**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) |  |
| 1. Vehicle Registration (or copy of registration) |  |
| 1. Pictures of all sides of vehicle, including license plate |  |
| 1. Insurance information / record, if any |  |
| 1. Certificate of Fitness (where applicable) |  |
| 1. Road License (where applicable) |  |
| 1. Maintenance requests |  |
| 1. Maintenance records and schedule |  |
| 1. Accident reports |  |
| 1. Daily check list |  |
| 1. Copy of Invoices |  |
| 1. Copy of Log sheet |  |
| 1. Vehicle Inventory List |  |

If vehicle is rented it should also include:

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| --- | --- |
| 1. Copy of owner’s ID |  |
| 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 |  |
| 1. If vehicle rented with driver, driver appointment letter form the owner |  |
| 1. Copy of contract |  |
| 1. copy of insurance |  |
| 1. copy vehicle registration |  |
| 1. copy Road tax |  |
| 1. Copy of communication with owner |  |