

**ATTACHMENT #12**

**CARRIER PREVENTATIVE MAINTENANCE  
PROGRAM**

**(20 Pages)**

**Preventative Maintenance Program  
For  
Mullen Trucking LP Truckload Division**

For the purpose of this document Mullen Trucking LP Truckload Division will be referred to as the Company.

The Company has developed it's own Preventative Maintenance Program based on regulatory standards but not restricted to them. In any case that the standards are not followed the Company standards are higher.

The Company has created it's own standards and programs to compliment the Preventative Maintenance Program.

The Company standard for performing the work processes regarding all equipment in the shops is to have the work performed by certified Journeymen or by technicians that are indentured apprentices working under the Journeymen. Wheel installation and repairs will be done by certified workers using manufacturer's specifications. Certified Journeymen technicians or apprentices under the supervision of a certified Journeyman do all Commercial Vehicle Inspections. These inspections will follow the CVIP regulations for the Province of Alberta.

Drivers and Owner Operators are required to perform Pre and Post Trip Inspections on the equipment they are operating.

Company equipment is inspected and serviced as often as possible at our home terminal. Tractors are serviced on an A Service every 25,000 km with a buffer of 5000 km. Road services are not to be done consecutively unless absolutely necessary. See A Service sheet for details.

Seven and nine axle inspections are done on a semi annual schedule using specific inspection criteria. Pin joints on specialized equipment are cleaned and inspected using the magna flux method on a semi annual schedule. These trailers are also serviced as soon as possible after arriving at the home terminal. Leased Operators who operate this type of equipment are also required to follow these inspection guidelines. See Multi Axle Trailer Inspection sheets.

The rest of the trailer fleet is required to be serviced monthly or as soon as practically possible whether at the home terminal or at satellite terminals. See Trailer Service sheet.

Annual CVIP Inspections are done before expiring up to three months in advance. Annual inspections require that all wheels be removed in order to closely inspect the wheel end and wheel components. Certain exemptions to this policy have been exercised depending mainly on the amount of miles the equipment has traveled in the past year. If the trailer hasn't traveled more than 25,000 miles in the past year one wheel will be removed and measurements will be taken from all the wheel ends in accordance with

provincial requirements. If the trailer hasn't moved at all measurements are taken but no wheels will be removed.

If the inspection cannot be done at the home terminal arrangements are made to have it done at a certified shop by a certified technician. When the equipment returns to the home terminal an Alberta CVIP is performed if the cover inspection was done out of Province.

See AB Inspection rough copy.

The maintenance department has developed a method of flagging repairs needed by equipment through both Shaw Tracking Satellite messaging system and the TMW maintenance board. Both of these avenues of communication are available to shop staff as well as front-end dispatchers and co-coordinators so that critical repairs are not missed. Wheel retorque messages are also communicated this way as well as through physical tagging. This process is in place whether the repair or wheelwork is done at our shop or needs to be done on the road.

Satellite communication is also to be used by drivers to report repairs needed and to preplan arrival times for repairs. Satellite macros with fields to be filled in by the driver are available for this purpose.

Light duty and yard equipment have preventative maintenance schedules developed for their individual requirements. The Company has developed our own forklift pre use inspection schedule that is required to be completed at the start of each yard shift.

Leased Operators are required by contract to keep their equipment in safe operating condition and are also required to forward a maintenance summary to the Safety department monthly. They are also required if pulling Mullen equipment to keep it in safe operating condition and report any maintenance issues to the shop regardless of where the trailer is dropped. This is reinforced at the orientation new drivers take and during PDIC training.

\_\_\_\_\_  
Director of Maintenance

\_\_\_\_\_  
Vice President

Updated  
07/21/10



**PREVENTATIVE MAINTENANCE**

**LEVEL A SERVICE**

- **CAT TRI DRIVES – 20,000 KM**                      **UNIT** \_\_\_\_\_
- **CUMMINS – 25,000 KM**                              **DATE** \_\_\_\_\_
- **APU – 1,000 HRS**                                      **KILOMETERS** \_\_\_\_\_
- **CRANK CASE FILTER – 75,000 KM**

- \_\_\_\_\_ **CHECK ALL LIGHTS**
- \_\_\_\_\_ **CHECK LIGHT CORD & AIR LINES**
- \_\_\_\_\_ **CHECK CRANK CASE FILTER – LAST CHANGED**
- \_\_\_\_\_ **CHECK COOLANT LEVEL**
- \_\_\_\_\_ **CHECK HOSES**
- \_\_\_\_\_ **TOP UP DEF**
- \_\_\_\_\_ **CHECK BELTS**
- \_\_\_\_\_ **CHANGE FUEL FILTERS**
- \_\_\_\_\_ **CHECK FAN HUB & BLADE & SHROUD**
- \_\_\_\_\_ **CHECK IDLER**
- \_\_\_\_\_ **CHECK POWER STEERING RESERVOIR**
- \_\_\_\_\_ **CHECK WIPER OPERATION & WASHER LEVEL**
- \_\_\_\_\_ **CHECK CHARGING SYSTEM**
- \_\_\_\_\_ **CHECK HEATER & AIR CONDITION SYSTEMS**
- \_\_\_\_\_ **CHECK HORNS, ELECT & AIR**
- \_\_\_\_\_ **CHECK & LUBE 5<sup>TH</sup> WHEEL**
- \_\_\_\_\_ **CHECK SERVICE DUE & ALBERTA INSPECTION STICKERS**
- \_\_\_\_\_ **CHECK MUD FLAPS**

- \_\_\_\_\_ DRAIN ENGINE OIL & TAKE SAMPLE
- \_\_\_\_\_ CHECK TRANSMISSION LEVEL
- \_\_\_\_\_ CHECK DIFFERENTIAL OIL LEVELS
- \_\_\_\_\_ CHECK STEERING HUB LEVELS & BEARINGS
- \_\_\_\_\_ CHECK DRIVE LINE & BACKLASH
- \_\_\_\_\_ CHECK BRAKES, LINING & TRAVEL
- \_\_\_\_\_ CHECK FOR AIR LEAKS
- \_\_\_\_\_ CHECK FOR WHEEL SEAL LEAKS
- \_\_\_\_\_ CHECK ALL STEERING COMPONENTS
- \_\_\_\_\_ CHECK SPRINGS & SHACKLES
- \_\_\_\_\_ INSPECT TIRES & CHECK PRESSURE
- \_\_\_\_\_ CHECK CLUTCH ADJUSTMENT
- \_\_\_\_\_ CHECK EXHAUST SYSTEMS
- \_\_\_\_\_ CHANGE OIL FILTER
- \_\_\_\_\_ TIGHTEN PAN PLUGS
- \_\_\_\_\_ CHECK AIR TANK & MOUNTS
- \_\_\_\_\_ LUBE CHASSIS
- \_\_\_\_\_ CHECK FOR OIL LEAKS
- \_\_\_\_\_ RECHECK OIL LEVEL



COMPLETED BY \_\_\_\_\_



**PRETRIP**

**UNIT** \_\_\_\_\_  
**DATE** \_\_\_\_\_  
**KILOMETERS** \_\_\_\_\_

- \_\_\_\_\_ **CHECK ALL LIGHTS**
- \_\_\_\_\_ **CHECK COOLANT LEVEL**
- \_\_\_\_\_ **CHECK POWER STEERING FLUID LEVEL**
- \_\_\_\_\_ **CHECK ENGINE OIL LEVEL**
- \_\_\_\_\_ **CHECK FOR SERVICE DUE STICKER & ALBERTA INSPECTION STICKER**
- \_\_\_\_\_ **CHECK WIPERS & WASHER LEVEL**
- \_\_\_\_\_ **CHECK STEERING HUB LEVELS**
- \_\_\_\_\_ **CHECK TRANSMISSION LEVEL**
- \_\_\_\_\_ **CHECK DIFFERENTIAL LEVEL**
- \_\_\_\_\_ **CHECK CLUTCH ADJUSTMENT**
- \_\_\_\_\_ **LUBE CHASSIS**

**Completed by** \_\_\_\_\_



6

# A - SERVICE - TRAILERS

## INSTALL WHEEL CHOCKS

### ELECTRICAL

- \_\_\_ Clearance lights
- \_\_\_ Strobes
- \_\_\_ Swing out lights
- \_\_\_ Park lights
- \_\_\_ Signal lights
- \_\_\_ Auxiliary
- \_\_\_ Brake lights
- \_\_\_ Plugs & connections & harness
- \_\_\_ Steering light ( 13 axles)

### BODY & WHEELS

- \_\_\_ I.D. plate/ License Plate
- \_\_\_ Main rails & cross members
- \_\_\_ Deck
- \_\_\_ Load securement devices
- \_\_\_ Neck locking devices
- \_\_\_ Vans - Roof & doors
- \_\_\_ Bumper & pads
- \_\_\_ Rollers
- \_\_\_ Government & service sticker
- \_\_\_ Wheels & lug nuts & studs
- \_\_\_ Tire pressure & wear
- \_\_\_ Hub levels
- \_\_\_ Wheel torque
- \_\_\_ Mud flaps
- \_\_\_ Pins & eyes
- \_\_\_ Lifting rings & lugs & locking pin
- \_\_\_ Signs
- \_\_\_ Extendible- Stretch
- \_\_\_ Pull neck
- \_\_\_ Secondary Attachments
- \_\_\_ Flips-pins \$ eyes

### AIR & BRAKES

- \_\_\_ ABS system & light
- \_\_\_ Glad hands & rubbers
- \_\_\_ Condition of air lines
- \_\_\_ Air pots & valves & tanks
- \_\_\_ S-Cams, tubes & bushings & brackets
- \_\_\_ Slack adjusters & Linkage
- \_\_\_ Brake shoes /pads
- \_\_\_ Wheel seals
- \_\_\_ Brake Drums/Rotors
- \_\_\_ Calipers/Pot movement
- \_\_\_ Dust Covers
- \_\_\_ Brake Adjustment
- \_\_\_ Air Leakage

DATE \_\_\_\_\_  
UNIT \_\_\_\_\_  
MECHANIC \_\_\_\_\_

### ENGINE

- \_\_\_ Engine Performance
- \_\_\_ Exhaust system
- \_\_\_ Fuel tank & Fuel
- \_\_\_ Controls & Battery

### STEERING

- \_\_\_ Steering cylinders
- \_\_\_ Steering arms
- \_\_\_ Ball joints
- \_\_\_ Compensator
- \_\_\_ Turn table
- \_\_\_ Remote Control
- \_\_\_ Cable Control

### HYDRAULICS

- \_\_\_ Hydraulic hoses
- \_\_\_ Hydraulic cylinders
- \_\_\_ Hydraulic tank
- \_\_\_ Hydraulic Control valves

### SUSPENSION

- \_\_\_ U-bolts
- \_\_\_ Springs & hangers
- \_\_\_ Air Bags & pedestals/over ride
- \_\_\_ Axle Beam & Bushing
- \_\_\_ Shocks
- \_\_\_ Landing gear
- \_\_\_ Grease unit

### COUPLERS & HITCHES

- \_\_\_ Fifth Wheel Saddle
- \_\_\_ Trailer Hitch & Swivel pins
- \_\_\_ Secondary Attachments
- \_\_\_ Fifth Wheel Coupler
- \_\_\_ King Pin & Pick up plate
- \_\_\_ 5th Wheel Slide/Cylinder

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Registered Owner's Name MULLEN TRUCKING LP Phone 403-652-8866 Fax 403-652-7251

Vehicle Make \_\_\_\_\_ Vehicle Model \_\_\_\_\_ Year \_\_\_\_\_

Odometer \_\_\_\_\_ Unit # \_\_\_\_\_ License Plate # \_\_\_\_\_ GVWR \_\_\_\_\_

V.I.N.# \_\_\_\_\_ Mechanic \_\_\_\_\_ Tech # \_\_\_\_\_

**C.V.I.**

|     |                      |                      |                        |                      |                      |     |
|-----|----------------------|----------------------|------------------------|----------------------|----------------------|-----|
| mm  | <input type="text"/> | <input type="text"/> | Drums / Rotors         | <input type="text"/> | <input type="text"/> | mm  |
|     |                      |                      | Linings / Pads         |                      |                      |     |
| PSI | <input type="text"/> | <input type="text"/> | Push Rod Travel        | <input type="text"/> | <input type="text"/> | PSI |
|     |                      |                      | Cam Bushings/Rotation  |                      |                      |     |
|     |                      |                      | Bearing End Play       |                      |                      |     |
| mm  | <input type="text"/> | <input type="text"/> | Drums / Rotors         | <input type="text"/> | <input type="text"/> | mm  |
|     |                      |                      | Linings / Pads         |                      |                      |     |
| PSI | <input type="text"/> | <input type="text"/> | Push Rod Travel        | <input type="text"/> | <input type="text"/> | PSI |
|     |                      |                      | Cam Bushings/ Rotation |                      |                      |     |
|     |                      |                      | Bearing End Play       |                      |                      |     |
| mm  | <input type="text"/> | <input type="text"/> | Drums / Rotors         | <input type="text"/> | <input type="text"/> | mm  |
|     |                      |                      | Linings / Pads         |                      |                      |     |
| PSI | <input type="text"/> | <input type="text"/> | Push Rod Travel        | <input type="text"/> | <input type="text"/> | PSI |
|     |                      |                      | Cam Bushings/ Rotation |                      |                      |     |
|     |                      |                      | Bearing End Play       |                      |                      |     |

CVIP # \_\_\_\_\_

COMMENTS \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SUSPENSION**

- \_\_\_\_\_ Suspension Attachments
- \_\_\_\_\_ Axle Beam Bushings
- \_\_\_\_\_ Air Suspension/ Over ride
- \_\_\_\_\_ Shock Absorbers

**ELECTRICAL SYSTEM**

- \_\_\_\_\_ Wiring/ Switches
- \_\_\_\_\_ Trailer Cord
- \_\_\_\_\_ Electrical plugs

**TIRES & WHEELS**

- \_\_\_\_\_ Tread Section & depth
- \_\_\_\_\_ Sidewalls
- \_\_\_\_\_ Tire Pressure
- \_\_\_\_\_ Rims and Lock Rings
- \_\_\_\_\_ Wheel Nuts, Studs &/or Clamps
- \_\_\_\_\_ Wheel Hubs
- \_\_\_\_\_ Spoke Wheels
- \_\_\_\_\_ Wheel Torque
- \_\_\_\_\_ Wheel Bearings
- \_\_\_\_\_ Disc Wheels



# Multi Axle Trailers

Date \_\_\_\_\_ Unit # \_\_\_\_\_ C.V.I. \_\_\_\_\_

|                  |  |                  |  |                  |  |                  |  |
|------------------|--|------------------|--|------------------|--|------------------|--|
| mm               |  | mm               |  | mm               |  | mm               |  |
| PSI              |  | PSI              |  | PSI              |  | PSI              |  |
| Drums / Rotors   |  | Drums / Rotors   |  | Drums / Rotors   |  | Drums / Rotors   |  |
| Linings / Pads   |  | Linings / Pads   |  | Linings / Pads   |  | Linings / Pads   |  |
| Push Rod Travel  |  | Push Rod Travel  |  | Push Rod Travel  |  | Push Rod Travel  |  |
| Cam Bushings     |  | Cam Bushings     |  | Cam Bushings     |  | Cam Bushings     |  |
| Bearing End Play |  | Bearing End Play |  | Bearing End Play |  | Bearing End Play |  |

|                  |  |                  |  |                  |  |                  |  |
|------------------|--|------------------|--|------------------|--|------------------|--|
| mm               |  | mm               |  | mm               |  | mm               |  |
| PSI              |  | PSI              |  | PSI              |  | PSI              |  |
| Drums / Rotors   |  | Drums / Rotors   |  | Drums / Rotors   |  | Drums / Rotors   |  |
| Linings / Pads   |  | Linings / Pads   |  | Linings / Pads   |  | Linings / Pads   |  |
| Push Rod Travel  |  | Push Rod Travel  |  | Push Rod Travel  |  | Push Rod Travel  |  |
| Cam Bushings     |  | Cam Bushings     |  | Cam Bushings     |  | Cam Bushings     |  |
| Bearing End Play |  | Bearing End Play |  | Bearing End Play |  | Bearing End Play |  |

|                  |  |                  |  |                  |  |                  |  |
|------------------|--|------------------|--|------------------|--|------------------|--|
| mm               |  | mm               |  | mm               |  | mm               |  |
| PSI              |  | PSI              |  | PSI              |  | PSI              |  |
| Drums / Rotors   |  | Drums / Rotors   |  | Drums / Rotors   |  | Drums / Rotors   |  |
| Linings / Pads   |  | Linings / Pads   |  | Linings / Pads   |  | Linings / Pads   |  |
| Push Rod Travel  |  | Push Rod Travel  |  | Push Rod Travel  |  | Push Rod Travel  |  |
| Cam Bushings     |  | Cam Bushings     |  | Cam Bushings     |  | Cam Bushings     |  |
| Bearing End Play |  | Bearing End Play |  | Bearing End Play |  | Bearing End Play |  |

|                  |  |                  |  |                  |  |                  |  |
|------------------|--|------------------|--|------------------|--|------------------|--|
| mm               |  | mm               |  | mm               |  | mm               |  |
| PSI              |  | PSI              |  | PSI              |  | PSI              |  |
| Drums / Rotors   |  | Drums / Rotors   |  | Drums / Rotors   |  | Drums / Rotors   |  |
| Linings / Pads   |  | Linings / Pads   |  | Linings / Pads   |  | Linings / Pads   |  |
| Push Rod Travel  |  | Push Rod Travel  |  | Push Rod Travel  |  | Push Rod Travel  |  |
| Cam Bushings     |  | Cam Bushings     |  | Cam Bushings     |  | Cam Bushings     |  |
| Bearing End Play |  | Bearing End Play |  | Bearing End Play |  | Bearing End Play |  |

**NEW DRUM 12.25", Max Wear 12.370"**  
 311 mm      314 mm

**NEW DRUM 16.5", Max Wear 16.620"**  
 419 mm      422 mm

DATE \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Registered Owner's Name \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Vehicle Make \_\_\_\_\_ Vehicle Model \_\_\_\_\_ Year \_\_\_\_\_  
Odometer \_\_\_\_\_ Unit # \_\_\_\_\_ License Plate # \_\_\_\_\_ GVWR \_\_\_\_\_  
Vehicle Identification number \_\_\_\_\_

**Mechanics comments**

\_\_\_\_\_

Inspection Stn # \_\_\_\_\_ Time \_\_\_\_:\_\_\_\_ PM/AM - CVIP Cert(if issued) \_\_\_\_\_ Y/N \_\_\_\_\_  
Mechanic name \_\_\_\_\_ Signature \_\_\_\_\_ Mechanic Numer \_\_\_\_\_  
Vehicle received without Repairs  
to Rejected Items YES \_\_\_\_\_ Signature of Vehicle Owner \_\_\_\_\_ Title \_\_\_\_\_

(P)

Please Print)

Registered Owner's Name \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Vehicle Model \_\_\_\_\_ Year \_\_\_\_\_

Odometer \_\_\_\_\_ Unit # \_\_\_\_\_ License Plate No. \_\_\_\_\_ GVWR or Bus Cap \_\_\_\_\_

Vehicle Identification number \_\_\_\_\_

**RECORD MEASUREMENTS**

|             |         | LEFT  | FRONT                 | RIGHT |         |             |
|-------------|---------|-------|-----------------------|-------|---------|-------------|
| m.m.<br>PSI | [ ]     | _____ | DRUMS/ROTORS _____    | _____ | [ ]     | m.m.<br>PSI |
|             |         | _____ | LININGS/PADS _____    | _____ |         |             |
|             |         | _____ | PUSH ROD TRAVEL _____ | _____ |         |             |
|             |         | _____ | CAM ROTATION _____    | _____ |         |             |
| m.m.<br>PSI | [ ] [ ] | _____ | DRUMS/ROTORS _____    | _____ | [ ] [ ] | m.m.<br>PSI |
|             |         | _____ | LININGS/PADS _____    | _____ |         |             |
|             |         | _____ | PUSH ROD TRAVEL _____ | _____ |         |             |
|             |         | _____ | CAM ROTATION _____    | _____ |         |             |
| m.m.<br>PSI | [ ] [ ] | _____ | DRUMS/ROTORS _____    | _____ | [ ] [ ] | m.m.<br>PSI |
|             |         | _____ | LININGS/PADS _____    | _____ |         |             |
|             |         | _____ | PUSH ROD TRAVEL _____ | _____ |         |             |
|             |         | _____ | CAM ROTATION _____    | _____ |         |             |
| m.m.<br>PSI | [ ] [ ] | _____ | DRUMS/ROTORS _____    | _____ | [ ] [ ] | m.m.<br>PSI |
|             |         | _____ | LININGS/PADS _____    | _____ |         |             |
|             |         | _____ | PUSH ROD TRAVEL _____ | _____ |         |             |
|             |         | _____ | CAM ROTATION _____    | _____ |         |             |

WHEELS TORQUE CHECKED [ ]

{ Identify by location if Wheels Removed at time of Inspection }

Mechanic's Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

YY MM DAY

Inspection Station Number

Inspection Date

Time AM/PM

CVIP Certificate (if) Issued

Yes No

Name of Inspection Mechanic (Print)

Signature of Inspection Mechanic

Mechanic Number

Vehicle received without Repairs

Rejected Items YES \_\_\_\_\_

Signature of Vehicle Owner or Representative

Title



## OWER TRAIN

CELERATOR PEDAL  
CEL SYSTEM  
HAUST SYSTEM  
ELTS  
IVE SHAFT  
UTCH  
GINE/TRANSMISSION MOUNT  
GINE SHUT DOWN  
UTRAL SAFETY SWITCH & SHIFT PATTERN  
ARTER

## SUSPENSION

SUSPENSION ATTACHMENTS  
RINGS AND ATTACHMENTS  
IL SPRING SUSPENSION  
SION BAR SUSPENSION  
RE-RIDE SUSPENSION  
BER LOAD CUSHION  
IDEM AXLE WALKING BEAMS  
SUSPENSION  
SUSPENDED NON-DRIVING AXLE  
F-STEERING AXLES  
XK ABSORBERS

## HYDRAULIC BRAKE SYSTEM

ING BRAKES  
RAULIC SYSTEM  
L BRAKE SYSTEM HYDRAULIC CIRCUIT CHECK  
RAULIC BRAKE LEAKAGE & PEDAL RESERVE  
JUM ASSISTED POWER BRAKES  
RAULIC ASSISTED BRAKES  
JUM SYSTEM  
JUM BOOSTER  
JUM RESERVE  
JUM PUMP  
T DRUM BRAKES  
RAULIC DRUM BRAKES  
T-REAR DISC BRAKES  
T BRAKES  
ORTIONING VALVE  
LOCK BRAKES (IF OEM EQUIPPED)  
INING & WEAR LIMITS BRAKE DRUM & DISCS  
TRIC BRAKES

## BRAKES — RECORD RESULTS

MPRESSOR  
RESSOR AIR BUILD TIME  
OVERNOR-IN-OUT-PRESSURE  
IR PRESSURE WARNING SYSTEM  
STEM LEAKAGE  
RESSED AIR RESERVE  
SERVOIR AND CHECK VALVES  
LE VALVE  
R BRAKE HAND CONTROL VALVE  
RELEASE VALVES  
VALVES  
OR PROTECTION VALVE  
PULL/PULL-PUSH CONTROL VALVES

## AIR BRAKES (Cont'd)

AIR PARKING & EMERGENCY BRAKE APPLICATION  
AIR BRAKE COMPONENTS  
BRAKE MECHANICAL COMPONENTS  
SLACK ADJUSTER, BRAKE ADJUSTMENT INDICATOR  
BRAKE CAMSHAFTS  
CAMSHAFT TRAVEL  
BRAKE LININGS  
BRAKE DRUMS  
BRAKE ADJUSTMENT  
DISC BRAKES  
FRONT BRAKES  
ANTI-LOCK BRAKE SYSTEM  
MACHINING & WEAR LIMITS, BRAKE DRUMS & DISCS

## STEERING

STEERING WHEEL TEST  
TRAVEL  
STEERING LINKAGE  
FRONT WHEEL BEARINGS  
GAUGES AND OPERATING INSTRUCTIONS  
KINGPIN PLAY RECORD  
POWER STEERING  
BALL JOINTS  
TELESCOPE/TILT STEERING

## INSTRUMENTS AND AUXILIARY EQUIPMENT

FIRE EXTINGUISHER  
HAZARD WARNING KIT  
CLUTCH & BRAKE PEDAL  
HORN  
SPEEDOMETER  
ODOMETER  
INDICATOR LAMPS  
INSTRUMENTS  
CHAIN/HEADACHE RACK  
IDENTIFICATION  
AUXILIARY EQUIPMENT  
FIRST AID KIT  
PAINT (SCHOOL BUS ONLY)  
SIGNS (SCHOOL BUS ONLY)  
ALTERNATING FLASHING RED STOP LAMPS  
STOP ARM (SCHOOL BUS ONLY)  
PEDESTRIAN GATE (SCHOOL BUS ONLY)  
MANUFACTURER'S LABELS

## LAMPS

LAMPS  
REFLEX REFLECTORS  
INSTRUMENT LAMP  
HEADLAMP AIMING  
AIMING SCREEN

## ELECTRICAL SYSTEM

WIRING  
BATTERY  
SWITCHES  
TRAILER CORD  
ALTERNATOR

## BODY

HOOD OR REAR ENGINE COMPARTMENT DOOR  
TILT CAB  
AIR SUSPENDED CABS  
BODY  
LOAD SECUREMENT POINTS  
REAR BUMPERS  
FRONT BUMPER  
STEPWELL (ENTRANCE AND EXIT STEPS)  
FLOOR PAN/BAGGAGE FLOOR  
SERVICE AND EXIT DOORS  
EMERGENCY DOOR/EXITS  
DOORS  
CAB MOUNT HANDLE AND STEP  
WINDSHIELD  
WINDSHIELD WIPERS/WASHERS  
SIDE WINDOW  
REAR WINDOW  
FRAME RAILS & MOUNTS  
SUN VISORS  
INTERIOR REAR VIEW MIRROR  
EXTERIOR REAR VIEW MIRROR  
DRIVER'S SEAT  
PASSENGER SEATS  
SEAT BELTS/OCCUPANT RESTRAINTS  
HEATER  
WINDSHIELD DEFROSTER  
FENDERS OR MUD-FLAPS  
INTERIOR  
AUXILIARY COMPARTMENT (SCHOOL BUS ONLY)  
PASSENGER VEHICLES FOR PHYSICALLY DISABLED  
RUB RAILS (SCHOOL BUS ONLY)  
LANDING GEAR  
FRAME & CROSS-MEMBERS  
SLIDING BOGIE  
REAR IMPACT GUARDS  
CORROSION

## TIRES AND WHEELS

TREAD DEPTH  
TREAD SECTION OF TIRE  
SIDEWALLS  
TIRE PRESSURE  
RIMS AND LOCK RINGS  
WHEEL NUTS, STUDS AND/OR CLAMPS  
WHEELS  
HUBS  
SPOKE HUB  
WHEEL BEARINGS

## COUPLERS AND HITCHES

UPPER FIFTH WHEEL  
TRAILER HITCH  
NO SLACK HITCH  
SECONDARY ATTACHMENTS  
FIFTH WHEEL COUPLER & CONVERTER DOLLY  
OSCILLATING FIFTH WHEEL  
PERMANENTLY ATTACHED EQUIPMENT

**Request for Maintenance /Cry Sheet**

This form is filled out by the driver. It is then given to the Lead Hand who opens a Work Order.

Any problems the driver has with the truck or trailer is recorded on this sheet.

This is a 2 part document, the white copy stays with the driver for his records, the yellow copy stays with the work order. Mileage is recorded by driver and the date the unit is required by should be recorded.



**MULLEN TRUCKING INC.**

**DRIVERS REQUEST FOR MAINTENANCE OR REPAIRS**

Unit \_\_\_\_\_ Kilometers \_\_\_\_\_ Date \_\_\_\_\_

Booking off ? (Yes) or (No) Driver \_\_\_\_\_

Date unit required by \_\_\_\_\_

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NOTE: Explain as clearly as possible

WRITE COPY TO ENGR

ORIGINAL COPY TO INSPECTION DIV

9/11/92

## Preventative Maintenance Guidelines for Forklifts and Light Vehicles

### Service Intervals:

Fork Lifts, Loader , Bobcat, Grader, Garden Tractor, Yard Pick Ups - 150 Hrs.

Pilot Trucks, Truck Supervisor Pick Ups - Non Synthetic Oil – 5000 Km  
Synthetic Oil - 10000 Km

Each piece of equipment will have its own specialized requirements for service. The Technician performing the service will follow the service guidelines that are pertinent to the piece of equipment being serviced.

A Forklift Pre Use Inspection will be performed once a week by the oncoming shift. Any deficiencies will be reported to the shop for repair.

# Forklift / Yard Equipment / Light Vehicle Preventative Maintenance

Unit \_\_\_\_\_  
Date \_\_\_\_\_  
Mileage \_\_\_\_\_

- \_\_\_ Check all lights
- \_\_\_ Service batteries
- \_\_\_ Check coolant level and strength
- \_\_\_ Check hoses
- \_\_\_ Change water filter
- \_\_\_ Check belts
- \_\_\_ Change fuel filters
- \_\_\_ Check fan hub, blade and shroud
- \_\_\_ Check idler
- \_\_\_ Check power steering reservoir
- \_\_\_ Change air filter as required
- \_\_\_ Check wiper / washer operation and level
- \_\_\_ Check charging system
- \_\_\_ Check heater & A/C system
- \_\_\_ Check horns, electric/air
- \_\_\_ Check service due sticker
- \_\_\_ Drain oil and take sample as required
- \_\_\_ Check transmission and differential levels
- \_\_\_ Check driveline and u joints
- \_\_\_ Check brake shoes and drums
- \_\_\_ Check for wheel seal leaks
- \_\_\_ Check all steering components
- \_\_\_ Inspect tires and check pressures
- \_\_\_ Check exhaust system
- \_\_\_ Change oil filter
- \_\_\_ Tighten pan plugs
- \_\_\_ Lube chassis
- \_\_\_ Check for leaks
- \_\_\_ Recheck oil level

# MATERIAL HANDLING EQUIPMENT PRE-USE INSPECITON CHECKLIST

Date \_\_\_\_\_ Odometer \_\_\_\_\_ Unit # \_\_\_\_\_

## VEHICLES

### Key Off Procedures

- Overhead Guard** – are there broken welds, missing bolts, or damaged areas?
- Hydraulic Cylinders** – is there leakage or damage on the lift, tilt, and attachment functions of the cylinders?
- Mast Assembly** – are there broken weld, cracked or bent areas, and worn or missing stops?

### **Lift Chains and Rollers**

- Is there wear or damage or kinks, signs of rust, or any sign that lubrication is required?
- Is there squeaking?

### **Forks**

- Are they cracked, bent, worn or mismatched?
- Is there excessive oil or water on the forks?

### **Tires** – what do the tires look like?

- Are there large cuts that go around the circumference of the tire?
- Are there large pieces of rubber missing or separated from the rim?
- Are there missing lugs?
- Is there bond separation that may cause slippage?

### **Battery Check**

- Are the cell caps and terminal covers in place?
- Are the cables missing insulation?

- Propane Tank and Locator Pin** – is the tank guard bracket properly positioned and locked down?

### **Propane Hose**

- Is it damaged? It should not be frayed, pinched, kinked, or bound in any way.
- Is the connector threaded on squarely and tightly?
- Propane Odor** – if you detect the presence of propane gas odor, turn off the tank valve and report the problem.

### **Gas Gauge**

- Engine Oil** – check levels.

- Hydraulic Fluid** – check level.

- Engine Coolant** – visually check the level. NOTE: Never remove the radiator cap to check the coolant level when the engine is running or while the engine is hot. Stand to the side and turn your face away. Always use gloves to protect your hands.



## Key On / Engine Running Procedures

- Check the Gauges** – are they working properly?
- Oil Pressure Indicator Lamp**
- Ammeter Indicator Lamp**
- Hour Meter**
- Battery Discharge Indicator** (test the standard equipment)
- Water Temperature Gauge** (test the standard equipment)

### **Steering**

- Is there excessive free play?
- If power steering, is the pump working?

### **Brakes**

- If the pedal goes all the way to the floor when you apply the service brake that is the first indicator that the brakes are bad. Brakes should also work in reverse.
- Does the parking brake work?** The vehicle should not be capable of movement when the parking brake is engaged.
- Front, Tail and Brake Lights** – if equipped with lights, are they working properly?
- Fuel Gauge** (if diesel)
- Windshield Wipers** – do they work properly?
- Heater**
- Horn** – does the horn work?
- Safety Seat** (if equipped) – is it working?
- Seat Belt** – if there is a seat there must be a seat belt. Is it present and in good working condition?

### **Load-Handling Attachments**

- Is there hesitation when hoisting or lowering the forks when using the forward or backward tilt or the lateral travel on the side shift?
- Is there excessive oil on the cylinders?
- Transmission Fluid** – check levels.

**Inspected By** \_\_\_\_\_

**Date** \_\_\_\_\_

# MATERIAL HANDLING EQUIPMENT INSPECTION CHECKLIST

Date \_\_\_\_\_ Equipment \_\_\_\_\_

**Guard and Handles** – are there broken welds, missing bolts, or damaged areas?

**Hydraulic Cylinders** – is there leakage or damage on the lift, tilt, and attachment functions of the cylinders?

**Tires** – what do the tires look like?

- Are there large cuts that go around the circumference of the tire?
- Are there large pieces of rubber missing or separated from the rim?
- Are there missing lugs?
- Is there bond separation that may cause slippage?
- Do the tires have the proper air pressure?

Updated 2/17/12

Pre Trip- This inspection is done when there is a change of drivers or the unit has been sitting for an extended period between trips.



**PRETRIP**

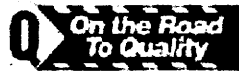
UNIT \_\_\_\_\_

DATE \_\_\_\_\_

KILOMETERS \_\_\_\_\_

- \_\_\_\_\_ CHECK ALL LIGHTS
- \_\_\_\_\_ CHECK COOLANT LEVEL
- \_\_\_\_\_ CHECK POWER STEERING FLUID LEVEL
- \_\_\_\_\_ CHECK ENGINE OIL LEVEL
- \_\_\_\_\_ CHECK FOR SERVICE DUE STICKER & ALBERTA INSPECTION STICKER
- \_\_\_\_\_ CHECK WIPERS & WASHER LEVEL
- \_\_\_\_\_ CHECK STEERING HUB LEVELS
- \_\_\_\_\_ CHECK TRANSMISSION LEVEL
- \_\_\_\_\_ CHECK DIFFERENTIAL LEVEL
- \_\_\_\_\_ CHECK CLUTCH ADJUSTMENT
- \_\_\_\_\_ LUBE CHASSIS

Completed by \_\_\_\_\_



ME 120094