

# Motorcycle Pre-delivery Checklist

Item 1. Record Make and Model	Inspected	Corrected
• Make _____	<input type="checkbox"/>	<input type="checkbox"/>
• Model _____	<input type="checkbox"/>	<input type="checkbox"/>
Item 2. Compliance Plate	Inspected	Corrected
• Check vehicle for relevant compliance plate.	<input type="checkbox"/>	<input type="checkbox"/>
Item 3. Engine number	Inspected	Corrected
• Check engine number which will appear on the main engine component of the vehicle against the prepared documentation.	<input type="checkbox"/>	<input type="checkbox"/>
• Engine No. _____	<input type="checkbox"/>	<input type="checkbox"/>
Item 4. VIN	Inspected	Corrected
• Check the VIN of the vehicle against the documentation and the compliance plate.	<input type="checkbox"/>	<input type="checkbox"/>
• VIN _____	<input type="checkbox"/>	<input type="checkbox"/>
Item 5. Riding controls	Inspected	Corrected
• Sit on the rider's seat and test all the riding controls.	<input type="checkbox"/>	<input type="checkbox"/>
• 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.	<input type="checkbox"/>	<input type="checkbox"/>
• Ensure the horn works.	<input type="checkbox"/>	<input type="checkbox"/>
Item 6. Rider's vision	Inspected	Corrected
• Check that mirrors are securely attached and forward vision through windscreen (if fitted).	<input type="checkbox"/>	<input type="checkbox"/>
Item 7. Lights	Inspected	Corrected
• Test the operation of all lights and check the aim of the headlight/s.	<input type="checkbox"/>	<input type="checkbox"/>
• Ensure that all compulsory reflectors are not damaged and are fitted to the rear of the vehicle.	<input type="checkbox"/>	<input type="checkbox"/>
• Check the number plate light is directing light on to the surface of the number plate and not the rear of the vehicle.	<input type="checkbox"/>	<input type="checkbox"/>
Item 8. Chassis	Inspected	Corrected
• Check the chassis, sub-frames, transmission, chain guards, exhaust and braking system components.	<input type="checkbox"/>	<input type="checkbox"/>
Item 9. Brakes	Inspected	Corrected
• Check the operation of brake controls.	<input type="checkbox"/>	<input type="checkbox"/>
• Ensure that where brakes are firmly applied, more than 20% of the pedal or handle travel remains.	<input type="checkbox"/>	<input type="checkbox"/>
• Check that the wheel brake is functioning.	<input type="checkbox"/>	<input type="checkbox"/>

*continued next page*

<b>Item 9. Brakes</b> <i>(continued)</i>	<b>Inspected</b>	<b>Corrected</b>
<ul style="list-style-type: none"> <li>Inspect visible brake components for leakage and security of mountings.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Check the effective operation of the park brake.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Item 10. Wheels and tyres</b> <i>(Inspect each road wheel to ensure that: )</i>	<b>Inspected</b>	<b>Corrected</b>
<ul style="list-style-type: none"> <li>No wheel or rim is cracked or has pieces of a casting missing, or is buckled.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>There are no missing or broken wheel mounting nuts, studs or bolts.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Any spoked wheel has no missing, loose, broken or cracked spokes.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>The tyre or rim does not foul any component at any point over its full range of travel.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Item 11. Check the suspension, wheel bearings and steering components</b>	<b>Inspected</b>	<b>Corrected</b>
<ul style="list-style-type: none"> <li>Visually inspect all steering components.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Where steering linkages are fitted, the rotational free play must not exceed 10 mm measured at the end of the handlebars.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Check if any nut, bolt or locking device is missing or insecure.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Visually inspect the suspension to ensure no component is broken, cracked, cut, missing or not secured.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Check that no shock absorber is inoperative or not securely mounted, or that any nut, bolt, or locking device is missing or not secured.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Item 12. Number plate location</b>	<b>Inspected</b>	<b>Corrected</b>
<ul style="list-style-type: none"> <li>Ensure the number plate is permanently affixed to the vehicle.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Ensure the number plate is: <ul style="list-style-type: none"> <li>in an upright position that is substantially parallel to the vehicles axles</li> <li>not more than 1.3 metres above ground level.</li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> <li>Check the number is not obscured, defaced or otherwise not legible.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Ensure the numbers on the number plate are clearly visible from any point: <ul style="list-style-type: none"> <li>up to 20 metres from the number plate</li> <li>within an arc of 45 degrees from the surface of the number plate above or to either side of the vehicle.</li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> <li>Check any cover on the number plate: <ul style="list-style-type: none"> <li>is clear, clean, untinted and flat over its entire surface</li> <li>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.</li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> <li>Ensure one number plate is affixed to the vehicle's rear.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>