

APPENDIX D1: SAMPLE VEHICLE INSPECTION CHECKLIST

VEHICLE No:	DRIVERS NAME	ODOMETER (Kms) READING:	TRAILER No: (If relevant)
EXTERNAL		INTERNAL	
NO FUEL, OIL, WATER LEAKS		INSTRUMENTS AND GAUGES <ul style="list-style-type: none"> Fuel level Oil pressure Air pressure (heavy vehicles) No red warning lights remain on 	
CHECK FLUID LEVELS OF: <ul style="list-style-type: none"> Engine Oil Brake Fluid Clutch Fluid Power Steering Fluid Auto Transmission Fluid (if relevant) 		CONTROLS <ul style="list-style-type: none"> Horn Brakes Windshield wipers 	
CHECK WATER LEVELS OF: <ul style="list-style-type: none"> Radiator Header Tank and Coolant Levels Check Radiator Cap is closed Windshield Wiper/Washer Reservoir Levels Battery Fluid Level 		AC/AUDIO: <ul style="list-style-type: none"> Air conditioning working Audio player working 	

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CHECK ELECTRICAL SYSTEMS: <ul style="list-style-type: none"> • Battery Terminals Clean • Battery Secure • Check location of fuses • Headlights Working • Brake lights Working • Indicators Working • Reverse Lights Working • High Intensity Rear Lights Working 		WINDSHIELD/WINDSHIELD WIPERS <ul style="list-style-type: none"> • Windshield wipers • Windshield – clean and unobstructed 	
		SEATS, SEAT BELTS AND MIRRORS <ul style="list-style-type: none"> • Drivers seat position and seat belt • Passenger seats and seat belts • Mirrors 	
CHECK RUBBER <ul style="list-style-type: none"> • Check Radiator Hoses are tight • Check fan belts • Check Windshield wipers not worn • Tires– check pressure correct • Tread depth minimum 1.6mm • Tread pattern matches • No deep cuts, lumps, bulges, tears, ply exposure 		EMERGENCY EQUIPMENT <ul style="list-style-type: none"> • Jack and accessories • Fire extinguisher • First aid kit • Hazard warning triangle 	
VEHICLE BODY <ul style="list-style-type: none"> • No Damage • Load Security • Lights and Reflectors - Clean 		TRAILER (if applicable) <ul style="list-style-type: none"> • No Damage • Brake Hoses • Electrical Connections • Coupling Security 	

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ANY OTHER DEFECTS NOTED:

<p>WRITE NIL HERE IF NO DEFECTS FOUND</p>	<p>DRIVER'S SIGNATURE:</p>
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REPORT ACCEPTED BY:.....

SIGNATURE:.....

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