OpsAuditHub opsauditihub.com	DOC ID: **SAF-0221**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **49 CFR Part 396 / FMCSA Periodic Inspection Standards**	AUDIT FREQUENCY: **Annual Inspection / Pre-Deployment Audit**

Dot Annual Vehicle Inspection Sop Template

Operational Scope: Establishes a mandatory standard operating procedure for executing annual commercial motor vehicle inspections under FMCSA guidelines. Mitigates mechanical failure risks and ensures absolute regulatory compliance across all fleet assets.

MANDATORY PPE:	Steel-Toe Safety Boots (ASTM F2413), Safety Glasses with Side Shields (ANSI Z87.1), Heavy-Duty Nitrile or Mechanics Gloves, High-Visibility Class 2 Safety Vest, Bump Cap or Hard Hat (ANSI Z89.1)
PREREQUISITES:	Vehicle parked on level, stable ground with the parking brake fully engaged and wheels chocked. | Engine turned off, ignition key removed, and lockout/tagout (LOTO) applied if major maintenance is suspected. | Vehicle exterior cleaned sufficiently to allow unobstructed visual and tactile examination of components.

BRAKE SYSTEM & STEERING MECHANICS

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Service Brake Operation & Lining Thickness**	Brake linings or pads must not be worn to less than 2/45 inch (or manufacturer specification); no oil or grease contamination present on friction surfaces.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
2	**Air Brake System Pressure & Leak Rate**	Air pressure drops must not exceed 3 psi in 1 minute with the engine off and brakes applied; low-air warning device must activate at or above 60 psi.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
3	**Steering Column & Gear Box Play**	Free play in steering wheel must not exceed specified tolerances (e.g., 4.5 inches for 20-inch steering wheel); steering gear box securely mounted to frame.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
4	**Power Steering Fluid & Hoses**	Reservoir fluid at operational level; hoses free of severe chafing, bulging, or active hydraulic leaks.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A

LIGHTING, ELECTRICAL & COUPLING DEVICES

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
5	**Headlights, Tail Lights & Turn Signals**	All mandatory exterior lights, hazard flashers, and reflectors must operate correctly; lenses uncracked and fully visible.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
6	**Battery Security & Cable Condition**	Batteries securely fastened in a vented box; terminals free of excessive corrosion; cables unfrayed and insulated.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A
7	**Fifth Wheel & Coupling Mechanisms**	Mounting bolts tight and secure; locking jaws secure around kingpin with zero excessive lateral or vertical play; release handle safely pinned.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A

TIRES, WHEELS & SUSPENSION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
8	**Tire Tread Depth & Condition**	Steering axle tires must have at least 4/32-inch tread depth; non-steering tires must have at least 2/32-inch tread depth with no fabric breaks, bulges, or exposed cords.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
9	**Rim & Fastener Integrity**	Rims free of cracks, welding repairs, or excessive rust streaks indicating loose lug nuts; all wheel nuts and studs present and torqued to spec.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
10	**Suspension Springs & Shock Absorbers**	Leaf springs uncracked, unbroken, and properly aligned; U-bolts secure; shock absorbers free of severe fluid leaks and mounting fractures.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A

Certified DOT Inspector / Lead Technician Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Fleet Maintenance Manager / OpsAuditHub Supervisor Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

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