



DAILY CHECK LIST BEFORE ANY DEPARTURES

1. Check battery level – charge if required.
2. Check disc brake cable to see if operating correctly - adjust if necessary.
3. Check the safety interlock switch - see if it is operating correctly.
4. Visual check of all wheels and nylon lock nuts - tighten if needed.
5. Visual check of frame - check for signs of cracking or loose nuts or bolts.
6. Report vehicles use in usage log recording operation times and any mechanical problems.
7. Check that first aid kit is stocked and in date.
8. Check that fire extinguisher is stocked and in date.
9. Record details of inspection on Daily usage Log.
10. Report any major problems to the Operations Manager.