

Vehicle Inspection & Maintenance Report

Illustrative demonstration data. This sample is not an actual job record or an export from the app.

Report / vehicle reference	FM-019 / Demo van V-07
Check type / location	Scheduled inspection / Demo workshop
Driver or mechanic / date	Demo mechanic C / 19 Oct 2026
Odometer / time	64,210 km (manual entry) / 08:30

01 / WORK RECORD

Vehicle check / work	Finding / result	Work / evidence
Exterior condition	Damage noted	Dent on rear panel / P01
Listed light checks	Action needed	Rear lamp issue / P02
Lamp replacement	Completed	Lamp replaced: 1 / P03
Post-repair light recheck	Recorded	Recheck result entered by mechanic

02 / EVIDENCE AND FOLLOW-UP

Maintenance work / parts	Rear lamp replaced: 1; post-repair light check recorded.
Open issue / repair owner	Assess rear panel damage / Demo workshop supervisor
Deadline / photo references	20 Oct 2026 / P01-P03 illustrative references only.
Review status	Panel assessment open. Vehicle approval not recorded in this sample.

03 / SIGN-OFF

Driver or mechanic / prepared by	Fleet reviewer / reviewed by
Name: _____	Name: _____
Signature: _____	Signature: _____
Date / time: _____	Date / time: _____

Record vehicle condition, repairs and open defects clearly. Apply your fleet's inspection and approval procedure before updating vehicle or defect status.

Photo references are illustrative. Signature fields are intentionally unsigned.

Vehicle Inspection & Maintenance Report

A reusable reporting form. Adapt the checks and review process to your organisation.

Report / vehicle ID / registration	
Check type / location	
Driver or mechanic / date	
Odometer / time	

01 / WORK RECORD

Vehicle check / work	Finding / result	Work / evidence
Vehicle check / condition		
Vehicle check / condition		
Maintenance work / parts		
Follow-up check		

02 / EVIDENCE AND FOLLOW-UP

Maintenance work / parts	
Open issue / repair owner	
Deadline / photo references	
Review status	

03 / SIGN-OFF

Driver or mechanic / prepared by	Fleet reviewer / reviewed by
Name: _____	Name: _____
Signature: _____	Signature: _____
Date / time: _____	Date / time: _____

Record vehicle condition, repairs and open defects clearly. Apply your fleet's inspection and approval procedure before updating vehicle or defect status.