

Preventative maintenance Check-lists

Source: National transport commission

- **Level of fuel**
 - Establish a minimum level and ensure it is maintained. When fuelling a vehicle, the following must also be checked: engine oil level, radiator water, and power steering fluid, brake fluid, battery water and tyre pressure.

- **Engine Oil Level**
 - Each vehicle must have the right oil level at all times
 - Any leaks are to be reported and rectified

- **Radiator Water Level**
 - The water in the radiator must be full at all times.

- **Brake Fluid Level**
 - Each vehicle must have the right brake fluid level at all times.

- **Battery Water Level**
 - The right level of the battery water must be maintained in each car.

- **Tyre Pressure** (See Michelin Tyre management annex.....)
 - Visual check for adequate tyre pressure
 - Un-even wearing of tyres

- **Tools**
 - Ensure that all tools as shown in the logbook are in place and any missing tools reported in writing before using the vehicle.

- **Cleanliness**
 - The organization's vehicles must be kept in a clean condition both inside and outside.

- **Noise**
 - Any foreign noises must be identified and reported immediately.

- **Dents**
 - All new dents on vehicles should be reported to the Head of department in writing and copied to the (AM) or (FM) or (TM)
 - General condition of the vehicle checked and all discrepancies noted.