



YES: Add Issue in Fleetio

NO: Pre-Start Inspection to be conducted at the start of each day or shift

The procedure starts with the Driver

Driver

Start: Prior to using the vehicle a Pre-Start Inspection must be completed

Open Fleetio Go

Start Inspection

What vehicle/mobile plant/equipment are you inspecting?

Select Inspection Type

Conduct Pre-Start Inspection

Has the inspected item passed or failed?

PASS

Record pre-start and finalise inspection

Continue to Work

YES

Stop Work

FAIL

Fleet Coordinator

Conduct Risk Assessment

What is the Priority Profile?

Urgent/High Priority

Medium Priority

Low Priority and Monitor

Follow Lockout Tagout Procedure

Allocate fault or defect to be fixed immediately

Schedule repair during routine maintenance or when resources become available

Schedule repair during routine maintenance and should be monitored and addressed

Has the fault or defect been fixed?

No

Fitter/Competent Person