

**TIBUS LIMITED  
COSTING AND TESTING SYSTEM**

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## INTRODUCTION

The TIBUS Costing and Testing System manages the testing of Fleet items, which are individually numbered, and maintains the details and costs of Repairs/Services undertaken.

Facilities are available to print test Certificates, if required, using continuous roll paper. Certificate numbers are printed on contracts.

Reports are available to identify items requiring testing/servicing including items currently on-hire. Returned items are identified as needing re-testing and attempts to re-hire them, prior to completion of tests, are reported.

The "Cost Earnings" report provides details of the value of hire earnings set against the servicing and maintenance costs.

## DEFINITION OF TESTS

Up to 45 tests may be defined with each having a pass/fail result together with an optional value. Use the "Control File Maintenance" option "Testing Details" to define the tests allowed. See below :

HIRE CONTROL FILE MAINTENANCE - HIRE03.3.140 DJB & SPB PLANT HIRE

TEST DESCRIPTION	LOG RESULTS
1) No Damage	N
2) No Oil Leaks	N
3) Clean	N
4) Plug and Fuse	N
5) Cable and Entry	N
6) Frame and Case	N
7) Welds, Wheels and Nuts	N
8) Nuts, Bolts and Fixings	N
9) Ropes, Chains, Cables	N
10) Guards, Safety Devices	N
11) Cooling system	N
12) Gas hoses and regulators	N
13) Hydraulic hoses/couplers	N
14) Eng/Hydraulic oil/filters	N
15) Control cables and/levers	N

Message : Press <Page Down> for next page

Message : Use <Enter> to change details, or <ESC> to quit

Pressing **Page Down** will display the next 15 tests as shown below :

HIRE CONTROL FILE MAINTENANCE - HIRE03.3.140 DJB & SPB PLANT HIRE

TEST DESCRIPTION	LOG RESULTS
16) Switches and Interlocks	N
17) Air filters	N
18) Choke and Carburettor	N
19) Spark Plug	N
20) Fuel tank and system	N
21) Starter handle/cord	N
22) Cold start	N
23) Running	N
24) Earth bond resistance	Y
25) Insulating resistance	Y
26) Operating current	Y
27) Engine/motor speed	Y
28) Output spindle speed	Y
29) Output 55-055v	Y
30) Output voltage	Y

Message : Press <Page Down> for next page

Message : Use <Enter> to change details, or <ESC> to quit

Pressing **<RETURN>** displays :

Select field (16 - 30) :

Enter the number of the test to be changed and press **<RETURN>**. Enter the description and, if the test has results enter **Y**.

## ALLOCATING TESTS TO FLEET

Each fleet item may have a maximum of 15 tests, from the list defined above, allocated to it. Once a set of tests has been defined it may be allocated to all items of a similar type using the COPY facility. This provides a relatively quick method of allocating tests and helps ensure there is consistency of the test structure across the hire fleet.

To allocate to Fleet user he options “Current Test Status” from the “Costing and Testing System” menu. Select **AMEND** and enter the **Fleet number** for which testing details are updated. The display will be similar to that shown below :

CURRENT TEST STATUS - HIRE31.3.14 DJB & SPB PLANT HIRE

Fleet number	: 2636	T NO.	110V
Description	: MAKITA BREAKER 5000/3850	TEST DESCRIPTION	
Vehicle TAX date	:	1	No Damage
Vehicle MOT date	:	2	No Oil Leaks
Vehicle garage date	:	3	Clean
Load test date	:	5	Cable and entry
Next workshop date	: 01-JAN-01	6	Frame and case
Next service type	: T	8	Nuts bolts and fixings
User defined field 1	:	10	Guards, Safety devices
User defined field 2	:	15	Control cables and levers
Extra testing info	:	16	Switches and interlocks
		24	Earth bond resistance
Last test date	: 01-JUL-00	25	Insulating resistance
Last test certificate	: 1234	26	Operating current
		27	Engine/motor speed
		30	Output voltage
		33	Labels

Some of the items will obviously not apply to the current item, e.g. MOT and TAX dates will only apply to fleeted items used on the highway. There are two “user defines fields” which can be used to record any event e.g. date insurance is due or possibly the date beyond which it is not intended to keep the item.

The following items can be reported on by running the “General Services Report”

- Vehicle TAX date**
- Vehicle MOT date**
- Vehicle garage date**
- Load test date**
- User defined field 1**
- User defined field 2**

Initially the **Next service date** must be input for all relevant Fleet items. This will allow lists to be produced showing those items requiring testing. Use the “Fleet service report”.

If a manual testing system is already in use enter details of **Last test date** and the **Last test certificate** number.

The **Extra testing info** details are for information only.

The **Next service type** field allows a 2 character code to be entered recording what type of service is to be performed when the item is next tested. This is optional.

Enter the test applicable to the item using the test number as entered using “Testing details”.

Once all details have been entered press <ESC> to display :

```
ENQUIRY AMEND PRINT COPY QUIT  
Look at test and service information
```

**ENQUIRY** allows the test and service details to be viewed.

**AMEND** allows the details to be altered. When entering a test number place the cursor in the **T NO.** column and press <RETURN>, enter the number of the test and press <RETURN>. See above.

The list of test may be amended, place the cursor in the column and use the up/down cursor control keys to highlight the test number and wither enter a different number of press **CTRL+A** to delete the test. A completed entry will be similar to that shown on the next section.

**COPY** allows the list of test applicable to one item of fleet to be copied to another. It is also possible to copy details to all items in the same Level 3 Fleet Group. Selecting **COPY** and entering a **Fleet number** displays the details of the item from which testing details are to be copied. The message :

```
Enter destination fleet number: _____
```

is displayed. Enter the Fleet item that the details are to be copied to, and press <RETURN>. The options **SPECIFIC** and **GROUP** are available to assist with the setting-up of test lists

To copy the list of tests to all items in the same Level 1 Fleet Group select **GROUP** and press <RETURN>. Enter the number of a Fleet item attached to the Level 3 Group required and press <RETURN>. The list of tests will be copied to all the Fleet items in the selected group.

To copy the list of tests to a single Fleet item select **SPECIFIC** and press <RETURN>. Enter the Fleet number to which the list is to be copied.

**PRINT** allows an existing test certificate to be reprinted.

## RECORDING TESTS PERFORMED

When a set of tests has been performed for a Fleet item, the results are recorded and a test certificate number is automatically generated and recorded. Once produced a test certificate may be printed/reprinted at anytime. It is not necessary to print certificates since the number is automatically printed on contracts.

To record test results, select the option "produce test certificate" and enter the results using the following screen :

```

TEST CERTIFICATE ENTRY - HIRE32.3.14                                DJB & SPB PLANT HIRE

```

Fleet number : 2636			
Description : MAKITA BREAKER 5000/3850 110V			
Last test : 31-JUL-96			
Last certificate: 12345			
Chassis number : 786534			
Engine number : 897643			
Extra details :			
Test performed by :DJB			
Next serviced date :31-DEC-96			
Customer a/c number:			
	DESCRIPTION	LOG	PASS
	No Damage		
	No Oil Leaks		
	Clean		
	Cable and entry		
	Frame and case		
	Nuts bolts and fixing		
	Guards, Safety devices		
	Control cables and levers		
	Switches and interlocks		
	Earth bond resistance		
	Insulating resistance		
	Operating current		
	Engine/motor speed		
	Output voltage		
	Labels		

Message : Enter fleet number or NF (non-fleet) for customer equipment

Once the details have been entered the following options are available :

```

Message : PRINT QUIT NEXT
Message : Print safety test certificate

```

**PRINT** allows the certificate to be printed.

**QUIT** allows the details entered to be rejected.

**NEXT** allows another set of results to be recorded **WITHOUT** printing a certificate for the current item. Details are saved and the system displays the number of the certificate.

Press **<ESC>** to return to the Costing and Testing system menu.

Note: Certificates are printed two across the page.

Safety certificates are printed in the following form :

```

*****
*          DJB & SPB PLANT HIRE          *
*          SAFETY TEST CERTIFICATE      *
*          NUMBER :           5         *
*****

ISSUE DATE   : 16-SEP-96   TEST PERFORMED BY: DJB

ITEM TESTED  : 2636       MAKITA BREAKER 5000/3850 110V

SERIAL NO.   : 123456

TEST DESCRIPTION      RESULT  TEST DESCRIPTION      RESULT
No Damage             PASS   Switches and interlocks PASS
No Oil Leaks         PASS   Earth bond resistance   PASS
Clean                PASS   Insulating resistance   PASS
Cable and entry      PASS   Operating current       PASS
Frame and case       PASS   Engine/motor speed      PASS
Nuts bolts and fixing PASS   Output voltage          PASS
Guards, Safety devices PASS
Control cables and levers PASS

```

## CONTROLS

When a Hire Contract is produced the Test Certificate number is printed against each Fleet item. A copy can be attached to the contract or equipment if required.

At the point of hire a warning will be produced if :

The next service date has been exceeded.

The item has not been re-tested since it was last off-hired.

Note : Users, with access to the necessary password may override this.

Reports are available listing :

items which are on hire and require testing/servicing before a user entered date.

items that are off hire but will require testing on or after a user entered date.

items on which a “general” service item is due e.g. MOT or LOAD test.

When items are off hired they are automatically marked as requiring re-testing even if the next service date has not been exceeded.

Items requiring tests, before they are available for hire, are marked as “WORK” on the “Hire Availability” enquiry.

## COSTING INFORMATION

Details may be recorded of the cost of parts and labour incurred when repairing, testing or servicing equipment. A “Cost Earnings” report is available giving details of the earnings and costs for fleet items in a selected period.

## ENTERING SERVICE DETAILS

To enter service details the option “Enter service details” from the “Costing and testing system” menu. A screen similar to the following is displayed.

ENTER SERVICE DETAILS - HIRE30.3.14 DJB & SPB PLANT HIRE

Fleet No.	Date	Parts	Labour	T	Work Done

Enter Fleet number

Enter the details of the costs of parts and labour. In the **T** column enter **B** for breakdown and **M** for maintenance.

## REPORTS

### COST EARNINGS REPORT

This report is similar to the Hire system "Earnings report". Using the service information additional costing information is included. Selection criteria are as for the "Earnings Report".

### FLEET SERVICE REPORT

Use this report to determine when re-testing/servicing is required. For items currently on-hire details are given of the Contract number, Customer account number, Customer name and address, Hire date, Fleet number and Description and the Next service date.

Selection is on the basis of the dates after and before which services/test are due. Separate reports are produced for "ON-HIRE" and currently "OFF-HIRE" items.

The "ON-HIRE" report is shown below. Note if "OFF-HIRE" items match the selection criteria they will also be shown if the contract is selected.

```
FLEET SERVICE REPORT
HIRE37A.4.20 16-OCT-00 09:35:22 BRANCH=ALL SERVICE START DATE=ALL DJB & SPB PLANT HIRE

ACCOUNT NAME : TIBUS LIMITED ACCOUNT NUMBER : 10012 CONTRACT NUMBER : 71
ADDRESS : SUITE 21 THATCHAM HOUSE TURNERS DRIVE THATCHAM
          BERKSHIRE RG19 4QD

HIRE DATE FLEET NUMBER DESCRIPTION HIRE STATUS NEXT SERVICE DATE
08-AUG-00 0001 MASTER B65/66 OFF HIRE 08-SEP-00

----- NEXT CONTRACT -----
```

An example of the report, produced for "OFF-HIRE" items, is show below :

```
FLEET SERVICE REPORT DJB & SPB
PLANT HIRE
HIRE37A.4.20 16-OCT-00 11:12:02 BRANCH=ALL SERVICE START DATE=ALL PAGE
NUMBER : 1

FLEET NUMBER DESCRIPTION BRANCH NEXT SERVICE DATE
T101 NIFTYLIFT 12MT ACCES 0 31-OCT-00
0001 MASTER B65/66 0 08-SEP-00

***** END OF REPORT *****
```

### GENERAL SERVICE REPORT

Use this report to determine when a "General Service" is required. Details are given of the Fleet number and Description together with the date related to Vehicle MOT, vehicle TAX, Garage, Load Test, User defined 1 and 2 and the Next Workshop date.

Selection is on the basis of the dates after and before which "service" items are due.

An example is shown below :

```
GENERAL SERVICE REPORT BRANCH: ALL DATES: ALL DJB & SPB PLANT HIRE
HIRE35A.4.20 16-OCT-00 11:12:02 PAGE NUMBER : 1

FLEET NUMBER DESCRIPTION VEHICLE VEHICLE GARAGE LOAD TEST USER 1 USER 2 WORKSHOP
MOT TAX DATE DATE DATE DATE DATE DATE
T101 NIFTYLIFT 12MT ACCES 31-OCT-00 31-OCT-00 31-OCT-00 31-OCT-00 31-OCT-00 30-NOV-00
VAN/1 FORD ESCORT VAN M752

***** END OF REPORT *****
```