

Pre-Trip Inspection Checklist

Vehicle / Equipment Name

Date of Inspection

Inspector Name

INSTRUCTIONS:

This checklist is designed to ensure the safety and proper functioning of the vehicle or equipment before starting a trip or operation. Carefully review each item and mark the corresponding checkbox to indicate compliance or note any observations and areas that require attention. Use the "Notes/Observations" section to provide additional details, necessary repairs, and any required follow-up.

EXTERIOR INSPECTION

Tires: Check tire condition, including tread depth and inflation pressure. Yes No NA

Lights: Test all exterior lights (headlights, brake lights, turn signals, etc.) for proper functioning. Yes No NA

Mirrors: Adjust and verify the mirrors' positions for clear visibility. Yes No NA

Observations / Notes /
Corrective actions, if any:

EMERGENCY STOP BUTTONS

Dashboard Indicators: Check for any warning lights or indicators on the dashboard. Yes No NA

Seatbelts: Ensure that seatbelts are functional and properly fasten. Yes No NA

Interior Lights and Controls: Test all interior lights and ensure controls (e.g., air conditioning, heater) work correctly. Yes No NA

Observations / Notes /
Corrective actions, if any:

FLUID LEVELS

Engine Oil: Check engine oil level and condition. Yes No NA

Coolant: Verify coolant level and antifreeze concentration. Yes No NA

Brake Fluid: Check brake fluid level in the reservoir. Yes No NA

Observations / Notes /
Corrective actions, if any:

BRAKES

Parking Brake: Test the parking brake for proper operation. Yes No NA

Brake Pedal: Check brake pedal response and firmness. Yes No NA

Brake Performance: Verify that brakes engage smoothly and hold the vehicle. Yes No NA

Observations / Notes /
Corrective actions, if any:

STEERING AND SUSPENSION

Steering Wheel: Check for any abnormalities or excessive play in the steering. Yes No NA

Suspension System: Inspect the suspension system for wear, damage, or leaks. Yes No NA

Wheel Alignment: Ensure that wheels are properly aligned. Yes No NA

Observations / Notes /
Corrective actions, if any:

ENGINE AND EXHAUST

Start-up: Start the engine and listen for any unusual noises or vibrations. Yes No NA

Exhaust Emissions: Check for unusual exhaust emissions or smells. Yes No NA

Engine Performance: Verify smooth engine performance at idle and during acceleration. Yes No NA

Observations / Notes /
Corrective actions, if any:

SAFETY EQUIPMENT

First Aid Kit: Ensure that a fully stocked first aid kit is available. Yes No NA

Fire Extinguisher: Verify that a functional fire extinguisher is present. Yes No NA

Warning Triangles: Check for warning triangles or other safety signaling devices. Yes No NA

Observations / Notes /
Corrective actions, if any:

DOCUMENTATION

Registration and Insurance: Ensure that valid registration and insurance documents are onboard.

Yes

No

NA

Vehicle/Equipment Manual: Have the appropriate vehicle or equipment manual accessible.

Yes

No

NA

Other Required Documents: Check for any additional required documents (e.g., permits).

Yes

No

NA

Observations / Notes /
Corrective actions, if any:

ADDITIONAL NOTES/OBSERVATIONS

[Insert any additional notes or Pre-Trip Inspection checklist observations made during the inspection]

STATEMENT OF INSPECTION

I hereby certify that I have conducted the above Pre-Trip Inspection checklist and that the vehicle or equipment has been assessed for safety and compliance. Any identified issues have been documented, and necessary repairs or improvements have been recommended.

Inspector's Name :

Signature :

Date :

APPROVED BY

Name :

Signature :

Date :