

SAMPLE MAINTENANCE SHEET

STRAIGHT BODY TRUCK

Description of Vehicle

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

Components to be inspected every 6 months*

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

- 6. spring shackles
- 7. air suspension, air springs
- 8. rubber pads
- 9. brake cylinder
- 10. slack adjuster
- 11. camshaft

Complies	Does not comply
<input type="radio"/>	<input type="radio"/>

3. Under the hood

a. general

- 1. air compressor
- 2. filter of air compressor
- 3. alcohol evaporator or air dryer
- 4. belts
- 5. electric pump (brakes)
- 6. engine supports
- 7. batteries
- 8. fuel system
- 9. master cylinder
- 10. fluid level
- 11. column (anchorage and safety mechanisms)
- 12. column (couplings, bearing)
- 13. power steering
- 14. steering boxes
- 15. windshield washer fluid (level)
- 16. exhaust manifold
- 17. cylinders of steering system

<input type="radio"/>	<input type="radio"/>

4. Underneath the vehicle

a. steering

- 1. lower cross tube
- 2. steering arm
- 3. pitman arm
- 4. knuckle arm
- 5. king pin (play)
- 6. tie rods
- 7. adjusting sleeve
- 8. ball joint
- 9. drag link
- 10. idler arm

<input type="radio"/>	<input type="radio"/>

b. suspension (front and rear)

- 1. torsion bar
- 2. stabilizer bar
- 3. suspension arm
- 4. springs
- 5. centre bolt
- 6. brackets
- 7. MacPherson struts
- 8. equalizing beams and saddles
- 9. axles
- 10. level valve

Complies	Does not comply
<input type="radio"/>	<input type="radio"/>

c. chassis frame

- 1. side rails, cross members
- 2. joists
- 3. body attachments
- 4. bumper mounts
- 5. transmission supports
- 6. muffler and shield
- 7. exhaust pipe
- 8. fasteners, brackets
- 9. clamps, flanges
- 10. catalytic converter system
- 11. drive shaft
- 12. rigid and flexible tubing (brakes)
- 13. rigid and flexible fuel lines
- 14. floor
- 15. spare wheel

<input type="radio"/>	<input type="radio"/>

5. Braking system

a. components not yet inspected

- 1. disks and drums
- 2. wheel cylinder, calipers
- 3. brake linings (measurement)
- 4. air reservoirs
- 5. distributor valves
- 6. 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.