



HSE Transport Vehicle Management Procedure

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Chapter 1 General Provisions

Article 1 Purpose

To standardize the HSE (Health, Safety and Environment) management of the Company's transport vehicles, prevent road traffic safety accidents, protect the health of drivers and relevant personnel, reduce the impact of transport operations on the environment, ensure the safe and efficient transport of petroleum pipeline materials (including equipment, consumables, hazardous materials, etc.), prevent traffic accidents and environmental pollution, and safeguard personnel life safety and company property safety, this procedure is formulated in accordance with national laws, regulations and the requirements of superior units.

Article 2 Basis

This procedure is formulated in accordance with laws, regulations and institutional documents including the *Work Safety Law of the People's Republic of China*, *Road Traffic Safety Law of the People's Republic of China*, *Regulations on the Management of Road Transport of Hazardous Goods*, *Regulations on the Technical Management of Road Transport Vehicles*, *PIPING SYSTEM PTE LTD HSE Management System Requirements*, *Material Transport Safety Management Regulations*, *HSE Emergency Preparedness and Response Management Procedure*, and *Vehicle Maintenance and Servicing Management Regulations*.

Article 3 Scope of Application

This procedure applies to all transport vehicles of the Company (including freight vehicles, hazardous materials transport vehicles, special operation vehicles, and special transport vehicles), leased transport vehicles, and relevant personnel in positions such as drivers, escorts, dispatchers, maintenance personnel, and user departments (material demand and user units); it covers the entire lifecycle of transport vehicles (procurement, registration, use, maintenance, inspection, scrapping) and the entire process of material transport (planning, loading, driving, unloading).

Article 4 Management Principles

Adhere to the principles of "safety first, prevention first, comprehensive management" and "those in charge of business must be in charge of safety, those in charge of production must be in charge of safety", implement HSE responsibility system, achieve the goal of "no safety accidents, no personnel injuries, no environmental pollution" in transport operations, and balance energy-saving efficiency and compliant operation.

Chapter 2 Management Responsibilities

Article 5 Responsibilities of the HSE Management Department (Quality, Health, Safety and Environmental Department)

1. Responsible for formulating, revising this procedure and supporting HSE management systems (including the *HSE Emergency Preparedness and Response Management Procedure*), and supervising the implementation of all departments;
2. Organizing HSE training for transport operations (including emergency disposal, hazardous materials protection, and environmental management), and regularly organizing emergency drills and training;
3. Leading the investigation of transport safety accidents and environmental pollution incidents, analyzing causes, and formulating corrective measures;
4. Supervising the effectiveness of vehicle safety equipment (such as ABS anti-lock braking systems, braking systems, fire extinguishers) and environmental protection facilities (such as exhaust gas treatment devices, anti-spill mats);
5. Responsible for supervising vehicle environmental management (such as exhaust gas testing, implementation of energy-saving measures) and investigating environmental violations.

Article 6 Responsibilities of the Material Transportation Management Department (Coordinated with User Departments)

1. Responsible for formulating transport plans, giving priority to selecting owned/leased vehicles that meet HSE requirements, and reviewing the qualifications of leased vehicles;
2. Responsible for the daily management of drivers and escorts, establishing personnel files, and supervising the filling of driving logs and *Vehicle Usage Records*;
3. Real-time monitoring of the transport process, strictly prohibiting overloading, speeding, and fatigue driving, reasonably arranging transport tasks (considering road conditions and weather), and avoiding forced overtime;
4. As the vehicle user department, supervising the daily use of vehicles in the department (such as pre-departure inspection and post-return management), and promptly reporting abnormal vehicle conditions;

5. Communicating with material demand units, clarifying material characteristics, and formulating special transport plans.

Article 7 Responsibilities of the Equipment Management Department (Vehicle Management Department)

1. Responsible for the centralized management of transport vehicles, organizing vehicle procurement and configuration, giving priority to vehicle models with excellent safety performance (including ABS, compliant braking/lighting systems), environmental protection and energy efficiency, and meeting transport needs;
2. Formulating vehicle maintenance plans (including annual plans and mileage-based maintenance), and establishing *Vehicle Technical Files* (including procurement acceptance records, maintenance records, repair reports, and annual inspection reports);
3. Responsible for vehicle maintenance and repair management: selecting qualified repair units, using original or qualified spare parts, implementing repair approval procedures, and recording repair status;
4. Responsible for vehicle scrapping review: organizing technical appraisal, and handling scrapping procedures in accordance with regulations for vehicles that have reached the service life, have excessive repair costs, fail to meet emission standards, or have serious safety hazards;
5. Regularly inspecting vehicle safety components and environmental protection devices to ensure they are in good condition and effective, and supervising the filling of *Maintenance Records* and *Safety Inspection Records*.

Article 8 Responsibilities of the Human Resources Department

1. Responsible for the recruitment of drivers and escorts, reviewing personnel qualifications (no major accident records, holding valid certificates), organizing pre-employment and annual health check-ups, and establishing *Driver Health Files*;
2. Cooperating with the HSE Management Department in conducting personnel training (including safety skills and environmental protection knowledge), and incorporating HSE assessment results into performance evaluation;
3. Protecting the labor rights and interests of drivers, reasonably arranging transport shifts, and avoiding fatigue driving.

Article 9 Responsibilities of Drivers and Escorts

1. Strictly implementing safety operating procedures and traffic regulations, working with valid certificates, and strictly prohibiting drunk driving, speeding, fatigue driving, and using handheld phones while driving;
2. Doing a good job in daily vehicle management: inspecting vehicles in accordance with the checklist before departure (steering, braking, tires, lighting, safety equipment), controlling speed, maintaining a safe distance, and driving according to the route during driving,

conducting a comprehensive inspection of the vehicle, cleaning, properly parking, and recording driving mileage and abnormal conditions after return;

3. Monitoring materials (especially hazardous materials) during transport, inspecting the securing status, and immediately stopping for disposal if abnormalities are found;
4. Participating in emergency disposal, training and drills, immediately reporting and protecting the scene in case of accidents/abnormalities, and cooperating with investigations;
5. Filling out *Driving Logs*, *Safety Inspection Records*, and *Accident Records* (if any) as required, and cooperating with vehicle maintenance and HSE inspections.

Chapter 3 Transport Vehicle Management

Article 10 Vehicle Procurement and Acceptance

1. Procurement Principles: The Equipment Management Department selects vehicle models based on transport needs, following the principles of "safety first, compliance with standards, environmental protection and energy efficiency, and meeting needs", giving priority to vehicle models equipped with ABS anti-lock braking systems, compliant braking/lighting systems, and meeting National Emission Standard VI or above; hazardous materials transport vehicles must comply with special standards, and special vehicles must have corresponding qualification certificates;
2. Procurement Acceptance Procedures:
 - Acceptance Content: Inspecting the completeness of vehicle technical documents (certificates of conformity, manuals, qualification documents), verifying the effectiveness of safety configurations (ABS, braking systems, protective devices), testing vehicle performance indicators (power, braking, steering), and checking environmental protection devices (exhaust gas treatment systems);
 - Acceptance Records: After passing the acceptance, fill out the *Vehicle Procurement Acceptance Record* and include it in the *Vehicle Technical File*; unqualified vehicles must be returned or rectified until they meet the standards.
3. Complete vehicle registration (including driving license and road transport certificate) within 30 days after vehicle purchase; hazardous materials transport vehicles shall additionally apply for the *Hazardous Goods Road Transport Certificate* and affix warning signs.

Article 11 Daily Vehicle Maintenance and Inspection

1. Daily Inspection (Implemented by Drivers):
 - Pre-departure Inspection (in accordance with the *Daily Transport Vehicle Inspection Form*): Steering system (flexible without jamming), braking system (effective without abnormalities), tires (normal air pressure, clear tread patterns, up-to-standard wear), lighting and signals (complete and effective), safety equipment (fire extinguishers, warning signs, emergency

tools in good condition), environmental protection devices (no leakage in exhaust gas treatment systems); hazardous materials transport vehicles shall additionally inspect sealing and cargo securing devices;

- Post-return Inspection: Conduct a comprehensive inspection of the vehicle's appearance and components (whether there is collision, oil leakage, tire damage), clean the carriage, record the *Vehicle Usage Record* and *Safety Inspection Record*, and immediately report abnormal conditions;

- Unqualified vehicles are strictly prohibited from departing; abnormal conditions must be repaired and accepted before use.

2. Regular Maintenance (Implemented by the Equipment Management Department in accordance with the *Transport Vehicle Maintenance Cycle Table*):

- Every 10,000 km: Replace engine oil and oil filter, inspect the braking system and tire pressure;

- Every 30,000 km: Replace air filter, inspect the steering system and brake pads, and perform tire rotation;

- Every 60,000 km: Replace transmission oil, conduct a comprehensive inspection of the electrical system and engine working conditions;

- Annual Maintenance: Entrust a third-party institution to conduct safety technical inspection (annual inspection) and exhaust gas testing; hazardous materials transport vehicles shall additionally conduct tank testing;

- Seasonal Maintenance: In winter, inspect antifreeze and anti-skid chains (in northern regions); in summer, inspect air conditioning and tire heat dissipation.

3. Repair Management:

- After a vehicle breaks down, the driver shall immediately report to the Equipment Management Department and send the vehicle for repair in accordance with the approval procedure;

- The Equipment Management Department selects qualified repair units, clarifies repair requirements (using qualified spare parts), organizes acceptance after repair, and includes the acceptance record in the *Vehicle Technical File*;

- Vehicles are strictly prohibited from driving with faults; major repairs shall retain repair reports and spare part certificates of conformity.

Article 12 Vehicle Usage Management

1. Vehicles shall only be driven by designated drivers; lending to others or using for non-work purposes is strictly prohibited;

2. Loaded materials must comply with the approved load capacity (overload rate $\leq 0\%$), with evenly distributed weight and secure fixing; mixed loading of hazardous materials with conflicting properties is strictly prohibited, and loading of prohibited items is strictly prohibited;

3. Vehicles shall be equipped with a GPS positioning system and kept online; the Material Transportation Management Department shall real-time monitor vehicle speed (≤ 60 km/h on ordinary highways, ≤ 80 km/h on expressways, and 20% lower for hazardous materials vehicles), and advance reporting is required for route deviations;
4. Comply with traffic rules during driving, accelerate smoothly and avoid sudden braking, use equipment reasonably (to reduce fuel consumption), and stop regularly for inspection (checking the securing status of materials once every 2 hours);
5. Vehicle Parking: Ordinary vehicles shall be parked in designated parking lots; hazardous materials vehicles shall be parked in dedicated parking lots (away from fire sources, residential areas, and water sources); after parking, pull the handbrake, turn off the power, and set up warning signs; after returning the vehicle, record the driving mileage, fuel consumption, and abnormal conditions.

Article 13 Vehicle Scrapping Management

1. Scrapping Conditions: When a vehicle meets one of the following conditions, the Equipment Management Department shall organize technical appraisal and propose a scrapping application:

- Reaching the national specified service life (10 years for freight vehicles, 8 years for hazardous materials vehicles);
- Repair costs exceeding 50% of the vehicle's assessed value;
- Failing to meet emission standards and unable to be upgraded through modification;
- Having serious safety hazards (such as frame deformation, braking system failure) and failing to meet safety requirements even after repair.

2. Scrapping Procedures:

- The Equipment Management Department submits a scrapping application (attached with technical appraisal report) → The HSE Management Department reviews safety and environmental risks → Company approval → Entrusting a qualified unit for dismantling and scrapping → Canceling the driving license and road transport certificate → Updating the *Vehicle Technical File and Scrapping Record* → Retaining files for 3 years after scrapping.

Chapter 4 Driver and Escort Management

Article 14 Personnel Qualifications and Health Management

1. Drivers shall hold a Class A2 or above driver's license (for large trucks); drivers/escorts for hazardous materials transport shall additionally hold corresponding professional qualification certificates, have no fatal accidents with primary responsibility in the past 3 years, and no serious traffic violation records;
2. The Human Resources Department organizes pre-employment and annual health check-ups to screen for diseases that may impede safe driving (such as hypertension, epilepsy, heart disease), and includes the medical examination reports in the *Driver Health Files*;

3. Health files shall be updated in real time (if a disease that impedes driving is diagnosed, the driver shall be suspended from work immediately); files shall be retained for 2 years after the personnel resign.

Article 15 Training and Assessment

1. Pre-employment Training: No less than 40 class hours, covering traffic regulations, company procedures, vehicle operation (including emergency start-up and fault diagnosis), hazardous materials protection, environmental protection knowledge (emission control, energy-saving driving), and emergency disposal; drivers can only take up their posts after passing theoretical and practical assessments;
2. Regular Training:
 - Monthly Training: Learning traffic violation cases and updated HSE requirements;
 - Quarterly Training: Conducting emergency training (first-aid knowledge, accident disposal procedures) once a quarter;
 - Annual Training: Re-training for professional qualification certificates, assessing safety and environmental protection knowledge; those who fail the assessment shall be suspended from work and can only resume work after passing the re-examination;
3. Assessment results shall be incorporated into performance evaluation; drivers with no violations or accidents in the year shall be rewarded; those who fail repeatedly shall be transferred to other positions.

Article 16 Daily Behavior Management

1. Strictly complying with the *Transport Vehicle Safety Usage Prohibitions*:
 - Driving Behavior Prohibitions: Strictly prohibiting drunk driving, speeding, fatigue driving, and using handheld phones while driving;
 - Vehicle Usage Prohibitions: Strictly prohibiting driving with faults, overloading, unauthorized change of usage purpose, and unauthorized dismantling of safety devices;
 - Cargo Loading Prohibitions: Strictly prohibiting unbalanced loading, insecure fixing, transporting prohibited items, and mixed loading of hazardous materials;
2. Wearing personal protective equipment as required (safety helmets, reflective vests, anti-static clothing for hazardous materials transport);
3. Actively participating in emergency drills and mastering accident reporting procedures and insurance claims processes.

Chapter 5 HSE Management of the Transport Process

Article 17 Transport Planning and Dispatching

1. The Material Transportation Management Department formulates transport plans based on material characteristics (weight, volume, whether hazardous) and user department needs, clarifying the vehicle type, driver, route, and time;
2. When dispatching, consider road conditions (avoiding congested and dangerous sections) and weather (suspending transport in severe weather), avoid arranging hazardous materials transport at night (22:00-6:00); if transport is necessary, equip 2 drivers;
3. Special plans shall be formulated for the transport of large equipment (such as steel pipes with a diameter $\geq 1.2\text{m}$) or hazardous materials, which shall be reviewed by the HSE Management Department and approved by the in-charge leader before implementation.

Article 18 Material Loading and Unloading

1. Before Loading: Inspect material packaging (no damage or leakage), verify the checklist (name, specification, quantity); for hazardous materials, confirm characteristics (flash point, explosion limit);
2. During Loading: For ordinary materials, distribute weight evenly without offset and secure firmly using steel wire ropes/slack adjusters; for hazardous materials, load separately; for tank-type vehicles, inspect sealing; loading quantity $\leq 90\%$ of the approved load capacity;
3. After Loading: Drivers and escorts jointly inspect and sign the *Material Loading Confirmation Form* before departing;
4. During Unloading: Upon arrival at the destination, verify the quantity and integrity of materials with the receiver; use special equipment (cranes, forklifts) operated by personnel with valid certificates; strictly prohibit overloading operations; unload hazardous materials in a well-ventilated area away from fire sources, equip with emergency equipment; after unloading, inspect the vehicle for residues before leaving;
5. After Unloading: Sign the *Material Receipt Confirmation Form* and record the unloading time and material status.

Article 19 Environmental Management

1. Emission Control:
 - The Equipment Management Department regularly organizes exhaust gas testing (no less than 2 times a year); vehicles that fail the test must be repaired until they meet the standards;
 - Drivers use fuel that meets standards (such as National Standard VI diesel), avoid high-speed driving when the engine is cold, and regularly clean the air filter;
 - Vehicle exhaust gas treatment systems (such as SCR, DPF) must be in good condition; immediately repair if damaged; strictly prohibit shielding environmental protection devices.
2. Energy-saving Management:

- Drivers develop energy-saving driving habits: accelerate smoothly, avoid sudden braking, use air conditioning reasonably (temperature $\geq 26^{\circ}\text{C}$ in summer), and promptly remove unnecessary loads from the vehicle;
- The Equipment Management Department regularly inspects tire pressure (once a month) to ensure compliance with manufacturer standards and reduce rolling resistance;
- The Material Transportation Management Department optimizes transport routes to reduce empty mileage and improve transport efficiency.

3. Waste Management:

- Waste parts (such as tires, oil filters) generated from vehicle maintenance/repair shall be collected separately and disposed of by qualified units;
- Drivers are strictly prohibited from discarding garbage at will (such as food packaging, waste tools); place trash cans in the carriage and clean them regularly;
- Leakage (such as residual liquid) generated during hazardous materials transport shall be collected using spill collection devices and disposed of in accordance with hazardous waste regulations to avoid environmental pollution.

Chapter 6 Emergency Management

Article 20 Emergency Plans and Equipment

1. The HSE Management Department takes the lead in formulating the *Transport Vehicle Safety Emergency Plan*, covering scenarios such as traffic accidents, vehicle failures, material leakage (including hazardous materials), fire and explosion, and environmental pollution, clarifying the emergency organization, responsibilities, disposal procedures (see Appendix D), and contact information (Company HSE Department, traffic police, fire department, environmental protection department, hospital);
2. The emergency plan shall be revised once a year, submitted to the Company for approval and released, and distributed to drivers, escorts, and relevant departments;
3. The Equipment Management Department equips emergency equipment: each vehicle is equipped with fire extinguishers (within validity period), warning triangles, emergency hammers, first-aid kits (with complete medicines), spill collection mats (for hazardous materials vehicles), and neutralizers (for corrosive materials transport); establishes the *Emergency Material Inventory List* and conducts regular inspections (once a month) to ensure they are in good condition.

Article 21 Emergency Training and Drills

1. Conduct emergency training once a quarter, covering the emergency plan, first-aid knowledge (hemostasis, bandaging), fire extinguisher use, hazardous materials leakage disposal, and accident reporting procedures;

2. Organize a comprehensive emergency drill (such as hazardous materials leakage disposal, fire fighting, traffic accident rescue) once every six months, with the participation of all drivers, escorts, and dispatchers;
3. Complete the assessment within 7 days after the drill, summarize problems (such as insufficient equipment, unskilled procedures), formulate corrective measures, and update the emergency plan and training content.

Article 22 Emergency Disposal Procedures

1. Disposal Steps After an Accident (see Appendix D):

- Immediately stop the vehicle, turn on the hazard warning lights, and set up warning triangles (50-100 meters on ordinary highways, 150 meters on expressways);
- Inspect for casualties, prioritize rescuing the injured (transfer to a safe area), and call the 120 emergency number;
- For fire/hazardous materials leakage: immediately evacuate surrounding personnel, prohibit fire sources, control the situation using on-board fire extinguishers/spill collection devices, and call 119;
- Call the 122 traffic police number to report the accident, and notify the Company's HSE Management Department and Material Transportation Management Department (specifying the accident location, type, material characteristics, and casualty status);
- Protect the accident scene, collect evidence (driving logs, material checklists, GPS data), and cooperate with the investigation by the traffic police, fire department, and environmental protection department;
- After handling the accident, fill out the *Accident Record* and include it in the HSE file.

2. Vehicle Fault Disposal:

- Pull over to the side of the road, set up warning signs, and check the cause of the fault (such as flat tire, dead battery);
- For faults that can be handled independently (such as replacing the spare tire), operate after ensuring safety; for faults that cannot be handled, contact the Equipment Management Department and repair units; hazardous materials vehicles shall additionally report to the local traffic department and wait for special rescue;
- After handling the fault, record the repair status and include it in the *Vehicle Technical File*.

3. Environmental Pollution Disposal:

- For hazardous materials leakage or fuel leakage: immediately collect using spill collection mats/buckets to prevent spread to soil and water sources;
- Contact the environmental protection department, explain the type of pollutant, and cooperate with disposal (such as using neutralizers, entrusting professional units for cleaning);
- Record the pollution status and disposal process and include it in the *Environmental Management Record*.

Chapter 7 Inspection and Assessment

Article 23 Inspection Mechanisms

1. Daily Inspection:

- The Material Transportation Management Department inspects the *Driving Log*, *Vehicle Usage Record*, and *Safety Inspection Record* daily, and monitors vehicle speed and route through GPS;
- The Equipment Management Department inspects the *Daily Transport Vehicle Inspection Form* and *Maintenance Record* daily, and randomly inspects vehicle safety/environmental protection devices weekly;
- Drivers conduct daily self-inspection of vehicles and equipment, and immediately report problems found.

2. Special Inspection:

- The HSE Management Department conducts special HSE inspections quarterly (including safety configuration, environmental emission, emergency equipment, and personnel qualifications);
- The Equipment Management Department conducts vehicle technical inspections every six months (including braking performance, exhaust gas testing, and maintenance compliance);
- Conduct pre-holiday inspections before major holidays (such as Spring Festival, National Day), focusing on investigating safety hazards.

3. Annual Inspection:

- The Company organizes an annual HSE audit, entrusting a third-party institution to evaluate the transport vehicle management system and issue an audit report;
- The Equipment Management Department conducts an annual audit of the *Vehicle Technical File* and *Scrapping Record* to ensure compliance;
- The HSE Management Department conducts an annual audit of the *Accident Record* and *Environmental Management Record* to evaluate the effectiveness of emergency response and environmental protection.

Article 24 Assessment and Rewards/Punishments

1. Rewards:

- Drivers with no traffic violations, accidents, or environmental violations in the year shall be awarded RMB 2,000-5,000;
- Teams that handle emergencies promptly and avoid major losses (such as controlling hazardous materials leakage, reducing environmental pollution) shall be awarded RMB 5,000-10,000;

- Personnel who propose HSE/environmental improvement suggestions that are adopted (such as energy-saving driving methods, equipment modification) shall be awarded RMB 500-2,000;

- The Equipment Management Department with compliant annual maintenance and excellent vehicle technical status shall be given performance bonus points.

2. Punishments:

- Drivers who violate safety prohibitions (such as drunk driving, speeding by more than 50%) shall be suspended from work for 1-3 months and deducted 20 performance points; those with 2 violations in a year shall have their labor contracts terminated;

- For vehicles not maintained as required or lacking emergency/environmental protection equipment, the relevant responsible persons in the Equipment Management Department shall be deducted 5-10 performance points and required to rectify within a time limit;

- For general safety accidents (no deaths, losses < RMB 100,000) or minor environmental pollution, the driver shall be suspended from work for 3 months, and the relevant department heads shall be deducted 20 performance points;

- For major accidents (deaths or losses ≥ RMB 500,000) or serious environmental pollution, responsibilities shall be pursued in accordance with Company regulations, up to termination of labor contracts; those involving violations of laws shall be transferred to judicial organs.

Chapter 8 Supplementary Provisions

Article 25 Relevant Documents

1. *Road Traffic Safety Law of the People's Republic of China*
2. *Regulations on the Management of Road Transport of Hazardous Goods*
3. *Regulations on the Technical Management of Road Transport Vehicles*
4. *HSE Management System Requirements*
5. *HSE Emergency Preparedness and Response Management Procedure*
6. *Vehicle Maintenance and Servicing Management Regulations*

Article 26 Record Management

1. *Vehicle Technical Files*: Retained by the Equipment Management Department for 3 years after vehicle scrapping;
2. *Driving Logs, Vehicle Usage Records, Safety Inspection Records, Maintenance Records*: Retained by the Material Transportation/Equipment Management Department for 2 years;
3. *Accident Records, Scrapping Records, Environmental Management Records*: Retained by the HSE Management Department for 5 years;
4. *Driver Health Files*: Retained by the Human Resources Department for 2 years after the driver resigns.

Article 27 Interpretation and Effectiveness of the Procedure

1. This procedure shall be interpreted by the Company's HSE Management Department (Quality, Health, Safety and Environmental Department);
2. This procedure shall take effect from the date of issuance, and the former *Pipeline Materials and Equipment Co., Ltd. Transport Vehicle Safety Management Regulations* shall be repealed simultaneously.

Article 28 Appendices

1. Appendix A: *Daily Transport Vehicle Inspection Form*
2. Appendix B: *Transport Vehicle Maintenance Cycle Table*
3. Appendix C: *Transport Vehicle Safety Usage Prohibitions*
4. Appendix D: *Transport Vehicle Accident Emergency Disposal Flowchart*
5. Appendix E: *Transport Vehicle Environmental Management Requirements*
6. Appendix F: *Driver Health File Template*

Appendices

Appendix A: Daily Transport Vehicle Inspection Form

Inspection Item	Inspection Content	Inspection Standard	Inspection Result (<input type="checkbox"/> Qualified <input type="checkbox"/> Unqualified)	Remarks
Steering System	Steering flexibility, presence of jamming	Flexible operation, no jamming or abnormal noise	<input type="checkbox"/> Qualified <input type="checkbox"/> Unqualified	
Braking System	Brake pedal stroke, braking effect	Normal pedal stroke, effective braking without drag	<input type="checkbox"/> Qualified <input type="checkbox"/> Unqualified	
Tires	Air pressure, wear level, tread depth	Air pressure complies with manufacturer standards,	<input type="checkbox"/> Qualified <input type="checkbox"/> Unqualified	Check spare tire status

		tread depth \geq 1.6mm		
Lighting and Signals	Low/high beams, turn signals, brake lights, position lights	Complete and bright, no malfunctions	<input type="checkbox"/> Qualified <input type="checkbox"/> Unqualified	
Safety Equipment	Fire extinguishers, warning triangles, emergency hammers, first-aid kits	Fire extinguishers with normal pressure (within validity period), warning triangles in good condition, first-aid kits with complete medicines	<input type="checkbox"/> Qualified <input type="checkbox"/> Unqualified	Hazardous materials vehicles shall inspect spill collection devices
Environmental Protection Devices	Exhaust gas treatment system, anti-spill mats	No leakage or damage	<input type="checkbox"/> Qualified <input type="checkbox"/> Unqualified	Check DPF/SCR status for diesel vehicles
Cargo Securing Devices	Steel wire ropes, slack adjusters, tank sealing (for hazardous materials vehicles)	Securely fixed, no rust/damage, no tank leakage	<input type="checkbox"/> Qualified <input type="checkbox"/> Unqualified	Inspect only when loading cargo
Others	Engine oil level, coolant level	Levels within standard scale range	<input type="checkbox"/> Qualified <input type="checkbox"/> Unqualified	
Inspector's Signature:		Inspection Date: Year Month Day	Vehicle Number:	

Appendix B: Transport Vehicle Maintenance Cycle Table

Maintenance Item	Daily Maintenance (Daily)	Every 10,000 km	Every 30,000 km	Every 60,000 km	Annual Maintenance	Remarks
Vehicle Cleaning	✓					Including carriage and cab cleaning
Oil Level Inspection	✓	✓	✓	✓	✓	Engine oil, coolant, transmission oil
Tire Inspection / Air Pressure	✓	✓	✓	✓	✓	Perform tire rotation every 30,000 km
Lighting / Steering / Braking	✓	✓	✓	✓	✓	Test braking performance
Engine Oil Replacement		✓				Replace oil filter
Air Filter			✓			Clean/replace if necessary
Transmission Oil Replacement				✓		Select oil products in accordance with manufacturer requirements
Brake Pad Inspection		✓	✓	✓	✓	Replace when thickness < 3mm
Exhaust Gas Testing					✓	Entrust third-party testing

Tank Testing (for hazardous materials vehicles)					✓	Conducted by qualified units
Maintenance Performer:						Maintenance Date: Year Month Day

Appendix C: Transport Vehicle Safety Usage Prohibitions

C1 Driving Behavior Prohibitions

1. Strictly prohibit drunk or intoxicated driving;
2. Strictly prohibit speeding (exceeding the specified speed by 20% or more);
3. Strictly prohibit fatigue driving (continuous driving for more than 4 hours without rest, or cumulative daily driving for more than 8 hours);
4. Strictly prohibit using handheld phones, smoking, eating, or other behaviors that impede safe driving while driving;
5. Strictly prohibit driving without a license or driving a vehicle not corresponding to the license type.

C2 Vehicle Usage Prohibitions

1. Strictly prohibit driving vehicles with faults (unrepaired safety/environmental protection device faults);
2. Strictly prohibit overloading (exceeding the approved load capacity);
3. Strictly prohibit unauthorized change of vehicle usage purpose (such as using freight vehicles to carry passengers, using hazardous materials vehicles to transport ordinary materials);
4. Strictly prohibit unauthorized dismantling/shielding of safety devices (such as ABS, fire extinguishers, exhaust gas treatment systems);
5. Strictly prohibit parking vehicles in violation of regulations (such as parking hazardous materials vehicles near residential areas or water sources).

C3 Cargo Loading Prohibitions

1. Strictly prohibit unbalanced cargo loading (center of gravity offset exceeding vehicle limits);
2. Strictly prohibit insecure cargo fixing (not using steel wire ropes/slack adjusters, or damaged fixing devices);

3. Strictly prohibit transporting prohibited items specified by the state (such as drugs, controlled knives);
4. Strictly prohibit mixed loading of hazardous materials (such as oxidizers and reducers, acidic and alkaline substances);
5. Strictly prohibit loading and transporting hazardous materials with damaged/leaking packaging.

Appendix D: Transport Vehicle Accident Emergency Disposal Flowchart

flowchart TD

A[Accident Occurs] --> B[Stop Immediately]

B --> C[Turn on Hazard Warning Lights]

C --> D[Place Warning Signs
(50-100m on Ordinary Highways / 150m on Expressways)]

D --> E[Check for Casualties]

E -->|With Casualties| F[Rescue the Injured
(Transfer to Safe Area)]

F --> G[Call 120 Emergency Number]

E -->|No Casualties| H[Confirm Accident Type
(Collision / Leakage / Fire)]

G --> H

H -->|Fire / Hazardous Materials Leakage| I[Evacuate Surrounding Personnel
Prohibit Fire Sources]

I --> J[Control the Situation with On-board Fire Extinguishers / Spill Collection Devices]

J --> K[Call 119 Fire Number
(Specify Hazardous Materials Type)]

H -->|No Fire / Leakage| L[Call 122 Traffic Police Number to Report the Accident]

K --> L

L --> M[Report to Company HSE Department + Material Transportation Department
(Specify Location / Type / Casualties / Materials)]

M --> N[Protect the Accident Scene
(Collect Driving Logs / Material Checklists / GPS Data)]

N --> O[Cooperate with Investigation by Traffic Police / Fire Department / Environmental Protection Department]

O --> P[Fill out *Accident Record*
Include in HSE File]

Appendix E: Transport Vehicle Environmental Management Requirements

E1 Emission Management Requirements

1. Vehicles shall undergo regular exhaust gas testing (no less than 2 times a year); test results shall comply with current national emission standards (such as National Emission Standard VI); test reports shall be included in the *Vehicle Technical File*;
2. Drivers must use fuel that meets standards (such as National Standard VI diesel, gasoline of 92# or above); strictly prohibit using inferior fuel; fueling records shall be retained (such as fuel receipts);
3. The Equipment Management Department shall regularly maintain the engine (inspect fuel injectors and throttle every 10,000 km), promptly repair the exhaust gas treatment system (such as SCR catalysts, DPF filters), and strictly prohibit shielding OBD fault lights;
4. Drivers shall avoid high-speed driving when the engine is cold (idle for 3-5 minutes after cold start before driving), reduce idling time (turn off the engine if parked for more than 3 minutes), and reduce exhaust emissions.

E2 Energy-saving Management Measures

1. Optimize driving habits: Accelerate smoothly (avoid sudden acceleration), brake slowly (avoid sudden braking), and maintain economic speed (50-60 km/h on ordinary highways, 70-80 km/h on expressways);
2. Use vehicle equipment properly: Set air conditioning temperature to $\geq 26^{\circ}\text{C}$ in summer and $\leq 22^{\circ}\text{C}$ in winter; close windows while driving (to reduce wind resistance); avoid high-speed driving with no load;
3. Load management: Promptly remove unnecessary loads from the vehicle (such as idle tools, waste materials) to reduce vehicle weight;
4. Tire management: Regularly inspect tire pressure (once a month) to ensure compliance with manufacturer standards (insufficient pressure increases fuel consumption); avoid excessive tire wear.

E3 Waste Management Requirements

1. Waste parts (such as tires, oil filters, batteries) generated from vehicle maintenance/repair shall be collected uniformly by the Equipment Management Department and disposed of by qualified units; random disposal is strictly prohibited;
2. Drivers shall place trash cans in the carriage to collect domestic waste (such as food packaging, water bottles) generated during driving; after returning the vehicle, dump the waste into designated trash cans of the Company; strictly prohibit littering on the road;
3. Leakage (such as residual liquid, packaging debris) generated during hazardous materials transport shall be collected using spill collection mats/buckets; the HSE

Department shall contact professional units for disposal to avoid soil and water source pollution;

4. Hazardous wastes such as waste engine oil and coolant shall be stored in dedicated leak-proof collection buckets and handed over to qualified units for disposal regularly; disposal records shall be included in the *Environmental Management Record*.

Appendix F: Driver Health File Template

Basic Information	Name:	Gender:	Age:	Driver Number:	Date of Employment : Year Month Day
	Driver's License Number:	License Type:	Professional Qualification Certificate Number:	Contact Phone:	
Health Check-up Records	Check-up Date	Check-up Institution	Check-up Items	Check-up Result	Doctor's Advice
	Year Month Day (Pre-employment)		Height/Weight , Blood Pressure, ECG, Blood Routine, Liver/Kidney Function, Vision, Hearing	Qualified / Unqualified	
	Year Month Day (Annual)		Same as above + Blood Glucose, Urine Routine, Chest X-ray	Qualified / Unqualified	
	Year Month Day (Annual)		Same as above	Qualified / Unqualified	

Disease Records	Disease Name	Diagnosis Date	Treatment Status	Whether Impedes Driving	Recovery Date
Health Training Records	Training Date	Training Content	Training Duration	Assessment Result	Training Institution
	Year Month Day	Occupational Health Knowledge, First-aid Skills	4 Class Hours	Qualified	Company HSE Department
File Manager:		Update Date: Year Month Day	Remarks:		

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