

PETRONELL PROPOSED FLEET SOFTWARE

The above requirement is subjected to changes and should not be limited to in designing of the software. This is a scope of what the software design should be, if there are other additional requirement will keep you posted.

1. ADMIN DEPARTMENTS

- A. An Inventory for inputting of staff (editing for active and inactive/ dropped staff), the staff inventory should include; name , position, date of birth, date of employment , next of kind, staff number, phone, next of kid phone number, address , state of origin, nationality, etc.
- B. An Inventory for staff leave schedule. This should include department, name, requested date for vacation, resumption date of vacation, vacation contact details and authorized personnel etc.
- C. There should be a reminder systems of personnel leave a week before scheduled date.
- D. Having the ability to view prices of part been inputted in the system from other department (purchasing , store and transport), with an approval system for admin/ human resource manager to authorize.
- E. Ability to view and authorize gate pass.
- F. Should be able to generate report on gate pass and staff leave.

2. Purchasing Department

- A. An inventory system for adding of suppliers to the system.(name , address , contact number, email etc)
- B. An inventory system for cash requisition to buy parts(should include name of part, quantity, unit price, purchaser name, date, vehicle name, remake or reason etc).
- C. An inventory system for parts requisition from supplier(should include supplier name, name of part, quantity, unit price, purchaser name, date, vehicle name, remake or reason etc)
- D. Should be able to generate report on cash requisitions base on a particular parts, all parts been raised, particular vehicle with respect to a particular parts been requested for through cash, particular vehicle with respect to all parts been requested for within the periods time(days, weeks, months and years).
- E. Should be able to generate report on supplied requisitions base on a particular parts, all parts been raised, particular vehicle with respect to a particular parts been requested for through supplier, particular vehicle with respect to all parts been requested for within the periods of days, weeks, months and years .
- F. Should also have the ability to take stock count of store.

3. Transport Department

- A. An inventory system for inputting of vehicles (should include vehicle name, make , engine number, chassis number, vehicle type, vehicle model , location of vehicle operation and vehicle particulars etc). The system should have an early reminder system for expiring vehicle particulars, a month before expiring date).
- B. The transport department should have the ability to input all required parts for fixing of vehicle in the job card been raised by the QAQC department.

- C. An inventory system for requisition of Gate pass (should include, drivers name , department, authorized personnel, destination, approved personnel and description of items carried)
- D. There should be an approval system for approval by the transport manager for every requisition raised for store, cash , supplier and gate pass)

4. QAQC Department

- A. An inventory system for creating of job card(should include; date of job card request, name of technician, name of driver, vehicle odometer, vehicle number, type of vehicle, model of vehicle, location of vehicle , driver phone number, fault of vehicle, items required for repair of vehicle etc). The job card inventory system should have a section for closing of the job card after work has been completed.
- B. An inventory system should also be created for vehicle routine service (should include oil and different vehicle filters), this process is been carried out at every 5000km or 3months.
- C. The job card should be accessible for viewing to all department except for transport that plays the for inputting required part for fixing the vehicle, purchasing department for procurement of parts(inputting cash/supply requisition, and inputting assigned part for vehicle, while the rest department are to view the job card.
- D. The inventory job card system should be able to generate report on open and closed job card within a period of days, weeks, months and years and also on a particular vehicle.
- E. There should be an approval system in the job card that captures the workshop manager, transport manager and the admin manager.

5. Store Department

- A. An inventory system for inputting of parts(should include ; purchaser name, supplier name, quantity of part, name of parts, unit price of parts, total price of parts, name of store personnel to receive parts, etc) and collecting of parts (should include , vehicle number, technician name, required parts, vehicle make/type, approval manage name, etc) from store.
- B. The system should be ability to keep stock count for every items in the store(for a particular item and every items in the store)
- C. The system should have the ability to generate reports on a particular item

6. Account

- A. Should be able to see request for cash or parts been raised or requested by the purchaser
- B. Should be able to authorized cash request.
- C. Should be able to see parts collected from store with their unit prices.
- D. Should be able to generate total expenses made within a given period of days, weeks, month and years.
- E. Should be able to generate report of petrocar trips (how much made on each vehicle trip for a period of days, weeks, months and years)

7. Petrocar Department:

This is a department that is responsible for vehicle lease/hire , they manage vehicles and drivers for lease. Below are the basic requirements as requested to be in the software

- A. An inventory system for inputting petrocar trips (this should include; date of trip, name of client, address of client, vehicle number/ type embarking on the trip, destination, trip date, number of

days involved in the trip, amount charged per day, total amount charged , driver certification status and journey manager etc).

- B. Should be able to generate income made per vehicle trip and also general income for all trips within a given period, days, weeks, months and years).
- C. Should be able to have access to generating expenses made (part raised by cash, from store and from supplier) for fixing of a vehicle.

8. LVC Department

- A. An inventory system for driver certification status if they are **"FIT or NOT FIT"** (this should include DEP Certification, driver license, medical status, drivers age, employment history, and awards etc.), there should be a reminder for any expired driver certification so as to inform the driver for renewal.

9. General manager

- A. Should have access to all for supervision / monitoring

10. ICT Department

- A. Should have general access to all for supervision and managing.

11. Safety Department

- A. Should have an inventory system for incident reporting, this should include; driver name, vehicle number, vehicle type, incident date, incident time , driver report on incident and HSE remark etc.
- B. Should be able to generation report on incident report.
- C. Should have an inventory for vehicle breakdown report, this should include vehicle number and type, location of breaks down, name of driver etc.
- D. Should be able to generate report on vehicle break down by vehicle and by date (days, weeks, months and years).
- E. Should also have access to driver certification status inventory.