



Maintenance Management Systems Checklist

Maintenance management systems are essential to accurately monitor and track the operating, repair and maintenance costs of the fleet.

There are a variety of computerized Maintenance Management Systems available. Evaluate your Maintenance Management System needs using this checklist.

MAINTENANCE MANAGEMENT SYSTEM OPTIONS	REQUIRED	OPTIONAL	NOT REQUIRED
1. TRACKING			
Repair and maintenance costs for each vehicle and piece of equipment in fleet.			
Warranties repairs and claim for the vehicle and each of it components			
Employee Hours			
• By employee			
• By time spent on vehicle or equipment			
Tire Records			
• Tire purchases and inventory by serial number			
• Tire retreading program			
Outside Repairs			
• Invoice and cost			
• By time out and problem			
• By location			
• By estimated completion date			
Body and Damage Repairs			
• Insurance claim number			
• By time out and problem			
• By location			
• By estimated completion date			
Equipment and Material Disposal			
• Safety inspection			
• De-identification			
• Repairs			
• Transportation/towing costs			
• Auction Costs			
2. INVENTORY			
Manage specifications and serial numbers for vehicle and components			
Manage inventory of parts			

• Parts Purchased			
• Parts returned to vendor			
• Parts issued to vehicles/equipment			
• Obsolete parts disposal			
Track manufacturer recalls and repairs			
Preventive maintenance flagging			
3. SCHEDULING			
Preventive maintenance schedule for each vehicle/equipment category based on hours of use or kilometres.			
4. REPORTING			
Exemption reports for like types of vehicles			
Ad Hoc Reports			
5. INTEGRATION			
Fuel Management System			
Fleet Management System			
Corporate Financial Management Systems			