Preventative maintenance Check-lists

➢ Level of fuel
  o 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
  o Each vehicle must have the right oil level at all times
  o Any leaks are to be reported and rectified

➢ Radiator Water Level
  o The water in the radiator must be full at all times.

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

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

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

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

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

➢ Noise
  o Any foreign noises must be identified and reported immediately.

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

Source: National transport commission