

Standard Operating Procedure (SOP)

Vehicle Inspection and Readiness Checklist

This SOP details the **vehicle inspection and readiness checklist** to ensure all company vehicles are safe, reliable, and prepared for operation. It includes procedures for pre-trip inspection, checking fluid levels, tire condition, lights and signals functionality, brake performance, safety equipment availability, and documentation of maintenance. The goal is to minimize breakdowns, enhance driver safety, and ensure compliance with regulatory standards.

1. Scope

This procedure applies to all employees operating, maintaining, or supervising company vehicles.

2. Responsibilities

- **Drivers:** Responsible for conducting inspections and reporting issues.
- **Supervisors:** Ensure compliance and timely maintenance.
- **Maintenance Team:** Address and resolve reported deficiencies.

3. Pre-Trip Inspection Procedure

1. Perform a walk-around visual inspection of the vehicle.
2. Complete the vehicle inspection checklist before every trip or shift.
3. Report any defects or concerns immediately to the supervisor.

4. Vehicle Inspection Checklist

Item	Details	Status (OK/Needs Attention)
Fluid Levels	Check engine oil, coolant, brake fluid, power steering, windshield washer fluid.	
Tire Condition & Pressure	Inspect for wear, damage, and proper inflation.	
Lights & Signals	Test headlights, brake lights, turn signals, hazard lights, and reverse lights.	
Brake Function	Test operation and check for abnormal noises.	
Mirrors & Windows	Ensure cleanliness and proper adjustment; check for cracks.	
Safety Equipment	Verify presence and validity of fire extinguisher, first aid kit, warning triangles, and spare tire/tools.	
Documentation	Check registration, insurance, inspection certificate, and logbook.	
General Cleanliness	Confirm the interior and exterior are clean and free of obstructions.	

5. Post-Inspection Actions

- Document findings in the vehicle inspection log.
- Report all issues to the supervisor or fleet manager.
- Do not operate vehicle with unresolved critical issues.

6. Recordkeeping

- Maintain completed inspection checklists and maintenance logs for at least one year.
- Records must be accessible for audits and regulatory reviews.

7. Compliance

Adherence to this SOP is mandatory to comply with safety regulations and company policy. Failure to comply may result in disciplinary action.

8. Revision and Review

- This SOP is to be reviewed annually or following any significant changes in regulations or operations.