ChecklistGuro

Vehicle Maintenance Log Review Checklist

Log Completeness & Accuracy

Ensuring all required information is present and accurate in the maintenance logs.

Log Entry Date

Enter date...

Vehicle Identification Number (VIN)

Write something...

Vehicle License Plate Number

Write something...

Driver Name/ID

Write something...

Description of Work Performed

Write something...

Mileage at Service

Enter a number...

Service Type (e.g., PM, Repair, Inspection)

- [ ] Preventative Maintenance
- [ ] Repair
- [ ] Inspection
- [ ] Other

Hours of Labor

Enter a number...

Comments/Notes

Write something...

Preventative Maintenance Compliance

Verifying adherence to scheduled preventative maintenance tasks for each vehicle.

Date of Last Scheduled PM

Enter date...

Mileage at Last PM

Enter a number...

PM Type Performed (e.g., Oil Change, Inspection)

- [ ] Oil Change
- [ ] Inspection
- [ ] Tire Rotation
- [ ] Fluid Top-Off
- [ ] Filter Replacement
- [ ] Other

Detailed Description of Services Performed

Write something...

Was PM Completed as Scheduled?

- [ ] Yes
- [ ] No

If No, Explain Deviation from Schedule

Write something...

Date of Next Scheduled PM

Enter date...

Estimated Mileage for Next PM

Enter a number...

Corrective Maintenance Review

Analyzing reported issues, repairs performed, and overall effectiveness of corrective maintenance.

Describe the initial reported issue/defect.

Write something...

Detailed description of the diagnostic process.

Write something...

Explanation of the root cause of the issue (if determined).

Write something...

Parts cost for repair.

Enter a number...

Labor hours spent on repair.

Enter a number...

Severity Level of Issue (Before Repair)

- [ ] Minor
- [ ] Moderate
- [ ] Major
- [ ] Critical

Repair Quality Assessment (After Repair)

- [ ] Excellent
- [ ] Good
- [ ] Fair
- [ ] Poor

Date Repair Completed

Enter date...

Parts & Labor Cost Analysis

Reviewing maintenance costs to identify trends, potential cost savings, and areas for improved efficiency.

Total Parts Cost for Review Period

Enter a number...

Total Labor Cost for Review Period

Enter a number...

Average Parts Cost per Vehicle

Enter a number...

Average Labor Cost per Vehicle

Enter a number...

Are parts costs within budget?

- [ ] Yes
- [ ] No
- [ ] Not Applicable

Explanation for any cost variances (if applicable)

Write something...

Supporting Documentation (Invoices, quotes etc.)

Upload File

Unexplained cost outliers (over $XXX) - Number of Incidents

Enter a number...

Driver Reporting & Feedback

Evaluating driver-reported issues and incorporating driver feedback into maintenance planning.

Describe any unusual noises or vibrations experienced during operation.

Write something...

Detail any warning lights or dashboard indicators illuminated.

Write something...

Describe any unusual smells detected within the vehicle.

Write something...

Estimated Mileage at time of Report

Enter a number...

Date of Incident/Observation

Enter date...

Severity of Issue (Driver Assessment)

- [ ] Minor
- [ ] Moderate
- [ ] Major - Requires Immediate Attention

Attach photos/videos documenting the issue (if applicable)

Upload File

Regulatory Compliance (DOT/Local)

Confirming maintenance practices align with relevant regulatory requirements and inspections.

Last DOT Inspection Date Verified?

- [ ] Yes, Verified
- [ ] No, Not Verified
- [ ] N/A - Not Subject to DOT Inspections

Next Scheduled DOT Inspection Date

Enter date...

DOT Inspection Mileage

Enter a number...

Inspection Outcome (Pass/Fail)

- [ ] Pass
- [ ] Fail
- [ ] N/A

Notes on DOT Inspection Findings/Corrective Actions

Write something...

Vehicle Registration Status

- [ ] Active
- [ ] Expired
- [ ] Suspended

Date of Last Local Inspection (if applicable)

Enter date...

Vehicle Downtime Analysis

Assessing the impact of maintenance-related downtime on operational efficiency and identifying opportunities to minimize it.

Total Downtime (Hours) - This Review Period

Enter a number...

Number of Vehicles Experiencing Downtime

Enter a number...

Description of Primary Downtime Causes

Write something...

Categories of Downtime (select all that apply)

- [ ] Mechanical Failure
- [ ] Electrical Issues
- [ ] Tire/Wheel Problems
- [ ] Scheduled Maintenance
- [ ] Accident/Damage
- [ ] Parts Availability
- [ ] Other

First Downtime Event Date

Enter date...

Last Downtime Event Date

Enter date...

Actions Taken to Reduce Downtime

Write something...

Estimated Cost of Downtime (Lost Productivity)

Enter a number...

Maintenance Vendor Performance

Evaluating the quality and timeliness of work performed by external maintenance vendors.

Vendor Response Time (Days)

Enter a number...

Percentage of Repairs Completed On Time

Enter a number...

Overall Quality of Work (Subjective)

- [ ] Excellent
- [ ] Good
- [ ] Average
- [ ] Poor
- [ ] Very Poor

Specific Feedback on Repair Quality

Write something...

Did the Vendor Follow Procedures?

- [ ] Safety Procedures
- [ ] Quality Control
- [ ] Reporting Requirements

Were estimates accurate?

- [ ] Yes
- [ ] No
- [ ] Mostly Yes
- [ ] Mostly No

Supporting Documentation (Invoices, Quotes, Photos)

Upload File