

SAMPLE MAINTENANCE SHEET

VEHICLE WITH A GVWR UNDER 4,500 KG

Description of Vehicle

Make	Model	Location of vehicle	Owner			
Year	Licence plate No.	Unit No.	Preventative maintenance			
VIN				Day/Month/Year	Km reading	Labour time
Type of vehicle			Next preventative maintenance			
<input type="radio"/> Passenger vehicle <input type="radio"/> Pickup truck Other: <input type="text"/>			Day/Month/Year	Km reading	Labour time	

Components to be inspected every 6 months*

1. Inside the vehicle		Complies	Does not comply	2. Around the vehicle		Complies	Does not comply
a. accessories				a. cab-body			
1. windshield	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1. doors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. inside sun visor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2. outside rearview mirrors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. side windows, rear window	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3. windshield wipers (blades)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. inside rearview mirror	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4. fenders, body	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. seats and benches	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5. hood, safety latch	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. seat belt	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	6. outside sun visor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. air bags (condition, indicator light)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	7. tires	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. indicator lights (working order)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	8. wheels, valves	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. with engine running				9. bolts, nuts, fasteners	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1. steering wheel (play)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	10. wheel bearing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. engine start out of gear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	11. fuel tank panel, filler cap	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. accelerator control	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	12. valid sticker (LPG engine)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. clutch control	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	b. coupling device			
5. braking control	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1. fifth wheel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. service brake	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2. locking device	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. parking brakes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3. plug (trailer brakes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. travel of brake pedal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4. plug (trailer lights)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. windshield wipers (working order)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5. cables, chains, pintle hook	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. windshield washer (working order)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	6. tow bars	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. heater system, defroster	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	c. load space			
12. speedometer, odometer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1. platform	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. instrument panel lighting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2. panels	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. horn	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3. hold-down devices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. daytime running lights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4. side boards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. high beams	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	d. suspension and brakes			
17. low beams	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1. shock absorbers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. turn signal lights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2. brackets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. brake lights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3. master spring leaf	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. parking lights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4. U-bolt clamp	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. licence plate lights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5. clamps, fasteners	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. hazard warning lights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	6. spring shackles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
23. backup lights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
24. all reflectors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
c. with engine off (power-assisted hydraulic brake system)							
1. working order of power-assisted system	<input type="radio"/>	<input type="radio"/>					

* Mechanical inspection must be carried out in accordance with the *Road Vehicle Mechanical Inspection Guide* (standards, procedure).

* **6 months** = Minimum by law. As it is important that vehicles be in proper running order at all times, the frequency of maintenance should be in keeping with vehicle use.

		Complies	Does not comply	Complies
3. Under the hood				
a. general				
1. belts	<input type="radio"/>	<input type="radio"/>		
2. engine supports	<input type="radio"/>	<input type="radio"/>		
3. batteries	<input type="radio"/>	<input type="radio"/>		
4. fuel system	<input type="radio"/>	<input type="radio"/>		
5. master cylinder	<input type="radio"/>	<input type="radio"/>		
6. column (anchorage and safety mechanisms)	<input type="radio"/>	<input type="radio"/>		
7. column (couplings, bearing)	<input type="radio"/>	<input type="radio"/>		
8. power steering	<input type="radio"/>	<input type="radio"/>		
9. steering boxes	<input type="radio"/>	<input type="radio"/>		
10. windshield washer fluid (level)	<input type="radio"/>	<input type="radio"/>		
11. exhaust manifold	<input type="radio"/>	<input type="radio"/>		
12. cylinders of steering system	<input type="radio"/>	<input type="radio"/>		
13. rack and pinion	<input type="radio"/>	<input type="radio"/>		
4. Underneath the vehicle				
a. steering				
1. cross tube	<input type="radio"/>	<input type="radio"/>		
2. pitman arm	<input type="radio"/>	<input type="radio"/>		
3. knuckle arm	<input type="radio"/>	<input type="radio"/>		
4. tie rods	<input type="radio"/>	<input type="radio"/>		
5. adjusting sleeve	<input type="radio"/>	<input type="radio"/>		
6. ball joint	<input type="radio"/>	<input type="radio"/>		
7. drag link	<input type="radio"/>	<input type="radio"/>		
8. idler arm	<input type="radio"/>	<input type="radio"/>		
b. suspension (front and rear)				
1. torsion bar	<input type="radio"/>	<input type="radio"/>		
2. stabilizer bar	<input type="radio"/>	<input type="radio"/>		
3. suspension arm	<input type="radio"/>	<input type="radio"/>		
4. springs	<input type="radio"/>	<input type="radio"/>		
5. centre bolt	<input type="radio"/>	<input type="radio"/>		
6. brackets	<input type="radio"/>	<input type="radio"/>		
7. MacPherson struts	<input type="radio"/>	<input type="radio"/>		
8. axles	<input type="radio"/>	<input type="radio"/>		
c. chassis frame				
1. side rails, cross members	<input type="radio"/>	<input type="radio"/>		
2. body attachments	<input type="radio"/>	<input type="radio"/>		
3. bumper mounts	<input type="radio"/>	<input type="radio"/>		
4. transmission supports	<input type="radio"/>	<input type="radio"/>		
5. muffler and shield	<input type="radio"/>	<input type="radio"/>		
6. exhaust pipe	<input type="radio"/>	<input type="radio"/>		
7. fasteners, brackets	<input type="radio"/>	<input type="radio"/>		
8. clamps, flanges	<input type="radio"/>	<input type="radio"/>		
9. catalytic converter system	<input type="radio"/>	<input type="radio"/>		
10. rigid and flexible tubing (brakes)	<input type="radio"/>	<input type="radio"/>		
11. fuel tank, attachments	<input type="radio"/>	<input type="radio"/>		
12. rigid and flexible fuel lines	<input type="radio"/>	<input type="radio"/>		
13. floor	<input type="radio"/>	<input type="radio"/>		
14. spare wheel	<input type="radio"/>	<input type="radio"/>		
5. Braking system				
a. components not yet inspected				
1. disks and drums	<input type="radio"/>	<input type="radio"/>		
2. wheel cylinder, calipers	<input type="radio"/>	<input type="radio"/>		
3. brake linings (measurement)	<input type="radio"/>	<input type="radio"/>		
4. power brakes	<input type="radio"/>	<input type="radio"/>		
6. Other				
Any other component (not covered by the Regulation) that the owner wants to add to the preventative maintenance sheet.				

- Defects were noted following inspection
- No defects were noted following inspection

Signature

Day/Month/Year
Date

Comments regarding components that do not comply with the regulation

Codes	Comments	Work order No.