**MAINTENANCE INSPECTION SHEET FOR MOTORCYCLES AND TRICYCLES**

**About this tool:** This tool is to be used to assess motorcycles and tricycles to determine which areas require servicing.

|  |  |  |
| --- | --- | --- |
| 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SITTING ON MACHINE** | **MC** |  | **REAR OF MACHINE** | **MC** |
| Handlebars, brake controls and switches |  |  | Rear position lamp |  |
| Headbearings, horn |  |  | Stop lamp, indicator |  |
| Front suspension (bump test), forks |  |  | Reflector, number plate |  |
| Rear suspension (bump test) |  |  |  |  |
| Steering |  |  |  |  |
|  |  |  | **NEARSIDE OF MACHINE** | **MC** |
|  |  |  | Inspect frame, seat, foot rests |  |
| **FRONT OF MACHINE** | **MC** |  | Rear suspension, final drive |  |
| Front position lamps, headlamps |  |  | Exhaust, fuel system, tyre, brake |  |
| Indicators |  |  |  |  |
| Headlamp aim (rider on machine) |  |  |  |  |
| Brake master cylinder (if fitted) |  |  | **REAR WHEEL RAISED** |  |
|  |  |  | Rear wheel (including bearings) |  |
|  |  |  | Rear suspension (including bushes) |  |
| **FRONT WHEELS RAISED** | **MC** |  | Wheel alignment |  |
| Steering, headbearings, front forks |  |  |  |  |
| Wheels (including bearings) |  |  |  |  |
| Tyre, front brake |  |  | **BRAKE TEST** | **MC** |
|  |  |  | Efficiency |  |
|  |  |  | Bind or judder |  |
| **OFFSIDE OF MACHINE** | **MC** |  |  |  |
| Inspect frame, seat, foot rests |  |  |  |  |
| Rear suspension, final drive |  |  | **TYRES** | **MC** |
| Exhaust, fuel system, tyre, brake |  |  | Size and type of tyres |  |
| Battery – wear-security-condition-adjustment-fluid level |  |  | Condition of tyres |  |
| Chassis – condition |  |  |  |  |
| Electrical wiring and equipment including batteries |  |  | (strike out/amend boxes) |  |
| Electrical connections for trailer |  |  |  |  |
| Oil leaks |  |  |  |  |
| Fuel tanks and systems |  |  | Tread wear |  |
| Exhaust system |  |  | State tread depth in mm |  |
| Suspension pins and bushes - condition |  |  |  |  |
| Suspension units and linkages – condition |  |  |  |  |
| Spring units, linkages and sub-frames – security |  |  |  |  |
| Shock absorbers |  |  |  |  |
| Wheel bearings and seals (rear) |  |  |  |  |
| Steering mechanism |  |  |  |  |
| Steering alignment |  |  | **ENGINE COMPARTMENT** | **MC** |
| Steering gear |  |  | Engine mountings |  |
| Power steering and fluid level |  |  | Condition & Quantity of Oil – top up or change needed? |  |
| Clutch operation |  |  | Oil leaks |  |
| Gearbox and bell housing |  |  | Fuel tanks and systems |  |
| Change speed mechanism |  |  | Exhaust systems |  |
|  |  |  | Exhaust brake |  |
|  |  |  | Radiator mounting |  |
| **SIDE CAR** | **MC** |  | Cooling system |  |
| Tyre, wheel (including bearings) |  |  | Fan, generator, aux belts |  |
| Brake (if fitted), suspension |  |  | Fuel pump linkage seals and EDC equipment |  |
| Attachment of structure |  |  | Speed limiter – condition-seals-linkage |  |
| Swivel joints on leanable sidecar |  |  | Injectors, pipes, filters |  |
| Wheel alignment |  |  | Air intake system – Turbocharger intercooler and filters |  |
|  |  |  | Air compressor – Exhauster – drive belts (if applicable) |  |
|  |  |  | Air filter – condition |  |
|  |  |  |  |  |
| **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…………………………………………………………… |