



Vehicle Inspection Checklist

Vehicle Registration Number: _____

Inspected by: _____

Signature: _____

Date: _____

Print Name

Signature of person inspecting

This checklist is to be completed for any one of the following vehicle activities:

- as part of a proactive scheduled monthly inspection routine
- by the driver before use of a vehicle for isolated and/or remote field work
- by the driver upon return of the vehicle after isolated and/or remote field work

Please tick whichever activity above is applicable (separate forms are required for isolated and/or remote field work prior to trip and after trip).

If an item requires attention then record action to be undertaken. Please tick ✓ boxes for every item as applicable.

Items to check:	OK	Problem	Corrective Action Required / Taken
LEVELS:			
1. Oil level	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Radiator Coolant level	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Fuel level	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Water level - Windscreen washer bottle	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Brake fluid level	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Power steering fluid level	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Battery fluid level (indicate if spare battery carried)	<input type="checkbox"/>	<input type="checkbox"/>	_____
TYRES:			
8. Tyre pressure, including spare tyre	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Tyre tread, including spare tyre	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Tyre lever - present	<input type="checkbox"/>	<input type="checkbox"/>	_____
LIGHTS:			
11. Front and rear lights – working and condition	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. Indicators – working and condition	<input type="checkbox"/>	<input type="checkbox"/>	_____
13. Brake lights – working and condition	<input type="checkbox"/>	<input type="checkbox"/>	_____

REMOTE AND ISOLATED WORK:

14. Windscreen condition
15. Wipers/Washers - working

COMMUNICATIONS:

16. UHF / HF radio – present and tested
17. SPOT – present and tested
18. EPIRB – present and tested
19. Blue tooth/ hands free phone kit - present and tested

OTHER ITEMS:

20. Fire Extinguisher – present and tested
21. First Aid Kit – present and stocked
22. Jack and handle – present
23. Standard Tool Kit - present
24. 4WD Tool Kit - present
25. Vehicle cleanliness
26. Visible Damage – give details

Odometer reading
Beginning of trip

km Odometer
Reading
End of trip

km

SERVICE DETAILS:

Next Service Due **km**

Is the vehicle is going into an isolated and/or remote area(s)? YES / No

Vehicles used in isolated and/or remote area(s) must meet the requirements of the **Remote & Isolated Work Policy**. Prior to undertaking work in a remote area a **'Remote Area Vehicle Description'** must be completed and lodged with the Safety Log – In Officer.

Manager's Confirmation:

I confirm that the vehicle has been assessed and **the faults listed below have been rectified / there were no faults reported.**

Fault	Corrective Action taken

Manager's
Name:

Manager's
Signature:

Date:
