1. PURPOSE OF THE PROCEDURE (PLAN):

- Specify vehicle wheel installation requirements.
- Proper wheel installation and wheel nut torque is critical

2. RESPONSIBILITIES (PLAN):

JOB POSITION	RESPONSABILITIES IN THIS PROCEDURE
Fleet contractor	Install wheels and retorque as necessary
All drivers	Perform pre-trip inspections, return for retorque when required
General manager	Ensure compliance by fleet contractor and support contactor
Operations manager	Communicate fleet requirements and issues
HSE manager	Communicate HSE requirements, employee education

3. PROCEDURE STEPS (DO - CHECK):

- Always refer to manufacturer's instruction for all necessary steps, this procedure is in addition to manufacturer's instructions.
- Wheel mounting surface must be free of any dirt, corrosion and debris. Clean as necessary
- Wheel nuts and studs must be clean and dry, unless otherwise specified by manufacturer
- Wheel nuts must be installed and lightly tightened – do not overtighten
- Wheel nuts must be fully tightened with a torque wrench to torque specified by manufacturer in a cris cross or star pattern
- Vehicle must be test-driven and wheel nuts retorqued following test drive
- All vehicles and trailers with dual wheels must have a retorque tag, requesting driver return for retorque, attached to keys
- All vehicles and trailers with dual wheels must have wheel nut indicators installed
- Drivers shall have wheels retorqued by fleet contractor or any available vehicle service station as indicated by retorque tag
- If a wheel is changed in the field, this procedure must be followed as soon as possible

4. REFERENCE DOCUMENTS:

- Retorque reminder label
- Vehicle repair manual
- Vehicle owner's manual

Review		Approval	

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