



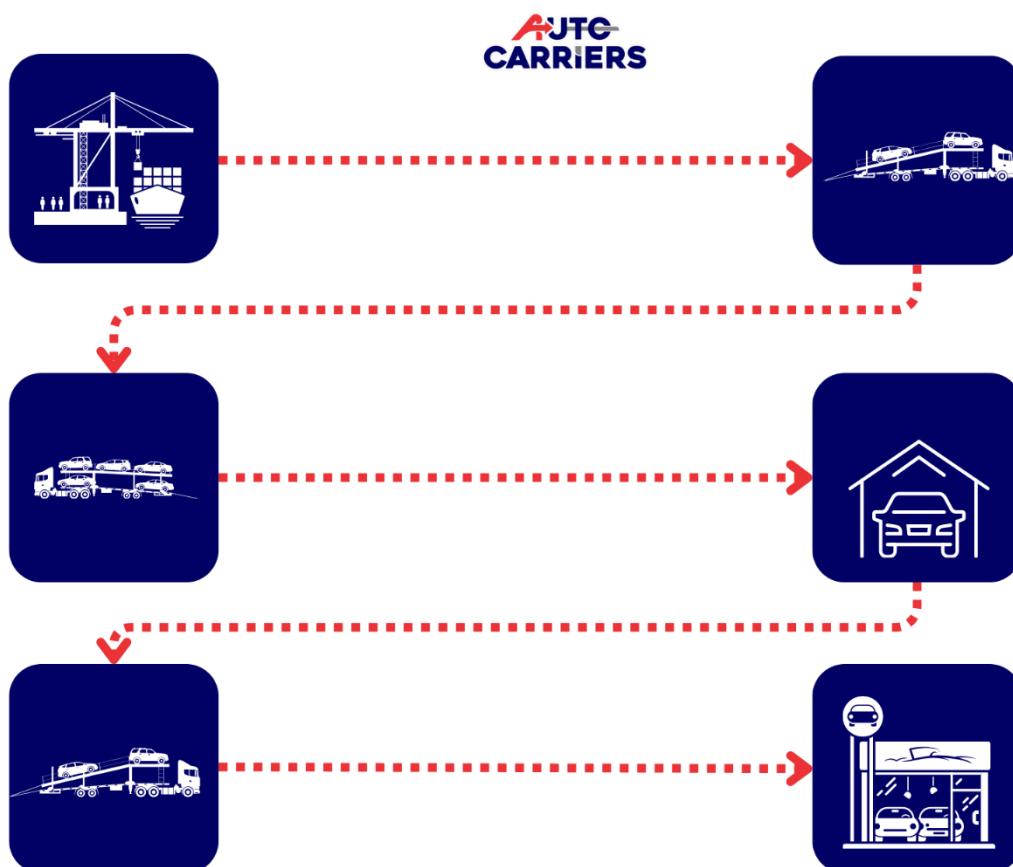
Truck and Trailer Inspection SOP



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.

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

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.



Driver/s

PPE Requirements

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

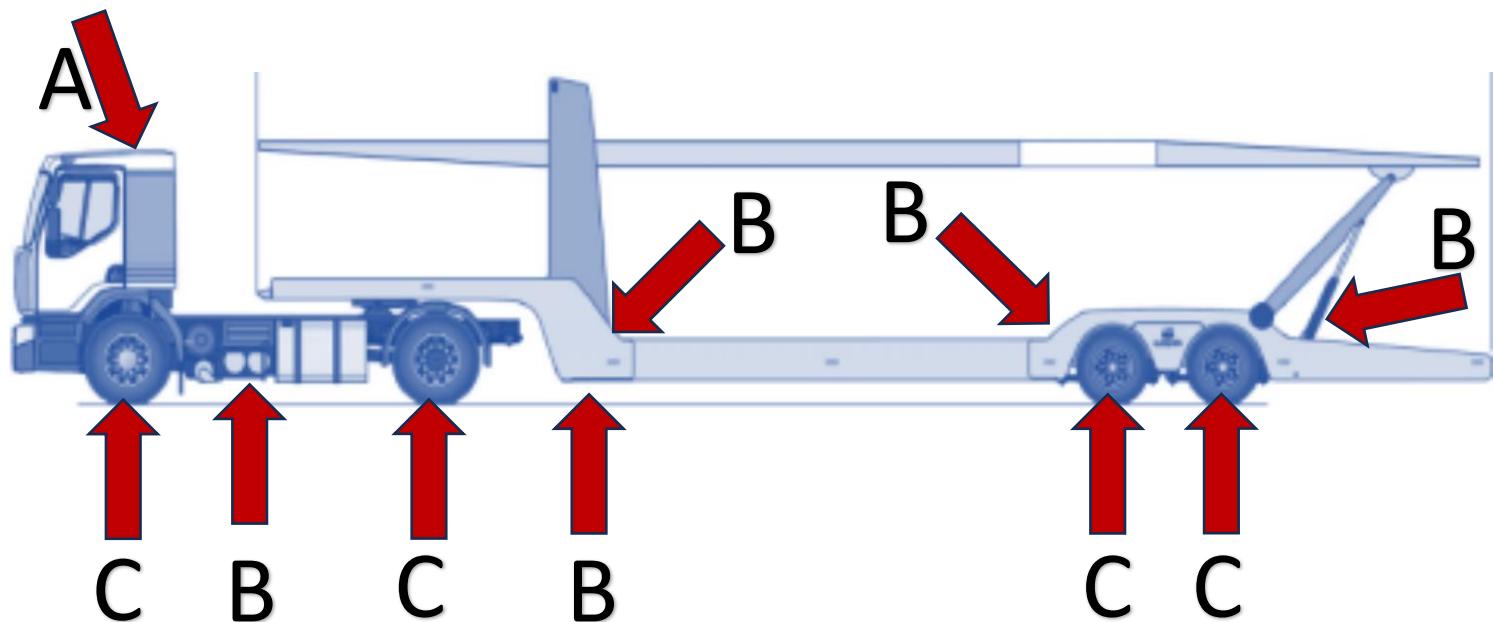


Illustration for Inspection points

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