

Vehicle Maintenance & Defect Register

Track inspections, defects, work and competent authorisation to return to service. Do not dispatch with unresolved safety-critical defects. Log each inspection or defect, decide whether the vehicle must be held, assign competent repair, attach evidence and separately authorise return to service. Use the working register to track multiple items and the next planned inspection.

English · CoR Australia branded · editable for your operation

Vehicle / registration: _____

Maintenance owner: _____

Review date: _____

Fleet / depot: _____

VIN / fleet asset ID: _____

Vehicle configuration / trailer IDs: _____

Manufacturer service reference: _____

Odometer / engine hours: _____

Defect classification procedure: _____

Workshop / competent repairer: _____

Release approver: _____

Document version: _____

Prepared by / date: _____

Approved by / date: _____

Next review / change trigger: _____

☐ Date / odometer / hours

Status: Yes / Gap / N/A _____ Evidence / reference: _____

Action / owner / due date: _____ Verified by / date: _____

☐ Inspection or service type

Status: Yes / Gap / N/A _____ Evidence / reference: _____

Action / owner / due date: _____ Verified by / date: _____

☐ Defect / severity

Status: Yes / Gap / N/A _____ Evidence / reference: _____

Action / owner / due date: _____ Verified by / date: _____

☐ Vehicle hold decision

Status: Yes / Gap / N/A _____ Evidence / reference: _____

Action / owner / due date: _____ Verified by / date: _____

☐ Responsible person

Status: Yes / Gap / N/A _____ Evidence / reference: _____

Action / owner / due date: _____ Verified by / date: _____

☐ Repair / work order

Status: Yes / Gap / N/A _____ Evidence / reference: _____

Action / owner / due date: _____ Verified by / date: _____

☐ Completion date

Status: Yes / Gap / N/A _____ Evidence / reference: _____

Action / owner / due date: _____ Verified by / date: _____

☐ Release-to-service authorisation

Status: Yes / Gap / N/A _____ Evidence / reference: _____

Action / owner / due date: _____ Verified by / date: _____

☐ Next service / inspection due

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Evidence reference

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Check the maintenance plan against manufacturer recommendations, duty cycle, kilometres/hours and operating environment.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Identify trailers and coupled equipment as well as the prime mover; record the relevant asset reference.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Capture the defect description, location, discovery date, reporter and supporting evidence.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Classify the defect under the organisation's competent assessment process; do not use this template as a mechanical diagnosis.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Make and record the vehicle hold/no-dispatch decision and any permitted restrictions using competent advice.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Notify dispatch and prevent a held asset being substituted back into service without authorisation.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Record repairer, work order, parts/work undertaken and completion date with supporting documents.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Verify the repair by a competent person and record any test or inspection reference.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Keep repair completion separate from release-to-service approval; identify the authorised approver and approval date.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Set the next inspection/service due date or odometer/hour trigger and assign the monitoring owner.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Investigate recurring defects, late maintenance or repeat driver reports for systemic causes.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Verify closed-out items against actual workshop evidence; escalate overdue safety-critical work.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

Close-out and review

Outstanding actions / interim controls: _____

Verification evidence / reviewer / date: _____

Approval / next review date: _____

