**Unit Maintenance Standing Operating Procedure (SOP)**

**(Motor Pool)**

**Purpose.**

To provide guidance for unit level maintenance managers in integrating safety into unit motor pool operations.

**Requirements for Unit Motor Pool SOP.**

All units performing maintenance are required to have a maintenance standing operations procedures (SOP) IAW AR 750-1, DA Pam 750-35, and FM 4-30.3.

The maintenance SOP may be an annex to the unit SOP or a stand-alone motor pool SOP. The SOP should formally describe the ways a unit performs unit maintenance on assigned equipment. It should be written in enough detail to give recently assigned personnel a firm grasp of how maintenance is to be safely accomplished in the unit. The Fort Sill safety office will review the SOP during the unit's annual Standard Army Safety and Occupational Health Inspection.

**Minimum (SAFETY) Areas That Should Be Addressed In Detail:** Reference DA Pam 750-35, Chapter 5-2.

a. Procedures to be followed by personnel during scheduled operator level PMCS periods.

b. Maintenance related duties and responsibilities for key unit personnel.

c. All safety guidance associated with equipment maintenance.

d. The unit's program for operator/crew and mechanic sustainment training.

e. The proper handling and disposal of hazardous chemicals.

f. Environmental awareness.

**Motor Pool SOP Safety Rules:** Reference DA Pam 750-35, Chapter 6-1.

a. No smoking in shop areas.

b. Proper storage of flammable/nonflammables.

c. Clean and well ventilated work areas.

d. Use of ground guides.

e. Speed limits.

f. Properly grounded electrical equipment.

g. Training in the use of fire extinguishers.

h. Use of protective devices for eyes and ears.

i. Securing loose tools, parts, and loads before vehicle operations.

j. Inspecting tools and equipment before making repairs.

k. Removing the battery ground cable while working in the engine compartment.

l. Using only approved cleaning solvents.

m. Use of protective equipment.

n. Using chock blocks and jack stands.

o. Proper use of tools.

p. Proper recovery and use of POL.

q. POL spills control measures and environmental disposal.

r. No horseplay allowed.

s. Proper use of compressed air and hydraulic equipment.

t. Use safety cages and associated equipment when inflating tires.

u. No contact lenses worn when performing welding operations.

v. Extreme caution when working with asbestos and other hazardous materials. See the Fort Sill Safety Web Page--Asbestos SOP.

**Training And Proficiency.**

DA Pam 750-35, Chapter 4 details Commander's requirements for unit maintenance training and proficiency. The following is a partial list of internal challenges that can be influenced by the unit commander. The complete list can be found in Chapter 4-3.

a. A poor maintenance training plan or none at all spells disaster.

b. First line supervisors must be involved in maintenance operations.

c. First line supervisors with little or no maintenance training.

d. Little or no operator/crew maintenance training.

e. Personnel not having or using maintenance publications.

f. Improper use of assigned personnel.

g. Technical experts not consulted on maintenance problems.

**Risk Management.**

The most effective tool available to the unit level maintenance manager in reducing the severity of hazards and preventing accidents is the risk management process. A risk management worksheet should be developed for all major maintenance tasks and operations. The equipment technical manual is used to provide the procedures to follow to complete the task and the risk management process is used to:

a. Identifies the hazards associated with performing the task.

b. Identifies who is authorized to perform a particular task, the number of mechanic/operators needed, or which tasks require team supervision.

c. Identifies what safety equipment is needed such as jack stands, chock blocks etc.

d. Identifies what personal protective equipment is required.

When the worksheet is completed and signed at the appropriate level, the information can be used to develop procedures or rules that will be written into the unit motor pool SOP. The risk management process should also be used to factor in the unexpected day-to-day problems that arise such as weather, shortage of personnel or anytime new operations arise.

**Risk Management Resources.**

The following resources are available on the Fort Sill Intranet Safety Web Page:

a. FM 100-14 Risk Management.

b. Risk Management Worksheet.

c. Motor Pool Checklist (Used to identify control measures).

d. Risk Management Training (PowerPoint)

e. The Fort Sill residual risk acceptance authority level.