



Lothian Engineering Procedures Review & Tracker Procedure

Purpose:

The purpose of this process is to ensure that all engineering procedures at Lothian are regularly reviewed, updated, and maintained to the highest standards. This process will provide clear steps for reviewing, updating, and tracking the procedures to ensure compliance, improve operational efficiency and maintain consistency across all engineering functions.

Scope:

This procedure applies to all engineering procedures at Lothian, including safety, maintenance, operational, and compliance-related procedures. The review and update process is led by Fleet Compliance Engineer (FCE), and involves relevant managers, Chief Engineer, and Engineering Director

Procedure:

Step 1: Review Spreadsheet

Responsible Party: Fleet Compliance Engineer (FCE)

- FCE regularly reviews the **Engineering Procedures Review Tracker Spreadsheet** contained in the **Transport Managers Folder** to identify outstanding or due procedures for review.
- FCE checks scheduled dates for each procedure to ensure no review deadlines are missed.

Step 2: Allocate to Relevant Manager

Responsible Party: Fleet Compliance Engineer (FCE)

- After identifying procedures due for review, FCE allocates the procedures to the relevant **Engineering Manager (EM)** for their review and updates.

Step 3: Manager Reviews and Makes Changes

Responsible Party: Engineering Manager (EM)

- The EM reviews the procedure in detail and discusses it with the relevant colleagues and departments to ensure the procedure reflects current practices and regulations.
- If changes or updates are needed, the Engineering Manager makes the necessary modifications to the procedure.
- The updated procedure is then sent back to FCE for a first review.

Step 4: Review

Responsible Party: Fleet Compliance Engineer (FCE)

- FCE reviews the updated procedure to ensure it aligns with company policies and standards.
- FCE makes any additional edits or suggestions and prepares the procedure for final approval.

Step 5: Final Approval by Chief Engineer and ED

Responsible Party: Fleet Compliance Engineer (FCE)

- FCE sends the updated procedure to the **Chief Engineer (CE)** and the **Engineering Director (ED)** for their final review and approval.

- CE and ED ensure the procedure complies with operational goals, safety regulations, and legal requirements.

Step 6: Version Control Update and Storing

Responsible Party: Fleet Compliance Engineer (FCE) & Engineering Admin Office

- After receiving approval from the CE & DE, FCE sends the finalised procedure to the **Engineering Admin Office**.
- Engineering Admin Office updates the version control of the procedure to reflect the revisions.
- The Engineering Admin Office uploads the new procedure to **MyLothian & TM folder**

Step 7: Communicating Procedure Updates

Responsible Party: Fleet Compliance Engineer (FCE)

- FCE circulates an email to **all Engineering Managers & relevant colleagues** notifying them of the new version of the procedure.
- The email will include key changes or updates, a link to the procedure on MyLothian, and any required actions (e.g., training, implementation).

Step 8: Present Changes at Transport Managers Meeting (TM)

Responsible Party: Fleet Compliance Engineer (FCE)

- FCE presents any significant changes to engineering procedures at the **Transport Managers meeting (TM)**, ensuring all relevant staff are aware of the updates.
- This presentation allows for any questions, further clarifications, and alignment on implementing the new procedures across the teams.

Step 10: Update Engineering Procedures Tracker

Responsible Party: Fleet Compliance Engineer (FCE)

- Once the procedure is updated and distributed, FCE updates the **Master Engineering Procedures Spreadsheet** to reflect the latest version and ensure accurate tracking of procedures due for review.
- This tracker is maintained continuously to provide oversight on all ongoing reviews, upcoming deadlines, and changes in procedures.

Additional Considerations:

- **Review Frequency:** Procedures are set a minimum review date to ensure regulatory changes or operational needs are monitored.
- **Feedback Loop:** Managers and staff are encouraged to provide feedback on the procedures if any issues or improvements are identified during the implementation or review process.
- **Audit Trail:** Keep an audit trail of all revisions, approvals, and communications regarding procedure updates for accountability and transparency.
- **Continuous Improvement:** The review process should aim for continuous improvement. If any inefficiencies or gaps are identified in the review process itself, these should be addressed in future revisions of the procedure.