

SOP Template: Pre-Departure Vehicle and Equipment Checks

This SOP details the **pre-departure vehicle and equipment checks** required to ensure safe and efficient operation. It includes inspecting vehicle condition, verifying fluid levels, checking tire pressure, testing lights and signals, reviewing safety equipment availability, and confirming the proper functioning of all essential systems. The goal is to prevent breakdowns, ensure compliance with safety standards, and promote a reliable transportation process before any journey or task commencement.

1. Purpose

To standardize the process of conducting pre-departure vehicle and equipment checks, reducing risks of breakdowns, ensuring legal compliance, and supporting operational reliability and safety.

2. Scope

This SOP applies to all drivers and personnel responsible for operating or dispatching company vehicles and associated equipment prior to commencing trips or assignments.

3. Responsibilities

- **Drivers/Operators:** Conduct/check and accurately document all pre-departure inspections.
- **Supervisors:** Ensure SOP adherence and review inspection records for compliance.
- **Maintenance Staff:** Address and rectify any identified faults before vehicle release.

4. Pre-Departure Checks Procedure

1. **Exterior Inspection:**
 - Check body for visible damage, leaks, or loose parts.
 - Verify mirrors and windows are clean/intact.
2. **Fluid Levels:**
 - Engine oil
 - Coolant/antifreeze
 - Brake, power steering, and windshield washer fluids
 - Fuel level
3. **Tires and Wheels:**
 - Inspect all tires for wear, cuts, punctures, and tread depth.
 - Check and adjust tire pressure to manufacturer specifications.
 - Ensure spare tire and tools are present and serviceable.
4. **Lights and Signals:**
 - Test headlights (high/low beam), tail lights, brake lights, turn signals, hazard lights, and reverse lights.

5. Interior and Controls:

◦ Verify horn, windshield wipers, defrosters, and climate control function properly.

◦ Confirm proper operation of seatbelts and airbag indicators.
6. Safety Equipment:

◦ Ensure fire extinguisher, first aid kit, warning triangles, and other required emergency equipment are present and accessible.
7. Documentation:

◦ Carry valid driver's license, registration, and insurance documents.

◦ Check that logbooks/inspection sheets are completed and available.

5. Documentation

Complete the vehicle inspection checklist before departure. Report any faults immediately to the supervisor/maintenance team for rectification before use.

Item	Status (OK/Not OK)	Comments
Body/Exterior		
Fluid Levels		
Tires & Pressure		
Lights & Signals		
Mirrors & Windows		
Horn/Wipers/Controls		
Safety Equipment		
Documentation		

6. References

- Company Vehicle Safety Policy
- Manufacturer's Vehicle Operation Manual
- Local and national road safety regulations

7. Revision History

Date	Version	Changes	Approved By
2024-06-01	1.0	Initial SOP Issue	[Name/Title]