MITSUKOSHI MOTORS PHILS., INC.		
POLICY		
POLICY TITLE :	**MOTORCYCLE PLAN MAINTENANCE**	Ref. No. 2015-10-004
DEPARTMENT :	OPERATIONS SUPPORT DEPARTMENT	
TO :	ALL BRANCHES/ AREA MANAGERS/ REGIONAL MANAGERS	October 1, 2015

OBJECTIVE

1. To guide all field personnel on the proper maintenance of motorcycle unit under Motorcycle (MC) Plan Program.
2. To ensure that the motorcycle unit under MC Plan being used as service unit of field personnel is always in good running condition so as not to effect their performance in their fieldwork and branch operations; such as but not limited to field collections, credit investigation and follow-up of accounts.
3. To prolong the useful life and prevent fast deterioration of the motorcycle unit under MC Plan.
4. To lessen or to totally eliminate unpleasant surprises experience in the fieldwork by the field personnel and to increase reliability of motorcycle unit under MC Plan in the road.
5. To spot problems on the motorcycle before it happen.

POLICY

1. The motorcycle unit under MC Plan must undergo general check-up or maintenance on a regular basis.
2. It is the responsibility of the field personnel to keep the cleanliness of the motorcycle unit covered by the MC Plan program.
3. It is the responsibility of the field personnel to ensure the 100% road worthiness of the motorcycle unit before going to fieldwork.
4. The field personnel shall shoulder the cost of the parts and items due to the following:
   - 4.1. Motorcycle unit which has not undergone proper maintenance or periodic inspection as required by MC Plan Program.
   - 4.2. Trouble caused by inappropriate care and/or mishandling of the motorcycle unit under MC Plan such as:
     - 4.2.1. Unauthorized usage;
     - 4.2.2. Use of bad oil or fuel;
     - 4.2.3. Unauthorized modification of the motorcycle unit; and
     - 4.2.4. If motorcycle had been repaired or attended to outside of the service facilities of MMPI or its authorized service shops.
   - 4.3. It is the responsibility of the field personnel to surrender the parts and items replaced to the Spare Parts Department within the required time. The cost of the defective part/s which was not returned will be charged to the field personnel.

PROCEDURE

There are various parts on a motorcycle that could be checked on a regular basis that will prolong the life of the motorcycle and prevent its fast deterioration.

Developing a motorcycle maintenance checklist can help avoid costly and unnecessary repairs and potential safety issues. It's also a good idea to become familiar with the motorcycle's owner's manual for maintenance requirements.

Here is a basic list of some of the most important things to check on a motorcycle. Even doing a little can make a big difference, to wit;

1. Tires
    1.1. Check the tire pressures and inflate according to the required pressures.
        1.1.1. Keep a low pressure tire gauge (0psi - 80psi) in the motorcycle utility box at all times. Try to remember to check motorcycle tire pressure every time field personnel fill up for gas.
        1.1.2. Keep motorcycle tires correctly inflated. A tire that is very under-inflated generates a lot of heat which can lead to a blow out. Tires that run too hot also wear out more quickly. The most common motorcycle breakdown is for tire damage.
        1.1.3. Purchase a pencil-type tire gauge and use it regularly until field personnel instinctively 'know' what motorcycle tires feel like correctly inflated. Use of the gauge and visual inspections must become second nature.
        1.1.4. Check for any cracks in the tire or tread depth which should not be higher than 1-2mm.
        1.1.5. Check if tire treads have worn down to wear bars.
    1.2. Check and take a look at the valve stems and make sure they are intact.
    1.3. Inspect rims for dents or rocks wedged between the tires.
    1.4. Spin the wheels freely to make sure the bearings sound and feel good.
2. Brakes
    2.1. Brake fluid absorbs moisture over time and becomes less effective. Replace brake fluid every one to two years and the motorcycle brakes will perform the best they can.
    2.2. Check motorcycle brake fluid regularly. Topping up should only be done from a new, sealed bottle as brake fluid tends to absorb moisture over time. If motorcycle brake pads are thin, immediately replace brake pads. The field personnel should beware, brake fluid if spilt on paintwork eats right through to the bare metal.
    2.3. Also check the thickness of the brake pads. If you allow them to go right down to the metal, the motorcycle brake disc will be damaged resulting in an unnecessary and expensive replacement. Fitting braided steel brake lines will increase the performance of your brakes by roughly 50%.

2.4. Checking Brake Pads

2.4.1. Check the brake pads of motorcycle by either unbolting the calipers or peeking underneath them to see how much meat is left on the pads.

2.4.2. Replace brake pad if it looks fairly worn, even if it's primarily on one side.

2.4.3. Check also the rotors and make sure they don't exhibit any major signs of heavy grooving.

2.4.3.1. Pull the front brake lever and make sure that there is enough pressure that the lever refrains from hitting the handlebar.

2.4.3.2. Make sure the rear brake pedal is strong, as well. If they are mushy, bleed the brake system.

3. Chain and Sprockets

These items are essential to the well being of motorcycle unit. If not well maintained, the end result will be replacing them often.

3.1. Lube chain regularly with W-40 or any penetrating oil when the chain is warm so the oil can easily soak in and get into all the tight spots of the chain:

3.1.1. Lubricate them often with a commercial chain spray at the end of each fieldwork. Spray liberally on the side of the chain that comes into contact with the sprockets;

3.1.2. Ensure that you spray both left and the right hand side of the chain;

3.1.3. Position the motorcycle using the center stand and place a piece of newspaper so not to put dirt in the rear wheel rim as you spray. Use a second piece on the floor to catch any drips.

3.1.4. Wait five or ten minutes before wiping all excess oil off the chain.

3.1.5. Spin the back tire to ensure that the rest of the chain is lubricated when it comes into contact with the sprocket and pinion.

3.1.6. This is a task that is best done when field personnel have returned from fieldwork while the chain is still warm.

3.2. Motorcycle chains are never taut or inflexible but must be able to sag between 3/4" to 1 1/4" at the mid-point between the two sprockets. The sag is used when the motorcycle suspension moves up and down over uneven surfaces.

3.3. If the motorcycle chain is too loose, tighten it up via the wheel adjusters or eccentrics.

4. Fuel

4.1. Check motorcycle fuel filter on a regular basis to make sure it is not clogged and looks clean and clear.

4.2. Examine the fuel lines; keep an eye out for leaks or other damage.

4.3. Replace fuel filters every 2 years.

4.4. Fuel is quite an often overlooked as a form of preventative maintenance on a motorcycle.

5. Oil

5.1. High temperatures, time, speed, heavy traffic, short trips and dust quickly destroy the quality of motorcycle oil. If field personnel ride in these conditions change motorcycle oil more frequently.

5.2. Change motorcycle oil every 2-4000km or 3-6 months, whichever comes first and change oil filter every other oil change. Regular oil and filter changes will keep the motorcycle young and healthy.

5.3. Check oil level regularly or every time before fieldwork.

5.4. Here are some pointers in checking oil level:

5.4.1. The motorcycle should be level as possible, it is best to check oil level on the motorcycle center stand;

5.4.2. The oil should best to be inspected cold and is therefore best done before field personnel go out for fieldwork;

5.4.3. Be careful not to allow foreign matter and dirt to fall in during the inspection process;

5.4.4. With threaded dipsticks do not screw the dipstick in when taking a reading, just allow it to rest on the lowest thread.

5.4.5. If it is not at its high or max level, top it up before going out. An under filled oil level can be disastrous while too much oil over the limit may flood motorcycle air cleaner with oil.

5.4.5.1. Know the difference between the 'low' level and the 'high' level in ml e.g. if the difference is 300ml field personnel cannot purchase a 500ml tin and pour the whole can in.

6. Battery

6.1. Check the fluid levels on each chamber. If any chamber is low, carefully top it up.

6.1.1. Use only distilled or de-ionized water, NOT tap water. Tap water has minerals in it that will not do the battery any good.

6.1.2. The battery is a very common cause for motorcycle breakdowns; unfortunately they are awkward to get to and therefore do not get checked as often as they should.

6.2. A battery only requires a little monthly maintenance to perform perfectly. Keep the battery charged to 100%, recharging when the lights dim, the starter sounds weak. Other than that, follow this simple check list every month:

6.2.1. Check the electrolyte level;

6.2.2. Top up only with distilled or de-ionized water, wear gloves and protective glasses. Top up in a well ventilated area, beware of fumes;

6.2.3. Keep the top free of grime;

6.2.4. Check cables, clamps, and case for obvious damage or loose connections;

6.2.5. Clean terminals and connectors as necessary;

6.2.6. Check inside for excessive sediment, sulfation or mossing;

6.2.7. Make sure the exhaust tube is free of kinks and clogs;

6.2.8. Ensure that the caps are place or return firmly; and

6.2.9. Finish up by testing the battery with either a hydrometer or voltmeter. To extend the service life of your battery, make monthly battery maintenance part of your routine.

7. Throttle and Brake Cables

7.1. Check throttle cables, apply cable lube if throttle cables is a little bit stiff; give them a squirt before adjusting the free play.

7.2. Ensure that levers and cables feel smooth and don't bind. Apply the front brake and push the bike forward. The brake should feel firm, and the front wheel should not move. Check the rear brake in the same fashion.

8. Others

8.1. Chassis

Sit on the motorcycle and rock it, making sure that everything moves smoothly and relatively slowly. If the front or rear end behaves like a pogo stick, ask the branch mechanic to check the motorcycle unit.

8.2. Side Stand and Center Stand

8.2.1. The side stand is a handy little item—it's what keeps the motorcycle off the ground. Make sure it's not cracked or bent.

8.2.2. Check the spring or springs. Ensure that they are in place, and have enough tension to keep the side stand safely up.