



Transmission and Distribution

Mobile Equipment - Perform Pre-Trip Chassis Inspections



Standard Operating Procedure

4.

Table of Contents

TABLE OF CONTENTS	1
1.0 PERSONS AFFECTED	2
2.0 PURPOSE	2
3.0 RATIONALE	2
4.0 SCOPE	2
5.0 POLICIES AND REGULATORY REQUIREMENTS	2
6.0 ROLES, RESPONSIBILITIES AND PREREQUISITES	3
7.0 TOOLS AND EQUIPMENT	3
8.0 PLANNING AND PREPARATION CHECKLIST	3
9.0 PROCEDURE	4
10.0 ACRONYMS, DEFINITIONS AND SYMBOLS	8
11.0 SOP COMPONENTS	9
12.0 SOP OWNER	9
13.0 REFERENCES	9



Transmission and Distribution

Mobile Equipment - Perform Pre-Trip Chassis Inspections



Standard Operating Procedure

1.0 Persons Affected

This Standard Operating Procedure (SOP) affects all Transmission & Distribution Business Unit (TDBU) employees who operate or perform pre-trip inspections of commercial vehicles.

2.0 Purpose

This SOP provides the standard for performing pre-trip chassis inspections on all commercial vehicles.

The purpose of this procedure is:

- to establish a standard for performing pre-trip chassis inspections within the Transmission and Distribution Business Unit (TDBU)
- to provide a detailed job aid to employees who perform this procedure within the course of their job

3.0 Rationale

This SOP will support the safety of our personnel by ensuring that the vehicle being inspected is in safe working order prior to putting the vehicle in to service.

This SOP requires that work performed by TDBU employees satisfies all applicable policies and regulations.

4.0 Scope

In-the-Scope of the Procedure

- The procedure includes the following:
 - Prepare for pre-trip chassis inspections
 - Perform pre-trip chassis inspections
 - Complete the inspection process

Out-of-the-Scope of the Procedure

- The procedure does not include the following:
 - Mobile Equipment - Perform Pre-Trip Air Inspections SOP
 - Mobile Equipment - Perform Pre-Operational Equipment Checks SOP

5.0 Policies and Regulatory Requirements

This SOP is a result of the following:

Policies:



N/A

Regulatory Requirement(s)

National Safety Code Standard 13: Trip Inspections

The Security of Loads and Trip Inspection Regulations "Chapter H-3.01 Reg. 4 (effective April 6, 2005)

The Highways and Transportation Act, 1997

 <p>SaskPower Transmission and Distribution</p>	<h2>Mobile Equipment - Perform Pre-Trip Chassis Inspections</h2>	 <p>Standard Operating Procedure</p>
---	--	---

Other

- Manufacturer's Specifications
 SaskPower Safety Rule Book, Revision 2.0 Apr.1st/2012
- Section 600: General

6.0 Roles, Responsibilities and Prerequisites

In-the-Scope of the Procedure Role(s)	Quantity Required	Responsibilities	Prerequisites
Inspector	1	1. Conduct the pre-trip chassis inspection as per guidelines established in the following procedure.	1. An employee must be competent in applying The Security of Loads and Trip Inspection Regulations "Chapter H-3.01 Reg. 4 (effective April 6, 2005)".
In-Scope Supervisor	1	1. Ensure corrective action is taken with identified recorded defect(s) following the pre-trip chassis inspection.	1. An employee who is in an in-scope supervisory position over an Inspector performing a pre-operational equipment check.

7.0 Tools and Equipment

Tools and Equipment and Quantity Required:

- Hammer
- Rag
- Commercial vehicle
- Unit Log Book/Operator's Manual
- Trailer
- Pre-Trip Chassis & Trailer Inspection Checklist - Over 5000Kg Registered GVW
- Schedule 1: Truck, Tractor and Trailer (The Security of Loads and Trip Inspection Regulations "Chapter H-3.01 Reg. 4 (effective April 6, 2005)".)

8.0 Planning and Preparation Checklist

Items to Check Before Starting the Procedure:

- Applicable Personal Protective Equipment (PPE) is available and in good condition



Transmission and Distribution

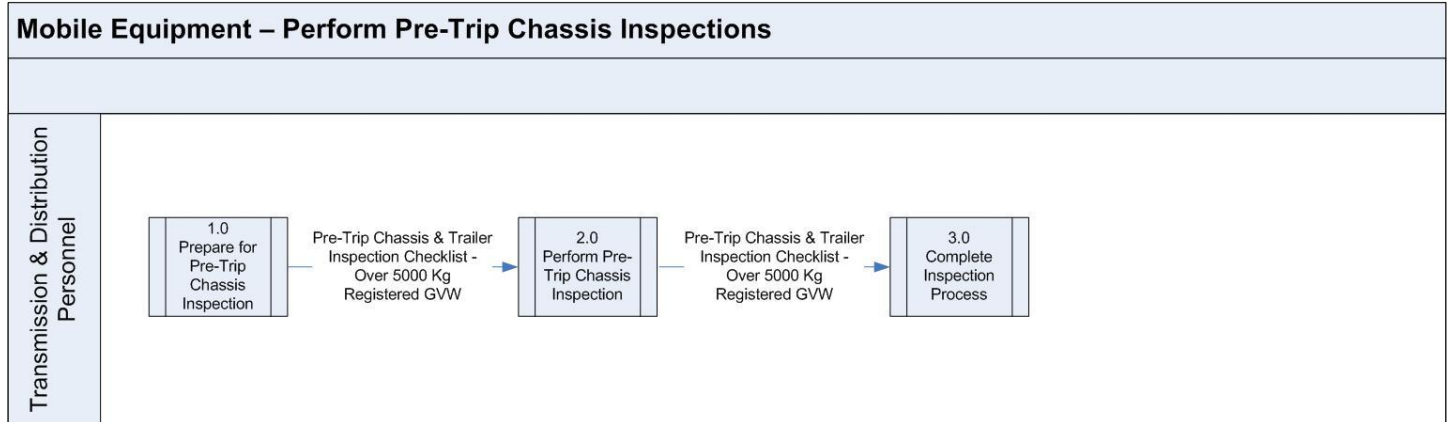
Mobile Equipment - Perform Pre-Trip Chassis Inspections



Standard Operating Procedure

9.0 Procedure

High Level Flowchart



The Procedure

This Standard Operating Procedure (SOP) covers the method for performing pre-trip chassis inspections.

Commercial vehicles (trucks, tractors and trailers over 5,000 Kg Registered Gross Vehicle Weight (GVW)) shall be inspected prior to going into service in accordance with Schedule 1 every 24 hours. No person shall drive or operate a commercial vehicle unless the vehicle is inspected prior to operation, as required.

Note: The pre-trip chassis inspection is also known as the circle check.

1.0 Prepare for Pre-Trip Chassis Inspections

1.1 Prepare for Pre-Trip Chassis Inspection

- 1.1.1 The Inspector shall access the "Pre-Trip Chassis & Trailer Inspection Checklist - Over 5000Kg Registered GVW" component and The Security of Loads and Trip Inspection Regulations.
- 1.1.2 The Inspector shall secure the vehicle for the pre-trip chassis inspection.
 - *Ensure parking brakes are engaged*

2.0 Perform Pre-Trip Chassis Inspection

2.1 Inspect Engine Compartment

- 2.1.1 The Inspector shall inspect and record the condition of the items listed in Section A: Engine Compartment in the Pre-Trip Chassis & Trailer Inspection Checklist - Over 5000Kg Registered GVW.
 - *Engine oil and coolant (surge tank) are at required levels*
 - *Power steering fluid is at the required level*
 - *All belts and hoses are in good working condition*



Transmission and
Distribution

Mobile Equipment - Perform Pre-Trip Chassis Inspections



Standard Operating
Procedure

- *Radiator and fan blades are in good working condition*
- *Steering components are in good working condition*

2.2 Inspect Chassis & Trailer Electrical System

2.2.1 The Inspector shall inspect and record the condition of the items listed in Section A: Chassis & Trailer Electrical System in the Pre-Trip Chassis & Trailer Inspection Checklist - over 5000Kg Registered GVW.

- *Head, tail, brake, signal, clearance, & hazard lights are fully operational*
- *Chassis backup lights and alarm are fully operational*
- *Instrument panel and interior lights are fully operational*
- *Beacons and auxiliary lighting are fully operational*
- *Battery terminals are tight and free of corrosion*
- *Battery cables are in good condition*
- *Trailer electrical system (including trailer breakaway battery) is fully operational*

2.3 Inspect Chassis Interior

2.3.1 The Inspector shall inspect and record the condition of the items listed in Section A: Chassis Interior Section in the Pre-Trip Chassis & Trailer Inspection Checklist - over 5000Kg Registered GVW.

- *Cargo in the vehicle is secure*
- *Driver controls are fully operational, this includes clutch free play, accelerator, steering play, hand throttle and brake pedal travel*
- *Gauges and Audio/Visual warning devices are fully operational*
- *Seat and seatbelts are fully operational*
- *Horn(s) are fully operational*
- *Glass and mirrors are clean and free of damage*
- *Windshield wipers and washers are fully operational*
- *Heater, defroster and circulation fans are fully operational*
- *Fire extinguisher inspection tag is up to date*
- *Flares and reflectors are present and in good condition*
- *First aid kit is present and fully stocked*

2.4 Inspect Chassis & Trailer Exterior

2.4.1 The Inspector shall inspect and record the condition of the items listed in Section A: Chassis & Trailer Exterior in the Pre-Trip Chassis & Trailer Inspection Checklist - over 5000Kg Registered GVW.



SaskPower

Transmission and
Distribution

Mobile Equipment -

Perform Pre-Trip Chassis Inspections



Standard Operating
Procedure

- *Cab, frame, and body including bumpers are in good condition*
- *Doors and windows are fully operational*
- *Tires are in good condition*
- *Mud flaps are present and in good condition*
- *Hubs have adequate oil level (visual) and are in good condition*
- *All studs/wheel nuts are secure and there are no visible rust or shiny spots, which is an indication of loose nuts*
- *All rims are free from visible bends or cracks*
- *Suspension components are free from damage, missing pieces, looseness, or parts shifted out of place*
- *Undercarriage and ground surfaces are free from fluid leaks*
- *Park and service brake systems are fully operational*
- *Exhaust system is free from damage, missing pieces, looseness, or parts shifted out of place*
- *Fuel tank(s) including brackets, straps and cap are present and in good condition*
- *Fuel system is fully operational*
- *Cargo securement devices are present and free from damage, missing, or defective components*
- *Tailgate, couplings and fifth wheel are secure, free from damaged, have no missing components or fail to lock*
- *Safety chains are crossed and secured, and free from damaged, missing, or defective components*
- *Landing gear and/or support legs are fully operational*

2.5 Check Preventive Maintenance Vehicle Inspection (PMVI)

2.5.1 The Inspector shall inspect the validity of the Saskatchewan Government Insurance (SGI) PMVI sticker and record in Section A: Preventative Maintenance Vehicle Inspection in the Pre-Trip Chassis & Trailer Inspection Checklist - over 5000Kg Registered GVW.

- *SGI PMVI (Highway Safety sticker(s)) are valid*

3.0 Complete Inspection Process

3.1 Is There Any Recorded Defect(s)?

3.1.1 The Inspector shall confirm in Section A of the completed Pre-Trip Chassis & Trailer Inspection Checklist - Over 5000Kg Registered GVW if there is any recorded defect(s).



Transmission and
Distribution

Mobile Equipment - Perform Pre-Trip Chassis Inspections



Standard Operating
Procedure

- *Yes, (Defects(s) Recorded), proceed to step 3.2 Is the Defect(s) Major or Minor?*
- *No, (No defect(s) Recorded), proceed to 3.6 Record Inspection Results*

3.2 Is the Defect(s) Major or Minor?

3.2.1 The Inspector shall refer to The Security of Loads and Trip Inspection Regulations: Schedule 1 Chassis, Tractor and Trailer to determine if the defect(s) is major or minor.

- *Major, proceed to step 3.3 Contact In-Scope Supervisor*
- *Minor, proceed to step 3.5 Repair Defect(s)*

3.3 Contact In-Scope Supervisor

3.3.1 The Inspector shall remove the unit from service.

3.3.2 The Inspector shall contact their In-Scope Supervisor to inform them of the major defect(s) that was identified on the Pre-Trip Chassis & Trailer Inspection Checklist - Over 5000Kg Registered GVW and/or request their assistance.

3.4 Determine Corrective Action

3.4.1 The In-Scope Supervisor shall seek direction from Fleet Services regarding any defect(s) that was identified as a result of the pre-trip chassis inspection.

- *Refer to any Fleet Services directives or documentation*
- *Contact your Fleet Services Representative, as required*

3.4.2 The In-Scope Supervisor shall communicate direction(s) to the Inspector and notify the Out-of Scope Supervisor.

3.4.3 Proceed to 3.6 Record Inspection Results

3.5 Repair Defect(s)

3.5.1 The Inspector shall arrange to have the repair(s) done prior to the next pre-trip inspection.

3.5.2 The Inspector shall contact their In-Scope supervisor to inform them of the minor defect(s) that was identified on the Pre-Trip Chassis & Trailer Inspection Checklist - Over 5000Kg Registered GVW.

3.6 Record Inspection Results

3.6.1 The Inspector shall complete the applicable sections within Section B of the Pre-Trip Chassis & Trailer Inspection - over 5000Kg Registered GVW Checklist.

- *Ensure all direction for corrective action has been recorded*
- *Ensure all relevant information has been recorded*
- *Sign and date*

3.6.2 The Inspector shall record all defect(s) and repairs(s) within the Log Book



Transmission and
Distribution

Mobile Equipment - Perform Pre-Trip Chassis Inspections



Standard Operating
Procedure

3.7 File Pre-Trip Chassis & Trailer Inspection Checklist - Over 5000Kg Registered GVW

3.7.1 The Inspector shall file the completed Pre-Trip Chassis & Trailer Inspection Checklist - Over 5000Kg Registered GVW.

- *File in Log book for no more than 20 Calendar days and then submit to Out-of-Scope Supervisor*
- *Keep 3 previous inspections in Log book at all times*

Note: Pre-Trip Chassis Inspections shall be kept on file by the Inspector's Out-of-Scope Supervisor for 6 months.

3.7.2 End of Procedure

10.0 Acronyms, Definitions and Symbols

Acronyms and Abbreviations

A/V - Audio Visual

GVW - Gross Vehicle Weight

PPE - Personal Protective Equipment

PMVI - Preventive Maintenance Vehicle Inspection

SGI - Saskatchewan Government Insurance

SOP - Standard Operating Procedure

TDG - Transportation of Dangerous Goods

TDBU - Transmission and Distribution Business Unit

TPA - Trucking Partnership Agreements

Definitions

Commercial vehicle:

A vehicle that:



(i) is used to transport goods or passengers; and

(II) is: (A) a truck, truck tractor or trailer, or combination of them, that has a registered gross vehicle weight of more than 5000 kilograms; or

(B) a bus that is designed and constructed to have a seating capacity, including the driver, of more than 10 people.

Competent

Means possessing knowledge, experience and training to perform a specific duty.

 <p>SaskPower Transmission and Distribution</p>	<h2>Mobile Equipment - Perform Pre-Trip Chassis Inspections</h2>	 <p>Standard Operating Procedure</p>
---	--	---

Gross Vehicle Weight:

The gross vehicle weight means the total weight of a vehicle or combination of vehicles, calculated as the sum of the weight that can be transmitted to the surface of a public highway through all axles. This information is found on the vehicle registration.

Major Defect

Any defect listed under Major Defect in "Schedule 1"

Minor Defect

Any defect not listed under Major Defect in "Schedule 1"

Symbols

N/A

11.0 SOP Components

SOP Component Name	SOP Component Type	SOP Component Description	Location of SOP Component
Pre-Trip Chassis & Trailer Inspection Checklist Over 5000 Kg Registered GVW	Checklist	Provides a detailed checklist of the items on Digger Derrick, Boom Truck, Aerial Device or MHAD (Material Handling Aerial Device) equipment that require inspection prior to use by T&D Employees and Contractors	SOP Online – SOP Bundle: Mobile Equipment - Perform Pre-Trip Chassis Inspection
Perform Pre-Trip Chassis Inspections Flow Chart	Flowchart	As part of the SOP bundle the flowchart representing the tasks and steps involved with this SOP.	SOP Online – SOP Bundle: Mobile Equipment - Perform Pre-Trip Chassis Inspection

12.0 SOP Owner

SOP Owner
Supervisor , Fleet Services

13.0 References

References	Location of Resource