**MAINTENANCE INSPECTION SHEET FOR PASSENGER CARRYING VEHICLES (PSVs)**

**About this tool:** This tool is to be used to assess buses and minibuses (passenger carrying vehicles) 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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| **Item – Check for** | | **MC** |  | **Item – Check for** | | | | **MC** |
| Registration plates – legibility-security | |  |  | Floor and gangways – condition-operation-conformity | | | |  |
| Seat belts and supplementary restraint systems  Specification-security-condition-operation | |  |  | Steps – condition-operation-conformity | | | |  |
| Exhaust emission – density-colour | |  |  | Kneeling system – operation-controls-operation-conformity | | | |  |
| Road wheels and hubs – condition-security | |  |  | Windscreen wipers – condition-effectiveness-availability of water | | | |  |
| Size and type of tyres – size-type-compatibility | |  |  | Speedometer/tachnograph   * Presence-condition-operation-seals-wiring-illumination | | | |  |
| Condition of tyres – wear-damage-inflation | |  |  | Audible warning (horn) – operation-control | | | |  |
| Bumper bars – security-condition | |  |  | Driving controls – damage-security-obstruction | | | |  |
| Spare wheel – security-condition-wheel attachment | | **MC** |  | Steering control – free movement-security-condition | | | |  |
| Vehicle to trailer coupling – articulated bus-condition-operation-security | |  |  | Steering wheel – condition-security | | | |  |
| Wings and wheel arches – condition-security | |  |  | Steering column – condition-security-couplings | | | |  |
| Passenger doors – condition-operation-legal markings | |  |  | Speed limiter – presence-operation-condition-seals-wiring-plate | | | |  |
| Driver’s doors – condition-operation | |  |  | Pressure/vacuum warning – operation-position-illumination | | | |  |
| Emergency exits – condition-operation-legal markings | |  |  | Build-up of pressure/vacuum – time taken | | | |  |
| Driver’s accommodation and steps – condition-security-access | |  |  | Hand lever operating mechanical brakes – operation-wear-damage | | | |  |
| Demist/defrosting equipment – operation-blockage | |  |  | Service brake pedal – operation-condition-obstruction | | | |  |
| Driver’s escape window – operation | |  |  | Service brake operation (cab check) – operation-leaks | | | |  |
| Driving seat – condition-security-position-adjustment | |  |  | Anti-lock/electronic braking/stability control systems – operation-warning | | | |  |
| Security of body – body displacement-condition-security of mountings | |  |  | Hand operated brake control valves – condition-security-operation-leaks | | | |  |
| Exterior of body – condition-security | |  |  | Condition of chassis – condition-deformation | | | |  |
| Access doors and flaps – condition-security | |  |  | Electrical wiring and equipment including trailer connections – security-condition | | | |  |
| Luggage compartment – condition-operation | |  |  | Engine and transmission mountings – security-condition | | | |  |
| Guard rails – size-position-condition | |  |  | Oil and waste leaks - extent | | | |  |
| Interior of body/passenger entrance and exit steps/platforms  Condition-operation | |  |  | Fuel tanks and systems (including ancillaries) – security-leaks-damage | | | |  |
| Floor traps/covering/mats – condition-operation-security | |  |  | Exhaust and waste systems (including ancillaries) – security-condition-fumes-noise-leaks | | | |  |
| Passenger seating – layout-security-condition | |  |  | Suspension pins and bushes – condition-security-wear | | | |  |
| Ventilators and opening windows – condition-security-operation | |  |  | Suspension spring units, linkages and anti-roll bars   * Security-condition-fumes-noise-leaks | | | |  |
| Grab rail, guard rail, barriers, etc. – condition-security | |  |  | Attachment of spring units, linkages and sub frames   * Condition-security | | | |  |
| Passenger area lighting – condition-operation | |  |  | Shock absorbers – presence-condition-security-leaks | | | |  |
| Communication with driver – operation | |  |  | Air/Fluid suspension – condition | | | |  |
| Fire extinguisher – readily available-condition | |  |  | Axles, stub axles and wheel bearings – wear-security-condition-adjustment | | | |  |
| First aid kit – readily available-condition | |  |  | Steering mechanism – wear-security-condition-operation-leaks | | | |  |
| Parcel racks – security-condition-danger to driver | |  |  | Steering gear – condition-security-adjustment | | | |  |
| Other facilities – installation-function | |  |  | Power steering – condition-security-adjustment-leaks-fluid level | | | |  |
| Mirrors and indirect vision devices presence-condition-security-adjustment | |  |  | Transmission – security-condition | | | |  |
| Glass and view of the road  Cleanliness-type of glass-security-obstruction | |  |  | Additional braking devices (including retarders) – security-operation | | | |  |
| Signs and marking provision-condition-operation-conformity | |  |  | Air filter (must be taken out and checked) | | | |  |
| Glass and view of the road  Cleanliness-type of glass-security-obstruction | |  |  | Battery – wear-security-condition-adjustment- fluid level | | | |  |
| Signs and marking provision-condition-operation-conformity | |  |  | Condition & Quantity of Oil – top-up or change needed? | | | |  |
| Communication devices – provision-condition-operation-conformity | |  |  |  | | | |  |
| Lighting – provision-condition-operation-conformity | |  |  |  | | | |  |
|  | |  |  | **BRAKE PERFORMANCE TESTS** | | | | **MC** |
|  | |  |  | Service brake performance  Secondary brake performance | |  | %  % |  |
| **ITEM – CHECK FOR** | | **MC** |  | Park brake performance | |  | % |  |
| Braking systems and components – security-condition-adjustment-leaks | |  |  | Other dangerous defects | | | |  |
| Brake actuators – condition-security-adjustment | |  |  |  | | | |  |
| Compressor drive – condition | | **MC** |  |  | | | |  |
| Reflectors/rear markings – security-condition-position-specification | |  |  | **TYRES** | | | | |
| Headlamps – position-operation-specification-warning device | |  |  | **(strike out/amend boxes)**  TREAD WEAR  (State depth in mm) | | | | |
| Stop lamps – condition-operation-position-marking | |  |  |
| Direction indicators and hazard warning lamps – position-operation-specification | |  |  |
| Aim of headlamps - alignment | |  |  |
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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…………………………………………………………… | | | | | | | | |

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| **OPERATOR’S DECLARATION** | | |
| **I consider the above defects have been rectified satisfactorily and the vehicle is now in a safe and roadworthy condition.** | | |
| Date…………………………………….......... | Print Name and Sign………………………………………… | Position Held…………………………………………. |