

# Vehicle Inspection

Date: undefined

Worker: null Stakeholder: null Division: null

Unit #: null License Plate #: null Milage: null Insurance Expiry Date: undefined

The items on this inspection sheet should be checked monthly. A separate sheet should be filled out for each vehicle driven. Place an ✓ by any item that needs attention. Any discrepancies should be detailed on the bottom of this sheet.

Ignition Key	Check inside Engine compartment for Leaks/ loose items
Fuel Key, check used	Start Engine & check Transmission Fluid Level (Fluid should be hot)
Oil Level	Check Highlight/Signal lights/4way flashes/Tail lights/Backup lights
Washer Fluid Level	Check fuel level (Should Not be Less Than ½ Tank)
Coolant Level	Check First Aid Kit available and full, check expiry dates on contents
Power Steering Fluid Level	Check Fire Extinguisher on board/Gauge showing charged, proper seal, pin and inspection
Check for Air Gauge	Survival kit: candles, emergency blanket, tow rope, booster cables, light sticks, water
Check Horn	Check Tires for wear and pressure (as per manufacturer)
Check Heater/Defroster	Check Spill Kit, if required
Check Windshield Wipers/Washers	
Check all signal lights	
Check Interior lights	
Check Mirrors for damage and adjustments	
Windshield clear visibility, no cracks	
Check Radio (Two-way check), if required	
Visual Inspection for Exterior Damage/Leaks under vehicle	

As you drive, continually check for any strange smells, sounds, vibrations, or Anything that does not feel right.

**\*\*Vehicles should be serviced as per manufacturer's recommendations and repairs made only by competent accredited personnel.**

## Discrepancies

Description	Details
No Discrepancies	

## Corrective Actions

Description	Details	Date Requested	Date Completed	Person Responsible
No corrective actions				

Driver's Signature: null

Date: undefined

Manager/Supervisor Signature: null

Date: To be determined

For monthly inspections done by the employee: This vehicle inspection was done by myself and not by an accredited mechanic. There were no issues or problems identified at the time of inspection and therefore, no corrective actions are necessary to be undertaken. The employee completing this form takes full responsibility of the completeness and accuracy of this inspection as per PP20 IP (Inspection Policy).

## Messages

date: 7/12/2022

5: 55: 29 PM

message: Created by alvin.tol@hotmail.com