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## POLICY MEMORANDUM NO. 2023-GM01

To: <b>EQMR, Procurement &amp; Finance</b>	Subject: Port-owned Vehicle and Equipment Cannibalization Policy
Effective Date: October 1, 2023	Revision Date:
Approved By:  <b>RORY J. RESPICIO, General Manager</b>	

- I. PURPOSE:** To provide standard procedures and guidelines when the immediate need to cannibalize is critical to Port operations.
- II. DEFINITION:** Cannibalization – The authorized removal of a specific component, parts, or assembly from a vehicle or equipment for use against another vehicle or equipment of Port-owned assets.
- III. SCOPE:** The provisions of these guidelines shall be utilized and adhered to by Division Heads, Section Heads and employees of the Equipment, Maintenance and Repair Department (EQMR) who is responsible for the maintenance and repair of Port-owned vehicles and equipment.

The respective section will initiate the cannibalization process with the required information for routing and approval. Cannibalization of component, parts, or assembly shall not commence until approval of Standard Form PAG23-01.

- IV. DISCUSSION:** Division Heads, Supervisors, and employees are expected to exercise due diligence in the use of Port-owned assets and to utilize such properties only for authorized purposes.
  1. Parts and labor charge accountability.
  2. Cannibalization process ensures Maintenance Control in verifying and validating work orders that corresponds to a component, parts, or assembly being used.
  3. Tracking capability and quality control measures of required parts from one vehicle or equipment to restore the other.
  4. Allows EQMR Parts department to verify if cannibalized vehicle or equipment component, parts or assembly are available or will be available. If approved for cannibalization, the item(s) will be ordered for the donor vehicle but charged to the recipient.

## **V. RESPONSIBILITIES:**

### **1. Division Head**

- a. Train and enforce cannibalization standards.
- b. Ensure Maintenance Control and Parts Department have both verified and validated parts availability and work order accountability.
- c. Review for approval Standard Form PAG23-01 that labor hours and part cost are charged to correct asset.

### **2. Maintenance Control**

- a. Review and verify work order corresponds with requested cannibalized component, parts, or assembly.
- b. Review and ensure the value of the component, parts, or assembly does not exceed vehicle/equipment depreciated value. If it does, forward directly to Maintenance Manager or Superintendent that will determine if cannibalization is practical.

### **3. EQMR Parts Department**

- a. Review and verify vehicle/equipment receiving a component, parts, or assembly do not have the required item currently on order or deferred.
- b. Review and verify donor vehicle/equipment inbound parts are not received or scheduled for delivery within twenty-four (24) or forty-eight (48) hours. If so, forward to Maintenance Manager or Superintendent to determine if cannibalization is practical.

### **4. Shop Supervisor**

- a. Train employees on cannibalization process and procedure to include utilization of cannibalization form.
- b. Enforce proper cannibalization process is followed and approved before any parts are taken off donor vehicle.

## **VI. COMPLETING STANDARD FORM PAG23-01:**

1. Standard Form PAG23-01 will be attached to both donor and recipient work orders.
2. Total labor and material costs of cannibalization, that is, removing the part from the donor asset and installing it on the recipient asset are charged to the vehicle or equipment on which the part is installed.

3. EQMR Parts Department ensures that the replacement component, parts, or assembly are ordered for the cannibalized vehicle or equipment.

- Survey assets will not require replacement parts.
- Equipment parts is not deemed as surplus items.

4. Record of Cannibalization (EQMR)

- a. **Standard Form PAG23-01.** Enter the date, requester, part number/description, quantity, and price in the form heading area. Describe the part of component needed for the current repair requirement.
- b. **Action Required by EQMR Parts Department.**

**Recipient Part Block.**

- Parts to be Installed on Vehicle or Equipment Below. This section relates to the vehicle/equipment and vehicle/equipment part, or component needed for the current repair requirement. Provide the unit number, vehicle/equipment type/model, and work order number. Mark *yes* or *no* if the asset is below mission essential level. Indicate estimated man-hours required to remove and install the part, and status indicator. Note when the new part will be available.

Status Indicator:

- AWS – Awaiting shop.
- AWP – Awaiting parts (component, parts, or assembly).
- INP – In progress.
- DFP – Deferred parts (components, parts, or assembly).

**Donor Part Block.**

- Recommended Part will be Cannibalized from Vehicle or Equipment Described Below. This section relates to the vehicle or equipment that the part or component is cannibalized from (donor). EQMR Parts department indicates the unit number, vehicle/equipment type/model, work order number, and status indicator. Note down status of parts pending and delivery date.
- Authorize the Cannibalization of the Above Part. Signatures from EQMR Parts Department, Maintenance Control Section, and Maintenance Manager or Superintendent are required before cannibalization is authorized. The remarks section is reserved for any additional information. EQMR Parts Department will utilize this form as a substitute parts request and annotate when part is ordered.

**VII. ENTIRE POLICY:**

All prior policies or memoranda in conflict with this policy are hereby rescinded.

**Port Authority of Guam  
Record of Cannibalization (EQMR)**



Date: \_\_\_\_\_

Requester (Technician):	Part Number / Description:	Quantity:
		Price:

**Action required by EQMR Parts Department:**

**Part to be installed on vehicle/equipment below:**

<b>Recipient Part Block</b>	Unit Number:	Vehicle/Equipment, Type/Model:	Work Order Number:
	Item is below Mission Essential Level: <input type="radio"/> Yes <input type="radio"/> No		Estimated Labor Hours:
	<b>Note: All cannibalization cost will be charged to the vehicle/equipment receiving the parts.</b>		
	Status Indicator: <input type="radio"/> AWS <input type="radio"/> AWP <input type="radio"/> INP <input type="radio"/> DFP		
	New part will be available on (date):		

**Recommended part will be cannibalized from vehicle/equipment described below:**

<b>Donor Part Block</b>	Unit Number:	Vehicle/Equipment, Type/Model:	Work Order Number:
	If applicable: Requisition No. _____ Purchase Order No. _____		
	Status Indicator: <input type="radio"/> AWS <input type="radio"/> AWP <input type="radio"/> INP <input type="radio"/> DFP		
	Status of parts pending and delivery date:		

**Approval and authorization to proceed on the Cannibalization of the above part.**

_____ EQMR Parts Signature/Date	_____ Maintenance Control Signature/Date
_____ Superintendent or Maintenance Manager Signature/Date	

Remarks, if any:		
Cannibalized Part Ordered: <input type="radio"/> Yes <input type="radio"/> No	Date:	<b>Note: This form will be attached to both work orders.</b>

AWS: Awaiting shop

AWP: Awaiting parts

INP: In progress

DFP: Deferred parts