

# Daily Inspections of Vehicles and Equipment

## Asset Management Smart Management Practice



## Asset Management & Communities

One of the most effective ways of ensuring the safety and longevity of your equipment and vehicles is to require staff to complete an inspection at the beginning of each shift. Check out the tools that have been developed to assist you.

Can we help you with your Asset Management Program?

Northwest Territories Association of Communities

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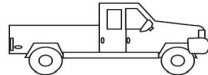
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Based on an analysis of the vehicles insured within the fleets of the communities in the NWT, a series of inspection sheets have been developed for all of the most common vehicles and pieces of equipment. By requiring the use of these inspection sheets at the start of each shift you will find that :

- Problems are getting identified earlier before they escalate to equipment failures
- More ownership and accountability by employees for the equipment they utilize
- More accountability by the mechanics to address issues as issues are being identified in writing
- Demonstrated due diligence from a safety perspective

 <p><b>Daily Inspection Form</b> <b>Light Duty Vehicles</b></p>	
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Operator/Inspector:	Date & Time:
Car Make and Model:	License No:

What are you inspecting?	What are you looking for?	Evaluator Comments
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**Driver/Passenger Side**

External Side Mirror (right & left)	Crack, broken, working condition, properly placed		
Tires	Properly inflated, adequate tread		
Windows	Broken, cracked, missing, cleanliness		

**Rear of Vehicle**

Bumper	Loose, missing, damage		
License Plate	Current sticker, cleanliness, properly attached		
Inside of trunk or truck bed	Spare Tire, Jack, wrench, free of debris, cleanliness		
Brake Lights	Tested and working properly, broken		
Rear Window	Broken, cracked, missing, cleanliness		

**Front of Vehicle**

Headlights (Normal and Bright)	Tested and working properly, broken		
Turn Signals	Tested and working properly, broken		
Bumper	Securely Attached		
Windshield	Broken, cracked, missing, cleanliness		
Windshield Wiper Blades	Properly Installed, damaged, broken, proper working order		

**Under the Hood**

Battery	Properly secured, cables secured, working properly		
Air Filter	Cleanliness		
Leaks	Cracks in hoses, fluid on ground, leaks from filters		
Windshield Fluids	Proper Fluid Level		
Transmission Fluid	Proper Fluid Level		
Engine Coolant	Proper coolant level		
Engine Oil	Proper Fluid Level		