

FLEET MAINTENANCE COORDINATOR

| | |
|---|-------------------|
| SW/HRD/QMC/001.1 | Date: |
| Name: | Reference Number: |
| <input type="checkbox"/> Have Qatari Driving License? | |

| SN | DESCRIPTION | None | Familiar | Average | Good | Excellent |
|-----|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. | Maintaining documents for renewal of vehicle registration and insurance | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. | Establishing report of vehicle tracking through GPS | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. | Establishing fleet record keeping system in accordance with ISO 9001 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. | Prepare equipment allocation report on daily basis | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. | Ensure tracking site breakdown equipment's | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. | Prepare daily idle equipments reports | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. | Ensure assigned equipment's are technically operational and managed | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. | Overseeing daily operations for repair and maintenance | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 9. | Prepare fuel consumption records (equipment's & vehicles) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10. | Preparing vehicle allocation & inspection report and TP certificates for all equipment's | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 11. | Maintain record of vehicle registration and insurance (Istimara) renewal | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 12. | Following vehicles accident reports | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 13. | Arrange sending vehicles to traffic inspection (Fahes) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 14. | Follow up vehicles required gate passes to all work locations | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 15. | Maintain the daily vehicle movement schedule and records and assigning of all mechanical maintenance and check-up as required | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 16. | Compile regular fuel consumption reports and monthly vehicle utilization analysis and provide monthly report basis to project manager | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 17. | Monitoring and checking trailers/heavy equipment daily preventive maintenance schedule | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |