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# Installation Vehicle Load Out Checklist

## 1.0 Objective & Scope

The objective of this procedure is to ensure that every installation vehicle is fully stocked, organized, and safe before departing for a job site. A standardized load out checklist prevents missing tools, incomplete materials, and unsafe cargo conditions that lead to delays, return trips, and safety incidents.

This SOP applies to all field installation drivers, lead installers, and fleet logistics coordinators responsible for loading and verifying company vehicles. Compliance is mandatory before any vehicle leaves the yard or warehouse.

## 2.0 Required Equipment & Tools

- Mobile tablet or smartphone with SiteQueue application installed and logged in
- Digital load out checklist form (pre-loaded in SiteQueue)
- Job-specific installation materials (panels, brackets, fasteners, sealants)
- Tool kit (drills, levels, tape measures, utility knives, screwdrivers)
- Personal protective equipment (hard hat, high-visibility vest, steel-toed boots, gloves, safety glasses)
- First aid kit (CSA Z1220 compliant)
- Fire extinguisher (minimum 5 lb ABC rated, secured in vehicle)
- Load securing equipment (ratchet straps, tie-downs, edge protectors)
- Floor and surface protection (Ram Board, drop cloths, cardboard)
- Touch-up paint or finish repair kit (matching job specifications)
- Digital camera or tablet camera for condition documentation
- Job folder containing work order, site address, contact info, and site access instructions

## 3.0 Site Safety & Hazard Assessment

- High-visibility vest and steel-toed boots must be worn at all times when loading or unloading the vehicle in the yard or on site.
- Conduct a 360-degree walk-around of the vehicle before loading to check for tire condition, fluid leaks, and structural damage.
- Ensure all cargo is properly secured and does not exceed the vehicle's gross vehicle weight rating (GVWR) or axle weight limits.
- Verify that no hazardous materials (e.g., solvents, adhesives) are stored improperly or near incompatible items.
- Confirm that the vehicle's fire extinguisher and first aid kit are present, accessible, and within their inspection dates.
- Assess loading area for slip, trip, and fall hazards such as wet floors, uneven ground, or poor lighting.
- Ensure all loose items inside the cab are stowed to prevent distraction or injury during sudden stops.

## 4.0 Step-by-Step Execution Procedure

1. Open the SiteQueue application on your mobile device and navigate to the 'Load Out Checklist' for the assigned vehicle.
2. Perform a 360-degree walk-around inspection of the vehicle, checking tires, lights, mirrors, and for any visible damage or fluid leaks. Document any issues in the app.
3. Verify that all required personal protective equipment (PPE) is present in the vehicle and in good condition. Mark each item as confirmed in the checklist.
4. Cross-reference the job work order against the materials loaded. Confirm that all panels, brackets, fasteners, and specialty items match the job specifications and quantities.
5. Inspect and secure all cargo using ratchet straps or tie-downs. Place edge protectors on sharp corners and ensure no load shifts more than 2 inches in any direction when shaken.
6. Check that the tool kit is complete and all power tools are charged or have spare batteries. Verify that the floor protection and touch-up kit are included.
7. Confirm the presence and accessibility of the first aid kit and fire extinguisher. Record their inspection dates in the app.
8. Review the job folder for the work order, site address, contact person, and any special access instructions. Ensure the folder is placed in the cab for easy reference.
9. Take a clear photo of the fully loaded cargo area from the rear of the vehicle. Upload the photo to the SiteQueue checklist as evidence of proper load securement.
10. Complete the digital load out checklist by signing off in the app. If any items are missing or damaged, flag the issue immediately to the fleet logistics coordinator and do not depart until resolved.
11. Close the vehicle's rear doors or tailgate and perform a final walk-around to ensure all doors, latches, and tie-downs are secure.
12. Record the vehicle's odometer reading and fuel level in the app. Confirm the departure time and submit the completed checklist.

## 5.0 Verification, Sign-off & Reporting

1. After completing the load out, the driver must review the digital checklist in SiteQueue to ensure all items are marked as present and no flags remain open.
2. The fleet logistics coordinator will receive an automated notification of the completed checklist. They will review any flagged issues and approve or escalate as needed.
3. If any missing or damaged items were flagged, the coordinator must confirm corrective action (e.g., replacement item dispatched, vehicle reassigned) before the vehicle is cleared to depart.
4. At the end of the shift, the driver must complete a post-trip inspection and submit a final report in SiteQueue, noting any equipment damage, material shortages, or safety concerns encountered during the day.
5. All load out checklists are stored in SiteQueue for a minimum of 90 days. Reports are accessible for audit, compliance, and performance review purposes.

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