

## SAMPLE using TEMPLATE 2

Title: 9.1(a to f) Preventive Maintenance for Company Vehicles	Date of Issue: July 2005
Approved by: John Idnc	Review/Revise Date: July 2006
Location: all company vehicles	

All company vehicles must be on the master preventive maintenance inventory list.

The maintenance schedule that will be followed will be the manufacturers suggested preventive maintenance program in the owner’s manual.

Preventive maintenance will be conducted every 6,000km’s.

The standards that will be followed will be those outlined in the manufactures preventive maintenance program in the owner’s manual. See the manufactures preventive maintenance program booklet, which outlines specifically what standard will be followed at each 6,000km interval. The maintenance chart in the booklet will be used for recording all maintenance.

All maintenance will be conducted at the local dealership as a recognized, qualified facility.

It is the responsibility of the Maintenance Manager to review the companies preventive maintenance program on an annual basis. This allows for an opportunity for program improvements.

Recommendations that are discovered as a result of the annual review or throughout the year will be documented and submitted to senior management. The Maintenance Manager will follow-up on the corrective actions on a pre-determined time frame (to be determined on a case by case basis) to insure that the corrective actions have been completed.

### Filing System

The maintenance department will establish a filing system to maintain the maintenance records

### Records

- Maintenance Recording Form
- Maintenance Schedule Matrix

Approval signature: <i>John Idnc</i>	
Distribution to: all facilities, Senior Management, JHSC	Document to be posted: No

### Important Reminder

It is a requirement that this information is documented for all equipment in the workplace, examples include (but not limited to) production, maintenance, and transportation equipment.

## Preventative Maintenance Recording Form

The assigned maintenance personnel must complete this form.  
 The original submitted to the Head of Maintenance at the end of every week. A copy kept in the maintenance files.

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

Vehicle License Number	Year / Model	Schedule number	Who does maintenance
ABCD 1234	2005 Tacoma	3	Dealership
Tow motor 3	1998 Lift You	2	Mechanic - Lift trucks
Pallet truck	1993 Palleter	1	Operator 1

Schedule number

- 1 Daily
- 2 Weekly
- 3 Manufacture's Requirements

