Vehicle Inspection Service (VIS)
Method Statement for Vehicle and Equipment Inspections

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Prepared By: Neil Milburn, Engineering Standards & Quality Manager
Approved By: Chris Lipscomb, Director of Operations

1. Purpose

This Method Statement defines the safe system of work adopted by Vehicle Inspection Service (VIS) engineers when undertaking independent inspections of commercial vehicles, trailers, passenger carrying vehicles and material handling equipment. Its purpose is to ensure all inspections are completed safely, consistently and in compliance with relevant statutory requirements and accreditation standards.

2. Scope

This method statement applies to all inspection activities undertaken by VIS engineers throughout the United Kingdom and Ireland.

VIS is a division of Logistics UK and operates as a UKAS-accredited Type A Inspection Body in accordance with ISO/IEC 17020:2012. All inspections are conducted independently and impartially.

VIS engineers are authorised to inspect and report on vehicle and equipment condition. They are not authorised to undertake repairs, modifications, or maintenance activities of any kind.

3. References

All inspection activities are undertaken with due regard to:

- ISO/IEC 17020:2012
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
- The Personal Protective Equipment at Work (Amendment) Regulations 2022
- Current industry standards and recognised best practice
- Logistics UK Risk Assessments
- Logistics UK (VIS) Inspection Procedures (SSOW)

4. Responsibilities

VIS Engineers

VIS Engineers shall:

- Comply with this Method Statement.

- Adhere to customer site rules and requirements.
- Conduct dynamic risk assessments before and during all inspection activities.
- Use only suitable and correctly maintained equipment.
- Wear required PPE.
- Immediately cease work if unsafe conditions arise.

Customer Responsibilities

The Customer shall:

- Provide a safe and suitable work area.
- Make welfare facilities available.
- Inform VIS personnel of site-specific hazards and emergency procedures.
- Ensure vehicles/equipment presented for inspection are safe to access.
- Provide evidence of maintenance and statutory examination records if customer-owned lifting equipment is to be used.
- Ensure adequate traffic management arrangements are in place where necessary.

5. Competence and Training

All VIS engineers are appropriately qualified, experienced, and trained in inspection techniques relevant to the assets they inspect. Engineers are subject to:

- Initial competency assessment.
- Ongoing supervision.
- Routine quality monitoring.
- Technical audits.
- Continuing professional development.

Inspection procedures and supporting documentation are maintained within the VIS Quality Engineers Manual, which is available electronically to all engineers.

6. Work Equipment

Equipment used during inspection activities may include:

- Hand tools
- Hydraulic jacks
- Axle stands
- Wheel chocks
- Portable inspection ramps
- Gauges and measuring devices
- Creeper boards
- Torque checking equipment
- Portable lighting equipment

All VIS-issued equipment is maintained, inspected, calibrated, and tested in accordance with applicable statutory requirements.

Where customer-owned equipment is utilised, VIS engineers will first confirm:

- Equipment is appropriately maintained.
- Statutory examinations remain valid.
- Equipment is suitable for intended use.
- The engineer has appropriate training and familiarity with the equipment.

7. Personal Protective Equipment (PPE)

As a minimum, VIS engineers shall wear:

- High visibility clothing
- Safety footwear
- Protective gloves
- Bump cap or hard hats
- Safety glasses when working beneath vehicles
- Hearing protection (when required)
- Protective overalls

Additional PPE shall be worn as required by:

- Site rules
- Customer requirements
- Dynamic risk assessment outcomes

8. Hazards, Risks and Control Measures

The hazards and risks associated with activities undertaken by VIS have been assessed and all reasonably practicable control measures introduced.

Hazards include, but are not limited to:

Hazard	Potential Risk	Control Measures
Working on third-party premises	Injury due to unfamiliar hazards	Site induction, adherence to site rules, dynamic risk assessment
Vehicle and site traffic	Injury or property damage	Traffic management arrangements, designated inspection areas, PPE
Vehicle movement	Crushing or impact injury	Vehicle immobilisation, key control, wheel chocks and communication with site personnel
Working beneath raised vehicles	Significant injury	Use of approved lifting equipment, axle stands and safe systems of work
Manual handling	Musculoskeletal injury	Correct techniques, suitable equipment, and training
Slips, trips, and falls	Injury	Good housekeeping, suitable footwear, and inspection area assessment
Adverse weather	Reduced visibility and slip hazards	Dynamic risk assessment and suspension of work where necessary
Lone working	Delayed emergency response	Communication procedures and emergency contact arrangements

Further information is contained within VIS Field Staff Overview Risk Assessment RAD 001.

9. Inspection Procedure

Step 1 – Arrival and Site Induction

Upon arrival the engineer will:

- Report to the customer representative.
- Present the VIS Customer Guidance document.
- Complete any required site induction.
- Review local emergency arrangements.

Step 2 – Dynamic Risk Assessment

The engineer shall assess:

- Suitability of inspection location.
- Ground conditions.
- Traffic movements.
- Lighting levels.
- Weather conditions.
- Asset cleanliness.
- Load status of the asset.
- Availability of emergency support.

Any unsafe condition shall be addressed prior to commencing work. Where significant risks cannot be adequately controlled, the inspection shall be suspended and referred to VIS management for review. VIS engineers have the authority and responsibility to stop work where unsafe conditions exist and shall not resume until risks have been reduced to an acceptable level.

Step 3 – Vehicle Positioning and Securing

The asset shall be positioned on:

- Suitable level hard standing; or
- Approved inspection facilities.

Appropriate vehicle restraint measures shall be implemented before inspection begins.

Step 4 – Inspection Activities

Inspection activities may include:

Identification Checks

- Registration details
- Identification numbers
- Legal markings

Internal Examination

- Cab or operator controls
- Safety systems

- Condition assessment

External Examination

- Bodywork
- Chassis
- Suspension
- Wheels and tyres
- Lighting equipment
- Couplings and attachments

Underside Examination

Where safe access is available:

- Structural components
- Mechanical assemblies
- Safety critical items

Functional Checks

Where required and safe to perform:

- Operational assessments
- Brake testing
- Functionality checks

Step 5 – Reporting

Upon completion the engineer shall:

- Record all findings.
- Categorise defects where appropriate.
- Issue an inspection report through established VIS reporting systems.

No repair work will be undertaken.

10. Environmental Considerations

VIS engineers shall:

- Minimise waste generation.
- Prevent pollution wherever practicable.
- Report significant fluid leaks observed during inspection.
- Dispose of waste materials through approved routes.
- Comply with customer environmental requirements.

11. Emergency Arrangements

In the event of an emergency:

- Stop work immediately.
- Notify site management.
- Follow site emergency procedures.
- Contact emergency services if required.
- Inform VIS management at the earliest opportunity. Emergency Contact Number: 03300940991

VIS engineers carry basic first aid equipment within their vehicles. Additional emergency provisions remain the responsibility of the site operator.

12. Accreditations

VIS maintains the following certifications and accreditations:

- UKAS Accredited Type A Inspection Body (ISO/IEC 17020:2012)
- Achilles UVDB Category B2 Certification
- Alcumus SafeContractor Accreditation

Contact Information

Logistics UK Head Office
5 Lonsdale Gardens
Tunbridge Wells
Kent TN1 1NU

Tel: 03717 11 22 22

Contact:
Neil Milburn EngTech MSOE MIRTE
Engineering Standards & Quality Manager

Tel: 01892 526171
Email: nmilburn@logistics.org.uk