

Policy – Maintenance of the vehicle fleet and Self-consumption Management

Objective

Implement a control of the self-consumption of inventory products used in vehicle maintenance, as well as keep a record of maintenance and associated expenses to ensure adequate control of the maintenance of the units and the budget.

Responsible

- General Manager: Responsible for supervising and ensuring compliance with the policies, procedures and instructions established by the company.
- Financial Manager: Responsible for the management and control of financial resources, ensuring the proper use of funds, **supervising established procedures** and authorizing product and cash movements according to operational needs. And ensure that **the insurance** of the company's vehicles is in force with the broker authorized by the CFO.
- Operations Manager / Vehicle Fleet Manager: Responsible for the control and **optimal operation** of the company's vehicles and for implementing the established policies, training personnel, **reviewing control points** and supervising the level of expenses, ensuring their reasonableness in relation to the units in operation.

Glossary

- CI: Internal Control
- GCCF: Accounting and Financial Consolidation Manager
- CFO: Chief Financial Officer
- GO: Operations Manager
- GG: General Manager
- GV: Sales Manager
- GM: Marketing Manager

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POLITICS

Vehicle fleet maintenance and self-consumption

1. All operations must have a procedure in accordance with this policy and approved by the General Manager and the Financial Manager, which establishes the processes, controls and sanctions in case of non-compliance. And it must be sent to the CFO for approval.
 - i) Vehicle Maintenance Manager(s) and Control
 - ii) Responsible and Control of Self-Consumption
 - iii) Procedure in the event of an accident
2. Maintenance must be carried out only in suppliers/workshops previously approved by the General Manager (GM) and Financial Manager (FM).
3. A Purchase Order must be issued and an appointment must be made at the workshop (if applicable), before the driver takes the vehicle for maintenance or repair.
4. To ensure the optimal operation of the vehicle fleet, the Operations Manager and the Finance Manager must have a list designating the person or person responsible for the maintenance of each vehicle according to the area to which it belongs. And obtain approval from the General Manager. The guidelines are as follows:
 - i) Operations Manager: In charge of the control and **optimal operation** of the company's vehicles and implementing the established policies, training personnel, **reviewing control points** and supervising the level of expenses vs. the budget, ensuring their reasonableness in relation to the units in operation.
 - ii) Vehicle fleet maintenance: Ensure that the maintenance/repair log of each vehicle is kept up to date, request purchase orders, inventory products to be used for maintenance and validation of the receipt of service or repair of the vehicle.
 - iii) Person in charge of a group of vehicles in a branch: Ensure that the maintenance/repair log of each vehicle is kept up to date, request purchase orders, inventory products to be used for maintenance and validation of the receipt of the service or repair of the vehicle.
 - iv) Assigned driver: Responsible for the vehicle in general and for reporting any accident, damage or need for service, for transferring the vehicle to the authorized workshop for repair or maintenance and verifying that the products removed from the inventory have been used in said service.
 - v) In the event that the supplier is not a formal workshop or does not provide detailed proof of the service, the driver must request that he fill out a certificate and sign it, confirming that he carried out the maintenance and used the products delivered and deliver this certificate to the person in charge of the maintenance of the fleet of vehicles to attach to the supplier's collection invoice.



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- vi) This proof must include: receipt of the service, company letterhead, name of the supplier, name of the person who performed the service, type of service or repair, odometer, license plate number, type of vehicle and products used (see format in Annex A).
- 5. Being responsible for the maintenance of the vehicle fleet involves meeting the following criteria:
 - i) Keep the maintenance and repair log of each vehicle updated.
 - ii) Inspect vehicles from time to time and document the inspection, including photographs.
 - iii) Periodically review the maintenance needs of each vehicle, implementing a system or reminder report for each maintenance.
 - iv) Request the purchase order for maintenance (see Goods and Services Purchase Policy).
 - v) Request the product from the inventory to be used for vehicle maintenance. (Also refer to: Fuel Loading Policy).
 - vi) Such an application must include:
 - (1) Applicant's Name
 - (2) Vehicle and license plate
 - (3) Type of maintenance
 - (4) List of required supplies
 - (5) Last Maintenance Date
 - (6) Previous and Current Odometer
 - vii) Validate supplier invoices, prior to transferring them to Accounts Payable for review and operation in SAP:
 - (1) That the amount is in accordance with the type of service requested in the purchase order.
 - (2) That workshop support is included with the detail of the service, spare parts and supplies used.
 - (3) Update related expense control reports.
- 6. The Warehouse Manager must authorize the delivery of supplies for maintenance, validating that it was previously approved by the Person in Charge of the maintenance of the fleet of vehicles.
 - i) In countries where self-consumption must be invoiced, it must be transferred to billing to issue the corresponding invoice, prior to delivering the supplies to the driver.
 - ii) Accounts Payable will make the accounting movement to transfer to the expense.
 - iii) Countries where the product is reduced from inventory by means of adjustments, a report must be kept per vehicle.
- 7. When entering the supplier's invoice to SAP, Accounts Payable must validate the documents mentioned above and include the license plate number in the comments field and note the date and SAP registration number on the invoice.

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END OF POLICY

Edition

This is the third edition as of October 10, 2018.

Modifications

Any changes in wording, numbering or new provisions that have undergone must be notified and considered in the next version of this policy with the review of the Corporate Internal Control and the authorization of the CFO.

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Finance and Accounting Consolidation Manager	Internal Control Manager	Chief Financial Officer (CFO)
Created and modified by	Revised by	Approved by

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Annex A:

VEHICLE MAINTENANCE VALIDATION CERTIFICATE

Date: ____/____/____

Operation (LCZ): _____ Cost Center / Branch: _____

Supplier/Workshop: _____ Phone: _____

Address: _____

Responsible technician: _____

Vehicle type: _____

License plate: _____ Current mileage: _____

Type of maintenance: ☐ Preventive ☐ Corrective ☐ Other (specify): _____

Inventory Used Products Detail

No.	Code / Product	Quantity	Unit of Measure	Remarks
1				
2				
3				
4				
5				

Supplier or workshop statement

I, _____, the representative of the supplier/workshop, declare that I have carried out the indicated maintenance, using only the products supplied by the company. I confirm that the service was satisfactorily completed and that the vehicle was delivered in proper working order.

Technician/Supplier Signature: _____

Date: ____/____/____

Validation of the driver or person in charge of the vehicle

I confirm that the maintenance was received and the vehicle is in adequate condition for operation.

Name: _____

Signature of the driver/manager: _____

Date: ____/____/____



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Annex B:

Maintenance Control

For Fleet manager

Name: _____

LC: Local Currency

No.	Date	Invoice No.	Supplie	Invoice amount (LC)	Plate	Initial Km.	Final Km.	Vehicle type	Description
1	DD-MM-YYYY								
2	DD-MM-YYYY								
3	DD-MM-YYYY								
4	DD-MM-YYYY								
5	DD-MM-YYYY								
6	DD-MM-YYYY								
7	DD-MM-YYYY								
8	DD-MM-YYYY								
9	DD-MM-YYYY								
10	DD-MM-YYYY								

