

SAMPLE MAINTENANCE SHEET

VEHICLE WITH A GVWR UNDER 4,500 KG

Description of Vehicle

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

Components to be inspected every 6 months*

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

3. Under the hood

a. general

- 1. belts
- 2. engine supports
- 3. batteries
- 4. fuel system
- 5. master cylinder
- 6. column (anchorage and safety mechanisms)
- 7. column (couplings, bearing)
- 8. power steering
- 9. steering boxes
- 10. windshield washer fluid (level)
- 11. exhaust manifold
- 12. cylinders of steering system
- 13. rack and pinion

Complies
Does not
comply

4. Underneath the vehicle

a. steering

- 1. cross tube
- 2. pitman arm
- 3. knuckle arm
- 4. tie rods
- 5. adjusting sleeve
- 6. ball joint
- 7. drag link
- 8. idler arm

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. axles

c. chassis frame

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

Complies
Does not
comply

5. Braking system

a. components not yet inspected

- 1. disks and drums
- 2. wheel cylinder, calipers
- 3. brake linings (measurement)
- 4. power brakes

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.