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## Report details for the Event - Main Building - Travel dept

Main Building - Travel dept - Admin Template


04/01/2024


### Standard daily checklist

Question	Answer
<i>Vehicle location / department</i>	Main Building - Travel dept
<i>Registration Number</i>	DN12 345Y
<i>Mileage</i>	112000
<i>Make and Model</i>	Owdi 600
<i>Date MOT due</i>	04/11/2024
<i>Driver name</i>	Michael Smith


### Vehicle Checklist

Question	Answer
<i>Vehicle fluid check</i>	Radiator, Brake fluid
<i>Check Exhaust</i>	Noise level, secure, Under vehicle leakage
<i>Comments</i>	Oil and screen wash topped up

Question	Answer
<i>Lights</i>	Head lights - dipped, Head lights - full beam, Head lights - flash, Indicator front left, Indicator front right, Indicator rear left, Indicator rear right, Tail lights, Hazard warning lights, Dashboard lights
<i>List defective lights</i>	There was a defective break light which was fixed while I was carrying out the checklist.  Also during the audit/inspection the interior light bulb was replaced.
<i>Check tyres</i>	tread depth, Spare tyre, pressure and tread, Pressure
<i>Action</i>	All good
<i>Dashboard warning lights</i>	Battery, Fuel guage, Mechanical warning lights
<i>Action</i>	All good
<i>Interior heating / air con functioning</i>	Ok
<i>Comment</i>	All good
<i>Check windows for cracks, chips, clean, clear</i>	Side windows, Rear window, All good
<i>Window damage comments</i>	 <p><b>Comments:</b> Cracked and chipped driver side, see image</p>
<i>Action needed</i>	Pass to the insurance accident inspection dept for immediate action. Offline surveys to be carried out by J Smith
<i>Vehicle Safety features</i>	Seat belts front, Seat belts rear, Wipers, Horn

Question	Answer
Safety features comments	All good
Emergency equipment and ancillaries where applicable	Beacon light, Vehicle jack, First aid kit, Fire extinguisher
Comment	There was no warning sign or high vis vest. Items to be included once approved by quality control. Items to be included for next checklist.
General cleanliness of vehicle	Interior, Windows
Comments/images on cleanliness	 <p><b>Comments:</b> Vehicle clearly handed over in an unclean state</p>

### Sign Off

Question	Answer
First name	John
Last name	Ray
Work location/section	MT Dept
Please sign	
Date & Time	04/01/2024