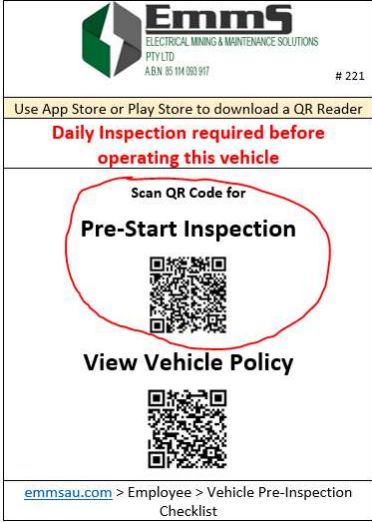

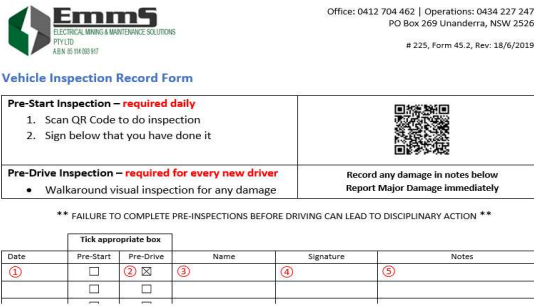


Procedure - Company Vehicle Inspections

Before driving any Company vehicle check the “Vehicle Inspection Record Form” to make sure the appropriate inspection has been done.

Pre-Start Inspection	Pre-Drive Inspection
Must be done at the start of every day before the vehicle can be driven.	Must be done for every new person to drive a Company Vehicle.
<ol style="list-style-type: none"> Scan the QR Code on the Pre-Start Inspection Form which should be mounted in the vehicle <ol style="list-style-type: none"> QR Scanners can be freely download from the App Store or Play Store (Search QR Reader) 	<ul style="list-style-type: none"> If damage is found and you have not reported it on the “Vehicle Inspection Report Form” you may be held accountable for the damage.
	<p>Pre-Drive Inspection requires you to walk around the vehicle and do the following;</p> <ol style="list-style-type: none"> Make sure; <ol style="list-style-type: none"> Safety Flag is erect, Safety light is working, Safety ID sticker is clearly visible. <p>NB: do not drive the vehicle if any of these items are not right, rectify immediately or notify your supervisor.</p> <ol style="list-style-type: none"> Look for; <ol style="list-style-type: none"> damaged panels, worn or flat tyres, broken mirrors, broken windcreens, any significant damage. <p>NB: Do not drive the vehicle if you feel it is not safe do so.</p>
2. Complete the Questions on the Vehicle Pre-Inspection Form on your phone.	<ul style="list-style-type: none"> Notify your supervisor immediately if the vehicle is not right to drive, or you have any safety concerns.
3. Record that you have done the Daily Pre-Start Inspection on the “Vehicle Inspection Record Form”, make sure that you tick the Pre-Start check box ②.	4. Record that you have done the Daily Pre-Drive Inspection on the “Vehicle Inspection Record Form”, make sure that you tick the Pre-Drive check box ②.
<p>Vehicle Inspection Record Form</p> 	<p>Vehicle Inspection Record Form</p> 
<p>If the “Vehicle Inspection Record Form” is full please submit the completed Form to your supervisor</p>	