

Area 9 Asset Support Contract

Service Information

Annex 7

Part 1 - Employer's Vehicles, Part 2 – Severe Weather Plan Stocks and Part 3 - Employer's Stocks

SERVICE INFORMATION FOR ASC CONTRACT**ANNEX 7****CONTENTS AMENDMENT SHEET**

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1	May 2013	Airwave equipment - paragraph 7.8.3 reworded and new paragraphs 7.8.5-6 added.	SOS	28/05/13

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PART 1 - EMPLOYER'S VEHICLES**7.1 Relevant Clauses**

7.1.1 The following section sets out the relevant clauses that apply to the Employer's Vehicles. Maintenance terms used in this document are defined in the relevant Winter Maintenance Support Publications listed in Appendix C to this Annex.

7.2 Use**7.2.1 Vehicles**

- (1) Employer's Vehicles are
 - a) Area Operational Winter Service Vehicles (including the Operational Reserve)
 - b) National Reserve Winter Service Vehicles
 - c) National reserve Snow Blowers
- (2) The Area Operational Winter Service Vehicles (including the Operational Reserve) are the vehicles listed in the Network Information and summarised in the Severe Weather Plan at Appendix B.4, which the *Provider* will use to provide the *Services*.
- (3) The number of National Reserve Winter Service Vehicles and snow blowers is confirmed in the Network Information, the use of which shall be in accordance with Section 3.4 and Appendix B.4 of the Severe Weather Plan.
- (4) The *Service Manager* may substitute any vehicle with an equivalent vehicle at any time during the contract period.
- (5) The *Employer* provides excise licences for the Employer's Vehicles.

7.2.2 Operation

- (1) The de-icing material capacity and distribution patterns of the Employer's Vehicles are designed for use on motorways and All-Purpose Trunk Roads. The *Provider* shall only deploy the Employer's Vehicles for winter and severe weather service delivery on the Area Network, unless otherwise approved by the *Service Manager*.
- (2) The *Provider* shall rotate the use of all Employer's Vehicles (including operational and national reserve vehicles) to achieve equal individual vehicle mileage as far as is reasonably practicable.

7.2.3 Fuel

- (1) The fuel to be used in the Employer's Vehicles is winter grade Ultra Low Sulphur Diesel or rebated winter grade Ultra Low Sulphur diesel. Fuel used in the Employers vehicles shall satisfy the requirements of the vehicle manufacturers specification at all times.
- (2) Requirements for recording fuel stocks and storage are set out in Appendix A.15 of the Severe Weather Plan.
- (3) The *Provider* supplies fuel to be used in the Employer's Vehicles.

7.2.4 Driver and Operatives

- (1) The *Provider* provides drivers and operatives for all available Employer's Vehicles to provide the *Services*.
- (2) The *Provider* complies with the statutory and special licensing requirements for drivers of the Employer's Vehicles.
- (3) Area Operational Winter Service Vehicles (including the Operational Reserve) and National Reserve Winter Service Vehicles are classified as Category C; Large Goods Vehicles (LGV). Snow Blowers are classified as Category C vehicles.
- (4) Authorised drivers of the Employer's Vehicles are required to hold a valid UK driving licence, or the equivalent recognised licence issued by a state of the European Economic Area for the relevant category of vehicle.

7.2.5 Reporting of Vehicle Accidents and Damage

- (1) The *Provider* issues to all personnel employed by the *Provider* to drive and operate the Employer's Vehicles, copies of the *Employer's* accident reporting procedures set out in Appendix A of this Annex.
- (2) The *Provider* reports all accidents and damage in accordance with the requirements set out in the Severe Weather Plan.

7.2.6 Garaging

- (1) The *Provider* garages the Employer's Vehicles and component parts such as snow ploughs, ensuring that they are suitably covered and protected. Highways Agency owned depots should be used where possible.

7.2.7 Joint Inspections

- (1) The *Provider* inspects and assesses jointly with the *Service Manager* the condition of the Employer's Vehicles in accordance with the

inspection standards and procedures contained within the Technical Literature shown in Appendix C to this Annex. The *Provider* prepares an inspection report within 14 days of the inspection.

- (2) The inspections are carried out:
 - a) within 28 days of the *access date*,
 - b) within 28 days before the end of the Contract Period,
 - c) at any other time as requested by the *Service Manager*.

7.3 Maintenance

7.3.1. General

- (1) The *Provider* appoints a Fleet Service Manager qualified to hold an 'O' Licence, and skilled mechanics with a recognised qualification for heavy vehicle maintenance in the vehicle repair trade and have had relevant experience. The *Provider* maintains documentary evidence of qualifications and experience of his personnel.

7.3.2 Maintenance Activities

- (1) The *Provider* maintains the Employer's Vehicles, and maintenance is to comprise the following categories of work:

- (a) Driver/Operator tasks

These are set out in Appendix D to this Annex.

- (b) Planned periodic maintenance

The categories for planned periodic maintenance are highlighted in Appendix B and are described in detail in Appendix E to this Annex.

The *Provider* prepares and maintains an up to date maintenance schedule for all Employer's Vehicles. The format is to be agreed by the *Service Manager* and must be made available to the *Service Manager* upon request.

On completion of any maintenance the *Provider* conducts an inspection of the equipment to confirm that all works have been correctly completed. The *Provider* signs and certifies the equipment's state of roadworthiness on individual WM11 forms. If he finds any Employer's Vehicle is unroadworthy or unsafe to use he notifies the *Service Manager*.

(c) Repairs and Modification

The *Provider* carries out repairs to Employer's Vehicles up to the labour value of £1000 as quickly as possible. Repairs exceeding £1000 should be agreed with the *Service Manager*. In exceptional circumstances, where prior authorisation may not be possible, full justification and details of the work undertaken shall be provided to the *Service Manager* after the event. For parts and materials information, as referred to in paragraph 7.3.4.

If the vehicle or any component part is still in warranty the *Provider* arranges such repairs immediately and reports to the *Service Manager* as soon as possible.

The *Provider* does not make any modification to the Employer's Vehicles or fit any equipment to them without the prior approval of the *Service Manager*.

(d) Painting and preservation

The *Provider* carries out repairs to paintwork or protective coatings to the Employer's Vehicles to prevent deterioration of vehicle components as agreed with the *Service Manager*, following an assessment prior to any C services.

(e) Breakdown and Recovery

The *Provider* provides a suitably equipped and staffed specialised breakdown and recovery service, capable of undertaking all aspects of vehicle recovery and roadside repair for the Employer's Vehicles, to be available at all times during the contract period.

- (2) In carrying out the maintenance work, the *Provider* uses methods and standards prescribed by current legislation, the *Employer's* Winter Maintenance Support Publications and manufacturers' Technical Literature as described in Appendix C to this Annex.
- (3) The *Provider* takes all reasonable steps to complete maintenance works to each of the Employer's Vehicles and to return the vehicle ready for operation at its appointed location at the end of each working day.

7.3.3 Calibration

- (1) The *Provider* shall undertake spreader body calibration (either through the manufacturer or directly following suitable training) annually to comply with the manufacturer's requirements/specification using a competent mechanic/technician. A dated and

signed calibration certificate shall be produced and held by the *Provider* in the vehicle record file and must be available on request. Details of tachograph calibration as described in Appendix B.

7.3.4 Supply of Spare Parts and Materials

- (1) The *Provider* shall supply and fit vehicle parts offering the best value for money, whilst meeting appropriate specification and performance requirements.
- (2) The *Service Manager's* authorisation will be required for non-proprietary parts and for the supply of individual items greater than £1000.00. In exceptional circumstances, where prior authorisation may not be possible, full justification and details of the work undertaken shall be provided to the *Service Manager* after the event.
- (3) The *Service Manager* may instruct the *Provider* to establish a stock of spare parts to ensure that critical components are available immediately.

7.3.6 Retention of Defective Components

- (1) The *Provider* retains for a period of one month for inspection by the *Service Manager* any components with a replacement value greater than £1000.00 removed from vehicles, plant or equipment and declared by the *Provider* as beyond economic repair or beyond repair.
- (2) The *Provider* shall also retain defective components where serious or repeated failure is apparent.

7.3.7 Technical Literature

- (1) Prior to the *access date*, the *Employer* issues to the *Provider* one copy of the technical documents listed in Appendix C to this Annex. These include Winter Maintenance Support Publications (WM11 Series), which define details of the maintenance and repair of the *Employer's* Romaquip, Schmidt and Rolba vehicles. The copies of technical support documents are to be returned to the *Employer* at the end of the Contract Period.

7.3.8 Defect Reporting

- (1) Within one week of the *access date*, the *Provider* prepares a vehicle state report covering all of the Employer's Vehicles. Subsequently, the *Provider* updates this report whenever the state of any of the Employer's Vehicles changes. The *Provider* makes this report available for inspection by the *Service Manager* at all times, and provides copies of the report when requested by the *Service*

Manager. The format of the report will be at the discretion of the *Service Manager*.

- (2) The *Provider* monitors defects occurring to the Employer's Vehicles, and raises vehicle and equipment defect reports where premature failure, excessive wear, unacceptable loss of performance or unreliability has occurred. The *Provider* will complete and maintain a daily register of individual vehicle defects, which will include confirmation of the number of 'vehicles off the road' (VORs). The VOR definition covers those vehicles that are unusable through serious defect or malfunction for a period of more than 24 hours. The *Provider* will submit the defect reports to the *Service Manager* on daily or weekly basis, as requested. The format of the defect report will be at the discretion of the *Service Manager*
- (3) The *Provider* will submit details of all non warranty defects and maintenance costs for Employer's Vehicles for the previous calendar month by the 15th of each month. The format of the spreadsheet will be at the discretion of the *Service Manager*.

7.3.9 Pre-Winter Checks

- (1) In September of each year, the *Provider* shall:
 - a) check and calibrate the Employer's Vehicles for full operational use including rates of spread of de-icing materials and spread patterns in accordance with 7.3.3.
 - b) fits and remove the plough to all the Employer's Vehicles. The *Provider* shall submit a written report to the *Service Manager* and within 3 days of this operation including details of time taken to fit the ploughs and any problems encountered.

7.3.10 Vehicle Maintenance Records

- (1) The *Provider* maintains an individual service, inspection and maintenance record for each of the Employer's Vehicles. The records are returned to the *Employer* at the end of the *Contract Period*. The *Service Manager* is entitled to examine the records and request copies at any time. The records contain the following documents generated during the *Contract Period*:
 - a) Original
 - Completed WM11 forms
 - Completed specific forms listed in Appendix E
 - Tachograph Calibration Certificates
 - Spreader Body Calibration Certificate

- Workshop Job Cards
- Spent copies of Vehicle Record Books WM31R (Rolba)
- Re-call notices
- Manufacturers warranties
- Legal notices (GV9's etc)

b) Copy

- Invoices
- Accident Reports
- Damage Reports
- Defects Reports

7.3.11 Deployment of National Reserve

- (1) The *Provider* manages the deployment and recovery of the National Reserve Vehicles from and to any location within or outside the Area Network when instructed by the *Service Manager*, and in accordance with the Severe Weather Plan. The maximum response time from receipt of instruction from the *Service Manager* to the commencement of vehicle delivery is 1 hour.

PART 2 – SEVERE WEATHER PLAN MATERIAL STOCKS**7.4 Salt Stocks and Other Materials**

- (1) The *Provider* supplies de-icing material for use with the Employer's Vehicles.
- (2) The *Provider* maintains the Salt Stocks set out in Appendix B.3 of the Severe Weather Plan comprising
 - a) Operational Salt Stock at Start of Season
 - b) Minimum Contract Level
 - c) Strategic Salt Stock Requirement
- (3) The Strategic Salt Stock Requirement is reserved for use only in accordance with Section 3.3 and Appendix B.3 of the Severe Weather Plan
- (4) The *Provider* maintains adequate stocks of other materials required for the delivery of the Winter Service and Severe Weather Service.

7.5 Storage

- (1) The *Provider* ensures that storage space is sufficient for maintaining Operational Salt Stock levels and other materials required for the delivery of the Winter Service and Severe Weather Service.
- (2) The *Provider* may use the *Employer's* premises or other locations for this purpose. Salt and other materials shall normally be stored in the locations identified by the *Provider* for the Employer's Vehicles and other vehicles required by the *Provider* for the delivery of the Winter Service and Severe Weather Service.

7.6 Strategic Salt Stock Requirement

- (1) The *Service Manager* identifies the Strategic Salt Stock Requirement and agrees the storage location(s) with the *Provider*
- (2) The *Provider* obtains an estimate of the cost of providing and maintaining the Strategic Salt Stock Requirement as required by the *Service Manager*. The *Service Manager* confirms the cost to be paid to the *Provider* as a Compensation Event.
- (3) Usage and replenishment of the Strategic Salt Stock Requirement is governed by the *Employer* as set out in Section 3.3 and Appendix B.3 of the Severe Weather Plan.

PART 3 – EMPLOYER'S STOCKS**7.7 Traffic Technology Equipment Procurement and Traffic Technology Logistics**

7.7.1 Traffic Technology Equipment Procurement is a team within the Traffic Technology Division of the *Employer* that undertakes a range of supply chain activities with which the *Provider* can engage. The range of activities undertaken includes:

- a) the specification and central purchase of a range of parts and equipment for major Schemes and routine maintenance,
- b) setting of minimum and maximum levels for *Provider* stock replenishment,
- c) the central coordination of the repair of a selected range of items,
- d) the maintenance of an electronic catalogue detailing the *Employer's* (Oracle Code) part number for all parts and equipment used on the Area Network.

MCH2538 details the interaction between the *Provider* and the *Employer* in relation to the above activities.

7.7.2 Traffic Technology Logistics is a team within the Traffic Technology Division of the *Employer* that undertakes a range of supply chain activities with which the *Provider* can engage. The range of activities undertaken includes:

- (1) the provision of a National Distribution Centre (NDC), responsible for:
 - the consolidation of equipment for delivery to road schemes,
 - the central storage of parts and equipment required for maintenance of the network,
 - the storage of parts and equipment taken out of service that can be reused and
 - cannibalisation of parts to support legacy equipment.

The NDC is located in Telford.

- (2) the operation of the Stock Management System including the capture of stock requests from the *Provider*.
- (3) the transportation of stock from the NDC to the *Provider's* store,

- (4) the collection of stock to be returned to the NDC from the *Provider's* store.

MCH2538 details the interaction between the *Provider* and the *Employer* in relation to the above activities.

- 7.7.3 At the *access date* the *Provider* will be supplied with a stock of parts and equipment to support the Area Network and the RTMC. These parts and equipment will remain the property of the *Employer* and the *Provider* will be responsible for their safe keeping, handling, storing, returning and correctly accounting for them.
- 7.7.4 During and at the end of the Contract Period, the *Provider* must return all stocks of parts and equipment that remain the property of the *Employer* and will be liable for the cost of replacement for any missing items not correctly returned.
- 7.7.5 The National Logistics Manager will undertake an audit of the *Provider's* stores periodically.
- 7.7.6 The procedures manual (MCH2538 – Technology Maintenance Stock Management Operating Procedures) details the audit regime and how to care and account for technology stock.
- 7.7.7 MCH2538 also stipulates how the Stock Management System is to be used, including the mandatory use of *Employer's* warehouse management software (Chess Empirica Lite) that must be utilised by the *Provider* to manage technology stock.
- 7.7.8 MCH2538 must be adhered to as a condition of the *Employer* providing parts and equipment to support the *Provider*.
- a) During the Contract Period the *Provider* may, with authority from the *Service Manager*, reorder parts and equipment from Traffic Technology Logistics.
 - b) The NDC will undertake one delivery per week per *Provider* based upon minimum-maximum stock replenishment calculations performed every Monday during the Contract Period.
 - c) The time of delivery is agreed between the NDC, the National Logistics Manager and the *Provider*. This day and time slot will be fixed unless application is made by the *Provider* to change it, such a change must be agreed by the National Logistics Manager.
 - d) Any stock need that is required ahead of the next scheduled weekly delivery slot will be evaluated by the Traffic Technology Logistics Team as an emergency stock requirement. Application must be made by the *Provider's Stores Manager* to the Traffic Technology Logistics

Team who will decide whether an extra delivery is warranted under the circumstances particular to the specified stock requirement described by the *Provider*.

- e) Where an emergency delivery is declined by the Traffic Technology Logistics Team, the requested stock, where available, will be added to the regular scheduled weekly delivery for the *Provider*.
- f) When agreeing the regular scheduled delivery date, the *Provider* is responsible for highlighting any particular delivery vehicle requirements for agreement with the National Logistics Manager such as:
 - vehicle with tail hoist,
 - vehicle with lorry mounted fork lift truck or
 - vehicle with lorry mounted crane.
- g) The *Provider* may use *Employer* supplied parts and equipment to change items of equipment on the Area Network but the faulty item replaced should be returned to the NDC Third Line Repair facility as soon as possible so that it may be put back into good stock.
- h) Application to return faulty items must be made through the Stock Management System to the Traffic Technology Equipment Procurement Team as outlined in MCH2538
- i) The *Provider* shall regularly review the stock held in its store and shall additionally:
 - regularly review stock levels and return all surplus and unwanted stock to the NDC,
 - ensure that faulty stock (identified as "Red" stock within the Stock Management System) is returned to the NDC following application to the Traffic Technology Equipment Procurement Team (process detailed in MCH2538),
 - ensure the store is well laid out and tidy,
 - ensure the store is open 24 hours a day, seven days a week and
 - ensure records are up to date and accurate through the prompt and timely use of the warehouse management system component of the Stock Management System.

- j) The warehouse management system software Chess Empirica Lite, remote encryption systems (Citrix), and all required usernames are provided to the *Provider* by the *Employer's* ICT service provider.
 - k) Access to the above systems is provided through encrypted communications and each individual requiring access will require a user specific encryption dongle. These will be provided to the *Provider* on request to the Employer's ICT service provider. It should be noted that the *Employer's* IT security stipulations shall apply.
 - l) A Windows PC with an ADSL broadband type internet connection must be sited within the stores and made available by the *Provider* on which the warehouse management software can be installed. This software operates on a thin-client basis connecting to the *Employer's* warehouse management servers alongside Oracle financial systems. The PC has these minimum requirements:
 - Windows XP / Vista / 7
 - Intel Celeron 2GHz processor or equivalent
 - 256 MB of RAM
 - 20 MB of hard disc space
- 7.7.9 In addition to the PC and ADSL connection, a Zebra Label printer shall be procured by the *Provider* to be utilised *in conjunction* with the warehouse management software to enable printing of stock labels. The recommended printer is the Zebra LP2844-Z label printer utilising labels of width 4" and height 2¼". The *Provider* is responsible for *purchasing* labels. Alternative label printers may be used only by agreement with the Traffic Technology Logistics Team and the *Employer's* ICT service provider.
- 7.7.10 A laser printer compatible with (at minimum) PCL5 shall be procured by the *Provider* to enable printing of documentation from the warehouse management system.
- 7.7.11 The PC, Printers and Internet Connection are the property of the *Provider* and all related costs such as purchase, maintenance and support will be covered by the *Provider*.
- 7.7.12 Warehouse management remote client software will be provided to the *Provider* for installation by the *Provider's* internal ICT resource. Management and support for this client software will be provided by the *Employer's* ICT service provider.

7.8 Airwave Equipment

- 7.8.1 Airwave communication equipment and associated TRAKA cabinets as listed in Network Information Section 3.2 are made available for use by the *Provider*.
- 7.8.2 The *Provider* shall notify the *Service Manager* of any defective Airwave communication equipment within five working days of the defect being identified.
- 7.8.3 The *Provider* replaces or repairs any damage to the Airwave communication equipment that is due to negligence by the *Provider* or where any defective communication equipment returned for repair is not deemed a warrantable repair.
- 7.8.4 Any maintenance, repair, replacement costs or other costs incidental to safeguarding the equipment (including protective cases, harnesses or other means for carrying, adaption or provision of suitable PPE and earpieces) and the associated TRAKA cabinets, as well as cost of the SQL licence shall be at the expense of the *Provider*. Spares such as replacement aerials and batteries are a responsibility of the *Employer*.
- 7.8.5 The *Provider* relocates TRAKA cabinets as agreed with the *Employer* during mobilisation.
- 7.8.6 The *Provider* relocates and installs any fixed mobile or docking station and associated aerials.

7.9 Mobile Variable Message Signs

- 7.9.1 Variable message signs are to be maintained in accordance with the manufacturer's instructions and requirements. Details of the variable message signs are included in Network Information Section 3.2

APPENDIX A: ACCIDENT AND DAMAGE REPORTING PROCEDURES

The *Employer's* accident and damage reporting procedures, and relevant forms, are as follows:

The *Provider* reports all accidents and damage involving the Employer's Vehicles to the *Service Manager* in accordance with the requirements set out in Section 2.1.2.7 of the Severe Weather Plan.

The driver of the vehicle involved in an accident, or incident causing damage, completes a Accident Report Form (Form HA 20001), a blank copy of which is kept in the cab of each vehicle. The form is to be completed so far as is possible at the scene of the accident and the driver prepares a signed written statement of the circumstances of the accident. The form, statement and any other signed statements that have been obtained from witnesses and any other relevant data are forwarded to the *Service Manager* soon as possible after the accident. The *Provider* provides all information relevant to the accident, including an estimate of the cost of repairs.

APPENDIX B: PLANNED PERIODIC MAINTENANCE

Table 1 lists the types of planned periodic maintenance of the Employer's Vehicles. The annual frequency of servicing and inspections may be determined and amended by the *Service Manager* as operational and economic requirements dictate. Such changes are to be notified on submission of the Maintenance schedule

TABLE 1 - PLANNED MAINTENANCE

Equipment Type	Task	Minimum Annual Frequency	Time for servicing/ inspection	Maintenance Form Ref	Maintenance Procedure
Romaquip and Schmidt vehicles	A Service	8 (Note 1)	3hrs Fixed Price	WM11/MAN-Volvo A	
	C Service	1 (Note 1)	14hrs Fixed Price	WM11/MAN-Volvo C	
	Full Inspection	1 (Note 1)	6hrs Fixed Price	WM11/MAN-Volvo Full	
	Brake Test	1 (Note 1)	Fixed Price	Test Station Form	By qualified personnel at testing station
	Foundation Brake Full Inspection	Every two years (Note 3)	Fixed Price	WM11/FBIR	By qualified maintenance personnel
	Spreader Body Calibration	1	Fixed Price	Manufacturer or HA supplied form	By Manufacturer or suitably qualified maintenance personnel
	Tachograph Calibration	Every two years	Fixed Price	Test Station Form	By qualified personnel at testing station accredited by Vehicle Inspectorate
Snowplough Blade	Pre season Combined Service and Inspection	1 (Note 2)	1.5hrs Fixed Price	WM11/PL(S) and WM11/Rom-SP	
	Mid season Combined Service and Inspection	1 (Note 2)	1.5hrs Fixed Price	WM11/PL(S) and WM11/Rom-SP	
Rolba Snowblower	B Service	5	3hrs Fixed Price	WM11/Rolba-B/C	
	C Service	1	16hrs Fixed Price	WM11/Rolba-B/C	
	Brake Test	1	Fixed Price		

Note 1. This service and inspection is applicable to all Employer's Vehicles as described in 7.2.1, excluding snow blowers.

Note 2. The frequency of the service and inspection is dependant on the usage of the plough blade. The minimum requirement is 2 per year.

Note 3. The foundation brake full inspection shall include the removal of road wheels, brake pads or brake shoes, an inspection of brake operating components and subsequent cleaning, protection and lubrication of components prior to re-assembly.

Replacement parts or additional work that may become necessary are excluded from the fixed price unit cost, and shall be agreed by the *Service Manager*.

Note 4. Details of Periodic Maintenance undertaken on the vehicle are to be recorded by the maintainer in the Vehicle Defect Record Book.

Note 5. Service sheets will be specific to different vehicle suppliers.

APPENDIX C: TECHNICAL LITERATURE

The technical documents to be issued by the *Employer* are as follows:

	Romaquip Operators manual
	Romaquip Maintenance manual
	Schmidt Operators manual
	Schmidt Maintenance manual
	Romaquip Spare Parts manual
	Schmidt Spare Parts manual
Un-referenced	ROLBA 400 Operator's Manual
WM31R	ROLBA 400 Operator Instructions
Un-referenced	ROLBA 1000 Operator's Manual
WM31R	ROLBA 1000 Operator Instructions
WM11 series	Maintenance Forms (On demand)
HA 20001	Traffic Accident Report Form (On demand)

The Literature detailed above is available for inspection on request.

APPENDIX D: DRIVER OPERATOR TASKS

The following table lists the documents, which describe the Driver Operator tasks to be carried out when the *Provider* operates the Employer's Vehicles under instruction from the *Service Manager*.

Equipment	Reference Number	Title
Romaquip and Schmidt vehicles	Safety Inspection Service sheets WM11-D/OD	Operating Information Vehicle Record
ROLBA 400	No reference number provided WM31R	ROLBA 400 Operator's Manual ROLBA Operator Instructions
ROLBA 1000	No reference number provided WM31R	ROLBA 1000 Operator's Manual ROLBA Operator Instructions

A reference in the documents to Highways Agency Area Managers or Vehicle Inspectors means the *Service Manager*.

The *Provider's* Driver/Operators are to:

- Inspect the Vehicle Defect Record Book prior to operating the vehicle or equipment, and only proceed if the vehicle is serviceable.
- Enter details of all journeys undertaken on public highways, together with any fault occurring during periods of operation into the Vehicle Defect Record Book.

The information in the table above is indicative and provided for tender purposes only. The *Provider* operates and maintains equipment to instructions that may be amended from time to time. Tasks to be carried out on the Rolba machines are contained within the operator's manual.

WM11D/OD Driver/Operator Duties - CHECKS AND TASKS					
Item No	Check and report	Each Operation			
		Before	During	After	
1	Outstanding defects from the driver defect book.				
2	Engine oil, & coolant level, top up if required.				
3	Windscreen/ headlight wash bottle levels, top up if required.				
4	All lights, reflectors & mirrors (operation & condition)				
5	All wheels & tyres, condition, security (visual check) & inflation, including plough when fitted. Check plough wheel bearings for noise & excess side play when in raised position.				
6	Vehicle for accident damage, including reject screens & plough when fitted.				
7	Hydraulic oil level, top up if required.				
8	Presence of tax disc & in-cab fire extinguishers.				
9	All switches & warning devices (including gauges)				
10	Driving controls (steering, gear change, windscreen & wash wipe, etc.)				
11	Oil & coolant leaks.				
12	Body operation, conveyor, spinners, salt discharge door, pre-wet, chemical				
13	Security, operation & condition of plough (when fitted), ensure marker poles are present.				
14	Adjustment of plough (when fitted)				
15	Condition of plough rubbers (when fitted)				
16	Cab heater.				
17	Access ladders security in raised position				
18	Operation of all driving controls.				
19	Operation of body and Chemical spray equipment (if fitted)				
20	Operation of all gauges & warning devices.				
21	Visibility of all lights & reflective surfaces				
22	When fitted, adjustment & operation of plough				
23	Overheating of components (wheels, hubs brakes), including plough when fitted.				
24	Full wash down to remove all traces of salt, clean out cab, and carry out short road test to dry out brakes.				
25	Complete entry in vehicle record book, including defect book if required.				
26	Top up fuel tank and AdBlue tank (if fitted)				
Every Two Weeks					
1	Carry out 20km non-motorway maintenance run without the plough blade fitted, including full operation of body controls (including any data logging equipment), followed by a full detergent hot wash to remove all salt and road grime. The maintenance run should be carried out in line with vehicle manufacturers guidelines and with the approval of the <i>Service Manager</i> . This will ensure, for example, that the engine is operated at the appropriate temperature. (The maintenance run is not required if the vehicle has been used within the two-week period and has covered more than 20km on a single run.)				
2	Clean out the vehicle cab.				
3	Complete entry in vehicle record book.				
Annually/End of Season					
1	Empty, clean & flush out brine tanks / Chemical tanks (if fitted) & system with clean water.				
2	Carry out full hot water wash down, including under vehicle				

APPENDIX E: MAINTENANCE FORMS AND RECORDS

The Table below lists WM11 forms to be used by the *Provider*.


WM11 Form No	Equipment	Purpose
	General	Maintenance Programming
WM11/MAN-Volvo A	Romaquip and Schmidt vehicles	A Service
WM11/MAN-Volvo C		C Service
WM11/MAN-Volvo Full		Full Inspection
WM12/FBI	Man & Volvo vehicles	Foundation Brake Inspection <u>WM11/FBIR</u>
Calibration	Romaquip and Schmidt	Spreader Calibration Certificate
Brake test	General	Vehicle Brake Test Certificate
WM11/PL(S) WM11/Rom-SP	Snowplough	Pre season Combined Service and Inspection
WM11/PL(S) WM11/Rom-SP		Mid season Combined Service and Inspection
WM11/ROLBA-B/C	Rolba 400 and 1000	B Service
		C Service

Forms detailed above are available for inspection on request.


Annex 7 – Employer's Vehicles, Severe Weather Plan Stocks, Employer's Stocks

I certify that all items listed have been inspected to the required standard. All defects have been recorded, repairs have been carried out or further action arranged. Vehicle on board documentation has been completed.			Service Instructions for H.A. Salt Spreader  HIGHWAYS AGENCY Romaquip Body			Reg. No.	H.A. ID No	Vehicle Type
						WS		
						Speedo Reading		Date Carried Out
						Contractor		Service Type
Sign		Print				A		
Check & Top Up			25	Brake actuators & air valves		Check Operation		
1	Engine oil		26	Air, fuel & hydraulic pipes.	51	All switches, instruments & warning devices		
2	Engine coolant (50% antifreeze)		27	Suspension & dampers	52	All driving controls & lights		
3	Power steering oil		28	Drive shafts, UJ's, flanges & safety covers.	53	All wipers & washers		
4	Hydraulic oil		29	Hydraulic valves (manual override at 0)	54	Cab heating systems		
5	Clutch fluid (if applicable)		30	All exposed electrical cables & connections	55	Air pressure build up, check for leaks		
6	Screen wash reservoir		31	Body & salt loading screens	56	Power steering & serviceability		
7			32	Access ladders	57	Service & parking brake operation		
8			33	Plough mounting frame & connections	58	Body operation		
Check & Adjust if Required			34	Cameras & cables	59	Cameras operation & visibility		
9	Engine drive belts		35	Brine tanks & equipment (clean filters)	60	Carry out 20k road test (operate body on test)		
10	Brakes		36	Fuel tank	61	Discharge & rear door actuators		
11	Conveyor belt & scrapers		37	AdBlue tank	62	Reflective materials, markers, signs & labels		
12	Tyre pressures		38		63			
13			39		64			
14			40			After Road Test		
Check Security & Condition			Clean, Protect & Lubricate			65	Check for oil, fuel & coolant leaks	
15	Seats & seat belts		41	All grease points including pump drive	66	Check for overheating components		
16	Glass & mirrors (view front & rear)		42	All cables, joints, pivots & levers	67			
17	Driving controls & fire extinguisher		43	Windscreen wiper linkage	68			
18	Road wheels, tyres & indicator flags		44	All hinges & locks		Check & Report Condition Of		
19	Cab & body mountings		45	Brake clevis pins	69	Cab, all paintwork & preservation		
20	Rear chute, springs & spinner ass. & catches		46	All exposed ram & actuator pistons	70	Bodywork (damage, cracks etc.)		
21	Salt sensor & cable		47	Hydraulic, electrical & brine connections	71	Rear & side reflectors & materials		
22	All chassis mounted equipment		48		72	Vehicle cleanliness		
23	Exhaust system, EGR valve & retarder		49		73			
24	Steering linkage		50		74			

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I certify that all items listed have been inspected to the required standard. All defects have been recorded, repairs have been carried out or further action arranged. Vehicle on board documentation has been completed.			<div>Service Instructions for H.A. Salt Spreader</div> <div>  HIGHWAYS AGENCY </div> <div>Romaquip Body</div>		Reg. No.	H.A. ID No.	Vehicle Type	
						WS	MAN	Volvo
					Speedo Reading		Date Carried Out	
					Contractor		Service Type	
Sign		Print					C	
	Renew			Lubricate		49		
1	Engine oil & filter		26	All grease points		50		
2	Fuel filters & fuel line pre filter		27	Cab door hinges & locks		51		
3	Hydraulic oil return line filter (every 2 years)		28	All cables, pivots & joints		52		
4	Hydraulic oil pressure filter (every 2 years)		29	Exposed ram & actuator pistons			Clean Protect and or Paint	
5	Desiccant kit (every 2 years)		30	Seat runners & adjusters		53	All exposed electrical connections	
6	Gearbox oil (MAN) (every 3 years)		31	All brake actuator clevis pins (remove pins)		54	All brake valves and actuators	
7	Axle Diff. oils (every 3 years)		32	Conveyor adjusting bolts		55	Discharge actuators and drive motors	
8	Hydraulic oil (every 3 years)		33			56	Any exposed aluminium or mild steel	
9	Transfer box oil (4X4) (every 3 years)		34			57		
10	Engine coolant (every 4 years)		35			58		
11	*Volvo G/box oil & filters (* See below)		36			59		
12	Primary air filter (every 2 years)		37			60		
13	Secondary air filter (every 4 years)		38			61		
	*Change 1 st year & every 2 years after					62		
	Check & Top U p			Adjust if Required		63		
14	Gear box oil		39	Conveyor belt			Road Test	
15	Rear axle oil		40	Engine drive belts			Carry out 20k road test (non motorway)	
16	Screen wash reservoir, add wash fluid		41			64	After Road Test	
17	Hydraulic oil reservoir		42					
18	Engine coolant (50% antifreeze)			Remove Clean & Refit		65	Check for fuel, oil and coolant leaks	
19	Battery electrolyte		43	G/box, axles & transfer box breathers		66	Check for overheating components	
20	Tyre pressures		44	Drain moisture from air tanks		67		
21	Clutch fluid		45	Conveyor:- check rollers for bearing wear, scraper condition, drive chain for wear, wash assembly		68		
22	Conveyor drive box oil			& hopper base. (Romaquip every 2 years)		69		
23	Transfer box oil (4X4)					70		
24			46	Cabin pollen filter (renew when required)		71		
25			47					

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Before starting read WM/RQ MAN-Volvo/AM-Rev/06-10			Service Instructions for H.A. Salt Spreader			Reg. No.	H.A. ID No.	Vehicle Type	
I certify that all items listed have been inspected to the required standard. All defects have been recorded, repairs have been carried out or further action arranged. Vehicle on board documentation has been completed.			 HIGHWAYS AGENCY Romaquip Body			WS			
						Speedo Reading		Date Carried Out	
						Contractor		Service Type	
								Full Inspection	
Sign		Print							
Check Condition/Operation & Report			27	Conveyor belt & bearings		54	Rear suspension and mountings		
1	Preliminary Checks		28	Conveyor drive motor & gear box		55	Axle 3 differential assembly (6X4)		
2	Offside cab interior		29	Nearside chassis, body & catwalk (rear)		56	Axle 3 brakes (6X4)		
3	Vehicle system checks		30	Nearside rear wing(s) & spray suppression		57	Rear cross members		
4	Instrument panel		31	Nearside brine tanks & mountings		58	Wheels and tyres		
5	All switches		32	Nearside of cab & cat walk		59	'X' lock & diff. locks		
6	All lights		33	Inside nearside of cab door		60	Paint & preservation condition		
7	Cab heaters and ventilation systems		34	Nearside of cab		61	Operation of body systems		
8	Body controls		35	Passenger seat & seat belt		62	Road test (record in onboard documentation)		
9	Driving controls		36	Din plate & plough connections		63	Check vehicle on return		
10	Steering wheel & column		37	Bumper bar		64	Documentation		
11	Driving seat, adjuster & seat belt		38	Cab front & centre panel		65	General cleanliness		
12	View from Drivers seat (glass, mirrors, etc)		39	Under front panel		66			
13	On board equipment		40	Radiator & fittings		67			
14	Air pressure system		41	Cab tilt mechanism		68			
15	Offside cab door		42	Engine mounted equipment & controls		69			
16	Offside front of cab		43	Under nearside of cab		70			
17	Rear of cab		44	Under offside of cab		71			
18	Offside of chassis & body		45	Under front of cab		72			
19	Fuel tank & mounting		46	Front suspension & mountings		73			
20	Offside brine tanks & mountings		47	Front axle, steering, wheels & tyres		74			
21			48	Front brakes		75			
22	Offside rear wing(s) and spray suppression		49	Gearbox & transmission system		76			
23	Rear lamps & brackets		50	Chassis rear of gearbox		77			
24	Rear of hopper & discharge door		51	Axle 2 brakes		78			
25	Salt & brine discharge units		52	Axle 2 differential assembly		78			
26	Spinner & mounting plate		53	Inter axle propeller shaft (6X4)		80			

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I certify that all items listed have been inspected to the required standard. All defects have been recorded, repairs have been carried out or further action arranged. Vehicle on board documentation has been completed.				<div>Service Instructions for H.A. Snow Plough</div> <div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></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WM11/Rom-SP Rev. 2010-06-29


I certify that all items listed have been inspected to the required standard. All defects have been recorded, repairs have been carried out or further action arranged. Vehicle on board documentation has been completed.				<div><div><div><div></div></div><div><div></div></div></div><div><div></div></div><div><div></div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> 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24	Steering linkage		50		74	
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WM11/MAN-VOLVO-A Rev. 2010-06-02


I certify that all items listed have been inspected			Service Instructions for H.A. Salt Spreader		Reg. No.	H.A. ID No.	Vehicle Type		
to the required standard. All defects have been recorded, repairs have been carried out or further action arranged. Vehicle on board documentation has been completed.			 HIGHWAYS AGENCY Applicable to Schmidt Body Type - A1, A1 Combi, B1, C, D		WS	MAN	Volvo		
Sign					Speedo Reading	Date Carried Out			
Print					Contractor	Service Type			
						C			
Renew			Lubricate		50				
1	Engine oil & filter		27	All grease points	51				
2	Engine Fuel filter/s and Water Separator filter		28	Cab door hinges & locks	52				
3	Volvo G/box Oil and Filter (note * below)		29	All cables, pivots & joints	53				
4	Air Dryer Cartridge		30	Exposed ram & actuator pistons		Clean Protect and or Paint			
5	Hydraulic oil return filter (every 2 years)		31	Seat runners & adjusters	54	All exposed electrical connections			
6	Primary Air Filter (every 2 years)		32	All brake actuator clevis pins (remove pins)	55	All brake valves and actuators			
7	Conveyor Gearbox Oil (every 2 years)		33	Conveyor adjusting bolts	56	Body Linear actuator and drive motors			
8	AdBlue Filter (every 2 years)		34		57	Any exposed aluminium or mild steel			
9	Gearbox Oil (MAN) (every 3 years)		35		58	Chemical spray bar, frame and nozzles			
10	Transfer G/Box Oil (4x4) (every 3 years)		36		59				
11	Axle 1 2 & 3 Diff. oils (every 3 years)		37		60				
12	Hydraulic oil (every 3 years)								
13	Engine Coolant (every 4 years)								
14	Secondary Air Filter (Volvo) (every 4 years)				61				
	* Ist year only, thereafter every 2 years			Adjust if Required	62				
	Check and Top Up		38	Conveyor belt	63				
15	Gear box oil		39	Discharge door height		Road Test			
16	Transfer Gearbox (4x4s)		40	Engine drive belts	64	Carry out 20k road test (non motorway)			
17	Front/Rear axle oils		41			After Road Test			
18	Screen wash reservoir, add wash fluid			Remove Clean & Refit	65	Check for fuel, oil and coolant leaks			
19	Hydraulic oil reservoir		42	Cabin (pollen) filter (renew when required)	66	Check for overheating components			
20	Engine coolant (50% antifreeze)		43	Conveyor g/box breather (renew when required)	67				
21	Battery electrolyte		44	Gearbox Breather (every 2 years)	68				
22	Tyre pressures		45	Rear Axle Breathers (every 2 years)		Calibration			
23	Conveyor drive box oil		46	Drain moisture from air tanks	69	Carry out body onboard weighing calibration			
24			47	Anti dribble valve		(as manufacturers requirements)			
25			48	Brine/Chemical tank breathers					
26			49	Brine/Chemical inlet gauze filter					

WM11/MAN-VOLVO-C Rev. 2010-06-02

Before starting read WM/MAN/VOLVO/AM			Service Instructions for H.A. Salt Spreader			Reg. No.	H.A. ID No.	Vehicle Type	
I certify that all items listed have been inspected to the required standard. All defects have been recorded, repairs have been carried out or further action arranged. Vehicle on board documentation has been completed.			 HIGHWAYS AGENCY Applicable to Schmidt Body Type - A1,A1 Combi, B1, C, D.			WS		MAN	Volvo
						Speedo Reading		Date Carried Out	
						Contractor		Service Type	
								Full Inspection	
Sign		Print							
	Check Condition/Operation & Report		27	Conveyor belt & bearings		54	Axle 2 differential assembly		
1	Preliminary Checks		28	Conveyor drive motor & gear box		55	Inter axle propeller shaft		
2	Offside cab interior		29	Chemical spray bar and equipment		56	Rear suspension and mountings		
3	Vehicle system checks		30	Nearside chassis, body		57	Axle 3 differential assembly		
4	Instrument panel		31	Nearside rear wing(s) & spray suppression		58	Axle 3 brakes		
5	All switches		32	Nearside brine tanks & mountings		59	Rear cross members		
6	All lights		33	Nearside Chemical tank/s and mountings		60	Wheels and tyres		
7	Cab heaters and ventilation systems		34	Nearside and rear of cab		61	Cross lock & diff. locks		
8	Body and Plough controls		35	Inside nearside of cab door		62	Paint & preservation condition		
9	Driving controls		36	Inside nearside of cab		63	Operation of body systems		
10	Steering wheel & column		37	Passenger seat & seat belt		64	Road test (record in onboard documentation)		
11	Driving seat, adjuster & seat belt		38	Din plate & plough connections		65	Check vehicle on return from road test		
12	View from Drivers seat (glass, mirrors, etc)		39	Bumper bar		66	Documentation		
13	On board equipment		40	Cab front & centre panel		67	General cleanliness		
14	Air pressure system		41	Under front panel					
15	Offside cab door		42	Radiator & fittings					
16	Offside of cab		43	Cab tilt mechanism					
17	Rear of cab		44	Engine mounted equipment & controls					
18	Offside of chassis & body		45	Under nearside of cab					
19	Fuel and AdBlue tank & mountings		46	Under offside of cab					
20	Offside brine tanks & mountings		47	Under front of cab					
21	Offside Chemical tank/s and mountings		48	Front suspension & mountings					


22	Offside rear wing(s) and spray suppression		49	Front axle, steering, wheels & tyres			
23	Rear lamps & brackets		50	Axle 1 brakes			
24	Rear of hopper & discharge door		51	Gearbox & transmission system			
25	Salt & brine discharge units		52	Chassis rear of gearbox			
26	Spinner & mounting plate		53	Axle 2 brakes			

WM11/MAN-VOLVO-Full Rev. 2010-06-02

I certify that all items listed have been inspected to the required standard. All defects have been recorded, repairs have been carried out or further action arranged. Vehicle on board documentation has been completed.			Service Instructions for H.A. Snow Plough			Registration No.	Plough Type
						Speedo Reading	SCHMIDT SNK 30/34
						N/A	Date Carried Out
						Contractor	Service Type
Sign		Print					Safety Service
Item	Main Frame	Tick		Mounting Plate			Paintwork
1	Check all frame welds for cracking		20	Check for damage/distortion of plate incl. mounting lugs		39	Check and report on condition of paintwork and galvanizing of the carrying frame
2	Check security and condition of lights, marker poles and reflective strips		21	Check condition, fit, serviceability & nylon rollers of stowage frames		40	
3	Check security and condition of the mould board		22			41	
4	Check the security and condition of the serial plate			Edging Rubbers		42	
5			23	Check security/condition of blade rubbers			With Plough Mounted
6			24	Check security/condition of kerb guards		43	Check operation of raise, lower & float
	Angling Frame		25	Check condition/security of trip plates, springs and pivot rod		44	Check operation of angling left & right
7	Check thrust frames for signs of damage/distortion		26			45	Check all hoses, rams and connections for leaks
8			27			46	Check operation of all lights
9				Hydraulics		47	Set plough height to recommended setting
	Pins, Safety Cables and "R" Clips		28	Check security/condition of all rams		48	Check condition/fit of carrying cable
10	Check the security and condition of all securing pins, safety cables and transport cable.		29	Check security/condition of all hoses		49	
11	Check angling ram for damage/distortion		30	Check condition/operation of all self sealing couplings & covers		50	
12			31			51	
13			32				Lubricate & Protect

	Castor and Wheel Assemblies			Electrics		32	All pivots, pins, ball joints and "R" clips	
14	Check the security of the castor assemblies to the plough frame		33	Check security/condition of all cables & connections		53	Threads of mounting bolts and height adjusters	
15	Inspect the condition and operation of the turret adjuster and locking strap		34	Check condition of all protective trunking		54	Quick release couplings	
16	Check wheel bearings for condition, wear and noise.		35	Check condition of electrical coupling		55	Electrical plug and socket	
17	Check tyre condition for cuts, damage and de-lamination		36			56	Exposed ram pistons	
18	Check wheel for security		37			57	Castor wheels & king pins	
19			38			58		

WM11/PL(S) Rev. 2010-06-03

I certify that all items listed have been inspected to the required standard. All defects have been recorded, repairs have been carried out or further action arranged. Vehicle on board documentation has been completed.			 HIGHWAYS AGENCY Applicable to Rolba B & C Services			Reg. No		Type			
Sign		Print					Speedo	Hours	Date		
							Contractor		Service Type		
								B		C	
	Renew		B	C		Lubricate		B	C		
1	Engine oil & filter			25	All grease point, see chart in cab			49	All drive belts		
2	Fuel Filter			26	All exposed ram pistons			50	Clutch release bearing free play (R400)		
3	Engine coolant & antifreeze (R1000)			27	All cable pivots, joints & levers			51			
4				28	Door and access cover hinges				Check operation		
5				29	Seat runners & adjusters			52	Foot & parking brakes		
	Remove Clean & Refit			30	Ejector chute & turntable			47	All driving controls		
6	Air cleaner & dust trap (renew if req.)			31	Skid adjusters & all shear pins			48	Diff & cross locks		
7	Steering/drive suction filter			32	Front & rear marker light slides			49	All hydraulic controls		
8	Fuel tank filler breather & strainer			33				50	All lighting equipment & switches		
9	Fuel pump strainer			34				51	All heating & demist systems		
10	G/box & axle breather				Check Security & Condition			52	Screen wash & wipers		
11				35	Exhaust system & turbocharger			53	Snow cutter & ejection system (observe		
	Drain Sample & Report			36	Road wheels & tyres				All H&S requirements)		
12	Fuel tank (1 ltr.)			37	Steering mechanism & joints			54	Impeller brake (R1000)		
	Hydraulic tank (1 ltr.)			38	Radiator & hoses (R1000)			55			
13	Check & Top Up			39	All hydraulic pipes & hoses				Preserve		
14	Engine oil			40	Engine cooling system, fan, fins (R400)			56	All lamp interiors & electrical junctions		
15	Coolant (R1000)			41	Service brake hydraulic system			57	Battery carrier with battery removed		
16	G/box oil			42	All electrical wiring & terminals				Road test		
17	Axle oil including hubs			43	All engine drive belts			58	Carry out 20km road test		
18	Battery electrolyte			44	Alternator & starter motor				After road test		
19	Brake fluid reservoir			45	Brake cylinders & linings with back			59	Check for oil, fuel & coolant leaks		
20	Hydraulic oil level				Plate removed			60	Check for overheating components		
21	Screen wash			46					Check & Report Condition		
22	Tyre pressures				Adjust If Required			61	Interior/exterior paintwork		
23				47	Foot brake			62	Bodywork damage		
24				48	Hand brake			63	Vehicle cleanliness		

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