

How to implement and maintain equipment inspections

A simple guide to help businesses improve vehicle inspections and maintenance management.



Out of touch with equipment inspections?

We currently live in a culture where many are out of the habit, or are simply ignorant to the need for vehicle inspections. After all, don't most modern cars come packed full of gadgets and technology to do that for us? Assuming that your vehicle is safe, ignoring inspections due to not having time, or hoping our car tells us if there is a problem could lead to the vehicle condition deteriorating over time and inevitably breaking down (or worse).

Inspecting fleet vehicles is a mandatory regulation enforced by PUWER (Provision and Use of Work Equipment Regulations 1998) however, here at TakeAIM we believe that encouraging better vehicle (cars, vans, HGVs, motorcycles, trailers, tractors etc) inspecting should be recognised by all drivers, nationwide.

What kind of vehicles need to be inspected?

Vehicles that are used for work travel (hired, owned or leased) require regular checks to ensure they are in safe working order.

Although not enforced on all vehicles, drivers should complete checks on private vehicles as well to ensure their continued safety.

Completing a pre-drive check involves visually checking the tyre tread, windows, lights, wipers, screen wash and brakes to name but a few.

How do I know if my workers are completing their checks?

Although it's not always easy, it is important to ensure your workers inspect their vehicles regularly.

Training your employees on how to complete their inspections without structured management will result in the regularity of checks decreasing.

Employees may even complete "bulk", post-dated checks for the sake of handing in some paper work. Communication and transparency is key to ensuring all employees complete inspections regularly and authentically.

Managing inspections

Using an app such as TakeAIM enables your team to inspect their vehicle, identify faults and communicate issues directly to their head office using a mobile phone.

Not only does TakeAIM provide employees with the tools required to complete vehicle inspections, but management gain visibility of completed inspections along with the provision of analytical insights.

How long does it take to launch TakeAIM?

Registering your company takes less than a minute. Once you've registered, you can add assets / users via the dashboard. Once you've set up an asset, it can be inspected by you immediately.

Get to the point, how much is it?

You can get access to the full system for as little as £6.25. There's no subscription. No additional fees per user or per asset plus the dashboard and app are completely free too. You only pay for what you need.



Why Regular Vehicle Checks?

Safe, well-maintained vehicles reduce unscheduled fleet maintenance costs, and eliminate expensive repairs and unproductive downtime. Using TakeAIM within your company can have a multitude of additional benefits / uses, such as:

All your equipment checks on one system

TakeAIM comes with loads of pre-installed inspection checklists ready to use, but if you need to create your own version of a checklist it is quick and easy to do.

Never miss an inspection again

Management can see if / when a scheduled inspection has been missed, allowing them to check in with the inspector to discover why.

Timestamped from start to finish

Each step of an inspection is timestamped – preventing the risk of your inspectors simply ticking boxes.

Keeping track of equipment repair time

Management can create a maintenance log after a fault has been raised. This allows them to track and update repair progress and record the costs / parts ordered etc.

Easily highlight areas of concern

Users can add photos / notes at each step of the inspection to help highlight any concerns or faults they find.

Email alerts when a fault is found

If a fault has been registered, management receive an email, allowing them to view the completed checklist (complete with photos / comments) this allows speedy, informative decisions to be made.

Instantaneous dashboard updates

Once a check is completed and saved it is sent and stored in your company dashboard, providing instant visibility to management.

Leading by example

Using TakeAIM will show your employees that you care for their safety. Having a pro-active approach to safety can improve your corporate image and boost employee morale.

Your Legal Responsibilities

Using TakeAIM can help your organisation avoid legal action, potential fines or prison sentences for your managers due to having tangible evidence of systematic inspection procedures.

Save your company money

Safe, well-maintained vehicles reduce unscheduled fleet maintenance costs, and eliminate expensive repairs and unproductive downtime.

Completing regular inspections can highlight faults or issues you would normally be unaware of which will lower wear and tear costs, reduce vehicle / employee downtime and reduce fuel consumption.

Reduce your carbon footprint

Going paperless helps protect our forests and our planet. A well maintained vehicle reduces fuel consumption and emissions of air pollution and greenhouse gases.

Preparing for launch

In order for a smooth transition to the TakeAIM system, we suggest that you complete these tasks:

Who will inspect and who will manage?

The likelihood is that you will need to collate your employees information in order to add each vehicle / user into the system.

Information such as names, email addresses, equipment type and registration number is the ideal starting point.

Once you have your employees details, you should decide whether they require access to the dashboard or not.

Administrators have access to the dashboard whilst also being able to inspect assets. Administrators can view data, inspections and manage the company's system. Inspectors can only inspect via the APP, they cannot access the dashboard.

Will my team require training to use the system?

The short answer is no. The system is extremely self explanatory. Once a user has been set up into the system, they then simply log into the app, where they can view / inspect the vehicles within your company.

We would however recommend providing employees with additional training as to how to complete a vehicle check.

You will find some useful videos on the UK Driver and Vehicle Standards Agency at: [youtube.com/@dvsagovuk/playlists](https://www.youtube.com/@dvsagovuk/playlists).



Questions and Considerations

How do I know whether people are checking vehicles currently?

Knowing about vehicle condition is not the same as knowing whether people are conducting checks! With TakeAIM, each step of an inspection is timestamped so establish how long an inspection should take to complete, and management can analyse data to identify if somebody is simply ticking boxes rather than taking the time to complete an adequate check. You can then re-emphasise the importance and/or retrain the individuals as necessary.

What's currently stopping people from checking their vehicle?

Ask people who drive (and let them give their views in private if they feel more comfortable), and people who look at data on equipment defects.

Consider the need for training, emphasising the importance of vehicle inspections.

Introduce a simpler to use system such as TakeAIM.

How do you currently complete vehicle checks? How well does it work?

Do people fill out a paper form to show they've completed the checks or is this done electronically? How well do people think this works?

Ask people in different roles what they think (from the drivers to management).

Can you be certain that the checks are completed when the form claims they were?

Who do I need to involve in making decisions about this?

Think about who might need to approve any new processes, and speak to drivers and anyone involved in running a new initiative.

Consider the low cost and ease to roll-out TakeAIM.

Highlight the benefits TakeAIM brings, against the cost of unplanned maintenance, accidents, break-downs and repairs, and the damage to reputation that delays and negative publicity may bring.

Still have questions?

You will find useful videos and information on our website at takeaim.goodtogosafety.co.uk where you are able to sign up for a seven day free-trial – allowing you to have a test drive before implementation, you can discover what is included on our pre-installed checklists in the Demo Area, and find useful videos and downloads in the Training section or you can contact our expert team directly with any additional questions you may have at takeaim@goodtogosafety.co.uk.

Advice for Fleet Managers

If you employ people who drive for work, you need to know they are in good health, meet the legal requirements to be safe on the roads and make sure that the vehicles they drive are in safe working order.

PUWER (Provision and Use of Work Equipment Regulations 1998) requires that vehicles are suitable and safe for their intended use, that they're regularly inspected and maintained and that employees are properly trained in their use – this includes company vehicles which are owned, leased or hired as well as an employee's own vehicle if used for work purposes.

Regular inspections of both the vehicle and the driver is an essential part of any risk management policy and will help you make sure that your staff are fit to drive and that their vehicles are in a good, safe working order.

Vehicle checks

1. Ensure vehicles are regularly inspected, serviced and maintained to manufacturers' standards
2. Ensure drivers know how to carry out routine safety checks and what to do in the event of a crash or breakdown
3. Make sure you have robust policies for vehicle inspection and maintenance.
4. Hold records of a minimum of 15 months worth of checks.

The introduction of a systematic maintenance and vehicle safety inspection programme such as **TakeAIM** allows fleet managers to ensure vehicles are safe and well maintained. It also reduces unscheduled costs and eliminates expensive repairs and downtime.

Using **TakeAIM** provides fleet managers with a digitally time stamped vehicle safety inspections which are automatically uploaded into their own personal dashboard. This data can be used as evidence of an active and up-to-date maintenance programme and enable companies to monitor vehicles and the time taken to resolve faults, keep track of who is responsible and even keep a record of replacement parts ordered.

Employee checks

Some physical health conditions could affect the safety of the driver and other road users / pedestrians. Driver mental health and wellbeing is also extremely important for safety.

Professional drivers are at high-risk of developing a number of health conditions, which with regular checks can be highlighted, managed and maintained to maximise the safety of all.

1. Check driver eyesight every two years (minimum).
2. Carry out routine tests for drug and alcohol use.
3. Regularly check employees hold a valid licence for the vehicle they are using and remind drivers they must not drive if taking medications that affect their driving ability.
4. Remind drivers of the dangers of driving when tired / stressed.
5. Talk openly about mental health and include it in your health and safety policies.

Using **TakeAIM** as a human resources health record enables management to monitor employee health issues and keep track of concerns, resolutions and appointments.

Data led Statistics from TakeAIM

A recent global report generated from analysis of data from the TakeAIM app, showed that one in a hundred fleet vehicles had identified a fault during their pre-drive inspection, found to be so serious that the vehicle had to be immediately removed from service until repaired. Had these vehicles been driven, it could potentially have resulted in a breakdown or RTA (road traffic accident).

There are approximately 5.4 million fleet vehicles on British roads. If that 1% of vehicles which were identified as being unroadworthy is extrapolated to the whole UK fleet, this means there could be 54,000 fleet vehicles taking to the road on any given day that are not fit or safe to drive on the public highway. The roadworthiness challenge facing fleets is becoming ever greater, as there is evidence to suggest that as fleet car registrations fall, the use of "grey fleet" is climbing significantly. BVRLA (The British Vehicle Rental & Leasing Association) believes there are up to 14 million grey fleet vehicles in use. Are these grey fleet vehicles more or less likely to be well maintained than a company's fleet owned asset? We would suggest less likely, and the drivers are less likely to be provided with the tools to complete their pre-use checks.

All drivers – whether owned or grey fleet – should be educated in how to check a vehicle before use, and equipped with the means of carrying out and recording a competent check. Defects found should be reported to the appropriate department and that information acted upon in a timely manner.



TakeAIM data analysis for fleet vehicles also revealed that 13% of vehicle inspections had resulted in advisory concerns being logged – these tend to be minor defects in which the vehicle was considered safe to drive but highlighting that the fault(s) should be rectified as quickly as possible at a convenient time. Tyres, lights, and damage to bodywork were the major contributory factors being picked up on our app.

This accords with DVSA (Driver and Vehicle Standards Agency) findings. Its figures show that the top reasons for prohibition include tyres, brakes, body security and lights. It also makes the point that faults can develop or worsen rapidly, and that the prohibition rate within three to six months of MOT can be surprisingly high. More information can be found at: www.goodtogosafety.co.uk/Driving-Statistics.