#### Understanding Scheduled Maintenance By Ken Naylor





#### **Scheduled Maintenance Topics**



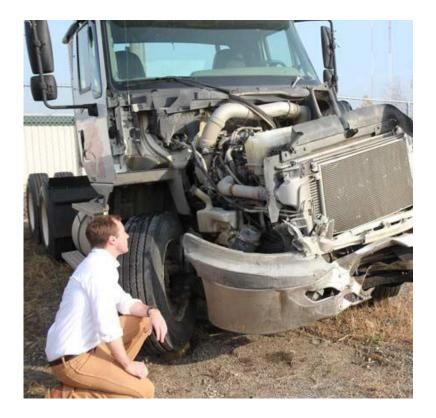
### **Drivers Daily Checks**



A very important part of the whole process starts here with a good daily check it should only take a few minutes to do, getting your drivers into a routine takes a bit longer though. Keep records of these and

Keep records of these and implement a process for ensuring quality, such as spot checks at the gate.

### **Defect Reporting**



If your drivers were to find a defect it may catch you unawares so it's a good idea to have a robust defect reporting process in place, one that will prevent anyone else using the vehicle before it's been repaired.

Defect key boxes or VOR notices are commonly used.

## Safety Inspections

Often confused with a PMI, these are the ones you agreed to do as part of your undertakings to the Traffic Commissioner.

They are usually to a lesser standard than a PMI but they are carried out more frequently.

Check these against previous ones paying attention to advisories.

Safety Inspections should be kept for at least 15 months.





Preventative Maintenance Inspections

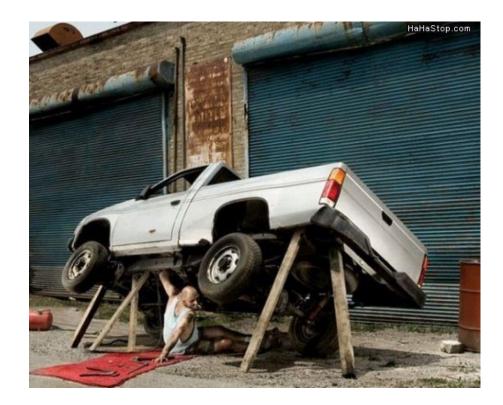
Often confused with a safety inspection but not necessarily covering all the same critical safety checks.

Usually scheduled two or three times a year.

A PMI can substitute for a Safety Inspection so long as it covers all the checks required by a safety inspection.

## Servicing

Maintenance Servicing as recommended by the manufacturer not to be confused with a Service Inspection or PMI. Remember some Maintenance Services will cover little more than an oil change.



### Lifting Operations and Lifting Equipment Regulations

A 'thorough examination' under LOLER regulations should be carried out every <u>6 months</u>, for lifting equipment and any associated accessories used to lift <u>people</u>. And every <u>12 months</u>, for

all other lifting <u>equipment</u>.



### **Annual Tests**



It's a good Idea to schedule an Annual Test to coincide with a Safety Inspection also an Annual Test will suffice for a safety inspection.

Allow for 2 to 3 days usually and book well in advance.



### Vehicle History Folders

# A well kept VHF is an essential part of your maintenance programme

- Invoices etc
- Registration Documents
- Type Approvals etc
- Safety Inspections
- Job Sheets
- MOT certificates
- Defect Notices
- Service documents
- PMI Documents
- LOLER examinations
- Tachograph Calibration documents



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