



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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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

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