

G U A M P O W E R A U T H O R I T Y Standard Operating Procedure	* No.:SOP-053*	Issued: 07/09/93
	PREPARED BY: <i>Robert Respicio</i> Mgr, Transmission/Distribution	
Title: RENTAL EQUIPMENT VERIFICATION AND CERTIFICATION PROCEDURES	Approved By: <i>John M. Benavente</i> JOHN M. BENAVENTE, Gen. Mgr.	
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1. **PURPOSE**

To establish the guidelines for verification and certification of rental equipment services contracted.

2. **SCOPE**

This procedure applies to all motorized equipment contracted.

3. **RESPONSIBILITY**

3.1 RESPONSIBLE SUPERVISOR:

- a. Review planned work schedule to determine the need to schedule needed equipment and prepare the "Rental Equipment Services Retirement Verification and Certification" form (Exhibit A).

Note: Complete blocks 1, 2, 3, 4, 8, 9, 10, 11 and 13.

Insure accuracy of job order number (Exhibit B).

- b. Call vendor designated on purchase order received from Supply to schedule equipment for the given job order.

Note: Explain diversion and correct job order assignment whenever a scheduled job is pre-empted by job demands or higher Authority direction.

- c. Provide Spotter with filled in Rental Equipment Services Requirement form.

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3.1 (continued)

- d. Ensure return of above form from Spotter at end of day. Review completeness and "times" given comparing work schedule and times indicated in vendor provided trip tickets. Forward second and third copy with vendor trip ticket to Superintendent for his review.
- e. File original copy and copy of vendor trip ticket for future reference and summarization of production reporting.

3.2 Spotter: (Field Assigned Leadman)

- a. Annotate equipment "time-in and time-out". Complete blocks 5, 6, 7, 12 and 13.
- b. Obtain equipment operator signature (block 12).

Note: If operator refuses to sign due to disagreement of noted times, indicate "Refused to Sign" and inform supervisor accordingly.

- c. Obtain vendor trip ticket forms and ensure immediate turn-in to Supervisor at end of day.

3.3 Superintendent

- a. Review block 4 and ensure that job order indicated correlates with production plans.
- b. Conduct periodic random review to ensure that completeness of form and ensure that the intent of this procedure are satisfied.
- c. Route to Supply for processing.

3.4 Assigned Buyer

- a. Provide the requiring section with a copy of purchase order for the negotiated contract.

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3.4 (continued)

- b. Match trip ticket and equipment rental, equipment services verification and certification form with vendor invoice in the normal manner verifying completeness and agreement with contract terms.
- c. Transmit invoice with copy of vendor trip ticket and a copy of the equipment rental services verification and certification form.

3.5 Accounting

- a. Verify and correct accounting data, as required, in relation to identified job location to ensure appropriateness of charges to potential cross charge to power pool agreement billing.
- b. Review authenticity of signatures. Conduct required challenges, if any.

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