

LIGHT VEHICLES – Daily Inspection Checklist

Department Week Starting: / /

Name: Registration Number: Last service: Next service:

CHECK DAILY: [✓] = OK [✗] = Action needed [N/A] = Not applicable	MON	TUE	WED	THU	FRI	SAT	SUN
Before use check the condition and/or operation of the following:							
Horn: Horn...							
Brakes: Park brake, foot brake...							
Wheels and tyres (inc spare): Correct pressure, nuts, tread, wear...							
Vision: Condition of glass, wipers, mirror (internal & external)...							
Lighting: Tail lights, head lights (high and low beam), driving lights, indicators, safety lights (if fitted), hazard lights, reversing lights, instrument lighting...							
Fluid levels: Engine oils, transmission oil, radiator coolant, brake fluid, clutch fluid, battery, washer water level, belts/hoses condition...							
General cleanliness: Clean inside and out							
General Safety: First aid kit (in place and complete), seat belts, body damage, seat adjustment, spare wheel, tools, jack... tow hitch (secure), wheel chocks, safety triangles...							
Operating check: Control and gauges working properly, noises, reversing alarm...							
Other: Number plates, operator manual, fire extinguisher...							
<i>Operator doing checks to initial at the bottom of each column</i>							

FAULT REPORTED TO: Date: / /

FAULT REPORTED BY:

Description of fault:

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TRAILER TAGGED OUT BY:

ACTION TAKEN:

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By: Date: / /