

DMA TRANSPORT PTY LTD

EQUIPMENT INSPECTION & MAINTENANCE POLICY

Drivers and operators of equipment will complete inspections on a regular basis to identify potential problems before they become safety concerns or require major repairs and are responsible for documenting and reporting them. Equipment will be inspected by qualified mechanics periodically to conduct necessary repairs and replacements.

PROCEDURE

Prior to starting any truck, the driver shall conduct an inspection in accordance to the Vehicle Inspection Checklist. The operator shall report any problems or potential problems to his/her supervisor, who shall determine whether it is safe to drive the vehicle and what priority level to place on repairing the problem or performing preventative maintenance.

Equipment shall be taken to a qualified mechanic or serviced internally every 40,000 miles or every month (whichever is earlier) for a Preventive Maintenance inspection. If any problems are reported by the mechanic, they shall be addressed immediately or at the next maintenance to prevent larger costs and unsafe vehicles on the road.

Equipment shall be taken to a qualified mechanic every 100,000 miles or every six months (whichever is earlier) for a Preventive Maintenance inspection. If any problems are reported by the mechanic, they shall be addressed immediately or at the next maintenance to prevent larger costs and unsafe vehicles on the road.

Trucks and trailers shall receive certain inspections and maintenance procedures as recommended by the manufacturer.

Drivers are to submit fuel receipts, repair bill invoices, and any other receipt associated with maintenance on the truck or trailer and odometer readings at the end of each month.

ANNUAL PERIODIC INSPECTION

All equipment shall be subject to periodic inspections as follows:

- All equipment must have a new inspection prior to being activated in the system.
- All current equipment must undergo an extensive annual inspection.

MONTHLY MAINTENANCE REPORTS

All drivers will complete a monthly maintenance report that lists all maintenance and repairs performed including copies of all receipts on each tractor and/or trailer leased to each month. The monthly maintenance reports are required to be submitted to the management by the 15th of the following month.

The penalty for failure to turn in the maintenance report and maintenance receipts is as follows:

1. First Incident - verbal warning which will be conducted by a safety manager.
2. Second Incident within 12 months - written warning letter.
3. Third Incident within 12 months - no driving for selected period.