



# Bureau of Corrections

## ENGINEERING SERVICES

Document Reference Code

**BUC-STO-PR-014**

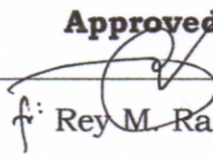
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### REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
0		Original issue	 f: Rey M. Raagas

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## 1. PURPOSE

The purpose of this procedure is to provide efficient and immediate engineering services to offices of the BuCor Central Office.

## 2. SCOPE

This procedure outlines the specific processes in the request for various engineering services from the Mechanical/Electrical/Civil Engineering Unit of the BuCor General Services Section.

## 3. DEFINITION OF TERMS & ACRONYMS

MEU	• Mechanical Engineering Unit
EEU	• Electrical Engineering Unit
CEU	• Civil Engineering Unit
JOB REQUEST FORM	• Form used to rate engineering services unit concerned personnel who performed a given task/job; to be rated by client or personnel of requesting office.

## 4. RESPONSIBILITIES

C, MEU	Officer-in-Charge of and authorizes mechanical engineering works/services
C, CEU	Officer-in-Charge of and authorizes civil engineering works/services
C, EEU	Officer-in-Charge of and authorizes electrical engineering works/services
C, GSS	Over all officer-in-charge of the units tasked to disseminate, review, check approve/disapprove requests/action taken by different units before endorsement to concerned requesting party /office



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### 5. PROCEDURE DETAILS

Activity	Person Responsible	Details/Functions	References/Forms
<p><b>START</b></p> <p>↓</p> <p>Submit Official Request for Services</p> <p>↓</p> <p>Request is recorded, reviewed and/or scheduled</p> <p>↓</p> <p>Referral to the GSS Chief for comment or approval (if needed)</p> <p>↓</p> <p>Forwarded to the concerned MEU/EEU Offices for instruction and immediate action</p> <p>↓</p> <p>After completion of work, client rates the personnel who performed the job through a job request form</p> <p>↓</p> <p>Rated job request form is submitted to the unit for proper filing</p> <p>↓</p> <p><b>END</b></p>	<p>Concerned Unit/Client</p> <p>MEU/EEU/CEU Chief</p> <p>MEU/EEU/CEU Chief GSS, Chief</p> <p>MEU/EEU/CEU Chief/OIC of MEU/EEU offices</p> <p>Client</p> <p>MEU/EEU/CEU Personnel (E.g. Technician, Electrician, Mechanical, Blacksmith, etc.)</p>	<ul style="list-style-type: none"> <li>Communicates for engineering services needed</li> <li>Receives request recorded</li> <li>Reviews request</li> <li>Approves or disapproves request if needed</li> <li>Instructs and assigns work to be done to concerned office/personnel</li> <li>Gives rating to personnel who performed job/work</li> <li>Submits and files job request form for inclusion to monthly accomplishment reports</li> </ul>	<ul style="list-style-type: none"> <li>Written communication</li> <li>Official Request Orders, etc.</li> <li>Written communication</li> <li>Written communication</li> <li>Written communication</li> <li>Job request form</li> <li>Job request form</li> <li>Accomplishment Report</li> </ul>


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## 6. GUIDELINES

- 6.1 The End-user reports to the General Services Section (GSS), BuCor or the various units of the GSS detect issues in BuCor facilities and equipment.
  - 6.1.1 In OPPFs, End-users report issues on facilities and equipment to the designated General Services Office (GSO).
- 6.2 The receiving staff relays the report to the Chief, GSD/GSO.
- 6.3 The Chief, GSD/GSO assigns a Technical Inspection Team to conduct inspection.
- 6.4 The Technical Inspection Team conducts inspection of the reported issue and determines the type of corrective maintenance/repair is needed.
  - 6.4.1 For emergency repairs without procurement of parts, the Technical Inspection Team conducts immediate repairs.
  - 6.4.2 For emergency repairs with procurement, the Technical Inspection Team informs the Designated Special Disbursing Officer (SDO) of the needed parts for immediate purchase.
  - 6.4.3 Upon delivery of the requested parts, the Technical Inspection Team conducts the emergency repair.
  - 6.4.4 After the emergency repair, the Technical Inspection Team prepares a Technical Inspection Report (TIR) and an Accomplishment Report and submits to the Chief, GSD or the GSO.
  - 6.4.5 For major repairs, the Technical Inspection Team prepares a TIR, Proposed Repair Plan and Purchase Request (PR) /Job Request (JR), and submits to the Chief, GSD or GSO.
    - 6.4.5.1 The Chief, GSD or GSO reviews and approves the submitted TIR, Proposed Repair Plan and PR/JR.
      - 6.4.5.1.1 If there are questions or required revisions, the Chief, GSD/GSO discusses with the Technical Inspection Team.
      - 6.4.5.1.2 The Technical Inspection Team revises accordingly and re-submits to the Chief, GSD/GSO.

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- 6.4.5.2 The Chief, GSD/GSO prepares a Disposition Form and submits to the BAC Secretariat for procurement.
- 6.4.5.3 The Chief, GSD/GSO assigns the following to the specific CM project.
- Repair Team
  - Inspection Committee
- 6.4.5.4 For *in-house* repair, upon delivery of the requested parts and materials, the Repair Team conducts the repair.
- 6.4.5.5 For *Outside Repair*, upon approval of contract for the outside repair, the Repair Team facilitates repair by the Contractor.
- 6.4.6 After the major repair, the Repair Team prepares an Accomplishment Report and a Waste Material Report (if applicable), and submits to the Chief, GSD or the GSO.
- 6.4.7 The Inspection Committee and End-user checks the repaired equipment and certified that the repair is completed.
- 6.4.7.1 The Inspection Committee prepares a Repair Inspection Report and submits to the Repair Team.
- 6.4.7.2 The End-user accomplishes a Client Satisfaction Survey and submits to the Repair Team.
- 6.4.8 The Repair Team submits the following to the Chief, GSD.GSO:
- Accomplishment Report
  - Waste Material Report
  - Repair Inspection Report
  - Client Satisfaction Survey
- 6.4.9 Repair and Maintenance of security equipment, weapons and munitions
- 6.4.9.1 The End-user reports the issue to the Chief, Firearms Ordnance Section (FOS)/Armory.
- 6.4.9.2 The Chief, FOS/Armory assigns a Staff, FOS/Armory to inspect the reported issue/equipment.
- 6.4.9.3 The Staff, FOS/Armory prepares Letter Report of Defective Equipment and submits to the Chief, FOS/Armory for validation and endorsement.

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6.4.9.4 The Chief, FOS/Armory reviews the Letter Report of Defective Equipment and endorses to the Chief, Operations Center (OPCEN).

6.4.9.5 The Operations Center determines if the reported equipment/munitions is covered by a warranty.

6.4.9.5.1 If covered by a warranty, the Staff, Technical Section informs the Supplier/Contractor of the defect and schedules repair/corrective maintenance or replacement.

6.4.9.5.2 If not covered by a warranty, the Chief, OPCEN prepares a Recommendation Report for the replacement/repair of the defective unit and submits to the Deputy Director General for Security and Safekeeping (DDGS) (currently the Assistant Director for Security and Operations, ADCO).

6.4.9.5.2.1 The DDGS evaluates and approves the Recommendation Report.

- If there are questions/issues with the Recommendation Report, the DDGS informs the Chief, OPCEN and returns the Report for revisions.

6.4.9.5.2.2 The DDGS prepares a Disposition Report recommending repair/replacement of the defective unit and Purchase Request (PR) Documents.

6.4.9.5.2.3 The BAC conducts procurement for repair/replacement.

6.4.10 The Supplier/Contractor conducts the repair/replacement.

6.4.11 Staff, Technical Section submits a copy of the Inspection and Acceptance Report (IAR) to the Office of the DDGS (ODDGS).