

CCP-TP-020

Revision 0

CCP Transportation Vehicle Inspection

EFFECTIVE DATE: 05/13/2009

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PRINTED NAME

APPROVED FOR USE

RECORD OF REVISION

Revision Number	Date Approved	Description of Revision
0	05/13/2009	Initial issue.

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1.0 PURPOSE

This procedure describes the use and inspection criteria of Central Characterization Project (CCP) transportation vehicles.

1.1 Scope

This procedure applies to all CCP personnel, at all sites, which operate CCP transportation vehicles.

2.0 REQUIREMENTS

2.1 References

Referenced Documents

- CCP-QP-008, *CCP Records Management*

2.2 Training Requirements

2.2.1 Personnel performing this procedure will complete an approved qualification checklist administered by an authorized individual. Qualification checklists shall be approved by the Safety Engineer assigned to CCP and the CCP Operations Manager. Individuals authorized to conduct training on the qualification checklist shall be named in writing by the CCP Operations Manager. Completed qualification checklists shall be forwarded to CCP training for incorporation in the individual's training file.

2.3 Equipment List

2.3.1 None.

2.4 Precautions and Limitations

2.4.1 Personal protective equipment requirements for the areas where the vehicle will be operated SHALL be met.

2.4.2 **IF** the vehicle is found to be in need of repair, or is in any way unsafe, **THEN** the deficiency SHALL be reported immediately to the Vendor Project Manager (VPM), **AND** the vehicle SHALL **NOT** be operated until the deficiency has been corrected.

2.4.3 When operating a CCP transportation vehicle, the operator SHALL follow all rules of the road as listed in the manufacturers' and site requirements for safe operation, in addition to the following:

[A] General

- [A.1] All personnel riding on or operating the vehicle must have, **AND** wear, a seatbelt provided by the manufacturer.
- [A.2] Only operate the vehicle at speeds that conditions safely permit.
- [A.3] **DO NOT** hold the vehicle at a standstill on a hill or incline using the accelerator. Use the foot brake, as necessary.
- [A.4] When rounding corners, always stay to the right. It is possible that you may encounter another vehicle or personnel in your path.
- [A.5] All parts of the body SHALL remain within the confines of the vehicle at all times. When passengers are present, make them aware of this every time before the vehicle is put into motion.
- [A.6] Avoid inhaling exhaust fumes, **AND** never run the engine in a closed building or confined space.
- [A.7] **IF** operating a vehicle in areas of high congestion and/or around obstacles, **THEN** always be aware of the position of the vehicle in relation to personnel and obstacles (e.g., other vehicles, mobile equipment, hand rails, guardrails, loose material on the roadway, construction work, stairways, barriers, barricades, electrical cables).
- [A.8] **STOP** and read all signs before entering restricted areas. Always follow the directions given. Signs are used to make those personnel not working in the area aware of what hazards are present in the area they are entering.
- [A.9] **IF** material or equipment, other than that which is hand-held, is to be hauled on a vehicle, **THEN** the load shall be properly distributed on the vehicle and secure where possible.

[A.10] **IF** vehicles are carrying loads that project beyond the sides, or more than four feet beyond the rear of the equipment,
THEN the load **SHALL** have a warning flag at the end of projection, **AND** be secured to prevent movement while the vehicle is in motion.

[A.11] All vehicles are to give pedestrians the right of way.

[A.12] No vehicle is to cross an extension cord or other obstruction in their path unless the cord, or obstruction, is protected by the proper guarding.

[B] Refueling/Recharging

[B.1] Follow the refueling/recharging program for the site where the vehicle is operated.

[C] Vehicle Parking

[C.1] General

- (a) Always set the vehicle's parking brake before exiting the vehicle.
- (b) **DO NOT** park or leave an unattended vehicle in a position in which it blocks or obstructs exits, traffic routes, electrical distribution panels or switches, or emergency routes, including, but not limited, to access to emergency response equipment, or eyewash stations.
- (c) **IF** parking on an incline,
THEN be sure to turn the wheels in the up-hill direction or away from the travel path.
- (d) Vehicles parked near doorways **MUST** be positioned so that doors can open completely and safe passage by personnel who are exiting or entering the building is ensured.
- (e) **NEVER** park vehicles in the crosswalks.

2.5 Prerequisite Actions

2.5.1 None.

2.6 Definitions

2.6.1 None.

3.0 RESPONSIBILITIES

3.1 Vendor Project Manager (VPM)

3.1.1 Ensures all personnel maintain proficiency and identifies any additional training that may be required.

3.1.2 Ensures that vehicles are enrolled in a Preventive Maintenance (PM) Program.

3.2 Vehicle Operator

3.2.1 Ensures that the vehicle is inspected prior to use at the beginning of each shift and the inspection is documented on Attachment 1, CCP Vehicle Safety Inspection Checklist.

3.3 Facility Records Custodian

3.3.1 Receives, processes, and transmits all records generated by this procedure in accordance with CCP-QP-008, *CCP Records Management*.

4.0 PROCEDURE

4.1 Vehicle Safety Inspection

NOTE

At the beginning of each shift during which the vehicle is to be operated, the operator shall perform an inspection of the vehicle. Documentation of the inspection shall stay with the vehicle until the end of each shift.

4.1.1 Perform vehicle safety inspection.

[A] Record the following information on Attachment 1:

[A.1] Vehicle ID Number

[A.2] Date

[A.3] Shift

[A.4] Site Location

[A.5] Vehicle Mileage/hours

[A.6] Vehicle Type

NOTE

Steps 4.1.1[B.1] through 4.1.1[B.9] may be performed in any order.

[B] Inspect the following, **AND** mark as SAT, UNSAT, or N/A on Attachment 1.

[B.1] Tires and wheels:

(a) Tires are properly inflated.

(b) Tires have acceptable tread with no significant cuts or gouges.

(c) All lug nuts are present and tight.

[B.2] Lights and warning devices, as equipped:

(a) Headlights are operational.

(b) Tail lights are operational.

- (c) Turn signals are operational.
 - (d) Hazard lights are operational.
 - (e) Back-up alarm is operational.
 - (f) Horn is operational.
- [B.3] Seatbelts are in good condition and latch properly.
- [B.4] Brakes:
- (a) Main brakes are operational.
 - (b) Parking brake is operational.
- [B.5] Steering mechanism is operational.
- [B.6] Windshield is in good condition, if equipped.
- [B.7] Windshield wipers are operational, if equipped.
- [B.8] Doors are in good condition and latch properly, if equipped.
- [B.9] No excess oil is leaking from vehicle.
- [B.10] **IF** any of the above items are marked as UNSAT, **THEN** document a detailed description of the problem in the Comments Section of Attachment 1, **AND** notify the VPM.
- [B.11] Print name, sign, and date Attachment 1.
- [B.12] Forward the completed Attachment 1 to VPM.
- VPM**
- [B.13] Review, print, sign, and date Attachment 1.
- [B.14] Submit Attachment 1 to the Facility Records Custodian.

Facility Records Custodian

[B.15] Receive, process, and transmit Attachment 1 in accordance with CCP-QP-008.

5.0 RECORDS

5.1 Records generated during the performance of this procedure are maintained as quality assurance (QA) records in accordance with CCP-QP-008. The records are the following:

5.1.1 QA/Nonpermanent

[A] Attachment 1 – CCP Vehicle Safety Inspection Checklist

