

CHECKS TO BE CONDUCTED BEFORE USE OF THE VEHICLE:

Vehicle registration number:		Driver:	
Odometer reading:		Date:	
Vehicle make / type:			

NB: If any items are deemed Critical, the driver must not drive the vehicle until the fault has been rectified.

MARKING KEY

+	Satisfactory/available
-	Defective/missing
x	Critical fault
n/a	Not applicable

EXTERNAL VEHICLE CONDITION: (Marking Keys: + (satisfactory/available) - (defective/missing) x (critical fault) n/a (not applicable))

Item:	Mark:	Comments:
Condition of vehicle bodywork, windscreen, windows, lights		
Condition of windscreen wiper blades		
Cleanness of windscreen, windows, mirrors, lights, number plate		
Security of load, trailer, roof rack		
Condition of tyres, tyre pressure, tyre wear		
Availability of spare wheel, jack and tools		
Under vehicle inspection: leaks, loose parts, foreign material		

FLUIDS:

Item:	Checked:	Comments:
Engine oil level		
Coolant level		
Windscreen wash level		
Brake/clutch fluid		
Power steering fluid		
Condition of battery, acid level, fixation and connections		
Oil or waste leaks		

VEHICLE INTERIOR AND EQUIPMENT:		
Item:	Mark:	Comments:
Condition & function of seat belts		
Head restraint adjustment		
Mirror adjustment		
Tax disk		
First aid kit		
Fire extinguisher		
Torch		
Warning triangle		
Vehicle handbook		

FUNCTIONAL CHECKS BEFORE STARTING THE JOURNEY:		
Item:	Mark:	Comments:
Warning lights in instrument panel working		
All lights		
Horn		
Washers & wipers		
Brake		
Fuel		

FUNCTIONAL CHECKS DURING THE JOURNEY:		
Item:	Mark:	Comments:
Warning lights in instrument panel off		
Abnormal noise		
Abnormal vibration		
Abnormal smell		

Driver's signature:
Manager's signature:
Date:
Date: