

SOP: Vehicle Inspection and Maintenance Procedures

This SOP details the **vehicle inspection and maintenance procedures**, covering routine checks, preventive maintenance schedules, safety inspections, documentation of maintenance activities, reporting of defects, and corrective actions. The goal is to ensure vehicle reliability, safety, and compliance with regulatory standards by implementing systematic inspection and maintenance protocols.

1. Purpose

To establish standardized procedures for the inspection and maintenance of company vehicles to ensure safety, reliability, and compliance with regulatory requirements.

2. Scope

This SOP applies to all drivers, maintenance personnel, and fleet managers responsible for the use and upkeep of company vehicles.

3. Responsibilities

- **Drivers:** Perform daily inspections, report defects, maintain inspection records.
- **Maintenance Personnel:** Carry out scheduled and corrective maintenance, record all activities.
- **Fleet Manager:** Oversee the inspection and maintenance schedules, ensure compliance, and maintain all records.

4. Procedure

4.1 Routine Vehicle Inspection

- Inspect the following items daily before use:
 - Fluid levels (oil, coolant, brake, windshield washer)
 - Tires (pressure, tread, condition)
 - Lights and signals
 - Brakes and horn
 - Mirrors and windshield
 - Seat belts and safety equipment
 - Exterior and undercarriage for leaks or damage
- Complete a daily inspection checklist and report any issues immediately.

4.2 Preventive Maintenance Schedule

Maintenance Item	Frequency	Responsible
Oil and filter change	Every 5,000 km / 6 months	Maintenance Personnel
Brake inspection	Every 10,000 km	Maintenance Personnel
Tire rotation/balancing	Every 15,000 km	Maintenance Personnel
Full safety inspection	Annually	Fleet Manager

Maintenance Item	Frequency	Responsible
Other OEM recommended services	As per owner's manual	Maintenance Personnel

4.3 Safety Inspections

- Conduct a comprehensive vehicle safety inspection annually and after any major repairs or incidents.
- Document inspection results and corrective action taken.

4.4 Documentation and Record Keeping

- Maintain records of all inspections, maintenance, and repairs in the vehicle logbook or maintenance system.
- Retain records for a minimum of 24 months or as required by law.

4.5 Reporting Defects and Corrective Actions

- Drivers must immediately report any identified defects or safety issues to the fleet manager.
- Remove unsafe vehicles from service until repairs are completed.
- All corrective actions must be documented before the vehicle returns to operation.

5. References

- Vehicle manufacturer's maintenance manual
- Local and national transportation safety regulations
- Company Vehicle Safety Policy

6. Revision History

Version	Date	Description	Author
1.0	2024-06-12	Initial release	Fleet Manager