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| Vehicle Reg No: | Make, Type & Ref No: |
|------------------------|---------------------------------|

- If operable - enter signed initials of operator and date in box (ie 1.1.02)
- If operable but requires repair - initial, date and R in box (ie 1.1.02 **R**) and complete a HDRF
- If unsafe to operate – initial, date and **SD** in box (ie 1.1.02 **SD**), immediately remove from service, notify supervision and complete a HDRF

Signed initials = Operable R = Repair reqd* SD = Safety item defect* (remove from service) N/A = Not applicable

| ITEM | INITIALS & REPAIR CODE/DEFECT CODE & DATE | | | | | |
|------|---|--|--|--|--|--|
| 1 | Windscreen wipers and washers | | | | | |
| 2 | Wash level | | | | | |
| 3 | Horn | | | | | |
| 4 | Seat/s (incl adjustment) | | | | | |
| 5 | Seat belts/restraining system | | | | | |
| 6 | Speedometer | | | | | |
| 7 | Indicators/Instrument panel/gauges | | | | | |
| 8 | Brakes (foot/hand) | | | | | |
| 9 | Steering (column/wheel/play) | | | | | |
| 10 | Other Controls | | | | | |
| 11 | Transmission | | | | | |
| 12 | Condition of glass | | | | | |
| 13 | Mirrors | | | | | |
| 14 | Tyres & wheels (condition, wear) | | | | | |
| 15 | Shock absorbers | | | | | |
| 16 | Exhaust (ie no excessive smoke/noise) | | | | | |
| 17 | Front lights (incl fog lights) | | | | | |
| 18 | Rear lights (incl fog & reflectors) | | | | | |
| 19 | Direction indicators | | | | | |
| 20 | Stop lights | | | | | |
| 21 | Battery | | | | | |
| 22 | Starting/idling | | | | | |
| 23 | Oil levels | | | | | |
| 24 | Coolant | | | | | |
| 25 | Fuel | | | | | |
| 26 | Beacon | | | | | |
| 27 | Guards | | | | | |
| 28 | Rams & Pipes | | | | | |
| 29 | Forks | | | | | |
| 30 | Carriage | | | | | |
| 31 | Mast | | | | | |
| 32 | Chains | | | | | |
| 33 | ROPS (Rollover protection system) | | | | | |
| 34 | Tracks | | | | | |
| 35 | Reversing Bleepers | | | | | |
| 36 | Attachments | | | | | |

* Complete a Hazard Defect Report Form (HDRF)

Action Taken on Defects Found

| Item No | Action Details (or attach completed copy of HDRF) | Name/Signature |
|---------|---|----------------|
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