

SOP Template: Pre-departure Vehicle and Tool Inspection Checklist

This SOP provides a comprehensive **pre-departure vehicle and tool inspection checklist** to ensure all vehicles and tools are safe, functional, and ready for use before leaving any site. It includes verifying vehicle fluid levels, tire conditions, brake functionality, lights, and signals, as well as checking the condition and availability of essential tools. The purpose is to prevent breakdowns, enhance operational efficiency, and promote safety during transportation and field activities.

Instructions: Complete this checklist before departing any site. Place a checkmark (✓) in the appropriate column. Any deficiencies found must be reported and rectified prior to departure.

1. Vehicle Inspection Checklist

Item	OK	Not OK	N/A	Comments/Action Required
Engine oil level				
Coolant level				
Brake fluid				
Transmission fluid				
Tire pressure & condition (incl. spare)				
Brake operation				
Headlights (high/low)				
Parking/taillights				
Turn signals/hazard lights				
Windshield & wiper function				
Seatbelts				
Horn				
Mirrors				
First aid kit				
Fire extinguisher (charged, accessible)				
Reflective triangles / Road flares				

2. Tool & Equipment Inspection Checklist

Item	OK	Not OK	N/A	Comments/Action Required
Toolbox condition				
All necessary hand tools present				
Power tool condition/functionality (if applicable)				
Battery packs/chargers (if applicable)				
Personal protective equipment (PPE)				
Spare parts (as required for job)				

Item	OK	Not OK	N/A	Comments/Action Required
Documentation/maps/permits				

3. Sign-off

Inspector Name: _____

Date: _____

Signature: _____