

Conducting a Plant & Vehicle (Fleet) Management Health Check

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The IPWEA Fleet Management Health Check was developed by a group of experienced fleet managers and consultants and peer reviewed by the IPWEA Fleet Council.

The health check is an efficient and effective way for a fleet owner to review their fleet management processes and activities to identify what is being done well – but more importantly where improvements can be made. The health check is a proactive and positive way to identify and address areas of concern before they become more significant issues. It's like going to a Doctor for a check-up so you can address problems before they become serious and costly.

Objectives

- To identify areas within the fleet operation requiring attention, opportunities for improvement and to provide a basis for measuring improvement over time.
- To ensure processes and practices are in place to preserve asset value, minimise unscheduled repairs and enable informed asset management decisions
- Demonstrate proactive management
- Identify gaps before more serious problems occur
- Drive continuous improvement

Process

The Health Check provides an independent review of a fleet operation involving a step by step audit process against best practice. A broad-based questionnaire covers 12 areas and 63 attributes important to the effective management of the fleet. The questionnaire enables the selection of the most suitable response from drop-down lists and requests validation documentation and comment where appropriate.

Outputs

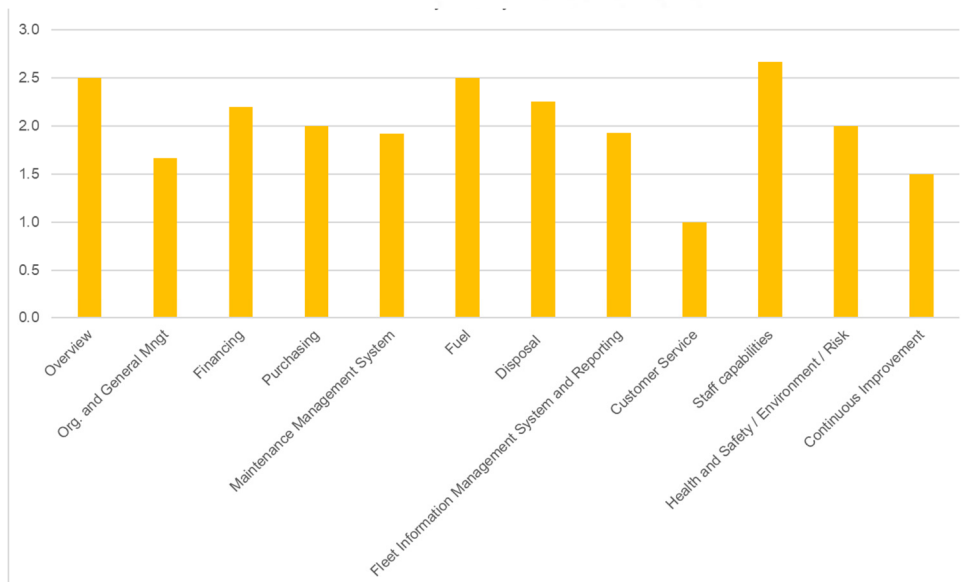
- A report detailing the process undertaken, opportunities for improvement and key recommendations
- A graphical score card
- An assessment summary

The presentation will include case study results from completed Health Checks.

Input Sheet (extract)

| IPWEA FLEET | | IPWEA INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALASIA | | |
|--|--|---|------------|----------|
| Fleet Management Health Check | | | | |
| Name of organisation: | | | | |
| Contact name: | | | | |
| Contact's position: | | | | |
| Contact details: | | Phone: | Mobile: | |
| Fleet Details: | | Email: | | |
| Quantity of passenger cars: | | | | |
| Quantity light commercial vehicles: | | | | |
| Quantity heavy vehicles: | | | | |
| Quantity heavy plant: | | | | |
| Quantity light plant: | | | | |
| TOTAL FLEET SIZE: | | | | |
| Number of workshops: | | | | |
| Number of fleet management and administration staff (FTE): | | | | |
| Number of workshop staff (FTE): | | | | |
| Item | Question | Response (from drop down) Select as many as | Comment | Document |
| 1 | Overview | | | |
| 1.1 | Do you have a fleet list recording asset data for each item in the fleet? Please select the data you record from the drop down. Please attach the fleet list | | | |
| 1.2 | Is the fleet list generated from a Fleet Management Information System or other? | | | |
| 1.3 | Do you perform an asset inventory check, at least annually? | | | |
| 1.4 | Do you have a report that details actual utilisation of individual fleet assets in | | | |
| 2. Document List | | 3. Questionnaire | Evaluation | Summary |

Output Chart (sample)



BIO

Ross Moody is Executive Officer and Director Fleet at the Institute of Public Works Engineering Australasia, a part time role he has held since 2004 along with his consulting work in fleet management. He holds tertiary qualifications in civil engineering and business and has been active in the voluntary side of his profession for over 30 years, having held the positions of State and National President of the Institute of Public Works Engineering Australia.