

SOP: Vehicle and Equipment Readiness Checks

This SOP details the process for **vehicle and equipment readiness checks**, covering pre-use inspections, routine maintenance assessments, safety feature verifications, fuel and fluid level checks, and operational functionality tests to ensure all vehicles and equipment are safe, reliable, and ready for use. The goal is to prevent breakdowns, enhance safety, and maintain optimal performance through consistent and thorough readiness evaluations.

1. Purpose

To establish a standardized procedure for conducting readiness checks on all vehicles and equipment to ensure their safe, reliable, and optimal operation.

2. Scope

This SOP applies to all employees responsible for operating, supervising, or maintaining company-owned vehicles and equipment.

3. Responsibilities

- **Operators:** Conduct pre-use checks and report issues immediately.
- **Supervisors:** Ensure checks are performed and documented; address reported problems.
- **Maintenance Team:** Perform scheduled maintenance and repairs as identified during checks.

4. Procedure

- 1. Pre-Use Inspection**
 - Walk around the vehicle/equipment to check for visible damage or leaks.
 - Inspect tires/tracks (condition and pressure), mirrors, windshield, and lights.
 - Check the integrity of safety equipment (seat belts, fire extinguisher, etc.).
- 2. Routine Maintenance Assessment**
 - Refer to the manufacturer's checklist for maintenance intervals.
 - Check maintenance logs to confirm scheduling and execution.
- 3. Safety Feature Verification**
 - Test operation of brakes, horns, alarms, and emergency stops.
 - Verify working condition of warning lights and indicators.
- 4. Fuel and Fluid Level Checks**
 - Check levels of fuel, oil, coolant, hydraulic fluid, and windshield wash.
 - Top up as necessary with approved products.
- 5. Operational Functionality Tests**
 - Start engine/equipment and monitor for abnormal sounds or warning lights.
 - Test steering, transmission, and control systems.
- 6. Reporting and Documentation**
 - Log all checks and findings in the designated inspection form (paper or digital).
 - Report any issues immediately to a supervisor or maintenance.

5. Documentation

Document	Responsibility	Retention Period
Daily Pre-Use Inspection Checklist	Operator	12 months
Maintenance Log	Maintenance Team	Vehicle/Equipment lifecycle
Issue/Repair Reports	Supervisor/Maintenance	12 months

6. Review & Revision

This SOP will be reviewed annually or upon significant changes to vehicle or equipment fleets to ensure continued applicability and compliance.

7. References

- Manufacturer operation & maintenance manuals
- Company safety and maintenance policies