



CROSS ROADS TRANSPORTATION · OPERATING POLICIES

Fleet Maintenance Policy

Aligned with ISO 55001:2024 Asset Management, ISO 9001 (infrastructure) and ISO 14001/45001, OEM requirements, the Saudi Traffic Law, periodic technical inspection and TGA operating-card requirements

Document No.	Revision	Issue Date	Next Review	Page	Classification
L1-CRT-IMS-004	02	October 2026	October 2027	1 of 1	Public

At Cross Roads Transportation, keeping vehicles and equipment safe, roadworthy and fit for purpose is a shared responsibility of drivers, maintenance staff and management. Well-maintained assets protect people, cargo, the environment and our service reliability.

Top management is committed to:

- **Daily pre-trip inspection** – drivers inspect their assigned vehicle before every trip using the pre-trip checklist and report all defects.
- **Defect control** – any defect affecting safety (brakes, tyres, steering, lights, couplings) takes the vehicle out of service until repaired and released.
- **Preventive maintenance** – service every asset to a planned schedule based on OEM intervals; a service missed by more than 200 km requires a written explanation.
- **Authorised repairs** – all repairs need prior approval from the Operations Manager on a work order with full details; only competent technicians and evaluated workshops are used.
- **Inspections and compliance** – keep periodic technical inspection, registration, insurance and TGA operating cards valid; regular roadworthiness checks, with non-compliance reported to senior management.
- **Modifications and special equipment** – no modification without OEM approval and written approval from Operations and Maintenance; equipment must not affect safety or cargo integrity.
- **Maintenance records** – keep a complete history for every asset, and use the data to track reliability, cost and fuel performance.
- **Environment** – manage used oil, filters, batteries and tyres through licensed contractors, prevent workshop spills and maintain engines for lower fuel use and emissions.
- **Workshop safety** – apply lock-out/tag-out, safe jacking and wheel-handling practices, and provide suitable PPE.
- **Cleanliness** – drivers keep vehicles clean and cabins tidy, with no loose objects in the cab.

This policy is communicated to all drivers, maintenance staff and maintenance contractors and is reviewed annually at management review.



Abdul Rahman Muhayaa

Chief Executive Officer

Cross Roads Transportation · October 2026



CROSS ROADS TRANSPORTATION · OPERATING POLICIES

Stop Work Authority Policy

Aligned with ISO 45001:2018 (worker participation and the right to remove oneself from danger), ILO Convention 155, the Saudi Occupational Safety & Health regulations and client HSE requirements

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L1-CRT-IMS-005	02	October 2026	October 2027	1 of 1	Public

Cross Roads Transportation is committed to identifying and controlling risks before they cause harm. Every employee, contractor and visitor has the **authority and the duty to stop work** whenever they see an unsafe act or condition, or believe there is a risk to people, assets or the environment – regardless of position, seniority or discipline.

Top management is committed to:

- **No blame, no reprisal** – anyone who stops work in good faith is supported, even if the stop is later found unnecessary.
- **No delay** – timing is critical; stop work immediately when the need arises.
- **Leadership support** – managers and supervisors respect every stop-work call and never pressure anyone to continue unsafe work.
- **Contractors and clients** – this authority applies equally on client sites and to subcontracted carriers.
- **Learning** – record every stop-work event, share lessons and recognise good interventions.

Stop Work Steps

1. **STOP** – stop the task or vehicle safely and make the area safe.
2. **NOTIFY** – inform the people involved and the supervisor.
3. **INVESTIGATE** – discuss and agree the hazard and its cause.
4. **CORRECT** – put controls in place before restarting.
5. **RESUME** – restart only when the person who stopped the work and the supervisor are satisfied it is safe.
6. **FOLLOW UP** – report the event and share the lessons learned.

Misuse of this policy, or pressure on anyone not to use it, is handled under company disciplinary procedures or contract terms. This policy is communicated to all employees, contractors and visitors and is reviewed annually at management review.



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Chief Executive Officer

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CROSS ROADS TRANSPORTATION · OPERATING POLICIES

Drug & Alcohol Policy

Aligned with the ILO Code of Practice on Management of Alcohol- and Drug-related Issues in the Workplace, ISO 45001:2018, Saudi law and client fitness-for-duty requirements

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L1-CRT-IMS-006	02	October 2026	October 2027	1 of 1	Public

Cross Roads Transportation is committed to a safe, healthy and productive workplace that is **free from drugs and alcohol**. Impairment is a serious risk in road transport. This policy applies to all employees (including temporary and part-time staff), contractors and visitors, at all times on company and client premises, worksites and vehicles, and during work activities.

Top management is committed to:

- **Fitness for duty** – everyone reports to work fit, with no impairment from alcohol, illegal drugs, misused prescription or non-prescription drugs, or any other substance.
- **Prohibition** – the use, possession, sale, purchase, transfer, distribution or manufacture of drugs or alcohol on company or subcontractor premises, worksites or vehicles is strictly prohibited, in line with Saudi law.
- **Medication** – employees in safety-critical roles, especially drivers, declare prescribed medicines that may affect alertness so that duties can be adjusted.
- **Testing** – pre-employment, random, for-cause and post-incident testing, carried out by accredited providers with proper sample handling.
- **Confidentiality and fairness** – test results and health information are kept confidential under the Personal Data Protection Law and shared only on a need-to-know basis.
- **Access control** – anyone believed to be under the influence is removed from duty and denied access to premises, worksites and vehicles.
- **Awareness and support** – provide awareness training on the effects of drugs and alcohol; employees who test positive are referred to counselling and rehabilitation at government-accredited centres.
- **Contractors** – require subcontractors and carriers to apply equivalent drug and alcohol controls.
- **Consequences** – violations, including refusal to be tested or tampering with a sample, lead to disciplinary action up to termination of employment.

This policy is communicated to all employees, contractors and visitors and is reviewed annually at management review.



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