

	Control of Company Vehicles, Mobile Plant & Equipment	MSP 008
		Issue 7

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Change History			
Date	Issue	Approved	Reason for Amendment
25/03/2014	1	SN	First issue
03/07/2015	2	SN	Amend procedure to reflect audit
17/09/2015	3	SN	Amend CDM 2007 to CDM 2015
04/12/2015	4	SN	Alterations to procedure regarding where 'Yearly Thorough Examinations' of certain plant will be filed.
07/03/2017	5	CH	Amended procedure to amend issues raised in the recent audit process.
29/11/2017	6	CH	Amended procedure due to raised changes which are required from the previous audit. (04/09/2017 Audit).
21-03-2019	7	CH	Amended procedure based on discussions with the Plant Manager and also through the previous audit.

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1. Purpose

The purpose of this procedure is to define the process Goody Demolition Ltd uses to ensure their company vehicles; mobile plant and equipment are maintained and safe for use.

2. Scope

This procedure covers the company's control of maintenance activities with regards to their vehicles, mobile plant and equipment.

3. Responsibility

The Plant Manager is responsible for ensuring the implementation of this procedure and providing the resources necessary to meet the maintenance needs and to ensure adequate vehicles, plant and equipment are available to meet company and customer requirements.

4. References

- Registers
- Checklists
- Plant Inspection Report MSF 320

5. Definitions

- Site blue box: A steel box used to protect and store all site documentation and records.
- Welfare facilities: Facilities provided for the health, safety and welfare of site operatives in accordance with the requirements as set out in the Construction Design and Management Regulations 2015 (CDM).
- NCR: Nonconformity report used to record any deviations from planned arrangements.

6. Measurement of Process

- 6.1. The effectiveness of this process will be measured by the number of nonconformities identified and attributed to the maintenance activities.
- 6.2. The level of breakdowns and unplanned maintenance activities will also be monitored.

7. Registers

- 7.1. All company vehicles, plant and equipment shall be recorded on the Maintenance outlook calendar. The record shall show sufficient information to uniquely identify the item concerned. The register will also show its maintenance status and the next due date.
- 7.2. The registers will be maintained by the Plant Manager (or the Assistant Plant Manager) and updated when a new vehicle or item of plant is purchased and if a vehicle or item of plant is sold or crushed.

8. Maintenance - Vehicles

- 8.1. Vehicles are allocated to individual members of staff as required. They are responsible for checking their vehicle on a daily basis. Any defects identified must be reported to the Plant Manager as soon as possible.
- 8.2. Upon notification of a vehicle defect the Plant Manager will make arrangements for the vehicle to be repaired either within the company workshop facility or at an approved service provider.
- 8.3. Routine maintenance will be carried out in accordance with the manufacturer's recommendations and as shown on the appropriate maintenance register.

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- 8.4. When routine maintenance is required the Workshop Manager will schedule the vehicle in and notify the driver to ensure the vehicle is delivered to the workshop as required.
- 8.5. The workshop will carry out the necessary work in accordance with the appropriate workshop repair sheet and or service checklist.
- 8.6. All records are to be completed and placed in the vehicle history file for future reference.
- 8.7. Road tax is monitored by the administration office who are also responsible for ensuring new tax is registered on time and the Plant Manager is informed. The Plant Manager will ensure that the driver has been made aware that the tax has been renewed.

9. Maintenance – Plant and Attachments

- 9.1. Requests for all plant and attachment site allocation requirements are made to the Plant Manager these may be made verbally or by email.
- 9.2. All Plant and Attachments are subject to pre-use checks. These shall be carried out by a competent member of staff who will complete a Plant Inspection Report.
- 9.3. All Plant Inspection Reports should be filed in the Site Blue Box.
- 9.4. The Workshop will arrange for all plant and Attachments to be serviced after every 500 hours of use or due to a change of location.
- 9.5. A workshop repair sheet and checklist should be used to record the maintenance activity completed on the item. These records shall be held in the appropriate plant/attachment history file.
- 9.6. The Plant Manager will make the necessary arrangements for the annual thorough examination to be carried out by an approved contractor.
- 9.7. Records of the thorough examination shall be held in the “LOLER Certificates” folder.
- 9.8. All records are to be completed and placed in the vehicle file for future reference. All LOLERs are saved electronically into the LOLER file for future reference.

10. Maintenance - Bowsers

- 10.1. During use on site Bowsers should be checked daily and any defects identified should be reported to the Plant Manager. The Plant Inspection Report sheet shall be used to record defects.
- 10.2. All Plant Inspection Report sheets shall be filed in the Site Blue Box.
- 10.3. The Workshop will arrange for planned maintenance of the Bowsers in accordance with the schedule.
- 10.4. All planned maintenance shall be recorded and the record held in the appropriate Bowser history file.
- 10.5. The Plant Manager will make the necessary arrangements for the annual thorough examination to be carried out by an approved contractor.
- 10.6. Lifting lugs shall be subject to the maintenance requirements described in section 11 below.
- 10.7. Records of the thorough examination shall be held in the appropriate Bowser history file.

11. Maintenance – Lifting Equipment

- 11.1. All lifting equipment used for the lifting of equipment, products, plant etc. shall be subject to annual thorough examination by an approved contractor.
- 11.2. All lifting equipment used for lifting/supporting people shall be subject to six monthly thorough examinations by an approved contractor.
- 11.3. Records of all thorough examinations of lifting equipment will be held on file by the Plant Manager. Records shall be easily identifiable and readily retrievable.

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12. Maintenance – Welfare units

- 12.1. Site Welfare units need to be checked to ensure they are in a suitable condition whether they to be moved either to a location or from its current location. The form is to be completed by the person responsible depending on where it is ((Plant Manager / Plant Manager Assistant if at the yard) (Supervisor if at a site)). The 'out' section is to be completed when being moved from a location and then the 'in' section is to be completed on the same form once it arrives at its location. Any problems found whether 'In' or 'Out' must be mentioned in the 'Comments' box next to it.
- 12.2. While on site welfare units shall be subject to daily checks by the Site Manager. Any identified defects should be reported to the Plant Manager for rectification. Records of defects should be recorded and record filed in the Site Blue Box.
- 12.3. Routine maintenance should be carried out as shown on the schedule this will include electrical checks, facilities checks and sanitation.
- 12.4. Lifting lugs shall be subject to the maintenance requirements described in section 11 above
- 12.5. Records of all maintenance activities shall be recorded and records held in the appropriate welfare facility history file.

13. Flow chart – Maintenance process

