**CR VEHICLES OPERATIONAL CHECK-LIST**

Note: Any defects found are to be reported to the transport OIC immediately.

This checklist must be kept by units until the end of the hiring period.

Type of Vehicle : {oneVehicleType}

Vehicle No : {oneVehicleNo}

Indent reference : {oneIndentReference}

CVMS / PO No : {oneCVMSPONo}

Date &Time : {oneTopDateTime}

| **S/N** | **DESCRIPTION** | | | | **PASSED** |
| --- | --- | --- | --- | --- | --- |
| **GENERAL CHECKS Please 🗹** | | | | | |
| 1 | Checking Oil & Lubricate are within the Minimum and Maximum mark.  a) Engine Oil | | | | {#engineOil}🗹{/} {^engineOil}🞎{/} |
|  | b) Brake Fluid level | | | | {#brakeFluidlevel}🗹{/}{^brakeFluidlevel}🞎{/} |
|  | c) Power Steering Oil | | | | {#psOil}🗹{/}{^psOil}🞎{/} |
|  | d) Radiator Water | | | | {#radiatorWater}🗹{/}{^radiatorWater}🞎{/} |
|  | e) Hydraulic Oil (for crane & forklift) | | | | {#hydraulicOil}🗹{/}{^hydraulicOil}🞎{/} |
|  | f) Transmission Oil (for forklift) | | | | {#transmissionOil}🗹{/}{^transmissionOil}🞎{/} |
| 2 | Checking of tyre  a) All wheel nuts are intact | | | | {#allSheelNuts}🗹{/}{^allSheelNuts}🞎{/} |
|  | b) Tyre side wall no damage | | | | {#tyreSideWall}🗹{/}{^tyreSideWall}🞎{/} |
|  | c) Tyre thread not bald | | | | {#tyreThread}🗹{/}{^tyreThread}🞎{/} |
|  | d) Same tyre tread pattern are on the same axle | | | | {#sameTyreThread}🗹{/}{^sameTyreThread}🞎{/} |
|  | e) Check that tyres are inflated | | | | {#tyresInflated}🗹{/}{^tyresInflated}🞎{/} |
| 3 | Checking of vehicle body  a) All doors are able to open and close properly | | | | {#allSoorsProperly}🗹{/}{^allSoorsProperly}🞎{/} |
|  | b) Battery terminal, terminal insulators mounting bracket are intact and secured | | | | {#batteryTerminal}🗹{/}{^batteryTerminal}🞎{/} |
|  | c) No damage to electrical connector | | | | {#noDamage}🗹{/}{^noDamage}🞎{/} |
|  | d) All mirrors are intact; NOT loose and NOT blurred | | | | {#allMirrors}🗹{/}{^allMirrors}🞎{/} |
|  | e) Windscreen not shattered or crack | | | | {#windScreen}🗹{/}{^windScreen}🞎{/} |
|  | f) All Seat Belts are able to buckle & lock properly | | | | {#allSeatBelts}🗹{/}{^allSeatBelts}🞎{/} |
|  | g) Seat are secured | | | | {#seatSecured}🗹{/}{^seatSecured}🞎{/} |
| 4 | Checking of vehicle functions  a) Allowable free-play of Clutch/ Brake/ Steering. (not more than an inch) | | | | {#allowableFreePlay}🗹{/} {^allowableFreePlay}🞎{/} |
|  | b) Headlight / Signal Light / Tail Light/ Brake Light / Horn / Wipers / Reverse light / Rear Spot Light (if applicable) / instrument panel warning lights and buzzer are in working condition. | | | | {#allLight}🗹{/}{^allLight}🞎{/} |
|  | c) Fuel Tank level is not less than ¾ tank | | | | {#fuelTankLevel}🗹{/}{^fuelTankLevel}🞎{/} |
|  | d) Vehicle is able to start and stop by ignition key | | | | {#vehicleStartStop}🗹{/}{^vehicleStartStop}🞎{/} |
|  | e) No abnormal noise, vibration and burning smell during ignition and while engine running | | | | {#noiseVibration}🗹{/}{^noiseVibration}🞎{/} |
|  | f) No sign of oil leakage undercarriage | | | | {#noSignOil}🗹{/}{^noSignOil}🞎{/} |
|  | g) Brake is effective | | | | {#brakeEffedtive}🗹{/}{^brakeEffedtive}🞎{/} |
| **The following are ADDITIONAL CHECKS for the specified platforms** | | | | | |
| **FOR TRAILERS ONLY *(i.e. Flatbed, Skeletal platform, Low Loader)*** | | | | | |
| TR1 | Trailer left and right stabiliser bars are in working condition | | | | {#trailerLeftRight}🗹{/}{^trailerLeftRight}🞎{/} |
| TR2 | Check air coupling hose (yellow and red) for leakage after connected | | | | {#airCouplingHose}🗹{/}{^airCouplingHose}🞎{/} |
| TR3 | Check for any damage electrical connector | | | | {#damageElectrical}🗹{/}{^damageElectrical}🞎{/} |
| **Vehicle BIIs & Document** | | | | | |
| 01 | Jack & Handle | {#jackHandle}🗹{/}{^jackHandle}🞎{/} | 04 | Warning Triangle | {#warningTriangle}🗹{/}{^warningTriangle}🞎{/} |
| 02 | First Aid Kit | {#firstAidKit}🗹{/}{^firstAidKit}🞎{/} | 05 | Fire Extinguisher | {#fireExtinguisher}🗹{/}{^fireExtinguisher}🞎{/} |
| 03 | Wheel Brace & Handle | {#wheelBrace}🗹{/}{^wheelBrace}🞎{/} | 06 | Annual Vehicle Inspection Disc | {#annualVehicle}🗹{/}{^annualVehicle}🞎{/} |

Transport Operator

Rank & Name : {toOneRankName}

Date : {toOneDate}

Time : {toOneTime}

Signature :

{%tooneSignatureImg}

Transport Leader

Rank & Name :{tlOneRankName}

Date : {tlOneDate}

Time : {tlOneTime}

Signature :

{%tloneSignatureImg}

**HANDING/TAKING OVER CERTIFICATE FOR GOVERNMENT FURNISHED EQUIPMENT**

I, **(NRIC No)** , **(R/NAME)** from {twoNricOrName} declare that I had gone through the following list with the Tenderer's driver diligently to ensure proper handing and taking over of the items listed herein:

|  |  |  |  |
| --- | --- | --- | --- |
| **S/N** | **Description of Items** | **Qty** | **Remarks** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

In addition, both the Tenderer's driver and I have carried out the following checks on the Government Furnished Equipment (GFE),

1. Stow away items have been removed from GFE.

Yes{#stowAwayItemsNo}🞎{/}{^stowAwayItemsNo}🗹{/} No{#stowAwayItemsNo}🗹{/}{^stowAwayItemsNo}🞎{/} **(List reason below)**

{stowAwayItemsReason}

2. GFE elevated parts have been depressed.

Yes {#GFEElevatedPartsNo}🞎{/}{^GFEElevatedPartsNo}🗹{/} No{#GFEElevatedPartsNo}🗹{/}{^GFEElevatedPartsNo}🞎{/} **(List reason below)**

{GFEElevatedPartsReason}

3. Physical measuring of the GFE height by Tenderer after loaded onto the low loader has been carried out.

Yes {#physicalMeasuringNo}🞎{/}{^physicalMeasuringNo}🗹{/} No{#physicalMeasuringNo}🗹{/}{^physicalMeasuringNo}🞎{/} **(List reason below)**

{physicalMeasuringReason}

4. A physical check and identification of the anchor point on the lashing for the GFE have been carried out.

Yes {#physicalCheckNo}🞎{/}{^physicalCheckNo}🗹{/} No{#physicalCheckNo}🗹{/}{^physicalCheckNo}🞎{/} **(List reason below)**

{physicalCheckReason}

|  |  |
| --- | --- |
| HANDING OVER BY: (UNIT) | TAKING OVER BY: (TENDERER) |
| Rank and Name:{hoUnitRankName} | Name: {toTendererName} |
| Signature:  {%hoUnitSignatureImg} | Signature:  {%toTendererSignatureImg} |
| Date: {hoUnitDate} | Date: {toTendererDate} |
| Time: {hoUnitTime} | Time: {toTendererTime} |

|  |  |
| --- | --- |
| HANDING OVER BY: (TENDERER) | TAKING OVER BY: (UNIT) |
| Name: {hoTendererName} | Rank and Name: {toUnitRankName} |
| Signature:  {%hoTendererSignatureImg} | Signature:  {%toUnitSignatureImg} |
| Date: {hoTendererDate} | Date: {toUnitDate} |
| Time: {hoTendererTime} | Time: {toUnitTime} |