**REGISTRATION NO.:**

**Is the Vehicle due for Service?**

**YES / NO**

**Kilometre Reading:**

**Next Service Due:**  (in ks)

**Date of Next Service:**

(Please circle the appropriate response on the right hand side)

|  |  |  |  |
| --- | --- | --- | --- |
| **Exterior of Vehicle** | | Clean | Dirty |
| **Interior of Vehicle** | | Clean | Dirty |
| **Damage to:** | **Body** | Good Condition | Damaged |
| **Windscreen** | Good Condition | Damaged |
| **Lights** | Good Condition | Damaged |
| **Tyres:** | **Drivers Side Front** | Roadworthy | Un-roadworthy |
| **Drivers Side Rear** | Roadworthy | Un-roadworthy |
| **Passengers Side Front** | Roadworthy | Un-roadworthy |
| **Passengers Side Rear** | Roadworthy | Un-Roadworthy |
| **Vehicle:** | **Water / Coolant** |  |  |
| **Windscreen Water** |  |  |
| **Oil** |  |  |
| **Fuel** |  |  |

Tyres are considered un-roadworthy when they have less than 4mm (a match-head) of tread left, on any part of the tyre’s tread.

**If damaged/un-roadworthy is circled above, please describe the location/issue:**

**General Comments:**

**Vehicle inspected by:**

**Signature:**

**Date:**

Please complete inspection in 1st week of the month for each vehicle and return this checklist to Reception as soon as possible.