

	STANDARD	Revision Date	Revision No.	Last Review Date
	EQUIPMENT & VEHICLE MAINTENANCE STANDARD	July 2025	2.0	June 2024
	Approved by: Corporate HSE	Page	Document ID	Initial Release
		1 of 10	2-CEDA-ALL-0424	June 2024

EQUIPMENT & VEHICLE MAINTENANCE STANDARD

PRINTED COPIES OF THIS DOCUMENT ARE CONSIDERED UNCONTROLLED/INFORMATION ONLY COPIES. THE CONTROLLED VERSION IS LOCATED ON CEDA'S INTRANET. THIS DOCUMENT MAY NOT BE COPIED OR REPRODUCED IN ANY FORM WITHOUT THE EXPRESS WRITTEN CONSENT OF CEDA.

	STANDARD	Revision Date	Revision No.	Last Review Date
	EQUIPMENT & VEHICLE MAINTENANCE STANDARD	July 2025	2.0	June 2024
	Approved by: Corporate HSE	Page	Document ID	Initial Release
		2 of 10	2-CEDA-ALL-0424	June 2024

TABLE OF CONTENTS

1.0 PURPOSE 3

2.0 SCOPE.....3

3.0 ACCOUNTABILITIES.....3

 Management.....3

 HSE Representatives 3

 Employees and/or Contractors 3

 Asset & Fleet Services 3

 Human Resources 3

4.0 DEFINITIONS AND ACRONYMS 3

5.0 STANDARD.....4

 Maintenance Standard Chart.....4

6.0 INTERPRETATION AND UPDATING.....4

7.0 REVISION RECORD.....4

 Appendix A – Preventative Maintenance Schedules.....5

PRINTED COPIES OF THIS DOCUMENT ARE CONSIDERED UNCONTROLLED/INFORMATION ONLY COPIES. THE CONTROLLED VERSION IS LOCATED ON CEDA'S INTRANET. THIS DOCUMENT MAY NOT BE COPIED OR REPRODUCED IN ANY FORM WITHOUT THE EXPRESS WRITTEN CONSENT OF CEDA.

	STANDARD	Revision Date	Revision No.	Last Review Date
	EQUIPMENT & VEHICLE MAINTENANCE STANDARD	July 2025	2.0	June 2024
	Approved by: Corporate HSE	Page	Document ID	Initial Release
		3 of 10	2-CEDA-ALL-0424	June 2024

1.0 PURPOSE

CEDA has a responsibility to assure that all equipment and vehicles owned/rented and utilized throughout CEDA are dependable, properly maintained, and safe to operate. Asset and Fleet Services group is charged by the Vice President of Health, Safety & Environment with creating and maintaining maintenance standards for CEDA equipment and vehicles. This standard supports the Transportation and Safety Policy to ensure CEDA's commercial fleet meets National Safety Code requirements across Canada and US.

2.0 SCOPE

This standard sets forth the vehicle and equipment maintenance standards across CEDA for all of its service lines and locations. To ensure that all vehicles and equipment are operating in a safe and orderly manner, all mechanical repairs and periodic maintenance shall be performed by CEDA authorized company or personnel.

3.0 ACCOUNTABILITIES

Management

- Actively ensure all applicable CEDA, client, legislative codes, regulations, practices and procedures are followed.
- Actively maintain and implement this Maintenance Standard.
- Actively ensure all equipment is safe, maintained, inspected and used correctly.

HSE Representatives

- Actively ensure all applicable CEDA, client, legislative codes, regulations, practices and procedures are followed.

Employees and/or Contractors

- Adhere to all applicable CEDA, client, legislative codes, regulations, practices and procedures.
- Ensure compliance with the Maintenance Standard.

Asset & Fleet Services

- Designated group to maintain and implement the Maintenance Standard and ensure it complies with Federal and Provincial legislative and regulations required.
- Manage vehicle and equipment assets throughout their lifecycle with CEDA.

Human Resources

- Administer disciplinary action as per the Discipline Policy, when required.

4.0 DEFINITIONS AND ACRONYMS

Full definitions can be found in the *Transportation Safety Policy (2-CEDA-ALL-0097)*.

	STANDARD	Revision Date	Revision No.	Last Review Date
	EQUIPMENT & VEHICLE MAINTENANCE STANDARD	July 2025	2.0	June 2024
	Approved by: Corporate HSE	Page	Document ID	Initial Release
		4 of 10	2-CEDA-ALL-0424	June 2024

5.0 STANDARD

Maintenance standards have been created to meet regional and service line applications. The standards have been established to meet manufacturer's requirements to ensure warranty is not voided.

- Maintenance will be tracked using hour (hr) and/or distance kilometer (km).
- If a unit does not have a hub monitor or an hour meter it will be tracked by time frame (example: trailers serviced once a year).
- A Vice President can set a maintenance schedule outside of the manufacturer's recommendations but their region will be responsible for the cost of repairs that would have been normally covered by warranty.

Maintenance Standard Chart

Preventative Maintenance Schedules by Region: **Appendix A**

- P&D Region
- CWS Region
- Western Region
- East Region
- FMM Region

Regional Service Sheets are controlled and retained by Asset & Fleet Services.

6.0 INTERPRETATION AND UPDATING

The Manager, Asset & Fleet Services is responsible for responding to any requests for regular review and updating of this standard.

7.0 REVISION RECORD

Revision Date	Revision No.	Section Affected	Changes Made
July 2025	2.0	Appendix A	Updated the P&D Region and FMM Region service schedules.
June 2024	1.0	All	Issued for implementation through HSEMS.

PRINTED COPIES OF THIS DOCUMENT ARE CONSIDERED UNCONTROLLED/INFORMATION ONLY COPIES. THE CONTROLLED VERSION IS LOCATED ON CEDA'S INTRANET. THIS DOCUMENT MAY NOT BE COPIED OR REPRODUCED IN ANY FORM WITHOUT THE EXPRESS WRITTEN CONSENT OF CEDA.

	STANDARD	Revision Date	Revision No.	Last Review Date
	EQUIPMENT & VEHICLE MAINTENANCE STANDARD	July 2025	2.0	June 2024
	Approved by: Corporate HSE	Page	Document ID	Initial Release
		5 of 10	2-CEDA-ALL-0424	June 2024

Appendix A – Preventative Maintenance Schedules

Pigging & Decoking - Preventative Maintenance Schedule

Inspection Type	Vehicle Type	Inspection Interval	Comments
Daily Trip Inspection	*Trucks	Every 24 Hours	Complete written Daily Trip Inspection if required, Report all defects and document all repairs.
	*Van/Bus		
	Tractors		
	Trailers		
Commercial Vehicles			
"A" Service - Oil Change and Greasing	Trucks*	8,000 KM	N/A
	Vans/Bus*	8,000 KM	N/A
	Tractors/Vac**	Follow "B" Service as Below	Use the Vehicle Service Record or Manager Plus A Service
	Trailers	N/A	N/A
"B" Service - Scheduled Maintenance Inspection	Trucks	Inspection Once a Year	N/A
	Vans/Bus	Inspection Once a Year	N/A
	Tractors/Vac**	Target 460 hours (+/- 10% to <u>Max 506</u>)	Use the Vehicle Service Record or Manager Plus B Service
	Trailers	Annually/Inspection	Use the Vehicle Service Record or Manager Plus Service sheet
Provincial Inspections (CVIP)	Trucks*	Annually if Vehicle is Over 4.500 KGS	N/A
	Van/Bus*	Bi-Annually if Vehicle is a Commercial Van	N/A
	Tractors	Annually	N/A
	Trailers	Annually	N/A
Non-Commercial			
Light Duty Vehicle Service	Trucks/SUVs	8,000 KM	N/A
	Vans	8,000 KM	N/A
* This applies to trucks and van that require an inspection to meet commercial requirements. For Example, A 1 ton truck w/trailer (GVW is over 4,500 kg) is required to conduct a daily trip inspection.			
* * This refers to all licensed heavy equipment that needs to meet National Safety Codes			

PRINTED COPIES OF THIS DOCUMENT ARE CONSIDERED UNCONTROLLED/INFORMATION ONLY COPIES. THE CONTROLLED VERSION IS LOCATED ON CEDA'S INTRANET. THIS DOCUMENT MAY NOT BE COPIED OR REPRODUCED IN ANY FORM WITHOUT THE EXPRESS WRITTEN CONSENT OF CEDA.

	STANDARD	Revision Date	Revision No.	Last Review Date
	EQUIPMENT & VEHICLE MAINTENANCE STANDARD	July 2025	2.0	June 2024
	Approved by: Corporate HSE	Page	Document ID	Initial Release
		6 of 10	2-CEDA-ALL-0424	June 2024

CEDA West Services Region – Preventative Maintenance Schedule

Inspection Type	Vehicle Type	Inspection Interval	Comments
Daily Trip Inspection	*Trucks	Every 24 Hours	Complete written Daily Trip Inspection if required, Report all defects and document all repairs.
	*Van/Bus		
	Tractors		
	Trailers		
Commercial Vehicles			
"A" Service - Oil Change and Greasing	Tractors/Vac**	Target 100 to 150 Hours	Use the Vehicle Service Record or Manager Plus A Service
	Trailers	N/A	N/A
"B" Service - Scheduled Maintenance Inspection	Trucks	5,000 to 7,000 KMs	Use the Pickup Service Inspection or Manager Plus B Service
	Vans/Bus	5,000 to 7,000 KMs	Use the Pickup Service Inspection or Manager Plus B Service
	Tractors/Vac**	Target 250 to 300 Hours	Use the Vehicle Service Record or Manager Plus B Service
	Trailers	Every 3,000 KMs	Use the Trailer Service Inspection or Manager Plus Service sheet
Provincial Inspections	Trucks*	Bi-Annually if Vehicle is Over 4,500 KGS	N/A
	Van/Bus*	Bi-Annually if Vehicle is a Commercial Van	N/A
	Tractors	Semi- Annually	N/A
	Trailers	Annually	N/A
Non-Commercial			
Light Duty Vehicle Service	Trucks/SUVs	5,000 to 7,000 KMs	Use the Pickup Service Inspection or Manager Plus B Service
	Vans	5,000 to 7,000 KMs	Use the Pickup Service Inspection or Manager Plus B Service
* This applies to trucks and van that require an inspection to meet commercial requirements. For Example, A 1 ton truck w/trailer (GVW is over 4,500 kg) is required to conduct a daily trip inspection.			
* * This refers to all licensed heavy equipment that needs to meet National Safety Codes			

	STANDARD	Revision Date	Revision No.	Last Review Date
	EQUIPMENT & VEHICLE MAINTENANCE STANDARD	July 2025	2.0	June 2024
	Approved by: Corporate HSE	Page	Document ID	Initial Release
		7 of 10	2-CEDA-ALL-0424	June 2024

Western Fleet – Preventative Maintenance Schedule

Inspection Type	Vehicle Type	Inspection Interval	Comments
Daily Trip Inspection	*Trucks	Every 24 Hours	Complete written Daily Trip Inspection if required, Report all defects and document all repairs.
	*Van/Bus		
	Tractors		
	Trailers		
Commercial Vehicles			
"A" Service - Oil Change and Greasing	Trucks*	8,000 KM	N/A
	Vans/Bus*	8,000 KM	N/A
	Tractors/Vac**	Target 330 hours after B Service (+/-10% to <u>Max363</u>)	Use the Vehicle Service Record or Manager Plus A Service
	Trailers	N/A	N/A
"B" Service - Scheduled Maintenance Inspection	Trucks	Inspection Once a Year	N/A
	Vans/Bus	Inspection Once a Year	N/A
	Tractors/Vac**	Target 330 hours after A Service (+/-10% to <u>Max363</u>)	Use the Vehicle Service Record or Manager Plus B Service
	Trailers	Annually/Inspection	Use the Vehicle Service Record or Manager Plus Service sheet
Provincial Inspections (CVIP)	Trucks*	Annually if Vehicle is Over 4.500 KGS	N/A
	Van/Bus*	Bi-Annually if Vehicle is a Commercial Van	N/A
	Tractors	Annually	N/A
	Trailers	Annually	N/A
Non-Commercial			
Light Duty Vehicle Service	Trucks/SUVs	8,000 KM	N/A
	Vans	8,000 KM	N/A
* This applies to trucks and van that require an inspection to meet commercial requirements. For Example, A 1 ton truck w/trailer (GVW is over 4,500 kg) is required to conduct a daily trip inspection.			
* * This refers to all licensed heavy equipment that needs to meet National Safety Codes			

PRINTED COPIES OF THIS DOCUMENT ARE CONSIDERED UNCONTROLLED/INFORMATION ONLY COPIES. THE CONTROLLED VERSION IS LOCATED ON CEDA'S INTRANET. THIS DOCUMENT MAY NOT BE COPIED OR REPRODUCED IN ANY FORM WITHOUT THE EXPRESS WRITTEN CONSENT OF CEDA.

	STANDARD	Revision Date	Revision No.	Last Review Date
	EQUIPMENT & VEHICLE MAINTENANCE STANDARD	July 2025	2.0	June 2024
	Approved by: Corporate HSE	Page	Document ID	Initial Release
		8 of 10	2-CEDA-ALL-0424	June 2024

ROC Region – Preventative Maintenance Schedule

Inspection Type	Vehicle Type	Inspection Interval	Comments
Daily Trip Inspection	*Trucks	Every 24 Hours	Complete written Daily Trip Inspection if required, Report all defects and document all repairs.
	*Van/Bus		
	Tractors		
	Trailers		
Commercial Vehicles			
"A" Service - Oil Change and Greasing	Trucks*	8,000 KM	N/A
	Vans/Bus*	8,000 KM	N/A
	Tractors/Vac**	Target 300 hours after B Service (+/-10% to <u>Max330</u>)	Use the Vehicle Service Record or Manager Plus A Service
	Trailers	N/A	N/A
"B" Service - Scheduled Maintenance Inspection	Trucks	Inspection Once a Year	N/A
	Vans/Bus	Inspection Once a Year	N/A
	Tractors/Vac**	Target 300 hours after A Service (+/-10% to <u>Max 300</u>)	Use the Vehicle Service Record or Manager Plus B Service
	Trailers	Annually/Inspection	Use the Vehicle Service Record or Manager Plus Service sheet
Provincial Inspections	Trucks*	Annually if Vehicle is Over 4,500 KGS	N/A
	Van/Bus*	Bi-Annually if Vehicle is a Commercial Van	N/A
	Tractors	Annually	N/A
	Trailers	Annually	N/A
Non-Commercial			
Light Duty Vehicle Service	Trucks/SUVs	8,000 KM	N/A
	Vans	8,000 KM	N/A
* This applies to trucks and van that require an inspection to meet commercial requirements. For Example, A 1 ton truck w/trailer (GVW is over 4,500 kg) is required to conduct a daily trip inspection.			
* * This refers to all licensed heavy equipment that needs to meet National Safety Codes			

PRINTED COPIES OF THIS DOCUMENT ARE CONSIDERED UNCONTROLLED/INFORMATION ONLY COPIES. THE CONTROLLED VERSION IS LOCATED ON CEDA'S INTRANET. THIS DOCUMENT MAY NOT BE COPIED OR REPRODUCED IN ANY FORM WITHOUT THE EXPRESS WRITTEN CONSENT OF CEDA.

	STANDARD	Revision Date	Revision No.	Last Review Date
	EQUIPMENT & VEHICLE MAINTENANCE STANDARD	July 2025	2.0	June 2024
	Approved by: Corporate HSE	Page	Document ID	Initial Release
		9 of 10	2-CEDA-ALL-0424	June 2024

East Fleet – Preventative Maintenance Schedule

Inspection Type	Vehicle Type	Inspection Interval	Comments
Daily Trip Inspection	*Trucks	Every 24 Hours	Complete written Daily Trip Inspection if required, Report all defects and document all repairs.
	*Van/Bus		
	Tractors		
	Trailers		
Commercial Vehicles			
"A" Service - Oil Change and Greasing	Trucks*	8,000 KM	N/A
	Vans/Bus*	8,000 KM	N/A
	Tractors/Vac**	Target 300 hours after B Service (+/-10% to <u>Max363</u>)	Use the Vehicle Service Record or Manager Plus A Service
	Trailers	N/A	N/A
"B" Service - Scheduled Maintenance Inspection	Trucks	Inspection Once a Year	N/A
	Vans/Bus	Inspection Once a Year	N/A
	Tractors/Vac**	Target 300 hours after A Service (+/-10% to <u>Max363</u>)	Use the Vehicle Service Record or Manager Plus B Service
	Trailers	Annually/Inspection	Use the Vehicle Service Record or Manager Plus Service sheet
Provincial Inspections (CVIP)	Trucks*	Annually if Vehicle is Over 11,794 KGS	N/A
	Van/Bus*	Bi-Annually if Vehicle is a Commercial Van	N/A
	Tractors	Annually	N/A
	Trailers	Annually	N/A
Non-Commercial			
Light Duty Vehicle Service	Trucks/SUVs	8,000 KM	N/A
	Vans	8,000 KM	N/A
* This applies to trucks and van that require an inspection to meet commercial requirements. For Example, A 1 ton truck w/trailer (GVW is over 4,500 kg) is required to conduct a daily trip inspection.			
* * This refers to all licensed heavy equipment that needs to meet National Safety Codes			

PRINTED COPIES OF THIS DOCUMENT ARE CONSIDERED UNCONTROLLED/INFORMATION ONLY COPIES. THE CONTROLLED VERSION IS LOCATED ON CEDA'S INTRANET. THIS DOCUMENT MAY NOT BE COPIED OR REPRODUCED IN ANY FORM WITHOUT THE EXPRESS WRITTEN CONSENT OF CEDA.

	STANDARD	Revision Date	Revision No.	Last Review Date
	EQUIPMENT & VEHICLE MAINTENANCE STANDARD	July 2025	2.0	June 2024
	Approved by: Corporate HSE	Page	Document ID	Initial Release
		10 of 10	2-CEDA-ALL-0424	June 2024

Fort McMurray – Preventative Maintenance Schedule

Inspection Type	Vehicle Type	Inspection Interval	Comments
Daily Trip Inspection	*Trucks	Every 24 Hours	Complete written Daily Trip Inspection if required, Report all defects and document all repairs.
	*Van/Bus		
	Tractors		
	Trailers		
Commercial Vehicles			
"A" Service - Oil Change and Greasing	Trucks*	8,000 KM	N/A
	Vans/Bus*	8,000 KM	N/A
	Tractors/Vac**	Target 300 hours (+/-10% to <u>Max330</u>) Two A services then a B service (A-A-B)	Use the Vehicle Service Record
	Trailers	N/A	N/A
"B" Service - Scheduled Maintenance Inspection	Trucks	Inspection Once a Year	N/A
	Vans/Bus	Inspection Once a Year	N/A
	Tractors/Vac**	Target 300 hours after the second A Service (+/- 10% to <u>Max 330</u>)	Use the Vehicle Service Record
	Trailers	Annually/Inspection	Use the Vehicle Service Record
Provincial Inspections (CVIP)	Trucks*	Annually if Vehicle is Over 11,794 KGS	N/A
	Van/Bus*	Bi-Annually if Vehicle is a Commercial Van	N/A
	Tractors	Annually	N/A
	Trailers	Annually	N/A
Non-Commercial			
Light Duty Vehicle Service	Trucks/SUVs	8,000 KM	N/A
	Vans	8,000 KM	N/A
* This applies to trucks and van that require an inspection to meet commercial requirements. For Example, A 1 ton truck w/trailer (GVW is over 11,794 kg) is required to conduct a daily trip inspection.			
* * This refers to all licensed heavy equipment that needs to meet National Safety Codes			

PRINTED COPIES OF THIS DOCUMENT ARE CONSIDERED UNCONTROLLED/INFORMATION ONLY COPIES. THE CONTROLLED VERSION IS LOCATED ON CEDA'S INTRANET. THIS DOCUMENT MAY NOT BE COPIED OR REPRODUCED IN ANY FORM WITHOUT THE EXPRESS WRITTEN CONSENT OF CEDA.