



MAINTENANCE POLICY

It is the policy of RNF Ventures Ltd. to maintain all tools and equipment in good working order, to reduce the risk of personal injury, property damage, and lost time.

All Company tools, equipment and vehicles are to be maintained at regular intervals and as required by manufacturers.

All equipment purchases, as well as any maintenance will be included in the Company tool roster and maintenance logs.

All Company personnel have a responsibility in the care and maintenance of all Company tools, materials and equipment.

It is the responsibility of persons checking tools into the office tool crib to ensure they are in good working order.

All tools, vehicles, and equipment not in compliance are to be tagged, taken out of service, and repaired or replaced immediately.

Signed Allan Webb Date: JAN. 29/21
Allan Webb
General Manager

Revised January 29, 2021



VEHICLE & POWER MOBILE EQUIPMENT MAINTENANCE

All company vehicles and power mobile equipment are to be kept in good running order and neat and clean at all times.

All regularly scheduled maintenance is to be carried out at intervals as set out in the owner's manual. Any work performed on any vehicle by any person, be it regularly scheduled or "one time" repairs, must be entered into the maintenance binder located at head office.

A **visual** inspection of power mobile equipment and surrounding area is required before the equipment is started. A **maintenance** inspection of power mobile equipment is required at each oil change and is kept in the maintenance binder at head office. The bobcats require an oil change and service every 3-500 hours.

Any major repair work to any company vehicle or power mobile equipment must have the prior approval of the tool roster supervisor. A copy of all service invoices, as well as the date and vehicle mileage, is to be turned in to the tool roster supervisor immediately following receipt.

All employees are responsible to ensure that the tool roster supervisor is aware of any ongoing problems with company vehicles or power mobile equipment.

Under no circumstance is any vehicle to carry more load than it is designed for.

Lug nuts on 1-Ton trucks are to be checked for tightness prior to each trip. All **tie downs** are to be checked at regular intervals to ensure they are in good repair.

All broken or burned out lighting is to be repaired as soon as possible.

All portions of maintenance policy are to be in conformance with O.H&S. regulations.

Signed Allan Webb Date: JAN. 29/21
Allan Webb
General Manager

Revised January 29, 2021



TOOL MAINTENANCE

All tools are to be kept in good working order. All power cords are to be free of frayed or cracked ends. Replace ends of cords that are faulty.

Any tool or equipment purchased for use by the Company is to be included in the Tool Roster. Tool Roster Routing Slips are available at head office for all transactions.

Prior to purchasing any power tool or major item, the tool roster supervisor must be consulted.

All Company tools and equipment are to be properly identified and included in the tool roster prior to being put into use in the field. A copy of the invoice plus date of purchase must be turned into the tool roster supervisor as soon as possible after tool purchase.

Any repairs to Company tools and equipment must be approved by the tool roster supervisor prior to work being done. A copy of the service invoice as well as date of repair is to be given to tool roster supervisor upon receipt. _____

All personnel are to be trained in the safe use and handling of any tool or equipment they will be required to use.

It is the responsibility of all management and employees to ensure tool and equipment maintenance is an ongoing concern.

All service work, oil changes, etc., to all tools and equipment will be done in accordance with manufacturers warranty requirements and recommendations.

All tools that do not meet the requirements of the Company Safety Policy are to be immediately tagged and taken out of service until repairs are complete.

It is the responsibility of persons checking tools into the office tool crib to ensure they are in good working order.

All tools moved to or from the tool crib, or from one site to another, must be identified to the Tool Roster Supervisor using a Tool Roster Slip.

Signed Allan Webb Date: JAN. 29/21
Allan Webb
General Manager

Revised January 29, 2021