

# Standard Operating Procedure (SOP): Vehicle Maintenance and Safety Inspection Protocols

## 1. Purpose

This SOP details **vehicle maintenance and safety inspection protocols**, covering routine checks, preventive maintenance schedules, safety inspections, documentation requirements, and compliance with regulatory standards. The goal is to ensure all vehicles operate safely and efficiently, minimizing breakdowns and enhancing driver and passenger safety through systematic inspection and timely maintenance.

## 2. Scope

Applies to all company-owned and operated vehicles (cars, vans, trucks, etc.) used for business operations.

## 3. Responsibilities

- **Fleet Manager:** Oversee maintenance schedules and ensure SOP compliance.
- **Drivers:** Perform daily pre-operational checks and report issues immediately.
- **Maintenance Personnel:** Conduct scheduled maintenance and repairs.
- **Safety Officer:** Conduct safety inspections and monitor compliance with regulatory standards.

## 4. Protocols and Procedures

### 4.1 Routine Checks (Daily/Before Operation)

- Visual inspection for exterior and interior damage.
- Check fluid levels: oil, coolant, brake fluid, windshield washer.
- Inspect tires for proper inflation and tread wear.
- Test lights, horn, wipers, and safety belts.
- Verify presence of required safety equipment (fire extinguisher, first aid kit, etc.).

### 4.2 Preventive Maintenance Schedule

Item	Frequency	Responsibility
Oil & Filter Change	Every 5,000 km or as per manufacturer's recommendation	Maintenance Personnel
Brake System Inspection	Every 10,000 km	Maintenance Personnel
Tire Rotation & Inspection	Every 10,000 km	Maintenance Personnel
Battery Check	Every 6 months	Maintenance Personnel
Full Safety Inspection	Every 6 months	Safety Officer

### 4.3 Safety Inspections

- Conducted by Safety Officer as per the schedule.
- Items to inspect: brakes, steering, tires, seatbelts, lights, emergency equipment, and emissions.
- Deficiencies must be addressed and documented before vehicle returns to service.

### 4.4 Repair Protocol

- Report malfunctions immediately to the Fleet Manager.
- Vehicle may not be operated until critical repairs are completed.

## 5. Documentation & Records

- Maintenance and inspection records must be logged for each vehicle.
- Logs should include date, odometer reading, description of work, and personnel involved.
- Keep records for a minimum of 3 years or as required by law.

## 6. Compliance

- All protocols conform to local, state/provincial, and federal transportation regulations.
- Regular audits will be conducted to verify compliance.

## 7. References

- Vehicle Manufacturer's Maintenance Manual
- Federal/State/Provincial Transportation Safety Standards

## 8. Revision History

Version	Date	Details
1.0	2024-06-20	Initial SOP release.