**GENERIC VEHICLE CHECKLIST**

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| **Recommended frequency of inspection** | Fortnightly |
| **Vehicle registration** |  |
| **Date** |  |
| **Driver name** |  |
| **Odometer (km/miles) reading** |  |

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| **Item** | **Checked?** | **Comments** |
| **Engine oil** |  |  |
| **Coolant level** |  |  |
| **Brake fluid level** |  |  |
| **Steering fluid level** |  |  |
| **Washer fluid level** |  |  |
| **Washer and wipers** |  |  |
| **Lights & horn** |  |  |
| **Tyre tread & sidewalls** |  |  |
| **Tyre pressures** |  |  |
| **Wheel nuts secure** |  |  |
| **Condition of battery** |  |  |
| **Bodywk, glass, mirrors** |  |  |
| **First aid kit contents** |  |  |
| **Fire extinguisher** |  |  |
| **Clean & tidy?** |  |  |
| **General mechanical condition (e.g., how good are the brakes? Oil leaks?)** |  |  |

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| **Defects** | **Preferred date for repair** | **Deadline for repair** | **Importance** |
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