



PREVENTATIVE MAINTENANCE FOR COMPANY VEHICLES AND EQUIPMENT

PURPOSE

To maintain vehicles and equipment is top working order to prevent malfunctions.

SCOPE

The maintenance program covers all company vehicles, production and shop equipment, and small motorized machinery. Equipment brought onto our sites by sub-contractors must be maintained in a similar manner.

STANDARDS / PROCEDURES

A master equipment preventative inventory list will be produced and will include our company vehicles. The procedures will be:

- preventative maintenance will be conducted on vehicles every 6000 kilometres, or as outlined by the manufacturers
- the manufacturer's preventative maintenance program will be followed as per the owner's manual
- maintenance will be conducted by qualified mechanics at a recognized, qualified facility
- maintenance chart on the following page will be used for recording

ROLES & RESPONSIBILITIES

Maintenance Personnel:

The maintenance manager shall ensure that the maintenance schedules are being adhered to and shall review the maintenance program on an annual basis in collaboration with the health and safety coordinator. Recommendations that develop as a result of the annual reviews or throughout the year will be documented and submitted to senior management. The maintenance manager will follow-up on the corrective actions at a pre-determined time frame (to be determined on a case by case basis) to ensure the corrective actions have been taken. A filing system shall be established to retain all records.

Crew Foremen:

The crew foreman shall "red tag" any piece of equipment brought to his or her attention as being defective, ensure the equipment is not used and is shipped back to our yards for repair.

Defective Tagging Program:

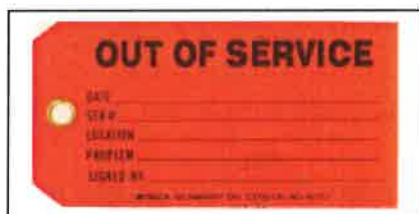
All tools and equipment directly owned or leased by Pollard Enterprises Ltd. shall be maintained in first class working condition. Defective equipment shall be TAGGED FOR REPAIR OR REPLACEMENT at the judgment of the crew foreman or his competent replacement. Defective



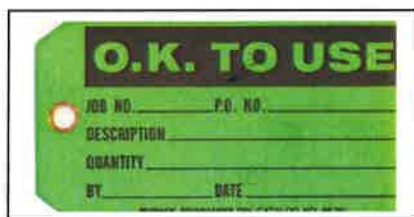
and unserviceable equipment shall be removed from our projects until repaired or replaced to the satisfaction of the Pollard Enterprises Ltd. foreman or maintenance manager. All sub-contractors are expected to have a tagging procedure for defective equipment in place on our projects.

DEFECT NOTIFICATION AND TAGGING PROCEDURE:

Once a worker or foreman recognizes a piece of equipment is not functioning properly or exhibits defects, the equipment shall be tagged as defective and sent to our shops or a qualified facility for repair. The worker shall notify the foreman so that a defective tag can be placed on it. The details of the tags used are described below:



- the defective tag shall be red in colour and exhibit the words "OUT OF SERVICE"
- the defective tag shall have space on it to record the issuer's name, date of tagging and nature of the defect.



- the approval tag shall be green and exhibit the words, "OK TO USE"
- the approval tag shall have space on it to record the issuer's name, date of tagging and description, issuer's name

Shop personnel assigned to repair and maintain equipment must have the qualifications to do so and shall receive the training necessary. Licenses or credentials of these individuals shall be posted in the shop area.

EVALUATION

The maintenance manager in collaboration with the health and safety coordinator shall conduct an annual review our maintenance program and recommendations will be forwarded to senior management.

FORMS

Vehicle circle check forms and maintenance checklists shall be used by all our drivers as specified by management.



Vehicle Inspection

Date: ___/___/_____ Time: ___: ___ AM [] PM []

Car Owner's Name: _____

Vehicle Make: _____ Model: _____ Year: _____

Odometer Reading: _____

Please check any item that needs attention and then include additional details under the comments section below.

Start the Engine and Test The Following:

Unusual Noises:

Noises OK [] Needs Attention []

Gauges:

Fuel OK [] Needs Attention []

Temperature OK [] Needs Attention []

Dashboard Warning Light OK [] Needs Attention []

Lights:

Headlights OK [] Needs Attention []

Break Lights OK [] Needs Attention []

Turn Signals OK [] Needs Attention []

Hazard Lights OK [] Needs Attention []

Other:

Windshield Wipers OK [] Needs Attention []

Fans and Defroster OK [] Needs Attention []

Brakes OK [] Needs Attention []

Parking Break OK [] Needs Attention []

Mirrors OK [] Needs Attention []

Horn OK [] Needs Attention []

Exhaust System OK [] Needs Attention []

Tires:

Proper Inflation	OK <input type="checkbox"/>	Needs Attention <input type="checkbox"/>
Adequate Tread	OK <input type="checkbox"/>	Needs Attention <input type="checkbox"/>
Spare Inflated	OK <input type="checkbox"/>	Needs Attention <input type="checkbox"/>

Leaks:

Oil	OK <input type="checkbox"/>	Needs Attention <input type="checkbox"/>
Other	OK <input type="checkbox"/>	Needs Attention <input type="checkbox"/>

Safety Equipment:

Fire Extinguisher	OK <input type="checkbox"/>	Needs Attention <input type="checkbox"/>
First Aid Kit	OK <input type="checkbox"/>	Needs Attention <input type="checkbox"/>
Flares	OK <input type="checkbox"/>	Needs Attention <input type="checkbox"/>
Spare Bulbs/Fuses	OK <input type="checkbox"/>	Needs Attention <input type="checkbox"/>
GPS	OK <input type="checkbox"/>	Needs Attention <input type="checkbox"/>
Seat Belts	OK <input type="checkbox"/>	Needs Attention <input type="checkbox"/>

Comments:

Condition of Vehicle Following the Inspection:

- Acceptable: The vehicle may be driven without further inspection.
- Requires Attention: The vehicle may be driven and it should be serviced in the next week.
- Requires Immediate Attention: The vehicle should not be driven until it has been serviced.

Driver's Signature

Date

Inspector's Signature

Date



Pollard Enterprises Ltd.
Vehicle Inspection

Vehicle # _____

Employee _____

Odometer _____

Date _____

Pre-inspection

- Print, review, and attach a copy of service detail
- Review any current write-ups for this vehicle

Odometer

Date

**Most recent
Oil change**

Inspect
OK

Repair
Needed

Comments

Pre-trip inspection

- Gauges
- Switches and controls
- Driver area condition
- Passenger area condition

Road test

- Starting
- Steering
- Acceleration
- Braking
- Transmission
- Heating and air conditioning

Engine compartment: engine running

- Listen for and investigate any unusual noises
- Transmission fluid level and condition

Engine compartment: engine off

- Cooling system, coolant level and condition
- Brake fluid level
- Power steering fluid level and condition
- Windshield washer fluid level and condition
- Fuel lines and connections
- Inspect and adjust drive belts as needed
- Coolant hoses for leaks and wear
- Exposed wiring and vacuum hoses for wear

Freightliner only:

- Clean engine crankcase breather
- Clean and test after-cooler core as needed

Pollard Enterprises Ltd.
Vehicle Inspection

Clean radiator as needed

Undercarriage

Tire condition and inflation

Wheel condition and lug nut torque

Steering linkage for wear

Front suspension for looseness or wear

Rear suspension for looseness or wear

Wheel bearings and seals, front and rear

Brake caliper and rotor condition

Brake pad condition

Parking brake unit condition

Differential for leaks

Driveline and U-joint condition

Transmission for leakage

Exhaust system for leaks or damage

Ford only:

Change engine oil and oil filter

Freightliner only:

Lube suspension, steering, and driveline

Wheelchair lift

Cycle lift, inspect, and listen for noises

Lubricate lift pivot points

Other scheduled maintenance

Other unscheduled maintenance

Pollard Enterprises Ltd. Vehicle Inspection

Vehicle # _____

Employee _____

Odometer _____

Date _____

Pre-inspection

Print, review, and attach a copy of service detail

Review any current write-ups for this vehicle

Odometer

Date

Most recent

Oil change

Transmission service

Fuel filter service

Brake service

Tune up/ spark plug service

Coolant system service

Inspect	Repair
OK	Needed

Comments

Pre-trip inspection

Gauges

Switches and controls

Driver area condition

Passenger area condition

Road test

Starting

Steering

Acceleration

Braking

Transmission

Heating and air conditioning

Engine compartment: engine running

Listen for and investigate any unusual noises

Transmission fluid level and condition

Charging system output

Engine compartment: engine off

Cooling system, coolant level and condition

Brake fluid level

Power steering fluid level and condition

Windshield washer fluid level and condition

Fuel lines and connections

Inspect and adjust drive belts as needed

Coolant hoses for leaks and wear

Exposed wiring and vacuum hoses for wear

Pollard Enterprises Ltd. Vehicle Inspection

	Battery and battery cable condition	
	Freightliner only:	
	Replace fuel filters	
	Clean engine crankcase breather	
	Clean and test after-cooler core as needed	
	Clean radiator as needed	

Undercarriage

	Tire condition and inflation	
	Wheel condition and lug nut torque	
	Steering linkage for wear	
	Front suspension for looseness or wear	
	Rear suspension for looseness or wear	
	Wheel bearings and seals, front and rear	
	Brake caliper and rotor condition	
	Brake pad condition	
	Parking brake unit condition	
	Differential for leaks	
	Driveline and U-joint condition	
	Transmission for leakage	
	Exhaust system for leaks or damage	
	Ford, Chevrolet only:	
	Change engine oil and oil filter	
	Lube suspension and chassis	
	Service brakes and wheel bearings per inspection	
	Freightliner only:	
	Change engine oil and oil filter	
	Lube suspension, steering linkage, and driveline	
	Service brakes and wheel bearings per inspection	
	Obtain engine oil sample for testing	
	Obtain coolant sample for testing	

Wheelchair lift

	Cycle lift, inspect and listen for noises	
	Lubricate pivot points	
	Hydraulic hoses and connectors for leaks	



ITEM	Information
List of Items (parts to be Inspected)	
Inspector Name and signature	
Date of Inspection	
Description of Work performed	
Reporting any deficiencies	
Recommendations for correcting deficiencies Identified	
Action Taken(who, what, when)	



MAINTENANCE SCHEDULE MATRIX SHEET

Schedule Number Code: 1 – daily 2 – weekly 3 – Manufacture's Requirements

Vehicle License Number	Year / Model	Schedule Number	Maintenance done by: