

VIS Inspection Procedure - Method Statement

Introduction

Vehicle Inspection Service (VIS), a division of the Freight Transport Association (FTA), provides independent third-party inspection of vehicles, trailers and equipment.

VIS is a Type A Inspection Body in accordance with the recognised International Standard ISO/IEC 17020:2012 These services comply with United Kingdom Accreditation Service (UKAS). These inspections are undertaken in accordance with current industry standards and statutory requirements in a variety of locations throughout the UK and Ireland.

VIS also has:

- Achilles UDVB Category B2 certification
- Alcumus Safe Contractor Accreditation

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Risk and Control Measures

The risks associated with the above procedures have been assessed and all reasonably practicable control measures have been put in place.

These risks include, but are not limited to:

- Working on other people's premises - unfamiliarity with individual site hazards: controlled by induction from site, continuous dynamic risk assessment, adherence to site rules, appropriate PPE.
- Vehicle movements on site - potential physical injury and property damage: controlled by continuous dynamic risk assessment, adherence to site rules, appropriate PPE.
- Raising vehicles for inspection - potential serious injury if equipment fails/work process not followed: controlled by use of equipment to secure the vehicle including secondary supports, information, supervision and training, maintenance of work equipment as statutorily required.
- Manual handling - potential sprains, MSDs, abrasions, trapped limbs: controlled by training, supervision and appropriate PPE

Further information is available in RAD 001 – VIS Field Staff Overview Risk Assessment

Work Equipment and Personal Protective Equipment (PPE)

Work equipment used during the process includes: hand tools, lifting and jacking equipment, axle stands, wheel chocks, wooden truck ramps, gauges & measuring equipment, torch, tyre levers.

All work equipment issued to and used by VIS engineer has, where applicable, been calibrated and tested according to relevant statutory requirements

Any site equipment that belongs to the member will only be used by engineers during inspection following confirmation that it is maintained and examined according to statutory requirements. Additionally, engineers must be trained/have familiarity of this equipment type.

PPE used to carry out inspections includes: protective overalls, safety boot, safety eyewear, safety gloves, protective headwear, hi-vis jackets

Inspection procedure

Only qualified VIS engineers will carry out this work and are subject to ongoing assessment and quality monitoring.

Full work procedures are documented in the VIS Quality Engineers Manual and inspections are carried out in a safe and systematic manner. This document clearly explains the full inspection process and engineers always have access to the current electronic document including all risk assessments. The procedure comprises the inspection of a vehicle parked on level hard standing, which can be adapted to complete inspections on other vehicle types with differing axle configurations.

Engineers carry out a full visual inspection of the vehicle and/or equipment; this will vary depending on the type of equipment and inspection they are conducting.

Once the inspection is complete, the engineer will prepare a detailed report noting any defects accompanied by a description and any recommendations for repair.

Engineers only complete inspection of vehicles and/or equipment — they do not carry out any repairs.

The inspection process includes the following tasks:

- 1) Preparation of the vehicle for inspection
- 2) Recording Vehicle Identification and Legal Markings
- 3) In-Cab Inspection
- 4) Ground Level Inspection
- 5) Cab Tilting Procedure
- 6) Preparation for Under Vehicle Static Inspection
- 7) Vehicle Underside Inspection
- 8) Operational Checks, following jacking
- 9) Brake and Road Testing - if required

Engineer training and safe working

- Only suitably trained and qualified engineers are authorised to carry out inspections on behalf of VIS.
- Engineers will attend site/company specific induction training where required.
- Engineers will always observe and adhere to site rules and regulations.
- All engineers will conduct a dynamic risk assessment before starting and during work — this will include assessing the suitability of the site where the work is due to be carried out.
- Engineers will ensure vehicles are positioned in a safe and suitable area, ensuring all necessary safety equipment is deployed.
- Engineers are always supplied with and use PPE during the inspection process.