	SMSA P.O. Box 63259 Riyadh 11526, K.S.A.	Document ID	SMSA-HC15
	STANDARD OPERATING PROCEDURE Maintenance and cleaning Schedule of Vehicles/ Trucks.	Revision no.	05
		Effective Date	01-06-2025
		Next Revision Date	31-05-2027
		Function	Warehouse
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1.0 PURPOSE

- 1.1 This document lays down the process requirement of Maintenance and cleaning schedule for vehicles/Trucks.

2.0 SCOPE

- 2.1 This procedure is applicable to all SMSA warehouse personnel working within the Healthcare Warehouse.

3.0 ABBREVIATIONS/ DEFINITION

No.	Term	Description
3.1	SOP	Standard Operating Procedure

4.0 RESPONSIBILITY

- 4.1 The Warehouse Supervisor shall be responsible for the implementation and update for this procedure to fulfill operational and customer requirements.
- 4.2 Truck Drivers shall be responsible for the Internal Cleaning and maintenance of the Trucks.


5.0 PRECAUTION/INSTRUCTION

- 5.1 Annexure –A shall be properly filled out and filed.

6.0 PROCEDURE

- 6.1 After delivery of every shipment and before delivery of any shipment Driver shall check the Vehicle Cleanliness as per Annexure-A and Outbound team leader shall cross check the cleanliness of vehicle.
- 6.2 If cleaning found satisfactory Driver shall proceed for loading of Vehicle for delivery and will submit the checklist duly signed by driver and outbound Team leader for records, if cleaning found unsatisfactory driver shall clean the vehicle first before loading the vehicle.
- 6.3 For external cleaning of vehicle such as cleaning of Vehicle with water and detergent, driver shall go to the service station authorized by SMSA as Otad Al Qimma Washing Station in Sulay Exit 18 Ring Road Riyadh Saudi Arabia.

	Name & Designation	Signature
Author/ Originator of Doc Change	MOAYAD MOHAMMEDAN PHARMACEUT	29-05-2025
Reviewer (Process Owner)	M. J. M. J. J. J. Warehouse Supervisor	31/05/2025
Approving Authority	Dr. A. K. A. K. A. K.	01/06/2025

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- 6.4 For Service/maintenance of Vehicle which is decided prior by the authorized Service station from SMSA as Budget rent a Car workshop in Sulay, Exit 18 Ring road Riyadh Saudi Arabia such as Engine Oil Change, Filters Cleaning, Hydraulic Oil refill or any breakdown in vehicle driver shall go to the Service station on decided running kilometers after every maintenance done by the Service station staff. Also the service station staff shall place the label indicating the next running kilometers in the vehicle's cabin for the next due service/maintenance. Driver shall follow that label's running kilometers for next service/maintenance. For any other issues in vehicle or breakdown Driver shall go to Service station all time.
- 6.5 Maintenance/Service contractors shall be communicated to follow the environmental requirement while maintain SMSA leased trucks including of recycling of Oil and batteries.

7.0 RECORD

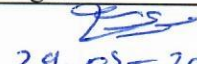
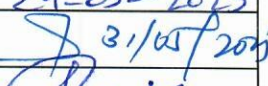

Title of Record	Custodian	Retention Period
Annexure-A	Outbound team Leader	03 Year


8.0 Attachment

Annexure-A – Vehicle Cleaning Checklist

9.0 DOCUMENT CHANGE RECORD

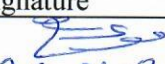
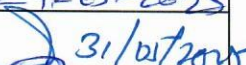

Rev No.	Effective Date	Nature of Change	Document Change Request No:
00	23-10-2016	New Document	NA

	Name & Designation	Signature
Author/ Originator of Doc Change	MOAYAD MOHAMEDAIN PHARMACIST	
Reviewer (Process Owner)	M. J. M. Jareed Warehouse Supervisor	29-05-2025 
Approving Authority		

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01	<p>Changes made in the SOP as follows:</p> <ul style="list-style-type: none"> SOP Document ID amended as SMSA-HC unique ID format for all SOP. Incorporated abbreviation under section 3. Amended point 6.3 by adding authorized Service Station for washing the vehicles. Amended point 6.4 by adding authorized service station name for Maintenance of vehicles and to follow the running kilometers for next due maintenance by merging the point 6.5. Incorporated point 6.5 to communicate the maintenance contractor to follow environment requirements by recycling the oils and Batteries. 	
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END OF DOCUMENT

	Name & Designation	Signature
Author/ Originator of Doc Change	MOHAMAD MOHAMEDAN PHARMACIST	 29-05-2025
Reviewer (Process Owner)	M. J. M. J. J. Warehouse Supervisor	 31/05/2025
Approving Authority	Dr. A. R. A. A.	



Annexure - A
Vehicle Cleaning Checklist

Vehicle No:-	
Points for checking	
Inside Temperature	
Internal Floor Cleaned	
Internal Wall cleaned	
Internal Roof cleaned	
Plastic Curtains cleaned	
Any holes present	
Any Insects present	
Any Leakages present	
Any Cracks present	
Door closing Properly	
Done by/ Sign and Date	
Checked by/ Sign and Date	
Remarks	

NOTE:- Do not use Water for cleaning Inside the Vehicle. Clean with Dry Cloth, MOP or Nylon broom.