

POLICY

V1 Serviceability And Roadworthiness

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REV	Date	Status / Description of Changes
01	05/08/2019	Updating all laws/regulations dates to the current standard. Adjusting template, for a more clear layout.
02	14/08/2020	Updated Template Minor changes
03	07/12/2020	Minor adjustment to template
04	01/11/2021	Minor adjustment to template, laws/regulations checked

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Requirement

To maintain vehicles, trailers and specialist equipment in a serviceable and roadworthy condition.

Policy

The Company will ensure that all vehicles, trailers and specialist equipment operate on the roads safely, within the law and with consideration of the environment. The Company will inspect, service and repair vehicles, trailers and specialist equipment.

Effective management and supervisory responsibilities

Over all responsibility – Michael Carroll

Day to day responsibilities – Michel Mauricio

The company for technical engineering advice is - Volvo Hayes, O'Loughlin Commercials and Metts

Systems for both planned and unplanned maintenance

First use inspection Vehicles brought into use

When a vehicle or trailer is first brought into use it must undergo a first use inspection. New vehicles entering service that have undergone a recorded pre-delivery inspection (PDI) that is as comprehensive as a safety inspection will not require a further inspection. Used vehicles, not previously operated should be given a full safety inspection.

Vehicles being returned to use

If a vehicle has been off the road for a period longer than the planned maintenance inspections, it should be given a full safety inspection prior to being brought back into use. A note must be placed on the vehicle maintenance file to show the vehicle has been off the road.

Hire, loan or lease vehicles

- Hired, leased or borrowed vehicle must be in a roadworthy condition and has all the necessary certification when used on the road
- A daily walkaround check must be carried out prior to the vehicle being used
- Have maintenance records covering the period of use
- Hired vehicles should be inspected by the rental company prior to being made available for each rental
- Pre-rental inspection should include all major mechanical parts, exterior and interior condition and electronic equipment, fluids, tyre condition and pressure.
- Operator should keep a copy of checklist as proof that the rental company has carried out a pre-rental inspection
- If in any doubt that the rental company has not carried out a comprehensive pre-rental inspection of the vehicle/trailer, then a first use inspection should be carried out
- Rental and leasing companies who are members of the British Vehicle Rental and Leasing Association are regularly inspected under the BVRLA's Quality Assurance Programme, where the maintenance records,

branches and vehicles are inspected by an independent UKAS accredited inspector. This inspection can be used as part of your regular monitoring of the rental and leasing companies who provide vehicles for you.

Inspections

The inspection and maintenance plan includes all vehicles, trailers and specialist equipment. The inspection and maintenance plan includes a six months' forecast of:

- MOT and statutory annual tests
- Safety inspections
- First-use inspections for newly acquired vehicles and vehicles being brought back into service
- Maintenance and servicing
- Brake tests
- Calibration tests
- Lifting Operations and Lifting Equipment Regulations (LOLER) and Provision and Use of Work Equipment Regulations (PUWER) inspections
- Any remedial work required or repairs carried out
- The inspection and maintenance plan is supported by individual vehicle maintenance records. It is reviewed and updated when any vehicles, trailers or specialist equipment are changed.

The inspection and maintenance plan evidences the safety inspection interval as required by the operator licence conditions. Where safety inspections and maintenance are:

- Contracted out - a formal written contract with a maintenance provider is evidenced

Walkaround checks and defect reporting

See V2 Daily walkaround checks

Safety critical defects and prohibitions are managed and investigated

- Any vehicle found to be deficient at any time must be taken off the road until any safety critical defect is rectified
- All records must be kept and cross referenced against PMI reports
- Prohibitions should be acted upon immediately and investigated according to incident procedures
- Any unroadworthy vehicles are to be removed from service and not to be used until a first use inspection has taken place

Specialist equipment

- Speed limiters
- Digital and analogue tachograph units
- Carrying equipment such as tanks, hoppers, mixers and refrigeration units
- Lifting equipment such as cranes, winches, skip loaders, tipping bodies and tail lifts
- Accessibility equipment such as ramps, lifts, rails and anchors
- N.B Any FORS accreditation signage to be removed from a vehicle prior to its onward sale or disposal. For security reasons, organisational livery should also be removed.
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Forward Planner HGV

- MOT test
- Pre MOT inspection
- PMI safety inspections
- Brake tests
- Tachograph calibration
- Lifting equipment and other ancillary equipment
- Other inclusions
- Driver CPC courses
- VU downloads
- Driver card downloads
- VED expiry dates
-

Forward Planner VANS

- MOT test
- Pre MOT inspection

Company maintenance duties

Booking PMIs/MOT/Repairs process

Periodic Maintenance Inspections will be carried out on a 6 weekly basis.

- Call provider to arrange
- Take VU out of scope
- Deliver vehicle
- Agree any repairs
- Collect vehicle
- Receive reports, inspect, log and file
-

Maintenance Planner

- Company to use MS
- If a wall planner is used should be positioned in plain view
- The frequency of the inspections will published on a planner and if necessary entered into the responsible persons diary.

Inspection Follow ups

- Following inspections, key personnel will to read the inspection sheets. Paying attention to tyre reports and any advisory warnings. This will help to ensure any possible future defects are identified and rectified
- Copies of inspection sheets will be stored in the office using the filing systems and are accessible to key personnel at any time.

Vans

The Company will ensure the following:

- Drivers' defect reports, used to record any faults and rectification work, must be kept for at least 15 months
- The system of safety inspections must be regularly monitored
- Any remedial work carried out must be recorded
- A signed declaration that any defects have been repaired satisfactorily and the vehicle is now in a safe roadworthy condition
- On some types of vehicles and operations, intermediate safety checks may be necessary
- policy
- Environmental regulations and standards are complied with.

HGV

Forward Planner HGV

- MOT test
- Pre MOT inspection
- PMI safety inspections
- Brake tests
- Tachograph calibration
- Lifting equipment and other ancillary equipment
- Other inclusions
- Driver CPC courses
- VU downloads
- Driver card downloads
- VED expiry dates

Forward Planner VANS

- MOT test
- Pre MOT inspection

Company maintenance duties

The Company ensures the following:

- Undertake PMIs in line with the requirements of our Operators Licence (GV79)
- Safety inspections must include those items covered by the appropriate Department for Transport annual test (MOT)
- First-use inspections must take place for any lease, hire or borrowed vehicles. Especially where vehicles and trailers have been off the road for some time
- Operators must ensure that regular safety inspections are carried out according to their operator's license undertakings
- Safety inspections will be pre-planned at least 6 months in advance
- The system of safety inspections must be regularly monitored
- Any remedial work carried out as a result of safety inspections must be recorded
- The safety inspection record must include:
 - Name of owner/operator
 - Date of inspection
 - Vehicle identity
 - Odometer (mileage recorder) reading, if appropriate
 - A list of all the inspection manual items to be inspected
 - Details of any defects
 - Name of inspector
 - Details of any remedial/rectification or repair work and by whom it was done
- On some types of vehicles and operations, intermediate safety checks may be necessary
- Records of safety inspections must be kept for at least 15 months for all vehicles, including vehicle that have been removed from the operator's licence
- Staff carrying out safety inspections must be competent to assess the significance of defects. Assistance must be available to operate the vehicle controls as necessary
- Unroadworthy vehicles are removed from service, with someone responsible to take vehicles off the road, including the removal of FORS Accreditation signage and organisational livery, prior to onward sale or disposal
- Operators who undertake their own safety inspections must have the correct tools and facilities for the size of the fleet and type of vehicle operated

- Have access to a means of measuring brake efficiency and setting headlamp aim. For vehicles showing signs of visible exhaust smoke a diesel smoke meter should be used to ensure that the level of smoke emission is within the legal requirements
- A signed declaration that any defects have been repaired satisfactorily and the vehicle is now in a safe roadworthy condition
- A driver must undertake a daily walk around check, preferably immediately before a vehicle is used
- Drivers must report promptly any defects or symptoms of defects that could adversely affect the safe operation of vehicles. Reports must be recorded and provision should be made to record details of any rectification work done
- Drivers' defect reports, used to record any faults and rectification work, must be kept for at least 15 months
- Operators are responsible for the condition of vehicles and trailers that are inspected and/or maintained for them by agents, contractors or hire companies
- Operators who have contracted out their safety inspections must draw up a formal written contract with an inspection agency or garage. Such The Company will view inspection sheets and have a means of regularly monitoring the quality of work produced for them
- The dates when safety inspections are due must be the subject of forward planning.
- A maintenance planner or wall chart should be used to identify inspection dates at least six months before they are due. Computer based systems are equally acceptable
- Any system of maintaining roadworthiness of vehicles should be effectively and continually monitored
- Any changes by licensed operators to arrangements for safety inspections must be notified to the Central Licensing Unit without delay.
- Drivers must be given clear written instructions about their responsibilities
- Follow a programme of training and monitoring of all staff to ensure compliance with this policy
- Environmental regulations and standards are complied with.

Vehicle must be at MOT standards at all times.

Booking PMIs/MOT/Repairs

Periodic Maintenance Inspections are carried out on a 6 weekly basis.

- Call provider to arrange
- Deliver vehicle
- Agree any repairs
- Collect vehicle
- Receive reports, inspect, log and file

Maintenance Planner

- Electronic planners are permitted
- A Wall planner should be positioned in the wall of the office and notice board in plain view
- The frequency of the inspections will published on a planner and if necessary entered into the responsible persons diary.

Inspection Follow ups

- Following inspections, key personnel will to read the inspection sheets. Paying attention to tyre reports and any advisory warnings. This will help to ensure any possible future defects are identified and rectified
- Copies of inspection sheets will be stored in the office using the filing systems and are accessible to key personnel at any time.

Vans

The company ensures the following:

- Vans are serviced according the manufacturers schedule and dates entered onto the forward planner
- A driver must undertake a daily walk around check, preferably immediately before a vehicle is used
- Drivers must report promptly any defects or symptoms of defects that could adversely affect the safe operation of vehicles. Reports must be recorded and provision should be made to record details of any rectification work done
- Drivers' defect reports, used to record any faults and rectification work, must be kept for at least 15 months
- The system of safety inspections must be regularly monitored
- Any remedial work carried out must be recorded
- A signed declaration that any defects have been repaired satisfactorily and the vehicle is now in a safe roadworthy condition
- On some types of vehicles and operations, intermediate safety checks may be necessary

Thomas Barrett – Director

