**Appendix 1**

 **Daily Work Related Road Vehicle Checklist**

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| **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** |
| **Item** | **Satisfactory** | **Substandard** | **Not Applicable** | **Comments** |
| 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** |
| **Signed** |  | **Date** |  |