

Hawk Energy, LLC.

DATE: 12/12/24

EXPIRES: Indefinite

## **PREVENTATIVE MAINTENANCE PROCEDURES**

### **Purpose:**

To establish policy and procedures for maintaining the safety and efficiency of owned, leased or operated vehicles.

### **Policy:**

- Drivers and operators of fleet vehicles will complete inspections on a regular basis to identify potential problems before they become safety concerns or require major repairs.
- Fleet vehicles will be inspected by qualified mechanics periodically to conduct necessary repairs and replacements.
- All employees shall be trained in identifying potential problems in vehicles and shall be responsible for reporting discoveries.

### **Responsibilities:**

- All employees are responsible for their designated work trucks and equipment.

### **Procedure:**

- Prior to starting any fleet vehicle, the operator shall conduct an inspection in accordance to the Pre-Trip Inspection Report. The operator shall report any problems or potential problems to his/her supervisor, who shall determine whether it is safe to drive the vehicle and what priority level to place on repairing the problem or performing preventative maintenance.
- Fleet vehicles shall be taken to a qualified mechanic or serviced internally every 3,000 Miles or 100 Hours or every 3 months (whichever is earlier). If any problems are reported by the mechanic, they shall be addressed immediately or at the next maintenance to prevent larger costs and unsafe vehicles on the road.
- Fleet vehicles shall receive certain inspections and maintenance procedures as recommended by the manufacturer.
- Employees are to submit all fuel receipts, odometer readings at time of fuel receipts and mileage calculations at the end of every week.

When working around others, always ensure that clear communication is used via radio or telephone, or in person.

**Never take any action** without alerting others, as such could result in serious harm or accident. Always work in a calm orderly fashion as to not create an unsafe environment. Be conscious of your surroundings and use your **STOP WORK AUTHORITY** when necessary.

I \_\_\_\_\_ have read and understand the **Hawk Energy Preventative Maintenance Procedures**

**Updated: 12/12/24.**

I understand that I am required to follow these procedures. I also understand that my failure to do so may result in disciplinary action, termination and or increased personal liability.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date