



## **Process 2.1** **Vehicle Inspection Checks Procedure**

Purpose of this process is to demonstrate REDSW has a plan for OSM to conduct weekly checks and the drivers to conduct daily checks on vehicles

### Definitions:

- FM - Fleet Manager
- OSM – On Site Manager (formerly POC – Point of Contact)
- Lead Driver (LD) – Senior Driver responsible for backing up the OSM when necessary.
- DA – Driver
- Protrack – Fleet Management Software
- REDSW – RED South West Limited

### Attachments:

1. Weekly Fleet List – Master document
2. Vehicle Check Sheet – Supporting document to Weekly Fleet List
3. Weekly Check Sheet – Templates and Example

### Overview:

REDSW has a process of Weekly Check Sheets and Weekly Fleet Lists to monitor vehicle inspections. In addition to these, REDSW has invested heavily to ultimately replace this manual process, Protrack a Fleet Management software system, is in place and being validated as to its effectiveness and honed to meet REDSW and ultimately Amazon's vehicle check requirements.

### General Requirements:

1. The OSM (or if not available, Lead Drivers) to instruct Drivers to daily:
  - Inspect the vehicles every week as a minimum for Tyres / windscreen / lights / brakes / mirrors
  - Record this on their Weekly Fleet Sheets
  - Return completed Weekly Fleet Sheets to OSM/LD
2. OSM/LD to then:
  - Upload Weekly Fleet Sheets to REDSW Google Drive
  - Complete Weekly Fleet List from Weekly Fleet Sheet data and upload to REDSW Google Drive

<https://drive.google.com/drive/folders/1ZQTd-brkrtZb-aJ5M6PM267B7tZCTusX>



Blank site weekly fleet  
list.xlsx

- Organise any Defects on the vehicles to be rectified within the week.

3. FM then goes through the Weekly Fleet Lists to review for issues as an oversight check.
4. FM will escalate an issue and email a Site OSM/LD if the same defect is recorded over 2 weeks as they should be rectified within the same week they are identified.
  - Evidence of rectification is then required to be sent in to FM, usually via a video or photographs.
5. Blank Sheet are available on REDSW's Google Drive directory.

DRIVER CHECKS: Instruction/Responsibilities of OSM and Sites:

1. Hand one Weekly Check sheet (Attachment 2) to every driver (including owner drivers) every week.
2. Driver ticks the check sheet to confirm they have completed the individual checks.
3. Start/finish mileage for the week is recorded.
4. Tyre tread depths are taken once a week and recorded.
5. Driver signs and hands it in.
6. OSM counter signs and uploads to REDSW Google Drive directory.

OSM CHECKS:

1. Scope: The OSM checks are a backup to the Driver checks, with the aim being for the OSMs to have personally checked EACH Vehicle EVERY week, in addition to the daily checks carried out by the Drivers.
2. Each OSM needs to customise the Blank Template for their Depot (Attachment 3)
  - 2.1. Add in the Vehicles' registrations / Put in you DEPOT name
3. EACH WEEK the OSM will:
  - 3.1. Put in the week number and the correct dates
  - 3.2. The OSM should fill out a VEHICLE CHECK form and save that to the Google Drive, as evidence of the check.
  - 3.3. When the vehicle is checked, log the MILEAGE in the form.
  - 3.4. The Order the which Vehicles are checked during the week is up to the OSM, and is probably when the vehicle is available, but this is a record of the vehicles checked and the schedule of the vehicles left to be checked.
  - 3.5. At the end of the week, the OSM should log the form below on the Google Drive along with the vehicle check sheets.
  - 3.6. This PROCESS is to be 'in compliance' with Amazon requirements.

Periodic Checks and Spot Checks:

REDSW will sample check Sites, using Managers (Area Mgrs and Group Mgrs, eg GM and Fleet Mgr) to make sure, on a periodic basis, that the validity of the vehicle checks, both Driver and OSM, is sound and represents accurate information.

The purpose of the oversight checks is also to make sure any repairs have also been carried out in a timely fashion and are completed satisfactorily. A separate repair procedure describes this process.



Amazon vehicle check  
procedure.docx


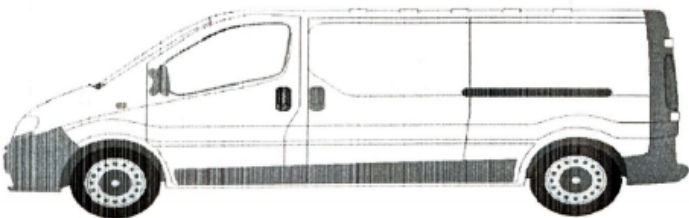
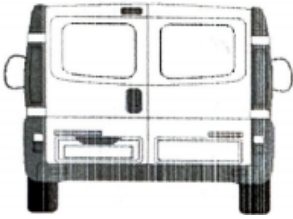
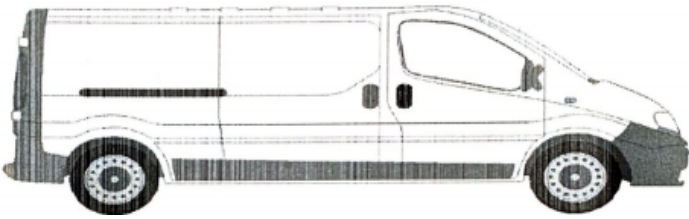
# Attachment 1: Weekly Fleet List

SITE NAME		Depot Name		MOT Due		TAX Due		Mileage		TYRES		WINDSCREEN		LIGHTS		BRAKES		MIRRORS		DATE		Comments	
DRIVER NAME	VAN REG	VAN TYPE	TAX Due	MOT Due	Mileage	TYRES	WINDSCREEN	LIGHTS	BRAKES	MIRRORS	DATE	Comments											
Example 1	ABCD123	NORTHGATE	01/12/20	02/03/21	69601	yes	yes	yes	yes	yes	06/04/20												
Example 2	ABCD124	OWN	01/11/20	28/05/20	NOT NEEDED	yes	yes	yes	yes	yes	05/04/20												
Example 3	ABCD125	OWN	01/09/20	05/09/20	NOT NEEDED	yes	yes	yes	yes	yes	08/04/20												
Example 4	ABCD126	OWN	01/07/20	12/07/20	NOT NEEDED	no	no	yes	yes	yes	07/04/20	Small chip on windscreen.											
Example 5	ABCD127	OWN	01/07/20	07/11/20	NOT NEEDED	yes	yes	yes	yes	yes	06/04/20												
Example 6	ABCD128	OWN	01/02/21	24/08/20	NOT NEEDED	yes	yes	yes	yes	yes	HOL												
Example 7	ABCD129	EASTGATE	01/09/20	N/A	22727	yes	yes	yes	yes	yes	05/04/20												
Example 8	ABCD130	EASTGATE	01/10/20	N/A	19102	yes	yes	yes	yes	yes	05/04/20	Crack on rear passenger side light											
Example 9	ABCD131	OWN	01/01/20	07/05/20	NOT NEEDED	yes	yes	yes	yes	no	05/04/20	Drivers side wing mirror crack. Has been told to replace 20/03/20											
Example 10	ABCD132	OWN	01/09/20	09/03/21	NOT NEEDED	yes	yes	yes	yes	yes	05/04/20												
Example 11	ABCD133	NORTHGATE	01/06/20	N/A	13131	yes	yes	yes	yes	yes													
Example 12	ABCD134	OWN	01/03/21	30/09/20	NOT NEEDED	yes	yes	yes	yes	yes	08/04/20												
Example 13	ABCD135	ZOOM	01/08/20	29/09/20	103284	yes	yes	yes	yes	yes	05/04/20												
Example 14	ABCD136	NORTHGATE	01/09/20	N/A	8356	yes	yes	yes	yes	yes	07/04/20												
Example 15	ABCD137	OWN	01/10/20	16/09/20	NOT NEEDED	yes	yes	yes	yes	yes	05/04/20												
Example 16	ABCD138	OWN	01/10/20	02/10/20	NOT NEEDED	yes	yes	yes	yes	yes	06/04/20	Small chip on windscreen.											
Example 17	ABCD139	OWN	01/01/21	13/12/20	NOT NEEDED	yes	yes	yes	yes	yes	06/04/20												
Example 18	ABCD140	OWN	01/11/20	20/04/20	NOT NEEDED	yes	no	yes	yes	yes	06/04/20	Crack on windscreen. Told to sort out on 14/04											
Example 19	ABCD141	OWN	01/07/20	04/11/20	NOT NEEDED	yes	no	yes	yes	yes	05/04/20	2 chips on windscreen.											
Example 20	ABCD142	RED	01/01/21	N/A	36255	yes	yes	yes	yes	yes	07/04/20												
Example 21	ABCD143	OWN	01/05/20	06/05/20	NOT NEEDED	yes	no	yes	yes	yes	09/04/20	2 chips on windscreen											
Example 22	ABCD144	OWN	01/05/20	01/05/20	NOT NEEDED	yes	yes	yes	yes	yes	06/04/20												
Example 23	ABCD145	OWN	01/10/20	01/10/20	NOT NEEDED	yes	yes	yes	yes	yes	05/04/20												
Example 24	ABCD146	EASTGATE	01/10/20	N/A	16114	yes	yes	yes	yes	yes	06/04/20												
Example 25	ABCD147	OWN	01/01/21	02/10/20	NOT NEEDED	yes	yes	yes	yes	yes	HOL												
Example 26	ABCD148	OWN	01/08/20	10/08/20	NOT NEEDED	yes	yes	yes	yes	yes	07/04/20												
Example 27	ABCD149	OWN	01/05/20	16/02/21	NOT NEEDED	yes	yes	yes	yes	yes	07/04/20	passenger side wing mirror cracked											
Example 28	ABCD150	OWN	01/11/20	25/06/20	NOT NEEDED	yes	no	yes	yes	no	HOL	Windscreen cracked, drivers side											
Example 29	ABCD151	OWN	01/02/21	26/09/20	NOT NEEDED	yes	no	yes	yes	yes	07/04/20	Small chip on windscreen											
SPARE	DY67UBA		01/07/2020	N/A		yes	yes	yes	yes	yes													
NOTES ON CHECKS:																							
Tyre: check tread/pressure/cuts/bulges side walls,																							
Windscreen: check chips/cracks/ wipers intact and working,																							
Lights: check working/no cracked lens/clean																							
OTHER (allocated to depot but unavailable to use i.e in garage)																							

# Attachment 2: Vehicle Check Sheet



## LCV Weekly Check Sheet

Vehicle registration number <input style="width: 150px;" type="text"/>		W/C Date <input style="width: 100px;" type="text" value="DD MMM YYYY / WK xx"/>	
Driver's name <input style="width: 150px;" type="text"/>		*Minor Faults (Lights etc.) should be dealt with ASAP. Serious defects must be reported immediately!!	
Odometer reading Start of Week <input style="width: 80px;" type="text"/>	Finish of Week <input style="width: 80px;" type="text"/>	Total miles <input style="width: 80px;" type="text"/>	
Site location <input style="width: 100px;" type="text" value="DEPOT"/>			
<b>Daily checks</b>		<b>These checks are mandatory!</b>	
	M T W T F S S	M T W T F S S	M T W T F S S
Vehicle/cab clean	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Horn/Steering	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Oil/water level	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Brakes	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Mirrors/glass	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Exhaust smoke	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Tyres/wheels	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Load security	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Weekly tyre check</b>		<b>This is a mandatory check for the last working day of every week!</b>	
Tread depth	N/S/F	x	mm
	O/S/F	x	mm
	N/S/R	x	mm
	O/S/R	x	mm
 			
 			
DRIVERS SIGNATURE		MANAGERS SIGNATURE	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>			

### COMMENTS

# Attachment 3: Weekly Check Sheet

## BLANK 'OSM Vehicle Overview Check Log' Template: ROTA

DEPOT =	Van 1	Van 2	Van 3	Van 4	Van 5	Van 6	Van 7	Van 8	Van 9	Van 10	Van 11	Van 12
Week No =	REGISTRATION	REGISTRATION	REGISTRATION	REGISTRATION	REGISTRATION	REGISTRATION	REGISTRATION	REGISTRATION	REGISTRATION	REGISTRATION	REGISTRATION	REGISTRATION
	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE
DATE	DAY	Checked	Driver	Driver	Driver	Driver	Driver	Driver	Driver	Checked	Driver	Driver
27/04/2020	SUNDAY	Driver	Checked	Driver	Driver	Driver	Driver	Driver	Driver	Driver	Checked	Driver
28/04/2020	MONDAY	Driver	Driver	Checked	Driver	Driver	Driver	Driver	Driver	Driver	Driver	Checked
29/04/2020	TUESDAY	Driver	Driver	Driver	Checked	Driver	Driver	Driver	Driver	Driver	Driver	Checked
30/04/2020	WEDNESDAY	Driver	Driver	Driver	Driver	Checked	Driver	Driver	Driver	Driver	Driver	Driver
01/05/2020	THURSDAY	Driver	Driver	Driver	Driver	Driver	Checked	Driver	Driver	Driver	Driver	Driver
02/05/2020	FRIDAY	Driver	Driver	Driver	Driver	Driver	Driver	Checked	Driver	Driver	Driver	Driver
03/05/2020	SATURDAY	Driver	Driver	Driver	Driver	Driver	Driver	Driver	Checked	Driver	Driver	Driver

DEPOT =	Van 1	Van 2	Van 3	Van 4	Van 5	Van 6	Van 7	Van 8	Van 9	Van 10	Van 11	Van 12
Week No =	REGISTRATION	REGISTRATION	REGISTRATION	REGISTRATION	REGISTRATION	REGISTRATION	REGISTRATION	REGISTRATION	REGISTRATION	REGISTRATION	REGISTRATION	REGISTRATION
	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE
DATE	DAY											
27/04/2020	SUNDAY											
28/04/2020	MONDAY											
29/04/2020	TUESDAY											
30/04/2020	WEDNESDAY											
01/05/2020	THURSDAY											
02/05/2020	FRIDAY											
03/05/2020	SATURDAY											

### EXAMPLE copy:

	Day	MC66SVP	MC66SXT	MC66SVE	MC66SVU	MT66GZS	MT66UTU	MC66SRO	MC66SXU	MW68LZO	FP68YAA	FD68AUP	FP68YDF	FE68UOC	MT66UUJ
week 16		69410	62055	50363		69446		78923	58532	52215		45270	36131		92863
12/04/2020	Sun	checked	Andrei Rau-DOX	Boghia	SAVULEA DNG	ONICA-DNN	Petre-DBH	BARBAT-DNG	IOSUB-DSO	Mihailescu dso	Boncota Dbh	Pavel Modvala	Madalina DNN	Preda DWR	Untili DSO
13/04/2020	Mon	Sofronici	Andrei Rau-DOX	checked	SAVULEA DNG	checked	Petre-DBH	checked	IOSUB-DSO	Mihailescu dso	Boncota Dbh	checked	Madalina DNN	Preda DWR	Untili DSO
14/04/2020	Tue	Sofronici	Andrei Rau-DOX	Boghia	SAVULEA DNG	ONICA-DNN	Petre-DBH	BARBAT-DNG	IOSUB-DSO	Mihailescu dso	checked	Pavel Modvala	checked	Preda DWR	Untili DSO
15/04/2020	Wen	Sofronici	checked	Boghia	SAVULEA DNG	ONICA-DNN	checked	BARBAT-DNG	IOSUB-DSO	checked	Boncota Dbh	Pavel Modvala	Madalina DNN	checked	Untili DSO
16/04/2020	Thu	Sofronici	Andrei Rau-DOX	Boghia	checked	ONICA-DNN	Petre-DBH	BARBAT-DNG	checked	Mihailescu dso	Boncota Dbh	Pavel Modvala	Madalina DNN	Preda DWR	Untili DSO
17/03/2020	Fri	Sofronici	Andrei Rau-DOX	Boghia	SAVULEA DNG	ONICA-DNN	Petre-DBH	BARBAT-DNG	IOSUB-DSO	Mihailescu dso	Boncota Dbh	Pavel Modvala	Madalina DNN	Preda DWR	Untili DSO
18/03/2020	Sat	Sofronici	Andrei Rau-DOX	Boghia	SAVULEA DNG	ONICA-DNN	Petre-DBH	BARBAT-DNG	IOSUB-DSO	Mihailescu dso	Boncota Dbh	Pavel Modvala	Madalina DNN	Preda DWR	Untili DSO



OSM Vehicle Checks v0.xlsx