



# Work Order Summary



Fortescue

Work Order: 2200656369 - LV1333 2M Service

Main Work Centre:	MPLV Light Vehicles	Revison No:	MP23WK49
Planner Group:	M17 Light Vehicle 1	Start Date:	10.12.2023
Function location:	CLB-MP-LV01-LVEHCL-LV1333		
FL Desc:	LV1333 Toyota Landcruiser Dual Cab	Activity Type:	213
Sort Field:	LV1333	Priority:	4
Equipment Number:		Reservation:	11723763
Eq Desc:		Ctr./Meas. Reading:	87,250

## Fortescue Message:

**Preventing Significant Hand Injuries**  
 Take a look at the position of your hands  
 Leaders & Peers **intervene** when you see hands in the Line of Fire

## Work Order Long Text:

LV1333 2M Service

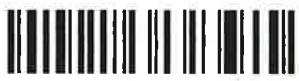
\*\* AVAILABLE SUNDAY SHELF 06.12 CW\*\*

## Operation Detail List:

Op	Description:	Work center:	Start Date:	No. Cap:	Plan Dur:	Act Dur:
0020	Toyota Landcruiser Air Con Inspection	MPLV-AE	10.12.2023	1	0	0
Op	Description:	Work center:	Start Date:	No. Cap:	Plan Dur:	Act Dur:
0040	Toyota Landcruiser SAB Inspection	MPIN-TN	10.12.2023	1	0	0
Op	Description:	Work center:	Start Date:	No. Cap:	Plan Dur:	Act Dur:
0050	SAB Body Boundary Validation checks	MPIN-TN	10.12.2023	1	0	0
Op	Description:	Work center:	Start Date:	No. Cap:	Plan Dur:	Act Dur:
0060	Toyota Landcruiser 2M Service (20K)	MPLV-FTL	10.12.2023	1	0	0

## Materials

Op:	Item:	Material:	Description:	Qty:	UOM:	Withdrawn:	Used Y/N
			Recipient: Unloading Point:				
0060	0001	3016044	FILTER ELEMENT AIR INTAKE CLEANER LV1333 CB-L/V WORK SHOP	1	EA	1	
0060	0002	3130829	KIT 20 000KM/40 000KM LANDCRUISER LV1333 CB-L/V WORK SHOP	1	EA	1	
0060	0003	3167793	FILTER,AIR,CABIN LV1333 CB-L/V WORK SHOP	1	EA	1	
0060	0004	3175941	FILTER,ELEMENT,FUEL	1	EA	1	



# Work Order Summary



Fortescue

Work Order: 2200656369 - LV1333 2M Service

Main Work Centre:	MPLV Light Vehicles	Revison No:	MP23WK49
Planner Group:	M17 - Light Vehicle 1	Start Date:	10.12.2023
Function location:	CLB-MP-LV01-LVEHCL-LV1333		
FL Desc:	LV1333 Toyota Landcruiser Dual Cab	Activity Type:	213
Sort Field:	LV1333	Priority:	4
Equipment Number:		Reservation:	11723763
Eq Desc:		Ctr./Meas. Reading:	

LV1333 CB-L/V WORK SHOP



# Work Order Summary



Fortescue

Work Order: 2200656369 - LV1333 2M Service

Main Work Centre:	MPLV Light Vehicles	Revison No:	MP23WK49
Planner Group:	M17 Light Vehicle 1	Start Date:	10.12.2023
Function location:	CLB-MP-LV01-LVEHCL-LV1333		
FL Desc:	LV1333 Toyota Landcruiser Dual Cab	Activity Type:	213
Sort Field:	LV1333	Priority:	4
Equipment Number:		Reservation:	11723763
Eq Desc:		Ctr./Meas. Reading:	

## FEEDBACK

Action (What you did):

As per SAP

---

---

Damage (What you found):

---

---

Cause (Why it happened):

---

---





# Work Order Scope



Fortescue

## Work Order: 2200656369 - LV1333 2M Service

Main Work Centre:	MPLV Light Vehicles	Revison No:	MP23WK49
Planner Group:	M17 Light Vehicle 1	Start Date:	10.12.2023
Function location:	CLB-MP-LV01-LVEHCL-LV1333		
FL Desc:	LV1333 Toyota Landcruiser Dual Cab	Activity Type:	213
Sort Field:	LV1333	Priority:	4
Equipment Number:		Reservation:	11723763
Eq Desc:		Ctr./Meas. Reading:	

### Fortescue Message:

**Life Saving Choices**  
Always stop at stop signs and rail crossings

### Work Order Long Text:

LV1333 2M Service

\*\* AVAILABLE SUNDAY SHELF 06.12 CW\*\*

### Operations Detail List:

Op	Description:	Work center:	Start Date:	No. Cap:	Plan Dur:	Act Dur:
0060	Toyota Landcruiser 2M Service (20K)	MPLV-FTL	10.12.2023	1	0	0

### Materials

Item:	Material:	Description:	Qty:	UOM:	Withdrawn:	Used Y/N
		Recipient: Unloading Point:				
0001	3016044	FILTER ELEMENT AIR INTAKE CLEANER LV1333 CB-L/V WORK SHOP	1	EA	1	
0002	3130829	KIT 20 000KM/40 000KM LANDCRUISER LV1333 CB-L/V WORK SHOP	1	EA	1	
0003	3167793	FILTER,AIR,CABIN LV1333 CB-L/V WORK SHOP	1	EA	1	
0004	3175941	FILTER,ELEMENT,FUEL LV1333 CB-L/V WORK SHOP	1	EA	1	



## Work Order Scope



# Fortescue

**Work Order: 2200656369 - LV1333 2M Service**

Main Work Centre:	MPLV Light Vehicles	Revision No:	MP23WK49
Planner Group:	M17 Light Vehicle 1	Start Date:	10.12.2023
Function location:	CLB-MP-LV01-LVEHCL-LV1333		
FL Desc:	LV1333 Toyota Landcruiser Dual Cab	Activity Type:	213
Sort Field:	LV1333	Priority:	4
Equipment Number:		Reservation:	11723763
Eq Desc:		Ctr./Meas. Reading:	_____

## FEEDBACK

Work      Hrs      SAP      Name:      Date:  
Center      Worked      No.

W 5 6258st Jason Pedersen 10/12/25

## **COMPLETION CHECKS**

Completed By: Jason Pedersen Date: 10/12/23.  
(Print Name)

(Print Name) Supervisor: Beeth WillSack (Print Name) Supervisor: JBL (Signature) Date: 10/12/23



# Light Vehicle Monthly Inspection / 20,000km

## CHECKLIST

LIFE SAVING CHOICES					
	Use fall injury protection when working at height.		Secure tools and barricade work areas to prevent dropped objects.		Always walk and work outside the footprint of a suspended load.
	Stop at stop signs and rail crossings.		Verify isolations before work begins.		Confirm stored energy has been controlled before work begins.
	When driving wear a seat belt and obey speed limits.		When travelling or working remotely use communication and tracking devices.		Only inflate tyres in an approved tyre safety device.
	Maintain 3 metres from track and only work within authorisation limit.		Wear a PFD when working above water.		Obtain authorisation to enter explosives exclusion zones.

Date: 10/12/23Unit Number: Lv 1333KM Reading: 87,150

**Please complete service before starting any repairs**

Step	Task	Initial Appropriate Box		
		Inspected/ Task completed	Defect found safe to operate	Defect found unsafe to operate
1.	Tyre condition (Note any uneven wear or cuts )	Front Rear Spare	✓	
2.	Site ID numbers affixed and in good condition, ensure site entry approval sticker is fixed legible and valid		✓	
3.	Check prestart book for faults		✓	
4.	Check for first aid kit		✓	
5.	Condition of brake, clutch and accelerator pedal rubbers		✓	
6.	Operation of horn		✓	
7.	Check condition of windscreen		✓	
8.	Check windscreens washers and wipers		✓	
9.	Check reverse alarm fitted and operational		✓	
10.	Check mine radio fitted and operational		✓	
11.	Check all mirrors are serviceable		✓	
12.	Check operation of hand brake	Adjusted	✓	
13.	Check all seatbelts are fitted and operational		✓	
14.	Check seats condition		✓	
15.	Check general condition of cabin		✓	
16.	<b>Test drive to check for any defects</b>		✓	
17.	Brake operation & brake test conducted		✓	
18.	Air conditioning and heater operation		✓	

Rev 12

PREPARED BY

Kim Crosswell

CHECKED BY

Jamie Baraldi

APPROVED BY

John Shives

24/11/2023

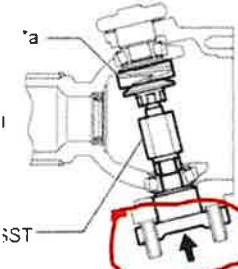


# Toyota Monthly inspection / 20,000km CHECKLIST

19.	Check 4wd operation	
20.	Auto head lights on when engine running	✓
21.	Operation of all lights, including flashing light	✓
22.	LV flag fitted and in good condition / light working	✓
23.	Check condition of ROPS if applicable	✓
24.	Check securing bolts for AHS vehicle module mounts	✓
25.	Check panel / fender condition	✓
26.	Check lockable isolator operation and condition	✓
27.	Check guards on rotating parts secure and in good condition.	✓
28.	Check condition of tow hitch (if fitted)	✓
29.	Check operation of all doors, lubricate locks and hinges	✓
30.	Check bonnet strut operation and condition of hard wear	✓
31.	<b>Replace</b> Engine oil and filter <b>Caution: oil may be hot</b>	✓
32.	Check front differential oil level	✓
33.	Check bell housing inspection plug is installed	✓
34.	Check gearbox oil level	✓
35.	Check transfer case oil level	✓
36.	Check rear differential oil level	✓
37.	Check drive shafts and universal joints for play	✓
38.	Grease all steering components	✓
39.	Grease all drive shaft universal joints and slip joints	✓
40.	Check exhaust system for damage and check mounts	✓
41.	Check fuel tank breather is not blocked	✓
42.	Check steering knuckles wiper seals for leaks	✓
43.	Check chassis and mounts for cracks or missing bolts	✓
44.	Check front suspension components for condition and security	✓
45.	Check upper and lower ball joints for play	✓
46.	Check rear suspension components for condition and security	✓
47.	Re-torque rear U-Bolts to OEM specification.	✓
48.	Grease all suspension points	✓
49.	Check engine and driveline underside for oil / fluid leaks	✓
50.	Check steering components for play / drag link, relay rod – <b>2-person task</b>	✓
51.	Check front/rear wheel bearings for play and noise	✓
52.	Check 4x4 Auto lock Hub operation.	✓
53.	Check swivel bearings for play	✓
54.	Check cv's and boots (Hilux)	NA
55.	<b>Rear wheel bearings</b> and replace front hub seals and outer gasket, rear hub seal, axle gasket, inner axle oil seals, fill swivel hubs with grease (land cruiser)	✓
56.	Check 4 x Steering knuckle Steering knuckle Nuts for correct tension on left and right hand swivel hubs (Landcruiser)	✓



# Toyota Monthly inspection / 20,000km CHECKLIST

57.		The No. 1 steering knuckle arm with the 4 cone washers and 4 nuts on each side  Torque: 123 N*m (1254 kgf*cm, 91 ft.*lbf)
58.	Fill swivel hubs with grease	✓
59.	Check front brake pad thickness minimum 4mm and rotor condition	✓
60.	Check rear brake pad thickness minimum 4mm and rotor condition	✓
61.	Check and adjust rear brake shoes minimum 3mm (Hilux)	✓
62.	Check all brake lines and hoses for leaks, corrosion or damage	✓
63.	Check and adjust park brake shoes minimum 2mm (adjust to manufacture specs) ensure bell cranks are free	✓
64.	Refit wheels, torque wheel nuts and refit wheel indicators	✓
65.	Check tray mount bolts if fitted	✓
66.	<b>Replace</b> pollen filter	✓
67.	<b>Replace</b> air filter	✓
68.	<b>Replace</b> fuel filter	✓
69.	Check fuel primer pump is operational	✓
70.	Check drive belt / replace if required	✓
71.	Check coolant level / cap condition	✓
72.	Check radiator core	✓
73.	Check power steering fluid level	✓
74.	Check air intake system condition	✓
75.	Check brake fluid level	✓
76.	Check clutch fluid level	✓
77.	Top up windscreen washer reservoir	✓
78.	Check battery electrolyte levels, battery casing condition and clamp security (top up / clean as required) <b>Inspect battery breather for blockage.</b> <b>Landcruiser</b> Check that a <b>AGM</b> battery if fitted to vehicle, if not consult supervisor. (SAP # 3170475)	✓
79.	Check jump start receptacle for corrosion, damage, security	✓
80.	Perform DPF regen burn with G-Scan (Hilux)	✓
81.	<b>Carry out a test drive</b>	✓



Fortescue.

## MOBILE MAINTENANCE

CB-01039-CK-MN-0004

Toyota Monthly inspection / 20,000km  
CHECKLIST

10000003572 ACA\_000\_007jc9 awssappapp5 Toby BURTON 2023-12-10T05:01:41.000

## Additional Comments or defects

- REPLACED ~~flap~~ ✓
- REplaced front pads. ✓
- REPLACED FUEL BREATHER ✓
- free up hand link

Service completed by	Checked by Supervisor
Print name : <i>Jason Pederson</i>	Print name : <i>Baderwall Selsa</i>
Signature: <i>JP</i>	<i>TB</i>



# Work Order Scope



Fortescue

## Work Order: 2200656369 - LV1333 2M Service

Main Work Centre:	MPLV Light Vehicles	Revison No:	MP23WK49
Planner Group:	M17 Light Vehicle 1	Start Date:	10.12.2023
Function location:	CLB-MP-LV01-LVEHCL-LV1333		
FL Desc:	LV1333 Toyota Landcruiser Dual Cab	Activity Type:	213
Sort Field:	LV1333	Priority:	4
Equipment Number:		Reservation:	11723763
Eq Desc:		Ctr./Meas. Reading:	

### Fortescue Message:

#### Confined Space

Are you at risk of a fatality from unsafe oxygen levels, airborne contaminants or engulfment?

### Work Order Long Text:

LV1333 2M Service

\* \* AVAILABLE SUNDAY SHELF 06.12 CW\* \*

### Operations Detail List:

Op	Description:	Work center:	Start Date:	No. Cap:	Plan Dur:	Act Dur:
0020	Toyota Landcruiser Air Con Inspection	MPLV-AE	10.12.2023	1	0	0



## Work Order Scope



Fortescue

**Work Order: 2200656369 - LV1333 2M Service**

Main Work Centre:	MPLV Light Vehicles	Revision No:	MP23WK49
Planner Group:	M17 Light Vehicle 1	Start Date:	10.12.2023
Function location:	CLB-MP-LV01-LVEHCL-LV1333		
FL Desc:	LV1333 Toyota Landcruiser Dual Cab	Activity Type:	213
Sort Field:	LV1333	Priority:	4
Equipment Number:		Reservation:	11723763
Eq Desc:		Ctr./Meas. Reading:	_____

## FEEDBACK

Work      Hrs      SAP      Name:      Date:  
Center    Worked    No.:

## **COMPLETION CHECKS**

Completed By: Jason Pedersen  
(Print Name)

Date: 10/12/23

Supervisor: Badrul Huda Supervisor: \_\_\_\_\_  
(Print Name) (Signature)

Date: 10/12/23



**Department**

Document Number  
**SO-01039-CK-MN-0009**

## **Section FORM**

---

**Title**

## **Light Vehicle Air Conditioner Inspection/Service**

# **Light Vehicle Air Conditioner Inspection/Service**

**Additional comments:**

**Print Name:** Jason Pederson

Supervisor: Karen Edelstein

**Signature:** 

**Signature:** 

Date: 10/12/23

Date: 10/12/23

Rev	Description	Prepared by	Reviewed By	Approved By	Date
0	Neil Amien	<i>[Signature]</i>	Scott Haigh <i>S. Haigh</i>	Kim Rasmussen <i>K. Rasmussen</i>	20/03/2019





Fortescue



## Work Order Summary

**Work Order: 2200650619 - 1D Inspect LV Workshop Day Shift**

Main Work Centre:	MPLV Light Vehicles	Revison No:	MP23WK49
Planner Group:	M17 Light Vehicle 1	Start Date:	10.12.2023
Function location:	CLB-NP-DROP-OPERAB-BU0224		
FL Desc:	BU0224 LV Workshop	Activity Type:	213
Sort Field:	DROP-BU0224	Priority:	4
Equipment Number:	TIME CONFIRMED		
Eq Desc:		Reservation:	11717636
		Ctr./Meas. Reading:	_____

**Fortescue Message:****How to make your work area safer?****Correct equipment** - Use Trolleys and scissor lifts**Work area set up** - Store heavy items at waist height**Warm up for work** - Stretch before and during every shift**Speak up** - If you see a mate at risk, say something**Operation Detail List:**

Op	Description:	Work center:	Start Date:	No. Cap:	Plan Dur:	Act Dur:
0010	Inspect LV Workshop Day Shift	MPLV-FTL	10.12.2023	1	0	0
Op	Description:	Work center:	Start Date:	No. Cap:	Plan Dur:	Act Dur:
0020	Inspect Ausdrill Service Bay Day Shift	MPLV-FTL	10.12.2023	1	0	0



# Work Order Summary



Fortescue

Work Order: 2200650619 - 1D Inspect LV Workshop Day Shift

Main Work Centre:	MPLV Light Vehicles	Revison No:	MP23WK49
Planner Group:	M17 Light Vehicle 1	Start Date:	10.12.2023
Function location:	CLB-NP-DROP-OPERAB-BU0224		
FL Desc:	BU0224 LV Workshop	Activity Type:	213
Sort Field:	DROP-BU0224	Priority:	4
Equipment Number:		Reservation:	11717636
Eq Desc:		Ctr./Meas. Reading:	_____

## FEEDBACK

Action (What you did):

---

---

---

Damage (What you found):

---

---

---

Cause (Why it happened):

---

---

---



# Work Order Scope



Fortescue

## Work Order: 2200650619 - 1D Inspect LV Workshop Day Shift

Main Work Centre:	MPLV Light Vehicles	Revison No:	MP23WK49
Planner Group:	M17 Light Vehicle 1	Start Date:	10.12.2023
Function location:	CLB-NP-DROP-OPERAB-BU0224		
FL Desc:	BU0224 LV Workshop	Activity Type:	213
Sort Field:	DROP-BU0224	Priority:	4
Equipment Number:		Reservation:	11717636
Eq Desc:		Ctr./Meas. Reading:	

### Fortescue Message:

#### Beware of Snakes

Stay calm and retreat slowly away from the snake  
Report snake sighting to Environmental Advisor  
Call/Radio Emergency Services if bitten by a snake

### Operations Detail List:

Op	Description:	Work center:	Start Date:	No. Cap:	Plan Dur:	Act Dur:
0010	Inspect LV Workshop Day Shift	MPLV-FTL	10.12.2023	1	0	0



## Work Order Scope



Fortescue

Work Order: 2200650619 - 1D Inspect LV Workshop Day Shift

Main Work Centre:	MPLV Light Vehicles	Revision No:	MP23WK49
Planner Group:	M17 Light Vehicle 1	Start Date:	10.12.2023
Function location:	CLB-NP-DROP-OPERAB-BU0224		
FL Desc:	BU0224 LV Workshop	Activity Type:	213
Sort Field:	DROP-BU0224	Priority:	4
Equipment Number:		Reservation:	11717636
Eq Desc:		Ctr./Meas. Reading:	

## FEEDBACK

## **COMPLETION CHECKS**

Completed By: Lynn Heilman  
(Print Name)

Date: 10/22/23

Supervisor: Brandon Williams supervisor:  
(Print Name) (Signature)

Date: 10/12/23

## LV Workshop Daily Inspection

## Inspection Details

Work Order No.	2200650619	Site	Checked B2A4K
Date	01/23	Location	XVS
Inspected by	Rodd	Department	Mobile Maintenance – LV Workshop
Shift	<input checked="" type="checkbox"/> Day <input type="checkbox"/> Night	Crew	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input checked="" type="checkbox"/> D

## Job Information

## Item

## Description

## Legend

- A** Inspection Completed, **no** defects found.
- B** Inspection Completed, defects corrected.
- C** Inspection Completed, defects noted, further repairs needed. Raise a Notification.
- N** Defects causing Asset **NOT** to be **Serviceable**. Raise a Notification.



Put your initial in the column A, B, C or N to indicate the status of each task.  
- Leave blank if service / check is not required.

## Light Vehicle Bays

Step#	Task Description	Legend				Comments
		Enter Initials (No ticking)				
		A	B	C	N	
1.	Walkways are clear of slip and trip hazards.	A				
2.	General work areas are tidy and clear of slip and trip hazards	A				
3.	Rubbish bins have enough capacity for a full shift.	A				
4.	Extension leads and air hoses are stored correctly.	A				
5.	Check all airlines /fittings for condition and leaks	A				
6.	Check all water hoses and reels for condition and leaks	A				
7.	Fire extinguishers are in place, in date (6 months) and have clear access.	A				
8.	Fire hose reels to be checked and tested for correct operation.	A				
9.	Safety shower and eye wash is operational.	A				
10.	Oil spill bins (yellow) and rag bins (blue) are stocked.	A				
11.	Hazchem cupboards are stocked, tidy and MSDS file is in place.	A				
12.	Trauma kit is accessible and stocked.	A				
13.	Water coolers and ice machine are operational.	A				

Issue Date:

Prepared by:

6/09/2022

Abel Ding

Reviewed by:

Jayden Briggs/Kim Crosswell

Approved by:

John Shrvies

LV Workshop Daily Inspection

CB-CK-MN-0010

Rev 10

Step#	Task Description	Legend				Comments
		A	B	C	N	
14.	Hand wash station is clean, tidy and paper towel stocked.	A				
15.	Wheel chocks, floor protectors, machine stands and jacks are stored correctly.	A				
16.	Vehicle hoists are operational and without defects.	A				
17.	Hoist prestart inspections have been completed.	A				
18.	Old parts are disposed of correctly.	A				
19.	Work benches are clear of tools and old parts.	A				
20.	All internal and external lighting is operational.	A				
21.	All roller doors are operational.	A				
22.	Robowash is clean and operational.	A				
23.	Grinder is clean and operational. Support gap is properly adjusted and stone and wire wheel are in good condition.	A				
24.	Drill press, hydraulic and arbor presses are clean and operational.	A				
25.	Remove any non-maintenance cones from workshop area. <ul style="list-style-type: none"> <li>• Orange cone with green tape = Maintenance.</li> <li>• Blue with silver tape = Hazard.</li> </ul>	A				

### Hydrocarbon and Battery Storage Area

Step#	Task Description	Legend				Comments
		A	B	C	N	
26.	Empty hydrocarbon containers and drums have been correctly disposed of.	A				
27.	Battery storage area is tidy and old battery disposal bin is not full.	A				
28.	Oil reel station is clean and reels are operational. Drain trolleys are clean, operational and empty.	A				
29.	All 205L oil drums and 1000L coolant pod are more than ¼ full.	A				
30.	20L High Pressure Grease pumps are more than ¼ full, operational and grease lines and handpieces are in good condition.	A				
31.	Tool room is tidy and clear of slip and trip hazards.	A				
32.	Drawers are clear of unnecessary documents, parts and are stocked with electrical consumables.	A				

Step#	Task Description	Legend				Comments
		Enter Initials (No ticking)				
		A	B	C	N	
33.	Compactus and shelves are neat, organised and consumables are stocked (drill bits, grinding wheel, emery cloth etc.).	A				
34.	Nuts and bolts are tidy and stocked.	A				
35.	Concrete apron is clear of slip and trip hazards.	A				
36.	Inspect power tool board for any missing tools.	A				

### Indoor and Outdoor Ancillary Truck Bays

Step#	Task Description	Legend				Comments
		Enter Initials (No ticking)				
		A	B	C	N	
37.	Walkways are clear of slip and trip hazards.	A				
38.	Fire extinguishers are in place, in date (6 months) and have clear access. Fire hose reels to be checked and tested for correct operation.	A				
39.	Safety shower and eye wash are operational.	A				
40.	Waste bins are empty.	A				
41.	Extension leads and air hoses are stored correctly.	A				
42.	Check all airlines /fittings for condition and leaks	A				
43.	Check all water hoses and reels for condition and leaks	A				
44.	General work areas are clear of slip and trip hazards.	A				
45.	Wheel chocks, floor protectors, machine stands and jacks are stored correctly.	A				
46.	Vehicle hoists are operational and without defects.	A				
47.	Hoist prestart inspections have been completed.	A				
48.	Old parts are disposed of correctly.	A				
49.	Work benches are clear of tools and old parts.	A				
50.	Hydrocarbon station drip trays and drain trolleys are clean empty and operational.	A				
51.	1000L coolant and oil pod is more than 1/4 full.	A				
52.	Oil spill bins (yellow) and rag bins (blue) are stocked.	A				
53.	Concrete apron is clear of slip and trip hazards.	A				
54.	Work platforms and ladders are clean and operational.	A				

Step#	Task Description	Legend				Comments
		Enter Initials (No ticking)				
		A	B	C	N	
55.	All internal and external lighting is operational.	A				
56.	Grinder is clean and operational. Support gap is properly adjusted and stone and wire wheel in good condition.	A				
57.	Remove any non-maintenance cones from workshop area. <ul style="list-style-type: none"> <li>• Orange cone with green tape = Maintenance.</li> <li>• Blue with silver tape = Hazard.</li> </ul>	A				

**Car Park, Yard and Wash Pad**

Step#	Task Description	Legend				Comments
		Enter Initials (No ticking)				
		A	B	C	N	
58.	Bins are empty.	A				
59.	Yard and carpark are clear of rubbish and slip and trip hazards. All signs are in place and legible.	A				
60.	Pressure cleaner, hose and lance is operational.	A				
61.	Wash pad sump has a minimum vertical freeboard level of 300 mm and the safety chain is in place.	A				
62.	Wash pad is clean and operational.	A				
63.	Walkways are clear of slip and trip hazards.	A				
64.	Prestart completed on Forklift H111206.	A				
65.	Prestart Completed for LV1070 and LV1220 and faults repaired or Notis raised for repair.	A				

**Additional Comments**

1. LV Bolt Pack

2.

3.

4.

5.

6.

7.

8.

9.

10.

## Sign Off

No.	Print Full Name	Signature	Initials	Date
-----	-----------------	-----------	----------	------

## Tradesman Signoff

1. Rodd Adcock  A 10/12/23
- 2.
- 3.
- 4.
- 5.

## Supervisor Signoff

1. Blanton Miller TBL BSU 10/12/23
- 2.
- 3.

47



Fortescue



## Work Order Scope

Work Order: 2200650619 - 1D Inspect LV Workshop Day Shift

Main Work Centre:	MPLV Light Vehicles	Revison No:	MP23WK49
Planner Group:	M17 Light Vehicle 1	Start Date:	10.12.2023
Function location:	CLB-NP-DROP-OPERAB-BU0224		
FL Desc:	BU0224 LV Workshop	Activity Type:	213
Sort Field:	DROP-BU0224	Priority:	4
Equipment Number:		Reservation:	11717636
Eq Desc:		Ctr./Meas. Reading:	_____

### Fortescue Message:

**Driving**  
Always drive to conditions and never drive tired.

### Operations Detail List:

Op	Description:	Work center:	Start Date:	No. Cap:	Plan Dur:	Act Dur:
0020	Inspect Ausdrill Service Bay Day Shift	MPLV-FTL	10.12.2023	1	0	0



## Work Order Scope



Fortescue

**Work Order: 2200650619 - 1D Inspect LV Workshop Day Shift**

Main Work Centre:	MPLV Light Vehicles	Revision No:	MP23WK49
Planner Group:	M17 Light Vehicle 1	Start Date:	10.12.2023
Function location:	CLB-NP-DROP-OPERAB-BU0224		
FL Desc:	BU0224 LV Workshop	Activity Type:	213
Sort Field:	DROP-BU0224	Priority:	4
Equipment Number:		Reservation:	11717636
Eq Desc:		Ctr./Meas. Reading:	_____

## FEEDBACK

TIME CONFIRMED

## **COMPLETION CHECKS**

Completed By: Ross Aediscot Date: 10/12/23  
(Print Name)

Supervisor: Becky Miller Supervisor: BL Date: 10/12/23  
(Print Name) (Signature)



# Work Order Summary



Fortescue

Work Order: 2200609610 - CC3074 Lubrication & Mech Service 20k

Main Work Centre:	MPLV Light Vehicles	Revison No:	MP23WK49
Planner Group:	M17 Light Vehicle 1	Start Date:	10.12.2023
Function location:	CLB-MP-LV01-LVEHCL-CC3074		
FL Desc:	CC3074 Toyota Hilux Dual Cab	Activity Type:	210
Sort Field:	CC3074	Priority:	4
Equipment Number:		Reservation:	11631512
Eq Desc:		Ctr./Meas. Reading:	19624

## Fortescue Message:

### Stay safe and well

Help STOP the spread of COVID 19 by physically distancing from others where possible, washing hands thoroughly, using hand sanitiser and practicing cough etiquette.

## Work Order Long Text:

CC3074 Lubrication & Mech Service 20k

Reschedule No show 01/12/23 FF

## Operation Detail List:

Op	Description:	Work center:	Start Date:	No. Cap:	Plan Dur:	Act Dur:
0020	Toyota Hilux 20000km Service	MPLV-FTL	10.12.2023	1	3	0

## Materials

Op:	Item:	Material:	Description:	Qty:	UOM:	Withdrawn:	Used Y/N
			Recipient: Unloading Point:				
0020	0001	3130827	KIT 20 000KM/40 000KM HILUX	1	EA	1	
		CC3074	CB-L/V WORK SHOP				



# Work Order Summary



Fortescue

Work Order: 2200609610 - CC3074 Lubrication & Mech Service 20k

Main Work Centre:	MPLV Light Vehicles	Revison No:	MP23WK49
Planner Group:	M17 Light Vehicle 1	Start Date:	10.12.2023
Function location:	CLB-MP-LV01-LVEHCL-CC3074		
FL Desc:	CC3074 Toyota Hilux Dual Cab	Activity Type:	210
Sort Field:	CC3074	Priority:	4
Equipment Number:		Reservation:	11631512
Eq Desc:		Ctr./Meas. Reading:	_____

## FEEDBACK

Action (What you did):

As Per SAP Entry

Damage (What you found):

---

---

---

Cause (Why it happened):

---

---

---

## MOBILE MAINTENANCE SIGN OFF SHEET

### Signatures

I have received, read, understood and WILL comply with this Standard Work Instruction.

#	Date	Name	SAP Number	Signature
1.	10-12-23	JAYSON REARFENT	559992	
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				

### Accepting Supervisor

1.	10/12/23	Rt E	506892	
2.				
3.				
4.				
5.				
6.				
7.				
8.				





## Simple Isolation of Light Vehicles on LV Hoist

### • PURPOSE

The purpose of this Standard Work Instruction is to provide a safe system of work for all personnel required to isolate a light vehicle on light vehicle hoist, safely and in a consistent manner and to provide a clear step by step process in which the task **MUST** be followed.

### • SCOPE

This Safe Work Instruction shall relate to all personnel who are required isolate a light vehicle on Light Vehicle hoist. Personnel shall comply with Fortescue's LIFE SAVING CHOICES. This Safe Work Instruction supersedes all previous Safe and Standard Work Instructions and Site Notices.

### • DEFINITIONS

SHALL, MUST and WILL are mandatory

Should is recommended, but not mandatory

### • AREA

Cloudbreak Mine

### • REQUIREMENTS

#### PERSONAL PROTECTIVE EQUIPMENT (PPE)



#### WORK CERTIFICATES / PERMIT REQUIREMENTS

Confined Space Entry	<input type="checkbox"/>	Work Box	<input type="checkbox"/>	Work Permit	<input type="checkbox"/>
Live Electrical Work	<input type="checkbox"/>	Non Standard Lift	<input type="checkbox"/>	Master Permit	<input type="checkbox"/>
Excavation / Penetration	<input type="checkbox"/>	Work at Height	<input type="checkbox"/>	HV Electrical Certificate	<input type="checkbox"/>
Hot Work	<input type="checkbox"/>	O/Side Vessel – Platform	<input type="checkbox"/>	Environmental	<input type="checkbox"/>
Floor Roof Wall Opening	<input type="checkbox"/>	Power Vicinity / Corridor Access	<input type="checkbox"/>	Driving / Pit Permit	<input type="checkbox"/>

This document is UNCONTROLLED in hard copy unless stamped and specified and managed in controlled document register

Rev	Description of Rev/Comments:	Prepared by	Reviewed By	Approved By	Review Date	Issue Date	Page
8	Issued for Use	Kim Crosswell	Jayden Briggs	John Shives	24/01/2026	24/01/2023	1 of 7

Document Number & Title \*\*\*\*Simple Isolation of Light vehicles on lv hoist\*\*\*\*



JOB SPECIFIC RESOURCES							
Green Banded Cones	<input type="checkbox"/>	Sentry & Sentry Board	<input type="checkbox"/>	Fire Blankets	<input type="checkbox"/>	Wheel Chocks	<input type="checkbox"/>
Drinking Water	<input type="checkbox"/>	Running Water	<input type="checkbox"/>	Voltage Reducer	<input type="checkbox"/>	Extinguishers	<input type="checkbox"/>
Warning Signs	<input type="checkbox"/>	Fire Watch	<input type="checkbox"/>	Radio	<input type="checkbox"/>	First Aid Kit	<input type="checkbox"/>

- DESCRIPTION OF WORK**

This procedure outlines the steps to safely isolate light vehicles on LV hoist.

- LIFE SAVING CHOICES**

The twelve choices define the standards that shall be met in our workplace to ensure safe systems of work, and to guide you in making the correct decisions. The choices you make, every single day, are fundamental to creating a safe operation. The non-negotiable choices are:

LIFE SAVING CHOICES							
	Use fall injury protection when working at height.		Secure tools and barricade work areas to prevent dropped objects.		Always walk and work outside the footprint of a suspended load.		
	Stop at stop signs and rail crossings.		Verify isolations before work begins.		Confirm stored energy has been controlled before work begins.		
	When driving wear a seat belt and obey speed limits.		When travelling or working remotely use communication and tracking devices.		Only inflate tyres in an approved tyre safety device.		
	Maintain 3 metres from track and only work within authorisation limit.		Wear a PFD when working above water.		Obtain authorisation to enter explosives exclusion zones.		

This document is **UNCONTROLLED** in hard copy unless stamped and specified and managed in controlled document register

Rev	Description of Rev/Comments:	Prepared by	Reviewed By	Approved By	Review Date	Issue Date	Page
8	Issued for Use	Kim Crosswell	Jayden Briggs	John Shrives	24/01/2026	24/01/2023	2 of 7

Document Number & Title \*\*\*\*Simple Isolation of Light vehicles on lv hoist\*\*\*\*



- JOB STEP AND CONTROL METHODS

No. 1	Create a clear plan of the task		
	Hazards	Controls	Image or Diagram
	<ul style="list-style-type: none"> <li>The task may move away from the intended scope of work.</li> <li>Other hazards may exist in the surroundings at the work area.</li> <li>Risks from others working in close proximity.</li> <li>Unfamiliarity with area and task activity.</li> </ul>	<ul style="list-style-type: none"> <li>Undertake a Take Control before undertaking the task to identify any immediate hazards.</li> <li>Review any procedures / SWI associated with the task.</li> <li>If task deviates from SWI a JHA SHALL be completed and approved by the area Supervisor.</li> <li>Where required when working in proximity of others, communicate your arrival.</li> <li>Only personnel who are trained, assessed and authorised shall operate the vehicle.</li> </ul>	 

This document is **UNCONTROLLED** in hard copy unless stamped and specified and managed in controlled document register

Rev	Description of Rev/Comments:	Prepared by	Reviewed By	Approved By	Review Date	Issue Date	Page
8	Issued for Use	Kim Crosswell	Jayden Briggs	John Shives	24/01/2026	24/01/2023	3 of 7
Document Number & Title ****Simple Isolation of Light vehicles on lv hoist****							



No. 2	Drive light vehicle into workshop onto hoist		
	Hazards	Controls	Image or Diagram
	<ul style="list-style-type: none"> <li>Vehicles entering / exiting the workshop expose personnel to potential injury.</li> <li>Driving onto hoist without a second person to guide (spot) can result in equipment damage and or injury to personnel.</li> <li>Vehicle must be positioned centrally on hoist.</li> <li>There are 3 main types of Light vehicle hoists in the LV workshop that you must be familiar with to ensure vehicle TARE weight (plus weight of oils in module) does not exceed the hoist limit. If unsure personnel must notify supervisor.</li> <li>Scania G410 Service truck – 35,500kg With all oil tanks full. Excludes bulk fuel.</li> </ul>	<ul style="list-style-type: none"> <li>All Light Vehicles require spotting in and out of the workshop. A second person is to use clear hand signals when directing operator as per light vehicle spotting procedure.</li> <li>RAV4501L hoist must not exceed SWL 5000kg</li> <li>STENHOJ hoist must not exceed SWL 8000kg</li> <li>STERTIL-KONI hoist must not exceed SWL 7250kg per column <ul style="list-style-type: none"> <li>4 posts 29,000kg</li> <li>6 posts 43,500kg</li> </ul> </li> </ul>	    

This document is UNCONTROLLED in hard copy unless stamped and specified and managed in controlled document register

Rev	Description of Rev/Comments:	Prepared by	Reviewed By	Approved By	Review Date	Issue Date	Page
8	Issued for Use	Kim Crosswell	Jayden Briggs	John Shives	24/01/2026	24/01/2023	4 of 7
Document Number & Title ****Simple Isolation of Light vehicles on lv hoist****							



No.03	Park vehicle and carry out Simple Isolation		
	Hazards	Controls	Image or Diagram
	<ul style="list-style-type: none"><li>Vehicles parked when left fundamentally <b>UNSTABLE</b> can cause equipment damage and or injury to personnel.</li><li>Working on vehicles un-isolated exposes personnel to uncontrolled vehicle energy (electrical, mechanical)</li><li>Working under a raised hoist can expose personnel to potential crush injuries should the hoist fail.</li></ul>	<ul style="list-style-type: none"><li>Operator must apply handbrake and leave vehicle in gear to put wheel chocks in place.</li><li>Once vehicle has wheel chocks in place the operator can then leave the vehicle out of gear with park brake released.</li><li>Refer to Fortescue Isolation and tagging procedure (<b>100-PR-SA-1028</b>) carry out simple Isolation.</li><li>Whenever a vehicle is on the hoist, the hoist needs to be isolated regardless of the level of the platform (when it is on the ground) as per isolation procedure <b>100-PR-SA-1028</b>. The hoist may only be un-isolated for operation.</li></ul>	  

This document is **UNCONTROLLED** in hard copy unless stamped and specified and managed in controlled document register

Rev	Description of Rev/Comments:	Prepared by	Reviewed By	Approved By	Review Date	Issue Date	Page
8	Issued for Use	Kim Crosswell	Jayden Briggs	John Shrives	24/01/2026	24/01/2023	5 of 7



Department  
**MOBILE MAINTENANCE**

Document Number  
**CB-WI-UT-0012**

Section  
**SAFE WORK INSTRUCTION**

## **Simple Isolation of Light Vehicles on LV Hoist**

No. 7	Hazard Reporting		
	Hazards	Controls	Image or Diagram
	<ul style="list-style-type: none"> <li>Hazards not communicated to Supervisors for rectification can lead to putting yourself and others in danger.</li> </ul>	<ul style="list-style-type: none"> <li>If any hazard/s were identified during this task either remove the hazard/s or isolate the Hazard/s.</li> <li>Complete a hazard report in BMS.</li> <li>If the SWI is not valid – by not valid meaning the SWI contains incorrect information report to supervisor for “simple change management” immediately.</li> </ul>	

This document is UNCONTROLLED in hard copy unless stamped and specified and managed in controlled document register

This document is UNCONTROLLED in hard copy unless stamped and specified and managed in controlled document register						Page 6 of 7
Rev	Description of Rev/Comments:	Prepared by	Reviewed By	Approved By	Review Date	Issue Date
8	Issued for Use	Kim Crosswell	Jayden Briggs	John Shrives	24/01/2026	24/01/2023



Department

MOBILE MAINTENANCE

Document Number

CB-WI-UT-0012

Section

SAFE WORK INSTRUCTION

Title

Simple Isolation of Light Vehicles on LV Hoist

### Signatures

I have received, read, understood and WILL comply with this Standard Work Instruction.

#	Date	Name	SAP Number	Signature
1.	10-12-23	Jayden Raffraze	559992	
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10				
11				
12				
13				
14				

### Accepting Supervisor

1.	10/12/23	At Site	506892	
2.				
3.				
4.				
5.				
6.				
7.				
8.				

This document is UNCONTROLLED in hard copy unless stamped and specified and managed in controlled document register

Rev	Description of Rev/Comments:	Prepared by	Reviewed By	Approved By	Review Date	Issue Date	Page
8	Issued for Use	Kim Crosswell	Jayden Briggs	John Shrives	24/01/2026	24/01/2023	7 of 7

Document Number & Title \*\*\*\*Simple Isolation of Light vehicles on lv hoist\*\*\*\*





## MOBILE MAINTENANCE – LIGHT VEHICLES

**CB-00039-CK-MN-0013**

## CLOUDBREAK ADDITIONAL DAMAGE REPORT

**CLOUDBREAK LIGHT VEHICLES DEPARTMENT DAMAGE REPORTING SHEET**

This sheet **must** be filled out where damage **OTHER** than fair wear & tear is noted while inspecting or servicing a vehicle. This sheet is to be filled out, with a description of the damage(s) as well as pictures, and then signed and submitted to the LV supervisor on shift.

The LV supervisor will then notify the responsible department's supervisor. The responsible department is to create an incident report in BMS and supply the number to the LV supervisor to record.

Once completed, this sheet will be uploaded as an attachment to the vehicle's function location in SAP, and a copy saved into the file location M:\Mine Services\Maintenance\Maintenance Support\Vehicle Damage with the vehicle fleet ID saved in the file name.

Service/Inspection Date:	Vehicle ID:
Kilometres / Hours:	Vehicle Make/Model:
<b>Department:</b> <small>(department which is responsible for the vehicle)</small>	<b>Contact:</b> <small>(contact details of the department which is responsible for the vehicle)</small>

Rev 0

20/03/2017

100-TE-DG-0022 0

**PREPARED BY**

Kim Esbrey

Kiberey

CHECKED BY

Neil Amien

BY  


**APPROVED BY**  
Graham Howard

Graham Howgate

**APPROVED BY**  
Graham Howard



## MOBILE MAINTENANCE – LIGHT VEHICLES

CB-00039-CK-MN-0013

## CLOUDBREAK ADDITIONAL DAMAGE REPORT

## PREPARED BY

Kim Esbrey

## CHECKED BY

Neil Amien

## APPROVED BY

Graham Howard

## Pictures of the Damage


BMS Incident Number	Service Completed By	Checked By Supervisor
Reporting Person:	Print Name:	Print Name:
BMS Number:	Signature:	Signature:

Rev 0	PREPARED BY Kim Esbrey
20/03/2017	
100-TE-DC-0022_0	

CHECKED BY Neil Amien	
--------------------------	--

APPROVED BY Graham Howard	
------------------------------	--

	Department <b>MOBILE MAINTENANCE</b>	Document Number <b>CB-01039-WI-ME-0003</b>
	Section <b>SAFE WORK INSTRUCTION</b>	Title Operation of a RAV4501L 4 Post Hoist

## Operation of RAV4501L 4 Post Hoist



- PURPOSE**

The purpose of this Safe Work Instruction is to provide a safe system of work for all personnel required to carry out this task. This instruction describes what must be done and how it is to be done.

- SCOPE**

This Safe Work Instruction shall relate to all personnel who are required to operate the RAV4501L 4 post hoist. Personnel shall comply with Fortescue's LIFE SAVING CHOICES. This Safe Work Instruction supersedes all previous Safe and Standard Work Instructions and Site Notices.

- DEFINITIONS**

**SHALL, MUST** and **WILL** are mandatory

Should is recommended, but not mandatory

- AREA**

Mobile Maintenance - Cloudbreak Mine

- REFERENCES / ASSOCIATED DOCUMENTATION**

- [100-PR-SA-1028 Isolation & Tagging](#)
- [100-PR-SA-0039 Personal Protective Clothing and Equipment](#)
- [45-PR-SA-RK-0001 SWI](#)
- [100-FR-RK-0004 Job Hazard Analysis](#)
- [100-PR-SA-1034 Physical Separation Barricading](#)
- [Mines Safety and Inspections Act 1994](#)
- [Mines Safety and Inspection Regulations 1995](#)
- [Applicable Scheduled PM inspection sheet](#)
- [Hoist prestart booklet](#)

This document is **UNCONTROLLED** in hard copy unless stamped and specified and managed in controlled document register

Rev	Description of Rev/Comments:	Prepared by	Reviewed By	Approved By	Review Date	Issue Date	Page
7	Issued for Use	Richard Milway	Kim Crosswell	John Shrvies	13/02/2026	13/02/2023	
							1 of 10



- REQUIREMENTS

PERSONAL PROTECTIVE EQUIPMENT (PPE)							
WORK CERTIFICATES / PERMIT REQUIREMENTS							
Confined Space Entry	<input type="checkbox"/>	Work Box		<input type="checkbox"/>	Work Permit		<input type="checkbox"/>
Live Electrical Work	<input type="checkbox"/>	Non-Standard Lift		<input type="checkbox"/>	Master Permit		<input type="checkbox"/>
Excavation / Penetration	<input type="checkbox"/>	Work at Height		<input type="checkbox"/>	HV Electrical Certificate		<input type="checkbox"/>
Hot Work	<input type="checkbox"/>	O/Side Vessel – Platform		<input type="checkbox"/>	Environmental		<input type="checkbox"/>
Floor Roof Wall Opening	<input type="checkbox"/>	Power Vicinity / Corridor Access		<input type="checkbox"/>	Driving / Pit Permit		<input type="checkbox"/>
JOB SPECIFIC RESOURCES							
Green Banded Cones	<input type="checkbox"/>	Sentry & Sentry Board	<input type="checkbox"/>	Fire Blankets	<input type="checkbox"/>	Wheel Chocks	<input checked="" type="checkbox"/>
Drinking Water	<input type="checkbox"/>	Running Water	<input type="checkbox"/>	Voltage Reducer	<input type="checkbox"/>	Extinguishers	<input type="checkbox"/>
Warning Signs	<input type="checkbox"/>	Fire Watch	<input type="checkbox"/>	Radio	<input type="checkbox"/>	First Aid Kit	<input type="checkbox"/>

- DESCRIPTION OF WORK

This procedure outlines the steps to safely operate a RAV4501L 4 post hoist.

- LIFE SAVING CHOICES

The twelve choices define the standards that shall be met in our workplace to ensure safe systems of work, and to guide you in making the correct decisions. The choices you make, every single day, are fundamental to creating a safe operation. The non-negotiable choices are:

### LIFE SAVING CHOICES

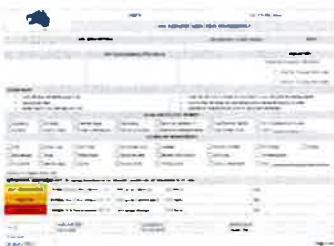
	Use fall injury protection when working at height.		Secure tools and barricade work areas to prevent dropped objects.		Always walk and work outside the footprint of a suspended load.
	Stop at stop signs and rail crossings.		Verify isolations before work begins.		Confirm stored energy has been controlled before work begins.
	When driving wear a seat belt and obey speed limits.		When travelling or working remotely use communication and tracking devices.		Only inflate tyres in an approved tyre safety device.
	Maintain 3 metres from track and only work within authorisation limit.		Wear a PFD when working above water.		Obtain authorisation to enter explosives exclusion zones.

This document is UNCONTROLLED in hard copy unless stamped and specified and managed in controlled document register

Rev	Description of Rev/Comments:	Prepared by	Reviewed By	Approved By	Review Date	Issue Date	Page
7	Issued for Use	Richard Milway	Kim Crosswell	John Shrvies	13/02/2026	13/02/2023	2 of 10

	Department <b>MOBILE MAINTENANCE</b>	Document Number <b>CB-01039-WI-ME-0003</b>
	Section <b>SAFE WORK INSTRUCTION</b>	Title Operation of a RAV4501L 4 Post Hoist

## JOB STEP AND CONTROL METHODS

No. 1	Create a clear plan of the task		
	Hazards	Controls	Image or Diagram
	<ul style="list-style-type: none"> <li>The task may move away from the intended scope of work.</li> <li>Other hazards may exist in the surroundings at the work area.</li> <li>Risks from others working in close proximity.</li> <li>Unfamiliarity with area and task activity.</li> </ul>	<ul style="list-style-type: none"> <li>Undertake a Take Control before undertaking the task to identify any immediate hazards.</li> <li>Review any procedures / SWI associated with the task.</li> <li>If the task deviates from this SWI a JHA <b>SHALL</b> be completed and approved by the area Supervisor</li> <li>Where required when working in proximity of others, communicate your arrival.</li> </ul>	  

No. 2	Inspect / Prestart Hoist		
	Hazards	Controls	Image or Diagram
	<ul style="list-style-type: none"> <li>Hoists with poor maintenance are exposed to component failure, which can lead to personnel being injured.</li> <li>Overloading hoist will structurally damage the integrity of the hoist and result in equipment damage.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure pre-start is completed on hoist and log book filled in.</li> <li>Any damage or faults must be reported to supervisor for immediate action and notification raised.</li> <li>Vehicle GVM must not exceed rated capacity of 5000kg.</li> </ul>	  

This document is **UNCONTROLLED** in hard copy unless stamped and specified and managed in controlled document register

Rev	Description of Rev/Comments:	Prepared by	Reviewed By	Approved By	Review Date	Issue Date	Page
7	Issued for Use	Richard Milway	Kim Crosswell	John Shrives	13/02/2026	13/02/2023	
							3 of 10

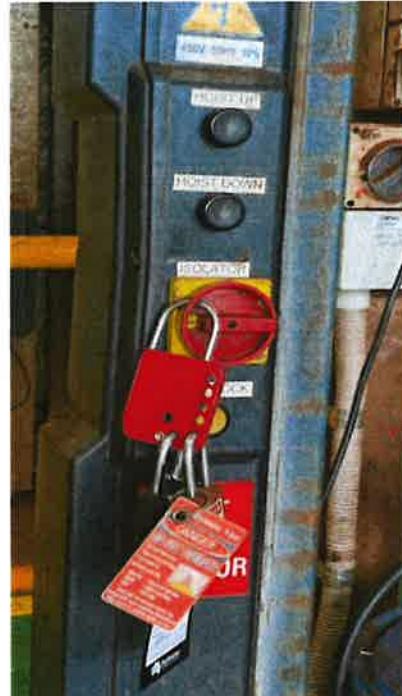


No. 3	Drive vehicle onto hoist and isolate		
	Hazards	Controls	Image or Diagram
	<ul style="list-style-type: none"><li>Bottom of the vehicle could be caught up on the jacking extension damage equipment</li><li>Driving vehicle onto hoist without a spotter in place exposes the risk of misalignment leading to equipment damage / personnel injury</li><li>Exiting the vehicle without being fundamentally stable exposes personnel to uncontrolled vehicle movement causing injury / damage.</li><li>Vehicle could be operated by other personnel allowing unwanted or unknown movement of vehicle, causing crush or entanglement</li></ul>	<ul style="list-style-type: none"><li>Before driving onto the hoist make sure the jack extensions have been removed.</li><li>Drive vehicle on to hoist, using spotter. Ensure clear communication (hand signals) and locate the vehicle centrally on the hoist.</li><li>Apply handbrake, then apply wheel chocks to vehicle.</li><li>Handbrake may then be released/de-adjusted so wheels can be turned when raised off of the base platform.</li><li>Vehicle is to be isolated as per <b>100-PR-SA-1028</b> Cloudbreak Isolation &amp; Tagging and <b>CB-WI-UT-0012</b> -Isolation of vehicle on LV hoist (if it is to be worked on).</li></ul>	   

This document is **UNCONTROLLED** in hard copy unless stamped and specified and managed in controlled document register

Rev	Description of Rev/Comments:	Prepared by	Reviewed By	Approved By	Review Date	Issue Date	Page
7	Issued for Use	Richard Milway	Kim Crosswell	John Shrives	13/02/2026	13/02/2023	4 of 10



No. 4	Raise hoist to work position		
	Hazards	Controls	Image or Diagram
	<ul style="list-style-type: none"> <li>Personnel within work area while hoist is being raised.</li> <li>Hoist platform could Raise unevenly. Uneven loading could damage hoist. Vehicle could fall from hoist</li> <li>Hoist left un-isolated exposes the potential for personnel to operate while task is taking place.</li> </ul>	<ul style="list-style-type: none"> <li>Clear communication and control of the work area is required at all times.</li> <li>Push the top 'UP' button to lift the vehicle to the desired height.</li> <li>Ensure hoist raises evenly and platform stays level. If platform fails to raise evenly STOP IMMEDIATELY and re assess.</li> <li>Once hoist at desired height, press and hold the 'Lock' button until hoist is supported evenly on all four posts</li> <li>Ensure hoist lowers evenly and all four corners lock at the same height</li> <li>If hoist does not appear level raise the hoist again and resettle until all four corners are at the same height.</li> <li>Whenever a vehicle is on the hoist, the hoist needs to be isolated regardless of the level of the platform as per isolation procedure <b>100-PR-SA-1028</b>. The hoist may only be un-isolated for operation. Once set at desired height hoist is to be locked out and test tried as per <b>CB-WI-UT-0012 - Isolation of vehicle on LV hoist</b>.</li> </ul>	 

This document is **UNCONTROLLED** in hard copy unless stamped and specified and managed in controlled document register

Rev	Description of Rev/Comments:	Prepared by	Reviewed By	Approved By	Review Date	Issue Date	Page
7	Issued for Use	Richard Milway	Kim Crosswell	John Shrives	13/02/2026	13/02/2023	5 of 10



No. 5	Use of Jacking Platforms		
	Hazards	Controls	Image or Diagram
	<ul style="list-style-type: none"><li>Manual handling jacking platforms can cause muscle strains and sprains.</li><li>Lifting vehicles with jacking pads can cause equipment damage if done incorrectly.</li><li>Incorrectly placed jack can cause uncontrolled movement and equipment damage.</li><li>Hoist rising unevenly can cause equipment damage if not corrected.</li><li>Jacking in incorrect locations could cause unwanted movement of vehicle or damage to vehicle and equipment.</li><li>Vehicle jack could fail causing unwanted movement and potential crush injuries and vehicle damage</li><li>Raising or lowering the jack can expose you to pinch points from the mechanism. Hands could be crushed</li><li>If jack locking mechanism is not engaged correctly and jack fails it could result in uncontrolled vehicle movement/release of energy.</li></ul>	<ul style="list-style-type: none"><li>Use caution when positioning jacking platform. If platform is jammed or stuck, stop and reassess before using bodily force to move.</li><li>Position the pad of the jack under an approved jacking point on the vehicle.</li><li>Ensure the jacking pad has adequate support and is not unevenly loaded or damaged</li><li>Do not use jacking extension plates unless risk assessed, and manufacture approved</li><li>Engage the pneumatic switch to raise the jacking platform ensuring jacking pads contact approved jacking locations</li><li>Ensure vehicle raises evenly</li><li>Engage jack platform locking mechanism into place and lower jacking platform down onto lock.</li></ul>	    

This document is **UNCONTROLLED** in hard copy unless stamped and specified and managed in controlled document register

Rev	Description of Rev/Comments:	Prepared by	Reviewed By	Approved By	Review Date	Issue Date	Page
7	Issued for Use	Richard Milway	Kim Crosswell	John Shrives	13/02/2026	13/02/2023	6 of 10



	<ul style="list-style-type: none"><li>Raising or lowering the jack can expose you to pinch points from the mechanism. Hands could be crushed.</li><li>Be aware of Crush hazard well lowing the jacking platform.</li></ul>	<ul style="list-style-type: none"><li>To lower jack platform, raise it off locks and twist locking mechanism clockwise and then engage the pneumatic switch to lower.</li><li>Keep hands clear of moving components while jack is in operation.</li></ul>	
--	--	---	---

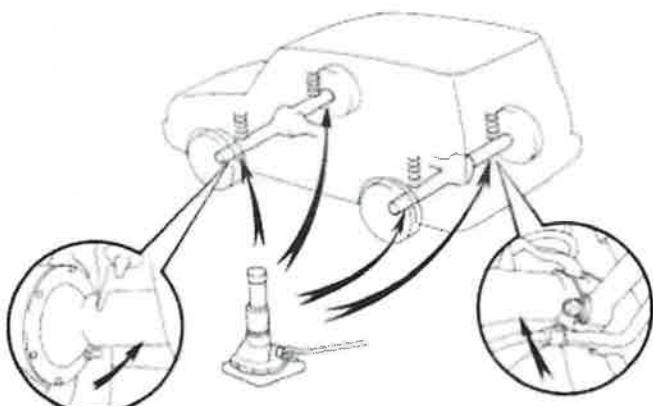
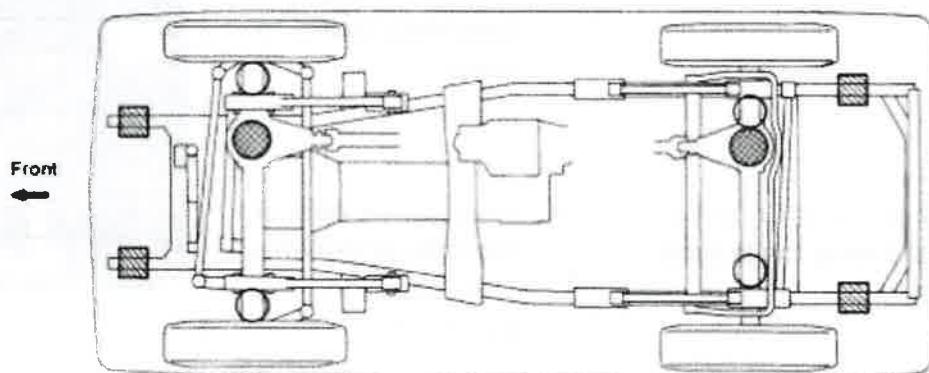
This document is UNCONTROLLED in hard copy unless stamped and specified and managed in controlled document register

Rev	Description of Rev/Comments:	Prepared by	Reviewed By	Approved By	Review Date	Issue Date	Page
7	Issued for Use	Richard Milway	Kim Crosswell	John Shrives	13/02/2026	13/02/2023	7 of 10



IN-8

INTRODUCTION - REPAIR INSTRUCTIONS

**VEHICLE LIFT AND SUPPORT LOCATIONS****JACK POSITION**

Front

Under front differential

Rear

Under rear differential

**SCREW TYPE JACK POSITION****SUPPORT POSITION**

Safety stand

1996 LAND CRUISER (RM451U)

This document is **UNCONTROLLED** in hard copy unless stamped and specified and managed in controlled document register

Rev	Description of Rev/Comments:	Prepared by	Reviewed By	Approved By	Review Date	Issue Date	Page
7	Issued for Use	Richard Milway	Kim Crosswell	John Shrives	13/02/2026	13/02/2023	8 of 10



No. 6	Lowering hoist		
	Hazards	Controls	Image or Diagram
	<ul style="list-style-type: none"> <li>Personnel within work area while hoist is being lowered are exposed to potential injury if area is not controlled.</li> <li>Hoist lowering unevenly can cause equipment damage or potential crush if not corrected.</li> <li>Hoist can contact tooling when lowered causing equipment damage</li> <li>Hoist locks can fail to release. Vehicle could fall from hoist. Personal could be crushed and equipment could be damaged</li> <li>Uncontrolled vehicle movement once vehicle is lowered</li> <li>Uncontrolled movement of wheel chocks</li> <li>Vehicle interaction and equipment damage</li> </ul>	<ul style="list-style-type: none"> <li>Clear communication and control of the work area is required at all times.</li> <li>Conduct a walk around of hoist prior to lowering to ensure hoist will not contact anything when lowering</li> <li>To lower hoist first raise hoist off the locks slightly then press and hold down button on hoist and continually monitor while lowering to ensure all 4 corners are lowering evenly</li> <li>If any corner fails to lower at same rate, STOP immediately raise hoist again, reset locks and investigate</li> <li>Ensure hoist not left unattended at any time whilst un-isolated above ground level</li> <li>Ensure wheel chocks are in place at all times when vehicles wheels are on the deck of the hoist</li> <li>Apply handbrake and remove wheel chocks from vehicle, ensure no tooling or parts are left on Hoist</li> <li>A spotter Must be used when removing the vehicle from the host/workshop</li> </ul>	    

This document is **UNCONTROLLED** in hard copy unless stamped and specified and managed in controlled document register

Rev	Description of Rev/Comments:	Prepared by	Reviewed By	Approved By	Review Date	Issue Date	Page
7	Issued for Use	Richard Milway	Kim Crosswell	John Shrives	13/02/2026	13/02/2023	9 of 10

	Department MOBILE MAINTENANCE	Document Number CB-01039-WI-ME-0003
	Section SAFE WORK INSTRUCTION	Title Operation of a RAV4501L 4 Post Hoist

No. 7	Hazard Reporting		
	Hazards	Controls	Image or Diagram
	<ul style="list-style-type: none"> <li>Hazards not communicated to Supervisors for rectification can lead to putting yourself and others in danger.</li> </ul>	<ul style="list-style-type: none"> <li>If any hazard/s were identified during this task either remove the hazard/s or isolate the Hazard/s.</li> <li>Complete a hazard report and hand it into your direct supervisor.</li> <li>If the SWI is not valid – by not valid meaning the SWI contains incorrect information report to supervisor for “simple change management” immediately.</li> </ul>	

### Signatures

I have received, read, understood and WILL comply with this Standard Work Instruction.

#	Date	Name	SAP Number	Signature
1.	16-12-23	JAYSON REPARANTE	550492	
2.				
3.				
4.				
5.				
6.				

### Accepting Supervisor

1.	10/12/23	RE BIS SSESSION	
2.			
3.			
4.			

This document is UNCONTROLLED in hard copy unless stamped and specified and managed in controlled document register						
Rev	Description of Rev/Comments:	Prepared by	Reviewed By	Approved By	Review Date	Issue Date

7	Issued for Use	Richard Milway	Kim Crosswell	John Shives	13/02/2026	13/02/2023	Page 10 of 10
---	----------------	----------------	---------------	-------------	------------	------------	---------------



## SWI for Light Vehicle Service and Inspection <5t GVM/18 seats



### 1. PURPOSE

The purpose of this Standard Work Instruction is to provide a safe system of work for all personnel required to perform monthly inspections and servicing on light vehicles <5t GVM /18 seats safely and in a consistent manner and to provide a clear step by step process in which the task **MUST** be followed.

This instruction describes what **MUST** be done and how it is to be done. This is a standard work instruction for performing monthly inspections and servicing on light vehicles <5t GVM /18 seats in the Light Vehicle workshop environment. This SWI is to be used in conjunction with the applicable Inspection sheet

### 2. DEFINITIONS

- **SHALL, MUST** and **WILL** are mandatory.
- Should is recommended, but not mandatory.

### 3. SCOPE

This Standard Work Instruction **SHALL** relate to all Mine personnel required to inspect Light Vehicles <5t GVM /18 seats. Personnel **SHALL** comply with Fortescue's **LIFE SAVING CHOICES**. This Standard Work Instruction supersedes all previous Standard Work Instructions and Site Notices.

This document is <b>UNCONTROLLED</b> in hard copy unless stamped and specified and managed in controlled document register					
Prepared by:	Reviewed by:	Approved by:	To Be Reviewed	Issue Date:	Page 1 of 7
Kim Crosswell	Jamie Baraldi	John Shives	03/08/2026	03/08/2023	
CB-WI-UT-0011			Revision No: 6		

**MOBILE MAINTENANCE**Document Number  
CB-WI-UT-0011Section  
**STANDARD WORK INSTRUCTION**

Title

Light Vehicle Service and Inspection

**4. LIFE SAVING CHOICES**

The twelve choices define the standards that **SHALL** be met in our workplace to ensure safe systems of work, and to guide you in making the correct decisions. The choices you make, every single day, are fundamental to creating a safe operation. The non-negotiable choices are:

<b>LIFE SAVING CHOICES</b>					
	Use fall injury protection when working at height.		Secure tools and barricade work areas to prevent dropped objects.		Always walk and work outside the footprint of a suspended load.
	Stop at stop signs and rail crossings.		Verify isolations before work begins.		Confirm stored energy has been controlled before work begins.
	When driving wear a seat belt and obey speed limits.		When travelling or working remotely use communication and tracking devices.		Only inflate tyres in an approved tyre safety device.
	Maintain 3 metres from track and only work within authorisation limit.		Wear a PFD when working above water.		Obtain authorisation to enter explosives exclusion zones.

**5. AREA**

Cloudbreak Light Vehicle Workshop

**6. REFERENCES / ASSOCIATED DOCUMENTATION**

- [Life Saving Choices](#)
- [Mines Safety and Inspection Act 1994](#)
- [Mines Safety and Inspection Regulations 1995](#)
- [45-PR-SA-0018 Personal Protective Clothing and Equipment](#)
- [100-FR-RK-0004 Job Hazard Analysis](#)
- [100-PR-SA-1028 Isolation & Tagging](#)
- [CB-WI-UT-0012 Isolation of Vehicles Being Maintained on LV Hoist SWI](#)
- Applicable Scheduled PM Inspection Sheet

This document is <b>UNCONTROLLED</b> in hard copy unless stamped and specified and managed in controlled document register				
Prepared by:	Reviewed by:	Approved by:	To Be Reviewed	Issue Date:
Kim Crosswell	Jamie Baraldi	John Shrives	03/08/2026	03/08/2023
CB-WI-UT-0011			Revision No: 6	



## 7. REQUIREMENTS

### PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT (PPCE)

#### Mandatory Minimum Site Standard



### WORK PERMIT REQUIREMENTS

Confined Space Entry	<input type="checkbox"/>	Work Box	<input type="checkbox"/>	Work Permit	<input type="checkbox"/>
Live Electrical Work	<input type="checkbox"/>	Non Standard Lift. If determined as being required	<input type="checkbox"/>	Master Permit	<input type="checkbox"/>
Excavation / Penetration	<input type="checkbox"/>	Work at Height	<input type="checkbox"/>	HV Electrical Permit	<input type="checkbox"/>
Hot Work	<input type="checkbox"/>	O/Side Vessel – Platform	<input type="checkbox"/>	Environmental	<input type="checkbox"/>
Floor Roof Wall Opening	<input type="checkbox"/>	Power Vicinity / Corridor Access	<input type="checkbox"/>		<input type="checkbox"/>

## 8. JOB STEP AND CONTROL MEASURES

### 8.1 Create a clear plan of the Task

#### Control Measures:

- Complete a **Take Control** before commencing the task to identify any immediate hazards.
- If the task deviates from this SWI a JHA SHALL be completed and approved by the area Supervisor.
- Only personnel who are trained, assessed and authorised SHALL perform this work.
- Review any procedures/SWIs associated with the task.

This document is **UNCONTROLLED** in hard copy unless stamped and specified and managed in controlled document register

Prepared by:	Reviewed by:	Approved by:	To Be Reviewed	Issue Date:		
Kim Crosswell	Jamie Baraldi	John Shrvies	03/08/2026	03/08/2023		
CB-WI-UT-0011		Revision No: 6		Page 3 of 7		



Fortescue

## MOBILE MAINTENANCE

Document Number  
CB-WI-UT-0011Section  
STANDARD WORK INSTRUCTION

Title

Light Vehicle Service and Inspection

## 8.2 Set up vehicle for service

**Control Measures:**

- You must be deemed competent on any vehicle prior to operation. Key may not be turned and vehicle may not be isolated by an individual unless they are deemed competent
- Test drive LV to make sure all is working as it should be before starting inspection, i.e. cv's & clutch operation
- Position vehicle in workshop where inspection is to be conducted.
- If using vehicle hoist refer to SWI for hoist in use. All operators to be deemed competent prior to using hoist
- Work area is clear of unnecessary equipment.
- Wheel chocks are in position.
- Vehicle and hoist to be isolated after running checks as per CB-WI-UT-0012 Isolation of Vehicles Being Maintained on LV Hoist SWI and 100-PR-SA-1028 Isolation & Tagging



## 8.3 Raise engine hood

**Control Measures:**

- Make sure engine hood is supported during this process ensuring body parts are kept clear of line of fire and pinch points. Use OEM bonnet support. Report any faults to OEM support and stop task if faults found

## 8.4 Commence service and inspection as per work order & inspection sheets.

**Control Measures:**

- Follow service check list for vehicle
- Correct PPE for task
- Stay out of line of fire of hot oils and fluids whilst draining
- Beware of mud hang up falling from chassis / underbody
- Beware pinch points and line of fire.
- Direct force away from body when using tooling and keep fingers and hands safe from Line of fire injuries
- Be aware of hot surfaces and sharp edges

This document is **UNCONTROLLED** in hard copy unless stamped and specified and managed in controlled document register

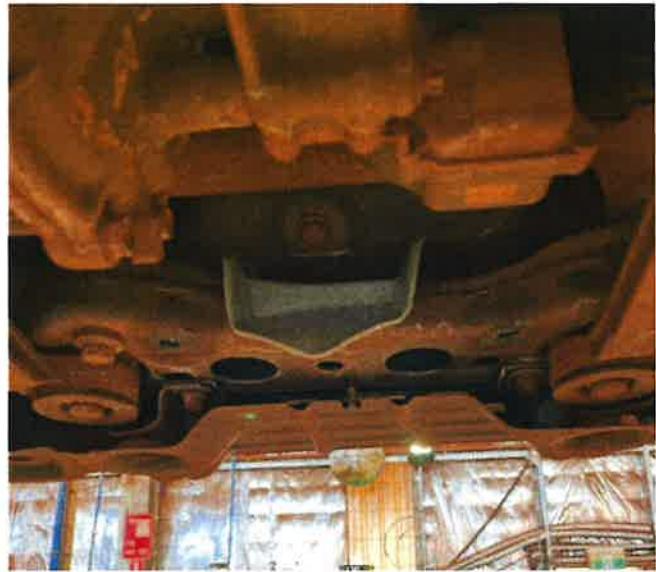
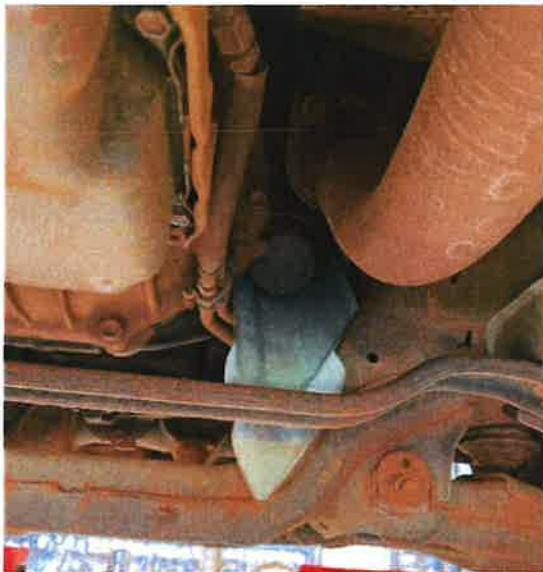
Prepared by:	Reviewed by:	Approved by:	To Be Reviewed	Issue Date:	
Kim Crosswell	Jamie Baraldi	John Shrives	03/08/2026	03/08/2023	
CB-WI-UT-0011			Revision No: 6		Page 4 of 7

**MOBILE MAINTENANCE**Document Number  
CB-WI-UT-0011Section  
**STANDARD WORK INSTRUCTION**

Title

Light Vehicle Service and Inspection

- When draining engine oil use Toyota SST funnels for Hilux and Prado

**Toyota SST funnels****8.5 Remove and replace drive belt and pulleys on Landcruiser 40k service.**

- Set vehicle up in suitable location for task to be carried out.
- Use appropriate step / platform to assist with access.
- Ensure correct tooling is used while relieving belt tensioner to remove belt.
- Stay out of line of fire of tooling while removing belt. (get assistance if required)
- Be aware of pinch points from tooling and components.
- Be aware of hand placement while carrying out task.

**8.6 Complete inspection and move it out of light vehicle workshop**

- Make sure vehicle is spotted out of the workshop.
- Clean up work area and maintain housekeeping standards.

**8.7 Test drive LV to make sure all is working as it should be & perform brake test**

- You must be deemed competent on any vehicle prior to operation. Key may not be turned and vehicle may not be isolated by an individual unless they are deemed competent
  - Drive to condition.
- 
- **8.8 If scope of task changes to encompass task not covered by SWI a JHA for that task must be completed**

This document is **UNCONTROLLED** in hard copy unless stamped and specified and managed in controlled document register

Prepared by:	Reviewed by:	Approved by:	To Be Reviewed	Issue Date:		Page 5 of 7
Kim Crosswell	Jamie Baraldi	John Shrives	03/08/2026	03/08/2023		
			CB-WI-UT-0011	Revision No: 6		



## 8.9 Reporting Responsibilities

### Incident and Accident Reporting

#### Control Measures:

In the event of any incident, accident or near miss the operator **SHALL** do the following

- **THE MACHINE OR MACHINES MUST NOT BE MOVED FROM THE INCIDENT OR ACCIDENT SCENE UNDER ANY CIRCUMSTANCES.**
- The Operator **SHALL** contact the Area Supervisor Immediately.
- The Operator **SHALL** inform all immediate people in vicinity of any potential hazards.
- The Operator **MUST** remain with the machine until supervision arrives, but only if it is Safe to do so.
- If the Incident or Accident is deemed an Emergency, the FMG site Emergency procedure **MUST** be followed.

## 9 Hazard Reporting

#### Control Measures:

- If hazards are present remove or isolate them.
- DO NOT put yourself or others in danger.
- If the hazard cannot be removed or isolated, then complete a hazard report and inform your direct Supervisor.

This document is **UNCONTROLLED** in hard copy unless stamped and specified and managed in controlled document register

Prepared by:	Reviewed by:	Approved by:	To Be Reviewed	Issue Date:		Page 6 of 7
Kim Crosswell	Jamie Baraldi	John Shrives	03/08/2026	03/08/2023		
		CB-WI-UT-0011		Revision No: 6		



Fortescue.

## MOBILE MAINTENANCE

Document Number  
CB-WI-UT-0011Section  
STANDARD WORK INSTRUCTION

Title

Light Vehicle Service and Inspection

10000003569 ACA\_000\_007jiv awssapperpapp2 Jayde WILLIAMS 2023-12-10T16:29:50 1.000

**Signatures**

I have received, read, understood and WILL comply with this Standard Work Instruction.

#	Date	Name	SAP Number	Signature
1.	10-12-23	JAYSON RIAFRENTE	559992	
2.				
3.				
4.				
5.				
6.				
7.				
8.				

**Accepting Supervisor**

1.	10/12/23	Aut. Sh.	506892	
2.				
3.				
4.				
5.				
6.				
7.				
8.				

This document is UNCONTROLLED in hard copy unless stamped and specified and managed in controlled document register

Prepared by:	Reviewed by:	Approved by:	To Be Reviewed	Issue Date:		Page 7 of 7
Kim Crosswell	Jamie Baraldi	John Shrives	03/08/2026	03/08/2023		
			CB-WI-UT-0011	Revision No: 6		





# Work Order Scope



Fortescue

**Work Order: 2200609610 - CC3074 Lubrication & Mech Service**

**20k**

Main Work Centre:	MPLV Light Vehicles	Revison No:	MP23WK49
Planner Group:	M17 Light Vehicle 1	Start Date:	10.12.2023
Function location:	CLB-MP-LV01-LVEHCL-CC3074		
FL Desc:	CC3074 Toyota Hilux Dual Cab	Activity Type:	210
Sort Field:	CC3074	Priority:	4
Equipment Number:		Reservation:	11631512
Eq Desc:		Ctr./Meas. Reading:	

## Fortescue Message:

**Life Saving Choices**  
Obtain authorisation to enter explosives exclusion zones

---

## Work Order Long Text:

CC3074 Lubrication & Mech Service 20k

Reschedule No show 01/12/23 FF

---

## Operations Detail List:

Op	Description:	Work center:	Start Date:	No. Cap:	Plan Dur:	Act Dur:
0020	Toyota Hilux 20000km Service	MPLV-FTL	10.12.2023	1	3	0

## Materials

Item:	Material:	Description:	Qty:	UOM:	Withdrawn:	Used Y/N
0001	3130827	KIT 20 000KM/40 000KM HILUX CC3074 CB-L/V WORK SHOP	1	EA		1



## Work Order Scope



Fortescue

Work Order: 2200609610 - CC3074 Lubrication & Mech Service

20k

Main Work Centre:	MPLV Light Vehicles	Revison No:	MP23WK49
Planner Group:	M17 Light Vehicle 1	Start Date:	10.12.2023
Function location:	CLB-MP-LV01-LVEHCL-CC3074		
FL Desc:	CC3074 Toyota Hilux Dual Cab	Activity Type:	210
Sort Field:	CC3074	Priority:	4
Equipment Number:		Reservation:	11631512
Eq Desc:		Ctr./Meas. Reading:	_____

## FEEDBACK

## **COMPLETION CHECKS**

Completed By: JAYSON MCAFARLANE  
(Print Name)

Date: 16-12-23

Supervisor: At ci Supervisor:  
(Print Name) (Signature)



# Light Vehicle Monthly Inspection / 20,000km

## CHECKLIST

LIFE SAVING CHOICES					
	Use fall injury protection when working at height.		Secure tools and barricade work areas to prevent dropped objects.		Always walk and work outside the footprint of a suspended load.
	Stop at stop signs and rail crossings.		Verify isolations before work begins.		Confirm stored energy has been controlled before work begins.
	When driving wear a seat belt and obey speed limits.		When travelling or working remotely use communication and tracking devices.		Only inflate tyres in an approved tyre safety device.
	Maintain 3 metres from track and only work within authorisation limit.		Wear a PFD when working above water.		Obtain authorisation to enter explosives exclusion zones.

Date: 16-12-23 Unit Number: CC3674 KM Reading: 19624

**Please complete service before starting any repairs**

Step	Task	Initial Appropriate Box		
		Inspected/ Task completed	Defect found safe to operate	Defect found unsafe to operate
1.	Tyre condition (Note any uneven wear or cuts )	Front Rear Spare	JN JN	
2.	Site ID numbers affixed and in good condition, ensure site entry approval sticker is fixed legible and valid		JN	
3.	Check prestart book for faults		JN	
4.	Check for first aid kit		JN	
5.	Condition of brake, clutch and accelerator pedal rubbers		JN	
6.	Operation of horn		JN	
7.	Check condition of windscreen		JN	
8.	Check windscreens washers and wipers		JN	
9.	Check reverse alarm fitted and operational		JN	
10.	Check mine radio fitted and operational		JN	
11.	Check all mirrors are serviceable		JN	
12.	Check operation of hand brake		JN	
13.	Check all seatbelts are fitted and operational		JN	
14.	Check seats condition		JN	
15.	Check general condition of cabin		JN	
16.	<b>Test drive to check for any defects</b>		JN	
17.	Brake operation & brake test conducted		JN	
18.	Air conditioning and heater operation		JN	

Rev 12

PREPARED BY

Kim Crosswell

CHECKED BY

Jamie Baraldi

APPROVED BY

John Shrvies

24/11/2023



# Toyota Monthly inspection / 20,000km

## CHECKLIST

19.	Check 4wd operation	JN	
20.	Auto head lights on when engine running	JN	
21.	Operation of all lights, including flashing light	JN	
22.	LV flag fitted and in good condition / light working	JN	
23.	Check condition of ROPS if applicable	JN	
24.	Check securing bolts for AHS vehicle module mounts	-	
25.	Check panel / fender condition	JN	
26.	Check lockable Isolator operation and condition	JN	
27.	Check guards on rotating parts secure and in good condition	JN	
28.	Check condition of tow hitch (if fitted)	JN	
29.	Check operation of all doors, lubricate locks and hinges	JN	
30.	Check bonnet strut operation and condition of hard wear	JN	
31.	<b>Replace</b> Engine oil and filter <b>Caution: oil may be hot</b>	JN	
32.	Check front differential oil level	JN	
33.	Check bell housing inspection plug is installed	JN	
34.	Check gearbox oil level	JN	
35.	Check transfer case oil level	JN	
36.	Check rear differential oil level	JN	
37.	Check drive shafts and universal joints for play	JN	
38.	Grease all steering components	JN	
39.	Grease all drive shaft universal joints and slip joints	JN	
40.	Check exhaust system for damage and check mounts	JN	
41.	Check fuel tank breather is not blocked	JN	
42.	Check steering knuckles wiper seals for leaks	JN	
43.	Check chassis and mounts for cracks or missing bolts	JN	
44.	Check front suspension components for condition and security	JN	
45.	Check upper and lower ball joints for play	JN	
46.	Check rear suspension components for condition and security	JN	
47.	Re-torque rear U-Bolts to OEM specification.	JN	
48.	Grease all suspension points	JN	
49.	Check engine and driveline underside for oil / fluid leaks	JN	
50.	Check steering components for play / drag link, relay rod – <b>2-person task</b>	JN	
51.	Check front/rear wheel bearings for play and noise	JN	
52.	Check 4x4 Auto lock Hub operation.	-	
53.	Check swivel bearings for play	-	
54.	Check cv's and boots (Hilux)	JN	
55.	<b>Rewrap wheel bearings.</b> and replace front hub seals and outer gasket, rear hub seal, axle gasket, inner axle oil seals, fill swivel hubs with grease (land cruiser)	-	
56.	Check 4 x Steering knuckle Steering knuckle Nuts for correct tension on left and right hand swivel hubs (Landcruiser)	-	



# Toyota Monthly inspection / 20,000km CHECKLIST

57.		The No. 1 steering knuckle arm with the 4 cone washers and 4 nuts on each side  Torque: 123 N*m (1254 kgf*cm, 91 ft.*lbf)
58.	Fill swivel hubs with grease	—
59.	Check front brake pad thickness minimum 4mm and rotor condition	Jn
60.	Check rear brake pad thickness minimum 4mm and rotor condition	—
61.	Check and adjust rear brake shoes minimum 3mm (Hilux)	Jn
62.	Check all brake lines and hoses for leaks, corrosion or damage	Jn
63.	Check and adjust park brake shoes minimum 2mm (adjust to manufacture specs) ensure bell cranks are free	Jn
64.	Refit wheels, torque wheel nuts and refit wheel indicators	Jn
65.	Check tray mount bolts if fitted	Jn
66.	<b>Replace</b> pollen filter	Jn
67.	<b>Replace</b> air filter	Jn
68.	<b>Replace</b> fuel filter	Jn
69.	Check fuel primer pump is operational	Jn
70.	Check drive belt / replace if required	Jn
71.	Check coolant level / cap condition	Jn
72.	Check radiator core	Jn
73.	Check power steering fluid level	Jn
74.	Check air intake system condition	Jn
75.	Check brake fluid level	Jn
76.	Check clutch fluid level	Jn
77.	Top up windscreen washer reservoir	Jn
78.	Check battery electrolyte levels, battery casing condition and clamp security (top up / clean as required) <b>Inspect battery breather for blockage.</b> <b>Landcruiser</b> Check that a <b>AGM</b> battery if fitted to vehicle, if not consult supervisor. (SAP # 3170475)	Jn
79.	Check jump start receptacle for corrosion, damage, security	Jn
80.	Perform DPF regen burn with G-Scan (Hilux)	Jn
81.	<b>Carry out a test drive</b>	Jn

**Toyota Monthly inspection / 20,000km  
CHECKLIST**

Additional Comments or defects

Service completed by	Checked by Supervisor
Print name : <b>JAYSON DIAFRENT</b>	Print name : <b>RE SI</b>
Signature: 	