



Client Provided Vehicle Suitability Checklist

The following checklist is to be used to ensure that vehicles provided for use during delivery of accredited training courses are suitable and fit for purpose. These are the minimum standards required and apply to all classes of vehicles.

Pre Course Requirement (Administration Officer)

Evidence of current registration and insurance are to be provided by the client at the time of booking.

If there is a change to the vehicle to be used by the client as advised by the client on the day of training registration and insurance evidence will need to be updated before training commences.

Course delivery Day Requirement (Trainer)

The trainer is to visually and physically check applicable items below and certify the vehicle is suitable for training.

Course Details				
Course Name				
Course Date				
Course Location				
Vehicle Details				
Make				
Model				
Registration Number				
Compliance Items				
1	Vehicle/Course Alignment	Yes	No	Comments
	The vehicle to be used for the course on the day is the vehicle that was advised by the client			
	Vehicle is suitable for the course of training to be provided			
2	Vehicle Registration	Yes	No	Comments
	Vehicle currently registered			
	Registration expiry date			
	Evidence of current registration provided			
	Front and rear number plates fitted to vehicle			

3	Vehicle Insurance	Yes	No	Comments
Comprehensive Insurance				
Insurance provider				
Insurance expiry date				
Evidence of insurance provided				
4	Vehicle is Roadworthy	Yes	No	Comments
Tyres suitable				
Indicators working				
Brake lights working				
Driving lights working				
Horn working				
Yellow flashing light working (if fitted)				
Windscreen wipers/washers working				
All mirrors fitted and adjustment working				
Seat adjustment working				
Seatbelts condition no damage				
Seatbelts working correctly				
Spare tyre fitted				
5	General Condition	Yes	No	Comments
Panel damage				
Vehicle clean (interior/exterior)				
6	Accessories (insert details and condition of any applicable accessories)	Yes	No	Comments

7	General Comments (if required)			
8	Diagram/Sketch of any relevant item (if required)			
9	Photographs (if required)	Yes	No	Comments
Were any photographs taken? (Please ensure these are provided to the administration team by email for electronic filing)				
Insert details of any photographs taken.				

Trainer Certification

I certify that the above checklist has been completed and the vehicle is suitable for the training course to be delivered.

Name: _____

Signature: _____

Date: _____

Version: 1.1 Document Number: MRT-040	Doc Name: Client Provided Vehicle Suitability Checklist	Prepared by: E. Bennet	Review date: 25/10/2019
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