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|  | **SAMPLEMonthly Vehicle Inspection**  |  | **ENGINE FLUIDS** |
|  | **Oil Level** |
| **Vehicle:** |  |  |  | **Brake Fluid** |
| **Registration:** |  | **Mileage:** |  |  |  | **Coolant** |
|  |  |  | **Power Steering Fluid** |
| **Mark each item to side with:** |
| **✓** | **Satisfactory** | **🗴** | **Defective** | **N/A** | **Not Applicable** |  |  | **Screen Wash** |
|  |  | **INTERNAL / SYSTEMS** |
| **Include any relevant comments:** |  |  | **Wheel**(spare / jack available) |
| **EXTERNAL** |  |
|  | **Bodywork**(dents / scrapes / rust) |  |  | **Vehicle Manual / Handbook**(available) |
|  | **Windscreen / Windows** (clean / undamaged) |  |  | **Seat Belts**(available / working) |
|  | **Mirrors**(present / undamaged) |  |  | **Warning Triangle**(available) |
|  | **Lights (reversing / head / brake / side / indicators)**(working / undamaged) |  |  | **First Aid Kit**(available) |
|  | **Fuel Cap**(present / working) |  |  | **Horn**(sound briefly to check working) |
|  | **Tyre Pressure (incl. spare wheel)**(correct as per guidance) |  |  | **Cleanliness**(good / poor) |
|  | **Tyre Wear (incl. spare wheel)**(minimum 1.6mm tread depth) |  |  | **Brakes**(working) |
|  | **General Cleanliness** (good / poor) |  |  | **Power Steering**(working) |
|  | **Number Plates**(visible) |  |  | **Internal Lights**(working) |
|  | **Racks / Tow Bars**(good order / fixed securely) |  | **Check Completed By:** |
|  | **Windscreen Wipers**(good order / working) |  |
|  |  |  | **Date:** | **Time:** |

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| **car2car1Condition of vehicle-detail. Make a note of areas of damage:** | **General Remarks / Further Action:**  |