





Vehicle & Trailer Inspection

Guide

SOP. FL-004 Vehicle and Trailer Inspection

Vehicle & Trailer Inspection

DESCRIPTION OF TASK:	
<p>Pre-operation inspection of vehicle & trailer.</p> <p>Note: This task is to be undertaken daily at the start of any shift.</p>	
RESPONSIBILITIES RELATING TO THIS SAFE WORK INSTRUCTION (SWI):	
Road Transport Manager /	<ul style="list-style-type: none"> Ensure the consistent application of this SWI Investigate all breaches of this SWI and instigate appropriate corrective action to prevent any reoccurrence.
Operations Manager	<ul style="list-style-type: none"> Implement employee training and instruction to ensure all relevant parties are competent in the application of this SWI. Provide ongoing infield supervision of operations to ensure that all aspects of this SWI are complied with.
Road Transport Operator / Heavy Vehicle Operator	<ul style="list-style-type: none"> To apply the 'How to Do the Task Safely' actions as described in this SWI when performing vehicle and trailer inspections
MANDATORY PERSONAL PROTECTIVE EQUIPMENT:	
<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>HIGH VISIBILITY CLOTHING OR VEST MUST BE WORN IN THIS AREA</p> </div> <div style="text-align: center;">  <p>SAFETY FOOTWEAR MUST BE WORN ON THIS SITE</p> </div> <div style="text-align: center;">  <p>HAND PROTECTION MUST BE WORN IN THIS AREA</p> </div> <div style="text-align: center;">  <p>EYE PROTECTION MUST BE WORN IN THIS AREA</p> </div> </div> <p style="text-align: center; margin-top: 10px;">Strongly recommended: Gloves, safety eyewear</p>	
REFERENCES:	
Document Number	Document Name
SWI	SOP.## Vehicle and Trailer Inspection v.1
CBA	CBA.## Vehicle and Trailer Inspection v.1

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DEFINITIONS:

WARNING



WARNINGS HIGHLIGHT AN OPERATING OR MAINTENANCE PROCEDURE, PRACTICE, CONDITION, STATEMENT, ETC. WHICH IF NOT STRICTLY OBSERVED COULD RESULT IN INJURY TO PERSONNEL OR LOSS OF LIFE.

CAUTION



Cautions highlight an operating or maintenance procedure, practice, condition, statement, etc., which, if not strictly observed, could result in damage to, or destruction of, equipment, loss of mission effectiveness, or long-term health hazards to personnel.

Note





Notes highlight an essential operating or maintenance procedure, condition, or statement


SAFE WORK INSTRUCTION

Steps	Hazards	How To Do the Task Safely
<p>1. Pre work task hazard assessment</p>	<ul style="list-style-type: none"> ■ Slips trips and falls caused by unsuitable ground surface or environmental factors lighting or rain. ■ Other workplace activity presents interaction hazards e.g. people and vehicles or forklifts. ■ Roadway accident arising from poor visibility or directional awareness by other road / yard users. ■ Burns caused by the hot engine 	<ul style="list-style-type: none"> ■ Ensure appropriate surface and environmental conditions exist ie. flat, even ground. ■ Ask the question: Is there any possible risk of interaction with other activities e.g. truck or forklift movements? ■ Move to Step 2 “Prime Mover Inspection” or Step 12 “Trailer Inspection”.


Prime Mover Inspection

<p>2. Check & adjust Fluid levels</p>	<ul style="list-style-type: none"> ■ Vehicle or equipment damage resulting from falling objects. ■ Working around suspended loads. ■ Roadway accident arising from poor visibility or directional awareness by other road / yard users. ■ Struck by falling objects (Vehicle bonnet/cabin). 	<ul style="list-style-type: none"> ■ Secure all loose items before tilting the cab. <div style="display: flex; align-items: center; margin-bottom: 10px;">  <p>Tilt bonnet / cabin if required to check / top up fluids, ensure bonnet / cabin is secured in the elevated position prior to working underneath the cabin to top up fluids.</p> </div> <p>Bonnet/Cabin MUST be beyond the pivot point and locked in place using the chock or stabiliser bar prior to working underneath.</p> <ul style="list-style-type: none"> ■ Ensure the engine has cooled. <p>Wear gloves to protect from hot surfaces and when handling fluids (e.g. oils)</p> <div style="display: flex; align-items: center; margin-bottom: 10px;">  <ul style="list-style-type: none"> ■ <i>Take care when handling oils or coolants.</i> ■ <i>Ensure spill response equipment is available and contain any spillages</i> </div>
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SAFE WORK INSTRUCTION

Steps	Hazards	How To Do the Task Safely
3. Conduct Inspection - Wheels and Tyres	<ul style="list-style-type: none"> ■ Tyre failure arising from condition or integrity. ■ Tyre and rim are dislodged from hub during operation and enters roadway uncontrolled striking another road user's 	<ul style="list-style-type: none"> ■ Inspect tyres for pressure (visual check) and tread integrity. ■ Inspect rims for visual cracks or dents. ■ Conduct an inspection of wheel nut security by conducting a visual check of wheel retainers or indicators.
4. Conduct Inspection – Lights, Indicators and Reflectors	<ul style="list-style-type: none"> ■ Roadway accident arising from poor visibility or directional awareness by other road users. 	<ul style="list-style-type: none"> ■ Inspect all lights including clearance lights to ensure that they are operational. ■ Also inspect all reflectors and lenses and ensure that they are undamaged and free of dirt or debris.
5. Conduct Inspection - Windscreen, Mirrors and Wipers	<ul style="list-style-type: none"> ■ Roadway accident arising from dirty windscreens / mirrors or faulty wiper blades impairing visibility. 	<div style="display: flex; align-items: flex-start;">  <p><i>Inspect windows and mirrors for security, damage and grime, clean as required using a long handled broom and cleaning agent. Do not climb on cabin or bull bars.</i></p> <ul style="list-style-type: none"> ■ Test wipers and windscreen washers to ensure operational and to ensure clear forward vision will be maintained. </div>
6. Conduct Inspection - Structure and Bodywork	<ul style="list-style-type: none"> ■ Serious vehicle accident (<i>single or other road user</i>) arising from a major vehicle or trailer structural or component failure. 	<ul style="list-style-type: none"> ■ Inspect all panels and visible structural members ensuring that they are secure. ■ Check for leaks of any fluid (oil, fuel, air, water, refrigerant/coolant, hydraulic/brake fluid or other).
7. Inspect Condition of Air Hoses and Electrical Leads	<ul style="list-style-type: none"> ■ Serious vehicle accident (<i>single or other road user</i>) arising from a major vehicle or trailer structural or component failure. 	<ul style="list-style-type: none"> ■ Conduct a visual inspection for damaged air hoses and fitting. ■ Conduct a visual inspection of the trailer electrical leads & plugs for loose pins, exposed wires.



SAFE WORK INSTRUCTION

Steps	Hazards	How To Do the Task Safely
8. Inspect Turntable Assembly	<ul style="list-style-type: none"> ■ Serious vehicle accident (single or other road user) arising from a major structural component failure of turntable resulting in separation. 	<div style="display: flex; align-items: flex-start;">  <ul style="list-style-type: none"> ■ Conduct a visual inspection of the turntable for damage to the release handle and jaws. ■ Check for the presence of the secondary locking devices. ■ Ensure adequate grease has been applied to the face of Turntable </div>
9. Conduct Inspection - Brakes	<ul style="list-style-type: none"> ■ Serious vehicle accident (single or other road user) arising from a deficient vehicle braking system. 	<ul style="list-style-type: none"> ■ Check brake failure indicator(s). ■ Check pressure/vacuum gauges – If available. ■ If available and accessible bleed off contaminants from air tanks - full air and air over hydraulic systems only on rigid and articulated combinations.
10. Check communications and safety equipment	<ul style="list-style-type: none"> ■ Hazards resulting through lack of effective communication or fleet monitoring. ■ Failure to respond to fire or DG spill hazards. ■ Failure to warn other road users of breakdown hazards. 	<ul style="list-style-type: none"> ■ Check communication devices (UHF and Back to Base radio, GearBox Data tablet) ■ Check contents of DG response kit (if applicable) ■ Check that the emergency warning triangles are present and in good order. ■ Check fire extinguisher is charged and within test date
11. Check Seatbelts	<ul style="list-style-type: none"> ■ Seatbelt failing to secure Driver in event of accident 	<ul style="list-style-type: none"> ■ Check Tongue and Buckle Assembly ■ Check Retractor unit is functional without gripping or stalling ■ Check webbing is free of excessive fading, stretched or broken stitching, fraying etc..
Trailer Inspection – NOTE: Pre-start inspection must be conducted each time you hitch up to a new trailer		

SAFE WORK INSTRUCTION

Steps	Hazards	How To Do the Task Safely
12. Conduct Inspection - Wheels and Tyres including the spare.	<ul style="list-style-type: none"> ■ Tyre failure arising from condition or integrity. ■ Tyre and rim are dislodged from hub during operation and enters roadway uncontrolled striking another road user's 	<ul style="list-style-type: none"> ■ Inspect tyres for pressure (visual check) and tread integrity. ■ Inspect rims for visual cracks or dents. ■ Conduct visual inspection of wheel nut security by conducting a visual check of wheel retainers or indicators.
13. Conduct Inspection – Lights, Indicators Reflectors, and signage	<ul style="list-style-type: none"> ■ Roadway accident arising from poor visibility or directional awareness by other road users. 	<ul style="list-style-type: none"> ■ Inspect all lights to ensure that they are operational. ■ Also inspect all reflectors and lenses and ensure that they are undamaged and free of dirt or debris.  <ul style="list-style-type: none"> ■ Check dangerous goods placard, is it displaying the correct signage.
14. Conduct Inspection - Structure and twist lock	<ul style="list-style-type: none"> ■ Serious vehicle accident (<i>single or other road user</i>) arising from a major trailer structural or component failure. 	<ul style="list-style-type: none"> ■ Inspect all panels and visible structural members ensuring that they do not have any visible deformation. ■ Check the twist locks must be in good working order.
15. Check Tow Eyes and Couplings for Security and Integrity	<ul style="list-style-type: none"> ■ Serious vehicle accident (<i>single or other road user</i>) arising from a major trailer/dolly structural or component failure. 	<ul style="list-style-type: none"> ■ Inspect Tow Eyes and Couplings for Integrity, Security and Damage.
16. Inspect Condition of Air Hoses and Electrical Leads plugs	<ul style="list-style-type: none"> ■ Serious vehicle accident (<i>single or other road user</i>) arising from a major vehicle or trailer structural or component failure. 	<ul style="list-style-type: none">  <ul style="list-style-type: none"> Conduct a visual inspection for damaged air hoses and fitting. ■ Conduct a visual inspection of the trailer electrical leads & plugs for loose pins, exposed wires.

SAFE WORK INSTRUCTION

Steps	Hazards	How To Do the Task Safely
17. Conduct Inspection – Load restraint equipment	<ul style="list-style-type: none"> ■ Serious vehicle accident (<i>single or other road user</i>) arising from a major vehicle or trailer structural or component failure. 	<div style="display: flex; align-items: flex-start;">  <ul style="list-style-type: none"> ■ Inspect all load restraint equipment for signs of wear and fatigue this includes: <ul style="list-style-type: none"> ○ Ropes ○ Rated curtains ○ Straps ○ Chains ○ Ratchets ○ Ply board / Co ■ Any faulty or damaged equipment must not be used. </div>
Record of Inspection and Reporting of faults/defects		
18. Pre-Trip Vehicle Fault Reporting & Recording	<ul style="list-style-type: none"> ■ Serious vehicle accident (single or other road user) arising from failure to adequately report and isolate defective equipment. 	<div style="display: flex; align-items: flex-start;">  <ul style="list-style-type: none"> ■ Record prestart inspection on runsheet and/or GearBox device ■ Any defect found during the daily vehicle inspection is to be recorded Via a Defect Vehicle Report. ■ All defects must be immediately reported to your supervisor and via Defect Vehicle Reporting process ■ When a vehicle or trailer is found to be defective, the equipment must be immediately locked out to prevent use and prior to commencing any maintenance. </div>