

Vehicle Damage and Inspection Report

<QHSE-OP-SLSD-FR-013>●

<Rev 0>

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Effective date: < 02-04-19 >

Vehicle Damage and Inspection Report is used to assess required repair-work, support insurance claims, test the vehicle for roadworthiness and to ensure good condition both from an environmental point of view as well as for road safety. This form shall document the vehicles, the activities and the parties involved during vehicle movement, vehicle transfer and vehicle handover.

A. VEHICLE DETAILS

Please list down the vehicles. Attach another sheet if the space provided below is not sufficient.

S.I.	Model	Chassis	S.I.	Model	Chassis	S.I.	Model	Chassis
1	2024	1328496	11			21		
2			12			22		
3			13			23		
4			14			24		
5			15			25		
6			16			26		
7			17			27		
8			18			28		
9			19			29		
10			20			30		

B. INSTRUCTIONS:

Check ☐ if item is normal. Check ☐ if item needs attention. Upon completion of service required, place an X in ☐ and initial or N/A if not applicable.

RECEIVING		RELEASING	
Receiving Inspection Date [dd/mm/yy]	14/7/25	Date of Hand-over [dd/mm/yy]	
Vehicle (s) Receiving Time:		Vehicle (s) Releasing Time:	
Received Hand-over by:		Vehicle (s) Hand-over to:	
Vehicle Receiving Inspected by: [Name / Position / Contact#]		Checked and Verified by: [Name / Position / Contact#]	

ID	tick here	RECEIVING Inspection ITEM	ID	tick here	RELEASING Inspection ITEM
1	<input type="radio"/>	The ff. docs are available in the glove box: Manufacturer handbook, PDI Checklist, orig. reg. card, warranty, navigation manual	1	<input type="radio"/>	The ff. docs are available in the glove box: Manufacturers handbook, PDI Checklist, orig. reg. card, warranty, navigation manual
2	<input type="radio"/>	All sets of keys are available and work.	2	<input type="radio"/>	All sets of keys are available and work.
3	<input type="radio"/>	Battery check (Terminal)	3	<input type="radio"/>	Battery check (Terminal)
4	<input type="radio"/>	Vehicle tool box / safety kit / FM / spare tires / tool kit are available inside the vehicle including cigarette lighter and ashtray	4	<input type="radio"/>	Vehicle tool box / safety kit / FM / spare tires / tool kit are available inside the vehicle including cigarette lighter and ashtray
5	<input type="radio"/>	Vehicle head phones and remote are available inside the car. State the missing item on provided space (missing parts/item)	5	<input type="radio"/>	Vehicle head phones and remote are available inside the car. State the missing item on provided space (missing parts/item)
6	<input type="radio"/>	The vehicle is free from damage (e.g. scratches, dents and marks). If the damage is present, including dents and scratches – please indicate in last page (visual inspection sheet).	6	<input type="radio"/>	The vehicle is free from damage (e.g. scratches, dents and marks). If the damage is present, including dents and scratches – please indicate in last page (visual inspection sheet).
7	<input type="radio"/>	The interior of the vehicle is clean and in good condition.	7	<input type="radio"/>	The interior of the vehicle is clean and in good condition.
8	<input type="radio"/>	Audio, video, navigation system functions including RPS	8	<input type="radio"/>	Audio, video, navigation system functions including RPS
9	<input type="radio"/>	Power window, power back door, seat adjustment and seatback mechanisms, sunroof functions	9	<input type="radio"/>	Power window, power back door, seat adjustment and seatback mechanisms, sunroof functions
10	<input type="radio"/>	All Dash warning lights are off	10	<input type="radio"/>	All Dash warning lights are off
11	<input type="radio"/>	Windscreen/rear wiper blades are working effectively.	Date of Tires:		
12	<input type="radio"/>	Mirrors are clean, free from damage and can be easily adjusted.	Fines:		
13	<input type="radio"/>	All lights, including indicator and brake lights, are working and the warning device (horn) is working	Accidents:		
14	<input type="radio"/>	All seat belts are in good condition and are operating correctly e.g. retracting and fastening	REMARKS: Keys. 1		
15	<input type="radio"/>	A/C and heater functions			

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Please state the vehicle condition detailing the interior and exterior of the vehicle.

[illegible]

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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Vehicle Details <i>Altima</i>		Details of Vehicle Request		WIP NO	
Vehicle Color	<i>Red</i>				
Technician					
Mileage					

[illegible]