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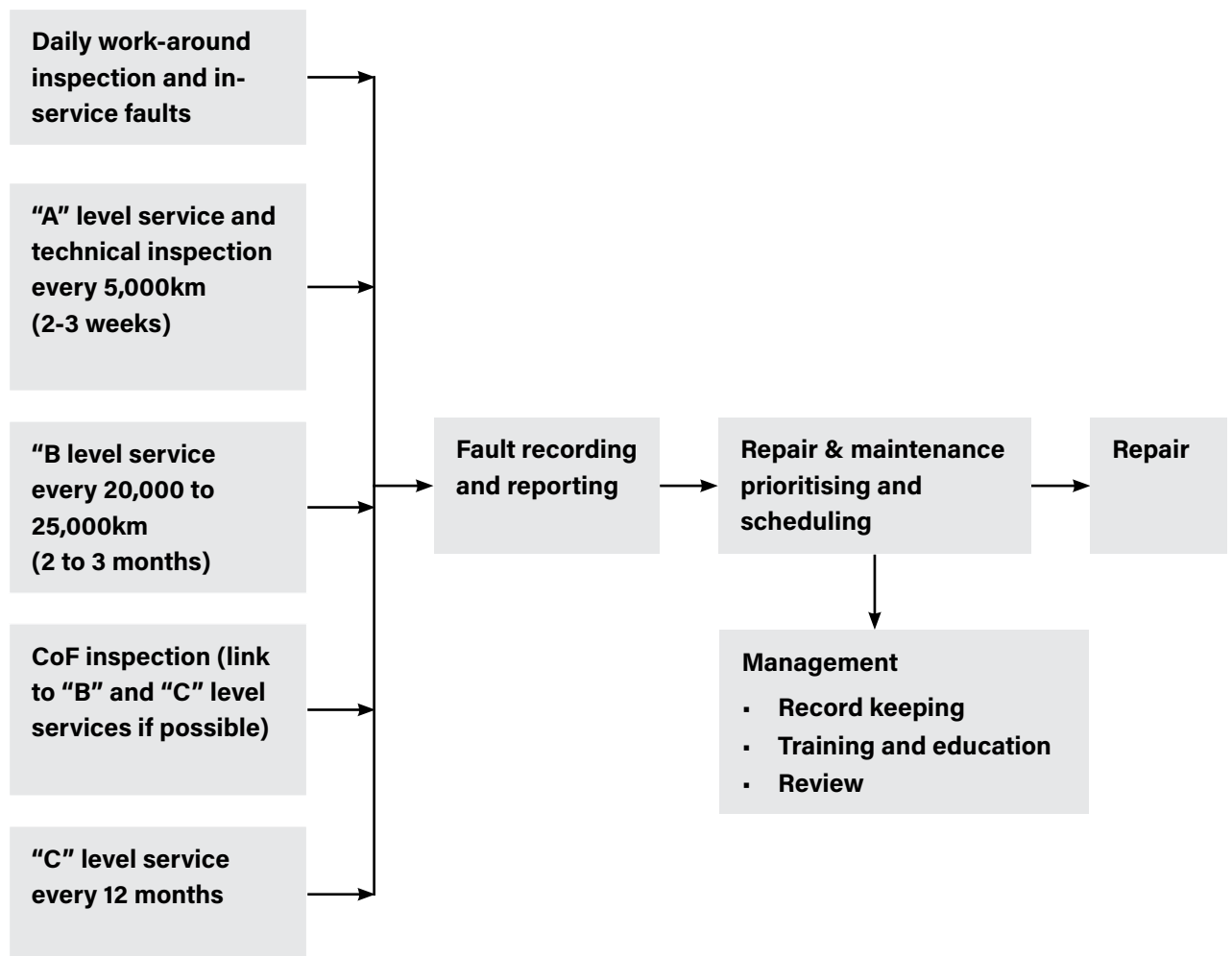
# **MAINTENANCE MANAGEMENT**



# 1. Maintenance Management

This best practice guide is provided for guidance purposes only; it is not a minimum standard. The use of “should” is a recommendation, not a compulsion. This guide is based on good maintenance management systems that are widely used in New Zealand and overseas. The benefits of adopting these practices include: lower operating costs, improved safety, fewer breakdowns, reduced fuel use and less harm to the environment.

A log truck-trailer combination typically travels over 100,000km per year often in harsh conditions. Maintaining a log truck under these conditions means that it should be checked daily by the driver and receives a detailed technical inspection every 5,000km, approximately every 2 to 3 weeks. This is in addition to normal services and the 6 monthly CoF inspections. Any faults should be recorded and systems should be in-place that ensures faults are repaired before they adversely affect the performance of the vehicle and its safety. The diagram below describes the various components of a good maintenance system.



## **1.1 DAILY WALK AROUND AND IN-SERVICE INSPECTIONS**

The operator should establish, implement and maintain documented procedures for undertaking daily roadworthiness checks and have processes in place for rectify the faults that are identified.

There are some advantages in undertaking the inspections at the end of the day so that any urgent faults can be repaired overnight. It is good practice for the driver to recheck the vehicle in the morning to make sure that the faults have been fixed or at least not left in an unfinished state and that the vehicle has not been tampered with. Inspection reports should be signed by the person undertaking the inspection.

## **1.2 PLANNED MAINTENANCE AND SAFETY INSPECTION**

An operator should establish, implement and maintain documented procedures for scheduling, performing and recording periodic maintenance and CoF inspections.

Those inspections include:

### **“A” level inspection**

This inspection needs to be undertaken by a technically qualified person and should include:

- (A) Items recommended by the vehicle manufacturer such as fluid levels.**
- (B) Safety items such as brakes, tyres, couplings and steering.**
- (C) A check on the items that should be inspected as part of the driver daily inspection.**

### **“B” and “C” level inspections**

All items included in the “A” inspection and additional items recommended by the vehicle manufacturer.



### **1.3 REPAIR PROCEDURES**

An operator should establish, implement and maintain documented procedures that provide for a reported fault to be assessed, the repair to be assigned a priority, and the repair to be undertaken.

Repair procedures should include:

- (A)** A review of the driver checklists each day.
- (B)** Faults that can not be repaired immediately, and are of a “low risk” nature, should be entered into the workshop repair request system, which can be paper or computer-based. Each repair entry should record the date, the nature of the fault, who reported it, who undertook the repair and what parts were used and what work was done.
- (C)** If a fault is to be monitored, a record should be kept of what is being monitored, by whom and when. If it is decided that a repair is not required, this should be noted in the records along with who made that decision.
- (D)** Scheduling and undertaking “A”, “B” and “C” inspections.
- (E)** Recording all repairs, services and other actions in the vehicle file. It can be linked to the workshop repair request system and can be paper or computer-based.
- (F)** Owner-drivers should decide on the urgency of the repair or check with their contract repairers.

### **1.4 MANAGEMENT**

- (A)** There should be clear management processes in place that include:
  - (F)** Ensuring repairs are undertaken to a standard that is acceptable to the transport operator.
- (B)** Ensuring inspections are undertaken.
- (C)** Ensuring good records are kept.
- (D)** Ensuring repairs are undertaken or, if a repair is not undertaken, why and who made the decision not to repair the fault.
- (E)** Ensuring responsibilities are clearly understood and acted on. If repairs are contracted out, the responsibilities of the repair shop and the vehicle owner/ manager need to be clear.
- (G)** Undertaking internal audits to ensure procedures and processes are being followed. Audits of the repair shops could include inspections of a vehicle when returned from the workshop to ensure the repairs and services have been undertaken correctly.

### **1.5 TRAINING AND EDUCATION**

- (A)** The transport operator has a responsibility to ensure appropriate training is provided for all of the people involved. This includes drivers, managers and maintenance personnel.

