

APPENDIX 2

Fault & Damage Reporting Process

The fault/damage form must be completed in ALL cases where it is apparent that there is a fault or damage to a fleet vehicle and signed by an authorised signatory.

Faults/Tyre Repairs

If the vehicle shows signs of a fault or requires repairs to a tyre i.e. puncture/air etc. then the form must be fully completed and signed by the driver (only) and taken to the Contractor (successful bidder) at the earliest opportunity where it will be checked over by a qualified mechanic and repaired.

Damages

If damage to a vehicle occurs or it is involved in a crash/collision then the fault/damage form must be fully completed at the earliest opportunity, signed by the driver, a department manager (or other appropriate manager in their absence) and the contracts manager. In the event of a crash/collision, security must be notified immediately, whereupon the driver will be due caused tested. EHS department will also need to be notified as an Adverse Event will have to be raised. The form and vehicle (if driveable) should then be taken to Contractor (successful bidder) where it will be checked over by a qualified mechanic.

Department Managers

General Manager

Works Engineer

Works Manager

Business EC&I Manager

Asset Integrity Engineer

RCO Manager & Process Engineer

SBCO Manager

EHS Manager Operations

EHS Manager Projects

IT Manager

Teesside Site Head of Security

Contracts Manager