**WEEKLY MOTORCYCLE CHECK SHEET**

**About this tool:** This tool is to be used by motorcycle operators to enable them to conduct a comprehensive weekly check on the motorcycle.

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| **Motorcycle Reg. No:** |
| **Mechanical Check** | **Wk 1** | **Wk 2** | **Wk 3** | **Wk 4** |
| Battery electrolyte and connection checked |  |  |  |  |
| Battery water level |  |  |  |  |
| Engine oil level and leakages |  |  |  |  |
| Transmission oil and leakages |  |  |  |  |
| Clutch cable and adjustment |  |  |  |  |
| Brake cable and levers |  |  |  |  |
| Air filter cleanliness |  |  |  |  |
| Drain water and sediment from fuel tank filter cap |  |  |  |  |
| Fuel locking cap |  |  |  |  |
| Drive chain (for cleanliness / lubrication and tension) |  |  |  |  |
| Drive chain guard |  |  |  |  |
| Drive sprockets for worn teeth |  |  |  |  |
| Condition of engine and gear box mountings |  |  |  |  |
| Front suspension forks |  |  |  |  |
| Rear shock absorbers |  |  |  |  |
| Tyres; pressure, condition and integrity, wheel rims and spokes |  |  |  |  |
| Electrics; lamps, signal indicators, brake lamp, horn, instrument panel, neutral gear indicator |  |  |  |  |
| Headlamp surround panel |  |  |  |  |
| Side panel covers |  |  |  |  |
| Seat |  |  |  |  |
| Speedometer |  |  |  |  |
| Kick start / electric start |  |  |  |  |
| Foot rests |  |  |  |  |
| Mirrors |  |  |  |  |
| Windshield |  |  |  |  |
| Carry box |  |  |  |  |
| Exhaust |  |  |  |  |
| Frame for cracks |  |  |  |  |
| Greasing |  |  |  |  |
| Loose or missing nuts and bolts |  |  |  |  |

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| **Tool Kit** | **Wk 1** | **Wk 2** | **Wk 3** | **Wk 4** |
| Spanner set 6mm – 22mm |  |  |  |  |
| Tyre levers |  |  |  |  |
| Puncture repair kit |  |  |  |  |
| Air pump |  |  |  |  |
| Valve key |  |  |  |  |
| Combination screwdriver; Philips and Flat Head |  |  |  |  |
| Ignition plug spanner |  |  |  |  |
| Combination pliers |  |  |  |  |
| Weather proof clothing |  |  |  |  |
| Helmet and visor |  |  |  |  |
| Safety boots |  |  |  |  |
| First aid kit |  |  |  |  |
| **Signed by (Driver Initials):** |  |  |  |  |

**Comments/Problems/Notes:**