

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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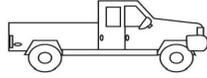
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Based on an analysis of the vehicles insured within the fleets of the communities in the NWT, a series of inspection sheets have been developed for all of the most common vehicles and pieces of equipment. By requiring the use of these inspection sheets 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>Daily Inspection Form Light Duty Vehicles</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	