



## SECURITY CHECK IN DOCUMENT

Job Number: .....  
 Customer/ Depot: ..... Date: ..... Fleet: ..... Time in: ..... Hours: .....  
 Chassis number: ..... Registration: ..... Hub reading: ..... Km reading: .....

**Tools**

Jack & Handle	Yes	No
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Fire Extinguisher	Yes	No
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Spare wheel	Yes	No
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Triangles	Yes	No
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Loose tools	Yes	No
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**Fuels**

Levels	1/4	1/2	1/3	Full
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Fuel cap/s	Yes	No
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Cap/s keys	Yes	No
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**Sound Eqp.**

Radio	Yes	No
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DVD	Yes	No
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TV/s	Yes	No
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**Front & rear section**

Windscreen Cracked	Yes	No
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Windscreen Chipped	Yes	No
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	Quantity	Damaged
Rear lights Right		Yes No
Left		Yes No

Battery box cover	Yes	No
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Wipers	Quantity	Damaged
		Yes No

Spotlights	Quantity	Damaged
		Yes No

	Quantity	Damaged
Mirror Right		Yes No
Left		Yes No

	Quantity	Damaged
H/lights Right		Yes No
Left		Yes No

**Interior defects**

List defects: \_\_\_\_\_

**Exterior defects**

List defects: \_\_\_\_\_

**Driver to confirm mechanical defects that need attention:**

Time out: \_\_\_\_\_

Date out: \_\_\_\_\_

**NOTE:** All valuables are to be removed by driver or owner as MAN Truck & Bus (Pty) Ltd cannot be held liable for any loss on removable items left in truck or bus. No loose objects in the driver's cab.

Mark dents with an "x" and scratches with a "-".

No job card to be opened if this document is not completed and signed by all parties concerned.

Signatures Driver/ Owner: \_\_\_\_\_

Print Name: \_\_\_\_\_

Security: \_\_\_\_\_

Print Name: \_\_\_\_\_

