



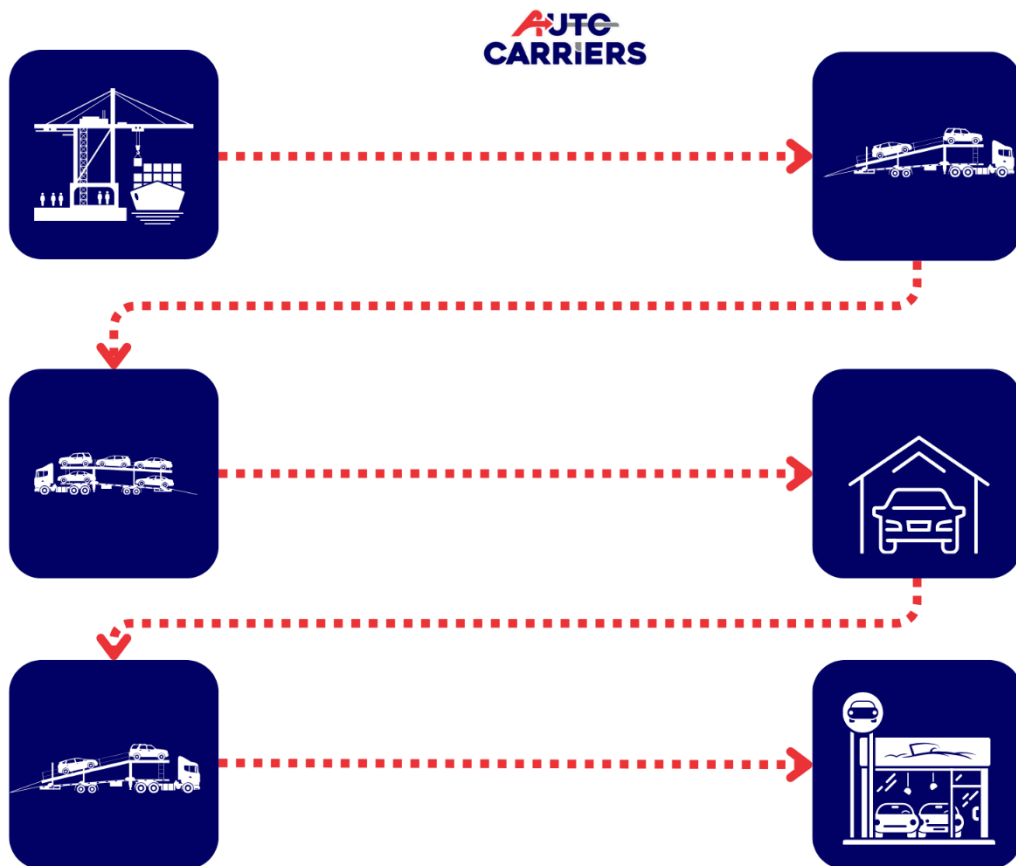
Pre Trip Inspection SOP



Standard operating procedure-Truck and Trailer inspection

Purpose: This document describes the procedure for Inspecting the truck and trailer before a trip.

Process: The objective is to ensure that all trucks are in proper condition before starting a trip to avoid risks to both drivers and vehicles being transported.



Role	Responsibility
Driver	Check the correct points of the truck and trailer
Simon Hadebe	Ensure Drivers are trained to correctly check on points of the truck and trailer.

















Key words/Notes	Definitions
KPA Scale 1-5 where 1 is lowest and 5 is highest	













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Simon Hadebe
Driver Trainer

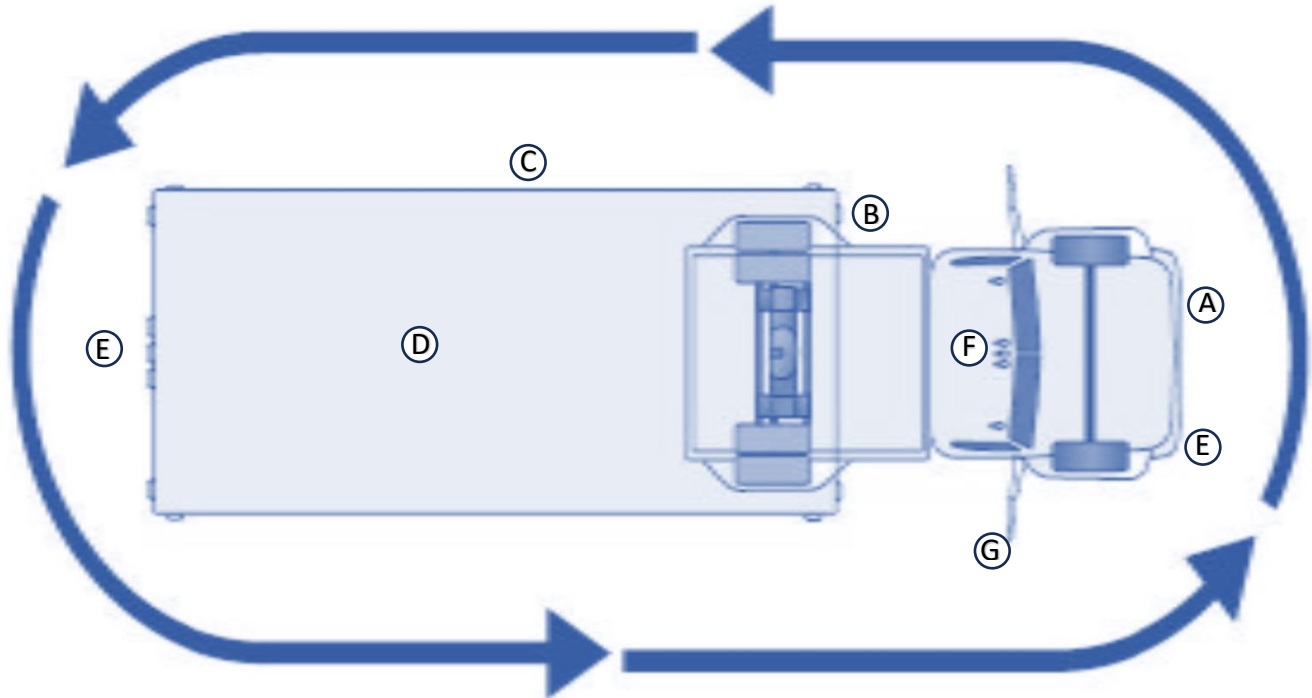
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David Roberts
COO

Process No.	Process/Steps	Key Point	Person Responsible
1.	Pre-Trip Inspections need to be done before each trip. Once the carrier has loaded and the driver has been issued all his documents.		  Driver/s Inspector
2.	Before you begin the inspection, be sure to fill in the correct details of the truck and trailer on the Pre-Trip Inspection Sheet.		  Driver/s
3.	Ensure that no keys are in the ignition so that the driver cannot start the truck and move off while you are busy.		  Driver/s
4.	Start the Inspection at Point A. Follow the Pre trip inspection walkaround in order to complete the check successfully.		  Driver/s
5.	Point A will focus on fluid levels of Wiper Washer, Engine Coolant and Engine oil.		  Driver/s
6.	Point B will focus on clearing the air tanks of excess oil and water from operation and making sure that all the trucks tools are accounted for.		  Driver/s
7.	Point C will focus on quantity and condition of Ratchet and Straps.		  Driver/s
8.	Point D will focus on trailer operation to ensure there are no hydraulic leaks and that the decks and ramps are in working order.		  Driver/s

9.	Point E will focus on the operation of the park brake indicator and head lights.		  Driver/s
10.	Point F will focus on items located inside the cab. Please ensure that the cab is always clean. If any warning lights are showing they need to be attended to before the truck is loaded.	All defaults are to be reported to the controller ASAP.	  Driver/s
11.	Point G will focus on condition and pressure of all tyres.		  Driver/s
12.	The completed and Pre-Trip Inspection sheet needs to be signed off by the driver as well as the Pre-trip Inspector.	All inspection items are vital for safety on the road.	  Driver/s
13.	Any defect is to be recorded on a Defect Report and handed to Management for approval. A decision will be made if the truck is clear to leave or sent in for repair.		  Driver/s
14.	The Pre-trip Inspection Sheet is then handed in to Admin and the truck is cleared to depart the yard to load.		  Driver/s

PPE Requirements
Safety Shoes
Hi-Visibility Vest or Shirt
Lashing gloves Driving Gloves
Hi- Visibility Pants
Helmet



A:

- Wiper Washer water level.
- Engine Coolant level.

B:

- Drain water and oil from the air tanks.
- Tools: Jack, Wheel Spanner, Emergency triangle (x2), Fire Extinguisher.

C:

- Check condition of the ratchets and straps.

D:

- Check for leaks on hydraulic valve banks.
- Check for leaks on hydraulic Rams.
- Check Ramps and decks for any abnormal damages.
- Check that the load is secure.
- Check that the loading ramps are secure.

E:

- Check that indicator lights are operational.
- Check that park lights are operational.
- Check that brake lights are operational.
- Check that headlights are operational.

F:

- Check handbrake is in good working order.
- Check that the radio is working.
- Check that the fuel card, Truck license and permits are valid.
- Check Dashboard for any active warning lights.
- Check that truck, trailer and inside of cab are clean.

G:

- Check condition of all tyres.
- Check condition of the spare wheel.

Version History		
Version No:	Effective since:	Changes made:
01	2024/05/02	N/A