**SAMPLE CHECKLIST FOR PRE-OPERATION OF VEHICLES**

**S/N**

**Items**

**Remarks**

**A. Fluid Level**

1

The following fluid level is within manufacturers’ specifications:

□ Yes 口 No

(a) Engine oil level

□ Yes 口 No

(b) Brake fluid level

□ Yes 口 No

(c) Radiator fluid level

□ Yes 口 No

(d) Battery water level

□ Yes 口 No

(e) Window washer water level

□ Yes 口 No

(f) Fuel level

□ Yes 口 No

(g) Windscreen washer level

□ Yes 口 No

**B. Lights**

2

The following lights are in good working condition:

□ Yes 口 No

(a) Headlights (high beam)

□ Yes 口 No

(b) Headlights (low beam)

□ Yes 口 No

(c) Licence plate

□ Yes 口 No

(d) Reverse

□ Yes 口 No

(e) Cabin interior

□ Yes 口 No

(f) Brake indicator

□ Yes 口 No

(g) Hazard lights

□ Yes 口 No

(h) Indicator turn signals

□ Yes 口 No

**C. Adjustments to suit driver’s view**

3

The following adjustments are made to suit the driver’s view:

□ Yes 口 No

(a) Driver seat

□ Yes 口 No

(b) Rear view mirror

□ Yes 口 No

(c) Side mirrors

□ Yes 口 No

This checklist provides the basic requirements for pre-operation of vehicles. Should a “No” be recorded for any of the below checklist items, state the condition(s) and its respective corrective actions in the “Remarks” column. This checklist is non- exhaustive and users are recommended to make the necessary customization to suit your work processes and conditions at the workplace.

**D. Pedals**

4

Foot brake is able to hold and stop the vehicle smoothly.

□ Yes 口 No

5

Parking brake is able to hold vehicle when parked.

□ Yes 口 No

6

Clutch and gearshift shift smoothly without jerking.

□ Yes 口 No

**E. Tyres**

7

Tyres are inflated and free of excessive wear or damage.

□ Yes 口 No

8

Tyre nuts are tight.

□ Yes 口 No

9

Tyres have adequate thread.

□ Yes 口 No

10

Ensure spare tyre is inflated and has no visible cracks.

□ Yes 口 No

**F. Others**

11

Seat belts are working and free of damage.

□ Yes 口 No

12

Mirrors are clean and no visible damages.

□ Yes 口 No

13

Doors and door locks operate correctly.

□ Yes 口 No

14

Dash control panel are fully operational (i.e., all lights and dashes).

□ Yes 口 No

15

Steering wheel moves smoothly

□ Yes 口 No

16

Horn is loud and clear.

□ Yes 口 No

17

Hydraulic systems are operating smoothly (i.e., no visible leaks and systems).

□ Yes 口 No

18

All loads (if any) are secured.

□ Yes 口 No

19

Reverse warning buzzer is working.

□ Yes 口 No