**MAINTENANCE INSPECTION SHEET FOR 4X4 CARS AND TRUCKS**

**About this tool:** This tool is to be used to assess 4x4 cars and trucks to determine which areas require servicing.

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| Inspection date- | | Make- | Model- |
| Vehicle Owner- | | Chassis- | Reg no.- |
| Tax Expires- | Insurance- | Body type- | Odometer reading- |

# PART 1: INSPECTION

NOTE FOR INSPECTORS: The paperwork must be completed fully and signed at the back. The technician (s) must undertake the inspection carefully and undertake any repairs, according to the prescribed standard and manufacturer specification. All the discovered defects and work carried out must be documented on this sheet and filed in the vehicle’s history file. By signing the document, the technician (s) states that the vehicle has undergone full inspection and any recommendations stated are the only areas requiring further attention. Failure to carry out an inspection in line with prescribed standard will be subject to disciplinary action according to the relevant regulations.

MARKING CODE (MC): ✓ = Serviceable X = Item requiring attention NA = Not Applicable

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| **INSIDE CAB** | **MC** |  | **ENGINE COMPARTMENT** | **MC** |
| Seat belts and supplementary restraint systems – *condition* |  |  | Engine mountings |  |
| Cab floor and steps |  |  | Condition & Quantity of Oil- top up or change needed? |  |
| Seats |  |  | Oil leaks |  |
| Other seats and crew amenities |  |  | Fuel tanks and systems |  |
| Mirrors (internal) |  |  | Exhaust systems |  |
| View to front – is anything obstructing the view? |  |  | Exhaust brake |  |
| Condition of glass (screen/windows) |  |  | Radiator mounting |  |
| Windscreen wipers and washers |  |  | Cooling system |  |
| Speedometer – operation-seals |  |  | Fan, generator, aux belts |  |
| Engine tachometer |  |  | Fuel pump linkage seals and EDC equipment |  |
| Audible warning – horn |  |  | Speed limiter – condition-seals-linkage |  |
| Driving controls |  |  | Injectors, pipes, filters |  |
| Steering wheel – free play |  |  | Air intake system – Turbocharger intercooler and filters |  |
| Steering wheel – security condition |  |  | Air compressor – Exhauster – drive belts (if applicable) |  |
| Steering column |  |  | Air filter-condition |  |
| Anti-theft locks |  |  |  |  |
| **INSIDE CAB (cont.)** | **MC** |  | **UNDER/ALONGSIDE VEHICLE** | **MC** |
| Pressure/vacuum – warning |  |  | Chassis - condition |  |
| Pressure/vacuum – build up |  |  | Electrical wiring and equipment including batteries |  |
| Other gauges – warning devices |  |  | Electrical connections for trailer |  |
| Hand lever, controlling mechanical brake systems |  |  | Oil leaks |  |
| Service brake pedal |  |  | Fuel tanks and systems |  |
| Service brake operation/anti-lock warning |  |  | Exhaust system |  |
| Hand operated brake control valves |  |  | Suspension pins and bushes – condition |  |
| Electrical wiring/equipment/switches |  |  | Suspension units and linkages – condition |  |
| Front fog and aux lamp switches |  |  | Spring units, linkages and sub-frames - security |  |
| Panel/interior lamps and switches |  |  | Shock absorbers |  |
| Cab heater/demister/air conditioning |  |  | Wheel bearings and seals (rear) |  |
|  |  |  | Stub axles and wheel bearings |  |
| **CAB-EXTERIOR** | **MC** |  | Steering mechanism |  |
| Bumper (front) |  |  | Steering alignment |  |
| Condition of wings/spray suppression (front) |  |  | Steering gear |  |
| Cab panels, trim and heated mirrors |  |  | Power steering and fluid level |  |
| Cab security including tilt warning |  |  | Axle alignment |  |
| Cab doors including hinges, locks |  |  | Clutch operation |  |
| Cab floor and steps |  |  | Gearbox and bell housing |  |
| Mirrors and indirect vision devices (external) |  |  | Change speed mechanism |  |
| Front lamps (side lamps) and outline markers |  |  | Power take-off |  |
| Headlamps – operation-aim-adjustment-mechanisms |  |  | Final drive |  |
| Front fog lamps, spot lamps, dim dip device |  |  | 2-speed shift mechanism |  |
|  |  |  | Differential lock – traction control |  |
| **GROUND LEVEL** | **MC** |  | Load transfer/axle lift device |  |
| Road wheels and hubs |  |  | Transmission – drive line - mountings |  |
| Sideguards and rear underrun guards |  |  |  |  |
| Spare wheel carrier (and spare wheel) |  |  | **BRAKES** | |
| Vehicle to trailer coupling |  |  | Electronic braking system/electronic stability control system – operation/warning |  |
| Condition of wings/spray suppression (rear) |  |  | Hydraulic fluid level |  |
| Security/condition of body |  |  | Mechanical brake components |  |
| **GROUND LEVEL (cont.)** | **MC** |  | **BRAKES (cont.)** | **MC** |
| Demountable bodies – chassis mounted equipment |  |  | Drums and linings/discs and pads |  |
| Security of body, containers etc. |  |  | Brake actuators and adjusters |  |
| Tipping gear, cranes, gantries and other ancillary equipment |  |  | Brake systems and components |  |
| Tailboard hoists |  |  | Trailer couplings, hoses and function of self-sealing valves |  |
| Battery – wear-security-condition-adjustment-fluid-level |  |  | Load sensing/anti-lock system |  |
|  |  |  | Air brake anti-freeze device |  |
| **UNDER/ALONGSIDE VEHICLE (CONTINUED)** | **MC** |  | Anti-lock device – operation/warning |  |
| Rear marking and conspicuity markings |  |  | Operation of supply dump valve |  |
| Rear lamps, outline markers and number plate lamp |  |  | Operation of multi-circuit protection |  |
| Rear fog lamps including warning device |  |  |  |  |
| Reflectors (side and rear) |  |  | **TYRES** | **MC** |
| Direction/hazard indicators including warning device |  |  | Size and type of tyres |  |
| Side marker lamps |  |  | Condition of tyres |  |
| Stop lamps |  |  | (strike out/amend boxes)  TREAD WEAR  State – tread  depth left in  mm | |
| Reversing lamps |  |  |
| Position lamps, headlamps and warning device |  |  |
| Other lamps |  |  |
| Paintwork and livery – condition |  |  |
| Licenses |  |  |
| Legal writing |  |  |
| Registration plates |  |  |
| Other dangerous defects |  |  |
| Smoke emission |  |  |
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| **PART 2: RECTIFICATION** | | |
| **DETAILS OF DEFECTS** | **ACTION TAKEN TO RECTIFY DEFECTS** | **CARRIED OUT BY** |
| 1. **Needing immediate attention**   (Any entry in this section automatically deems the vehicle as being unroadworthy, until such defects they are rectified) |  | |
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| 1. **Less urgent – for early attention** |  | |
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| **Signature of inspector** | **I confirm that the inspection that has been carried out in accordance with the prescribed standard and the above mentioned defect(s) are the only deficiency(ies) to the best of my knowledge**  Signature…………………………………………………………….. Print Name…………………………………………………………… | |
| **Declaration of Roadworthiness** | **I consider the above defect(s) have been rectified satisfactorily and the vehicle is now in a safe and roadworthy condition.**  Signature…………………………………………………………….. Print Name…………………………………………………………… | |