

## VIS Inspection Procedure - Method Statement

### **Introduction**

Vehicle Inspection Service (VIS), a division of Logistics UK (the trading name for the Freight Transport Association), is a Type 'A' inspection body who operate in accordance with the recognised International Standard ISO/IEC 17020:2012 and are accredited by the United Kingdom Accreditation Service (UKAS).

We provide an independent and impartial inspection service for a variety of heavy and light commercial vehicles / trailers, passenger carrying vehicles and material handling equipment (hereon referred to as asset). Inspections are undertaken in accordance with current industry standards and statutory requirements in a variety of locations throughout the UK and Ireland.

### **Hazards, Risks and Control Measures**

The hazards and risks associated with the above procedures have been assessed and all reasonably practicable control measures introduced.

Hazards include, but are not limited to:

- Working on 3<sup>rd</sup> party premises - unfamiliarity with specific site hazards: controlled by induction from site representative, continuous dynamic risk assessment, adherence to site rules & documented VIS working procedures, and use of appropriate Personal Protective Equipment (PPE).
- Traffic movements on site - potential physical injury and/or property damage: controlled by selecting appropriate work area (in liaison with customer), continuous dynamic risk assessment, adherence to site rules & working procedures and appropriate use of PPE.
- Asset inspection procedure - potential serious injury through non-adherence to documented work processes and there is unexpected movement of the asset: controlled by key control, use of appropriately rated equipment to secure, raise and support the asset, use of information/ signage, training, supervision, and maintenance of work equipment as statutorily required.
- Manual Handling - potential for work related musculoskeletal injuries (MSDs), abrasions, trapped limbs: controlled by training, appropriate work equipment, PPE, and supervision.

Further information available in VIS Field Staff Overview Risk Assessment RAD 001 (available on request).

VIS also possesses the following qualifications:

- Achilles UVDB Category B2 certification
- Alcumus Safe Contractor accreditation

### **Work Equipment**

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

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 belonging to the member/customer will only be used by VIS engineers following confirmation that it is maintained and examined in accordance with statutory requirements. Additionally, engineers must be trained and familiar with equipment prior to use.*

**Personal Protective Equipment (PPE)** use of the following is mandatory during all inspections: Hi-vis workwear, protective overalls, protective headwear, safety eyewear, hearing protection, safety gloves and safety footwear.

## **Inspection Procedure**

**In accordance with Type 'A' Inspection Body protocols, VIS engineers will only complete asset inspections - they are not authorised to carry out repairs of any description.**

Only qualified engineers employed by VIS and who are subject to ongoing routine assessment and quality monitoring, will carry out inspection activities comprising a full visual inspection of the asset which may vary dependent on asset type and inspection being undertaken.

Inspections are carried out in a safe and systematic manner and are aligned to work procedures documented in the VIS Quality Engineers Manual. This manual is available electronically to all engineers and clearly explains the full inspection process. Relevant risk assessments are also readily available as is technical support from Head Office (if required).

An inspection can be adapted to accommodate differing vehicle types and axle configurations; however, it must always be conducted with the asset positioned on a suitable level hard standing or when the use of suitable inspection facilities are made available.

Upon completion, the engineer will prepare a detailed report noting all defects, with an appropriate description, and recommendations for repair.

The process for vehicle and equipment inspections includes the following:

- 1) Preparation for inspection
- 2) Recording identification and legal markings
- 3) Interior inspection
- 4) Ground level inspection
- 5) Underside inspection
- 6) Operational checks
- 7) Functionality and brake testing - where required (and safe to do so)

## **Engineer Training and Safe Working**

Engineers are industry qualified, experienced, and fully trained in inspection techniques.

On arrival they will: -

- Present site personnel with a 'Customer Guidance' document which includes emergency contacts.
- Attend site/company specific induction training (as appropriate)
- Observe and adhere to site rules and statutory regulations.
- Ensure vehicles are positioned in the safe and approved area, ensuring all necessary safety equipment is deployed.
- Conduct a dynamic risk assessment from the onset and continually during work, specifically considering site suitability, safe inspection area location, asset cleanliness and load consignment status.
- Adhere to authorised work procedures and use PPE as appropriate during the inspection process.

## **Welfare / First Aid Facilities / Emergency Arrangements**

Customers are expected to make available all reasonable welfare facilities as required. Engineers carry a first aid kit in their vehicle - any additional requirements or emergency arrangements are met by customer representatives on site.

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