MONTHLY vehicle safety checklist

|  |  |  |  |
| --- | --- | --- | --- |
| VEHICLE |  | MAKE |  |
| REGISTRATION |  | COMPANY No. |  |

PROCEDURE - Assess the vehicle at the end of each month and check that the following are present, secure, current, and/or working.

Note and report any damage or any required repairs.

Hand the top copy to the manager who will arrange for the repairs.

|  |  |  |  |
| --- | --- | --- | --- |
| item | check | yes/no | comments |
| Brakes | Operational |  |  |
| Windows | No cracks & working |  |  |
| Tyres (front & rear) | Inflated to the correct pressure. Worn |  |  |
| Lights | All operational |  |  |
| Hazard Lights | Operational |  |  |
| Beacons | Operational |  |  |
| Reversing Beeper | Operational |  |  |
| Mirrors | No cracks/can be altered |  |  |
| First Aid Kits | In place/fully stocked |  |  |
| Protective Equipment | In place & available |  |  |
| Documentation | Ready for the next day or week |  |  |
| Hand Cleaning Equipment | In place & available |  |  |
| Road User Charges | Up to date |  |  |
| Warrant of Fitness | Up to date |  |  |
| Holding Rails | Secure and steady |  |  |
| Step and platforms | Secure and steady |  |  |
| Hydraulics are working | Fully functional |  |  |
| Hoist operational | Fully functional |  |  |
| Hydraulic hoses | No leaks, cracks, or splits |  |  |
| Oil/Hydraulic fluid leaks | No leaks |  |  |
| Emergencies stop button | Operational every time |  |  |
| Button & lever controls | Operational every time |  |  |
| Emergencies stop bars | Operational every time |  |  |
| Door swinging properly | Freely moving. No broken hinges |  |  |
| Door & gate catches | In place & working |  |  |
| Exhaust system (bobcat) | No carbon build-up |  |  |
| General Structure | No cracks, paintwork OK, no dents & signage. |  |  |
| Security Bolts & Pins | Bolts & pins in place with return springs & all are working freely |  |  |
| Brush and Shovel | Is it on board? |  |  |
| Safety Signs | In place, clean, and visible |  |  |
| Trailers | Towing eyes, coupling, chain, wheels, tyres, doors, lights, handles, and signwriting. |  |  |
|  |  |  |  |

Name: Signature: Date:

Repairs Completed Date: Signature: Position:

Comments on Repairs:

Engineer’s Signature: File for Future Reference: