

01-01-2025

[illegible]

**Title: VEHICLE INSPECTION PROCEDURE****Document #:****HGGC/VM/SOP-02****Rev #****01****Effective Date****01-01-2022****Review Date****01-01-2025**

Vehicle Inspection Procedure

1. PURPOSE:

- 1.1 The purpose of this procedure is to ensure that the equipment/vehicle is technically compliant as per requirements/standards and safe to operate for short/long distance journeys.

2. SCOPE:

- 2.1 This system shall be applicable to vehicles carrying dangerous good, which are operating by the name of **M/S HAJI GUL GROUP OF COMPANIES**.

3. DEFINITIONS:

- 3.1 **CNIC:** "Computerized National Identity Card"
 3.2 **ACP:** "Automobile Corporation of Pakistan-Autocom (Bowser Manufacturing Company)"
 3.3 **HTV:** "Heavy Transport Vehicle"
 3.4 **DDC:** "Defensive Driving Course"
 3.5 **HSEQ:** "Health, Safety, Environment and Quality"
 3.6 **SPOT CHECK:** "Unexpected Control"

4. RESPONSIBILITIES:

- 4.1 HSEQ Manager shall ensure that all vehicles are being inspected according to the standard procedure/checklist.
 4.2 Maintenance Manager shall inspect all vehicles and inspection results are being recorded in the vehicle file.
 4.3 All Managerial staff, including Monitor Driver shall be responsible to do Spot Checks on regular intervals.
 4.4 The vehicle's driver shall be responsible carry out daily vehicle inspection as per checklist. inspection sheet.
 4.5 Maintenance Manager shall do the monthly inspection of all vehicles and results shall be recorded in the vehicle files.
 4.6 Maintenance Manager shall ensure that all vehicles are being inspected bi-annually and annually as per Client mandatory requirements.

5. PROCEDURE:

- 5.1 Following vehicle Inspections shall be carried out on each vehicle equipment/vehicle to maintain the vehicle all time. Maintenance work and fault will be noted in Following sheets by the checker and repair order will be issued accordingly.
- **Driver Daily Vehicle Inspection**
 - **Pre-Load Inspection-STL**
 - **Monthly Inspection**
 - **Bi-Annually Inspection (by 3rd Party)**

**Title: VEHICLE INSPECTION PROCEDURE****Document #:** HGGC/VM/SOP-02**Rev #****01****Effective Date** 01-01-2022**Review Date** 01-01-2025

- **Annually Inspection (by 3rd Party)**
- **Spot Check**

5.2 DAILY VEHICLE INSPECTION:

5.2.1 The driver shall be responsible to check/inspect the vehicle on daily basis prior to load the vehicle.

- **Valid driving license (HTV)**
- **Original and valid CNIC**
- **Vehicle Registration book**
- **Valid explosive license**
- **Valid route permits**
- **Fitness certificate**
- **Calibration chart**
- **Other required documents**

5.2.2 The driver is responsible to carry out daily vehicle inspection as per checklist. Driver shall be required to record findings in the daily inspection sheet.

5.3 PRE-LOAD INSPECTION-STL:

5.3.1 Maintenance Supervisor shall perform the pre-load inspection of vehicle as per the pre-load checklist.

5.3.2 After pre-load inspection, the Maintenance Supervisor shall evaluate the result:

5.3.3 If all checks results are OK, then the vehicle shall be allowed for loading.

**Title: VEHICLE INSPECTION PROCEDURE****Document #:** HGGC/VM/SOP-02**Rev #****01****Effective Date** 01-01-2022**Review Date** 01-01-2025

- 5.3.4 If all checks results are not OK, then the Maintenance supervisor shall inform the Maintenance Manager.
- 5.3.5 Maintenance Manager shall review the issue observed by Maintenance Supervisor and shall decide the actions to be taken to rectify the fault/issue.
- 5.3.6 Safety critical items are marked red in pre-load inspection checklist.
- 5.3.7 If any safety-critical item is found in unsatisfactory condition, the inspector shall use his stop to work authority and shall not allow Truck to load, unless the issue is resolved.
- 5.3.8 During pre-load inspection, if driver don't comply with the regulatory requirement, Maintenance Supervisor shall inform the Maintenance Manager who will inform Operation Manager to block the driver till the requirement is fulfilled.

5.4 MONTHLY INSPECTION:

- 5.4.1 Maintenance Manager shall be responsible to plan and arrange the vehicle for a monthly inspection.
- 5.4.2 Maintenance supervisor shall conduct a monthly inspection of vehicles as per provided checklist by Maintenance Manager and shall record the observation in monthly inspection sheet.
- 5.4.3 Maintenance Supervisor shall ensure that all vehicles are inspected as per the schedule, any Truck which is not available for inspection on the due date, he should inform HSEQ Manger and Maintenance Manager for immediate action.
- 5.4.4 The maintenance manager will inspect the vehicles as per checklist on monthly basis and record the findings.

5.5 SPOT CHECK:

- 5.5.1 HSEQ Manager shall be responsible to develop a plan for annual spot checks, including retail sites.
- 5.5.2 Minimum One (01) spot checks per month shall be done.
- 5.5.3 Top management shall also perform spot checks as per the spot checklist.
- 5.5.4 Following are the area to perform Spot check:
 - **Within the city**
 - **Outside the city**
 - **Highways**
 - **Retail/Customer sites**

**Title: VEHICLE INSPECTION PROCEDURE**

Document #:	HGGC/VM/SOP-02	Rev #	01
Effective Date	01-01-2022		
Review Date	01-01-2025		

- 5.5.5 The Manager who is doing the spot check shall fill the checklist and provide his feedback on driver performance. Any critical observation shall lead to suspension of driver and vehicle shall also be blocked till the fault is rectified.

5.6 FAULTS REPORTING AND RECTIFICATION:

- 5.6.1 If any maintenance issue is observed in a daily inspection by the driver, the driver shall report faults to the Maintenance Supervisor.
- 5.6.2 During pre-load/monthly/bi-annually/annually inspection, if any fault is observed, the Maintenance Supervisor shall report the same to Maintenance Manager.
- 5.6.3 Maintenance Manager shall review the nature of the fault and decide about the repairing/maintenance cost and approximate the time required for fault repairing/maintenance.
- 5.6.4 Maintenance Manager shall intimate the operation team regarding the time required for maintenance work.
- 5.6.5 Maintenance Supervisor create job card to perform the maintenance job.
- 5.6.6 If the fault is related to a safety-critical item, the Maintenance Manager shall intimate the HSEQ Manager & Operation team. The Maintenance Manager shall supervise the maintenance job till the vehicle is ready for load.
- 5.6.7 If the fault is not related to a safety-critical item, the Maintenance Manager can allow the vehicle to go for the trip later maintenance team will coordinate with the operation team to complete the repair work.

6. RECORDS:

Sr. #	Document Name	Document #	Retention Period
1	Maintenance Job Card	HGGC/VM/FM001	1 Year
2	3 rd Party Vetting Report	3 rd Party Doc.	-
3	Spot Check Checklist	HGGC/VM/CHK05	1 Year
4	Pre-Load Insp. Checklist	HGGC/VM/CHK03	1 Year
5	Driver Daily Insp. Checklist	HGGC/VM/CHK04	1 Year
6	Vehicle Insp. Checklist (monthly)	HGGC/VM/CHK01	1 Year



Title: VEHICLE INSPECTION PROCEDURE

Document #: HGGC/VM/SOP-02

Rev #

01

Effective Date 01-01-2022

Review Date 01-01-2025

Prepared by:

Designation	Department	Date	Signature
Manager (Operations)	Operations	Jan 01 st , 2022	

Reviewed by:

Designation	Department	Date	Signature
Manager (HSEQ)	HSEQ	Jan 01 st , 2025	

Approved by:

Designation	Department	Date	Signature
CEO	All	Jan 01 st , 2025	

HGGC
Haji Gul Group of Companies