

WEST VIRGINIA DIVISION OF HIGHWAYS
ADMINISTRATIVE OPERATING PROCEDURES
SECTION IV, CHAPTER 4

SECTION TITLE: EQUIPMENT
CHAPTER TITLE: RECLASSIFICATION OF FLEET EQUIPMENT

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I. **INTRODUCTION**

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To each unit of rolling stock or heavy equipment, a three- digit number is assigned to designate its classification in the fleet. The class numbers, assigned by Equipment Division, are the first three digits of the unit's "E.D. Number". The equipment class numbers aid users in identifying the various equipment types and their intended usage.

Equipment class numbers also provide management with a means of accountability through the monitoring of costs, utilization statistics, etc. The operational, repair and maintenance cost records and utilization statistics for each class of equipment are the basic tools which management uses to make informed decisions about equipment performance and when replacement is needed.

Considering the significance of the equipment records, it is critical that any decision that might affect this information must be carefully documented and coordinated with appropriate management. Therefore, whenever it is determined that a unit or combined units of equipment must be reclassified, these procedures must be closely followed. Following these procedures will ensure that the accuracy of the financial, inventory, utilization and all other historical information will be properly maintained.

II. REASONS FOR RECLASSIFYING EQUIPMENT

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Generally, the need to reclassify a unit or units of E.D. Numbered equipment is related to a change in the unit's original construction and thus a change in its intended use. The following listing identifies the main circumstances that would require reclassification and would invoke the requirements of this procedure. However, if in doubt, the Equipment Division must be contacted before any modifications to a unit of equipment are undertaken.

A unit of equipment may need to be reclassified if:

- an attachment or attachments are added;
- the unit is reconstructed or modified;
- or, management directs the unit(s) to be dedicated to a specific use.

III. EQUIPMENT RECLASSIFICATION PROCESS

Before acquiring any materials or starting any modification or alteration work on any unit of E.D. Numbered equipment, prior approval must be secured from the Director of Equipment Division. This approval may only be gained by submitting the following information and complying with this procedure.

The Equipment Division shop in Buckhannon is the only one exempt from the remainder of this procedure. This shop is under the direct control of the approving authority and internal processes will be used to satisfy the approval and documentation requirements.

A. USER ORGANIZATIONS

1. Submit a written request to the Director, Equipment Division. The request will consist of the following information:
 - a. Identify, by ED Number/s and description, the unit or units involved in the modification, or retrofit or class desiring reassignment to.
 - b. Statement of justification as to why the modification, retrofit, or class assignment is necessary or desirous.
 - c. Estimated cost summary of the entire modification or retrofit, if necessary, from start to finish.
 - d. Computer screen print copies of General Information, Cost/Revenue Summary, Meter Readings/Prior Transfer, and Preventive Maintenance pages from the computer Equipment Master File on all ED Numbered units involved in the transaction.

- e. **"Before"** photographs of all ED Numbered units and Non-ED Numbered attachments in their current configuration before being added to or removed. Photographs shall be of sufficient quality to permit visual conclusions about equipment condition, etc.
- f. A copy of the front and back of the WVDOH welder certificate(s) of the person or persons to perform any welding function on the unit.

WELDER PERSONNEL QUALIFICATION REQUIREMENTS

To be eligible to perform any welding on equipment during the modification, rebuild or retrofit process, each welder must have a current West Virginia Division of Highways Welding Certificate Card verifying that he/she is certified to perform **all** types of welds, such as, horizontal, vertical, overhead, and groove, on **all** metals up to a maximum of three quarters of one inch (3/4").

- 2. After receipt of written approval or disapproval from the Director, Equipment Division:
 - a. If the request to modify or retrofit is disapproved by the Director, Equipment Division, the modifications, retrofit, or reclassification will not be accomplished.
 - b. If the request to modify, retrofit, or reassign was approved by the Director, Equipment Division, the modification, retrofit, or reassignment may commence and charges will be made to the existing ED numbered items involved.
- 3. Immediately after the completion of a modification or retrofit, the user organization must submit the following information, in writing, to the Director, Equipment Division, before the reclassification can be completed and a new class and Equipment Division number (ED #) can be issued:
 - a. **"After"** photographs of the unit in it's final completed condition.
 - b. Completed Form ME-114, Field Report Information, on the total completed unit.
 - c. Computer screen print copies of the General Information, Cost/Revenue Summary, Meter Reading/Prior Transfer and Preventative Maintenance pages from the computer Equipment Master File on all ED Numbered items of equipment involved in the reclassification transaction.

- d. Completed Form OE-200, Fabrication Welding Verification, signed and dated by all personnel that performed any welding on the completed unit.
- e. A copy, front and back, of the West Virginia Division of Highways Welders Certificate Card for each employee that signed the Form OE-200.

B. EQUIPMENT DIVISION

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Equipment Division is responsible for all records keeping of reclassification transactions within the equipment fleet.

When reclassification of any previously classified item of equipment within the fleet is to be done, Equipment Division will accomplish the following:

1. Equipment Maintenance Management Section

After issuing a new classification (ED Number) to the item of equipment to be reclassified, the Equipment Maintenance Management Section is responsible for preparing the necessary Journal Voucher (JV) forms to transfer all Life-To-Date Revenue data on previously classified items of equipment to the newly assigned classification ED Numbered item of equipment.

After the Journal Vouchers are prepared, they are to be forwarded to Equipment Division Accountant, who, in turn, completes the transaction in collaboration with Finance Division.

The necessary forms to be prepared and transacted are:

- a. Finance Division Form BF-143
For journal vouchering Life-To-Date Labor Expenses, Invoice Expenses, Inventory Expenses, and Transportation Expenses.
- b. Finance Division Form BF-145
For journal vouchering Life-To-Date, Rental Usage Charges, Idle Rental Charges, and Down Time Charges.
- c. Finance Division Form BF-143
For journal vouchering any changes in equipment values resultant from upgrading, modification, or retrofitting.
- d. Equipment Division Form MQ-39
For reporting the value of the newly classified item of equipment and debiting the previously assigned class or classes of the equipment being reclassified.

After completion of the entire reclassification transaction, all records and files on the previously classified equipment are to be merged and placed into the new classified unit's record file, all necessary entries made on the Master File Information Screen, a screen dump of all Equipment Master File screens is to be accomplished and maintained in the record file until the unit or units of equipment are again reclassified or retired.

2. Equipment Division Accountant

The Equipment Division Accountant is responsible for reviewing all Journal Vouchers and Form MQ-39, forwarding them to Finance Division, insuring the transactions are completed and returning copies of each to the Equipment Maintenance Management Section for enclosure in the reclassified unit's record file.