

VEHICLE CHECKLIST



This checklist is to be completed prior to **all** drives on 4WD/remote roads.

ITEMS TO BE COLLECTED FROM OFFICE (Kept in Senior Administrator's office)

| | |
|---|--------|
| Satellite phone: check it is working (has car charger if flat) | Yes/No |
| Call NTGPE office in Drw to advise of trip and check operation of phone | |
| First Aid Kit | Yes/No |
| 10 litre bottle of water | Yes/No |
| Crate of food items etc if staying overnight | Yes/No |
| Any household items required for NTGPE accommodation? | Yes/No |
| Spare vehicle key | Yes/No |

CHECKLIST

| | |
|--|--------|
| Spare Wheel X 2 (good condition) | Yes/No |
| Fuel/Oil/Water full | Yes/No |
| Tyre Inflation pressure correct | Yes/No |
| Changing Tyre Equipment (under back seat & large tool box) | Yes/No |
| Large Tool box in back with items as listed in <i>4WD/Remote Driving Information Folder</i> (e.g. torch, shovel etc) | Yes/No |
| 4WD/Remote Driving Information Folder | Yes/No |
| Emergency Personal Locator Beacon (in console) | Yes/No |
| Fire Extinguisher | Yes/No |

TRIP CHECK-INS:

You need to arrange with a work colleague to monitor your departures/arrivals. Inform them of the following:

| | |
|---|--------|
| When you leave Alice Springs | Yes/No |
| When you arrive at your destination | Yes/No |
| When you leave the community you are visiting | Yes/No |
| When you arrive back in Alice Springs | Yes/No |

Any problems or repair/maintenance needs? _____

Signed: _____ Date: _____

Please return completed form to Senior Administrator