



## Truck Maintenance Checklist

Use this checklist for daily, weekly, monthly and annual inspections. Fill in the truck ID and odometer before starting.

<b>Truck ID:</b>		<b>Date:</b>	
<b>Odometer / Hours:</b>		<b>Driver / Technician:</b>	

**INSTRUCTIONS:** Tick each box as the check is completed. Record any defects, actions, or parts replaced in the notes area at the end. Keep this document with the vehicle records for audits.

### MUST-DO DAILY / PRE-TRIP CHECKS

- Tyres — pressure, tread depth, and visible damage (cuts, bulges, debris)
- Fluids — engine oil, coolant, brake fluid, power steering, fuel, DEF (where fitted)
- Brakes — pedal response, brake lights, ABS warning lights
- Lights & indicators — headlights, tail lights, brake lights, indicators, hazards
- Mirrors & windscreens — clean, adjusted, no chips/cracks
- Visible leaks & damage — under-truck and engine bay

### Daily Truck Maintenance — Detailed Checks

#### Tyre Care

- Check tyre pressure (record values where required)
- Inspect for cuts, bulges, punctures and uneven wear
- Remove embedded debris and check valve stems/caps

#### Engine & Fluid Checks

- Check engine oil level (dipstick) and top up if needed
- Check coolant level and reservoir condition
- Check brake fluid and power steering fluid levels
- Check fuel level and DEF level (if fitted)
- Visual check for oil, fuel, coolant or hydraulic leaks

### **Cooling System (visual)**

- Check radiator condition and cleanliness
- Inspect coolant hoses for cracks or swelling
- Check radiator cap condition; listen for water pump noise
- Confirm fan clutch engagement and thermostat operation

### **Exterior Inspection**

- Test all lights, indicators and reflectors
- Check mirrors and windscreen for cracks or obstruction
- Ensure number plates and signage are secure

### **Brake System (basic)**

- Confirm air pressure builds to safe range (air systems)
- Brake pedal firmness test and parking brake holding check
- Check brake lights operation when pedal pressed

## **Weekly Truck Maintenance Checks**

- Inspect brake pads, shoes, discs and drums for wear or damage
- Check brake fluid condition and inspect air lines, chambers and fittings
- Rotate tyres where applicable and measure tread depth (all positions)
- Check wheel rims for cracks/dents and torque wheel nuts
- Inspect hub oil level and wheel bearings
- High-pressure wash to remove salt, grime and inspect corrosion spots
- Cabin checks: HVAC, seats, controls, clean interior
- Battery terminals, cables, and alternator belt condition check
- Verify load security: straps, chains, locks, trailer coupling and lights

## Monthly Truck Maintenance Checks

- Check transmission fluid level and condition; replace if contaminated
- Check power steering fluid and differential oil levels
- Inspect and replace (if required) air, oil and fuel filters
- Check serpentine and drive belts for wear and tension
- Inspect turbocharger for leaks and shaft play (if fitted)
- Test battery charge, terminals and secure mounting
- Inspect belts, hoses and wiring for cracks, bulges or corrosion
- Suspension and steering: kingpins, bushings, U-bolts, shock absorbers
- Wheel alignment verification and suspension height check
- Inspect exhaust system for leaks, corrosion and secure mounting

## Seasonal / Annual Truck Maintenance Checks

- Complete vehicle detailing and underbody inspection for rust or structural damage
- Full engine service: oil & filter change, coolant flush (as per manufacturer)
- Comprehensive driveline, gearbox and differential inspection
- Full suspension and steering system overhaul where required
- Steering alignment and full brake system audit
- Exhaust system and emissions check; replace worn components
- Review emergency plans and roadside assistance subscriptions

## Record-Keeping & Compliance

Keep accurate records of inspections and repairs. Each entry should include: date, odometer/hours, work performed, parts replaced and name of the person completing the check. Store with vehicle documents and fleet maintenance records for audits.

### NOTES / DEFECTS (record items found, parts required, and actions taken):

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Technician / Driver Signature: \_\_\_\_\_ Date: \_\_\_\_\_