

Standard Operating Procedure (SOP)

Opening Procedures and Vehicle Setup

This SOP details the **opening procedures and vehicle setup** to ensure efficient and safe start-of-day operations. It includes vehicle inspection, verification of equipment and supplies, initializing onboard systems, conducting safety checks, and preparing the vehicle for operational readiness. The procedure aims to minimize downtime, prevent mechanical issues, and promote a secure working environment for all operators.

1. Purpose

To establish a consistent framework for opening procedures and vehicle setup, ensuring all operational vehicles are ready, safe, and properly equipped at the start of each shift.

2. Scope

This SOP applies to all operators and personnel responsible for the daily operation, preparation, and inspection of company vehicles.

3. Responsibilities

- **Operators:** Complete all checklist items before departure.
- **Supervisors:** Monitor compliance and address any identified issues.
- **Maintenance Staff:** Respond to and resolve reported maintenance needs.

4. Procedure

1. **Initial Vehicle Walk-Around**
 - Check for exterior damage or signs of tampering.
 - Inspect tires for inflation, damage, and tread wear.
 - Ensure windows, lights, mirrors, and license plates are clean.
2. **Cabin Inspection & Setup**
 - Unlock and enter the vehicle.
 - Adjust seat and mirrors for optimal visibility and safety.
 - Verify cleanliness of the cabin and driver area.
3. **Equipment & Supplies Check**
 - Ensure all required documentation (licenses, insurance, etc.) is present.
 - Confirm possession of keys, communication devices, and emergency supplies.
 - Inventory and secure all tools, equipment, and materials required for operations.
4. **Initialize Onboard Systems**
 - Start the engine; observe for abnormal sounds or warning lights.
 - Test onboard electronics, including lights, signals, horn, and dashboard displays.
 - Set up navigation, logs, and communication systems as per company protocol.
5. **Conduct Vehicle Safety Checks**
 - Test brakes, steering, and accelerator pedal for proper function.
 - Ensure seat belts are functioning and accessible.
 - Check fluid levels (oil, coolant, brake, windshield washer, etc.).
6. **Report Concerns & Document Readiness**
 - Report any deficiencies or maintenance needs immediately to the supervisor.
 - Complete and submit the vehicle readiness checklist as required.

5. Documentation

- Daily Vehicle Readiness Checklist
- Maintenance Request Form (if issues are identified)
- Incident Report (for safety or security concerns)

6. Safety & Compliance

- Always use personal protective equipment (PPE) as required.
- Do not operate any vehicle considered unsafe or non-compliant.
- *Non-compliance may result in disciplinary action.*

7. Revision History

Date	Revision #	Description	Author
2024-06-05	1.0	Initial SOP template created	Admin