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	Annex 4.3 Process Map Engineering and Maintenance Management	Revision No.:	0
		Date Prepared:	01 August 2022
		Date of Effectivity:	01 OCT 2022

SOURCE OF INPUTS (PREDECESSOR PROCESSES e.g. at providers (internal or external) at customers, at other relevant interested parties)	INPUTS (MATTER, ENERGY INFORMATION, e.g. in the form of materials, resources, requirements)	ACTIVITIES	OUTPUTS (MATTER, ENERGY INFORMATION, e.g. in the form of product, service, decision)	RECEIVER OF OUTPUTS (SUBSEQUENT PROCESSES, e.g. at customers (internal or external), at other relevant interested parties)
<ul style="list-style-type: none"> • Supplier • Internal Offices 	<ul style="list-style-type: none"> • Capital spare parts consumables and tools • Reported system faults • Approved Work Clearances 	<ul style="list-style-type: none"> • Maintenance of the LRT 2 System related services 	Functional/maintained LRT 2 System, facilities and equipment	Internal Offices Riding Public
<ul style="list-style-type: none"> • GSD-Central Warehouse • Supplier • Procurement Division 	<ul style="list-style-type: none"> • Warehouse stock balance status • Request for Quotation • APP • Memorandum from the Procurement Division • Schedule of Procurement activity 	<ul style="list-style-type: none"> • Complete staff work in the preparation of Purchase Request (PR) for capital spares, consumable, tools and rehabilitation projects. • Regular coordination and provide assistance to the Procurement Division specifically the BAC Secretariat in relation to engineering-related 	<ul style="list-style-type: none"> • Signed Purchase Request with complete staff work: <ul style="list-style-type: none"> ➢ Market Research (Result) ➢ Drawings ➢ Test Procedure/Parameters ➢ Needs Analysis • Technical Evaluation 	<ul style="list-style-type: none"> • Top Management • Procurement Division • BAC/TWG


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		procurement activities.		
<ul style="list-style-type: none"> • Legal • Rehabilitation Project Contractor/Consultant 	<ul style="list-style-type: none"> • Contract Award • Inception Report • Monthly Progress Report 	<ul style="list-style-type: none"> • Supervision and monitoring of the implementation of Rehabilitation Projects for LRT 2 System performed by Contractors 	<ul style="list-style-type: none"> • Kick-Off Meeting • Signed Warranty Claims • Rehabilitated LRT 2 System, facilities and equipment 	<ul style="list-style-type: none"> • Rehabilitation Project Contractor/Consultant • Internal Offices • Riding Public
<ul style="list-style-type: none"> • DOTr, Other government agencies, LGU's • Private companies 	<ul style="list-style-type: none"> • Memorandum • Request Letter 	<ul style="list-style-type: none"> • Coordination with various external stakeholders on the engineering concerns of LRT 2 System 	Assistance required in the memorandum or letter	<ul style="list-style-type: none"> • DOTr, Other government agencies, LGU's
Operations Department	<ul style="list-style-type: none"> • Memorandum • Reported observations 	<ul style="list-style-type: none"> • Monitoring and preparation of warranty claim for LRTA Extension Projects 	Signed warranty claims	LRTA PMO's

Controls and Check Points: (Possible controls and check points to monitor and measure performance)			
Train Availability	Approved PPMP	Approved Purchase Request/TOR	Accepted Delivered Items through DIAR
Addressed Request for Action	Accomplished Work Request	Memorandum	Closed out reported equipment faults on EMR
Monthly System Highlights	Monthly Project Status	Approved Milestone	Achievement Certificate
Approved Acceptance Certificate	Approved Completion Certificate		

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