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THE NYANDARUA COUNTY MECHANICAL EQUIPMENT, PLANT & MACHINERY MANAGEMENT POLICY

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Preface

County Governments are established under Chapter eleven of the Constitution of Kenya, 2010. The devolved governments are the vehicles for service delivery in the 47 counties. Schedule 4 of the constitution has provided fourteen functions of the County Governments. Among them includes: County transport covering county roads; Street lighting; traffic and parking; and public road transport. Also, other functions are: County public works and services including: Storm water management systems in built-up areas; water and sanitation services.

Since the advent of the devolved system of governance, allocation to the infrastructure development has taken a sizable proportion of county budget. This is because the infrastructure network in the county is vast but very underdeveloped. Majority of the road network in the county has been impassable especially during the rainy season with the county being a rain intensive region.

It is under this precept that the County is establishing a policy to guide on how the sector will operate in terms of equipping of the transport sector and how the acquired assets will be managed.

The policy has identified 5 operational units for these transport equipment which will be strategically positioned to cover the vast geographical areas of the county. Each unit will have basic road works equipment, adequate personnel, and be well facilitated to ensure that the units remain operational throughout each financial year.

Foreword

The County Mechanical Equipment, Plant and Machinery Management Policy, 2019 whose strategic objective is enhancing efficiency in the Transport, Public Works and Energy Sector highlights policy direction for the County Government Mechanical Equipment and Plant which will be implemented in 2019/20 FY and over the Medium Term.

The priority objectives of the Policy are anchored in the County Integrated Development Plan (2018-2022). The envisaged policy is equally cognizant of the National Development Blueprint for the period 2018-2022 and are also in line with the current County Administration Transformative Agenda through Six Pillars aimed at setting tone and creating sound enablers towards the County's development and prosperity in the long run. These Pillars include: Good Governance; Social Sector Development; Infrastructure Development; Financial and Trade Services; Agriculture Development; and Industrialization.

Nyandarua County is considered the food basket of the Country and is rated as the second County Contributor to the National Food security according to the Kenya National Bureau of Statistics (KNBS) 2019 County Gross Domestic Report, preparation of the Policy was geared to further creating enablers for the route to market of the agricultural produces which is the mainstay of the County.

The main sources Funds for the acquisition of the County Mechanical Equipment and Plant will be through Asset Financing and will be repaid over the Medium Term. The Cost Benefit analysis of the financing model vis a vis the envisaged efficiency to be achieved has been factored as well as other legal provisions of the Public Finance Management Act, 2012 and the Kenyan Constitution, 2010.

This Policy therefore puts into perspective how the County anticipates to improve infrastructure and road network coverage through the County Mechanical Equipment and plants in the 2019/20 FY and the Medium Term and in developing a County Mechanical Equipment and Plants akin to the National Government Mechanical Transport and Equipment Fund (MTEF) in the long run.

I call upon all the County stakeholders to support and adhere to this noble initiative which is aimed at transforming the face of the infrastructure sector in the county and place it in its deserving role as a key enabler in actualization of the County Transformative agenda.

HON. DANIEL NDUNG’U WANGENYE
COUNTY EXECUTIVE COMMITTEE MEMBER
TRANSPORT, ENERGY AND PUBLIC WORKS

Acknowledgement

The generation of this crucial Policy was as a result of concerted efforts by various actors key in shaping the destiny of the County. The Policy which aims at enhancing efficiency in the sector responsible for Transport and Public Works and is aimed at operationalizing envisaged transport programmes contained in the County Integrated Development Plan 2 (CIDP2). It provides a framework for implementation of the Governor's Manifesto in the County's Transformative Agenda. It presents the broad policy on the Transport sector fleet management, equipment maintenance plan, equipment management plan and the reporting mechanism for the County Mechanical equipment and Plant.

Preparation of the County Mechanical and Plant Equipment Policy was a collaborative effort from various stakeholders namely: County Executive Committee; Technical County Departments and the County Assembly members who submitted their inputs which have greatly informed the content of this Policy.

We are particularly grateful to Hon. Mary Mugwanja, CECM for Finance and Economic Development and Hon. Daniel Ndungu Wangenye, CECM for Transport, Energy and Public Works for spearheading the Policy preparation process up to the stage of its approval by the County Executive Committee.

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1 CHAPTER 1: INTRODUCTION

1.1 Background in Asset Finance

County budget contains all the programmes which should be implemented by the devolved units. The implementation of these programmes require resources which in most cases are capital intensive. The major source of county budget funding is through use of national transfers which comprises of equitable share and conditional grants from the national government. Own source revenues and debt financing are the other avenues of mobilizing revenues for budget funding. The PFM Act, 2012 and its regulations envisage that debt funding may be applied in instances when national transfers and own source revenue are inadequate.

The County Government of Nyandarua has never had loan as part of its budget funding. However in the 2018/19, the county decided to exploit this avenue with the aim of acquiring equipment and plants which will be used to construct and maintain road and water infrastructure. Also, the county executive committee members' vehicles whose existing fleet is fully depreciated will be replenished.

The infrastructure equipment acquisition financing is necessary due to the lessons learnt from the interaction that the county has had with the Mechanical Transport Fund (MTF).

1.2 Why buy and not lease

Buying as option of acquiring assets has its own pros and cons. After analyzing the assets that are to be acquired, buying option was preferred because of the following reasons:

- Extensive and rigid conditionality associated with lease arrangements;
- Need to have full control of the assets to ensure that they fit into the county work plan;
- Scrap value- once the assets are fully depreciated, they'll still have a resale value which is revenue to the county; and
- The lease rentals in the medium-term become costly and in some instances exceed even the purchase costs.

1.3 Linkage with the County Transformative Agenda

The second County Integrated Development Plan, 2018-2022, (CIDP 2), has laid down the roadmap which the county government administration intends to implement within the stated period and ensure that development is achieved.

All sectoral projects and programmes for implementation were identified through extensive consultations and approval processes. Among the identified priorities were on improvement of the road and transport sector.

The status of the road network in the county based on type and length is as illustrated:

Road Type	Length (Km)	% of Total Length
Bitumen	224	7
Gravel	525	15
Earth	2,651	78
Total Length	3,400	100

Source: CIDP2 (2018-2022)

The planned programmes have the prime objective of developing transport infrastructure to improve efficiency in connectivity and access with anticipated outcome being improved road infrastructure for socio-economic development for poverty reduction.

The planned road programmes target a total of over 2,150 KMs to be graveled and drainage works for the same to be constructed while 1,710 KMs will be maintained. Further new roads will be opened up as well as construction of interconnecting bridges.

These figures are expected to increase taking into consideration new road works undertaken within the period under which the figures were last updated. An up to date road survey report will further inform the new figures that will be the baseline of other road work planning activities.

The unit manager will be required to keep an up-to-date road network inventory and a database of the area under his coverage.

To realize these targets, a lot of resources and strategies will be need to be employed. This has created a need for the county to acquire road equipment and plants the premise on which this policy has been developed.

1.4 Objectives of the Policy

The policy is aimed at addressing the following:

- Equitable and equality of ward infrastructural development; in the past ward infrastructure development has been disorganized/ unstructured. This led to some wards developing more than others in infrastructure development,
- Cost reduction and efficiency; the cost of road works and water works infrastructure development has been higher due to exploitation by the market forces. This has resulted into the average cost per Kilometre (KM) of road being higher resulting to less KMs being developed. With acquisition and control of the road and water

making equipment, construction cost per KM will come down resulting to more KMs being constructed,

- Wide coverage; The acquisition of the equipment and control directly placed under the county government will ensure that their application will be cover more area,
- Reduced turnaround time in implementation of infrastructural projects as decision making is instant;
- Address emergency cases when they arise with least time;
- Improved control and management of county assets;
- Marginalization of the county- The high incidence of poor road network is due to nature of the soils and high rainfalls which require special attention in their construction and maintenance;
- Revenue enhancement- the acquired equipment may be hired out when not in use generating Own Source Revenue (OSR).

1.5 The Scope of the Policy

This policy will be applied in acquisition, operation, maintenance and disposal of the county assets but not limited to:

- Excavators;
- graders;
- lorries/trucks;
- vibration compaction drum rollers;
- low loaders;
- water rig/bowser;
- bull dozers and
- Service vehicles.

2 CHAPTER 2: FLEET MANAGEMENT & CONTROL

2.1 Fleet management

This includes a range of functions, such as vehicle financing, vehicle maintenance, vehicle telematics (tracking and diagnostics), driver management, movement management, fuel management and health and safety management.

Fleet Management is a function which will allow the County Government to remove or minimize the risks associated with vehicle investment, improving efficiency, productivity and reducing their overall transportation and staff costs, providing 100% compliance with government legislation (duty of care) and many more. These functions can be dealt with by either an in-house fleet-management department or an outsourced fleet-management provider.

2.2 Authority and responsibility

The County Executive Committee Members responsible for function under which the equipment /plant utilized shall be the overall authority. The Chief Officers responsible for function under which the equipment /plant utilized shall be the authorized accounting officer for all financial transaction related to the Nyandarua County Mechanical Equipment and Plant units.

2.3 Fleet management system

The County Government will employ a fleet management system that is well adopted to the unique needs of the program that will guarantee successful and effective implementation of the program.

To achieve this, a Geographical Positioning System (GPS) fleet management software will be sourced to enable the management accomplish a series of specific tasks in the management of any or all aspects relating to the county government fleet.

The software will employ the use of telematics in fleet management. This is an interdisciplinary field that encompasses telecommunications, vehicular technologies, for instance, road transportation, road safety, electrical engineering (sensors, instrumentation, wireless communications, etc.), and computer science (multimedia, Internet, etc.). Telematics can involve any of the following:

- the technology of sending, receiving and storing information using telecommunication devices to control remote objects.
- the integrated use of telecommunications and informatics for application in equipment and plant to control them on the move.
- global navigation satellite system technology integrated with computers and mobile communications technology in automotive navigation systems.

By doing this, the government will control all operations from equipment and plant acquisition to disposal. The Fleet management software will recording driver and vehicle details, the tracking of procurement costs, scheduling of maintenance and servicing tasks, import of fuel transactions, and measuring of fleet performance via reports and charts.

2.4 Equipment, Plants and Machinery Movement Logbook/tickets

The government will maintain and ensure that all equipment and plant are deployed for use with the proper movement tickets duly authorizing for that. The instructions set out in the front cover of the book of work tickets must be made known to all operators/drivers/riders and other officers responsible for the management of equipment.

2.5 Inventory procedures – equipment and parts

A procedure for recording the use of current parts and material will ensure that the current inventory will remain more or less relevant till the inventory can be relocated to a storeroom. The Plant Manager (PM) will need to check equipment manuals to determine a list of required and critical spares and material needed to keep the plant running efficiently on a cost effective basis. This list can be compared with what is actually in the inventory.

Senior maintenance and plant operator employees can be consulted on the makeup of the final list of required parts and material. The PM can set up a list of preferred suppliers and vendors for the list.

The County will develop the list of preferred suppliers as suppliers who deliver on time, accept returns, open for emergency services, and otherwise provide excellent service.

3 CHAPTER 3: EQUIPMENT, PLANTS & MACHINERY MANAGEMENT PLAN

3.1 Equipment, Plants & Machinery Management Unit

There shall be established an equipment, plant and machinery management unit. The main duty of the unit shall be the management of the equipment and plant for the county government.

There is established five units within the County to be the operation units for the equipment and plant. The units shall encompass five wards as listed hereunder;

Unit	Wards under the Unit	Yard location for the unit
1.	Magumu, Nyakio, Githabai, Njabini Kiburu & Gathara	Kwa Haraka
2.	Engineer, North Kinangop, Murungaru, Githioro & Geta	Ndunyu Njeru
3.	Kipipiri, Ol Kalou, Mirangine, Kaimbaga & Kanjuiri	Ol kalou
4.	Gatimu, Charagita, Gathanji, Weru & Rurii	Ol jor orok
5.	Wanjohi, Kiriita, Leshau Pondo, Ndaragwa Central & Shamata	Ndaragwa

All the units will be managed centrally from the County headquarters at Ol Kalou by the relevant department.

The equipment, plants and machinery and management unit shall undertake the following functions;

- a) Carry out authorized works by deploying the equipment and plant under the management of the unit within the wards;
- b) Developing a work plan for works to be carried out for onward transmission and compilation by the Chief officer for approval by the County Assembly;
- c) Carry out the day to day plant and equipment operative procedures and maintenance;
- d) Coordinates requests for works, system enhancement and corrective procedures of the equipment and plant;
- e) Coordinate annual equipment physical inventory program;
- f) Preventive maintenance program assignments; and
- g) Generating various plant equipment maintenance reports.

3.2 Personnel

Human resource projections

Each of the envisioned roads unit will consist of the following staff for it to function optimally:

- A unit manager who is the technical person managing the unit;
- A field operations supervisor with technical skills;
- Machinery operators for the machines; excavator, grader, roller, trucks, mechanics with the service trucks, water bowser;
- An office administrator or secretary;
- Security.

For equipment, plants and machinery in other sectors e.g. water, urban development, agriculture, health etc., the units will be staffed as per the respective needs.

Cost: To manage the wage bill, the machine operators shall be engaged on contractual terms.

Responsibility: The user department shall come up with the jobs description and requirements. The indents shall be forwarded to the County Public Service Board for recruitment in accordance with the law and set out Human resource practices.

The following will be the roles and responsibilities of staff of the unit:

3.2.1 Unit Manager

- a) In charge of all operations within the unit;
- b) Preparing the units budget and work plan;
- c) Maintain an inventory of road networks;
- d) Keep financial records of the unit;
- e) Preparation of a training calendar;
- f) Carrying out training needs assessment;
- g) Document the initial fault report on Equipment Fault Card;
- h) Advising if the machinery is roadworthy or not with the fault still present;
- i) Issue the Machinery Fault Card to the appropriate fitter;
- j) signing off the Vehicle Fault;
- k) Keeping the machineries files; and

- l) Preparing quarterly reports on the status of the road projects, machineries, use and their requirements;

3.2.2 Unit Field Officers

- a) Prepare work plans and programs;
- b) Day to day running of the equipment;
- c) Documentation of executed works; and
- d) Keep financial records of the expenditure in regard to each ward within the unit.

3.2.3 Drivers/operators

- a) Fill in the daily pre use check book;
- b) Maintain a routine equipment, plant and machineries maintenance schedule for their equip;
- c) Fill in the daily demobilization book;
- d) Maintain an up to date work schedule and Plan; and
- e) Operate the equipment, plants, and machinery with care;

3.2.4 Mechanics

- a) Rectify the identified equipment, plants, and machinery faults on the issued machinery Fault Card;
- b) Sign off the work to confirm that the machine is fit to return to the road; and
- c) Where the mechanic has requested a third party complete the fault repairs, the mechanic shall confirm that the work has been completed before signing of the machine Fault Card.

3.2.5 Security

- a) Ensure physical protection of equipment, plant, machinery and other property from damage; and
- b) Restrict unauthorized access to equipment, plant, machinery and property.

3.3 Mobilization/Operations Plan for roads equipment, plant and machinery

In its mandate to maximize on service to the citizenry, the county intends to come up with five construction units which will be the operations unit, in each of the five units. For optimal operation of a unit, each construction unit will require the following equipment as may be available:

- i. Excavator – 1 per unit.
- ii. Motor Grader – 1 per unit.
- iii. Tipper/trucks – 4 per unit

iv. Service Vehicle – 1 per unit

One single drum vibratory roller shall be shared between at least two construction units. Equipment's and plants mobilization shall be achieved by way of a common low-loader.

A Bulldozer and a water rig shall be centrally located for mobilization as per need.

However, to maximize on production, the construction units shall be provided with one service pick-up per construction unit for supervision, routine maintenance and supply of consumables like fuel, lubricants and coolants.

3.4 Unit Work Plans

To ensure there is equity and equality in the use of the plant and equipment across the wards, the unit managers shall prepare an annual work plan for the works and use of plant and equipment. The work plan prepared shall be submitted to the department and subsequently to the County Assembly. This shall further apply to annual operations work reports.

3.5 Fuel Management

Fuel consumption shall be monitored to ensure economy and reduction of carbon emission. This will make the fleet more competitive at work and increase productivity while minimizing cost. To ensure that our machineries are operating efficiently and are operated economically, the following shall be done:

- a) Train and develop the driver's skills so that they become more aware of how their driving effect's their equipment and plant performance and fuel efficiency;
- b) Issuance of fuel cards to each ward within a unit to cut down downtime and return journeys back to base to collect communal fuel cards.
- c) Ensure that all drivers accurately record their current plant registration and mileage at the fuel supply points every time they are fueling.
- d) Vehicle refueling records will be collected through fuel supplier and these will be reviewed at least monthly by the unit manager.
- e) Telematics will be installed in all the machineries. All plant machineries will be monitored at least monthly by the unit manager for unnecessary idling and action taken to reduce idling and improve driver's behaviour.
- f) Both refueling records will be reviewed on a quarterly basis by upper management against set transport objectives to establish fleet, vehicle, driver and policy efficiency and identify changes where required.
- g) The unit manager shall ensure that there is adequate fuel for the unit and that a reliable supplier is engaged at all time.

- h) The fuel cards shall be issued by the unit manager and he/she will be responsible for all the fuel cards and records

3.6 Facilitation of Staff and Operators

Compensation to employees is a critical component in maintaining a healthy workforce and mitigating labour turnover.

All staff (permanent and on contract) working at the unit will be paid a competitive remuneration package as determined by the County Public Service Board in consideration of the salary advisories from the Salary and Remuneration Commission.

All staff shall be granted their benefits in accordance to their cadre, This will include; pension's contributions, gratuity, daily subsistence allowances, medical cover, Mileage allowances, overtime and any other as may be determined by the County Public Service Board.

The wages/salaries and other benefits shall be paid promptly without undue delays to all the working staff. This will ensure high level of productivity and the motivation to work.

Monies spent by the staff from their own pockets shall be reimbursed subject to filling of form 22 and attachments of all supporting documents (endorsed receipt, ETRs and tickets etc.). The forms shall follow the normal accounting procedure for processing.

3.7 Immobilization of Equipment, Plant & Machinery

Government vehicles when garaged and parked must be immobilized by removal of the switch key and/or removal of the distributor rotor arm. Where driving cabins are provided with doors with locks, the doors of the vehicle must be locked and the keys removed.

The equipment should be parked or garaged only at places authorized by the County Secretary.

3.8 Mechanical Equipment, Plant & Machinery Repairs Plant

There shall be established at each unit a Mechanical Equipment and plant yard workshop headed by a mechanic technician. There shall be further established a County Mechanical Equipment and Plant repairs Workshop at the County headquarters. The Mechanical Equipment and plant workshop shall;

- i. Maintain machine repairs and maintenance log cards;
- ii. Carry out planned and unplanned repairs and maintenance;
- iii. Mechanical Equipment and plant diagnosis, servicing and repair;
- iv. Prepare mechanical equipment and plant performance report;
- v. Place and maintain inventory for the Mechanical and plant equipment; and
- vi. Regular review and monitoring of the mechanical equipment and plant.

4 CHAPTER FOUR: EQUIPMENT, PLANT & MACHINERY MAINTENANCE PLAN

4.1 Actions and Controls

All staff shall be proactive when carrying out their daily duties. All incidences shall be recorded in daily event records and submitted to the unit manager weekly. Emergencies must be reported within the shortest time possible being not more than twenty four hours.

Necessary actions shall be communicated to relevant staff with clear instructions on how the matter has been handled.

For routine maintenance, a schedule of time and date for the entire fleet shall be prepared and placed on the unit notice board.

4.2 Preventive Maintenance

This refers to maintenance that is regularly performed on a piece of equipment to lessen the likelihood of it failing. It is performed while the equipment is still working so that it does not break down unexpectedly.

Where a fault or defect has been identified by the operator, they must document it on their pre-use daily check sheet and inform their supervisor immediately.

The supervisor will contact the unit manager, who will make a decision if the machine(s) is still road worthy with the fault still present or if the Plant is un-roadworthy and must be isolated from further use until the fault is rectified.

The fault reported and the roadworthy state of the vehicle will be documented on the machine Fault Card by the unit manager.

The plant will be classed as isolated from further use, when the keys have been removed from it and submitted to the unit manager.

All isolated plant(s) must display a sign on the dashboard stating "Not in use".

Where a vehicle is still road worthy, the fault will be recorded by the unit manager and the fault card retained until the vehicle comes into the garage for routine maintenance. At this point the fault will be rectified, details of the rectification recorded, and then signed off by the mechanic as suitable to return the work.

Where a plant is un-roadworthy, these repairs will be prioritized.

Once the fault is rectified, details of the rectification recorded, and then signed off by the mechanic as suitable to be returned to the road, the Vehicle Fault Card will be returned to the unit manager who will check and confirm that the work has been done.

Once satisfied that the rectification has been completed the fleet manager will sign off the final check on the Plant Fault Card and release the vehicle. Isolated equipment, plant and vehicles will have their keys returned and “not in use sign” removed.

Completed Plant Fault Cards will be physically stored in the plant files and the fleet administrator will enter the Plant Fault Card onto a database for ease of review.

Through the predictive maintenance, techniques shall be utilized to reduce equipment failure and reduce maintenance workload through the ability to identify approaching problems by tests and inspections. Maintenance man-hours spent on the job will be reduced through purchasing high quality equipment which is maintenance repair/replacement friendly. Initial equipment purchasing needs to monitor and review many factors before purchasing or allowing the contractor to purchase equipment. Strict initial specifications will cost more but save many times the cost over the life of the equipment.

4.3 Testing & Inspection

Each piece of equipment will be checked and readings recorded with time and date. At designated intervals, a Preventive Maintenance Work Order (PMWO) will be issued to take readings again. The successive readings will show a pattern of wear over time. Out of norm readings will cause a red flag and warning to be issued to check the equipment in question.

4.4 Alignment

Alignment readings on equipment will be taken on installation and recorded in the equipment machinery history notes. Periodically, the alignment can be rechecked and the readings recorded and logged.

4.5 Maintenance performance control

The Maintenance unit will set up and maintain the list of preferred suppliers and vendors. Maintenance will prepare a format for rating these suppliers and also prepare a form for investigation of a defect in a supplier’s service or parts/material delivery. A significant defect or after several defects and consultations with the supplier with no improvement could result in the concerned supplier being derated from preferred supplier to supplier and replaced by a competitor supplying goods in the same area. This supplier would then become one of the preferred suppliers.

The unit manager will develop a layout for the storage of the proposed inventory of parts and material decided upon in the consultations with the concerned departmental experts. The layout should try to group parts such as electrical, instrument, electronic, bearings, motors, gears, gearboxes, etc. Ample accommodations should be made for the addition of more parts in each area and correspondingly more part assigned numbers in the database.

4.6 Maintenance guidelines

The County Executive Committee Member responsible shall ensure that there is maintained an up to date maintenance guidelines in respect of the equipment and plant covered under this policy for effective execution of the functions of the units.

4.7 Training –Routine maintenance for operators

For the purpose of ensuring that the staff of the Nyandarua County Mechanical and Plant Units are competitive;

There shall be an annual training calendar prepared from the Training Needs Assessment report for each staff. The calendar shall contain the training course, date and the training institution. Each staff shall be required to attend the training without fail and that training certificate shall be deposited with the unit manager who will file them in personal files.

The duration of the training shall be determined by the gaps identified by the TNA to be conducted every financial year. Other career development courses shall be conducted as prescribed in the Nyandarua Human Resource Manual.

4.8 Aging fleet management

All unserviceable vehicles will be disposed of. This should be a continuous process. Disposal of government vehicles will be done by the county asset disposal committee as per the public procurement and disposal act, 2015.

Recommendation for bonding

- Beyond recommended mileage and running hours;
- When they are no longer economical to use based on cost of repairs and use of Consumables such as fuel, oil;
- Are accident write-off;

5 CHAPTER FIVE: EQUIPMENT, PLANT & MACHINERY SAFETY

Each equipment shall have a safety, operations and maintenance manual which shall be provided and strictly observed.

This section highlights the proactive precautionary measures that will be put in place to ensure the machinery, equipment and plants remain secure as well as occupational safety. Further, the policy highlights measures put in place to reduce safety hazards while the equipment are onsite and in the field. Key measures put in place include;

5.1 Heavy equipment, plant and machinery site safety considerations

Heavy equipment, machinery and plants can cause extensive damage if not well attended to. Therefore, employees/ operators using such machinery shall observe the following bear minimum safety guidelines while on site;

- i. Know how to properly operate the equipment assigned.
- ii. Carry out routine inspection of the equipment to ensure that it's in good working condition before commencing a job.
- iii. Carry out regular inspection and maintenance of the equipment.
- iv. Always use the equipment for the appropriate type of work.
- v. Operators must be in the right state of mind to work and free from intoxication, not drowsy or under medication that might interfere with normal functioning of the body.
- vi. Do not stress or overload the equipment.
- vii. Do not leave the equipment unattended while on site.
- viii. No unauthorized person should operate a machinery or be carried while the machinery is in use.

5.2 Security planning

The respective Chief Officers shall put in place security measures for equipment under the department. This will include measures against intrusion, theft and vandalism. All equipment must be entered into the Asset register, installed with tracking devices and identification marks (asset tagging) before they can be dispatched to the site.

5.3 Heavy equipment, plants and machinery site safety considerations

Safety of machinery, plant and equipment is critical to minimize accidents, lower maintenance costs and extend their economic life. The respective Chief Officers shall regularly publish and publicize safety guidelines for equipment under the department. Primarily, the following safety measures shall act as a guide;

- i. Develop clear obligations, responsibilities and duties of officers under whose watch the equipment is under.
- ii. Outline the technical requirements and specific measures required to ensure equipment safety and smooth operation.

- iii. Install the necessary control systems to guarantee safety of the equipment and risk of mechanical hazards.
- iv. Ensure information and markings on safety are in place at all times. This shall include supplementary measures relating to specific machinery types.

5.4 Safety requirements for equipment, plants and machineries for drivers and plant operators

The Unit managers will ensure that all operators and drivers have been provided and equipped with safety gears and gadgets. This shall be informed by the manufacturers guide on the equipment as well as general site operation equipment

5.5 Accident and incident reporting

Accidents and incidences related to operations of the equipment and plant shall be immediately reported to the equipment and plant operations supervisor. Additionally accidents will be required to be reported to the nearest police station within 24 hours. All incidences must be recorded in the Occurrence Book of the Equipment and plant which shall be provided to the Supervisor for scrutiny.

a. General administration

Accidents and incidents of work related ill-health shall be report in the official accident book to be maintained by the site/ unit manager. Staff and sub-contractors must be familiarized on the need to promptly report accidents.

b. Procedure

- i. Injured person or the first aider to report the accident to designated officer on site or at the Unit office giving all the relevant details.
- ii. The designated officer to enter all the details of the accident in the accident book taking care to ascertain what happened.
- iii. Injuries which require the first aider to refer the injured person to hospital or to their doctor should be immediately notified to a senior officer on site and notified the Chief Officer by telephone.
- iv. The Chief Officer and /or his appointed representative accompanied by the employee or their representative, must investigate all the circumstances of how the injury was sustained and an accident investigation report compiled.

- v. The findings of the investigations will be examined by the Unit/ Site manager, Director of Public Works and the Chief Officer with the objective of identifying measures to avoid future occurrence.
- vi. In case of serious accidents resulting to serious injuries or death, the accident location should be sealed off pending the investigation into the occurrence of the accident. Investigations should include statements from witnesses and any equipment or plant should not be touched or moved until the investigation has been concluded.

5.6 Theft and vandalism

Incidences of theft and vandalism will be reported through the provided criminal justice system as provided in the police act within 24 hours.

Further, the plant and machinery operators will be promptly required to report to the supervisors. Where theft and vandalism is not reported as stipulated or cannot be supported beyond reasonable doubt the officer involved shall be held directly responsible and liable to conviction in the existing Country Judicial System.

5.7 Insurance

The unit manager shall ensure that all equipment under his/her unit are insured at all time. While doing so, normal government procurement procedure will be followed to identify a service provider as provided for under the Public Procurement and Disposal Act, 2012.

The insurance cover shall mitigate risks associated with any loss or damage occurring at work, at rest or during maintenance operations and not limited to any construction site. The cover will also include third party liabilities. Terms of such a cover will be agreed with insurance companies on an annual basis.

6 CHAPTER SIX: REPORTING MECHANISM AND CHANNELS

6.1 Record Keeping & Management System

There shall be applied a record keeping management system that is I.T enabled through creation of a software system. The system will ensure there is up to date information pertaining all the records regarding equipment, personnel and operations of each unit.

6.2 Reporting channel

The mode of reporting shall adopt a bottom-up approach in the following manner;

Drivers/ plant operators

The drivers and plant operators will submit their daily and weekly reports to the field's operations supervisor. This will include the completed/filled forms prescribed in this policy and operational manuals in the public service.

Field operations supervisor

The field operations supervisor shall receive reports from the Drivers and plant operators on regular basis and compile weekly, quarterly and annual reports to describe the units operations, achievements and challenges encountered. The report shall be channeled to the unit manager.

Unit manager

The unit manager will collate the reports of the field operations supervisor and prepare a report on the unit's operations and rotational work program within the unit. The unit manager shall report to the Director in charge of Roads directorate.

The director shall prepare performance reports for the quarters and financial year to be presented to the CECM for policy evaluation and review and to Assembly for oversight purpose.

6.3 Conflict of interest

Where there is conflict of interest, full disclosure will be required to be made in writing and the said officer recuse themselves. The CECM shall ensure that there is maintained a register for conflict of interest and a copies availed to the Unit Managers.

6.4 Review of the policy

The policy will be reviewed periodically as and when required.