



Standard Operating Procedure

Procedure Name:	Daily Operations Checks – Support Vehicles		
Author:	Steve Smallman		
Approved By:	Albie Wheeler		
Version	1.0	With Effect from	1/1/12
Review Date	1/1/13	Document Number	SOP 05
Risk Assessment	Name	RA SOP 05 Daily checks Vehicles	
	Date	6/8/12	

1. Aim of procedure

To identify and formalise the risks and control processes involved in performing daily operations checks of cranes and vehicles.

2. Scope of application

This procedure applies to all personnel required to operate or be in control of any Slew crane operated on behalf of Wheeler Cranes. It applies to all locations where that plant is operated and on each and every occasion on which plant is operated.

3. References

AS 2550.1

AS 2550.5

Operators Manual

4. Pre-requisites

Personnel undertaking these checks are required to:

- have access to the Operators Manual for the item being checked,
- be familiar with the class and type of plant being checked,
- have access to appropriate tools and equipment to undertake the checks
- have access to stores of fuels, oils, lubricants and parts such as light globes etc

5. Procedure

Wheeler Cranes personnel will:

1. Perform a Weekly Pre-Start each Monday (or first operating day of week)
2. Perform a Daily Pre-Start every day the item of plant is used
3. Perform a Daily Post-Operation check on shut down each day
4. Perform operating inspections at appropriate times during the course of each day
5. Perform a roadworthiness review prior to commencing road travel

The tasks performed in each of these checks will vary according to the make, model and class of the item of plant. In performing these checks the following schedules are listed as minimum



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requirements only, and any additional checks or tasks listed within the operator’s manual for the item of plant must also be undertaken. It should be borne in mind that support vehicles range from single cab utes to articulated heavy vehicles.

Support Vehicles

Pre-Start Inspection:

Item	Weekly	Daily
<u>In Shed</u>		
Call Order - inductions crew & crane	Check	Check
Keys	Check	Check
Lifting Equipment for task(s)	Check	Check
<u>Walk Around</u>		
Tyre pressures	Check and inflate to operating pressure	Check
Tyre tread & sidewalls	Check	Check
Foreign objects between duals	Check	Check
Wheel nuts	Tension to manufacturers spec	Check
No pools of fluid underneath	Check	Check
Panels undamaged	Check	Check
Windscreens clean, intact and undamaged	Check	Check
Lights intact and undamaged	Check	Check
External equipment present and secured	Check	Check
Tool boxes closed and locked	Check	Check
Hydraulic oil level (where appropriate)	Top up to full	Check
Hydraulic ram seals/leaks (where appropriate)	Check	Check
Fuel	Check	Check
Air tank drain	Drain	Drain
Registration Label in date	Check	Check
Turntable locked (where appropriate)	Check	Check
Legs raised (where appropriate)	Check	Check
<u>Engine & engine bay (where appropriate)</u>		
Where engine cowls are not fitted with a retaining lock, a chock to prevent slam closure is to be fitted in addition to any lifting device.		
Oil Level	Top up to full	Check
Coolant Level	Top up to full	Check
Water Separator	Drain	Drain
Brake Fluid	Top up to full	Check
Battery levels	Top up to full	Check
Battery security	Check	Check



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Air Filter	Clean	Check
V Belts	Check	Check
Top up amounts are within normal limits?		

Cabin		
Assistants checking lights etc are to stand clear of vehicle during checks		
Cleanliness	Check	Check
Black Folder	Check each section for currency	Check
Starting		
Crank speed	Check	Check
Noises on startup and at warm up idle	Check	Check
Operation of gauges	Check	Check
Operation of switches	Check	Check
Operation of brake pedal	Check	Check
Operation of head and tail lights	Check	Check
Operation of clearance lights and indicators	Check	Check
Operation of brake lights and revolving beacons	Check	Check
Mobility Checks		
Driver to check around vehicle to ensure personnel are not in danger zones		
Steering operation test	Check	Check
Brake function test	Check	Check
Park brake test	Check	Check
Operators Manual		
Other Checks required?		
Vehicles is roadworthy?		
Any defects of underperformance reported?		



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Post Operations Inspection:

Item	Daily
Fuel Level	Refill
Cabin rubbish	Remove
Wash mud/grime from vehicle exterior	As required
Wash mud/clean dirt from interior	Daily
Park up	Daily
Detach trailer if required	Daily
Follow operators manual shutdown procedures	Daily
Remove lifting gear and return tags	Daily
Complete operators logbook	Daily
Return docket	Daily
Walk around inspection for damage	Daily
Walk around inspection for security of items	Daily
Drain air tank	Daily
Remove keys	Daily
Lock toolboxes and doors	Daily
Return keys to keyboard	Daily
If vehicle left on site, keys to be left behind right hand headlight	As required
Report any damage/defect using defective vehicle form	As required

Roadworthiness Review:

Item	Daily
Wheels and tyres clean	Check
Foreign objects between dual tyres	Check
Lights intact and operational	Check
Toolboxes locked	Check
External equipment present and secured	Check

6. Approval

Albie Wheeler
Managing Director
13/9/12



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7. Acknowledgement

Name	Signature	Name	Signature