

Elliott Nash Limited Employees Vehicle Checklist (SHE 13)

(checks to be conducted before use of the vehicle)

Vehicle registration no: _____

Vehicle make/type: _____

Date: _____

EXTERNAL VEHICLE CONDITION

Item	√ = satisfactory/available X = defective/missing N/A = not applicable	Comment
Condition of vehicle bodywork, windscreen, windows, lights		
Condition of windscreen wiper blades		
Cleanness of windscreen, windows, mirrors, lights, number plate		
Security of load, trailer, roof rack		
Condition of tyres, tyre pressure, tyre wear		
Availability of spare wheel & jack		

FLUIDS

Item	√ = satisfactory/available X = defective/missing N/A = not applicable	Comment
Engine oil level		
Coolant level		
Windscreen wash level		
Brake/clutch fluid		
Power steering fluid		
Condition of battery		
Oil or waste leaks		

Section	Revision No	Issue Date	Review Date	Approved
SHE 13	1	July 2011	July 2012	Yes/BMP

VEHICLE INTERIOR AND EQUIPMENT

Item	√ = satisfactory/available X = defective/missing N/A = not applicable	Comment
Condition & function of seat belts		
Head restraint adjustment		
Mirror adjustment		
Tax disk		
First aid kit		
Fire extinguisher		
Torch		
Warning triangle		
Vehicle handbook		

FUNCTION CHECKS BEFORE STARTING THE JOURNEY

Item	√ = satisfactory/available X = defective/missing N/A = not applicable	Comment
Warning light		
All lights		
Horn		
Washers & wipers		
Brake		
Fuel		

All the items above have been checked and any defects and omissions reported.

Driver's signature: _____

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