

## Fleet and Equipment Maintenance

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### 16.1 Organization and Responsibility

The Fleet and Equipment Maintenance Division (OPM) is responsible for the activities and operations of the Shipyard, the main Repair and Industrial Diving facilities, the land transportation maintenance, and the fleet administration for the Panama Canal Authority.

The division is headed by an executive manager who is responsible for five sections, each headed by a section manager as well as a Floating Equipment

Contracting Officer Representative (appointed as needed), an Administrative and Timekeeping Unit, an Information Technology Unit, a Budget Unit, a Purchasing Unit and a Floating Maintenance Planning Unit and. This division provides expert advice and support in the design, construction, modification and maintenance of floating and land transportation equipment; damages and marine salvage; industrial equipment and structures, project planning, industrial diving and training; electromechanical systems and machine tools and their acquisition; and equipment and materials required for the advancement of the operations for this division.

In addition, the division administers the Quality Management Program, secures trade and manufacturer certifications applicable to the naval repair industry and coordinates the Improvements Program. Administers the Marketing Program and serves as liaison with the Executive Vice Presidency for Engineering and Programs Management. It secures the development of new methods and products existing in the global market. Is responsible for and administration of the floating equipment fleet (tugs, launches, boats, etc.) and the land transportation vehicle fleet (cars, trucks, fire trucks, ambulances, lifts, cranes, etc.).

OPM is divided in five sections, whose general responsibilities are:

(1) The *Fleet Administration and Investment Program Section (OPMA)* provides programming services, coordination, audits, standardization and the establishment of corporate maintenance contracts for the land transportation, and industrial and floating fleets for the ACP, as well as the administration of the investment program for the Division.

(2) The *Major and Industrial Equipment Overhaul Section (OPMR)* provides major maintenance services for floating and submerged equipment, including miter gates, locks and spillways, and other industrial equipment's within the Canal.

(3) The *Preventive Maintenance and Operations Support Section (OPMM)* is responsible for the rehabilitation and maintenance services for launches and small motors, as well as the onboard maintenance for tugboats and plant industrial equipment.

(4) The *Engineering, Naval Architecture and Reliability Section (OPMN)* is in charge of the design and inspection of all our floating and industrial equipment and confined spaces. Diagnoses and provides quality assurance inspections, provides customer service, undertakes analysis and projections, and tool supply and calibration.

(5) The *Land Transportation Maintenance Section (OPMT)* is in charge of the maintenance of rolling stock, and diagnostics and quality inspections.

## 16.2 Administrative and Timekeeping Unit

The *Administrative and Timekeeping Unit* coordinates, develops and performs functions related with administrative services, human resources, and labor relations, as well as the personnel timekeeping throughout the Division.

- Documents work related accidents, common illness, and maternity programs.
- It prepares recruitment activities, temporary and permanent promotions, assignment extensions, transfers, and terminations.
- Creates job descriptions, organizational charts and various reports.
- Coordinates and initiates employee nominations for training and development.
- Initiates, coordinates, and prepares local, contracted, and out of country seminar packages.
- Initiates and recommends disciplinary actions and actively participates in Labor Relations.
- Initiates and does follow-up on the Suggestions Program and Performance Evaluations. Prepares nominations for the Immediate Awards Program. Investigates nominations for the Safety Award Programs. Coordinates Service Awards.
- Develops instructions and administrative procedures.
- Initiates and prepares local and external travel allowance requests.
- Is responsible for the timely and accurate record of all personnel working hours.
- This office provides office support to all sections and shops.

## 16.3 Information Technology Unit (IT)

The *IT Unit* is entrusted of the analysis, coordination, and implementation of the computer equipment and necessary programs for an effective performance of our database.

- Serves as liaison with other departments to create and maintain good communication structures.
- Provides continuous support for the Fleet and Equipment Maintenance Division users.

## 16.4 Budget Unit

This unit is entrusted with the formulation, presentation, and execution of OPM's annual operations budget.

- Coordination within the Division of the implementation of the different financial system modules for the ACP (ORACLE).
- Monitors operating expenses to ensure an efficient execution.
- Achieves internal controls to ensure procedures are in accordance with ACP and Division regulations.
- Performs inventory control functions.
- Ensures that commercial investment, intra- and inter-divisional jobs are accomplished in accordance to the assigned budget and in compliance with all standards.

## **16.5 Purchasing Unit**

Processing of purchase requests and payments of all articles and services required in OPM; with the exception of inventory withdrawals and office furniture provided by the ACP.

## **16.6 Maintenance Planning Unit**

Provides services and cost estimates and project verification; inspection, appraisal of maritime accident damages; and recommendations on marine salvage and naval repairs.

Establishes and keeps up to date the general maintenance program for the floating equipment in coordination with the Major Overhaul and Industrial Equipment Rehabilitation Section and the Preventive Maintenance and Operations Support Section.

## **16.7 Fleet Administration and Investment Program Section (OPMA)**

This Section keeps Analysis of Fleet Optimum Size for all the fleets administrated by the Fleet and Equipment Maintenance Division. Is responsible for the proper acquisition and replacement of all the land transportation, industrial and floating fleets for the ACP.

Coordinates the routines and cycles for preventive maintenance of the fleet of tugs, launches, and vehicles assigned to the Fleet and Equipment Maintenance Division.

Maintain certificates of operations of the equipment of all fleets.

Performs periodic audits of the maintenance of the equipment to maintain availability of the fleet in accordance to operational requirements.

Recommends criteria for the standardization of processes and indicates the optimum fleet of various equipment of the Panama Canal Authority.

Maintain long term plans for replacement and acquisition of the necessary equipment in order to provide availability of the resources needed in the Canal operations.

This Section provides assistance to the Contracting Officer by providing expert personnel as his representative for contracts involving the acquisition of floating equipment.

This Section is responsible for the Divisions Investment Program, and coordinates with the other sections the proper execution of the program.

## **16.8 Major and Industrial Equipment Overhaul Section (OPMR)**

This section manages and directs the resources assigned for the reconstruction, repair, fabrication and/or modification of major floating equipment (tugs, rigs, floating cranes, dredges, drilling rigs, push boat, miter gates and spillways, major components of the locks, vehicle bridges and general industrial repairs, etc.).

- Provides advisory services in the operation of the plant infrastructure, equipment, machinery, tools and floating equipment.

- Responsible for the general administration, strategic development, budget performance and personnel management in the service units located under the, Salvage and Diving, Mechanical Services, Metallurgic Services, Industrial Coatings, Ship Yard Assistance, Locks and Dams Components and Dry-docking.

## **16.9 Preventive Maintenance and Operations Support Section (OPMM)**

This section is responsible for the rehabilitation, preventive and corrective maintenance of floating equipment such as launches and marine motors, and the onboard preventive and corrective maintenance for tugboats.

- Performs maintenance to small crafts and other minor floating equipment afloat in Miraflores Dock and Mont Hope.

- Responsible for the general administration, strategic development, budgetary execution and personnel management in the units pertaining to Floating Equipment Shops, Tugs Marine Maintenance, Plant Equipment Maintenance and Electrical Services Units.

## **16.10 Engineering Naval Architecture and Reliability Section (OPMN)**

This section performs designs and inspections for the modification, rehabilitation and repair of all floating, marine, industrial and plant equipment, locks, dams and power generation equipment under the responsibility of the Fleet and Equipment Maintenance Division.

- Undertakes diagnostics and quality inspection following the processes established in the Quality Management Program of the Fleet and Equipment Maintenance Division and is in charged of the assignment in the various projects managed by the Division.

- Instrumentation and calibration services. It is responsible for general administration, strategic development, budgetary execution and personnel management for the Instrumentation and Calibration, Planning and Management, and Analysis and Projections Units.

- Provides logistical support for the optimal growth of the plant and the fulfillment of the improvement projects for the facilities and plant equipments including the floating equipment of the Fleet and Equipment Maintenance Division and the equipment for the Salvage and Diving Unit.

- Initiates purchases of supplies and office equipment.

## **16.11 Land Transportation Maintenance Section (OPMT)**

It is the section responsible for the complete maintenance of all the rolling stock for the Panama Canal Authority, such as light vehicles (sedans, pick-ups, vans), minor equipment (lifts, concrete mixers, welders), heavy vehicles (trucks, cranes, choppers, mechanical shovels, tractors, fire trucks, ambulances, tankers and beds).

- This Section undertakes diagnostics and quality inspections, car repair shops, and welding.

- Responsible for the general administration, strategic development, budgetary execution and personnel management for the Atlantic and Pacific Repair, and Support Units.