

SAMPLE CHECKLIST FOR PRE-OPERATION OF VEHICLES

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 customisation to suit your work processes and conditions at the workplace.

| S/N | Items | | Remarks |
|---|--|--|---------|
| A. Fluid Level | | | |
| 1 | The following fluid level is within manufacturers' specifications: | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | (a) Engine oil level | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | (b) Brake fluid level | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | (c) Radiator fluid level | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | (d) Battery water level | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | (e) Window washer water level | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | (f) Fuel level | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | (g) Windscreen washer level | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| B. Lights | | | |
| 2 | The following lights are in good working condition: | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | (a) Headlights (high beam) | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | (b) Headlights (low beam) | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | (c) Licence plate | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | (d) Reverse | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | (e) Cabin interior | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | (f) Brake indicator | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | (g) Hazard lights | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | (h) Indicator turn signals | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| C. Adjustments to suit driver's view | | | |
| 3 | The following adjustments are made to suit the driver's view: | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | (a) Driver seat | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | (b) Rear view mirror | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | (c) Side mirrors | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| D. Pedals | | | |
|------------------|--|--|--|
| 4 | Foot brake is able to hold and stop the vehicle smoothly. | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 5 | Parking brake is able to hold vehicle when parked. | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 6 | Clutch and gearshift shift smoothly without jerking. | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| E. Tyres | | | |
| 7 | Tyres are inflated and free of excessive wear or damage. | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 8 | Tyre nuts are tight. | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 9 | Tyres have adequate thread. | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 10 | Ensure spare tyre is inflated and has no visible cracks. | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| F. Others | | | |
| 11 | Seat belts are working and free of damage. | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 12 | Mirrors are clean and no visible damages. | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 13 | Doors and door locks operate correctly. | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 14 | Dash control panel are fully operational (i.e., all lights and dashes). | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 15 | Steering wheel moves smoothly | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 16 | Horn is loud and clear. | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 17 | Hydraulic systems are operating smoothly (i.e., no visible leaks and systems). | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 18 | All loads (if any) are secured. | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 19 | Reverse warning buzzer is working. | <input type="checkbox"/> Yes <input type="checkbox"/> No | |