
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADM-TRANS 004
		Issue Date:
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Section / Department TRANSPORTATION SECTION
Policy Title: POLICY ON PLANNED PREVENTIVE MAINTENANCE (PPM)		Page No.1 of 2
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Objectives: To ensure the safety of the patient and hospital staffs along for the ride and to ensure the working condition of the ambulance and all medical equipment are working well.

Procedure on Planned Preventive Maintenance (PPM)

1. All vehicles shall undergo regular preventive maintenance done in coordination with OSPAR 1 Transportation Unit/Division.
2. All PPM must be complete at a recognized service facility; the maintenance should be done according to the schedule.
3. At the beginning of each shift the oncoming duty will be responsible for verifying the non – board presence of all items on the supply list and for verifying the working condition of all medical equipment, as well as aspects of the ambulance itself.
4. Supplies will immediately be restocked and any mechanical problem will be reported to the Head of Transportation & DRRMO and dealt with as soon as possible.

Under No Circumstances should a vehicle be placed in service, which has:

- a. Supplies insufficient to meet EMS licensing requirements.
- b. Supplies are insufficient to render reasonable patient care.
- c. Mechanical deficiencies great enough to compromise patient care.
- d. Mechanical deficiencies great enough to endanger the patient, the new or the public.

* IF anyone or a combination of the above occurs, the vehicle should be placed out of service until appropriate measures to resolve the problem have been taken.



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**POLICY ON PLANNED PREVENTIVE
MAINTENANCE (PPM)**

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Vehicle Maintenance Schedule

- 6,000 miles → change oil
- 15,000 miles → Transmission (Fluid & Filter)
 - Fuel filter
 - Air filter
 - Wiper Blade
 - Check Radiator Cap
 - Front & Rear Brakes checked
- 60,000 miles → change gear oil
 - replace U joints
 - replace front & rear shocks
 - replace belt tensioner and pulley
- 30,000 miles → replace serpentine Belts
- 90,000 miles → Replace water pump
 - Replace clutch Fan
 - Replace hose
 - Replace thermostat
 - Flush radiator
 - Replace cap

APPENDIX:

Official Trip ticket and waiver form

Implementation Date:

2022