

SOP Template: Vehicle Inspection and Maintenance Protocols

1. Purpose

This SOP details **vehicle inspection and maintenance protocols**, including regular pre-trip and post-trip inspections, routine maintenance schedules, documentation of inspection findings, identification and reporting of vehicle defects, tire and brake system checks, fluid level monitoring, and adherence to safety standards. The purpose is to ensure vehicle reliability, safety, and compliance with regulatory requirements to prevent accidents and breakdowns.

2. Scope

This SOP applies to all company vehicles and personnel responsible for operating, inspecting, and maintaining vehicles.

3. Responsibilities

- **Drivers:** Perform pre-trip and post-trip inspections and report any issues immediately.
- **Maintenance Personnel:** Conduct routine maintenance as scheduled and address reported defects.
- **Supervisors:** Monitor compliance and ensure documentation is complete.

4. Procedure

1. Pre-Trip Inspection

- Check exterior (lights, mirrors, windows, wipers, body condition).
- Inspect tires for pressure and tread wear.
- Check fluid levels: engine oil, brake fluid, coolant, power steering fluid, windshield washer.
- Test brakes, horn, and steering.
- Verify safety equipment (first aid kit, fire extinguisher, warning triangles).
- Document findings on Pre-Trip Inspection Form.

2. Post-Trip Inspection

- Repeat key pre-trip checks and inspect for new damage or issues developed during operation.
- Document findings on Post-Trip Inspection Form.

3. Routine Maintenance Schedule

- Refer to manufacturer's recommendations and company policy.
- Maintain a schedule for oil changes, filter replacements, tire rotation, and brake inspection.
- Log all maintenance services in the Maintenance Record Book.

4. Identification & Reporting of Defects

- Immediate reporting of any defects found during inspections or operation.
- Tag vehicle "Out of Service" if major defect is found.
- Submit Defect Report Form to maintenance department.

5. Tire and Brake System Checks

- During inspections and maintenance, check tire condition, pressure, and brakes for wear/damage.
- Replace tires or brake components as needed according to safety standards.

6. Fluid Level Monitoring

- Check and top up all essential fluids regularly.
- Look for leaks and address immediately.

7. Adherence to Safety Standards

- Ensure all inspection and maintenance activities follow company and regulatory safety guidelines.
- Only qualified personnel may carry out vehicle repairs.

5. Documentation

Document	Purpose	Retention Period
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Pre-Trip/ Post-Trip Inspection Form	Record findings from each inspection	12 months
Maintenance Record Book	Log all maintenance activities	Life of vehicle
Defect Report Form	Report and track vehicle defects	12 months

6. References

- Vehicle Manufacturer's Manual
- Company Vehicle Policy
- Applicable Local/State/National Transportation Regulations

7. Revision History

Date	Revision	Description	Author
2024-06-30	1.0	Initial SOP release	[Author Name]