**Template generic vehicle checklist**

*You should modify the design of this form to suit your own purposes, by adding / editing / deleting.*

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| **Recommended frequency of inspection** | Fortnightly *(change this to suit your own purposes, eg, monthly, weekly, daily)* |
| **Vehicle registration** |  |
| **Date** |  |
| **Driver name** |  |
| **Odometer (km/miles) reading** |  |

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| **Item** | **Checked?** | **Comments** |
| Engine oil |  |  |
| Coolant level |  |  |
| Brake fluid level |  |  |
| Steering fluid level |  |  |
| Washer fluid level |  |  |
| Washer and wipers |  |  |
| Lights & horn |  |  |
| Tyre tread & sidewalls |  |  |
| Tyre pressures |  |  |
| Wheel nuts secure |  |  |
| Condition of battery |  |  |
| Bodywk, glass, mirrors |  |  |
| First aid kit contents |  |  |
| Fire extinguisher |  |  |
| Clean & tidy? |  |  |
| General mechanical condition (eg, How good are the brakes? Oil leaks?) |  |  |

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| **Defects** | **Preferred date for repair** | **Deadline for repair** | **Import-ance** |
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