

LIGHT VEHICLE MAINTENANCE PROCEDURE

CODE:	Revision:	Approval Date:	Author	Page:
CA-PR-LOG-04.E	1	Nov-23-22	Robert Kunde	1 de 2

1. PURPOSE OF THE PROCEDURE (PLAN):

- Specify vehicle maintenance requirements

2. RESPONSIBILITIES (PLAN):

JOB POSITION	RESPONSIBILITIES IN THIS PROCEDURE
Fleet Contractor	Perform maintenance, repairs and keep records
Logistics Coordinator	Coordinate with contractor to have vehicles maintained
General manager	Ensure compliance by fleet contractor and support contractor
Field Supervisor	Communicate fleet requirements and issues
HSE Manager	Communicate HSE requirements

3. PROCEDURE STEPS (DO - CHECK):

3.1 - Preventative maintenance

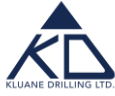
- Fleet Contractor will perform oil changes and inspections as follows
 - Drill trucks at a maximum of 5000km, as early as 2500km during inspection
 - Light trucks with diesel engines every 8000km
 - All other vehicles every 5000km
- Every time an oil change is performed a vehicle report card will be filled out.
- Every drill truck returning from a project is to be inspected.
- Vehicles will be maintained and repaired to meet all applicable territorial and federal laws.
- All mechanical and safety defects will be addressed before returning to Kluane drilling.
- All service and repairs will be made according to any applicable repair manuals and procedures.
- Fleet Contractor to update Monday.com when service is performed.
- Fleet Contractor will apply oil change sticker indicating next service due to windshield.

3.2 - supportive

- Fleet Contractor will support Kluane Drilling with parts and field repairs to support fleet operation.
- Fleet Contractor will purchase, and outfit vehicles as requested by General Manager.
- Fleet Contractor will maintain complete records of all repairs and servicing of vehicles.
- Fleet Contractor to notify Field Supervisor of any indication of misuse.
- Fleet Contractor will support Kluane Drilling with samsara operation.
- Fleet Contractor will support Kluane Drilling with key lock box operation and programming.

4. REFERENCE DOCUMENTS:

- Vehicle report card
- Vehicle specification list



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CA-PR-LOG-04.E	1	Nov-23-22	Robert Kunde	2 de 2

Author	Description of changes:	Version Control:	Date:
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