

# Vehicle Practice

Reference: VP 00 03	Revision: 2.1
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Date:	
Revised: 2000 07 19	

## REFERENCING, INDEXING & UPDATING - VEHICLE PRACTICES

Practice:

### 1.0 INTRODUCTION

The basic requirement of any filing system is that information can be readily filed and retrieved. It is hoped that the following system achieves this objective.

### 2.0 REFERENCES

1. All Vehicle Practices will carry a reference number prefixed by the initials VP.
- 2.2 The reference number will comprise four digits; the first two digits represent a topic group, ref. VP 00 04, and the second two digits a sub topic.

### 3.0 INDEXING

- 3.1 Vehicle Practices are shown alphabetically in the index and will appear under a separate INDEX tab.
- 3.2 Filing in the Vehicle Practice book is by reference number under the respective topic groups (01 - 10).

### 4.0 UPDATING

- 4.1 A new index will be included with every new issue of a Vehicle Practice. Contact Fleet Services for publications or clarifications.
- 4.2 To ensure Practices are up-to-date, checklists will be included with every new issue of a Vehicle Practice or issued periodically to each person assigned a book. The checklist is to be reviewed, missing and out-of-date practices noted and returned to Fleet Services who will issue the latest copies.

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*Fleet Services*

