

Date Prepared 05/2001  
Revised \_\_\_\_\_  
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**BMP#** Automotive #12

**TITLE:** PURCHASING ENGINE BLOCKS

**Regulatory Citation:** Not Applicable

**Applicability:** Purchase of Engine Blocks for Automotive classes.

**Purpose:** Reduce potential for oil spillage from engine blocks.

**Department Responsible:** Automotive Department Chairman (629-7272)

**Schedule:** As required.

**Procedures:** As required the Automotive Department Chairman will order engine blocks for classroom use. The Chairman shall notify the supplier that the engine blocks must be delivered empty of fluids and that the proper engine plugs are placed in the engine. Upon arrival at Cogan; the engine blocks will be stored in the engine block storage rack. As required the engine blocks will be transported into the automotive laboratory and filled with appropriate fluids.

**Record keeping:** Not Applicable.

**Record Location:** Not Applicable

**Contact:** Not Applicable

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