

# VEHICLE INSPECTION / MAINTENANCE

Phase

PROPERTY CUSTODIAN

Property Custodian  
Receives Email  
Notification re inspection

Email printed and taken to  
certified mechanic for  
inspection/maintenance

Inspection documents uploaded  
to AiM via Related Documents  
Doc Type = Vehicle\_6MTH or  
Vehicle\_12MTH

Vehicle status  
changed to  
IN-SERVICE

Asset Status changed to  
either 6 Month Inspection  
or 12 Month Inspection

FACILITIES  
FVMP COORDINATOR