



ABN:77626194992

Mechanical Engineering • Electrical Engineering • Automation • Air Conditioning • BMCS • DDC

## COMPANY MOTOR VEHICLE MONTHLY CHECKLIST

All employees issued with a Company Motor Vehicle are required to complete a MONTHLY CHECKLIST – To be submitted on the last Monday of each month to – [temeka.cp@dkegroup.com.au](mailto:temeka.cp@dkegroup.com.au)

Print name: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

Registration: \_\_\_\_\_

KMs: \_\_\_\_\_

## DKE Vehicle Audit Checklist – Electrical

Item Description	Qty Available	Inventory	Date Issued
Safety			
Riggers Gloves		1 Pack	
Safety Glasses – Clear / Smoke		1 Box	
P2 Mask		1 Box	
Hearing Protection (ear plugs)		1 Box	
First Aid Kit		1	
Fire Extinguisher		1	

*Please attach photos of the interior and exterior of the vehicle.*

Monthly Pre-Start Checklist		Date:	Initial:
Engine oil and coolant levels - sufficient			
Windshield and mirrors - clean with no cracks			
Doors and windows - clean with no cracks			
Parking brake - correctly applies			
Tires - wear and pressure			
Spare tyre - wear and pressure sufficient			
Wheel nuts tight - 20% check			
Licence plates - complete and clean			
Check for cleanliness and damages (interior and exterior)			
Fuel level, gauges, and dash warning lights - all working			
Windshield wipers - present and working			
Horn - working			
Head lights, taillights, turn signals, hazards - working, no cracks			
Condition of seat belts - sufficient			
Emergency equipment:			
	First aid kit complete		
	Fire extinguisher - tagged and full		
	Jack, wrench, and spare tire - present		
	Warning triangle - present		
NOTES:			
DAMAGES:			
			

