

SSOW 20: REPLACING VEHICLE BRAKES

Issue Number: 03

Date of Issue: 31/01/2026

Based on: RA83

PURPOSE

To ensure vehicle brake replacement is carried out safely and in a controlled manner, preventing lifting equipment failures, hand injuries, dust inhalation, and other risks associated with mechanical repair work. This SSOW sets out the safe working practices, competency requirements, and equipment standards required to inspect, remove, and replace brake components in accordance with RA83, manufacturer guidance, and site-specific rules.

PPE REQUIREMENTS

For this activity, the following PPE must be worn

					
☒	☒	☒	☒	☒	☒
High-vis Vest / Jacket (BS EN 471)	Safety Boots (EN ISO 20345:2011) (S3)	Safety Gloves (Cut resistant) (EN 420:2003)	Safety Glasses (EN 116:2001)	High-vis flame retardant overalls (EN ISO 11612)	Face Mask FFP3 EN149

TRAINING REQUIREMENTS

- Competent and authorised technicians only.
- Familiarity with RA83.
- Competency in safe use of lifting equipment, axle stands, and impact tools.
- Awareness of dust hazards and correct use of FFP3 respiratory protection.
- Understanding of pre-use checks, defect reporting, and tool certification requirements.
- Knowledge of safe vehicle isolation, chocking, and roll-away prevention.

EQUIPMENT REQUIREMENTS

- Bottle jacks / axle stands with adequate SWL.
- Wheel chocks for securing the vehicle.
- Impact gun and appropriate sockets.
- Replacement brake components sourced from approved suppliers.
- Barriers or fencing to segregate the work area.
- Calibration and certification records (PAT, LOLER, PUWER) for tools and lifting equipment.

SAFE SYSTEM OF WORK

- All Lynch technicians will report to the site security/office on arrival where the works are carried out outside of L Lynch depots. They must wait further instruction before continuing.
- Once the technician has been booked in and directed to the works location contact must be made with the site Black/Grey hat and confirm if a point of works risk assessment and task briefing is required prior to any works commencing.
- Always communicate with site staff to ensure that all on-site risks have been identified, controlled and you have read and understood any information received.
- Only competent personnel are permitted to carry out vehicle repairs. DO NOT drive anything that you are not trained in. If in doubt, STOP and speak to your line manager or the training department.
- The vehicle being repaired must be parked on firm level ground.
- The area must be segregated from any work activities with physical barriers where possible.
- All tools and equipment must have valid certification available where required. i.e. thorough examination certificates, calibration certificates etc.
- Prior to work commencing all tools and equipment must be visually inspected by the user. Should any defects be found, quarantine the defective tool/equipment, DO NOT USE.

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- All parts required to carry out the repair are sourced from reputable approved supply chain.
- All parts are to be inspected upon delivery by the technician. DO NOT USE anything found to be defective. Contact your line manager immediately where defective parts are found.

REPLACING BRAKES SAFE SYSTEM OF WORK

- Ensure that the vehicle is stationary, with the handbrake applied, engine turned off and keys removed.
- Chock all vehicle wheels to prevent vehicle movement/ roll away.
- Lift vehicle axles using the bottle jack. Ensuring that the bottle jack is capable of the weight, NEVER exceed the safe working load of the bottle jack.
- Secure the axle with an axle stand. Ensuring that the axle stand is capable of the weight, NEVER exceed the safe working load of the axle stand.
- Remove wheel/s using an impact gun as appropriate.
- Wind off the calliper/chamber.
- Remove drums.
- Remove securing springs/clamps.
- Remove brake shoes/pads.
- Clean up the area and components.
- Refit new shoes/pads.
- Refit springs/clamps.
- Refit drums.
- Wind on calliper/chamber to adjust the brakes.
- Refit the wheels and tighten wheel nuts.
- Remove axle stand slowly releasing the bottle jack.
- Retorque all wheel nuts as per manufacturer's instructions.

Note that all vehicle drums, shoes, brake pads etc. differ across different makes and models however the process remains the same.

IDENTIFIED RISKS

The SSOW above has been compiled after identifying the following risks from this activity

- Failure of lifting equipment
- Failure of tools and equipment
- Pinch points, hand/finger injuries
- Dust inhalation

FOR MORE INFORMATION, PLEASE REFER TO RISK ASSESSMENT RA83

Owner: Head of HSQE	Version: 2	LF266
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