

Vehicle and tool checklist

CHECKLIST TEMPLATE

Business _____ Location _____ Date _____

Vehicle and tool check Weekly, before the first job

TASK	TIME	INITIALS
Vehicle		
☐ Check tyres for tread, damage and pressure		
☐ Check lights, indicators, mirrors and the windscreen		
☐ Check oil, coolant and washer fluid levels		
☐ Note the odometer reading and any warning lights		
Load and storage		
☐ Check racks, shelving and ladder clamps are secure		
☐ Check heavy items are strapped down and nothing can shift		
☐ Check chemicals and gas bottles are stored upright, in their own area		
Power tools and leads		
☐ Check each power tool's casing, guards and switch		
☐ Check leads and plugs for cuts, crush damage and exposed wires		
☐ Check electrical test tags or inspection dates are current Take anything out of date or damaged out of service and label it.		
☐ Check batteries are charged and chargers work		
Test and measuring equipment		
☐ Check testers and meters are in calibration date		
☐ Check probes, leads and fuses on test equipment		
Ladders and access equipment		
☐ Check ladder feet, rungs, locks and labels		
☐ Check trestles, platforms and harnesses are in date and undamaged		
Personal protective equipment		
☐ Check hard hat, eye and hearing protection, gloves and boots		
☐ Check high-visibility clothing and any respirators are in good order		
First aid and fire		
☐ Check the first aid kit is stocked and in date		
☐ Check the fire extinguisher is charged and tagged		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____