

HM 1.0. DAILY VEHICLE PRESTART REFERENCE CHECKLIST

C D L Cracked Damaged Loose?	A B C Abrasions. Bumps. Cuts?	P M S Properly Mounted Secure?	D O A Drips or Air?
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FAULT DETECTED? RING GEOFF 0412 722 533 - Fill in Fault Report Slip

In Cab Checklist	✓	Check every time	✓
TURN THE KEY ON <ul style="list-style-type: none"> Warning lights & indicators? Horn working? Seat adjusted? 		BRAKES Brake failure indicators? DRAIN AIRTANKS: excessive water/oil/failure?	
START THE ENGINE <ul style="list-style-type: none"> All gauges working? Pressure/vacuum? Air system recharging properly 		WHEELS & TYRES <ul style="list-style-type: none"> Sufficient tread/unusual wear/damage? Any of pressure? Wheel nuts present/ indicators aligned? 	
WINDOWS, MIRRORS & WIPERS <ul style="list-style-type: none"> Clean, operational, adjusted, clear vision? LIGHTS/REFLECTORS/CLEARANCE <ul style="list-style-type: none"> functional, secure, undamaged? 		TOW COUPLINGS & DRAWBARS <ul style="list-style-type: none"> Secure, visible damage, lubricated? Airlines / electrical undamaged? Safety chains? 	
PAPERWORK & PERMITS? <ul style="list-style-type: none"> NHVAS label, certificate & induction approval letter? Fault reporting slips, daysheets & dockets PBS permit & interception book 		Whilst you're there... <ul style="list-style-type: none"> Fluid/air leaks – engine, gearbox, axles, fuel tanks, steering, radiator, hubs? Bodywork – secure & free from cracks? 	

Walk around the truck & trailer – be observant!

CDL; ABC; PMS; DOA?

- Is there any damage to the vehicle or trailers?
- Is the vehicle sitting normally on its suspension?

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DRIVERS: UPDATE OF PROCESS: 15 JUNE 2021

- 1. Daily Vehicle Prestart Reference Checklist (HM1.0)** is now to be used for your prestart daily vehicle inspections – this form is to replace the previous version you have used HHMM02.

You are not expected to fill in this sheet every day, but you are use it as a reference checklist to ensure your vehicle is SAFE within the bounds of your experience and training. This is a NHVAS requirement and part of your driver duties.

- PLEASE CARRY OUT THIS TASK CONSCIENTIOUSLY.
- NOTE THIS CHECK HAS BEEN COMPLETED ON YOUR DAYSHEET AS YOU HAVE DONE PREVIOUSLY.
- I will send you a link via email (refresher training) on how to do this check properly.
- Please ask Charlie to show you any of the checks you are unfamiliar with.

- 2. FAULTS:** the current process using the Fault Reporting Slip seems to be working quite well. Please remember to report all faults found during the Prestart Check or during the working day and submit to Charlie each day.

- 3. The Fault Reporting Slip** is for the recording of FAULTS – not for requests for your desired truck enhancements 😊

- 4. You are reminded that it is part of your duty to keep your vehicle clean inside and out – do not pass your duties onto young workshop assistants unless this has been requested by Geoff.**

Thanks, Nicoli