# Annual Vehicle Inspection

**Vehicle No.**

**License Plate No.**

**Make**

**Model**

**Model Year**

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**Code: 1 = OK; 2 = Repairs or adjustments needed; 3 = Repairs or adjustments made (not to exceed $500 without approval from Regional Office).**

**If Vehicle is scheduled to be replaced, repair safety items only (Not to exceed $500 without approval from Regional Office).**

## Section I – To Be Completed At A Commercial Or Government Facility By A Qualified Mechanic

### 1. Engine
- a. Manifold Heat Control Valve
- b. PCV Valve
- c. Motor Mounts
- d. Emissions control/catalytic converter
- e. Hoses
- f. Belts
- g. Battery
- i. Speedometer/odometer
- j. Radiator
- k. Transmission
- l. Heating/Air Conditioning System
- m. Horn
- n. Clutch

### 2. Brakes
- a. Lining/Pads
- b. Drum/rotors
- c. Cylinder/Caliper leaks
- d. Wheel Bearings
- e. Fluid level
- f. Tire Rod Ends
- g. Parking/Emergency Brakes

### 3. Suspension
- a. Front-end alignment
- b. Upper and lower control arms
- c. Springs
- d. Ball joints
- e. Wheel Bearings

### 4. Steering
- a. Tie Rod Ends
- b. Parking Lights
- c. Turn Signals
- d. License Plate Light
- e. Interior/Trunk

### 5. Lights
- a. Headlights
- b. Parking Lights
- c. Tail Lights
- d. Excessive Play

### 6. Exhaust System
- a. Muffler
- b. Pipes
- c. Hangers and clamps
- d. Tread

### 7. Tires
- a. Tires
- b. Pressure
- c. Depth

### 8. Steering
- a. Arms
- b. U-bolts
- c. Ball Joints
- d. Rotary

### 9. Exterior
- a. Body Condition
- b. License Plates
- c. Brackets and Bolts – Hood Latch
- d. Molding
- e. Bumper
- f. Decals
- g. General appearance
- h. Doors
- i. Tail lights

### 10. Interior
- a. Mirrors
- b. Seatbelts
- c. Decals
- d. Instrument panel gauges

### 11. Windows
- a. Condition
- b. Opening/closing operation
- c. Deformers
- d. Wipers/washers
- e. Hammer
- f. Jack
- g. Accident Reporting Kit (includes instructions and forms)

### 12. Safety Items/Emergency Kit
- a. First Aid Kit
- b. Flashlight
- c. Fire Extinguisher
- d. Spill/Scrubdriver
- e. Emergency ffs
- f. Poison Control Centers
- g. Emergency Kits
- h. Spare Tire
- i. Toxic Material Antidote Information

### 13. Maintenance Schedule Compliance
- a. Maintenance Schedule
- b. Repairs Required

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**Certification:**

I/we certify that this vehicle was inspected and the repairs indicated were made.

**Signature of Qualified Mechanic:**

**Signature of Driver/VAO/Safety Officer:**

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**Repairs between $500 - $1,000 require approval at regional level. Repairs over $1,000 require approval by Property Section, MBS.**

MRP Form 65

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