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| **SITXFIN005 Manage Physical Assets - Portfolio 3 – dishwasher** | |
| **Criteria** |  |
| **The following criteria relate to: A copy of the Procedures to monitor the utility of Asset to meet business needs that included:** |  |
| Named the asset by type and brief description of asset. | 2020 Ford Falcon UTE- Utility vehicle |
| Detailed training to be provided to personnel before they are authorised to implement required monitoring protocols. | * Driver license |
| Described specific monitoring protocols to be applied to the individual nature of the asset. | * Company’s guidelines for vehicle operation * Routes for delivery |
| Listed resources required to obtain/capture required monitoring data. | -milage   * Maintenance logs   Warranty checks |
| Nominated personnel with authority/ permission to undertake required monitoring protocols. | * Driver * Dealership’s mechanic |
| Gave frequency with which monitoring protocols are to be applied. | quarterly |
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| **Criteria** | |  |
| Specified reporting data sets to be addressed by the report (as appropriate to the asset type) – such as: | | Refer to the Asset Utility Monitoring Report below |
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| **Asset Utility Monitoring Report** | | |
| Asset Name: Dishwasher | Date: 03/09/2019 | |
| Location: Kitchen | Done By: Kathlin | |
| **Areas** | **Comments** | |
| Usage Rate | Daily ( 50 miles x day) | |
| Operational Issues | - gas mileage not as good as expected | |
| WHS Issue | none | |
| Integration and assimilation problems | Need to adjust times to consider loading and unloading | |
| Operational efficiency | Need to change routes to optimize fuel efficiency | |
| Overall Comments: | Need to address gas mileage | |
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| Indicated internal procedures for forwarding obtained information for further processing. | the information willl be distributed to engineer for further processing |
| **The following criteria relate to: A copy of the Procedures to provide regular financial reports on the asset:** |  |

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| Gave appropriate title/name to the Procedures. | Procedure to analyse financial performance of assets |
| Indicated what the Procedures applied to and purpose of the Report. | It applied to all relevant assets that could affect the financial performance of the hotel business so that asset expenses and productivity could be properly controlled. |
| Named personnel with responsibility for completing the financial reports. | Finance Manager |
| Indicated frequency with which reports are to be completed. | quarterly |
| Provided blank copy of financial report to be completed. | Refer to the financial report below |
| Indicated figures, data or information that must and/or can be used as source material for these reports. | * Fuel expenses * Oil services * maintenance and repair expenses * Maintenance log |
| Specified reporting data sets to be addressed by the report | Refer to the financial report below |

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| **Financial Analysis Report on Asset Performance** | |
| Asset Name: Dishwasher | Period: from 01/04/2019 to 31/06/2019 |
| Location: Restaurant Kitchen | Date: 07/07/2019 |
| Done by: Kathlin |  |
| **Areas** | **Outcomes** |
| Operational costs (Actual vs. Budget) | Actual $2,000 Budget $1,800 |
| Unscheduled maintenance, service and repair costs | $160 |
| Down-time in hours for the period | 2 hours (maintenance services) |
| Lost opportunity costs due to down-time | $1,000 |
| Output/productivity achieved by asset | We can make all our deliveries |
| Overall Comments: | The overall performance is fair, The fuel economy is the only concern. |

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| Indicated internal procedures for forwarding completed financial reports for further processing. | the information will be distributed to financial controller for further processing |
| **The following criteria relate to: A copy of the Procedures to record feedback about the asset:** |  |
| Explained protocols to follow to solicit and record informal feedback from customer. | - Suppliers feedback on delivery times and schedules being kept |

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| Explained protocols to follow to solicit and record informal feedback from staff. | - debriefing |
| Explained protocols to follow to solicit and record formal feedback from customer. | - survey |
| Explained protocols to follow to solicit and record formal feedback from staff. | -debriefing |
| Provided copy of all ‘Customer Comment Cards’ and feedback forms and records to be used to solicit and capture all forms of feedback. | Refer to the copy below |

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| **Customer survey on quality of deliveries** | | | |
|  | **very satisfy** | **Satisfy** | **Not satisfy** |
| **Delivery time** |  |  |  |
| **State of delivered goods** |  |  |  |
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| **Additional Comment** |  | | |

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| Indicated processing of feedback received to optimise use of the assets and benefit to customers and the business. | the information will be distributed to suppliers and purchases manager |
| **The following criteria relate to: A copy of the Procedures to integrate day-to-day condition reports on Asset into standard operating procedures of the business**: |  |
| Gave appropriate title/name to the Procedures. | Procedure for Asset Condition Report |
| Indicated what the Procedures applied to and purpose of the Report. | It is created to check on the asset conditions to avoid asset failures, damages or deterioration. |
| Named personnel with responsibility for completing the condition reports. | -Driver |
| Indicated frequency with which reports are to be completed. | Weekly |
| Provided blank copy of condition report to be completed. | Refer to the condition report below |
| Detailed how compilation of condition reports is to be assimilated into SOPs for the area/department. | The duties, responsibility and frequency of condition reports are stated clearly in the departmental SOPs |

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| Specified reporting data sets to be addressed by the report (as appropriate to the asset type) – such as: | Refer to the report below. |

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| **Asset Condition Report** | |
| Asset Name: Ford Falcon UTE | Date: |
| Location: Warehouse | Done by: Kathlin |
| **Areas** | **Conditions** |
| State of connections to utilities. | very well condition |
| Brakes | Brakes checked and vehicle safe to drive |
| Leaks. | No oil/fuel leaks |
| Stability. | Well stability. |
| Operational damage. | NIL |
| Malicious or public damage. | NIL |
| Issues arising. | Gas mileage |
| Wear and tear. | The vehicle is brand new so no signs of wear and tear yet |
| Environmental issues. | Emissions are on normal levels |
| Other Comments | Overall it provides the expected utility |

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| Indicated internal procedures for forwarding completed condition reports for further processing. | The information will be reported to the manager by the driver |
| **The following criteria relate to: A copy of the Procedures to schedule inspections or audits for Asset:** |  |
| Gave appropriate title/name to the Procedures. | Procedure to schedule asset inspection |
| Indicated what the Procedures applied to and purpose of the inspections or audits. | The audit will consist in checking the maintenance logs to ensure all checks are performed, so we can claim warranty if needed |
| Named internal and external personnel with responsibility for completing the inspections/ audits and accompanying reports. | **Internal**   * Driver and manager |
|  | **External** |
|  | - Dealership’s mechanic |
| Indicated frequency with which inspections/ audits are to be undertaken. | Bi-monthly |
| Provided blank copy of report specific to the asset type to be completed as result of the inspection/audit. | Refer to the inspection report below |
| Indicated timing of inspections/audits to lower impact on venue operation, minimise inconvenience to customers and reduce effect on sales. | After operational hour and during low season |

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| Detailed inspection points to be checked as part of the inspection (as appropriate to the type of asset). | Refer to the report below |
| Indicated internal procedures for forwarding completed inspection/audit reports for further processing. | Manager |
| **The following criteria relate to: A copy of the Procedures to schedule management reports on the operation of asset:** |  |
| Gave appropriate title/name to the Procedures. | Vehicles maintenance report |
| Indicated what the Procedures applied to and purpose of the reports. | To make sure that the maintenance is kept and performed by official dealerships so we have a right to claim warranty if needed |
| Named personnel with responsibility for completing the reports. | Driver |
| Indicated frequency with which reports are to be prepared. | Bi-monthly |
| Provided blank copy of report to be completed. | Refer to the management report below |

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| Indicated internal procedures for forwarding completed management reports for further processing. | Documents will be forwarded to financial controller and Departmental managers |
| Assets management report  From : Director  To : General manager, Financial controller, Departmental managers Date : 30 June 2019  **Table of content**   1. Purpose of the report 2. Asset performance summary 3. Maintenance and repair expenses analysis 4. Training 5. Major Schedule maintenance 6. Depreciation and asset valuation 7. Asset replacement 8. Plan for asset acquisition 9. Asset management effectiveness | |

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| **The following criteria relate to: A copy of the Procedures to develop and maintain an assets register for asset:** |  |
| Gave appropriate title/name to the Procedures. | Procedure to develop and maintain asset register |
| Indicated what the Procedures applied to and purpose of the register. | To help the company to plan future needed and to meet accounting standard, maintain legislative compliance and monitor performance. |
| Named personnel with responsibility for completing the register. | Supplies and purchase Manager |
| Indicated frequency with which register is to be updated. | Bi-monthly |

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| Showed details of acquisition of Asset | Mechanical specifications Engine type 4.0L DOHC DI-VCT I6 EcoLPi DOHC DI-VCT I6 4.0L DOHC DI-VCT TURBO I6 Applicable models Falcon Ute, XR6 Falcon Ute, XR6 XR6 Turbo Engine size (cc) 3984 3984 3984 Compression ratio 10.3:1 12:1 8.8:1 Maximum power (DIN) 195kW @ 6000rpm 198kW @ 5000rpm 270kW @ 5250rpm1. Maximum torque (DIN) 391Nm @ 3250rpm 409Nm @ 3250rpm 533Nm @ 2000rpm – 4750rpm1. No. of valves 24 Bore x stroke 92.25 x 99.31mm Fuel management system Sequential multipoint electronic fuel injection Liquid phase injection Sequential multipoint electronic fuel injection Engine management Powertrain control module incorporating electronic throttle control Transmission ratios 6-speed manual 6-speed auto 6-speed auto 6-speed manual 6-speed auto 1st 3.36 4.17 4.17 2.98 4.17 2nd 2.07 2.34 2.34 1.78 2.34 3rd 1.35 1.52 1.52 1.30 1.52 4th 1.00 1.14 1.14 1.00 1.14 5th 0.71 0.87 0.87 0.71 0.87 6th 0.57 0.69 0.69 0.55 0.69 Reverse 3.28 3.40 3.40 2.90 3.40 Di!erential Manual Auto Auto Manual Auto Drive ratio 3.45:1 2.73:1 2.73:1 3.73:1 2.73:1 Fuel Fuel tank capacity (L) 81 86 81 Recommended fuel ULP or PULP E10 compatible LPG only ULP or PULP E10 compatible Electrical/clutch Battery 54Ah Clutch type (manual only) Self-adjusting diaphragm – Self-adjusting diaphragm Diameter (manual only) 254mm – 290mm Maximum braked towing capacity2. Manual 1200Kg3.4. – 1600Kg3.4. Automatic 2300Kg4.5. Brakes Front brakes Standard vented disc brakes with twin piston caliper (performance brakes on XR6 Turbo) Rear brakes Standard solid disc brake with single piston caliper Anti-lock Braking System (ABS) ABS with Electronic Brakeforce Distribution (EBD) Dynamic Stability Control (DSC) Dynamic Stability Control (DSC) incorporates Emergency Brake Assist |
| Showed movement in value of Asset over its effective life. | See depreciation table below |

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| **Diminishing value method (8 years life cycle according to ATO by 25% a year)** | | |
| **Year** | **Depreciation Value** | **Book Value** |
| Year 0 | 0 | $51,890 |
| Year 1 | 12,972.5 | $38,917.5 |
| Year 2 | 9,729.3 | $29,188.1 |
| Year 3 | 7,297 | $21,891 |
| Year 4 | 5,472.7 | $16,418 |
| Year 5 | 4,104.5 | $12,313.5‬ |
| Year 6 | 3,078.3 | $9,235.2‬ |
| Year 7 | 2,308.8‬ | $6,926.4 |
| Year 8 | 1,731.6 | $5,194.8 |

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| Showed disposal of Asset | * They will be a highly potential for the asset to be sold on a second hand market * Sell it in lower price * Ask for a trade on the same dealership we bought it from |

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| Showed details of acquisitions to replace Asset at end of its effective life. | We will do a purchase analysis in order to get the valuable asset after the previous one end of its effective life. |
| **The following criteria relate to: A copy of Procedures for maintaining records of financial agreements relating to acquisition of asset:** |  |
| Gave appropriate title/name to the Procedures. | Procedure to maintain records of financial agreements for assets |
| Indicated what the Procedures applied to and purpose of the register. | The purpose of this procedure is all legal documents which list your and other companies responsibilities and liabilities. Evidence of purchase supports warranty and expenses claims. |
| Identified person/s with responsibilities under these Procedures. | * Accountant * Maintenance manager |
| Provided explanation of physical asset and records of financial agreements covered by these Procedures. | The financial agreement will covered all physical asset obtained from purchase, lease or hire. |
| Listed requirements to duplicate records of financial agreements and store in at least three different locations. | The hard copy will be kept by Financing Department.  The soft copy will be kept will be kept on the internet by the Finance Department.  The duplication will be send to the User department and Engineering Department. |

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| Identified three different locations where such records needed to be stored. | 1. Engineering department 2. Purchasing department 3. Financial department |