

Tyre & Wheel Security Policy (June 2016)

Policy

The tyre policy is set by Engineering and is part of the Engineering Process Manual which is used throughout the group nationally.

The current Tyre Supply Agreement is set by the Tyre Services Manager in line with our tyre purchasing policy.

Unless agreed otherwise by the responsible Fleet Engineer, Tyre service manager, policy fitment is as follows

- -steer axles: new tyres – recut
- -drive axles: remoulds, or recuts
- -mid lift / tag axle: remoulds, recuts new tyres removed from steer axles
- -trailers: remoulds, or recut

Control

Tyres are supplied by our central tyre department in Bristol or direct from ATS (breakdowns)

The Service Manager is responsible for tyres held at each depot and a regular audit must be carried out and details sent to the Central Tyre Manager at Bristol.

In addition the following should be monitored by the individual Service Manager to ensure

- Tyre performance
- Tyre failures (including those away from the depot)
- Tyre pressures
- Tyre mixing, matching and pairing
- Wheel Torque Settings
- Wheel Torque Policy
- Wheel Torque Register
- Invoice quality
- Invoice disputes



Responsibility

Generally (unless agreed otherwise locally), tyre pressures are the responsibility of the maintainer of the vehicle or trailer. These must be checked and corrected at each inspection and the pressures recorded on the inspection sheet. High pressure valve caps are to be used and should not be removed / discarded for plastic type valve caps.

Tyre wear and damage are identified by driver daily checks and should be reported to the Gulliver's call centre immediately so that rectification can be organised (tel 01179 729 190). A drivers defect will be required by Gulliver's call centre or order number as authorisation to carry out the work.

All breakdowns must be reported to Gulliver's via the Call Centre with full details of the breakdown, including but, not limited to: - location, vehicle registration number, drivers name, contract/company, tyre size and position.

Any specialist, perishable, high value loads should be made aware of to the call centre so priority can be given to the individual incident.

Customers requiring an immediate response will be subject to the call out charge day/night including tyres fair wear and tear unless a 4 hour window can be agreed. This window must be between 08.30am – 17.30pm Mon-Fri. Weekends and bank holidays a call out fee may apply at appropriate rates.

Attendance before or after these times will incur call out charges at the appropriate rates.



Road Wheel Fitment Procedure and Re-Torque Policy

All wheels removed from Gulliver's Vehicles and trailers must be refitted in accordance with the following road wheel fitment guidelines: ***(Where relevant this procedure should be used in conjunction with specific customers' requirements.)***

Road Wheel Fitment Procedure

- Prior to fitment thoroughly clean all mating wheel and hub surfaces and examine for cracks or damage. (If in any doubt of the rim condition with signs of corrosion please report to your service manager) (Do not, after cleaning, rest the wheel back on its flange).
- All studs must be cleaned with a wire brush, examined for damage and then lightly lubricate with light engine oil.
- Position the wheels on the studs, so that the tyre valves are accessible.
- Run up the nuts taking care to align the wheel correctly on the hub flange or spigot.
- Finally, secure the wheel nuts using a calibrated and correctly set torque wrench and, following manufacturers recommended torque setting and securing sequence (torque number 1). Where a manufacturer specifically states a wheel tightening sequence using degrees and not torque values (e.g. Scania) this OEM process must be followed initially.

The Engineering department of Gulliver's are continually working to ensure that we reduce as far as possible the risk of wheel loss from any of our vehicles and trailers. Should a near miss or loss occur please complete the near miss report and circulate to the fleet engineer to investigate further.



Re-Torque Policy

- Thirty minutes after wheel fitment (torque number 1) – all wheel nuts must be re-torqued to manufacturers recommendations (torque number 2).
- In the event of a road-side wheel change this may be completed at the nearest safe location.
- Any wheel nut movement at torque number 2 must be investigated.
- Where yellow/red wheel-nut indicators or other wheel indicator methods are fitted (Ric clip) these must be refitted at the time of completing torque number 2
- The wheel torque register must be completed at the end of the wheel fitment and all details recorded.

All Sub-contractors, Tyre suppliers and repairers must comply with this procedure

All Sub-contracted Maintenance Suppliers must also comply and this document will form part of the Service Level Agreement.

Where customers have their own wheel security policy Gullivers must adhere to their instruction where reasonable (used in conjunction with the Gullivers policy)

This policy should be drawn to the attention of all Drivers and Technicians from each Business unit

HGV Wheel Torque Certificate

- This certificate must be completed following the removal of a wheel for any reason.
- Only calibrated Torque wrenches checked every 6 months must be used and, a register held locally at each business unit must be completed.
- Refer to Gulliver's Procedure Manual for further guidance.
- Once completed the certificate must be attached to the Job card and scanned on to TOK.

Tyre Worksheet											
Number											
Date		Start Time		Finish Time		Depot					
Tyre Fitter		Customer Name									
Registration		Speedo Reading			Vehicle Location						
Tyres On			Work Order Number								
			Tread Pattern	New/Remould	Part Worn	Prev. Regroove	Turn On Rim	Twinning	Extension	Tread Fill	Call out
Position	Size	Make									
Tyres Removed											
								Casing Destination			
			Tread (mm)	New/Remould	Regrooved	Removal Code	Punct. Repair	Major Repair	Bank	Scrap	Part Worn
Position	Size	Make									
Removal Code	1. Worn	2. Puncture	3. Regroove								
	4. Damaged	5. Major Repair	6. Other								
Wheel Torque Certificate											
		Initial					Final				
Wheel fixing Torqued to							Nm/lbft. (Delete as appropriate)				
							Nm/lbft. (Delete as appropriate)				
The wheel nuts have been removed.											
As per Gulliver's Truck Hire Policy, all vehicles have a 30 minute wheel retorque following wheel removal. This has been completed as above.											
Comments											
Technician Name						Drivers Name					
.....										
Technician Signature						Drivers Signature					
.....										

Prohibitions by defect type

Description of defect	Severity of defect	Action (delayed or immediate prohibition, or inspection notice)	Notes
Any wheel(s) missing		Immediate	
Wheel fractured or welding breaking away	Failure imminent	Immediate	Fracture at the bridge over the valve is not considered a reason for action
	Other than above	Delayed	
Wheel hub fractured	Failure or detachment imminent	Immediate	
	Other than above	Delayed	
Wheel studs elongated/damaged	If visible with wheel nuts in place or detachment likely	Immediate	
	Any stud hole severely worn/elongated	Delayed	
Wheel nut.Washer or stud missing/loose/fractured, not clamping or fully locating in taper	More than one wheel nut/stud is missing, loose or obviously not clamping or locating in the road wheel taper	Immediate	Some agricultural vehicles have extra fixings for the sole purpose of attaching additional wheels. These are not part of this inspection while additional wheels are not fitted
	More than one spigot wheel nut washer fractured	Immediate	
	Any one stud or nut missing or loose	Delayed	
	Any one spigot wheel nut washer fractured	Delayed	
Excessive clearance between hub spigot and wheel	Diametric aggregate clearance of more than 3mm between the spigot and the locating surface of the wheel	Delayed	
	Other than above	Inspection notice	
Tyre retaining ring abutting or fractured	Retaining ring is excessively displaced from its seat and the total displacement is imminent	Immediate	A tyre retaining ring butting causing the flange to lift more than 1.5mm is to be regarded as excessively displaced
Wheel seriously distorted	Affecting steering or vehicle stability	Immediate	
	Other than above	Inspection notice	
Half shaft bolts, nuts or studs loose/missing	Loss of drive or detachment likely	Immediate	
	Other than above	Inspection notice	
Incompatible wheel fitted	Fouling other components where failure of wheel or affected component is likely	Immediate	
	Other than above	Inspection notice	

Loose / Lost Wheel Flash Report

All incidents of RUN LOOSE or LOST WHEEL incidents must be reported on this incident form within 3 days to the Fleet Engineering team The completed form is to be sent to the Fleet Department.

Vehicle / Trailer No							
Odo Kms at point of incident						if trailer without odometer then state an approximation	
Contract							
Division							
Wheel Position	N/S/F	N/S/M	N/S/R	O/S/F	O/S/M	O/S/R	tick as appropriate
Date of incident							
Time of incident							
Location of incident							
Operating location							
Type of Incident	Run loose	Lost Wheels					tick as appropriate
Last Service Date							
Service Provider							
Date wheels last removed							
Where Last Removed	Roadside	Workshop					tick as appropriate
Kms when last removed							
Kms at last removal							
Kms at time of incident							
Brief explanation of incident							

