

**NEWCASTLE – UNDER – LYME BOROUGH COUNCIL
OPERATIONAL SERVICES TRANSPORT WORKSHOP**

RECEIPT NO: _____ HACKNEY CARRIAGE / PRIVATE HIRE _____

DEPARTMENT OR OWNER	REG NO	DATE
MAKE & MODEL	YEAR	CHASSIS NO
RECORDED MILEAGE	ENGINE CAPACITY	SEATING CAPACITY

	PASS	FAIL	REMARKS
<u>LIGHTING EQUIPMENT</u>			
1. Oblige. Front Lamp			
2. Oblige. Rear Lamp			
3. Oblige. Head Lamps			
4. Headlamp Aim & adjustment			
5. Stop Lamps			
6. Rear Reflectors			
7. Direction Indicators			
8. Speedometer operation			
9. Hazard waning device			
<u>STEERING & SUSPENTION</u>			
10. Steering Controls			
11. Steering Mechanism			
12. Power Steering			
13. Stub Axle Assemblies			
14. Wheel Bearings			
15. Suspension			
16. Shock Absorbers			
<u>BRAKING SYSTEM</u>			
17. Service Brake Condition			
18. Parking Brake Condition			
19. Service Brake Efficiency			
20. Parking Brake Efficiency			
21. ABS system			
22. CRS system			
<u>TYRES & WHEELS</u>			
23. Tyre Type			
24. Tyre Condition			
25. Road Wheels & Spare			
<u>SEAT BELTS</u>			
26. Security of Belts			
27. Condition of Belts			
28. Operation of Belts			

<u>GENERAL ITEMS</u>	PASS	FAIL	REMARKS
29. Transmission / Universal Joints			
30. Engine / oil leaks / mounts			
31. Exhaust System			
32. Effectiveness of Silencer			
33. Dynamo / Alternator			
34. Battery			
35. Security of wiring & equipment			
36. Starter			
37. Windscreen Side & Rear Glass			
38. Windscreen Wipers (& rear if fitted)			
39. Windscreen Washers (& rear if fitted)			
40. Driver's view of road			
41. Mirrors (incl. rear view)			
42. Horn			
43. Bonnet Release			
44. Driving Controls			
45. Door Locks, Catches & Hinges			
46 Fuel Tank & System			
47. VIN or chassis number			
48. Condition of Vehicle Structure & Bodywork			
49. Registration plate			
50. Signage (doors)			
51. Advertising (approved)			
52. Licence plate and holder			
53. Taxi Meter (if applicable)			
54. Fire Extinguisher			
55. Luggage Carrier			
56. Seating & Upholstery			
57. First Aid Box			
58. Child Safety Locks			
59. Smoke Emission			
60. Wheelchair facility			
61. Authorised illuminated sign (if applicable)			
62. Security of auxiliary equipment			
PLUS FOR MINI BUS TYPE OF VEHICLE			
63. Doors & Emergency Exits Condition & Presence of Descriptive Markings			
64. Passenger Steps Condition of & the Presence of illumination of steps			
65. Condition of Exterior/Access Door/flap			
66. Condition of Interior Platforms, Steps, Gangways, Floor Coverings & Handrails			

Pass / Fail: _____

Date: _____

Signed: _____
Mechanic

Printed: _____