

# Vehicle Inspection Process

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VERSION HISTORY			
VERSION NO.	1.0	CURRENT VERSION DATE	
EFFECTIVE DATE	8/10/2020	EXPIRATION DATE	
RESPONSIBLE PERSON	Chad Blake	SIGNATURE	Chad Blake
QA MANAGER	Doug Westlund	SIGNATURE	Doug Westlund
WRITER	Chad Blake	APPROVAL	Doug Westlund

## REVIEW PROCEDURE

List how often the SOP should be reviewed and updated and who is responsible.

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## **1. Introduction**

Vehicle Inspections are required daily or weekly depending on the vehicle to ensure the vehicle is safe for use.

## **2. Definition**

Vehicle Inspections are necessary to ensure the safety, dependability, and preparedness of our fleet. Accurately reporting service needs and other deficiencies helps eliminate avoidable repairs and other unnecessary costs.

## **3. Forms**

Vehicle Inspections are done online. These can be found at:

[thewcteam.com/intranet/safety.html](http://thewcteam.com/intranet/safety.html)

Processes and Procedures documentation will be found on the server

Y:\Westlund Concepts Forms\SOP\Safety

## **4. Requirements**

All inspection questions are required.

## **5. Process Review**

Operations will spot check inspection reports.

Failure to properly complete an inspection will result in further education or discipline

As outlined in the employee handbook.

## STAFF SIGNATURES

Obtain signatures from employees to confirm that they have read and understood procedures.

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