

VEHICLE AUDIT CHECKLIST

Vehicle Safety	PASS	FAIL
Check fluid levels are topped up - oil, gas, brake, transmission and washer fluid.		
Does the vehicle have a current warrant of fitness?		
Does the vehicle have a current registration?		
Are the RUC's up to date?		
Brakes - Are your brakes working correctly?		
Lights - Do all the vehicles lights work, are the lenses clean and intact?		
Visibility - Does the windscreen have any chips or cracks? Are all the windows clean and clear?		
Seat Belts - Are the seat belts in good condition? (Not showing any signs of wear or fraying?)		
Damage - Is there any visible damage to the vehicle? Any bumps, scrapes, or dents in critical safety crumple zones? Is there any visible rust on the vehicle?		
Dashboard Indicators - Does the instrument panel display work properly? Are there any warning lights on?		
Tyres:		
Do all the tyres including the spacesaver have at least 1.5mm tread? (preferably change tyres at 3mm tread)		
Do all the tyres have the correct pressure in them?		
Are all the wheel nuts tight and the wheel nut indicators showing the correct pattern?		
Driver Training and Company Policy		
Driver Knowledge - Does the driver hold a current and valid license?		
Does the driver have training on all the vehicle's features?		
Service History - Do you know when the next service is due?		
Have all company drivers been trained for driving in different weather conditions and terrains?		
Is the vehicle covered by your company's insurance?		
Are all insurance conditions met to ensure cover?		
Storage Location - Is the vehicle stored in a secure location when not in use? What's your company policy?		
NZTA Lighting Rule 2004 - When the vehicle is stored on the side of the road, does it meet NZTA Lighting Rule 2004 section 7?		

Accessories	PASS	FAIL
Seat Covers - If there are seat covers fitted are they airbag compatible?		
PPE - Is this securely stowed in the vehicle - not loose through the cab?		
Aftermarket Accessories - Are all aftermarket accessories fitted safely and running correctly?		
Vehicle Tracking Software - is this installed and working correctly?		
Hazard Lighting - does the hazard lighting fitted provide 360 degree visibility?		
Towbar:		
Does your towbar have appropriate certification?		
Are the towbar bolts tight and secure?		
Does the towbar wiring work?		
Fire Extinguisher & First Aid Kit:		
Are the fire extinguisher and first aid kit in good condition?		
Does the fire extinguisher have a current test & tag stamp?		
Are the contents of the first aid kit all within their expiry dates?		
Does the vehicle have the appropriate stickers indicating the storage site for the fire extinguisher and first aid kit?		
Load Safety		
Is there provision for any loads to be carried securely?		
Are any tiedown points rated to the appropriate load?		
Are loads distributed safely and evenly across the vehicle?		
ANCAP Rating		
Is the ANCAP rating of the vehicle in line with company policy?		
Have any modifications been made to the vehicle that might affect the ANCAP rating?		
Suspension and Vehicle Weights		
Are any suspension upgrades installed working as they should? The leaves aren't showing signs of sagging, or split airbags?		
Is the vehicle being overloaded? Possible signs of this are - is the back of the vehicles sagging? Are the brakes and tyres wearing evenly?		
Vehicle Weights:		
Has the vehicle been weighed recently, with individual axle weight measurements being taken?		
Is the vehicle within manufacturers GVM and axle weights?		
What is the weight on the front axle?		kg
What is the weight on the rear axle?		kg