

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
ITEM TITLE :	MONTHLY JOB ORDER REPORT	Ref. No.
DEPARTMENT :	OPERATIONS SUPPORT DEPARTMENT	OPS-16-03-1404
TO :	BRANCH MECHANIC	

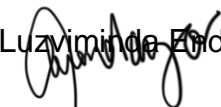

OBJECTIVE

1. To summarize the daily Job Order issued by the Branch Mechanic.
2. To provide branch with standard form in monitoring Branch Mechanic daily activities.
3. To account for all Job Order issued by the branch.
4. To establish the effectiveness and efficiency of the Branch Mechanic in his work activities.
5. To ensure that only quality after sales service are given to customers.
6. To establish data base for research and development of motorcycle products of the company.

POLICIES

1. The Branch Mechanic cannot perform any work or repair on a motorcycle unit unless a Job Order has been issued.
 - 1.1. It is the responsibility of the Branch Mechanic to fill-up Job Order (JO) for any services render, whether internal or external customer, either under warranty or not; including refurbishing and reconditioning job done on repossessed inventory.
2. Due to limited space in the branch, the mechanic should avoid accepting motorcycle unit for repair that will stay overnight.
3. Non-compliance will be dealt accordingly base on our Company Code of Discipline.
4. Use Job Code in accomplishing the Monthly Job Order Report.

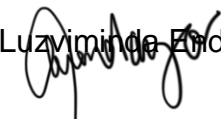

Job Description	Job Code
Ball Race	BAR
Brake Caliper Assembly/Brake Master (Cleaning/replace of piston)	BCA
Brake Cable – Front	BCF
Brake Caliper Assembly/Overhaul Brake Master/Caliper	BCO
Brake Cable – Rear	BCR
Brake Pad - Front/Brake Shoe – Front	BPF
Bushing – Engine Hanger	BEH
Brake Shoe - Rear (Replace/cleaning)	BSR
Bushing – Swing Arm	BSA
Carburetor Cleaning	CCL
Checking of Charging System	CCS
Checking of Starter/Motor Relay/Carbon Brush	CSR
Clutch Weight/Roller Weight/One Way Clutch/Cleaning/Replace	CWR
Exhaust Bolts	EXB
Exhaust Gasket	EXG

Prepared By:  Luzviminda Endozo/Rolando B. Galang	Approved by:  Richmond Ngan Executive Officer	Effective March 13, 2016	Page 1 of 4
--	---	---------------------------------	-------------

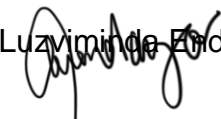

Engine Overhauling	EOV
Fender – Front	FFR
Fork Oil Seal – Front	FFO
Fender – Rear	FRE
Grip Throttle or Hand	GRT
Handle Bar	HAB
Hub Damper	HUD
Installation of Alarm System	IAS
Installation of Tachometer	ITA
Plastic Covers (For scooters-50/For motorcycle-30)	PLC
Replace B/Hose	RBH
Replace Bulbs (Gearshift indicator, head light, tail light)	RBU
Re-Charge Battery	RCB
Replace Handle Switch /Ignition Switch	RHI
Replace Head Light and Tail Light Assembly	RHT
Replace Signal Light Assembly	RSA
Right Side Engine Jobs (Clutch lining replacement, Oil seal, springs, etc.)	RSE
Replace or Check Stator or Primary Coil	RSP
Replace of Wiring Harness	RWH
Sprocket Chain Set (Engine sprocket/drive chain/rear sprocket)	SCS
Tune-Up/Change Oil (Clean air cleaner, spark plug, adjust spark plug)	TCO
Tire – Front	TFR
Throttle Cable	THC
Top Overhaul/Decarbonize (Cleaning of cylinder head block)	TOD
Tire – Rear	TRE
Transmission Gears	TRG
2T Pump Oil Leak (Replace/cleaning)	TTO
Steering Stem	SST
Wheel Bearing – Front	WBF
Wheel Bearing/Bushing – Rear	WBR
Wiring and Electrical	WNE

FORM EXPLANATION

Particulars	Explanations
1. Dealer	: Name of dealer where the branch was grouped.
2. Branch	: Name of the branch handling the account.
3. For the Month	: Specific month covered by the Job Order Control Logbook.
4. Date	: Transaction date or date the Job Order was issued.
5. Name	: Complete name of the customer.
6. A/C No.	: The assigned customer's account number, if under installment sales.
7. Model	: Specific model of the motorcycle subject for repair or service.
8. Date Released	: Date the motorcycle unit was released.

Prepared By:  Luzviminda Endozo/Rolando B. Galang	Approved by:  Richmond Ngan Executive Officer	Effective March 13, 2016	Page 2 of 4
--	---	---------------------------------	-------------

9. Kms. Reading : Number of kilometers run by the motorcycle unit from date of release to job order date based on the odometer reading.
10. JO No. : Specific serial number of the Job Order issued for the motorcycle unit subject for repair.
11. Time
- 11.1. Start : Specific time the work on the motorcycle unit has started.
- 11.2. End : Specific time the work on the motorcycle has finished.
12. Labor Amount : Amount of labor charges paid by the customer, if under warranty, write in this portion "N/A"; and indicate in the remarks portion "Under warranty".
- 12.1. If under warranty but no coupon was represented, indicate the appropriate amount paid by the customer; and indicate in the remarks portion "Under warranty but no coupon".
- 12.2. At month end, sum-up the "Labor Amount" column to determine the total labor charges received by the branch from their customers.
13. Ref. No. : The Official Receipt or Warranty Coupon number issued or surrendered by the customer to settle the labor charges.
14. Job Code : Assigned job code for the specific work or repair done by the branch mechanic.
15. Remarks : Pertinent information that is important not included in the given columnar headings, e.g. no warranty coupon surrendered by the customer, under warranty, repair done was delayed due to unavailable spare parts.
16. Prepared by : Signature over printed name of the branch mechanic who prepared the report.
17. Noted by : Signature over printed name of the Branch Manager who reviewed the report submitted by the mechanic.

Prepared By:  Luzviminda Endozo/Rolando B. Galang	Approved by:  Richmond Ngan Executive Officer	Effective March 13, 2016	Page 3 of 4
--	---	---------------------------------	-------------

MONTHLY JOB ORDER REPORT

Dealer

Branch

For the Month of

[illegible]

Prepared by:

Noted by:

Branch Mechanic

Branch Manager

Prepared By:

Luzviminda Endozo/Rolando B. Galang

Approved by:

Richmond Ngan
Executive Officer

Effective

March 13, 2016

Page 4 of 4