

Vehicle Inspection Checklist for Staff Handovers

Date of Inspection: Lu
 Staff Name (Current): Lunga Kondile
 Staff Name (Receiving): 2023-08-31
 Vehicle License Expiry: HSS 423 EC
 Vehicle Reg No:

1. Exterior Condition

- **Bodywork**
 - Any noticeable scratches, dents, or damage? [☒] Yes [☐] No
 - **Details:** Front bumper on the side is open
- **Windows & Mirrors**
 - Any cracks or chips in windows? [☐] Yes [☒] No
 - **Details:**

• Lights & Indicators

- Are all lights (headlights, brake lights, indicators) functioning? [☐] Yes [☒] No

• Tires & Wheels

- Are there any visible issues with tires (bulges, wear, punctures,)? [☐] Yes [☒] No
- **Details:**

2. Interior Condition

- **Seats & Upholstery Good Condition:** [☒] Yes [☐] No
- **Details:**

• Dashboard & Controls

- Are there any warning lights on the dashboard? [☐] Yes [☒] No
- **Details:**

3. Mechanical & Engine

- **Oil & Fluids**
 - Oil level: [☒] Good [☐] Needs attention
 - Fluid levels (brake, coolant, power steering, water): [☒] Adequate [☐] Needs topping up
- **Engine & Brakes Performance**
 - Any unusual engine noises or smoke? [☐] Yes [☒] No
 - Any unusual brake noises or vibrations? [☐] Yes [☒] No
 - **Details:**

7. General Notes

- **Repairs Needed:**
 - Is any immediate repair or maintenance required? [☐] Yes [☒] No
 - **Details:**

• Vehicle Cleanliness:

- Exterior Clean: [☒] Needs cleaning [☐]
- Interior Clean: [☐] Needs cleaning [☐]
- **Remarks:**

8. Other Equipment

- **Laptop:**
 - Laptop: Any noticeable scratches or damage? [☐] Yes [☐] No
 - DSG Afterhours phone: Any noticeable scratches or damage? [☐] Yes [☐] No
 - IT's Afterhours phone: Any noticeable scratches or damage? [☐] Yes [☐] No
 - **Remarks:**

Current Staff: Chinye Kondile

Signature:

Receiving Staff:

Signature: