



Electric Vehicle Inspection Checklist

Marvin Elene / 28 Jan 2025

Complete

Score	23 / 26 (88.46%)	Flagged items	3	Actions	3
Date					28.01.2025
Completed by					Marvin Elene

Flagged items & Actions

3 flagged, 3 actions

Flagged items

3 flagged, 3 actions

Inspection Checklist / Pre-Inspection Checklist

Have all staff received training relevant to their roles and responsibilities?

No

New hires from December 2024 have not yet been trained.

To do | Priority: High | Due: 04.02.2025 16:26 PST | Created by: SafetyCulture Staff

Organize safety training for December hires ASAP

Inspection Checklist / Electric Vehicle Inspection Checklist

Is the exterior of the electric vehicle free of damages?

No

Dirt has built up by the wheels



Photo 1

To do | Priority: High | Due: 04.02.2025 16:28 PST | Created by: SafetyCulture Staff

Clean car before use

Inspection Checklist / Electric Vehicle Inspection Checklist

Do doors open and close safely?

No

Back doors bounce when closed

To do | Priority: High | Due: 04.02.2025 16:28 PST | Created by: SafetyCulture Staff

Investigate

Other actions

0 actions

Inspection Checklist

3 flagged, 3 actions, 23 / 26 (88.46%)

For every "No," create a note to explain the situation. Attach images and other media as needed per question.

Pre-Inspection Checklist

1 flagged, 1 action, 10 / 11 (90.91%)

Is there a person responsible for the management of electric vehicle safety?

Yes

Have specific risk assessments been carried out and are they regularly reviewed and updated?

Yes

Have safe systems of work been devised for all relevant tasks in relation to the use and operation of electric vehicles?

Yes

Have all staff received training relevant to their roles and responsibilities?

No

New hires from December 2024 have not yet been trained.

To do | Priority: High | Due: 04.02.2025 16:26 PST | Created by: SafetyCulture Staff

Organize safety training for December hires ASAP

Have the necessary permit to work procedures related to electrical vehicle use been completed?

Yes

Is there a safe storage zone available for the parking of disabled/damaged vehicles?

Yes

Have fire fighting procedures been reviewed to accommodate the likely presence of batteries and electrical equipment?

Yes

Has suitable PPE been identified and issued to all relevant staff?

Yes

Are adequate first aid arrangements in place?

Yes

Are the manufacturers' technical information readily available for employees?

Yes

Have any specific tools/equipment recommended by the manufacturers been provided?

Yes

Electric Vehicle Inspection Checklist

2 flagged, 2 actions, 13 / 15 (86.67%)

Are necessary software installed and maintained?

Yes

Is the exterior of the electric vehicle free of damages?

No

Dirt has built up by the wheels



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Investigate

Are tires properly inflated and free of tears and holes?

Yes

Are the electric vehicle's mirrors clear and free of cracks?

Yes

Are all vehicle lights working properly?

Yes

Does the electric vehicle start and turn off properly?

Yes

Is the electric vehicle equipped with the necessary emergency supplies in case of accidents?

Yes

Is the electric vehicle equipped with the necessary monitoring devices?

Yes

Are all HVAC systems working as intended?

Yes

Are signal lights working properly and seen from afar?

Yes

Are batteries properly installed and identified to be working safely?

Yes

Are brakes and tires properly working and maintained?

Yes

Are the necessary documents of the electric vehicle present both in paper format and digital format?

Yes

Are vehicle charging cables in good working order and easily accessible for when needed?

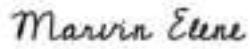
Yes

Completion

Additional comments and suggestions

Don't put training off. Investigate vehicle issues ASAP.

Completed by (Signature)



Marvin Elene
28.01.2025 16:29 PST

Media summary



Photo 1