

# GREATWIDE DEDICATED TRANSPORT

- TIRE MAINTENANCE (9-23-08)

# INFLATION

- EVERY LOCATION IS REQUIRED TO PERFORM A WEEKLY YARD CHECK. (SEE “TIRE PM” IN THE MANUAL FOR THE PROCEDURES.)
- TIRE PRESSURE SHOULD BE CHECKED AND AIRED TO 105 PSI; EXCEPT THE MERITOR PSI, PRESSURE GUARD, AND AIRGO SYSTEMS IS 100 PSI.
- 445/50R22.5 - 120 PSI; CRL (Michelin X1 & BS Greatec)
- ALL COMPANY AIR GAUGES AND REGULATORS ARE TO BE CALIBRATED EACH MONDAY.
- VENDORS ARE TO CALIBRATE THEIR REGULATORS AND GAUGES BEFORE PERFORMING THEIR SERVICES.
- EXCEPTIONS: PSI STICKERS APPLIED
- URBANA, IL 255/70R22.5 STANDARD PRESSURE IS 115 PSI COLD PRESSURE.
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- NOTE: DO NOT BLEED AIR PRESSURE FROM A HOT TIRE!
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# MATCHING DUALS

- ALL TIRES IN A DUAL POSITION MUST MATCH AS TO SIZE, TYPE, AND OVERALL DIAMETER ( $\frac{1}{4}$  INCH) USING A TIRE SQUARE..
- (Tire Square Ace Tool-Part # WAM1844)
- TRAILER TIRES THAT ARE PURCHASED ON THE ROAD SHOULD BE INSPECTED AND CHECKED FOR PROPER MATING AND CORRECT PURCHASE WHEN THE TRAILER IS RETURNED TO THE YARD. BOTH COMPANY AND CONTRACT DRIVERS ARE REQUIRED TO HANG YELLOW OR RED TAGS ON RETURNING THE EQUIPMENT TO THE YARD AND REPORTING SAME TO THE CTL'S.

# PULL POINTS

- WE ARE TO PULL TIRES FROM TRAILERS WHEN THEY HAVE REACHED 4/32 IN TREAD DEPTH, STEER TIRES 5/32, AND DRIVE TIRES AT 5/32. TIRES SHOULD NOT BE RUN AT A TREAD DEPTH LOWER THAN THE FEDERAL STANDARD OF 2/32 ON TRAILER WHEEL POSITIONS AND 4/32 ON STEERS. TIRES THAT ARE REMOVED FROM THE VEHICLE AND HAVE 5/32 OR LESS OF TREAD DEPTH SHOULD BE SENT IN FOR RETREADING.
- RUN DRIVE TIRES UNTIL THE REAR TANDEM REACH THE PULL POINT AND PUT ON A NEW SET, MATCHING THE REMOVED FRONT TANDEM SET ON ANOTHER TRACTOR.

# VALVE CAPS & VALVE CORES

- ALL TIRES MUST HAVE AN “ALLIGATOR AIR FLOW” VALVE CAP. BY USING THIS PARTICULAR VALVE CAP THE AIR PRESSURE CAN BE CHECKED WITHOUT REMOVING THE VALVE CAP. (MEYERS PART # V2B-ORDER #21-534) THESE CAPS ARE RE-USEABLE. AFTER INSTALLING THE CAP, AN AIR GAUGE SHOULD BE USED TO CHECK THE AIRFLOW.
- ALL REMOVED VALVE CORES SHOULD BE REPLACED WITH NEW, HIGH QUALITY, HIGH TEMP VALVE CORE.

# VALVE STEMS

- VALVE STEMS SHOULD BE CHECKED FOR BAD VALVE CORE, CAP THREADS AND RUBBER GROMMET. REPLACE WITH A NEW STEM IF NECESSARY. THE NUT SHOULD BE CHECKED FOR PROPER TORQUE. (MEYERS REPLACEMENT: DILL PART #572-23-153) ALL ROAD PURCHASES ARE TO HAVE A NEW STEM INSTALLED AT THE TIME OF PURCHASE.

# ALIGNMENT

- ALL TRACTOR/TRAILER TIRES SHOULD BE CHECKED FOR IRREGULAR WEAR THAT WILL INDICATE ALIGNMENT OR MECHANICAL CONDITIONS. (NOTE: THE “TMC OUT SERVICE TIRE CONDITIONS” CAN BE VERY HELPFUL IN DETERMINING CONDITIONS)
- ALIGNMENT SHOULD BE CHECKED BI-ANNUALLY. LOOSE WHEEL BEARINGS AND PROPER INFLATION IS TO BE CONSIDERED WHEN IRREGULAR WEAR IS FOUND. BRAKES MUST BE RELEASED AND THE SUSPENSION IN A RELAXED STATE BEFORE CHECKING OR SETTING THE ALIGNMENT. SEE THE COMPANY “STANDARD OPERATING PROCEDURES” MANUAL FOR PROPER ALIGNMENT PROCEDURES.
- THE TOE-IN MUST BE CHECKED WHEN INSTALLING NEW STEER TIRES AS WELL AS THE WHEEL BEARINGS. TANDEM AXLE ALIGNMENT IS TO BE CHECKED WHEN INSTALLING NEW DRIVE TIRES.

# LUG NUTS & WHEELS (1)

- ON THE FIRST OF THE MONTH CHECK THE FLOW PRESSURE OF YOUR AIR COMPRESSOR. IT SHOULD READ 120 PSI WITH THE TIRE IMPACT FULLY ENGAGED.
- ON THE FIRST OF THE MONTH CHECK EACH TIRE AIR WRENCH TO BE SURE IT IS TORQUING THE NUT TO
- 450-500 FT LBS.
- CHECK ALL LUG NUTS FOR TIGHTNESS. LOOSE LUGS WILL SHOW RUST STREAKS FROM LUG NUT OUTWARD ON UNI-MOUNT AND BUDD WHEELS. (CLEAN RUST FROM WHEELS AFTER TIGHTNING.)
- **NOTE: HUB PILOT SYSTEM ONLY:** ADD TWO (2) DROPS OF MOTOR OIL TO THE USED LUG NUT, BETWEEN THE FLANGE AND NUT BEFORE RE-INSTALLING ON THE STUD. ALSO PUT A SMALL AMOUNT OF A “NEVER SEIZE,”
- TYPE LUBRICANT ON HUB PILOT PADS.
- WE HAVE DETERMINED THAT THE MAINTENANCE PRACTICES AND PROCEDURES CONTAINED IN THE “ACCURIDE RIM/WHEEL SAFETY & SERVICE MANUAL” ARE THE GUIDELINES THAT WE WILL FOLLOW.



# LUG NUTS & WHEELS (2)

- USED WHEELS WILL BE REFURBISHED WHEN THERE IS EXCESSIVE RUST ON THE DISC AND OR IN THE BEAD FLANGE AREAS. WHEELS THAT ARE REFURBISHED WILL HAVE NEW STEMS AND HI-TEMP CORES INSTALLED.
- WHEELS THAT HAVE NOT BEEN REFURBISHED SHALL HAVE ALL VALVE STEMS CHECKED FOR GOOD THREADS, NEW HIGH-TEMP CORES, RUBBER GROMMETS, AND PROPER NUT TORQUE. BOTH NEW WHEELS AND REFURBISHED WHEELS ARE TO BE WHITE UNLESS REQUESTED BY MANAGEMENT.
- IT IS IMPORTANT THAT OUR TRAILERS BE NEAT AND CLEAN. SERVICE PEOPLE MUST PUT CLEAN WHEELS ON THE OUTSIDE POSITION. [NO INSIDE WHEELS ON THE OUTSIDE]
- WHEELS THAT BECOME UNSERVICEABLE ARE TO BE CUT WITH A CUTTING TORCH BETWEEN TWO BOLT HOLES.
- BOLT HOLES ON THE BUDD SYSTEM ARE TO BE CHECKED FOR EXCESSIVE WEAR BEFORE REFURBISHING AND MOUNTING. WITH AN ACCURIDE GAUGE [PART # - ACCURIDE 5400].

# DISMOUNTING & MOUNTING & STORAGE

- ALL TIRES SHOULD BE COMPLETELY DEFLATED BY REMOVING THE VALVE CORE BEFORE WORKING ON. ALL TIRES SHOULD BE DISMOUNTED/MOUNTED USING AMPLE MEYERS FREY-LUBE TO TIRE BEADS, RIM FLANGES AND LEDGES. (NO **WATER**). USE METHODS SHOWN IN **RMA** CHARTS.
- A FULLY TRAINED TECHNICIAN SHOULD PERFORM ALL WORK. WHEN THE TIRE IS MOUNTED, USE AN **OSHA** APPROVED SAFETY CAGE TO INFLATE TIRES.
- ALL LOCATIONS THAT ARE ON A MOUNTED WHEEL PROGRAM WILL HAVE THEIR MOUNTING AND DISMOUNTING OF TIRES PERFORMED AT THE SERVICING DEALERS SHOP. [TIRES WILL BE SENT OUT MOUNTED AND RETURNED MOUNTED]
- **MOUNTING TIRE AND WHEEL ASSEMBLY ON THE VEHICLE:**
- MAKE SURE ALL VALVES ON DUAL WHEELS ARE 180 DEGREES OPPOSITE EACH OTHER AND THAT THE INSIDE VALVE IS ACCESSIBLE THROUGH THE OUTSIDE WHEELS.
- **STORAGE:**
- ALL TIRES SHOULD BE KEPT IN A SECURED, COVERED AREA. CASINGS WAITING TO BE SENT TO THE RETREADER SHOULD BE STORED INDOORS OR COVERED AREA TO AVOID EXPOSURE TO MOISTURE

# OUTSOURCING/SAFETY

- THE OUTSIDE SERVICE MUST ABIDE BY OUR TIRE PREVENTITIVE MAINTENANCE PROGRAM LISTED IN THIS MANUAL. WHEN WORKING ON OUR YARD OR OFF THE YARD, AN APPROVED **OSHA** SAFETY CAGE MUST BE USED AND THE SERVICE PERSONNEL ARE TO FOLLOW **OSHA STANDARD 29.1610 “TIRE AND RIM/WHEEL SAFETY” RULES**. A TRANSPORT INDUSTRIES TRAILER WORK ORDER WILL BE STARTED BY THE VENDOR AND TURNED IN TO THE SERVICE MANAGER WHEN WORK IS COMPLETE. THE SERVICE MAN IS TO SHOW ON THE WORK ORDER: TRAILER #, WHEEL POSITION/S, AND SPECIFY NEW, RETREAD, OR USED TIRE. THE OUT SOURCEING SERVICE IS TO REMOVE INVENTORY STICKERS FROM THE TIRES HE IS INSTALLING AND PLACE THEM ON THE BACK OF OUR WORK ORDER.

# YARD CHECKS & FLEET SURVEYS

- A YARD CHECK IS TO BE PERFORMED, TWICE WEEKLY (4 HRS EACH) OR ONCE A WEEK FOR 8 HOURS. MUST BE A TRAINED TIRE PERSON. CHECKING THE TIRES FOR FLATS, WORN OUT, CUTS, FLAT SPOTS, PROPER ALIGNMENT, AND OTHER OUT OF SERVICE CONDITIONS. OUTSIDE VENDOR'S THAT ARE PERFORMING THIS MUST REPORT DISCREPANCIES TO THE MANAGER BEFORE REMOVING ANY TIRES, OUR MANAGERS ARE RESPONSIBLE FOR THE INSPECTION OF TIRES REMOVED AND REPLACED. **THIS FUNCTION IS NOT AN OPTION.**
- A FLEET TIRE SURVEY SHALL BE PERFORMED ANNUALLY (MAY & JUNE) AT ALL COMPANY DIVISIONS & AFFILIATES. WE SHOULD INSPECT AT LEAST 20% OF THE TRACTORS, TRAILERS, & YARD MULES ASSIGNED FOR THE LOCATION. COPIES OF THE PROCESSED REPORT ARE TO BE SENT TO THE CORPORATE TIRE MANAGER (LEE BUTLER), THE SERVICING DEALER AND THE LOCAL MAINTENANCE MANAGER. THE VENDOR ACCOUNT MANAGER WILL DO AN ANALYSIS OF THE REPORT AND DISCUSS WITH LEE BUTLER AND THE MAINTENANCE MANAGER.

# INVENTORY-I

- A SEVEN (7) DAY INVENTORY OF TIRES AND WHEELS SHOULD BE MAINTAINED BY EACH LOCATION. TIRES FOR RETREADING/REPAIR ARE TO BE ON A SEVEN (7) DAY ROTATION. A PICKUP AND DELIVERY RECEIPT IS TO BE COMPLETED AND SIGNED OFF BY AN APPROVED SHOP PERSON.
- A WEEKLY (ON TUESDAYS) PHYSICAL COUNT IS TO BE TAKEN OF ALL NEW, AND NEW RETREADED TIRES IN INVENTORY. THIS COUNT MUST BE VERIFIED WITH THE COMPUTER TOTALS.
- THE DEALER SHOULD MAINTAIN A NEW TIRE INVENTORY THAT WILL INSURE PRODUCT IS AVAILABLE WHEN NEEDED. (25- RY023-14 ply) CALL LEE BUTLER SHOULD THESE TIRES SHOW UP ON BACK ORDER. WE WILL HAVE THE DEALERS ORDER FILLED FROM OUR STOCK.
- ALL TIRES AND WHEELS BEING PICKED UP FOR RETREAD, REPAIR, OR REFURB ARE TO BE COUNTED AND RECORDED ON THE PICKUP RECEIPT.
- REPLACEMENT TIRES ARE TO BE NEW YOKOHAMA'S, NO CAP & CASING PURCHASE FOR STOCK ARE ALLOWED UNLESS APPROVED BY THE CORPORATE TIRE MANAGER.
- ARRANGEMENTS ARE TO BE MADE BY THE DEALER AND COMPANY MANAGER DURING HOLIDAYS, WHEN THE DEALER WILL BE CLOSED TO INSURE THAT WE HAVE INVENTORY ON HAND TO HANDLE OUR NEEDS.
- THE ESM IS REQUIRED TO PERIODICALLY INSPECT TIRES/WHEELS BEING RETURNED FROM THE RETREAD SHOP FOR QUALITY OF WORKMANSHIP AND AIR PRESSURE. ANY DISCREPANCIES SHOULD BE CALLED TO THE ATTENTION OF THE ACCOUNT REP. AND INSPECTION SHOULD TAKE PLACE ON EVERY SHIPMENT UNTIL INTEGRITY OF PRODUCT IS CONSISTANTLY RESTORED.

# INVENTORY-II

- TIRES SHOULD BE COUNTED AND CHECKED AGAINST WORK / PURCHASE ORDER, DELIVERY RECEIPT, AND INVOICE WHEN RECEIVED. A WEEKLY PHYSICAL COUNT IS TO BE TAKEN OF ALL NEW, AND NEW RETREADED TIRES IN INVENTORY. THIS COUNT MUST BE VERIFIED WITH THE COMPUTER TOTALS.

# OOS/NRT'S

- THESE TIRES WILL BE INSPECTED BY THE GWDL RM & ESM AND THE VENDOR REPRESENTATIVE ONCE EVERY QUARTER. THE FINISHED REPORTS ARE TO BE SENT TO BANDAG FOR PROCESSING.
- WE NEED TO EXPEDITE THE PROCESSING OF ANY POTENTIAL WARRANTIES.
- ALL RAR'S AND SCRAP TIRES WILL HAVE THE DOT CODES REMOVED AFTER THEY HAVE BEEN INSPECTED BY USING A "SERIAL NUMBER PULLER". (Meyer's # TTHB-1; BLADE # RRB-1) BEFORE THEY ARE DISPOSED OF.

# TRAINING

- TRAINING WILL BE BASED UPON THE INFORMATION IN THE TIRE POLICY AND PROCEDURES MANUAL PROVIDED BY MANAGEMENT. ALL PERSONNEL SHOULD BE FAMILAR WITH THE MANUAL. THE MAINTENANCE MANAGER SHOULD KEEP THE MANUAL UP TO DATE AND AVAILABLE TO SHOP PERSONNEL. THE MANUAL IS LOCATED ON THE "X" DRIVE IN THE "MAINTENANCE" FOLDER.
- PSI SYSTEM; ALL SHOP PERSONEL AND TIRE VENDOR PERSONNEL INVOLVED WITH YARD CHECKS ARE TO REVIEW THE "PSI POWER POINT" TWICE YEARLY.
- OOS/NRT TIRES; ALL SHOP PERSONEL AND TIRE VENDOR PERSONNEL INVOLVED WITH YARD CHECKS ARE TO REVIEW THE "TMC OUT OF SERVICE TIRE POWER POINT" TWICE YEARLY.



# REGROOVING / TIRE BRANDING

- **RE-GROOVING OF TIRES**
- THIS IS NOT PRACTICE THAT WE WANT TO PURSUE. RE-GROOVED TIRES ARE MORE SUSCEPTIBLE TO IMPACT BREAKS, THERE IS NOT ENOUGH UNDER TREAD LEFT TO RETREAD THE CASING AND THE LIABILITY EXPOSURE TO THE COMPANY ARE REASON THAT WE WANT TO STAY AWAY FROM THIS PRACTICE.
- **TIRE BRANDING**
- IT IS AGAINST COMPANY POLICY TO BRAND OR IDENTIFY TIRES AS BELONGING TO GREATWIDE DEDICATED TRANSPORT.