**VEHICLE FILE CHECK LIST**

(kept in a ring binder)

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| **Description** | **YES / NO / Not applicable** |
| 1. Procurement documents (Delivery Note from the supplier; Pro-forma invoice / Gift Certificate; Copy of the Certificate of Origin)
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| 1. Vehicle Registration (or copy of registration)
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| 1. Pictures of all sides of vehicle, including license plate
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| 1. Insurance information / record, if any
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| 1. Certificate of Fitness (where applicable)
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| 1. Road License (where applicable)
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| 1. Maintenance requests
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| 1. Maintenance records and schedule
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| 1. Accident reports
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| 1. Daily check list
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| 1. Copy of Invoices
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| 1. Copy of Log sheet
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| 1. Vehicle Inventory List
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If vehicle is rented it should also include:

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| 1. Copy of owner’s ID
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| 1. Proof that the person from whom we are renting actually owns the vehicle or a legal certified document giving authority to vehicle owner representative
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| 1. If vehicle rented with driver, driver appointment letter form the owner
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| 1. Copy of contract
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| 1. copy of insurance
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| 1. copy vehicle registration
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| 1. copy Road tax
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| 1. Copy of communication with owner
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