



F236 PV GP		DATE FROM: 27/07/2020			DATE TO:		DRIVER: Cosmas		
SPEEDO	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY		
START	128768	128820	128910	129110	129320				
STOP	128820	128910	128110	129320					
FUEL (Litres)	3/4	3/4	1/2	1/4	empty				
OIL (Tins)	Full	Full	Full	Full	Full				
TIME Out:	6:00	5:20	5:20	6:00	6:00				
TIME In:									
<b>IMPORTANT:</b> All the items under each step in the "ITEMS TO BE CHECKED" column must be checked by the Driver on a daily basis. Indicate in the column under each day "OK" or "DEF" etc. If any of the items in <b>BOLD</b> print is defective the vehicle <b>MAY</b> NOT leave the premises until the defect is corrected, and the checklist is signed by the Transport Manager or Supervisor. Any other item which is indicated as defective must be corrected or repaired as soon as possible.									
ITEMS TO BE CHECKED	MON	TUE	WED	THU	FRI	SAT	SUN	COMMENTS	
<b>STEP 1 (ENGINE)</b> 1. Fan/Generator Belt (Tension/Condition). 2. Water hoses (Leaks/Condition). 3. Radiator water (Level/Condition). 4. Radiator Cap (Spring/Condition). 5. Engine oil level (OK or Low). 6. Reflectors (OK or Damaged or Missing).	✓	✓	✓	✓	✓				
<b>STEP 2 (FRONT WHEELS)</b> 1. Pressure - Left and Right. 2. Tread - Left and Right. 3. Valve cap - Left and Right. 4. Wheel nuts - Left and Right	✓	✓	✓	✓	✓				
<b>STEP 3 (REAR WHEELS)</b> 1. Pressure - Left 1 & 2 and Right 1 & 2. 2. Tread - Left 1 & 2 and Right 1 & 2. 3. Valve cap - Left 1 & 2 and Right 1 & 2 4. Wheel Nuts - Left and Right.	✓	✓	✓	✓	✓				
<b>STEP 4 (BATTERY, FUEL TANK &amp; SPARE WHEEL)</b> 1. Battery - (a) Water, (b) Terminals, (c) Bracket. 2. Fuel Tank - (a) Fuel, (b) Cap, (c) Seal, (d) Leaks. 3. Spare wheel - (a) Pressure, (b) Tread.	✓	✓	✓	✓	✓				
<b>STEP 5 (CAB)</b> * Start engine - Fast idle for 30 seconds - Then Check: 1. Clutch pedal free play. 2. Hooter. 3. Wipers. 4. Foot brake. 5. Hand brake. 6. Lights - (a) Head, (b) Dim, (c) Park, (d) Tail, (e) Stop. 7. Indicators - (a) Front - left & right, (b) Rear - left & right. 8. Rear view mirrors - (a) Left, (b) Middle, (c) Right. 9. Check Jack, Hendie, Sparriser. 10. Licence, Certificate of Fitness, Public Driving Permit, ID Book. 11. Vehicle - Clean / Sanitised	✓	✓	✓	✓	✓				
<b>STEP 6 (ON THE ROAD CHECKS)</b> 1. Oil Pressure (Light or Gauge). 2. Water temperature (Light or Gauge). 3. Alternator (Light comes on). 4. Exhaust Smoke (Black or Normal).	✓	✓	✓	✓	✓				
<b>STEP 7 (GENERAL AND SAFETY EQUIPMENT CHECK)</b> 1. Emergency equipment - (a) Accident procedures. (b) Fire Extinguisher, (c) First-aid kit, (d) High-jack procedures.	✓	✓	✓	✓	✓				
DATE OF INSPECTION	27/07/20	28/07	29/07	30/07	31/07			SPOT CHECK	
SIGNATURE - DRIVER									
SIGNATURE - SUPERVISOR or MANAGER									



# CHECKLIST DAILY VEHICLE INSPECTION

F7.13A

REV 0

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F478mm SP		DATE FROM: 27/02/10		DATE TO: 31/02/10		DRIVER: EDWINSON		
SPEEDO	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
START	57421	57541	57610	57738	57798			
STOP	57541	57610	57738	57798				
FUEL (Litres)	110	110	114	114				
OIL (Tins)								
TIME Out:	06:30	06:30	06:50	06:50	06:50			
TIME In:	18:20	19:01	18:24	18:58				
<b>IMPORTANT:</b> All the items under each step in the 'ITEMS TO BE CHECKED' column must be checked by the Driver on a daily basis. Indicate in the column under each day 'OK' or 'DEF' etc. If any of the items in BOLD print is defective the vehicle MAY NOT leave the premises until the defect is corrected, and the checklist is signed by the Transport Manager or Supervisor. Any other item which is indicated as defective must be corrected or repaired as soon as possible.								
<b>ITEMS TO BE CHECKED</b>								
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<b>STEP 2 (FRONT WHEELS)</b> 1. Pressure - Left and Right 2. Tread - Left and Right 3. Valve cap - Left and Right 4. Wheel Nuts - Left and Right								
<b>STEP 3 (REAR WHEELS)</b> 1. Pressure - Left 1 & 2 and Right 1 & 2 2. Tread - Left 1 & 2 and Right 1 & 2 3. Valve cap - Left 1 & 2 and Right 1 & 2 4. Wheel Nuts - Left and Right								
<b>STEP 4 (BATTERY, FUEL TANK &amp; SPARE WHEEL)</b> 1. Battery - (a) Water, (b) Terminals, (c) Bracket 2. Fuel Tank - (a) Filler, (b) Cap, (c) Seal, (d) Leaks 3. Spare wheel - (a) Pressure, (b) Tread								
<b>STEP 5 (CAB)</b> * Start engine - Fast idle for 30 seconds - Then Check 1. Clutch pedal free play 2. Horn 3. Wipers 4. Foot brake 5. Hand brake 6. Lights - (a) Head, (b) Dim, (c) Park, (d) Tail, (e) Stop 7. Indicators - (a) Front - left & right, (b) Rear - left & right 8. Rear view mirrors - (a) Left, (b) Middle, (c) Right 9. Check Jack, Handle, Spinning 10. Licence, Certificate of Fitness, Public Driving Permit, ID Book 11. Vehicle - Clean / Sterilised								
<b>STEP 6 (ON THE ROAD CHECKS)</b> 1. Oil Pressure (Light or Gauge) 2. Water temperature (Light or Gauge) 3. Alternator (Light comes on) 4. Exhaust Smoke (Black or Normal)								
<b>STEP 7 (GENERAL AND SAFETY EQUIPMENT CHECK)</b> Emergency equipment - (a) Accident procedures, (b) Fire extinguisher, (c) First aid kit, (d) High-jack procedures								
<b>DATE OF INSPECTION</b>	27/02	28/02	29/02	30/02	31/02			<b>SPOT CHECK</b>
<b>SIGNATURE - DRIVER</b>	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]			
<b>SIGNATURE - SUPERVISOR or MANAGER</b>								

# Vehicle Log Sheet

Vehicle Registration: 

F	P		3	2	Y	Y		9	P
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Driver Douglas ENGELBERT

Date	Filling Station/ Destination	Opening Kms	Closing Kms	Total Kms	Business Kms	Private Kms	Fuel/Oil Litres	Fuel/Oil Cost	Repairs and Maintenance Cost
29/07/20	MIDRAND	135070	135232				13 <sup>+3</sup> litres	R 200 <sup>+50</sup>	R
30/07/20	MIDRAND	135225	135417				13 litres	R 200	R
31/07/20	MIDRAND	135417					16 litres	R 250	R
								R	R
								R	R
								R	R
								R	R
								R	R
								R	R
								R	R
								R	R
								R	R

TOTALS



R

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