



# the BVRLA guide to driving at work

## Annex B - maintenance check list

**Example of a safety inspection record** (to be conducted once a month)

Vehicle registration number

Recorded mileage

Make, model and derivative

Date of inspection

Operator

Serviceable - please enter the appropriate code: S - serviceable, R - repair required, X - safety item defect, N/A not applicable

<b>A: Inside vehicle</b>				
Item	Serviceable	Defect found		
Driver's seat				
Seat belts				
Mirrors				
Glass and view of the road				
Windscreen wipers and washers				
Driving controls				
Steering control				
Tax disc				
Satellite navigation system				
Interior general				
<b>B: Exterior of vehicle</b>				
Exterior of body				
Exhaust emissions				
Road wheels and hubs				
Tyre tread depth	NSF	OSF	NSR	OSR
Tyre defects	NSF	OSF	NSR	OSR
Tyre pressures	NSF	OSF	NSR	OSR
Spare wheel and carrier				
Wings and wheel arches				
Oil and waste leaks				
Fuel tanks and system				
Rear markings and reflectors				
Lamps				
Direction indicators				
Hazard warning lamps				
Headlamp aim				
<b>C: Fluid levels</b>				
Brake/clutch fluid levels				
Engine oil level				
Radiator coolant level				
Windscreen washer level				

