

# Vehicle Maintenance Records Compliance Checklist

## Vehicle & Owner Details

Field	Information
Vehicle Make / Model	
Registration Number	
VIN / Serial Number	
Year	
Owner / Operator	

## Maintenance Records Checklist

	Item	Compliant	Notes
1	Scheduled maintenance records documented	<input type="checkbox"/>	
2	Repair records available	<input type="checkbox"/>	
3	Inspection records current	<input type="checkbox"/>	
4	Parts and replacement records kept	<input type="checkbox"/>	
5	Odometer/hour meter readings recorded	<input type="checkbox"/>	
6	Documentation includes dates and signatures	<input type="checkbox"/>	
7	Maintenance performed per manufacturer requirements	<input type="checkbox"/>	
8	Defects reported and corrected in records	<input type="checkbox"/>	
9	Records stored securely and retrievable	<input type="checkbox"/>	
10	Record retention complies with regulations	<input type="checkbox"/>	

## Additional Notes

## Checklist Completed By

Name
Date
Signature