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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>Comments: 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
<i>Safety features comments</i>	All good
<i>Emergency equipment and ancillaries where applicable</i>	Beacon light, Vehicle jack, First aid kit, Fire extinguisher
<i>Comment</i>	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.
<i>General cleanliness of vehicle</i>	Interior, Windows
<i>Comments/images on cleanliness</i>	 <p>Comments: Vehicle clearly handed over in an unclean state</p>

Sign Off

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