

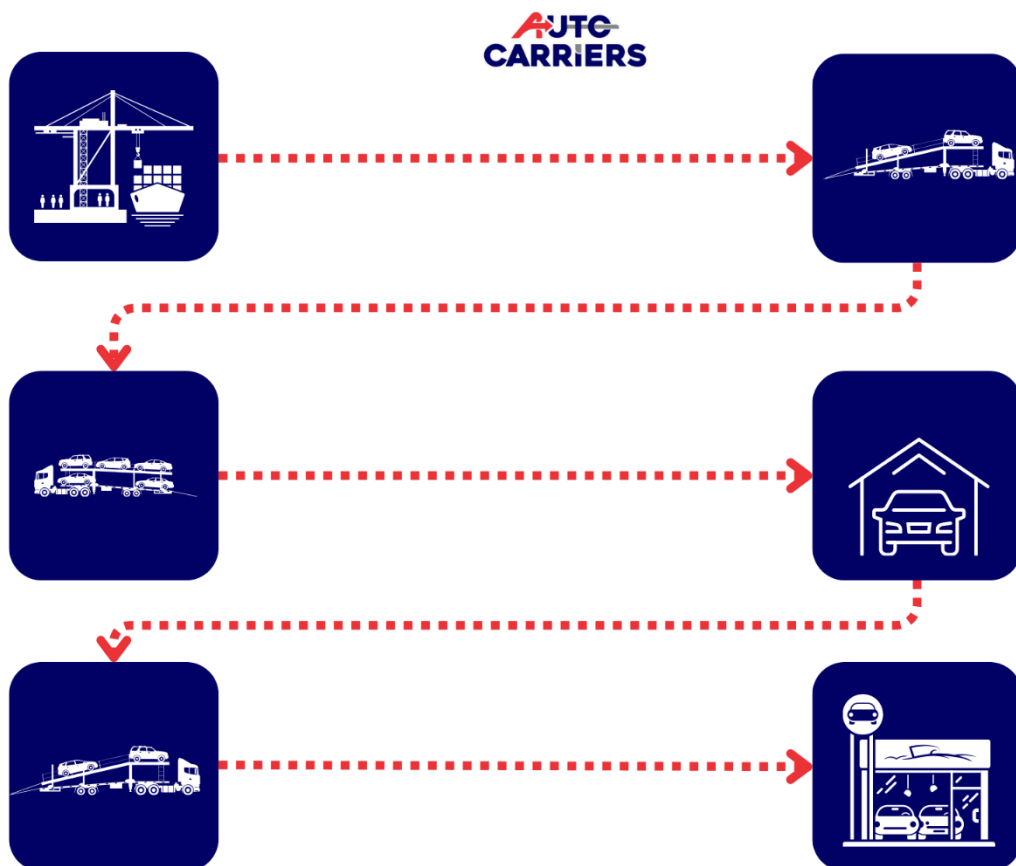


Truck and Trailer Inspection SOP

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

Simon Hadebe
Driver Trainer

X

David Roberts
COO

| Process No. | Process/Steps | Key Point | Person Responsible |
|-------------|---|---|--|
| 1. | Truck and Trailer inspections need to be completed when it returns as well as before it sets out on a trip. A record of these inspections are to be kept on record. | |   Driver/s Inspector |
| 2. | The inspection is a walkaround done as per illustration show below. | |   Driver/s |
| 3. | Before the inspection begins, admin info needs to be recorded: permit expiry dates, license expiry dates, truck Odometer Reading. | |   Driver/s |
| 4. | The inspection starts at Point A. Point A will include items inside the truck cab as per the Truck+Trailer inspection sheet. | |   Driver/s |
| 5. | Point B Highlights the exterior Inspections. This is to see any faults such as: Cylinder Leaks, Ramp/Deck damage, Trailer Structural Damage, Abnormal Board, Reflectors. | |   Driver/s |
| 6. | Point C is Inspection of tire pressure, Tire Wear, Lashing Belt + Ratchet conditions. These need to be adjusted or replaced as needed. The lashing belt Chart and Tire SOP must be followed for guidelines. | <ul style="list-style-type: none"> Tire Pressure must be correct for Best Wear. Lashing belts and ratchets must be evaluated according to the lashing Belt and Ratchet Chart. |   Driver/s |
| 7. | Inspections need to be completed after every trip. This information must be updated on the Service Bay Board. | Any Rectifications to be noted on the Service Bay Board. |   Driver/s |

8. The Inspection Sheet Must then be handed to the Yard Manager so that he can file this in the work in progress File. Rectifications can then be monitored.



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

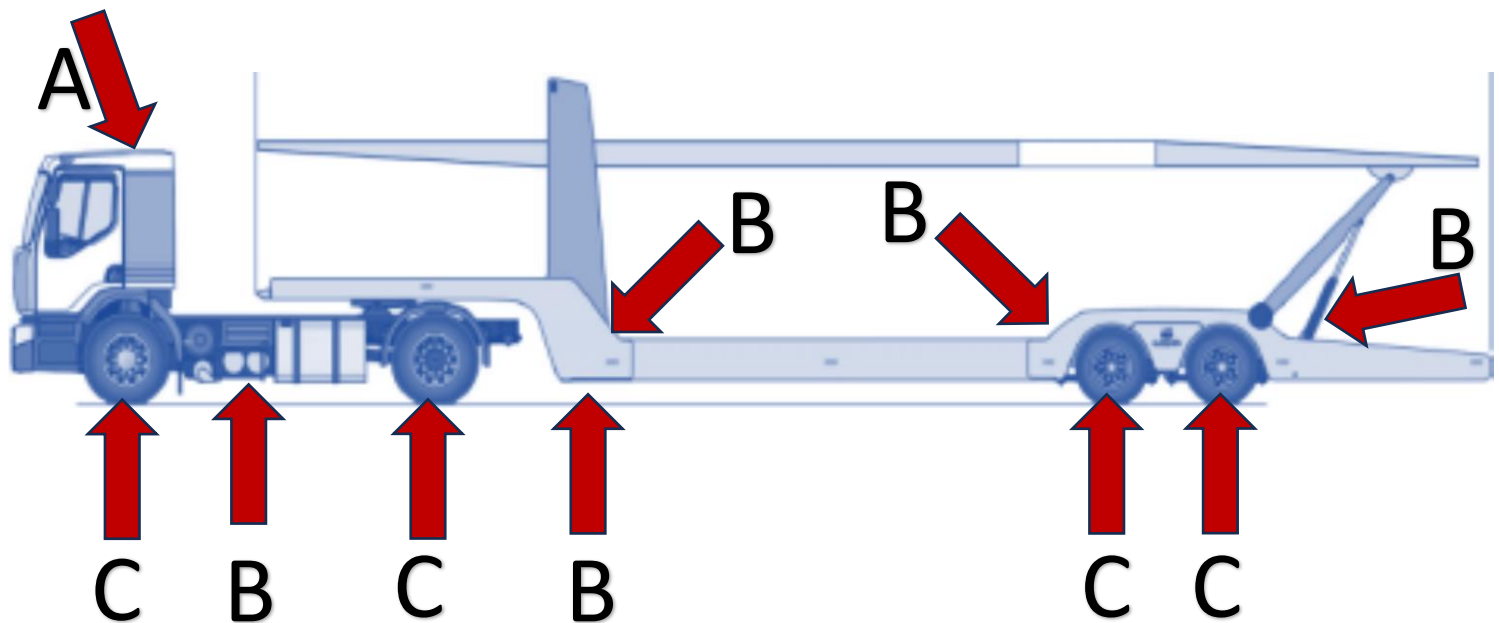


Illustration for Inspection points



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| Version History | | |
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