




## 17-POINT TRAILER INSPECTION PROCEDURE

Date of Re-Issue:	December 6, 2017
Next Revise/Review Date:	December 6, 2018
Originally Issued:	October 25, 2010
Approved by:	
	Pamela Mullin, CFO
<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date Reviewed:</b>	

### PURPOSE

In accordance with KBD's Safety, Security & Environment Strategy, KBD will strive to ensure the protection of the general public, our employees, our customers' freight, and our own vehicles and property against terrorist activities, intentional destruction, and theft.

### SCOPE

The 17-Point Trailer Inspection procedure is to be practiced by all members of the KBD driving team, including, (but not limited to) Company Drivers, Owner Operators and Shunt Drivers.

### PROCEDURE

Our drivers will practice due diligence, doing their best to mitigate potential security breaches by performing the following 17-point trailer inspection before moving a trailer from a stopped position (including but not limited to leaving a terminal/yard, a customer location, and any other en-route stop):

**1. BUMPERS**

Using a flashlight and inspection mirror, inspect the under-side of the bumper.

**2. ENGINE**

Turn engine off;  
Inspect compartments<sup>1</sup> using a mirror;  
Remove filter.

**3. TIRES**

Use tool to check for vibration;  
Check spare tire compartment.



<sup>1</sup> Compartment: An enclosed space or area that is usually part of something larger and is often used to hold a specific thing.

**4. INSIDE TRUCK**

Check floor inside truck, lift carpet;  
Check for people inside.



**5. FUEL TANKS/BATTERY BOX**

Tap fuel tank, listening for hollow sound;  
Using flashlight, look inside.



**6. CAB (BUNK) & STORAGE COMPARTMENTS**

Keep storage compartments locked;  
Inspect bunk inside and outside.



**7. AIR TANKS**

Truck – Tap and listen for void sound;  
Trailer- Check for weld marks.



**8. DRIVE SHAFT**

Check for any repairs or new paint;  
Tap and listen for a hollow sound.



**9. FIFTH WHEEL**

Check empty spaces;  
Check security of battery area.



**10. OUTSIDE/UNDERCARRIAGE**

Use mirror inside lip;  
Check area of rear lights.



**11. OUTSIDE INSIDE DOORS**

Check locking mechanism<sup>2</sup>;  
Check that bolts/rivets secure;  
Check that door hinges are secure;  
Check for any weld marks or repairs.



**12. FLOOR INSIDE TRAILER**

Check that the floor is flat and not lifted;  
Check that planks are bolted down.



**13. TRAILER SIDEWALLS**

Check for new or loose panels;  
If panels are loose, use a light to look inside.



<sup>2</sup> Mechanism: A system of parts, working together.

#### 14. FRONT OF TRAILER

Make sure panels are secure;  
Look for repairs;  
Measure length to confirm there is no false wall.



#### 15. TOP OF TRAILER

Look for new rivets and repairs on top;  
Measure height from floor to confirm there is no false roof.



#### 16. REFRIGERATION UNITS (if applicable)

Turn unit off;  
Open doors, look inside, using a flashlight.



#### 17. EXHAUST

Look for taped packages;  
Ensure exhaust is not loose.



### RESPONSIBILITIES

- KBD Owner-Operators as well as company and shunt drivers are responsible for:
  - Learning this procedure and acknowledging their understanding by signing this document;
  - Performing a 17-Point Inspection on all equipment in their care and control; and,
  - Reporting any breach of security immediately to the Dispatch Team.
- The Dispatch Team is responsible for:
  - Alerting the Safety, Compliance, and Security Manager (or in his/her absence, the Operations Manager) of a potential security breach; and,
  - Alerting the Safety, Compliance, and Security Manager if they have knowledge that an Owner-Operator or company driver is not practicing this procedure.
- The Safety, Compliance, and Security Manager (or in his/her absence, the Operations Manager) is responsible for:
  - Reporting a breach of security to the appropriate authorities immediately; and
  - Initiating re-training (through the Human Resources Manager) for Owner-Operators and company drivers known to not be practicing this procedure.
- The Human Resources Manager is responsible for overseeing the:
  - Training of all newly-hired company drivers and Owner-Operators on this procedure; and,
  - Re-training existing company drivers and Owner-Operators when it is observed (by self or others) that an employee or Owner-Operator is not following this procedure.
- The Management team is committed to:
  - Supporting, encouraging, and providing the structure for an environment in which this 17-point security inspection is practiced.