

# SOP: Closing Checklist and Truck Shutdown Procedures

This SOP details the **closing checklist and truck shutdown procedures**, covering the essential steps for safely securing vehicles at the end of operations. It includes verifying all equipment is turned off, ensuring all cargo is properly secured, conducting a thorough inspection of the truck for any damage or maintenance needs, shutting down the engine correctly, and completing necessary documentation. These procedures aim to maintain vehicle safety, prevent equipment damage, and ensure operational readiness for the next use.

## 1. Purpose

To outline the steps required to safely secure vehicles and equipment at the end of daily operations.

## 2. Scope

This procedure applies to all drivers and personnel responsible for company trucks and transport vehicles.

## 3. Responsibilities

- **Drivers:** Complete the checklist and report any issues.
- **Supervisors:** Review documentation and follow up on reported issues.

## 4. Closing Checklist

1. Park the vehicle in a designated area, ensuring brake is engaged and wheels are chocked (if required).
2. Turn off all auxiliary equipment (lights, air conditioning, electronics, refrigeration units, etc.).
3. Secure all cargo and materials; check for shifted loads and re-secure if necessary.
4. Conduct a visual inspection of the truck exterior and interior for:
  - Obvious damages (dents, leaks, broken lights, etc.)
  - Required maintenance (fluid levels, tire condition, etc.)
5. Remove trash and personal belongings from the cab and storage compartments.

## 5. Truck Shutdown Procedures

1. Shift transmission to neutral or park, apply parking brake.
2. Let the engine idle (if required by manufacturer) for the recommended time before shutdown.
3. Turn off the ignition and remove the key.
4. Lock all doors and secure vehicle windows.
5. Store keys in the designated secure location.

## 6. Documentation

1. Complete the End-of-Day Vehicle Checklist (see sample table below).
2. Report any damage, maintenance needs, or incidents to the supervisor.
3. Submit documentation as required by company policy.

Step	Completed	Comments
Cargo Secured	<input type="checkbox"/>	
Equipment Powered Off	<input type="checkbox"/>	
Truck Inspected (interior/exterior)	<input type="checkbox"/>	
Engine Properly Shut Down	<input type="checkbox"/>	
Incident/Maintenance Report Filed	<input type="checkbox"/>	

## 7. References

- Manufacturer's operation and shutdown guidelines
- Company vehicle maintenance policy

- Relevant safety regulations