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| --- | --- |
| **cid:image004.jpg@01D6B683.4C7008B0** | **H-S 20.1 –Vehicle inspection form**Site manager or appointed vehicle co-ordinator will use this form to record vehicle inspections for vehicles owned/leased by Scouts NSW. Perform inspection only when the vehicle is parked in a location off the road where you can perform the inspection well away from passing traffic. |
| Name of person conducting inspection:  | Appointment: | Date of inspection: |
| Site where vehicle is kept: | Vehicle colour/make/model |
| Registration number: | Odometer reading: | Date of last service: | Next service due: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Satisfactory | Needs attention | Item | Satisfactory | Needs attention |
| **EXTERNAL** |
| Exterior of vehicle is reasonably clean |  |  | Any damage to exterior  |  |  |
| **TYRES** |
| **Tyre wear** * If confident, observe the tread wear indicator bars moulded into the tread grooves at regular intervals around the tyre. The bars must not be flush with the surface of the tread (this would mean they are worn past the legal limit).
 |  |  | **Tyre pressure** * Check when “cold’ i.e. before driving or after short drive only.
* Refer to operation manual, door placard or fuel cap placard for recommended tyre pressure.
* Inspector must be competent at using the tyre gauge.
 |  |  |
| **LIGHTS and INDICATORS** |
| Headlights - front |  |  | Indicators – front back and sides |  |  |
| Parking lights – front and back |  |  | Brake lights - back |  |  |
| Reversing lights work - back |  |  | Number plate light - back |  |  |
| **INTERNAL** |
| Interior of vehicle is reasonably clean |  |  | Interior of vehicle is in reasonably good condition |  |  |
| **OTHER** |
| Horn works  |  |  | No warning lights glowing |  |  |
| Reversing sensors work (if fitted) |  |  | Any maintenance issues reported have been addressed |  |  |
| First aid kit is present and stocked up, affixed securely |  |  | Fire extinguisher is present and affixed securely |  |  |
| No unrestrained items in passenger cabin |  |  | No small items on floor that could lodge under brake pedal |  |  |
| Log book is up to date and to the best of your knowledge appears to be used correctly by all drivers |  |  | All drivers listed in log book are approved to drive (and have submitted a driver declaration form) |  |  |

Please submit a photo or scanned image of this completed form to Head of Risk, Scouts NSW State Office info@nsw.scouts.com.au