



Light utility vehicle maintenance procedure

CODE: CA-PR-LOG-03	Revision: 1	Approval Date:	Author Robert Kunde	Page: 1 of 2
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1. PURPOSE OF THE PROCEDURE (PLAN):

- Specify vehicle maintenance requirements

2. RESPONSIBILITIES (PLAN):

JOB POSITION	RESPONSABILITIES IN THIS PROCEDURE
Fleet contractor	Coordinates maintenance, repairs and keep records
Small engine mechanic	Perform inspection, maintain, and repair light utility vehicles
Shop foreman	Coordinate with contractor to have vehicles maintained
Operations manager	Communicate fleet requirements and issues with fleet contractor
HSE manager	Communicate HSE requirements

3. PROCEDURE STEPS (DO - CHECK):

3.1 – Maintenance and repairs

- Every light utility vehicle will be inspected upon return from field service
- Small engine mechanic will perform inspection, fill out a vehicle report card, document all deficiencies and report them to fleet contractor
- Fleet contractor will approve repairs to light utility vehicles
- Small engine mechanic will perform repairs and maintenance as requested by fleet contractor, record all work performed and keep fleet contractor updated if unexpected issues or delays arise
- Upon completion of repairs small engine mechanic will bring vehicle and record of repairs to fleet contractor for review and updating of records
- All parts invoices need to have Unit # as a PO and will be given to fleet contractor
- All Service and repairs will be made according to any applicable repair manuals, procedures and any applicable laws or regulations
- All mechanical and safety defects will be addressed before returning to service

3.2 – Additional responsibilities

- Small engine mechanic will perform these duties Monday – Wednesday and give daily time sheets to Fleet contractor every Thursday
- Small engine mechanic will report to fleet contractor if he/she is unable to come to work or will be late
- Fleet contractor will maintain complete records of all repairs and servicing of light utility vehicles
- Fleet contractor will update Monday.com after service is performed
- Fleet contractor to notify operations manager of any indication of misuse

4. REFERENCE DOCUMENTS:

- Vehicle report card
- Monday.com

Author	Description of changes:	Version Control:	Date:
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CODE: CA-PR-LOG-03	Revision: 1	Approval Date:	Author Robert Kunde	Page: 2 of 2
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