



Asset Registration & Maintenance VAIL-SUP-016

Affected Departments	
All Sites	

	Role	Date
Originator	Head of Facilities	09 Dec 2021
Reviewer	YM FLM	09 Dec 2021
Process Owner	Operations Support Manager (Fleetlands)	09 Dec 2021
Approved By	Head of Facilities	09 Dec 2021
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ISSUE/REV NUMBER	SUMMARY OF UPDATE	DATE INCORPORATED
1.0	Initial Issue	14/11/2018
2.0	Component Services Incorporated	24/10/2019
2.1	Amendment to reference disposal and movement of Assets	24 Jun 2021
2.2	Amendment to Reference Documents and List of Abbreviations	31 Aug 2021
2.3	Addition at paragraph 4.7	09 Dec 2021

List of Abbreviations	
BU	Business Unit
CAFM	Computer Aided Facilities Management
DT	Delivery Team
FBM	Fleetlands Business Manual
FLM	Front Line Manager
GSE	Ground Support Equipment
GFE	Government Furnished Equipment
JAMES	Joint Asset Management and Engineering Solutions
MF731	MoD Form 731
NCR	Non-Conformance Report
OEM	Original Equipment Manufacturer
PAT	Portable Appliance Test
Shire	Asset management software (Brand Name)
TCMax	Electronic Tool Control Software (Brand Name)
VAIL	Vector Aerospace International Limited
YM	Yard Maintenance

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Reference Documents	
EASA 145.A.40	Equipment, Tools and Material
MRP 145.A.40	RA 4808: equipment, tools and material
MAM-P	Manual of Airworthiness Maintenance – Processes
2.FBM.FIN.10.04	Process Asset Movements on Asset Register

Forms	
VAIL-SUP-016F01	Asset Induction and Tracking
MF731	Conditioning Label
FN08	Asset Disposal Form

1.0. Purpose

- 1.1. This procedure covers the requirements for the registration, movement, disposal and maintenance of site equipment, and the recording of these assets on the JAMES/Shire/CAFM/TCMax® systems as appropriate to ensure the correct maintenance regime is implemented.

2.0. Scope

- 2.1. This procedure is applicable to all Business Units (BUs) that utilise GSE/GFE or any equipment or machinery in their areas of responsibility and the requirement to register and track this equipment on the appropriate systems for maintenance purposes.

3.0. Responsibility

- 3.1. BU managers are responsible for all equipment held on their inventory, this includes demanding the relevant equipment, ensuring registration with the YM and Facilities teams following purchase, before use or following transfer from another area of the business. Any equipment that requires continued maintenance and servicing by either the Yard Maintenance (YM) team or Facilities team via external suppliers needs to be declared.
- 3.2. Dependant on equipment type the YM Team (Fleetlands) and the Facilities Teams (Almondbank and Fleetlands) are responsible for the data input of the equipment into the JAMES/Shire/CAFM/TCMax® systems as applicable. Where equipment is listed on an external supplier database a master list and the appropriate contract reference is to be added to the CAFM system. Both teams are responsible for ensuring that asset tagging and setting up the maintenance regime as stipulated by the OEM or relevant maintenance manual is put in place.
- 3.3. BU managers or their delegates are responsible for ensuring that any asset(s) have the correct paperwork before handing over to the YM team for GSE or Facilities (for other equipment) (i.e. 2 x MF731 labels or appropriate Certificate of Conformity).

4.0. Action

- 4.1. Individual business units identify the requirement for additional GSE/equipment, movement of equipment from another site or BU or the disposal of unwanted equipment.
- 4.2. BU managers or their delegates are to raise the necessary request to the relevant Delivery Team (DT), customer or supplier for any new equipment.

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- 4.3. Individual Business Units are to ensure that the form VAIL-SUP-016F01 is raised and sent to the JAMES/Shire Controller/Facilities (Fleetlands), or Facilities Department (Almondbank & Fleetlands) as applicable to carry out the necessary recording actions.
- 4.4. On receipt of VAIL-SUP-016F01 the YM/Facilities teams are to update any equipment details or remove any disposed of item on the appropriate tracking system.
- 4.5. The YM/Facilities team are to ensure that the appropriate maintenance regime is implemented and an initial inspection is carried out for new and relocated equipment. This includes adding machinery and equipment to existing supplier contracts if applicable and calibration or PAT testing if required.
- 4.6. For the Rotary BU only, on receipt into the tool store/BU where an item requires tool control, the stores person will register the item on the TCMa^x® Tool Control system.
- 4.7. Any maintenance records received by hard copy are to be saved to the relevant contractor's records as soon as practicable.

5.0. Item Not Found Procedure and Asset Disposal

- 5.1. For assets which fall under the responsibility of the Facilities Department for maintenance - if an item of machinery cannot be found the business unit manager or his delegate is to be approached initially for information on its whereabouts. The sub-contractor conducting the maintenance will inform the facilities team verbally initially then document the item as not found via the subcontractor reporting process.
- 5.2. The Facilities team are then to conduct a primary search and if the item is still not found communicate the lost items details out via an all users site email. If any item still cannot be found an NCR shall be raised. The item shall then be moved to a missing asset section on CAFM until the conclusion of the NCR investigation.
- 5.3. For assets which fall under the responsibility of the YM department if an item of machinery cannot be found, the Team Leader/FLM/Tool Stores is to be approached initially for information on its location. If the Team Leader/FLM/Tool Stores cannot locate the item, it is then communicated to the Heads of Sections Briefs for the relevant BU to carry out a wider search.
- 5.4. If any item cannot be found subsequent to the Heads of Sections Briefs, an NCR shall be raised. The item shall then be moved to a missing tool site on JAMES/Shire/TCMa^x® until the conclusion of the NCR investigation.
- 5.5. For any asset disposals the correct procedure must be followed by informing the facilities or yard maintenance departments initially via the asset induction

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and tracking form VAIL-SUP-016F01. For removal from the site asset register please contact facilities or yard maintenance teams.

- 5.6. Assets can only be written off or impaired by authorised individuals, in accordance with the Fleetlands Delegations Matrix. All asset write-offs or impairments should be documented using the Fixed Asset Impairment Form and associated procedures.