
PRE TRIP INSPECTION GUIDELINES

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AIM OF THIS DOCUMENT

This document aims to clarify the pre trip inspection process that must be completed before any vehicle leaves the site. The essence of the document is to ensure that no vehicle leaves the site with any safety critical defect.

UNDERLYING PRINCIPLES OF THIS SET OF GUIDELINES

1. This pre trip check list incorporates the basic truck and trailer safety features. There are many more things that can be included to improve this set of checks but this set of checks can be considered to cover all critical safety factors.
2. The pre trip check list must be completed before the truck or truck and trailer is used for the day. It must be repeated every day that the truck or truck and trailer is used.
3. It is the driver's responsibility to ensure that the truck or truck and trailer are thoroughly checked before use. The intention of this check is to prevent any incident from occurring in trade that endangers the safety of the driver or other road users when this could have been prevented.
4. All items on the list that are checked as being unsafe must be corrected before the truck is allowed to leave the premises. Only the Operations Director will have the authorisation to release a vehicle that has not had all safety items corrected.
5. Drivers must realise that they take full responsibility for anything that goes wrong in trade if they have knowingly ticked any item that is actually defective.

PRE TRIP INSPECTION GUIDELINES

1. It is the driver's responsibility to complete the pre trip inspection form. This task may not be delegated to any other person. The form can be found as Annexure A.
2. Once the check is complete, it is to be signed by the driver.
3. All items that are checked as being OK, should receive a tick (✓) in the checkbox adjacent to the criterion. If the item is not OK it should receive a cross (×) and if not applicable a dash (-).
4. If there are any items marked as not OK (×), the form must be taken to the Fleet Officer for immediate attention.
5. If all criteria are ticked (✓), the form is to be handed to security at the gate on departure.
6. Security are to check the forms at the gate and ensure that all items are indeed ticked.
7. The truck is to be released if all in order but turned back to the Fleet Officer if the form is missing or if any items are not ticked.

8. The Fleet Officer is to arrange for the appropriate repairs to be undertaken as soon as possible after the form has been submitted. Delays at this point in time should be minimised.
9. Security to hand all pre trip inspection forms to the Fleet Officer at the end of each day.
10. The Fleet Officer is to check that all trucks that were in use on that day completed a pre trip inspection form. If not, the appropriate action is to be taken against both the driver and security.
11. The Fleet Officer is to complete a daily summary of all items identified and corrected on the pre trip checklists for the day. The summary can be found as Annexure B. This form is to be signed and given to the Operations Manager on a weekly basis.
12. Operations Director to sign off the pre trip inspection process on a monthly basis.

IMPLEMENTATION OF THE PRE TRIP INSPECTION PROCESS

Due to this being a new process that is being implemented into the business, it suggested that the following process is followed:

1. The Fleet Officer is to make himself fully conversant with this policy.
2. A deadline should be set and agreed by Fleet Officer and Operations Manager for implementation, say within three weeks.
3. The Fleet Officer is to take two drivers a day through the process. This will mean one on one coaching on what the forms means, why it is important, and what the driver is looking for. It is essential that the drivers understand exactly how to check the various issues on the form and that this is not a tick list exercise.



ANNEXURE A

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DRIVERS - PRE TRIP INSPECTION REPORT

NOTES:

1. This form must be completed by the driver before each trip and handed to Security before departure.
2. Use a \top if item is in order, a \perp if there is a problem, or a - if not applicable.
3. Any defect noted on this form must be rectified immediately (before leaving the Depot).

DEPOT : _____ DATE : _____
 TRUCK # : _____ TRAILER # : _____
 KM : _____ DRIVER NAME: _____

	Item	Description of Check to be Undertaken by Driver	Driver Check
TRUCK CHECKS	1	Windscreen clean, no cracks and current roadworthy and insurance disc attached.	
	2	Tyres good condition, no uneven wear, and inflation is correct on all truck tyres.	
	3	Wheel rims & nuts good condition and all nuts in place and secure.	
	4	Air tanks all moisture has been drained from the air tanks.	
	5	Equipment windscreen wiper and hooter working.	
	6	Lights head, tail, stop, emergency lights, and indicators work correctly.	
	7	Brakes in working order and there are no audible air leaks.	
	8	Steering is responsive and without excessive free play.	
	9	Diesel There is sufficient diesel in the tank as evidenced by looking into the tank	
	10	Cleanliness Truck cab is clean and neat, nothing is on the dashboard, load area has been swept.	
TRAILER CHECKS	11	Trailer hitching trailer securely hitched, safety hook lock block in position and fifth wheel lubricated.	
	12	Air couplings both male and female coupling secure, no air leaks can be heard.	
	13	Trailer brakes trailer does not move with RED suzy disconnected when you try move vehicle forward.	
	14	Brake hoses properly coupled and air taps in fully open position.	
	15	Landing legs properly bracketed with all bolts in place and secure.	
	16	Tyres all in good condition, no uneven wear, inflation is correct.	
	17	Lights all lights functional including brakes, lights and indicators.	

	Item	Defect details listed & corrective action to rectify
CORRECTION		

Driver's Signature : _____

Mechanic / Fleet Officer Name & Signature _____

