shall refer to the appropriate solicitation number, page and paragraph. Vital Energy shall consider the relevancy of the inquiry but is not required to respond in writing.
5. Offer and Acceptance Period. All Proposal shall remain valid and irrevocable for Sixty (60) Days after the due date of Proposals.
6. Currency and Incoterms. All Proposal shall be in Australian Dollars CIF.
7. Conflict of Interest. No employee or official of Vital Energy Incorporated may have any direct or indirect interest, financial or otherwise, in the respondent, including, but not limited to, any joint venture partners or subleases.
8. Submission of Multiple Proposal. No offer shall submit more than one Proposal to this RFP. Collusion among respondents, the submission of more than one Proposal under different names by any entity or individual, or an ownership interest in more than one respondent by any entity or individual shall be a cause for rejection of all such Proposal with consideration.
9. Proposal Preparation. All Proposal shall be submitted on the form provided in this solicitation. It is permissible to copy these forms if required.

10. Proposal will be submitted by mail (Courier) or electronically to the address stated in Section I and e-mail address provided under this section.
11. Signature. The person authorized to sign the Proposal shall submit the offer and Acceptance page with an original signature.
12. Descriptive Literature. Bidders submitting a Proposal for the equipment other than those specified shall submit brochure or descriptive catalogue giving detailed specifications of the equipment or services offered along with their Proposal.
13. When submitting via mail (courier) the Proposal should clearly indicate the RFP# 2024 -08, the name, and address of the Bidder.
14. Late Proposal. Late Proposal shall not be opened and will be returned to the Bidder.
15. No Modification. Modification shall not be permitted after Proposal have been opened.
16. Withdrawal of Proposal. Proposal may be withdrawn at any time prior to the specified Proposal due date and time. A Bidder (or authorized representative) may withdraw the response by notifying the designated contact for this solicitation in writing.
17. Conformance to RFP. Each received Proposal will be checked for compliance with the submission requirements of this RFP and to ensure that the Proposal is fully responsive to the specification listed.
18. Disqualification. A Bidder who is currently debarred, suspended, or otherwise lawfully prohibited from any private or public procurement activity may have its Proposal rejected.
19. Vital Energy Incorporated reserves the right to obtain Bidder clarifications where necessary to arrive are full and complete understanding of Bidder' s product, service, and /or solicitation response. Clarification means communication with an Bidder for the sole purpose of eliminating ambiguities in the Proposal and does not give Bidder an opportunity to revise or modify it proposal
20. Response Rejection. Submission of additional terms, conditions, and /or agreement with Proposal may result in the Proposal rejection.
21. Vital Energy Incorporated reserves the right to award in a manner deemed most advantageous to the company. Vital FSM Petroleum reserves the right to reject a Proposal of any Bidder who has previously failed to perform competently in any contract with the company.
22. Notification. The selected successful Bidder will be provided a notification of Award and a contract will be prepared which will include by reference this solicitation, the Bidder's Proposal, and any other contractual language as may be required by Vital FSM Petroleum Corporation.
23. Selection Criteria: The following criteria will be used to evaluate both technical and commercial bid and will be considered the most responsive and competitive bid.

Selection Criteria	Max Points
Experience & Qualification of Service Provider a) Provide List of Personnels Qualification and Certificates b) Provide List of Tools , Equipment & Vehicles c) Provide at least 3 Company or Organization that you have previously engage for the last 5 years	25
Schedule Rate & Fees	20
Capacity To Provide Accurate, Relevant & Timely Reports	25
Response Time to Emergancy Call Out & Breakdown: State the hours a) 8hrs a) 24hrs b) 48hrs Note: As per SLA we expect all response time in quick turn around.	30
	100

Note: Proposal outline may not be in order, however all proposal must be complete and conforms with the requirement of the RFP.

Section V- Annexes

Annex 1- Service Level Agreement (SOW)

Annex 2- Required Forms

A. **AGD-F-M151**
B. **F4-DRV-030**
C. **AGD-F-M-154**
D. **F-018-040**
E. **AGD-F-M161**
F. **F4-PPO-221**
G. **F4-DEL-010**
H. **VITAL-FSMPC SERVICE /MAINTENANCE RECORD**

Annex 3- AS4921-2003 General Conditions of Contract for the provision of assets maintenance and services.

ANNEX 1

3/27/2024

SERVICE LEVEL AGREEMENT

Asset Maintenance Service Provider

Neil Halstead
ASSET MANGEMENT & MAINTENACE OFFICE

SERVICE LEVEL AGREEMENT (SLA) – ASSET MAINTENANCE SERVICE PROVIDER (AMSP)

1. OBJECTIVE

Our primary objective is to ensure the optimal performance and reliability of the Nauru Fleets and all engine-driven mechanical equipment within the terminal. By providing comprehensive maintenance and repair service plans, our goal is to uphold operational efficiency and safety of the Nauru Mission critical fleet and equipment, sustaining the seamless delivery of INFOTAI services to our valued customers.

2. SERVICE LEVEL AGREEMENT –

This Service Level Agreement ("SLA") is entered into between Vital FSM Petroleum Corporation as the "Client" and the awarded contractor as the "Service Provider". The purpose of this SLA is to ensure timely response, effective communication, and efficient resolution of faults in order to maintain the mission-critical assets of Vital FSMPC. This agreement outlines the terms and conditions for the provision of asset management, maintenance, electrical, mechanical, fabrication, and installation services for all assets falling under the Mission Critical Asset (MCA) category (as defined in Appendix A) of Vital FSM Petroleum Corporation Nauru Terminal.

3. Acronym used

- **SLA**: Service Level Agreement
- **AMSP**: Asset Maintenance Service Provider
- **MCA:** Mission Critical Asset.
- **AMMO:** Asset Maintenance & Management Office
- **OI:** Operations Inspections.
- **PMI:** Preventative Maintenance and Inspections
- **CM:** Correctional Maintenance
- **R&M**: Repairs & Maintenance
- **RCA:** Root Cause Analysis
- **OIC**: Officer In Charge
- **MSL**: Minimum Stock Level

4. The Service Provider Scope of Services

The Service Provider agrees to perform the following services within the boundaries of each facility:

a. ***Maintenance:***
Corrective and Preventive Maintenance activities Assigned by Vital through validated workorders and maintain functioning of all MCAs.
b. ***Electrical Services***:
Installation, repair, and maintenance of electrical systems, wiring, and equipment related to MCAs.
c. ***Mechanical Services***:

Installation, repair, and maintenance of mechanical systems, machinery, and equipment related to MCAs.

d. ***Reports***
Comprehensive reports of all R&M and PMI of all MCA

e. ***Parts & Consumables***
Parts and consumables to be sourced for R&M.

5. The Asset Maintenance Service Provider (AMSP) Obligations

a. The AMSP shall allocate the necessary manpower to perform the services outlined in this SLA.
b. The AMSP shall ensure that the allocated manpower spends the designated percentage of time within the Nauru Terminal for the monthly Preventative Maintenance Inspection.
c. The AMSP shall provide qualified and skilled personnel with expertise in assets management, maintenance, electrical, and mechanical.
d. The AMSP shall adhere to all applicable safety regulations and industry best practices while performing the services.
e. The AMSP shall promptly respond to any service requests or emergencies related to MCAs.
f. The AMSP shall conduct a Root Cause Analysis (RCA) for all breakdowns.
g. The AMSP shall submit RCA report for all breakdowns attended.
h. The AMSP shall conduct all Repair & Maintenance (R&M) requested by Vital FSMPC except in the case of Aviation Refueling System
i. The AMSP shall maintain comprehensive records of all maintenance activities, repairs, and installations performed to contact personnel within Vital FSMPC.
j. The AMSP shall provide comprehensive monthly reports of all maintenance activities, repairs, and installations performed to contact personnel within Vital FSMPC

6. Scope of Services

Vital FSM Petroleum Corporation agrees to perform the following services within the boundaries of each facility.

a. ***Asset Management:***
Comprehensive management of all MCA, including tracking, maintenance planning, documentation, and reporting.

b. ***Installation:***
Proper installation and commissioning of MCA in compliance with industry standards and regulations.

c. ***Preventative Maintenace Plans***
Comprehensive list of check sheets for Preventative Maintenance Inspection (PMI) plans of all MCA

d. ***Corrective Maintenance***
Emergency breakdown strategic approach of all MCA

e. **Parts & Consumables**
Critical parts and Service parts to be ordered and entered to inventories for all MCA.

7. Vital FSMPC Obligations

a. Nauru Terminal Officer in Charge (OIC) shall provide the necessary access to MCAs and facilities for the AMSP to perform the required services.
b. OIC shall provide accurate and timely information regarding asset requirements, maintenance schedules, and any changes or updates related to the assets.
c. OIC shall promptly report any issues, concerns, or emergencies related to MCAs to Asset Management & Maintenance Office (AMMO).
d. OIC shall promptly contact the AMSP for any issues, concerns, or emergencies related to MCAs.
e. OIC shall review and endorse all reports submitted by the Service Provider.
f. AMMO shall review, approve, and update comprehensive records of all maintenance activities, repairs, and installations reports submitted by OIC through the computerized maintenance and management system Carl Source.
g. AMMO shall review, approve, and update comprehensive monthly reports of all maintenance activities, repairs, and installations performed through the computerized maintenance and management system (CMMS) Carl Source.

8. Service Level Metrics

a. **Response Time:**
    i. OIC shall notify/contact the Service Provider (AMSP) within 1 hour of when breakdown occurs.
    ii. The AMSP shall respond to service requests or emergencies within 8 hours of receiving notification from the Client.
b. **Maintenance Performance:**
The AMSP shall maintain the availability and performance of MCAs at a minimum of 90% uptime.
c. **Completion Time:**
The AMSP shall complete Preventative Maintenace activities within 2 days, and major repairs or installations within 2 weeks, as agreed upon between Vital FSMPC and the AMSP

9. CRITICAL SPARE PARTS

- Aviation refuelers and systems critical spare parts shall be stocked onsite as per the range and the required. This will be based on the approved list of parts recommended by both parties RI and Vital.
- All Critical parts inventory will be managed onsite by terminal OIC coordinated by Vital procurement officer. They will be responsible for maintaining stock level and replenishing these parts.
- Critical mechanical spare parts for fleets and equipment. AMMO and Procurement will be responsible for stocking all Critical and service parts. The Qty of parts shall be based on the approved parts recommended by AMMO Vital.
- Other mechanical critical parts orders that were not listed in the minimum stock level shall be sourced by the AMSP with quotes submitted to Vital procurement to raise PO.

- Other Aviation critical parts orders that were not listed in the minimum stock level shall be sourced by AMMO or other aviation parts suppliers to provide quotations. Vital Procurement Officer will be responsible with PO and purchasing.
- Vital Procurement team will be responsible to Raise PO for parts order as per quotations provided by vendors and make purchases. Procurement will be responsible to track and update the ETA of these parts orders. Terminal OIC will be responsible for updating receipt of parts.

10. SERVICE PARTS AND CONSUMABLES

- Service parts and consumables shall be purchased by Vital FSMPC and stocked onsite, the approval of MSL will be recommend from AMMO.

- All Critical service parts inventory will be managed onsite by OIC coordinated by Vital Procurement Officer. They will be responsible for maintaining stock level and ordering these parts.

11. Pricing and Payment Terms

a. The AMSP shall invoice Vital FSMPC based on the rate per person, determined by the percentage of time spent by each allocated personnel within the Nauru Terminal
b. Invoices shall be submitted monthly, and payment shall be made within 30 days from the date of invoice receipt.

This Service Level Agreement (SLA) is hereby executed by authorized representatives of the Vital FSMPC and the AMSP, effective as of the date of signature.

APPENDICES
Appendix A: List of Mission Critical Assets
Appendix B: PMI & CM Scope, Map & Steps
Appendix C: Architecture of responsibilities

NAME:	NAME:
ADDRESS:	ADDRESS:

12. APPENDIX A -Mission Critical Assets

List of assets

Asset code	Name	Equipment type	Asset model
252-APS3-001	Sullair - Air Compressor pump, portable, diesel driven	Air Compressor	SULAIR_185
252-APS4-001	Fixed Air-Compressor pump, Ingersoll Rand (Electric driven)	Air Compressor	SS107
330-BF1-012	Power Generator Set - Cummins (NRU Terminal)	Generator set	
010-FDT-03	Cab & Chassis Isuzu, Fuel Tanker Truck DT03	Heavy Goods Vehicle Rigid	CYZ52
010-AVR-MRU3	Cab & Chassis Isuzu Aircraft refueler AAB-498 (MRU3)	Heavy Goods Vehicle Rigid	FVM34UU-TON_6X2
010-AVR-MRU4	Cab & Chassis Isuzu, 6x2 Refueler truck - MRU4, AAB 905	Heavy Goods Vehicle Rigid	ISUZU_FVL
001-LCP-028	Cab & Chassis, Mitsubishi Triton White, Diesel pickup 4x2 #884	Light Motor Vehicles	TRITON_KK/KL
001-LCP-027	Cab & Chassis, Mitsubishi Triton White, Diesel pickup AAB 885	Light Motor Vehicles	TRITON_KK/KL
010-FDT-02	Cab & Chassis Isuzu, Fuel Tanker Truck (AAB-382) DT2	Heavy Goods Vehicle Rigid	FVM34SNAXT/VXT
MA-003175	Cab Chassis, Orange Isuzu Pickup D-Max 3.0L Auto	Light Motor Vehicles	D-MAX_3.0L
MA-003173	Cab Chassis, Black Isuzu Pickup- D-Max 3.0L Auto	Light Motor Vehicles	D-MAX_3.0L

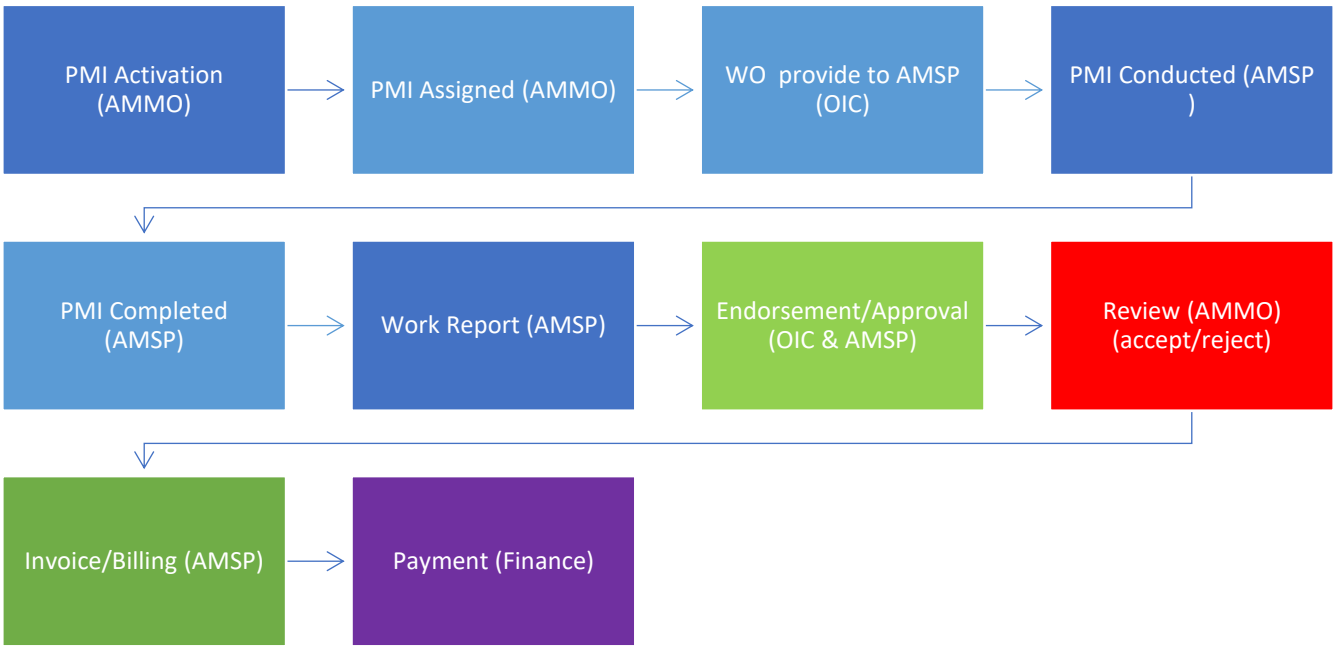
13. APPENDIX B – PMI & CM Scope, Map and Steps

SERVICE LEVEL AGREEMENT (SLA) – ASSET MAINTENANCE SERVICE PROVIDER (AMSP)

PREVENTIVE MAINTENANCE SCOPES

- All Scheduled Preventive maintenance workorders will be triggered via CARL and fulfilled by the Service Provider. Reports submission will be assisted by OIC.
- The Service Provider will service all trucks fleets and also other engine driven equipment as per scheduled every 6 months.
- The Service Provider will endorse & submit check list of all PMI to OIC
- OIC will review checklist and endorsement before uploading to Carl Source.
- AMMO will review, accept the WO, and close via Carl Source
- AMMO technician is scheduled to visit Nauru every Quater to conduct physical conditions inspection and audit of all fleets and all other equipment.
- PMIs will also be performed if required, by the Service Provider on AMMO's request, on an asset, contributing to our proactive maintenance approach.

PMI PROCESS MAP



PROCESS STEPS

Step 1: 6 monthly PMI Plan activates.
Step 2: AMMO assigned PMI Plans to the AMSP electronically.
Step 3: OIC provides the AMSP hard copy of WO.
Step 4: OIC provides service parts of all MCA to the AMSP from Inventory
Step 5: The AMSP conducts and completes Preventative Maintenance.
Step 6: The AMSP submits work report to OIC, endorsed by both parties.
Step 7: Reports submitted to CARL WO by OIC, reviewed by AMMO.
Step 8: AMMO accepts or rejects work reports and closes Work Orders accordingly.

Step 9: The AMSP provides invoices within 30 working days.
Step 10: Finance processes payment within 30 days of receiving the invoice.

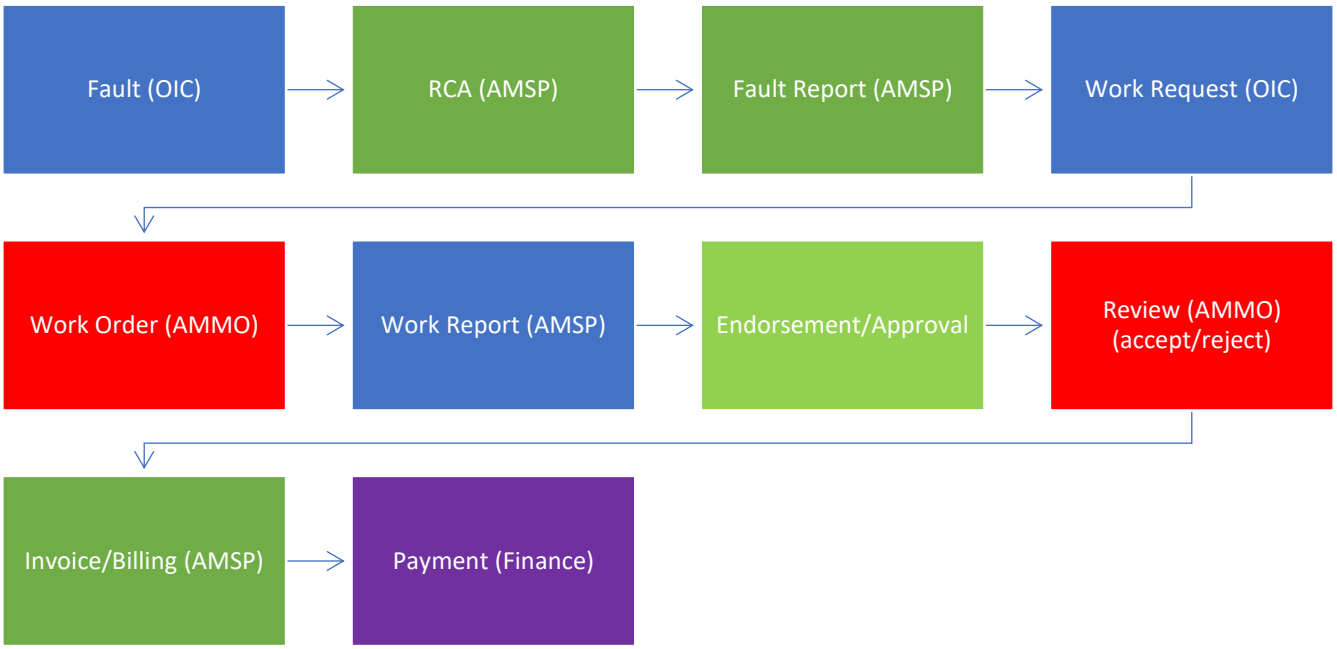
By following these steps and ensuring effective communication and coordination among stakeholders, Nauru can maintain its mission-critical assets efficiently and effectively, ensuring the continued provision of essential services.

CORRECTIONAL MAINTENANCE SCOPE

In any case of minor breakdown,

- OIC shall be responsible for reporting critical faults via CARL system with clear fault descriptions.
- In other cases of breakdown on road or public area, Terminal OIC will be responsible to source a local mechanical technician to assist and resolve mechanical faults or a towing company to tow equipment truck back to the terminal if needed.
- OIC will direct call the AMSP to perform diagnosis and root cause analysis (RCA) on breakdowns and submit report to OIC.
- If the fault is general and can be resolved by the AMSP, then OIC will raise Work Request (WR) and await AMMO to assign the Work Order (WO).
- In any case of breakdown, particularly of the Aviation refueling systems, the AMSP will only provide a fault report. Report will be submitted to Vital OIC; and then addressed to AMMO. The timeline for AMMO to arrive on site is expected to be between 7 to 14 days after advice.

CM PROCESS MAP



PROCESS STEPS:

Step 1: OIC detects fault and contacts the AMSP.
Step 2: The AMSP attends/responds within 4 hours and conducts RCA.
Step 3: The AMSP submits RCA and Fault Report to OIC.
Step 4: OIC submits RCA & Fault Reports via CARL system and creates Work Request.
Step 5: Work Request reviewed by AMMO, and Work Order created.
Step 6: Work Order assigned to the AMSP electronically and submitted in hard copy.
Step 7: The AMSP sources parts, submits quotation to AMMO, and initiates PR.

Step 8: Procurement processes PO and manages freight/logistics.
Step 9: Parts received, confirmed by OIC, and submitted to the AMSP.
Step 10: The AMSP conducts and completes CM.
Step 11: The AMSP submits work report to OIC, endorsed by both parties.
Step 12: Reports submitted to CARL WO by OIC, reviewed by AMMO.
Step 13: AMMO accepts or rejects work reports and closes Work Orders accordingly.
Step 14: The AMSP provides invoices within 30 working days.
Step 15: Finance processes payment within 30 days of receiving the invoice.

By following these steps and ensuring effective communication and coordination among stakeholders, Nauru Terminal can maintain its mission-critical assets efficiently and effectively, ensuring the continued provision of essential services.

14. Appendix C – Architecture of Responsibilities

Architecture of Responsibilities:

1) OIC (Officer in Charge):

i. Responsible for initial fault detection and contacting the local AMSP (Equipment Maintenance Service) when issues arise.
ii. Coordinates with the AMSP for resolution of mechanical faults or towing assistance, if necessary, particularly for breakdowns in public areas.
iii. Submits RCA (Root Cause Analysis) and Fault Reports for aviation refueling system breakdowns.
iv. Confirms receipt of parts and submits them to the AMSP upon procurement.

2) AMSP (Equipment Maintenance Service):

i. Attends/responds to fault calls within a maximum of 4 hours.
ii. Conducts RCA on assets and submits reports to OIC.
iii. Conducts and completes corrective maintenance tasks upon receipt of Work Order.
iv. Submits work reports to OIC, including descriptions, photos, and parts replaced.
v. Endorses reports and submits them to CARL (Computer-Aided Repair Log) system.
vi. Provides invoices within 30 working days for completed work.

3) Maintenace Supervisor (Asset Management & Maintenance Office):

i. Reviews Work Requests and creates Work Orders.
ii. Reviews work reports submitted by the AMSP.
iii. Accepts or rejects work reports.
iv. Closes Work Orders upon completion of maintenance tasks.

4) Procurement Officer:

i. Processes Purchase Requisitions (PR) raised by AMMO for required parts.
ii. Processes Purchase Orders (PO) for approved quotations.
iii. Manages freight and logistics for parts procurement.

5) Finance Officer:

i. Processes payments to the AMSP within 30 days of receiving invoices.
ii. Reviews closed Work Orders and associated reports to support invoice processing.

SITE INFORMATION

pass/fail checks (EGS)

Airport / Location: _____ Vehicle Number: _____

Airport Operator: _____ Maintenance Contractor: _____

Note: Enter the information required or a notation of "Yes", "No" or "OK" shall be entered into the following table, ticks are not acceptable. Where requirement is not applicable or where no information needs to be entered a diagonal line shall be placed across the box, e.g. Yearly items shall be crossed off during a 6 Monthly inspection.

6-MONTHLY CHECKS

ITEM	INSPECTION / CHECK RESULT	
Date	Inspection 1: __ / __ / 20__	Inspection 2: __ / __ / 20__
Permit Number		
Technicians Name – Qualifications: Motor Mechanic		
	CABIN AND CONTROLS	
Door hinges and catches in good condition and function correctly.		
Grab handles and steps in good condition and secure and allow 3 points of contact during entry and exit.		
Vehicle seat in good condition and secure.		
Seat belt functions properly and easily and in good condition.		
Floor mats in good condition and do not obstruct pedals.		
Pedal pads are in good condition and non-slip. No obstructions to easy and correct operation.		
Roof lining in good condition and cabin clean and free from unnecessary loose objects and equipment.		
Steering wheel and column controls in good condition.		
Horn functions correctly		
Windscreen: Wiper blades checked and replaced as necessary		
Windscreen: check ADR standard safety glass and in good cond.		
Windscreen: Washer fluid level is full and functions.		
Rear vision mirrors mounted both sides and function correctly.		
Data collection (AVR) and paperwork storage is readily accessible.		
Handbrake accessible and correctly adjusted and functions.		
Gear shift accessible and correctly adjusted and functions.		
Interlock indicator lights are located in driver's field of view from driver's seat.		
	TYRES	
Ensure tyres are correct type for rim and load		
Ensure tread depth is greater than 3 mm		
Check for bumps/bulges/faults		
Check valve stem is in good condition		
Check inflation pressure/cuts/punctures		
Check axle flanges on drive axles for oil leaks		
Check wheel clamps on drive axles for slippage (if required)		
	LIGHTS	
Check wiring for damage/corrosion/secure		
Check operation of indicators, Stop lights, Reversing light		
Check cabin lights, dashboard lights, refuelling panel lights		
Check operation of headlights and that lenses are correctly focused		
	EXTERIOR OF VEHICLE	
Condition of leads between P/M & trailer (if required)		
Condition of tread plates between P/M & trailer (if required)		
Turntable: check for damage/cracks/etc (if required)		
	POWER TAKE OFF	
Check PTO mounting frame for damage, cracks, etc		
Check for fluid leaks		
	EXHAUST	
Muffler & manifold: check for leaks and components secure		
Muffler/exhaust: check shielding for damage / security		
No oil/fluid leaks dripping onto exhaust system		
	BATTERY	
Check acid level and density / pH		
Mountings: check secure / no damage / no corrosion / weakness		
Insulated terminal covers: check security		
Battery cover: ensure easily removable for checks		
Check charging rate		

	ENGINE	
Radiator: check mounting, leaks, coolant level, inhibitor strength, pressure test system.		
Water pump: check for noise, bearing looseness		
Fan: condition of fan blades		
Idle pulleys: bearing wear		
Belts: Check all belts for wear and tightness		
Injector lift pump: check for leaks and line condition		
Injection lines: clamps in place		
Injection pump: lead seals secure		
Fuel System Water trap: condition and warning system indication		
Fuel system filter changed as required.		
Air compressor: check security, oil leaks, etc		
Engine block: check for oil leaks		
Engine: Check oil level. Add / change as required		
Engine: Check date of last oil filter change / Change as required.		
Throttle linkages: check for wear / condition		
Engine stop / hand throttle cables: check condition		
Starter: check air & electrical lines, lubricator, etc		
Power steering: check for leaks, oil level, top up as required		
Air cleaner: check secure fastening / clean / change as required		
Bonnet: check lock down straps & mountings		
Cab Tilt / Lock Mechanism: check function and security.		
	BRAKES	
Check general operation		
Check lining material thickness / presence of contamination		
Check brake chamber security		
Check pedal free travel is less than 50%		
Check that sufficient air is available following engine shutoff to service brakes / interlocks.		
Check hoses for wear / damage / leaks		
Check hoses aren't loose/unsupported		
	HYDRAULIC BRAKES	
Check pedal does not creep (1 minute)		
Check master cylinder & hoses & fittings for leaks		
Check master cylinder reservoir level & for acceptable maximum water content.		
	VACUUM BRAKES	
Check 'low air/vacuum' warning light		
Check for actuator travel 'indicator rod'		
	AIR BRAKES	
No Diaphragm leaks		
Lubricate Cam Levers		
Hoses, quick releases and hose supports in good condition		
Low air alarm works.		
	HYDRAULICS	
Check Oil Level & for evidence of water contamination.		
	FUEL SYSTEM AIR COMPRESSORS	
Check Oil Level and change as required.		

YEARLY CHECKS

	ENGINE
Mountings: check secure fastening / deterioration / damage	
Engine mounts: check oil leaks from sump	
Engine mounts: check front & rear crankshaft oil seals	
	FUEL SYSTEM
Tank & lines: check for leaks	
Tank & lines: check for secure fastenings	
	STEERING
Check linkage wear, wheel alignment, etc	
Check freeplay is less than 50mm in 460dia steering wheel (or 75mm in larger steering wheel)	
Check shaft/ pinion/couplings are not worn/loose	
Check outer column is not loose/cracked/collapsed	
Check steering box is not loose/worn	
Check steering box is not leaking oil	
Check no unusual tyre wear	
Steering shaft / uni joints / slip joints: check for wear	
Check pitman arm is not loose	
Check there is not more than 10mm free movement on front or rear tyre (400mm rims)	
Tie rods & drag link ends aren't loose on rod or in taper	
Steering idler is not loose on the mountings	
Idler bush or bearings are not unduly worn and all points greased	
Horizontal movement at top of tyre is less than 6mm (400mm rim) (10mm for bigger than 400mm rim)	
Ball joint movement does not exceed mfg. spec.	
Ball joint is correctly locked / not loose in mountings	
Check relative movement between drum & backing plate	
Check wheel bearings are correctly adjusted	
Check wheel bearings are not noisy/dry/loose	
	SUSPENSION
Check for misalignment through unusual tyre wear, etc	
Check for any cracks/misalignment/distortion	
Shock absorbers: check oil leaks & mounting	
Shock absorbers: check suspension mountings	
Mounting brackets: check for integrity / security	
Rubbers: check fitted correctly; not worn/missing	
Cross members: check not cracked/corroded/misaligned	
Insulated rubbers: check for damage/perishing	
Chassis crossmembers: check security	
Axle: check there are no old welded repairs	
Axle: check for cracked/bent/worn components	
Axle: check for alignment	
Axle: check king pin eyes for wear	
Axle & housing: check for cracks	
Axle nuts: check for looseness or incorrect locking	
Springs: check for mounting/leaf movement	
Springs: check 'U' bolt tightness, centre bolts	
Springs: check there are no welded or shortened springs	
Springs: checked for sagged or broken components	
Shackle pins or bushes: check not excessively worn	
Shackle plates: check for wear and looseness	
Nuts: check they are securely locked	
Spring hangers: check for wear/damage/looseness/cracks	
Air bag: check for deterioration, bag damage / looseness / air leaks	
Air bag linkages: check bag linkages for damage/security	
Control lever: check for correct adjustment	
Suspension control: check there are no welded repairs	
Swing arms: check there are no welded repairs	
Trailing arms: check there are no welded repairs	
Suspension control: check mountings secure/no damage	

Swing arms: check mountings are secure / no damage	
Trailing arms: check mountings are secure / no damage	
Pivot pins/bushes/trunnions: for wheel rims 400mm or smaller check max. free movement is less than 6mm	
Pivot pins/bushes/trunnions: for wheel rims greater than 400mm check max. free movement is less than 10mm	
Pivot pins/bushes/trunnions: check for any looseness	
Bolts/Locknuts/Pins: check for wear/damage/missing	
	UNDER CHASSIS
Driveshaft: check uni-joints, slip joints and flanges	
Driveshaft: check differential housing, oil leaks	
Gearbox & Differentials: check for oil leaks & mounting & change / top up as required.	
Clutch cable: check linkage wear & adjustment	
Air Tanks: check security	
	TOW COUPLINGS
Check not loose/cracked/damaged	
Check rated capacity is adequate/appropriate	
	HYDRAULIC SYSTEM
Oil level correct / no evidence of water / filter changed as required	
System free from leaks	
Control valves free from leaks	
Control valve operating levers in good condition	
Tank & lines: check for leaks security of fastenings	
	SPARK ARRESTOR
Dismount the spark arrestor, clean out the carbon deposit, and blow it clean with air.	
If the carbon is caked and cannot be easily removed, soak the unit in a commercial solvent used for cleaning engines, and then brush it with a stiff bristle brush.	
Sign off	**All work completed and vehicle ready for use**
All Near Misses Reported?	Y / No NM's
Maintenance Contractor:	
Airport Operations:	

Comments:

Drive Light Vehicle Inspection Checklist (daily)

F4-DRV-030

Date		Vehicle Make and Model	
Location		License plate number	
Driver		Record Mileage (Essential)	

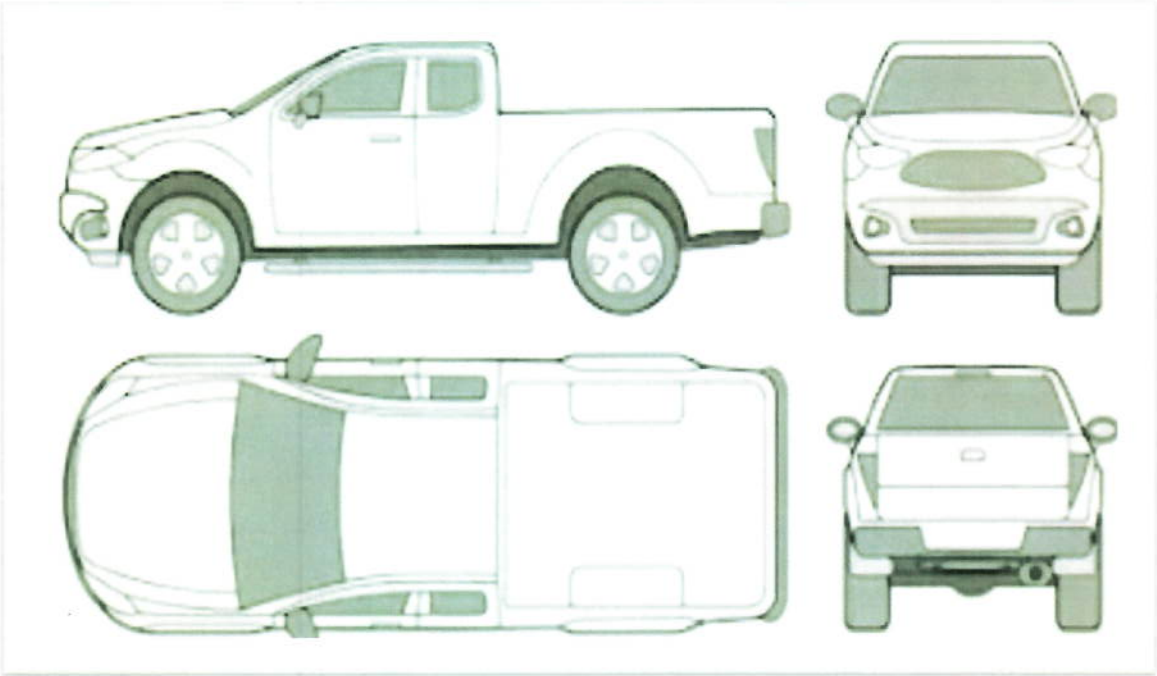
1. LIGHTS AND INDICATORS	PASS	FAIL
a) Fog lights		
b) Regular driving lights		
c) High beam lights		
d) Left and right indicators		
e) Brake lights		
f) Reversing lights		
g) Hazard lights		
2. TIRES		
a) Good tread pattern and depth and are not bald		
b) There is no sidewall damage to tires		
c) Tires have correct pressure and are not leaking air		
d) There is a spare tire, and the tire is in good condition		
e) Wheel changing equipment in working order		
3. VEHICLE EXTERIOR		
a) Cracks in the front and rear windscreen		
b) Damage to paintwork, body of car		
c) Anything obstructing rear / back windscreen		
d) Presence of both side view mirrors		
e) Any damage to windows or side view mirrors		
f) Cracks or chips in front and rear lights		
4. VEHICLE INTERIOR		
a) Personal belongings left by previous driver		
b) All seats have working seatbelts in good condition		
c) Seat and headrest are in correct position		
d) Interior lights are working		
e) Rear view mirror is in good condition		
f) Fuel level is OK		
g) Windscreen is clean, washers and wipers work		
h) Horn works		

5. BRAKES AND WHEEL ALIGNMENT	PASS	FAIL
a) Test brake working properly		
b) Wheel alignment is good		
6. UNDER BONNET CHECK		
a) Engine oil level		
b) Power steering oil level		
c) Brake fluid level		
d) Clutch fluid level		
e) Major oil leaks		
f) Battery and connections secure		
g) Coolant level		
h) All belts		
i) All hoses		
j) Windscreen washers fluid level		
7. OTHER DAMAGE OR COMMENTS		

Drive Light Vehicle Inspection Checklist (daily)

F4-DRV-030

Circle or X on defects on vehcle exterior and explain remarks below



Remarks: _____

_____

_____

_____

_____

Supervisor's Signature _____ Date: _____

Driver's Signature _____ Date: _____

☐ **Vehicle defects have been corrected**

Mechanic's Signature _____ Date: _____

Driver's Signature _____ Date: _____

SITE INFORMATION

Airport / Location: _____ Vehicle Number: _____
Airport Operator: _____ Maintenance Contractor: _____

Note: Enter the information required or a notation of "Yes", "No" or "OK" shall be entered into the following table, ticks or Ditto marks are not acceptable. Where no information needs to be entered a diagonal line shall be placed across the box, e.g. Yearly items shall be crossed off during a 6 Monthly inspection.

ITEM	TEST / CHECK RESULT
Date	__ / __ / 20__
Permit Number	
Technicians Name	
	Vehicle Systems
Batteries: In good condition, firmly mounted and secured, terminals covered and protected against arcing.	
Alternator: In good condition, mounting secure, belt correctly tensioned, charging at required current level.	
Master Switch: In good condition, kills all electrical power, correct rating, terminals are properly protected against arcing.	
Master Switch: Rollover shutdown operates.	
Fuses: All fuses are of the correct rating, firmly installed, no evidence of arcing.	
Ignition Switch: In good condition, functions correctly no arcing or faults, vehicle starts without problems.	
Lighting: All vehicle lights, indicators, cabin lights and spotlights working correctly. All associated switches in good condition. No mechanical damage or water ingress.	
	Fuelling Systems
Emergency Stops: (Fuelling & Engine) all working, no mechanical damage, clearly labeled and identified, fitted to both sides of vehicle and elevating platforms.	
Engine Stranglers (Refuellers only) all working, no mechanical damage, clearly labeled and identified, fitted to both sides of the vehicle	
Platform Sensors: All working correctly, stop platform in the event of contact with underside of wing, minimum of 2 per platform.	
Audible and Visual Indicators: Radio call lights working, audible alarms working, interlock warning and override lights flash, are correct colours and are clearly visible under all light conditions and are located in drivers field of vision when in the driver's seat.	
Overfill & Level Gauging: Electronic overfill alarms, warning lights and level gauging are functioning properly.	
Metering: Electronic meter heads are sealed and are legible. Repeater meter heads are legible and have signage identifying that they are for indication purposes only.	
	Motors, Cables & Switches
Electric Rewind Motors: In good condition, free from water ingress, cable entry in good condition, rewind mechanism correctly guarded and in good condition / properly adjusted.	
Electric Hydraulic Power-Pack Motors: In good condition, free from water ingress, cable entry in good condition, rewind mechanism correctly guarded and in good condition / properly adjusted.	
Cabling: All vehicles cabling in good condition and properly supported and insulated, no evidence of rubbing or damage. Protective shielding also in place and in good condition.	
Switches: Good condition, labeled clearly, correct rating, free from water ingress, cable entries in good condition and correct rating.	
Sign off	All work completed and vehicle ready for use.
All Near Misses Reported?	Yes / No NM's
Maintenance Contractor:	
Airport Operations:	

Comments: _____

Inspect & Test Standby Gen

F4-OI8-040

Name: **Date:** / / **Time:**

Location: **Engine Hours:** **Equipment #:**

(No. of Starts:)

Perform checks of pumps & engines against the following checkpoints.

1. Record PASSES with a (✓), FAILS with a (✖).
2. If FAIL inspection for any reason, record the details and complete incident report immediately. Attach photos.

Note: Engine should be run-in for 20 minutes before additional checks performed as specified below

TASK/ITEM	STANDARD	PASS	FAIL	N/A	REMEDIAL ACTION
1. GENERAL					
a) Engine is clean	No leaks, dirt or grime				
b) Radiator is clean	Fins are free of any dirt/grease buildup. Fins are not damaged				
c) Gen Set housing is clean	No dirt, grime or corrosion				
d) Clean up surrounding.	No garbage or clutter immediately around standby generator				
2. **MECHANICAL**					
a) Check Oil level	Level shows between max-min levels on dipstick, Clean				
b) Check radiator water level	Level shows between max-min levels on dipstick/sightglass, Clean				
c) Check battery water level	Topped up				
d) Check battery terminal lugs	Connection good, Lugs/posts clean, no salt buildup or corrosion				
e) Check fan belts for tightness	Pull on jockey wheel. Tensioned sufficiently				
f) Check fan belt condition	Good condition, no cracking, no fraying				
g) Check fan blades	No bent or damaged, no excessive play or rumbling in bearings				
h) Check fuel level	Minimum 50% full at all times				
i) Check filters	No leaks, good condition				
j) Drain fuel/ water separator	No excessive water				
k) Check Air Filter	Clean				
3. ELECTRICAL					
a) Check alarms, indicators	All gauges and indicators must be working				
b) Check voltage (210v /415v)	Voltage output in required range				
c) Check battery voltage	Battery producing 12 volts				
d) Check wiring	No damage/burnt/worn insulation. Connections all good				
e) Test run (no load)	Run for 20 minutes to test				

REMARKS

SIGNATURE: _____

L1-N	
L2-N	
L1-L2	
Oil Press	
Eng Temp	
Batt. Volt	

Version 1.0
April 16, 2014

yearly - AMMO & EGS inspection

SITE INFORMATION

Airport / Location: _____ Vehicle Number: _____

Airport Operator: _____ Maintenance Contractor: _____

Note: Enter the information required or a notation of "Yes", "No" or "OK" shall be entered into the following table, ticks are not acceptable. Where requirement is not applicable or where no information needs to be entered a diagonal line shall be placed across the box, e.g.

ITEM	INSPECTION / CHECK RESULT	
Date	Inspection 1: __ / __ / 20__	Inspection 2: __ / __ / 20__
Permit Number		
Technicians Name		
	Fill & Unloading Connections	
Grade selectivity is in place where appropriate		
Dust covers and caps are in place and in good condition		
API connection / dry break connection in good condition		
	Pipework	
No visible leaks at flanges or other connections		
Flow / grade direction markers legible		
Pipework support points are sound and in good condition		
Pipework free from excessive vibration & fatigue cracks		
Valves operate freely and correctly and are labeled where required		
No rust spots on pipework		
Paint condition generally good		
Pressure relief isolation valves wired open		
	Sample Points	
All sample valves are self closing		
All sample valves are correctly and clearly labelled		
All camlocks fittings have dust caps		
All camlock caps have washers		
Connections have measures in place to prevent product theft		
	Line Strainers	
Lid bolts and nuts are in good condition and undamaged		
Lid seal is in good condition		
Lining is in good condition		
Basket is in good condition		
Identify any debris or issues:		
Sign off	All work completed and vehicle ready for use	
All Near Misses Reported?	Yes / No NM's	Yes / No NM's
Maintenance Contractor:		
Airport Operations:		

Comments: _____

Vital Energy for life Fault Reporting Form

F4-PPO-221

PART A - REPORTING OF FAULT (To be filled by Complainant)

EQUIPMENT NAME / NUMBER	ENGINE HOURS / MILEAGE	DATE/TIME
TYPE OF FAULT (Mechanical/ Electrical/ Others....specify	FAULT CODE	SEQUENCE (FAULT) NUMBER
COMPONENT	LOAD (KW) AT TIME OF FAILURE	SAFE WORK PERMIT NUMBER

DESCRIPTION OF FAULT (Location, Attach Sketches, **Photos**):

EVENTS LEADING TO FAULT (load changes, , other signs/symptoms)	PROTECTION SYSTEMS:
	Alarm: ☐ Operated ☐ Malfunctioned Shutdown: ☐ Operated × Malfunctioned

NAME	SIGNATURE

PART B - CORRECTIVE ACTIONS (To be filled by M & R personnel)

FINDINGS:

REMEDIAL ACTION:

RECOMMENDATIONS:

PARTS AND MATERIALS:

DESCRIPTION	PARTS NUMBER	QTY	RATE
Labour:			

DATE	OUTAGE DURATION	REPAIR TIME	NAME/SIGNATURE

Delivery Truck Pre-Trip Inspection

F4-DEL-010

TASK	STANDARD	PRESTART		
		Pass	Fail	N/A
1. WALKAROUND	>>> ENGINE IS OFF. WALK AROUND AND LOOK FOR DAMAGE			
a) Clean and good condition	Truck is clean (Pressure wash as needed). No obvious vehicle damage.			
b) Leaks	No Signs of leaking oil, water or fuel under truck			
c) Windows/Mirrors	Clean, no chips or cracks			
d) Fuel tank	Fuel cap, Bracket secure, no leaks, enough fuel			
e) Air tank	Check air drier, drain water from tanks			
f) Battery box	No corrosion or water inside box. Wiring in good condition, battery posts clean			
g) Fire extinguishers	Sealed, tagged, securely in place			
h) Spill kits	Securely in place, fully stocked			
i) Placards	Good condition, Correct UN Number.			
j) Plates & Registration	Plates in good condition, vehicle registered			
2. FUEL SYSTEM				
a) Tanks	Tank in good condition, Dome hatches closed and sealed.			
b) Discharge system	No leaks, caps on. No issues from previous day.			
c) PTO Pump	Mounted securely, no leaks. Report any drops in PTO flow rate immediately			
3. CHECK TIRES	>>> INSPECT ALL TIRES			
a) Tire Tread	Ensure tread depth is greater than 3 mm. Tread in good condition			
b) Tire Sidewall	Check both sides. No bumps/bulges/cuts			
c) Valve	Check valve is in good condition			
d) Tire Pressure	Check inflation pressure with a pressure gauge (record pressures on next page)			
e) Wheel nuts	Wheel nuts are tight, No rust			
f) Wheel Rims	No rust, no damage			
g) Hubs and Flanges	Check oil level. No leaks in hub window. Check axle flanges on drive axles for leaks.			
4. CHASSIS, BRAKES, SUSPENSION	>>> VISUALLY INSPECT UNDERNEATH VEHICLE			
a) Brake chambers	No rust, mountings secure.			
b) Slack adjusters	Greased, no rust.			
c) Suspension	Springs, hangers, shackles, ubolts are secure and not rusted or damaged.			
d) Hoses	Check hoses for wear / damage / leaks. Check hoses aren't loose/unsupported			
e) Frame	Frame and cross members are undercoated. No corrosion.			
5. CHECK UNDER THE HOOD	>>> OPEN THE HOOD.			
a) Engine oil	Check dipstick: Clean, topped up			
b) Air filter	Check secure fastening / clean / change as required			
c) Belts	No signs of wear (no fraying or cracking).			
d) Wiring	Wiring connections sounds and insulation no crack, melt or other damage			
e) Power steering	Steering column/gearbox (no loose or missing parts). Check dipstick: Topped up.			
6. ENGINE RUNNING	>>> START ENGINE AND CHECK UNDER HOOD			
a) Loose parts/leaks	Do a general check for hose leaks (vacuum) and any loose parts.			
b) Coolant/Hoses	Coolant clean and tank topped up. Radiator clean. Hoses good. No signs of leaks			
c) Exhaust	No holes or damage, Muffler/Spark arrestors good.			
d) Turbos	Quiet operation. No leaks			
7. INSIDE CAB	>>> CHECK ALL LIGHTS AND GAUGES ARE WORKING			
a) Gauges	Oil pressure, fuel gauge, alternator charging rate/gauge			
b) Electrical	Wipers, blower, fan, electric horn, air horn,			
c) Switches	Check operation of all switches in cab (light switches, battery switch)			
d) Vehicle lights	Check operation of all lights (headlights, signal lights, clearance lights, brake lights			
e) Seatbelts and seats	Seatbelts are working. Seats and seatbelts not frayed or damaged.			
8. TEST BRAKES AND CLUTCH	>>> TEST BRAKES AND CLUTCH			
a) Brakes	Check gauges. No leaks in air system.			
b) Clutch free play	Clutch free play must be at least 1 inch			
c) Air Brake System Leak Test	Release part brake, Pump and hold brake pedal, pressure drop no more than 3psi/min			
d) Governor Cut In Test	Set park brake, Pump brakes to reduce air, Governor should cut in at 90 psi.			
e) Low Air Warning Test	Pump brakes, Low air warning alarm should sound at 85 psi			
f) Governor Cut Out Test	Build up air pressure, Governor should cut out at 120 psi			
g) Parking Brake Hold Test	Ensure park brake is set, Put truck in 1st gear, Release clutch, Part brake should hold			

Condition of truck is satisfactory and can be safety operated: Yes / No

Odometer:

Engine Hours:

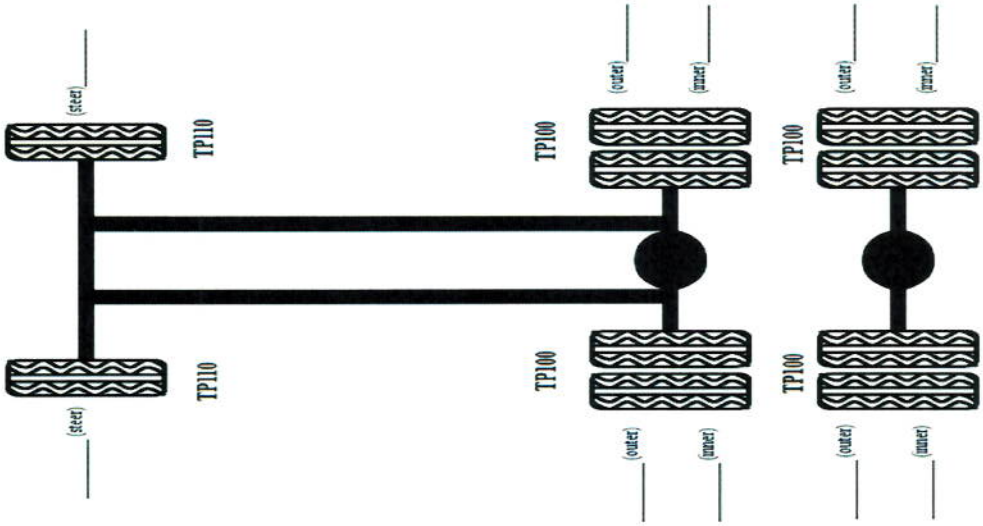
Vehicle/ME Number: Driver name: Sign Date:

Warning! If delivery truck fails any point, DO NOT DRIVE. Report immediately to Maintenance.

Version 2.1
June 1, 2015

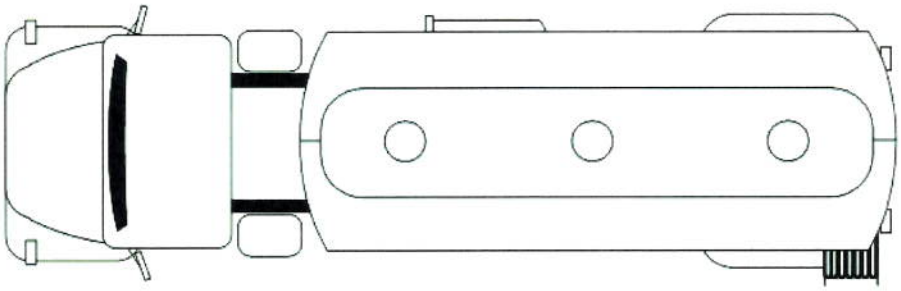
Daily Tire Inflation Record

Record tire pressures on diagram below.



Description of Faults/Defects:

Record location of any faults on diagram below



Remarks

Supervisor's Signature Date:

Driver's Signature Date:

☐ **Truck defects have been corrected**

Mechanic's Signature Date:

Driver's Signature Date:

VITAL - FSMPCSERVICE / MAINTENANCE RECORD

DATE: _____

LOCATION _____ VEHICLE # _____

USER _____ MILEAGE _____

TO DO	

SCOPE OF WORK	YES	NO	COMMENT	NEXT SERVICE DUE
OIL CHANGE				
OIL FILTER CHANGE				
FUEL FILTER CHANGE				
AIR FILTER CHANGE				
TIMING BELT CHANGE				
TYRE CHANGE				
LIGHT BULBS				
SPARK PLUGS				
CLEANED (In & Out)				
OTHERS				

DIAGNOSIS
DEFECTS & REPAIRS
ACCIDENTS

Incident Report # _____

Technician _____ Signature _____

Date

AS 4921—2003
(Incorporating Amendment No. 1)

Australian Standard™

General conditions of contract for the provision of asset maintenance and services (Short version)

First published as AS 4921—2003.
Reissued incorporating Amendment No. 1 (March 2005).

Published by Standards Australia, GPO Box 5420, Sydney, NSW 2001, Australia

ISBN 0 7337 3768 4

Preface

This Standard was prepared by the Australian members of the Joint Standards Australia/Standards New Zealand Committee OB-012, Service Contracts.

*This Standard incorporates Amendment No. 1 (*March 2005*). The changes required by the Amendment are indicated in the text by a marginal bar and amendment number against the clause, note, table, figure or part thereof affected.*

After consultation with stakeholders in both countries, Standards Australia and Standards New Zealand decided to develop this Standard as an Australian Standard rather than an Australian/New Zealand Standard.

AS 4921—2003 *General conditions of contract for the provision of asset maintenance and services (Short version)* is a part of the suite of conditions of contract based on AS 4000—1997, *General conditions of contract.*

This Standard is intended to be used where services are generally performed on the premises of the Principal.

These conditions of contract are published in three versions. Where the Contract is administered through a Superintendent, use Standard AS 4919—2003. Where the Principal uses a Principal's representative and a Superintendent is not engaged, use Standard AS 4920—2003. If a short version of the conditions of contract is required, use this Standard AS 4921—2003.

The objective of AS 4921—2003 *General conditions of contract for the provision of asset maintenance and services (Short version)* is to allocate the obligations and responsibilities between parties making formal agreements covering provision of periodical services between Principals (including government authorities and agencies) and Contractors.

These conditions of contract are also not suitable for:

a) construction projects;

b) projects of a non-service nature;

c) professional consulting services;

d) records or systems management; or

e) supply of equipment.

Warning

1) **Legislation has come into force in some jurisdictions dealing with security of payments. Parties intending to use this Standard should seek expert advice as to their rights and obligations under such legislation.**

Contents

1 Interpretation and construction of Contract

In the *Contract*, except where the context otherwise requires:

Item means an *Item* in the Annexure;

contract sum means:

a) where the *Principal* accepted a lump sum, the lump sum;

b) where the *Principal* accepted rates, the sum of the products ascertained by multiplying the rates and the corresponding quantities in the schedule of rates; or

c) where the *Principal* accepted a lump sum and rates, the aggregate of the sums referred to in paragraphs (a) and (b);

but excluding any additions or deductions which may be required under the *Contract*;

dispute has the meaning in clause 14;

performance duration means the duration stated in *Item* 5 for a *single performance*;

performance period cycle means, where *the Services* are to be performed and completed on more than one occasion during the *total performance period*, the frequency or occasions stated in *Item* 6 for a *single performance*;

premises means the place where *the Services* are to be performed, and includes where the context so requires, anything on the premises;

the Services means the work which the *Contractor* is required to perform and complete under the *Contract* and includes everything reasonably necessary for the proper performance of the *Contractor's* obligations and discharge of the *Contractor's* liabilities;

single performance means a performance of *the Services* on one occasion; and

total performance period means the period of time stated in *Item* 7 and as adjusted pursuant to the *Contract*.

In the *Contract* words in the singular include words in the plural and words in the plural include words in the singular, according to the requirements of the context. References to days means calendar days.

2 Performance

The *Contractor* shall perform and complete *the Services* in accordance with the *Contract* and directions authorised by the *Contract*.

3 Legislative requirements

The *Contractor* shall satisfy all legislative requirements except those in *Item* 8 or which can only be satisfied by the *Principal*.

The *Contractor*, upon finding that a legislative requirement is at variance with the *Contract*, shall promptly give the *Principal* written notice thereof.

If a change in a legislative requirement:

a) necessitates a change to *the Services*;

b) comes into effect after the 14th day before the closing of tenders but could not reasonably then have been anticipated by a competent contractor; and

c) causes the *Contractor* to incur more or less cost than otherwise would have been incurred,

the *Principal* shall assess the difference in cost which shall be added to or deducted from the *contract sum*.

4 General limitation of liability

The liability of each party arising in connection with the subject matter of the *Contract* including a claim in tort, under statute or for rectification or frustration or like claim under the law governing the *Contract*, is limited to the amount stated in *Item* 9 and 10, as the case may be.

This limitation shall apply notwithstanding fundamental breach, breach of a fundamental term, rescission, repudiation or termination for any reason or frustration, whether unintentional or by operation of law.

This limitation of liability shall not apply to:

a) liability to pay the *contract sum* as adjusted pursuant to the *Contract*;

b) liability to pay interest;

c) the extent liability is otherwise limited under the *Contract*; and

d) liability out of which by law the party cannot contract.

5 Public liability insurance

Before commencing *the Services*, the *Contractor* shall effect and maintain for the duration of the *Contract*, a public liability policy for an amount in respect of any one occurrence of not less than the sum in *Item* 11.

6 Insurance of employees

Before commencing *the Services*, the *Contractor* shall insure against statutory and common law liability for death of or injury to persons employed by the *Contractor*. The insurance cover shall be maintained for the duration of the *Contract*.

The *Contractor* shall ensure that all subcontractors have similarly insured their employees.

7 Principal's directions

Except where the *Contract* otherwise provides, the *Principal* may give a direction orally but shall as soon as practicable confirm it in writing.

8 Access to the premises

The *Principal* shall provide to the *Contractor*:

a) reasonable access to the *premises* or sufficient of the *premises* to enable the *Contractor* to perform *the Services*; and

b) particulars of entrances and exits to and from the *premises* and of any security measures to be observed in connection with the *premises* or access to them.

9 Contractor's obligations

The *Contractor* shall ensure that in relation to the performance of *the Services* on the *premises*, the *Contractor* and subcontractors and either's employees or agents:

a) use entrances and exits provided by the *Principal*;

b) comply with access arrangements and the security measures;

c) carry suitable identification;

d) do not examine, copy, remove or otherwise interfere with anything on the *premises* except for the purpose of the performance of *the Services*; and

e) regularly remove rubbish and surplus material which results from the performance of *the Services*.

10 Quality

10.1 Quality of material and work

Unless otherwise provided, the *Contractor* shall use suitable new materials and proper and tradesmanlike workmanship.

10.2 Plant, equipment and materials

Except to the extent that the *Contract* otherwise provides, the *Contractor* shall supply everything necessary for the proper performance of the *Contractor's* obligations and the discharge of the *Contractor's* liabilities.

10.3 Defective work

If the *Principal* becomes aware of work by the *Contractor* which does not comply with the *Contract*, the *Principal* shall as soon as practicable give the *Contractor* written details thereof. If the work has not been rectified within a reasonable time after the *Contractor* receives written notice that the *Principal* intends to have the subject work rectified by others, the *Principal* may have that work so rectified and the cost incurred shall be moneys due from the *Contractor* to the *Principal*.

11 Time and progress

11.1 Commencement and progress

The *Contractor* shall commence *the Services* as stated in *Item* 12.

The *Contractor* shall ensure that each *single performance* of *the Services* is performed within the applicable *performance duration* stated in *Item* 5, that *the Services* are performed in accordance with the *performance period cycles* stated in *Item* 6 and that *the Services* are completed within the *total performance period* stated in *Item* 7.

11.2 Extension of time

If a *single performance* of *the Services* is delayed by a cause of delay beyond the *Contractor's* reasonable control (including a delay by the *Principal* or anyone for whom the *Principal* is responsible) the *Contractor* shall be entitled to a reasonable extension of time for that *single performance*.

12 Variations

12.1 Directing variations

The *Contractor* shall not vary *the Services* except as directed in writing by the *Principal*.

The *Principal*, before the expiration of the *total performance period*, may direct the *Contractor* to vary *the Services* or perform additional *Services* provided such are nevertheless of a character and extent contemplated by, and capable of being performed under, the provisions of the *Contract*. The reasonable price therefor shall be assessed by the *Principal* and added to or deducted from the *contract sum*.

13 Payment

13.1 Payment claims

The *Contractor* shall claim payment in accordance with *Item* 13.

13.2 Payment

The *Principal* shall, within 14 days after receiving such a progress claim, pay the *Contractor* the amount due to the *Contractor* after setting off such moneys as the *Principal* is entitled pursuant to the *Contract* to set off. If the *Principal* does not pay the amount claimed in the *Contractor's* progress claim, the *Principal* shall with the payment give the *Contractor* reasons for any difference.

13.3 Interest

Interest in *Item* 14 shall be due and payable after the date of default in payment.

14 Dispute resolution

14.1 Notice of dispute

If a difference of dispute (together called a '*dispute*') between the parties arises in connection with the subject matter of the *Contract*, then either party shall, by hand or by registered post, give the other a written notice of *dispute* adequately identifying and providing details of the *dispute*.

14.2 Conference

Within 14 days after receiving a notice of *dispute*, the parties shall confer at least once to resolve the *dispute* or to agree on methods of doing so. At every such conference each party shall be represented by a person having authority to agree to such resolution or methods. All aspects of every such conference except the fact of occurrence shall be privileged.

If the *dispute* has not been resolved within 28 days of service of the notice of *dispute*, that *dispute* shall be and is hereby referred to arbitration.

14.3 Arbitration

If within a further 14 days the parties have not agreed upon an arbitrator, the arbitrator shall be nominated by the person named in *Item* 15(a). The arbitration shall be conducted in accordance with the rules in *Item* 15(b).

14.4 Summary relief

Nothing herein shall prejudice the right of a party to institute proceedings to enforce payment due under the *Contract* or to seek injunctive or urgent declaratory relief.

This Annexure shall be completed and issued as part of the tender documents and, subject to any amendments to be incorporated into the *Contract*, is to be attached to the General Conditions and shall be read as part of the *Contract*.

Item		
1	*Principal* (clause 1)	.....
		.....
		ACN ..... ABN .....
2	*Principal's* address	.....
		.....
		Phone ..... Fax .....
3	*Contractor* (clause 1)	.....
		.....
		ACN ..... ABN .....
4	*Contractor's* address	.....
		.....
		Phone ..... Fax .....
5	*Performance duration* (clause 1 and subclause 11.1)	.....
		*Hours / *Days / *Other
		OR
		between the hours of .....am/pm and .....am/pm
6	*Performance period cycle* (clause 1 and subclause 11.1)	*Daily / *Weekly / *Monthly / *Annually
		OR
		As follows:
		.....
		.....
7	*Total performance period* (clause 1 and subclause 11.1)	.....

* Delete as appropriate

8	Legislative requirements, those excepted (clause 3)	.....
9	The *Contractor's* liability is limited as follows: (clause 4)	
	a) For claims in respect or arising out of death or personal injury	Unlimited
	b) For loss of rents, income (other than under *Item* 4(a)), and the opportunity to earn profits and indirect and consequential loss	$1
	c) For all other claims whatsoever	The *contract sum* as adjusted pursuant to the *Contract*
10	The *Principal's* liability is limited as follows (clause 4)	$ ..... If nothing stated, the *contract sum* as adjusted pursuant to the *Contract*
11	Public liability insurance, amount per occurrence shall be not less than (clause 5)	.... $ ..... If nothing stated, $5 000 000
12	Date and time for commencing *the Services* (subclause 11.1)	.....day of .....20 ..... at .....*am / *pm
13	Dates on which or times within which progress claims are to be given (subclause 13.1)	On the .....day of each ..... OR Within.....days after completion of each *single performance* of *the Services* If nothing stated, 7 days after completion of each *single performance* of *the Services*
14	Interest rate on overdue payments (subclause 13.3)	.....% per annum If nothing stated, 18% per annum

* Delete as appropriate

15 Arbitration
(subclause 14.3)

a) Person to nominate an arbitrator .....

.....

.....

A1 If no-one stated, the President of the Institute of Arbitrators & Mediators Australia

b) Rules for arbitration .....

.....

.....

.....

.....

If nothing stated Rules 5–18 of the Rules of The Institute of Arbitrators & Mediators Australia for the Conduct of Commercial Arbitrations

AMENDMENT CONTROL SHEET

AS 4921—2003

Amendment No. 1 (2005)

REVISED TEXT

SUMMARY: This Amendment applies to Clause 15 (a) of Annexure Part A.

Published on 30 March 2005.

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