**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:**