

Company Vehicle Monthly Inspection Checklist

Maintenance

DATE ____/____/____	VEHICLE REGISTRATION	MAKE / MODEL	ODOMETER (KM)	INSPECTOR
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EXTERIOR

	OK	DEFECT	N/A		OK	DEFECT	N/A
Bodywork — no dents or damage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Headlights and indicators working	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Paintwork — no peeling or rust	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Brake lights and reverse lights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Windscreen — no chips or cracks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Number plates clean and visible	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wiper blades — condition and function	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Mirrors intact and adjustable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

TYRES & WHEELS

	OK	DEFECT		OK	DEFECT
Front left — tread and condition	<input type="radio"/>	<input type="radio"/>	Rear right — tread and condition	<input type="radio"/>	<input type="radio"/>
Front right — tread and condition	<input type="radio"/>	<input type="radio"/>	Tyre pressures within specification	<input type="radio"/>	<input type="radio"/>
Rear left — tread and condition	<input type="radio"/>	<input type="radio"/>			

 Spare tyre present and serviceable OK Defect N/A

	OK	DEFECT
Wheel nuts tight, none missing	<input type="radio"/>	<input type="radio"/>
No bulges, cuts, or uneven wear	<input type="radio"/>	<input type="radio"/>

INTERIOR & CABIN

 Seats and seatbelts functional OK Defect N/A

	OK	DEFECT
Dashboard warning lights clear	<input type="radio"/>	<input type="radio"/>
Horn working	<input type="radio"/>	<input type="radio"/>

 Heater and air conditioning OK Defect N/A

	OK	DEFECT		OK	DEFECT
Interior clean and tidy	<input type="radio"/>	<input type="radio"/>	Door locks and handles functional	<input type="radio"/>	<input type="radio"/>
Sun visors intact	<input type="radio"/>	<input type="radio"/>	Floor mats secured	<input type="radio"/>	<input type="radio"/>

ENGINE & MECHANICAL

	OK	DEFECT		OK	DEFECT
Oil level adequate	<input type="radio"/>	<input type="radio"/>	Brake fluid level adequate	<input type="radio"/>	<input type="radio"/>
Coolant level adequate	<input type="radio"/>	<input type="radio"/>	Windscreen washer fluid filled	<input type="radio"/>	<input type="radio"/>

 Power steering fluid OK Defect N/A

	OK	DEFECT
Battery terminals clean and secure	<input type="radio"/>	<input type="radio"/>

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	OK	DEFECT
Drive belts — no cracks or wear	<input type="radio"/>	<input type="radio"/>
No fluid leaks under vehicle	<input type="radio"/>	<input type="radio"/>

SAFETY EQUIPMENT

- | | |
|--|---|
| <input type="checkbox"/> First aid kit present and stocked | <input type="checkbox"/> Torch working |
| <input type="checkbox"/> Warning triangle present | <input type="checkbox"/> Tow rope or recovery strap |
| <input type="checkbox"/> Hi-vis vest present | <input type="checkbox"/> Jump leads |
| <input type="checkbox"/> Fire extinguisher present
<small>If required by company policy</small> | <input type="checkbox"/> Jack and wheel wrench |

DOCUMENTATION

- | | |
|---|---|
| <input type="checkbox"/> Registration document in vehicle | <input type="checkbox"/> Service book up to date |
| <input type="checkbox"/> Insurance certificate current | <input type="checkbox"/> Breakdown assistance details present |
| <input type="checkbox"/> MOT or roadworthiness valid | <input type="checkbox"/> Fuel card present |

DEFECTS & ACTIONS

Defects found

Actions required

Repair follow-up date

Inspector signature

Fleet manager sign-off

Notes

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