

# Understanding Scheduled Maintenance

## By Ken Naylor



# Scheduled Maintenance Topics

PMIS

Drivers Daily Checks

Annual Tests



LOLER

VHF

DEFECT REPORTING

Safety Inspections

SERVICES

# 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 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.



# PMI's

**P**reventative **M**aintenance **I**nspections

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 6 months, for lifting equipment and any associated accessories used to lift people.

And every 12 months, for all other lifting equipment.





# 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





**THANK YOU**

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