

## Appendix 1

### Daily Work Related Road Vehicle Checklist

Vehicle Details				
Registration Number				
Vehicle Type				
Kilometres Driven				
Driver				
Date				
Vehicle Interior and Equipment				
Item	Satisfactory	Substandard	Not Applicable	Comments
Cleanliness				
Safety Belts				
Head Restraints				
Fire Extinguisher				
First Aid Kit				
Internal Lights				
Odometer				
Hazard/Reversing Lights				
Triangle				
Spare Tyre				
Jack				
Wipers/Washers				

**Vehicle Interior and Equipment (Continued)**

Fuel				
Brakes				
Head/Tail Lights				
Mirrors				
Reversing Beepers				
Horn				
CCTV				
Load Restraint Equipment				

**External Condition of Vehicle**

<b>Item</b>	<b>Satisfactory</b>	<b>Substandard</b>	<b>Not Applicable</b>	<b>Comments</b>
Cleanliness				
Bodywork				
Windows				
Lights/Brake Lights				
Wiper Blades (Front and Rear)				
Tyres				
Wing Mirrors				
Access Steps				
Security of Load				
Trailer				

**Fluids**

Item	Satisfactory	Substandard	Not Applicable	Comments
Oil				
Coolant				
Washer				
Brake/Clutch/ Power Steering				
Battery				
Leaks				

**On the Road Checks**

Item	Satisfactory	Substandard	Not Applicable	Comments
Electrics				
Exhaust System				
Brakes				
Steering				

**Comments**

  
  
  
  
  
  
  
  
  
  

<b>Signed</b>		<b>Date</b>	
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