

Vehicle Practice

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COMMISSIONING REPORT AND EQUIPMENT REGISTRATION

Practice:

1.0 INTRODUCTION

The Vehicle Commissioning Report and the Vehicle Equipment Registration are designed to ensure vehicles and equipment are:

1. Entered on Fleet Management ARI records.
2. Received and inspected in accordance with purchase orders and specifications.
3. Commissioned to Company standards.
4. Ensure special equipment mounted on or in the vehicle is authorized.

2.0 PROCEDURES

- 2.1 A Vehicle Commissioning Report shall be completed by the Service Centre receiving a new vehicle prior to releasing the vehicle to the end user.
- 2.2 A Vehicle Equipment Registration Report shall be completed by the Service Centre receiving new equipment or transferring existing equipment from old to new chassis, i.e., bodies, cranes and winches.
- 2.3 Fleet Services will forward the appropriate report forms with the receiving copies of the purchase order to the receiver.
- 2.4 The Service Centre receiving the vehicle, trailer or equipment will arrange to have applicable forms completed and forwarded to the Vehicle Specialist, Fleet Services.

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Fleet Services



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- 2.5 If compartments, bins, partitions, racks or similar equipment are delayed or backordered for more than two weeks, the unit may be commissioned and returned later for the equipment.
- 2.6 Fleet Services shall issue a memo prior to delivery giving distribution accounts for labour and material and special instructions for vehicles, equipment and trailers to be commissioned and decommissioned.
- 2.7 Fleet Services enters information from the forms into the ARI system and assigns Nova Scotia Power numbers to new service bodies and mounted equipment.

3.0 COMMISSIONING REPORT - INSTRUCTIONS

3.1 The term vehicle includes:

Pole Trailer	Compressor	Chipper
Pole/Reel Trailer	Fork Lift	All Terrain Vehicle
Utility Trailer	Backhoe Tractor	Snowmobile
Hot Line Trailer	Dozer	MISC
Platform Trailer	Payloader	
Reel Trailer	Muskeg Tractor	

3.2 Record purchase order, new vehicle, work order and replacement vehicle number.

3.3 General

Record the license plate number, reg. weight, G.V.W.R., (Gross Vehicle Weight Rating), date safety inspected, safety inspection sticker numbers, date received, (date vehicle received from supplier), the serial number of ignition door key.

3.4 Special Permits

Overall width is greater than 2.5M - check yes or no. If yes, record actual width.

Equipment extended beyond front bumper. Check yes or no. If yes, record actual distance beyond front bumper.

3.5 Cab/Chassis

Record the appropriate information in each blank, i.e., serial no., vehicle year, make, model, wheel base and cab to axle measurements, engine model and serial number. AR or CPL No - these numbers are applicable to all diesel engines.

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Record horse power rating, diesel only. Fuel - check the appropriate blank for leaded, unleaded gasoline or diesel fuel.

3.6 **Trailer/Tractor/Misc. Equipment**

If the vehicle is a trailer or other equipment described in Item 3.1, record: Make (manufacturer), vehicle year and serial number.

Description - describe what the vehicle is, for example, backhoe, tractor complete with bucket, pole trailer, all terrain vehicle (4-wheel), etc.

3.7 **New Service Body**

Record - make (manufacturer) model and serial number, purchase order number and model year.

3.8 **Purchase Order Receiving**

Review both purchase order and specification insuring all items noted on each are on the vehicle. If all items are in order, check yes, if not, check no. If no is checked, complete a Material Irregularity Report (MIR).

3.9 **Weight Required for Class 4, 5, and 6**

Record the actual weight for front and rear axle and total. This weight to include full fuel tank, operator and mounted (fixed) equipment i.e., line bodies, aerial devices, etc. The weight does not include materials or tools.

3.10 **Commissioning Instructions**

These instructions are a check-off to ensure the vehicle is not issued to a user without appropriate inspection, i.e., body (exterior, interior) damage, oil leaks, confirm fluid levels (top up if required) lubricate.

Vehicles are normally equipped with a first aid kit, fire extinguisher, lighting standard and decals. Check appropriate block as standards dictate.

3.11 **Special Instructions**

These will be issued by Fleet Services as per item 2.6, page 2.

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3.12 **Responsibility and Location**

The name of the person who is responsible for the vehicle and the working location for the vehicle is to be recorded.

3.13 **Completed by**

The name of mechanic/supervisor commissioning vehicle.

Record date the new unit was received by user and obtain the signature of person taking delivery of vehicle.

3.14 **Distribution of Report**

Distribute copies on completion of report as per instructions at the bottom of the report.

4.0 **VEHICLE EQUIPMENT REGISTRATION - INSTRUCTIONS**

4.1 The term equipment includes: aerial device, digger/derrick, derrick, and crane.

4.2 **New Vehicle Number**

Record the number of vehicle equipment is mounted on.

4.3 **Auxiliary Equipment**

Record the make (manufacturer) and model number of winch, winch motor, power takes off and AC generator.

4.4 **Mounted Equipment**

Record the work order, purchase order, holding work order and Corporation number of mounted equipment.

Derrick/Aerial Device/Crane

Record the make (manufacturer), year, model and serial number of the mounted equipment, i.e., aerial device, digger/derrick, etc. Also record the make and model number of auxiliary devices installed on the mounted equipment, i.e., winch, digger, hydraulic pump, etc.

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4.5 **Special Equipment**

Record the accessories installed on the equipment by checking the appropriate block for: top controls, lift attachment, jib winch, manual extension, bucket, pole grabber, and free flow return.

4.6 **Service Body Transfer**

This section will normally be used by the Lakeside Service Centre to record make, model, serial number, year manufactured and Corporation number of service body transferred on vehicle Classes 4 and 5.

4.7 **Completed By**

The foreman/mechanic registering equipment to sign and date form and have receiver sign form.

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COMMISSIONING REPORT AND EQUIPMENT REGISTRATION

Vehicle Commissioning Report



NEW VEHICLE NO. _____ RESPONSIBILITY: _____ LOCATION: _____	CAB & CHASSIS, OR TRAILER	BODY	MOUNTED EQUIPMENT	AUXILIARY EQUIPMENT
PURCHASE ORDER NO.				
SPECIFICATION NO.				

Commissioning Instructions (check off ✓)

1. Check the following:

<input type="checkbox"/> Exterior Body Damages	<input type="checkbox"/> Interior and Upholstery Damages	<input type="checkbox"/> Leaks
<input type="checkbox"/> Tire Pressure	<input type="checkbox"/> All Fluid Levels	
2. Lubricate complete vehicle/equipment
3. Check for warranty card , owner's manual , vehicle permit , valid MVI sticker , and credit card .
4. Check the following are installed to Company standards:

<input type="checkbox"/> Decals	<input type="checkbox"/> Fire Extinguisher(s) and Flares	<input type="checkbox"/> First Aid Kit
<input type="checkbox"/> Lighting	<input type="checkbox"/> Interior Accessories	<input type="checkbox"/> Safety Barrier
5. Is road travel height in excess of 4.14 m (13'6") Yes No
If yes, state actual _____.
6. Is road ready width in excess of 2.60 m (102.5") Yes No
If yes, state actual _____.
7. Curb Weight (fully equipped truck, fuel, driver, no payload) Class 3, 4, 5, 6, 7 & 8.
Front Axle _____ kg Rear Axle _____ kg Total _____ kg
8. **Special Instructions:**

Completed by: _____ Service Centre: _____ Date: _____



To be completed by **RECEIVER** when vehicle is picked up:

NEW UNIT RECEIVED FROM _____ SERVICE CENTRE.

Reviewed unit with Vehicle Maintenance Supervisor or Leadhand Yes No

Receiver: _____ Date _____/_____/_____
Yr/Month/Day Signature: _____

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COMMISSIONING REPORT AND EQUIPMENT REGISTRATION

Vehicle & Equipment Registration



Date Vehicle Received / / Replacing New Vehicle No.
yr/mo/day

CAB/CHASSIS/TRAILER INFORMATION – ALL VEHICLE CLASSES	
MAKE <u> </u>	SERIAL NO. <u> </u>
LICENSE NO. <u> </u>	MODEL <u> </u> MODEL YEAR <u> </u>
ENGINE MODEL <u> </u>	FUEL: GAS <u> </u> DIESEL <u> </u> PROPANE <u> </u> OTHER <u> </u>
TRAILER TYPE <u> </u>	REGIST WGT (Kg) <u> </u> GVWR (Kg) <u> </u>
MVI INSPECTION DATE <u> </u> Y <u> </u> M <u> </u>	KEY NUMBERS: IGNITION <u> </u>
MVI INSPECTION NO. <u> </u>	DOOR <u> </u>
TIRES: MANUFACTURER <u> </u>	SIZE <u> </u>

CAB/CHASSIS INFORMATION – VEHICLE CLASSES 3 TO 9		
ENGINE SERIAL NO. <u> </u>	H.P. RATING <u> </u>	AR NO. <u> </u> or CPL
TRANSMISSION: MAKE <u> </u>	MODEL <u> </u>	S/N <u> </u>
REAR AXLE: MAKE <u> </u>	MODEL <u> </u>	S/N <u> </u>
WHEEL BASE: LENGTH (in) <u> </u>	CAB TO AXLE DISTANCE (in) <u> </u>	

BODY	
NEW <u> </u> TRANSFERRED <u> </u>	
MAKE <u> </u>	YEAR <u> </u> NSPI NO. <u> </u>
MODEL NO. <u> </u>	SERIAL NO. <u> </u>
TYPE: PLATFORM <u> </u> SERVICE <u> </u> LINE <u> </u> DUMP <u> </u> OTHER <u> </u>	
MATERIAL: FIBREGLASS <u> </u> STEEL <u> </u> ALUMINUM <u> </u>	

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COMMISSIONING REPORT AND EQUIPMENT REGISTRATION

Vehicle & Equipment Registration (Cont'd)



New Vehicle No. _____

MOUNTED EQUIPMENT

NEW TRANSFERRED NSPI NO. _____
 TYPE: DERRICK AERIAL DEVICE DIGGER DERRICK CRANE
 MAKE _____ MODEL _____
 SERIAL NO. _____ MODEL YEAR _____

AUXILIARY DEVICES

MAKE

MODEL NO.

POWER TAKE-OFF	_____	_____
HYDRAULIC PUMP	_____	_____
WINCH MOTOR	_____	_____
WINCH GEAR BOX	_____	_____
DIGGER MOTOR	_____	_____
DIGGER GEAR BOX	_____	_____
ROTATION GEAR BOX	_____	_____
BUCKET LINERS (<u>Boom in stored position</u>)		
- STREET SIDE	_____	_____
- CURB SIDE	_____	_____

AUXILIARY EQUIPMENT

	MAKE	MODEL NO.	NSPI NO.	NEW (N) TRANSFERRED (T)
WINCH MOTOR	_____	_____	_____	_____
WINCH GEAR BOX	_____	_____	_____	_____
POWER TAKE-OFF	_____	_____	_____	_____
AC GENERATOR	_____	_____	_____	_____
HYDRAULIC TAIL GATE	_____	_____	_____	_____
SNOW PLOW	_____	_____	_____	_____
MISCELLANEOUS _____	_____	_____	_____	_____

Completed by: _____ Date (Yr/Mo/Day): _____