

DISCLAIMER: These Standard Operating Procedures (SOP's) are for the exclusive use of Navy Public Works Center (PWC) Norfolk. They are promulgated as guidance for their NAVFAC Commands. If intended to be used by other activities, they must be tailored to each activity's particular requirements and must be reviewed/approved by the activity's safety professionals prior to use.

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**NAVY PUBLIC WORKS CENTER  
NORFOLK, VIRGINIA  
UTILITIES DEPARTMENT**

**STANDARD OPERATING PROCEDURE / JOB HAZARD ANALYSIS**

**TITLE  
TRUCK INSPECTION**

**PROCEDURE NUMBER  
WC 627 HVE 052**

**SIGNED: \_\_\_\_\_ (DATE)**

**APPROVED: \_\_\_\_\_ (DATE)**

**SAFETY PROFESSIONAL: \_\_\_\_\_ (DATE)**

**MANAGEMENT OFFICIAL: \_\_\_\_\_ (DATE)**

**REVISION**

**A**





## TRUCK INSPECTION

**Purpose:**

Procedure to perform weekly truck inspection.

**Potential Energy Sources:**

1. Vehicle battery.
2. Vehicle engine.

**Tools and PPE:**

Tools: None. PPE: Safety shoes, work gloves, and safety glasses.

**References:**

1. PWC Occupational Safety and Health Program Manual,  
PWCNORVAINST 5100.33E
2. Occupational Safety and Health Standards for General Industry  
(29 CFR PART 1910): Subpart I, Personnel Protective Equipment.

**Procedures:**

1. Do an overall inspection of vehicle. Look for damage, cleanliness, etc.
2. Check the following fluid levels: oil, water, transmission, power steering, brake, battery, tire air pressure. Fill to proper level if necessary.
3. Check all belts. Tighten or repair if necessary.
4. Clean vehicle.
5. Check date of inspection sticker. Take corrective action if vehicle requires inspection.
6. Take vehicle to PWC Transportation for any major deficiencies found.

END