**WEEKLY VEHICLE CHECK SHEET**

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

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| **Vehicle Reg. No:** |
| **Mechanical Checks** | **Wk 1** | **Wk 2** | **Wk 3** | **Wk 4** |
| Battery electrolyte and connection  |   |   |   |   |
| Battery water level |   |   |   |   |
| Engine Coolant level |   |   |   |   |
| Radiator & Windscreen washer reservoir  |   |   |   |   |
| Clutch fluid reservoir and clutch adjustment  |   |   |   |   |
| Brake fluid reservoir  |   |   |   |   |
| Engine oil, oil filter and oil leakage  |   |   |   |   |
| Drain water from main fuel filter |   |   |   |   |
| Air filter cleanliness |   |   |   |   |
| Condition and tension of fan alternator & AC belts |   |   |   |   |
| Condition of engine and gear box mountings |   |   |   |   |
| Radiator grills, horn fixation, and hood lock |   |   |   |   |
| Condition of radiator mosquito net |   |   |   |   |
| Windscreen spray jet checked for blockage |   |   |   |   |
| Heating, cooling system for leaks & hoses for security & condition  |   |   |   |   |

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| **Vehicle Checks** | **Wk 1** | **Wk 2** | **Wk 3** | **Wk 4** |
| Back door adjustments and cushions |   |   |   |   |
| Front door adjustments and cushions |   |   |   |   |
| Crack on fenders, back door |   |   |   |   |
| Loose bolts and nuts |   |   |   |   |
| Drive mirrors movements |   |   |   |   |
| Glass movement of doors and windows |   |   |   |   |
| Lights; front and rear |   |   |   |   |
| Door locks |   |   |   |   |
| Fixation of high lift jack, shovel, pick axe, tool kit, looseness of roof rack |   |   |   |   |

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| **Underneath the Vehicle Checks** | **Wk 1** | **Wk 2** | **Wk 3** | **Wk 4** |
| Leaf spring and clumps conditions |   |   |   |   |
| Steering ball joints & rubber boots |   |   |   |   |
| Spring bushes, shock absorber bushes, leading arm bushes, stabilizer bar bushes |   |   |   |   |
| Leakages on gear box, engine, exhaust pipe, shock absorbers |   |   |   |   |
| Exhaust pipe and cushions |   |   |   |   |
| Tightness of U bolts and nuts |   |   |   |   |
| Cross bearing and flange play (Diff) |   |   |   |   |
| Wheel hub bearing play |   |   |   |   |
| Gear Oil Level |   |   |   |   |
| Cracks on chassis |   |   |   |   |
| Loose or missing bolts and nuts |   |   |   |   |
| Complete greasing of 8 nipples |   |   |   |   |
| Blow axle breathers |   |   |   |   |

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| **Interior Checks** | **Wk 1** | **Wk 2** | **Wk 3** | **Wk 4** |
| Interior lights (dash board and moon roof lights) |   |   |   |   |
| Movement of seats and belts |   |   |   |   |
| Hand break clicks (6 clicks) |   |   |   |   |
| Sun visor movement |   |   |   |   |
| Steering free play |   |   |   |   |
| Check windscreen wipers |   |   |   |   |
| Plastic board panel fixation |   |   |   |   |
| Check music, VHF, HF radios, & Ac operation |   |   |   |   |

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| **Other Checks** | **Wk 1** | **Wk 2** | **Wk 3** | **Wk 4** |
| Tyre pressure; condition and integrity |   |   |   |   |
| Tuner fixation and tightness |   |   |   |   |
| Bumper and bulbar tightness |   |   |   |   |
| Wheel nut tightness |   |   |   |   |
| Tool kit, spare wheels and spare jerry can of water |   |   |   |   |
| Fuel tanks full |   |   |   |   |
| Condition and fastening of brakes (drive and check) |   |   |   |   |
| Availability of spare fuses |   |   |   |   |
| Fire extinguisher including expiry |   |   |   |   |
| Tag on dash board for next service due |   |   |   |   |
| **Signature/Initials :** |   |   |   |   |
| Safety seal on First Aid Kit should be checked as well weekly. If seal is not broken and the first expiry date of medicine indicated on face of the First Aid Kit is valid, contents of the First Aid Kit do not need to be checked.  |

**Comments/Problems/Notes:**