## Motorcycle Pre-delivery Checklist

**Item 1. Record Make and Model**
- Make
- Model

**Item 2. Compliance Plate**
- Check vehicle for relevant compliance plate.

**Item 3. Engine number**
- Check engine number which will appear on the main engine component of the vehicle against the prepared documentation.
- Engine No.

**Item 4. VIN**
- Check the VIN of the vehicle against the documentation and the compliance plate.
- VIN

**Item 5. Riding controls**
- Sit on the rider's seat and test all the riding controls.
- Check the operation of the parking brake. On Australian Design Rule 33 cycles fitted with side-car outfits, check by putting the transmission in neutral, applying parking brake and attempting to move the outfit. The brake must be able to stop the outfit being moved.
- Ensure the horn works.

**Item 6. Rider's vision**
- Check that mirrors are securely attached and forward vision through windscreen (if fitted).

**Item 7. Lights**
- Test the operation of all lights and check the aim of the headlight/s.
- Ensure that all compulsory reflectors are not damaged and are fitted to the rear of the vehicle.
- Check the number plate light is directing light on to the surface of the number plate and not the rear of the vehicle.

**Item 8. Chassis**
- Check the chassis, sub-frames, transmission, chain guards, exhaust and braking system components.

**Item 9. Brakes**
- Check the operation of brake controls.
- Ensure that where brakes are firmly applied, more than 20% of the pedal or handle travel remains.
- Check that the wheel brake is functioning.

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### Item 9. Brakes (continued)

- Inspect visible brake components for leakage and security of mountings.
- Check the effective operation of the park brake.

### Item 10. Wheels and tyres (Inspect each road wheel to ensure that: )

- No wheel or rim is cracked or has pieces of a casting missing, or is buckled.
- There are no missing or broken wheel mounting nuts, studs or bolts.
- Any spoked wheel has no missing, loose, broken or cracked spokes.
- The tyre or rim does not foul any component at any point over its full range of travel.

### Item 11. Check the suspension, wheel bearings and steering components

- Visually inspect all steering components.
- Where steering linkages are fitted, the rotational free play must not exceed 10 mm measured at the end of the handlebars.
- Check if any nut, bolt or locking device is missing or insecure.
- Visually inspect the suspension to ensure no component is broken, cracked, cut, missing or not secured.
- Check that no shock absorber is inoperative or not securely mounted, or that any nut, bolt, or locking device is missing or not secured.

### Item 12. Number plate location

- Ensure the number plate is permanently affixed to the vehicle.
- Ensure the number plate is:
  - in an upright position that is substantially parallel to the vehicles axles
  - not more than 1.3 metres above ground level.
- Check the number is not obscured, defaced or otherwise not legible.
- Ensure the numbers on the number plate are clearly visible from any point:
  - up to 20 metres from the number plate
  - within an arc of 45 degrees from the surface of the number plate above or to either side of the vehicle.
- Check any cover on the number plate:
  - is clear, clean, untinted and flat over its entire surface
  - has no reflective or other characteristics that would prevent the successful operation of a device approved for use under a law relating to the detection of traffic offences.
- Ensure one number plate is affixed to the vehicle's rear.