

T-13 Keeping documentation

CLASSES III - Exercise

Content

Introduction

1. Planning documentation

2. Evaluation documentation

3. Evidence of PLO

Conclusion

1. PLANNING DOCUMENTATION

Compilation in the Plan of the department

In the planning of tasks CLASSES III is necessary to pay particular attention to the tasks that are carried out in cooperation with other units, especially with the company of logistics, which is incorporated Fuel Store. It is essential to specify the exact time these activities in the "Plan of the department for the training year (VR)".

These include the implementation of monthly fuel inventory governing body CLASSES III, which is also required the presence of the fuel store workers.

1. PLANNING DOCUMENTATION

Compilation in the Plan of the department








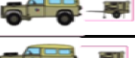

Fill in the form set

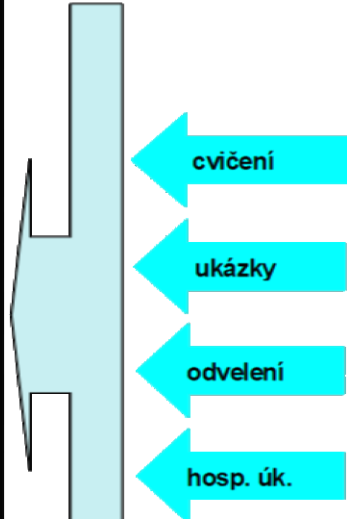
1. KALENDÁŘNÍ PLÁN																	
Číslo	Úkol - opatření	Řídí	Odpovídá	Součinnost-účast	Doba provedení - rok 2008												Poznámka
					Le	Ún	Bř	Du	Kv	Če	Čr	Sr	Zá	Ři	Li	Pr	
007																	
008																	
009																	
010																	
011																	
012																	
013																	
014																	

1. PLANNING DOCUMENTATION

Calculation of expected consumption

Process table for the calculation of consumption, identify the main activities.

Jednotka	vozidlo	NM						Celkem
1. mr								
								
								
1. mr celkem								
2. mr								
								
								
2. mr celkem								
VR								
								
								
VR celkem		670	470	950	550	550	3 190	
nmr celkem		1 670	870	5 050	1 650	1 050	10 290	



Záměr
činnosti
útvary na VR

Plán provozu
techniky na
VR

30 Kč 308 700 Kč

1. PLANNING DOCUMENTATION

Procedure for acceptance of PH

Determine the sequence of activities



2. VYHODNOCOVACÍ DOKUMENTACE

Dispensing fuel into a land motor technology own department

- handle basic documents;
- justify the ways of moving material;
- refill diesel technology required kinds of fuel

3. EVIDENCE OF PLO

The book of PLO

- handle basic documents;
- justify the ways of moving material;
- refill diesel technology required kinds of fuel

Kniha PHM 2011

L. část/1														
Datum	DÚD	Doklad	305 BA-95 N 0153050210261			402 NM-54 0154020220268			Benadit BA 0157130450200			OMO-1236 0155250320269		
říjen 11			příjem	výdej	zůstatek	příjem	výdej	zůstatek	příjem	výdej	zůstatek	příjem	výdej	zůstatek
převod z minulého měsíce			25454	0	25454	47794	0	47794	19,5	0	19,5	1653	0	1653
31.10.2011	01103224	rbt 1		15	25439		1207	46587		0,1	19,4			1653
31.10.2011	01103224	rbt 2			25439		1240	45347			19,4			1653
31.10.2011	01103224	rbt 3		52	25387		1351	43996		0,1	19,3			1653
31.10.2011	01103224	rbt 4		43	25344		740	43256		0,2	19,1			1653
31.10.2011	01103224	rdt 1		229	25115		1474	41782		0,4	18,7		9	1644
31.10.2011	01103224	rdt 2		32	25083		132	41650		0,1	18,6		8	1636
31.10.2011	01103224	rst 1		81	25002		790	40860			18,6		3	1633
31.10.2011	01103224	rst 2		152	24850		902	39958		0,1	18,5		6	1627
31.10.2011	01103224	rst 3		100	24750		566	39392		0,3	18,2			1627
31.10.2011	01103224	rst 4		98	24652		919	38473		0,2	18			1627
31.10.2011	01103224	rst 5		103	24549		1093	37380			18			1627
31.10.2011	01103224	rst 6		69	24480		722	36658			18			1627
31.10.2011	01103224	rst 7		81	24399		584	36074			18			1627
31.10.2011	01103224	rst 8		98	24301		827	35247		0,4	17,6		10	1617

3. EVIDENCE OF PLO

At the end of the month the asset manager 3.0 MU (Chief of service of fuel will make an inventory of stocks of fuel (fuel-Vševojsk-1-1 and 1-1). The actual inventory level must be the same as the balances in each column for each type of fuel.

[illegible]

INVESTICE DO ROZVOJE VZDĚLÁVÁNÍ

CONCLUSION

Documentation kept in security PHM is an important basis to process the requested analyzes that are fundamental for planning funds to secure material PHM department.

It is necessary to lay emphasis on proper and regular filling set of documents that are required to undergo inspection and subsequently used to evaluate the activity.