ASSEMBLED BINDER

Vehicle and Machine Logbook Binder

Service records for everything with an engine, assembled into one binder with a divider per machine.

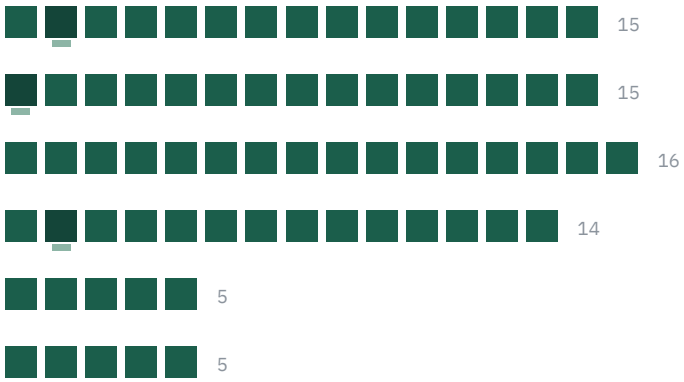
70 free sheets, in order

6 numbered sections

3 worked examples

10 machine dividers

ONE SQUARE PER SHEET



Underlined: the sheets that also come as a worked example.

THIS BINDER

Vehicles and machines _____ Started _____ Binder no. _____

Notes _____

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One divider per engine

How to set this binder up so that every vehicle and machine keeps its records behind its own divider.

YOU WILL NEED

- [ ] A 2-ring or 4-ring binder for 142 sheets, with room to grow.
- [ ] A hole punch to match the rings.
- [ ] Card for the dividers, if you have it.
- [ ] Scissors, for the labels and cards.
- [ ] The handbook for each machine.

STEP BY STEP in this order

1. **Print and punch.**
   Print the binder file single-sided at 100% (“Actual size”, not “Fit to page”), or hand the print-shop file and its note to a print shop. Every page sits about 4 mm away from the punched edge, so the holes clear the tables.

2. **Write one machine on each divider.**
   The ten machine dividers (M1 to M10, from page 130) each have a name line at the top: the car, the mower, the chainsaw, and so on. Write the same names on the machine index (page 5), so the binder can be searched by name.

3. **Put each machine's sheets behind its divider.**
   Behind each divider goes that machine's service log and its pre-use check. The small engine service log (OM-06, page 38) suits any engine without a sheet of its own, and the refill pack holds nine more copies of it, one for each machine divider.

4. **Copy the details from each handbook.**
   Model, serial number, and the parts and fluids it takes go on the vehicle information sheet (VE-10, page 11) or at the top of the machine's log. The binder never supplies these figures: they come from your handbook.

5. **Pin up the wall checks.**
   The four pre-use checks come again in a separate file, enlarged to A3. Pin each one up beside the vehicle or trailer it belongs to.

6. **Cut out the glovebox cards.**
   One card per vehicle (page 142). Copy the figures from the handbook and the labels on the vehicle, and keep the card in the glovebox.

7. **Keep it going.**
   When a log fills up, file its spare from the refill pack straight behind it: the page it goes behind is printed at the top of each spare. Any page can be printed again from this file.

WORKED EXAMPLES

Pages 6–9 show three of these sheets filled in with illustrative entries: a small engine log, a vehicle service record and a pre-purchase inspection. They are not a real vehicle, the model and part numbers are made up, and they contain no service intervals: those come from your handbook.

Every blank sheet in this binder is one of the free sheets on the Upkeep Papers website, unchanged. The binder adds the order, the dividers, the index, this guide, the worked examples, the labels and the refill pack.

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Contents

70 free sheets in 6 numbered sections, with the pages that make them a binder. Page numbers are binder pages: each one is printed on its page.

No.	Section	Sheets	Pages	Page
	Start here: one divider per engine			2
	Contents			3
	Index of every sheet, A to Z			4
	Machine index: your names for the ten machine dividers			5
	Worked examples: 3 sheets filled in with illustrative entries			6
01	**Vehicles** Cars, vans, motorbikes, bicycles and motorhomes: service, tyres, fluids and history.	15	26	10
02	**Garden and outdoor machines** Mowers, saws, trimmers, generators, compressors, tractors and their winter storage.	15	23	37
03	**Trailers, caravans and boats** Trailer servicing, caravan checks, outboards, hulls, moorings and safety gear.	16	29	61
04	**Buying and selling** Viewings, inspections, test drives, paperwork checks and the handover.	14	25	91
05	**Running costs** Fuel, mileage, charging, tolls and parking, and hire or loan.	5	5	117
06	**Home workshop** Tools, workshop equipment, ladders, loans and consumables.	5	6	123
M1–10	Machine dividers M1 to M10, to write on			130
	Cut-out pages: spine labels, front labels, glovebox cards			140

In separate files: the refill pack: 31 spare blanks of the logs (41 pages); the four pre-use checks enlarged for the workshop wall; the dividers again, to print on card; a duplex print-shop file, with a note for the print shop; the set-up guide on its own; one fillable PDF per section, every field named separately.

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Index of every sheet

A to Z by title, with the code printed at the top left of each sheet, its section and the binder page it starts on (printed at the top of the page).

Sheet	Code	Sec.	Page
Air Compressor Maintenance Log	OM-05	02	55
Antifoul and Hull Treatment Log	TM-16	03	87
Auto Repair Estimate Form	VE-12	01	22
Bicycle Service and Maintenance Log	VE-09	01	29
Boat Berth and Mooring Record	TM-17	03	89
Boat Engine Hours and Service Record	TM-18	03	79
Boat Maintenance and Engine Hours Log	VE-06	01	33
Boat Safety Equipment Check	TM-07	03	83
Boat Trailer Inspection Checklist	TM-03	03	68
Caravan and Motorhome Pre-Purchase Check	VB-09	04	101
Caravan Habitation Check Record	TM-05	03	74
Chainsaw Maintenance Log	OM-02	02	46
Classic and Project Car Buying Checklist	VB-10	04	103
Consumables and Shop Supplies Inventory	WT-12	06	129
Crew List and Passage Plan Sheet	TM-19	03	90
Daily Vehicle Check and Driver Log	VE-13	01	25
Equipment Loan Register	WT-08	06	128
EV Charging Cost Log	GF-09	05	120
Fuel and MPG Log	GF-01	05	118
Generator Service and Run Log	OM-03	02	54
Hedge Trimmer Service and Blade Record	OM-09	02	44
Horsebox and Livestock Trailer Check	TM-02	03	70
Import and Registration Document Checklist	VB-11	04	107
Ladder and Access Equipment Check	WT-03	06	126
Lawn Mower Service Log	OM-01	02	39
Leaf Blower and Vacuum Service Log	OM-10	02	45
Liferaft and Safety Gear Service Record	TM-20	03	85
Machinery Winter Storage Record	OM-11	02	60
Marine Battery and Electrical Log	TM-08	03	81
Motorcycle Maintenance Log	VE-03	01	27
Motorcycle Pre-Purchase Inspection Sheet	VB-08	04	99
Motorhome and Caravan Maintenance Checklist	VE-04	01	31
Oil Change Log	VE-11	01	16
Outboard Motor Service Log	TM-06	03	77
Outdoor Machinery Winterising Checklist	OM-08	02	58
Part Exchange and Valuation Comparison	VB-05	04	109
Pressure Washer Maintenance Log	OM-04	02	52
Rebuilt Service History Sheet	VE-14	01	21
Ride-On Mower Service Log	OM-12	02	41
Small Engine Service Log	OM-06	02	38
Strimmer and Brushcutter Service Record	OM-13	02	42
Stump Grinder and Tooth Record	OM-14	02	50
Test Drive Checklist	VB-06	04	95
Toll and Parking Expense Log	GF-08	05	121
Tool and Equipment Inventory	WT-01	06	124
Towing Weights and Limits Record	TM-04	03	72
Tractor Service Record	OM-07	02	56
Trade-In Appraisal Sheet	VB-12	04	110
Trailer Annual Service Record	TM-01	03	62
Trailer Bearing and Brake Service Log	TM-21	03	65
Trailer Pre-Tow Inspection Checklist	VE-05	01	35
Tyre and Brake Record	VE-07	01	17
Used Car Pre-Purchase Inspection Sheet	VB-01	04	93
Utility Trailer Inspection Checklist	TM-10	03	66
Van and Commercial Pre-Purchase Inspection	VB-13	04	105
Vehicle Advert Details Worksheet	VB-04	04	112
Vehicle Collection and Drive-Home Checklist	VB-14	04	115
Vehicle Fluids and Parts Reference	VE-08	01	19
Vehicle Hire and Loan Record	GF-10	05	122
Vehicle History and Paperwork Check Record	VB-07	04	97
Vehicle Information Sheet	VE-10	01	11
Vehicle Maintenance Request Form	VE-15	01	24
Vehicle Maintenance Schedule Planner	VE-02	01	14
Vehicle Mileage Log	GF-02	05	119
Vehicle Sale and Handover Record	VB-03	04	114
Vehicle Service Record	VE-01	01	13
Vehicle Viewing Comparison Sheet	VB-02	04	92
Winter Lay-Up and Launch Checklist	TM-09	03	88
Wood Chipper Service and Blade Log	OM-15	02	48
Workshop Equipment Service Log	WT-02	06	125

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Machine index

Write each vehicle or machine here and on the name line of its divider, so its records can be found by name. One divider per engine; the trailer and the boat can have one each too.

Divider	Vehicle or machine	Make and model	Registration or serial	Page
M1				130
M2				131
M3				132
M4				133
M5				134
M6				135
M7				136
M8				137
M9				138
M10				139

WHERE THE SHEETS GO

Behind each machine divider: that machine's service log, its pre-use check if it has one, and its repair records. Sheets for things you own only one of can stay in their numbered section.

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OM-06 Upkeep Papers

Small Engine Service Log

Give every small machine in the shed the same maintenance record, using one sheet per machine.

A general service log for any small four-stroke engine — tiller, chipper, log splitter, water pump, cement mixer, strimmer or anything else with a pull cord.

Machine make & model: Rotary mower, model RM-46

Serial number: RM46-0000-118

Engine make & model: E-140 (engine label)

Purchased: May 2022

Warranty ends: May 2024 (card)

SPECIFICATIONS

look these up once and never search again

Engine oil type & qty: Handbook, p. 31

Spark plug & gap: Handbook, p. 33

Fuel type: Handbook, p. 12

Air filter part no.: AF-1180

Fuel filter part no.: None fitted

Belt / blade part no.: Blade BL-46

SERVICE RECORD

Date	Hours	Oil	Air filter	Plug	Fuel system	Work carried out	By
2 Apr 2024	41	New	Checked	Checked	-	Blade sharpened, deck scraped	Self
28 Jun 2024	58	Top-up	-	-	-	Drive cable adjusted	Self
15 Oct 2024	73	New	Replaced	Replaced	Run dry	Stored in the shed for winter	Self

EXAMPLE

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VE-01

Upkeep Papers

Vehicle Service Record

Keep a service history in your own hands, so it survives changing garages and is there when you sell.

A complete service history for a car or van, kept independently of any garage's system. A documented history is worth real money at resale and is the first thing a buyer asks for.

MILEAGE EVERY TIME

Record the odometer reading every time, and keep the invoices. A service history is a chain of dated mileage readings — a gap in the chain is what makes a buyer nervous.

Vehicle make & model: Small hatchback (example)

Registration: EXAMPLE 1

Year: 2017

VIN: From the registration document

Engine: 1.2 petrol

Purchased: Aug 2021

SPECIFICATIONS

fill in once from the handbook

Engine oil grade & quantity: Handbook, p. 212

Oil filter part no.: OF-200

Air filter: AF-310

Cabin filter: CF-120

Fuel filter: Handbook, p. 214

Plugs: Handbook, p. 215

Tyre size: On the tyre wall

Pressures F / R: Door-pillar label

Wheel nut torque: Handbook, p. 240

Coolant type: Handbook, p. 198

SERVICE HISTORY

Date	Mileage	Service type	Work & parts	Garage	Cost
6 Sep 2022	41,280	Full service	Oil and filter, air filter, wipers	Local garage, inv. 5512	
14 Mar 2023	47,950	Repair	Front pads and discs	Local garage, inv. 5803	
2 Oct 2023	52,310	Interim service	Oil and filter, cabin filter	Local garage, inv. 6120	
19 Sep 2024	61,045	Full service	Oil, filters, plugs, brake fluid	Local garage, inv. 6744	

EXAMPLE

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VB-01

Upkeep Papers

Used Car Pre-Purchase Inspection Sheet

Carry out the same inspection on every car you view, so a decision made in somebody's driveway is based on what you saw rather than what you remember.

One sheet per car, filled in on the driveway while you are standing in front of it. Print one per viewing and lay them side by side afterwards, when nobody is watching you decide.

WHAT THIS SHEET IS, AND IS NOT

This is a buyer's own walk-round, not a professional inspection. It exists because people forget checks when a stranger is standing beside them — anything expensive is still worth paying an independent inspector to look at before money changes hands.

Make and model	Registration	Year	Date viewed
Small hatchback, diesel (example)	EXAMPLE 2	2016	11 May 2024

VIN / chassis number	Engine and gearbox	Colour	Advert reference
Matches the registration document	1.6 diesel, manual	Grey	Local listing 4471

PRICE, MILEAGE AND HISTORY

the numbers to settle before you look at the car

Asking price	Mileage on the clock	Mileage at the last stamp	Former keepers
	98,400	96,950	2

Seller — name and town	Private or trade	Phone	Do the mileages agree?
Private seller, next town	Private		Yes, with the invoices

DOCUMENTS SEEN

tick only what you have actually held in your hand

- [x] Registration document — seller's name and address
- [x] Service book stamps, dates and mileages in order
- [x] Invoices for the work the advert claims
- [x] Roadworthiness certificate, and when it expires
- [x] Both keys, locking nut key and handbook
- [x] Finance, write-off and identity checks done

COLD START

ask for the engine to be stone cold when you arrive

[x] Bonnet cold to the hand before the key is turned	Cold when we arrived
[x] Smoke on start-up — colour, and whether it clears	A brief white puff, then clear
[x] Noises from cold: rattle, tap, whine, chain	None heard
[x] Idle steady, or hunting and dropping	Steady

Warning lights with the ignition on, before starting	Still lit once it has started
All came on	None

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EXAMPLE

PANELS, GAPS AND PAINT

walk round in one direction and write what you see

- [x] Bonnet — gaps and paint: Stone chips, front edge
- [x] Wings and headlamps:
- [x] Doors, gaps and sills: Small dent, driver's sill
- [x] Roof, pillars and screen:
- [x] Rear quarters and arches:
- [x] Boot floor and bumpers:

TYRES AND WHEELS

front and rear, plus the spare — the date code is on the sidewall

Wheel	Make and model	Size	Tread depth	Date code	Condition and damage
Front left	Brand A	195/65 R15	Even	3119	Rim kerbed
Front right	Brand A	195/65 R15	Even	3119	Good
Rear left	Brand B	195/65 R15	Worn inside edge	0820	Ask about alignment
Rear right	Brand B	195/65 R15	Worn inside edge	0820	Good

Engine oil — colour and level: Between the marks, dark

Coolant: At the mark

Brake fluid: At the mark

Gearbox and other: No leaks seen

Test drive — clutch, gears, brakes, steering, temperature, noises

Clutch bites high. Gears smooth. Pulls to the left under braking. Temperature gauge steady. No knocks over bumps.

FAULTS FOUND, AND WHAT THEY COST TO PUT RIGHT

Fault	How bad	Who quoted	Cost to fix	Off the price?
Pulls left under braking	Needs a look	Local garage		Asked
Front left rim kerbed	Cosmetic	-		No

Decision: Buy if the brakes check out

Offer made:

Outcome: Bought after the garage check

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EXAMPLE

01

SECTION 01

Vehicles

WHAT GOES HERE

Cars, vans, motorbikes, bicycles and motorhomes: service, tyres, fluids and history.

IN THIS SECTION 15 sheets, 26 pages

VE-10	Vehicle Information Sheet	11
VE-01	Vehicle Service Record	13
VE-02	Vehicle Maintenance Schedule Planner	14
VE-11	Oil Change Log	16
VE-07	Tyre and Brake Record	17
VE-08	Vehicle Fluids and Parts Reference	19
VE-14	Rebuilt Service History Sheet	21
VE-12	Auto Repair Estimate Form	22
VE-15	Vehicle Maintenance Request Form	24
VE-13	Daily Vehicle Check and Driver Log	25
VE-03	Motorcycle Maintenance Log	27
VE-09	Bicycle Service and Maintenance Log	29
VE-04	Motorhome and Caravan Maintenance Checklist	31
VE-06	Boat Maintenance and Engine Hours Log	33
VE-05	Trailer Pre-Tow Inspection Checklist	35

Right-hand figure: the binder page the sheet starts on.

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VE-10

Upkeep Papers

Vehicle Information Sheet

Fill in once the details you are asked for by a garage, an insurer, a parts counter or a hire firm and can never find.

Everything about one vehicle on one page — the details you are always asked for and never have to hand.

FILL IT IN ONCE, FROM YOUR OWN DOCUMENTS

Insurance, a garage, a hire firm and the police all ask for different pieces of this. Fill it in once. No intervals, capacities or specifications are printed — every figure here comes off your own handbook, plate or documents.

Vehicle _____ Registration _____ Kept at _____

THE VEHICLE

Make _____ Model _____ Year _____ Colour _____ Body type _____

VIN or chassis _____ Engine number _____ Engine size _____ Fuel _____

Tyre size _____ Pressures from handbook _____ Bulb types _____ Wiper size _____

Key number _____ Radio or security code _____ Paint code _____ Wheel lock key _____

PAPERWORK AND COVER

What	Provider or authority	Number or policy	Renewed	Next due

Free to print, copy and use — including at work. Not for resale.

WHO LOOKS AFTER IT

Garage or service	Contact	Used for	Notes

ANYTHING ELSE WORTH KNOWING ABOUT THIS VEHICLE

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VE-01

Upkeep Papers

Vehicle Service Record

Keep a service history in your own hands, so it survives changing garages and is there when you sell.

A complete service history for a car or van, kept independently of any garage's system. A documented history is worth real money at resale and is the first thing a buyer asks for.

MILEAGE EVERY TIME

Record the odometer reading every time, and keep the invoices. A service history is a chain of dated mileage readings — a gap in the chain is what makes a buyer nervous.

Vehicle make & model _____ Registration _____ Year _____

VIN _____ Engine _____ Purchased _____

SPECIFICATIONS

fill in once from the handbook

Engine oil grade & quantity _____ Oil filter part no. _____

Air filter _____ Cabin filter _____ Fuel filter _____ Plugs _____

Tyre size _____ Pressures F / R _____ Wheel nut torque _____ Coolant type _____

SERVICE HISTORY

Date	Mileage	Service type	Work & parts	Garage	Cost

Free to print, copy and use — including at work. Not for resale.

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VE-02

Upkeep Papers

Vehicle Maintenance Schedule Planner

Translate intervals into due mileages, so servicing is planned rather than remembered.

A planning sheet that turns your vehicle's service intervals into actual mileages, so you know what falls due next rather than guessing.

HOW TO USE THIS SHEET

1. Take the intervals from your own handbook — they vary enormously between models, engines and duty cycles. We deliberately do not print manufacturer schedules.
2. Write the interval, then the mileage it next falls due at, and update it each time.
3. Anything that has both a mileage and a time limit falls due at whichever comes first.

Vehicle _____ Registration _____ Current mileage _____

Item	Interval (miles/km)	Or time	Last done — date	At mileage	Next due at	Done
oil, filters, belts...						

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Vehicle Maintenance Schedule Planner

Item	Interval (miles/km)	Or time	Last done — date	At mileage	Next due at	Done
oil, filters, belts...						

Notes and anything specific to yours

Free to print, copy and use — including at work. Not for resale.

VE-11

Upkeep Papers

Oil Change Log

Keep the single most asked-about piece of a vehicle's service history in a form a buyer can actually read.

Every oil and filter change — when, at what reading, what went in, and when you want the next one.

YOUR INTERVAL, FROM YOUR HANDBOOK

No interval is printed on this sheet and none is implied. What oil a vehicle takes and how often it should be changed is in its own handbook, and it varies by engine, by use and by oil. Write yours in the box and the sheet will hold you to it.

Vehicle _____ Registration _____ Oil specification _____ Your interval _____

Date	Odometer	Oil used	Quantity	Filter	Other filters	Done by	Cost	Next due at

Oil disposed of where _____

Notes _____

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VE-07

Upkeep Papers

Tyre and Brake Record

See wear as a trend, so you can plan replacement instead of being told at a test that it is already too late.

Tread depths, pressures, rotations and brake wear over time. A single measurement tells you little; a series tells you when to buy.

Vehicle _____ Registration _____ Tyre size _____

Recommended pressures F / R _____ Loaded pressures _____ Wheel nut torque _____

TYRE RECORD

Date	Mileage	FL	FR	RL	RR	Spare	Rotated / balanced / replaced

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BRAKE RECORD

Date	Mileage	Front pads / discs	Rear pads / discs / shoes	Fluid changed	By

Free to print, copy and use — including at work. Not for resale.

VE-08

Upkeep Papers

Vehicle Fluids and Parts Reference

Stop looking up the same specifications every time.

Your vehicle's fluids, filters, bulbs and torque figures on one page. Fill it in once from the handbook and keep it in the glovebox.

FROM YOUR HANDBOOK, NOT OURS

Copy these from your own handbook or the manufacturer's data for your exact engine and build year. Figures differ between variants of the same model, which is exactly why a generic chart is no use and this sheet is blank.

Vehicle _____ Registration _____ Engine / variant _____

FLUIDS

Fluid	Specification / grade	Quantity	Interval

FILTERS AND SERVICE PARTS

Part	Part number	Supplier	Interval

Free to print, copy and use — including at work. Not for resale.

Vehicle Fluids and Parts Reference

Part	Part number	Supplier	Interval

TYRES, TORQUE AND BULBS

Tyre size _____ Pressures F / R _____ Loaded _____ Wheel nut torque _____

Headlight bulb _____ Sidelight _____ Indicator _____ Brake / tail _____

Wiper blade sizes _____ Battery type & size _____ Key fob battery _____

Free to print, copy and use — including at work. Not for resale.

VE-14

Upkeep Papers

Rebuilt Service History Sheet

Turn 'the folder is gone' into a document a buyer can actually read, by working through where evidence still exists and writing down only what you can show.

For a vehicle whose service paperwork has gone missing — reconstructing what can honestly be shown, from whatever evidence still exists, before it goes up for sale.

ONLY WRITE DOWN WHAT YOU CAN EVIDENCE

Do not guess a date or invent a receipt to fill a gap. A rebuilt history is only worth having if every line on it can be trusted, and an honest gap is worth more than a confident guess. Where you cannot evidence something, say so in the notes column rather than leaving the row out altogether.

Vehicle make & model _____ Registration _____ VIN / chassis no. _____

Mileage now _____ Date you started rebuilding this _____ Previous keepers, if known _____

WHERE TO LOOK

work through these before writing anything down

- [ ] Ask the last garage or dealer that worked on it for a duplicate invoice
- [ ] Check bank and card statements for garage and parts payments
- [ ] Look for your national test or inspection history, where one exists — it often carries a mileage trail even with no service detail
- [ ] Ask a previous keeper whether they kept anything
- [ ] Check for a warranty registration or a manufacturer app account
- [ ] Go through the vehicle's own paperwork wallet and the glovebox again

REBUILT HISTORY

one row per job you can evidence — leave mileage blank rather than guess it

Date / approx.	Mileage	Work done	Evidence found	Confidence	Notes / gap
exact, or 'approx spr...	if known		invoice, statement, previous kee...	certain / approxim...	

Free to print, copy and use — including at work. Not for resale.

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VE-12

Upkeep Papers

Auto Repair Estimate Form

Put the price in writing before the work starts, which is what prevents most garage disputes.

A written estimate for vehicle work — parts, labour and what is not included — before the job starts.

AGREED BEFORE THE SPANNERS COME OUT

An estimate given in writing before work starts is the single thing that prevents most garage disputes. No labour rate, parts mark-up or tax rate is printed here; they are yours to enter, and the customer should see them.

Garage _____ Estimate no. _____ Date _____ Valid until _____

Customer _____ Phone _____ Vehicle _____ Registration _____ Odometer _____

Reported fault or work requested _____ Diagnosed by _____

PARTS

Part	Part number	Qty	Unit price	Total

LABOUR

Free to print, copy and use — including at work. Not for resale.

Auto Repair Estimate Form

Operation	Hours	Rate	Total

THE FIGURES

Parts total _____ Labour total _____ Other or sundries _____ Tax _____ Estimate total _____

What this estimate does not include

_____

_____

Customer _____ Garage _____ Date _____

Free to print, copy and use — including at work. Not for resale.

VE-15

Upkeep Papers

Vehicle Maintenance Request Form

Give a fault reported in passing somewhere to land, with a dated record of when it was raised, who received it and what happened next.

A place for anyone driving a shared, family or work vehicle to report a fault or concern, and for whoever looks after it to record what was done about it — so a report does not just stay as something said in passing.

A RECORD OF WHAT YOU WERE TOLD, NOT A SAFETY ASSESSMENT

This records what was reported and what was found. It does not assess roadworthiness or set any safety standard. If a fault affects safe driving, say so plainly in the urgency column and act on it directly — do not wait for the form to be seen.

Fleet / household name

Vehicle(s) covered

FAULT REPORTS

Date	Vehicle	Reported by	Fault / concern	Urgency	Received by	Action taken	Resolved
				safe to drive / n...			date

Free to print, copy and use — including at work. Not for resale.

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VE-13

Upkeep Papers

Daily Vehicle Check and Driver Log

Record the check before driving and the journeys after it on one sheet per day.

The walk-round check before driving and the journeys made after it, on one sheet per day.

CHECK FIRST, THEN DRIVE

Two records that belong together: what you found when you looked at the vehicle, and where it then went. What a driver is legally required to check and record depends on the vehicle and the country — the check items are blank for you to write in your own.

Vehicle _____ Registration _____ Driver _____ Date _____ Start odometer _____

WALK-ROUND CHECK

What you checked	OK	Defect found	Reported to

JOURNEYS

Free to print, copy and use — including at work. Not for resale.

Daily Vehicle Check and Driver Log

Time out	From	To	Purpose	Time in	Odometer	Fuel added

End odometer _____

Distance today _____

Defects outstanding _____

Signature _____

Free to print, copy and use — including at work. Not for resale.

VE-03

Upkeep Papers

Motorcycle Maintenance Log

Track the consumables that move fast on a bike — chain, tyres and pads — between the services that happen once a year.

Service record and pre-ride checks for a motorcycle, including chain, tyre and brake wear, which move fast enough to be worth tracking between services.

Make & model _____ Registration _____ Year _____

VIN _____ Engine no. _____

SPECIFICATIONS

Engine oil & qty _____ Oil filter _____ Plugs & gap _____

Chain size & links _____ Chain slack _____ Sprockets F / R _____ Coolant _____

Tyre sizes F / R _____ Pressures F / R _____ Brake fluid _____

SERVICE RECORD

Date	Mileage	Oil & filter	Chain	Brakes	Tyres	Other work	By

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Motorcycle Maintenance Log

Date	Mileage	Oil & filter	Chain	Brakes	Tyres	Other work	By

PRE-RIDE CHECK

- [ ] Tyre pressures and tread
- [ ] Chain tension and lubrication
- [ ] Brake lever and pedal feel
- [ ] Brake fluid levels
- [ ] Lights, indicators and horn
- [ ] Engine oil level
- [ ] Coolant level
- [ ] Fasteners and fairing fixings

Notes and anything specific to yours

Free to print, copy and use — including at work. Not for resale.

VE-09

Upkeep Papers

Bicycle Service and Maintenance Log

Track servicing against distance and record chain wear, which is what decides whether a cheap chain change becomes an expensive cassette.

Servicing by distance rather than by date, with the component life that decides when a chain becomes an expensive cassette.

YOUR FIGURES IN THE REFERENCE BLOCK

No service intervals or wear limits are printed here. They depend on the bike, the conditions and the rider, and your manufacturer's figures are the ones to use. Write them in the reference block so they are on the sheet where the work is recorded.

Bike _____ Make and model _____ Frame number _____ Year _____

REFERENCE

the numbers you look up once and then forget

Item	Specification	Replace at	Part number	Where from

Fit, modifications and anything specific to this bike

Free to print, copy and use — including at work. Not for resale.

WORK DONE

Date	Distance	Work carried out	Parts fitted	Chain wear	By	Cost	Next due at

Total spent this sheet

Insurance or registration

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VE-04

Upkeep Papers

Motorhome and Caravan Maintenance Checklist

Cover the habitation side properly, which is where the expensive problems — damp above all — actually start.

Seasonal and habitation maintenance for a motorhome, campervan or caravan — the parts that are a house rather than a vehicle.

Vehicle / van _____ Registration _____ Year _____

Chassis no. _____ Habitation check due _____ Damp check due _____

WATER AND GAS

- [ ] Fresh water tank drained, sanitised and refilled _____
- [ ] Waste tank flushed and drain valves working _____
- [ ] Water pump and filter checked _____
- [ ] Gas bottles secure; regulator and hoses in date _____
- [ ] Gas appliances lit and burning cleanly _____
- [ ] Carbon monoxide alarm tested _____

BODY AND DAMP

- [ ] All external seals and joints checked for cracking _____
- [ ] Damp meter readings taken at corners and lockers _____
- [ ] Roof lights, vents and aerial seals sound _____
- [ ] Windows and doors sealing; locks working _____
- [ ] Underside and wheel arches checked for corrosion _____

ELECTRICS

- [ ] Leisure battery tested under load _____
- [ ] Hook-up lead and RCD tested _____
- [ ] 12V lighting, pump and fridge on all three power modes _____
- [ ] Solar panel and charge controller output checked _____

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CHASSIS AND ROAD

- [ ] Tyre pressures, tread and age — check the date code, not just the tread
- [ ] Spare wheel, jack and locking nut key present
- [ ] Habitation and chassis service dates recorded
- [ ] Brakes and handbrake, including any breakaway cable
- [ ] Corner steadies greased and working

Notes and anything specific to yours

Free to print, copy and use — including at work. Not for resale.

VE-06

Upkeep Papers

Boat Maintenance and Engine Hours Log

Service a marine engine by hours, and keep the impeller and anode record that matters more than almost anything else on a boat.

Engine hours, servicing and seasonal work for a boat. Hours matter more than dates on a marine engine, and impellers matter more than almost anything.

Vessel name

Make & model

Year

Hull ID / registration

Engine make & model

SPECIFICATIONS

Engine oil & qty

Gearbox / leg oil

Oil filter

Impeller part no.

Fuel filter

Anodes

Plugs

ENGINE HOURS AND SERVICE LOG

Date	Hours	Engine oil	Gear oil	Impeller	Anodes	Fuel filter	Work / notes

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Boat Maintenance and Engine Hours Log

Date	Hours	Engine oil	Gear oil	Impeller	Anodes	Fuel filter	Work / notes

LAY-UP AND LAUNCH

- [ ] Engine winterised — antifreeze through raw water side
- [ ] Fuel treated and tanks left full to limit condensation
- [ ] Batteries removed or on a maintainer
- [ ] Seacocks closed, checked and greased
- [ ] Hull cleaned, antifouled; anodes replaced
- [ ] Bilge dry, bilge pump and float switch tested
- [ ] Safety gear in date — flares, extinguishers, lifejackets

Notes and anything specific to yours

Free to print, copy and use — including at work. Not for resale.

VE-05

Upkeep Papers

Trailer Pre-Tow Inspection Checklist

Run the same walk-around every time, in the same order, so nothing gets skipped because you were in a hurry.

A pre-tow inspection for a trailer, horsebox, plant trailer or caravan. Runs top to bottom in the order you would walk around it.

KNOW YOUR OWN LIMITS

Load security and towing limits are legal duties in most countries, and the limits depend on your vehicle, your licence and the trailer's plated weights. Check what applies to you — this sheet records the walk-around, it does not set the rules.

Trailer / unit _____ Registration or ID _____ Date _____

Towing vehicle _____ Checked by _____

COUPLING

- [ ] Coupling head fully seated and locked on the ball _____
- [ ] Safety chain or breakaway cable connected correctly _____
- [ ] Jockey wheel raised, clamped and secure _____
- [ ] Handbrake released; damper and linkage sound _____

RUNNING GEAR

- [ ] Tyre pressures correct, including the spare _____
- [ ] Tyre tread, sidewalls and age _____
- [ ] Wheel nuts tight to torque _____
- [ ] Hubs not running hot after a short run _____
- [ ] Suspension and axle visually sound _____

LIGHTS AND ELECTRICS

- [ ] Side and tail lights _____
- [ ] Brake lights _____
- [ ] Indicators both sides _____

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- [ ] Number plate light
- [ ] Fog light
- [ ] Reversing light where fitted
- [ ] Plug and socket clean, undamaged and clipped

BODY AND LOAD

- [ ] Floor, ramps and side panels sound
- [ ] Load evenly distributed and within plated weight
- [ ] Nose weight within the towing vehicle's limit
- [ ] Load secured with rated straps in good condition
- [ ] Doors, tailgate and ramp latched
- [ ] Number plate present, clean and matching

Signed

Print name

Date

Notes and anything specific to yours

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02

SECTION 02

Garden and outdoor machines

WHAT GOES HERE

Mowers, saws, trimmers, generators, compressors, tractors and their winter storage.

IN THIS SECTION 15 sheets, 23 pages

OM-06	Small Engine Service Log	38
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OM-12	Ride-On Mower Service Log	41
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Right-hand figure: the binder page the sheet starts on.

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OM-06

Upkeep Papers

Small Engine Service Log

Give every small machine in the shed the same maintenance record, using one sheet per machine.

A general service log for any small four-stroke engine — tiller, chipper, log splitter, water pump, cement mixer, strimmer or anything else with a pull cord.

Machine make & model

Serial number

Engine make & model

Purchased

Warranty ends

SPECIFICATIONS

look these up once and never search again

Engine oil type & qty

Spark plug & gap

Fuel type

Air filter part no.

Fuel filter part no.

Belt / blade part no.

SERVICE RECORD

Date	Hours	Oil	Air filter	Plug	Fuel system	Work carried out	By

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OM-01

Upkeep Papers

Lawn Mower Service Log

Keep a mower running past its fifth year, by tracking the three things that actually kill them: stale fuel, a blocked air filter and neglected oil.

A service record for a walk-behind or ride-on mower. Most mowers that die young die of old fuel, a blocked air filter and a blunt blade — all three are on this sheet.

Mower make & model

Serial number

Engine make & model

Purchased

Warranty ends

SPECIFICATIONS

look these up once and never search again

Engine oil type & quantity

Spark plug type

Gap

Air filter part no.

Fuel filter part no.

Blade part no.

Fuel type

Oil change interval

Blade bolt torque

SERVICE RECORD

Date	Hours / season	Oil	Air filter	Plug	Blade	Other work	By

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Lawn Mower Service Log

Date	Hours / season	Oil	Air filter	Plug	Blade	Other work	By

END OF SEASON

- [ ] Fuel drained or stabiliser added — stale fuel is the commonest failure
- [ ] Oil changed before storage, not after
- [ ] Deck cleaned of packed grass underneath
- [ ] Blade sharpened and balanced, or replaced
- [ ] Battery removed and kept charged
- [ ] Stored dry, off a cold concrete floor

Notes and anything specific to yours

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OM-12

Upkeep Papers

Ride-On Mower Service Log

Service a ride-on by hours rather than by guesswork, and stop a deck belt or a spindle bearing being the thing that ends the season early.

Hour-based service record for a ride-on or lawn tractor — the engine, the deck and the belts as three separate things that wear at three different rates.

Mower make & model _____ Serial number _____ Purchased _____ Warranty ends _____

SPECIFICATIONS

from the handbook — look these up once

Engine oil type & qty _____ Oil filter part no. _____ Spark plug(s) & gap _____ Service interval (hrs) _____

Air filter (main / pre) _____ Fuel filter part no. _____ Battery type _____ Tyre pressures F / R _____

Blade part no. & count _____ Deck belt part no. _____ Drive belt part no. _____ Blade bolt torque _____ Transmission oil _____

SERVICE RECORD BY HOURS

Date	Hours	Oil & filter	Air filter	Plugs	Blades	Belts	Deck greased	Other work	By

BEFORE EACH USE

- ☐ Seat switch stops the engine or blades
- ☐ Blades stop when disengaged or in reverse
- ☐ Parking brake holds on a slope
- ☐ Tyre pressures matched side to side
- ☐ Deck clear of packed grass, discharge guard on
- ☐ Oil level, fuel level, no leaks underneath

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OM-13

Upkeep Papers

Strimmer and Brushcutter Service Record

Keep the right guard going on with the right head, and the line size and blade bore written down so the wrong one is never bought again.

Service record for a petrol or battery strimmer or brushcutter, with the line size, head and blade details written down so the right guard goes on with the right head.

Machine make & model _____ Serial number _____ Purchased _____ Warranty ends _____

SPECIFICATIONS

from the handbook — look these up once

Fuel mix / battery type _____ Spark plug & gap _____ Air filter part no. _____ Gearbox grease type _____

Line diameter _____ Line head part no. _____ Blade type & bore _____ Guard for line / blade _____

SERVICE RECORD

Date	Hours / season	Air filter	Plug	Fuel filter	Gearbox greased	Shaft / drive	Other work	By

Free to print, copy and use — including at work. Not for resale.

HEAD AND BLADE CHANGES

what went on, and the guard that went with it

Date	Fitted	Reason	Guard fitted	Blade sharpened / new	By

BEFORE EACH USE

- [ ] Guard matches the head or blade fitted
- [ ] Blade nut tight, blade not cracked or bent
- [ ] Harness quick-release works
- [ ] Head stops when throttle is released
- [ ] Throttle lock and stop switch work
- [ ] Line not welded into the spool

Notes — line that keeps breaking, vibration, anything specific to yours

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OM-09

Upkeep Papers

Hedge Trimmer Service and Blade Record

Stop a trimmer being run with blunt, loose blades and a dry gearbox, by giving the blades their own record instead of burying them in general notes.

A hedge trimmer lives or dies by its blades and its gearbox. This sheet keeps the blade spec and the grease type where you can find them, and logs every sharpen, adjustment and service.

Trimmer make & model _____ Serial number _____ Purchased _____ Warranty ends _____

SPECIFICATIONS

from the handbook — look these up once

Blade length _____ Single / double sided _____ Blade set part no. _____ Blade bolt torque _____

Fuel mix / battery type _____ Spark plug & gap _____ Gearbox grease type _____ Air filter part no. _____

SERVICE AND BLADE RECORD

tick what was done, write in anything else

Date	Hours / season	Sharpened	Blades oiled	Gearbox greased	Blade play adjusted	Air filter	Other work	By

BEFORE EACH USE

- [ ] Blades stop when the throttle is released
- [ ] Front handguard and blade tip guard in place
- [ ] Both-hands control and throttle lock work
- [ ] Blades free of chipped or bent teeth
- [ ] Blade bolts tight, no play between blades
- [ ] Battery seated and charged, or fuel fresh

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OM-10

Upkeep Papers

Leaf Blower and Vacuum Service Log

Catch a chipped impeller and a blocked bag mesh before they turn into vibration and lost blow, and keep the filter and part numbers where they can be found.

Service log for a hand-held, backpack or walk-behind blower, and the vacuum side where fitted — where the impeller eats every stone the lawn hides.

Blower make & model _____ Serial number _____ Purchased _____ Warranty ends _____

SPECIFICATIONS

from the handbook — look these up once

Fuel mix / battery type _____ Spark plug & gap _____ Air filter part no. _____ Fuel filter part no. _____

Impeller / fan part no. _____ Collection bag part no. _____ Vacuum tube set _____ Harness / straps _____

SERVICE RECORD

Date	Hours / season	Air filter	Plug	Fuel filter	Impeller checked	Bag / tubes	Other work	By

BEFORE EACH USE

especially before vacuuming

- ☐ Intake guard closed and latched
- ☐ Impeller blades not chipped, bent or clogged
- ☐ Collection bag zip closed and mesh not blocked
- ☐ Tubes locked on, no cracks at the joints
- ☐ Throttle returns to idle and stop switch works
- ☐ Harness and straps sound, buckles hold

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OM-02

Upkeep Papers

Chainsaw Maintenance Log

Keep the chain and bar specifications where you can find them, and track sharpening and servicing between them.

Chain, bar and engine record for a chainsaw, including the fuel mix ratio written down where you will actually find it.

Saw make & model

Serial number

Engine make & model

Purchased

Warranty ends

SPECIFICATIONS

look these up once and never search again

Fuel mix ratio

Bar length

Chain pitch

Gauge

Drive links

Chain part no.

Bar part no.

Spark plug type

Gap

Chain oil used

SERVICE AND SHARPENING RECORD

Date	Chain sharpened	Chain replaced	Bar dressed / turned	Air filter	Other work	By

Free to print, copy and use — including at work. Not for resale.

Chainsaw Maintenance Log

Date	Chain sharpened	Chain replaced	Bar dressed / turned	Air filter	Other work	By

BEFORE EACH USE

- [ ] Chain brake operates
- [ ] Chain tension correct — lifts slightly, springs back
- [ ] Chain oil full and feeding
- [ ] Throttle interlock and stop switch work
- [ ] Anti-vibration mounts and handles sound
- [ ] Chain catcher present and undamaged

Notes and anything specific to yours

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OM-15

Upkeep Papers

Wood Chipper Service and Blade Log

Know when the blades were last turned or sharpened and what the clearance was set to, so a chipper that starts to labour is fixed at the blade, not the engine.

Blade and anvil record for a chipper or shredder, with the engine and feed system underneath. A chipper that has to be forced is a blade problem, not an engine one.

Chipper make & model _____ Serial number _____ Purchased _____ Warranty ends _____

SPECIFICATIONS

from the handbook — look these up once

Blade set part no. _____ No. of blades _____ Blade bolt torque _____ Anvil / bed knife part no. _____ Blade-to-anvil clearance _____

Engine oil type & qty _____ Spark plug & gap _____ Air filter part no. _____ Drive belt part no. _____ Hydraulic oil type _____

BLADE AND ANVIL RECORD

turned, sharpened or replaced — and the clearance set

Date	Hours	Turned	Sharpened	Replaced	Anvil checked	Clearance set	Bolts checked	Notes

Free to print, copy and use — including at work. Not for resale.

ENGINE AND FEED SYSTEM SERVICE

by hours, from the meter

Date	Hours	Engine oil	Air filter	Belts	Feed rollers	Greased	Other work	By

BEFORE EACH USE

- [ ] Feed stop bar or emergency stop works
- [ ] Feed roller reverses when asked
- [ ] Blade housing closed and locked, no tools left inside
- [ ] Discharge chute secured and pointing clear
- [ ] Belts not frayed, guards fitted over them
- [ ] Hydraulic hoses not weeping, hitch and lights sound

Notes — chip quality, blocking, anything specific to yours

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OM-14

Upkeep Papers

Stump Grinder and Tooth Record

See at a glance how many teeth went on and when, and catch loose pockets and bolts before a tooth leaves the wheel at speed.

A stump grinder is a set of teeth with an engine behind them. This sheet tracks the teeth, pockets and bolts as their own record, with the engine and machine service underneath.

Grinder make & model _____ Serial number _____ Purchased _____ Warranty ends _____

SPECIFICATIONS

from the handbook — look these up once

Wheel diameter _____ Tooth type & part no. _____ Teeth per wheel _____ Pocket part no. _____ Tooth bolt torque _____

Engine oil type & qty _____ Spark plug & gap _____ Air filter part no. _____ Drive belt part no. _____ Hydraulic oil type _____

TOOTH AND CUTTER WHEEL RECORD

rotated, sharpened or replaced, and how many

Date	Hours	Rotated	Sharpened	Replaced (no.)	Pockets checked	Bolts checked	Bearings greased	Site / stumps

Free to print, copy and use — including at work. Not for resale.

ENGINE AND MACHINE SERVICE

by hours, from the meter

Date	Hours	Engine oil	Air filter	Belts	Hydraulics	Tracks / tyres	Other work	By

BEFORE EACH USE

- [ ] Cutter wheel guard and chip deflector in place
- [ ] All teeth present, none loose or cracked
- [ ] Wheel turns freely with the engine off
- [ ] Operator presence control stops the wheel
- [ ] Belts not frayed, guards fitted over them
- [ ] Hydraulic hoses not weeping, tracks or tyres sound

Notes — jobs that ate teeth, anything specific to yours

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OM-04

Upkeep Papers

Pressure Washer Maintenance Log

Protect the pump, which is the expensive part and the one that dies from frost and from running dry.

Maintenance record for a petrol or electric pressure washer — pump oil, filters, nozzles and the winter storage step that saves the pump.

Washer make & model

Serial number

Engine make & model

Purchased

Warranty ends

SPECIFICATIONS

look these up once and never search again

Pressure (bar / psi)

Flow rate

Pump type

Pump oil type

Engine oil type & qty

Nozzle sizes

Inlet filter part no.

Hose length & fitting

SERVICE RECORD

Date	Hours / uses	Pump oil	Engine oil	Inlet filter	Nozzles / hose	Other work

Free to print, copy and use — including at work. Not for resale.

Date	Hours / uses	Pump oil	Engine oil	Inlet filter	Nozzles / hose	Other work

BEFORE STORING FOR WINTER

- [ ] Water fully drained from pump, hose and gun
- [ ] Pump antifreeze or protector run through
- [ ] Detergent tank flushed clean
- [ ] Fuel drained or stabilised
- [ ] Stored where it cannot freeze — a frozen pump is a dead pump

Notes and anything specific to yours

Free to print, copy and use — including at work. Not for resale.

OM-03

Upkeep Papers

Generator Service and Run Log

Make sure a standby generator actually starts when the power goes out, by recording the monthly exercise runs that keep it alive.

Run hours, exercise runs and servicing for a standby or portable generator. A generator that has not been run since it was bought is the least reliable machine you own.

EXERCISE IT MONTHLY

Run it under load for half an hour every month. Generators fail from standing, not from working — carburettors gum, fuel goes stale, and batteries die quietly.

Generator make & model

Serial number

Engine make & model

Purchased

Warranty ends

SPECIFICATIONS

look these up once and never search again

Output (kW / kVA)

Fuel type

Tank capacity

Run time at half load

Engine oil type & qty

Oil change interval

Spark plug / gap

Air filter part no.

Fuel filter part no.

Battery type

RUN AND SERVICE LOG

Date	Hours	Exercise run	Under load	Fuel added	Oil / filters	Work done / faults

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OM-05

Upkeep Papers

Air Compressor Maintenance Log

Record the tank drain that protects against internal corrosion, and keep the servicing history for a machine that holds pressure.

Service and tank drain record for an air compressor. Draining condensate is the one job that decides whether the tank stays safe.

DRAIN IT EVERY TIME

Drain the tank after every session. Water collects in the bottom and corrodes the tank from the inside, where you cannot see it. Record it here so you know it is actually being done.

Compressor make & model

Serial number

Engine make & model

Purchased

Warranty ends

SPECIFICATIONS

look these up once and never search again

Tank size

Max pressure

CFM / l-min

Type

Pump oil type & qty

Oil change interval

Belt part no.

Air filter part no.

Tank test / inspection due

MAINTENANCE LOG

Date	Hours	Tank drained	Oil level / change	Air filter	Belt / valves	Notes

Free to print, copy and use — including at work. Not for resale.

OM-07

Upkeep Papers

Tractor Service Record

Service by hours rather than by date, which is how tractor intervals are actually specified.

Hour-based servicing for a compact or garden tractor, where the intervals are counted in engine hours rather than dates.

Tractor make & model

Serial number

Engine make & model

Purchased

Warranty ends

SPECIFICATIONS

look these up once and never search again

Engine oil & qty

Hydraulic oil & qty

Transmission oil

Engine oil filter

Hydraulic filter

Fuel filter

Air filter

Coolant type

Grease points

Tyre pressures F / R

SERVICE RECORD BY HOURS

Date	Hours	Engine oil & filter	Fuel filter	Air filter	Hydraulic	Greased	Other work

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Tractor Service Record

Date	Hours	Engine oil & filter	Fuel filter	Air filter	Hydraulic	Greased	Other work

DAILY / PRE-USE CHECKS

- [ ] Engine oil level
- [ ] Coolant level
- [ ] Hydraulic oil level
- [ ] Tyre pressures and condition
- [ ] Grease points
- [ ] Lights and beacon
- [ ] PTO guard in place
- [ ] Brakes and parking brake
- [ ] Seat switch and safety cut-outs
- [ ] Leaks under the machine
- [ ] Radiator screen clear
- [ ] Fuel level and water trap

Notes and anything specific to yours

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OM-08

Upkeep Papers

Outdoor Machinery Winterising Checklist

Do one pass through everything with an engine before the cold, so nothing needs a carburettor rebuild in spring.

One pass through every petrol machine you own before the cold, so that none of them needs a carburettor rebuild in spring.

FUEL IS THE WHOLE PROBLEM

Stale fuel is the single most common reason a machine will not start in spring. Either run it dry or treat the fuel — half-measures are worse than either.

Machine	Fuel drained / stabilised	Oil changed	Cleaned	Battery out	Blade / chain	Stored where	Done

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ALSO BEFORE THE FROST

- [ ] Outside taps drained and isolated; hoses disconnected and stored
- [ ] Pressure washer pump drained and protected
- [ ] Water butts partly drained so ice does not split them
- [ ] Fuel cans stored safely and labelled with the date filled
- [ ] Two-stroke mix used up rather than stored — it separates
- [ ] Battery chargers and trickle chargers located and working

Notes and anything specific to yours

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OM-11

Upkeep Papers

Machinery Winter Storage Record

Know in spring where every battery, drain plug and machine actually is, and whether it started, instead of finding out the hard way on the first fine day.

Where every machine went for the winter, what state it went in, and what state it came back out — one line per machine, in and out. The winterising checklist is the doing; this is the record.

Store / building _____ Winter (year) _____ Keys held by _____ Chargers kept at _____

IN AND OUT

left half going in, right half coming out — fuel state: drained, treated or left full

Machine	In (date)	Fuel state	Battery where	Stored where	Out (date)	Started?	Found on the way out

WINTER BENCH JOBS

what to order and fix while it is sitting there

Machine	Job or part needed	Part no.	Ordered	Done

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03

SECTION 03

Trailers, caravans and boats

WHAT GOES HERE

Trailer servicing, caravan checks, outboards, hulls, moorings and safety gear.

IN THIS SECTION 16 sheets, 29 pages

TM-01	Trailer Annual Service Record	62
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TM-01

Upkeep Papers

Trailer Annual Service Record

Keep an annual service history for a trailer, so its condition is a record of dates and work rather than a vague sense that it was fine last year.

The once-a-year service record for a trailer — bearings, brakes, coupling, tyres, lights and chassis — kept as a dated history rather than a walk-around before one journey.

INSPECTION RULES DIFFER BY COUNTRY AND BY USE

Whether a trailer has to be inspected or tested, how often, and by whom depends on its weight, what it is used for and the country it is used in, and trailers used for business are usually treated differently from private ones. Check what applies to yours — this sheet records the service, it does not set the interval.

Trailer make & model _____ ID / registration _____ Year _____

Chassis / VIN _____ Plated MAM _____ Unladen weight _____ Axles _____

SERVICE HISTORY

one line each year — the chain of dates is the record

Date	Miles or years	Work carried out	Parts fitted	By	Cost

BEARINGS AND HUBS

- ☐ Wheels jacked clear and checked for play at the top and bottom of the tyre _____
- ☐ Bearings stripped, inspected and repacked, or replaced _____
- ☐ Grease clean — milky grease means water, gritty grease means it is too late _____
- ☐ Seals, dust caps and split pins renewed where they were disturbed _____

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COUPLING, DAMPER AND BRAKES

- [ ] Coupling head wear checked on the ball, and the locking mechanism working
- [ ] Overrun damper tested — it should push in slowly and return on its own
- [ ] Brake shoes, drums and auto-reverse mechanism inspected
- [ ] Brake rods, cables and compensator freed off, adjusted and greased
- [ ] Handbrake holds on a slope; breakaway cable or safety chain sound

WHEELS AND TYRES

- [ ] Tread, sidewalls and date code on every tyre including the spare
- [ ] Pressures set to your own figures for the load, not to a car's figures
- [ ] Wheel nuts tightened to your own torque figure, and re-checked after a run
- [ ] Rims checked for corrosion, cracks and buckling

LIGHTS AND ELECTRICS

- [ ] All lamps, indicators, fog and reversing lights, with a second person watching
- [ ] Plug, socket and cable clean, dry and clipped clear of the road
- [ ] Earth connection clean — most trailer light faults are an earth fault
- [ ] Number plate present, legible and matching the towing vehicle

CHASSIS, FLOOR AND BODY

- [ ] Chassis, drawbar and welds checked for cracks and corrosion
- [ ] Floor sound from above and from underneath
- [ ] Sides, ramps, doors and their hinges and catches

Free to print, copy and use — including at work. Not for resale.

Trailer Annual Service Record

☐ Jockey wheel, prop stands, tie points and lashing rings

Signed

Print name

Date

Notes and anything specific to yours

Free to print, copy and use — including at work. Not for resale.

TM-21

Upkeep Papers

Trailer Bearing and Brake Service Log

Keep the wheels-off detail a one-line annual record cannot hold.

One wheels-off service, hub by hub and wheel by wheel — the detail the annual service record squeezes into a single line.

YOUR AXLE MAKER'S FIGURES GO IN THE BLANKS

Bearing part numbers, grease type, hub nut torque and end float, brake shoe and cable specification all come from the axle maker or the trailer's handbook. Look them up once, write them in the maker's-figures rows below, and never guess them.

Trailer _____ Axle make & type _____ Axles _____ Braked? _____ Service date _____ Done by _____

Maker's bearing nos. — inner / outer _____ Seal part no. _____ Grease type _____ Hub nut torque / end float _____

Maker's brake shoe / pad no. _____ Brake cable / rod spec _____ Coupling damper part no. _____ Wheel nut torque _____

HUB AND BEARING WORK

one line per hub — N/S near side, O/S off side

Hub	Miles / use	Grease found	Bearing state	Seal	Fitted	Nut set to	Immersed?
N/S 1	since last	clean / grey / water	smooth, rough, pitted	OK / weeping	bearings, seal, hub, grease		salt / fresh / no

BRAKE WORK

per wheel, plus the coupling end

Wheel	Lining left	Drum / disc	Cable / rod	Adjusted	Auto-reverse	Handbrake	Breakaway	Tyre & pressure
	mm or fraction	scored, rusty, OK	free / seized	how	works?	holds?	cable OK?	set to yours

Free to print, copy and use — including at work. Not for resale.

TM-10

Upkeep Papers

Utility Trailer Inspection Checklist

Catch deck rot, a seized ramp hinge or a chafed cable before it fails on the road, with a walk-round that goes further than a same-day pre-tow glance.

A walk-round for an open utility or general-purpose trailer — the deck, the sides, the ramp or tailgate, the lights and the running gear — between the quick pre-tow glance and the annual service.

A RECORD OF WHAT YOU CHECKED, NOT A CERTIFICATE

This records what was looked at and what was found. It is not a roadworthiness certificate and names no standard. What your trailer must be checked for, and how often, is set by your own regulator, your insurer and the trailer's manufacturer, and that differs by country — check what applies to yours.

Trailer make & model _____ ID / registration _____ Date _____

Typical load _____ Unladen weight _____ Checked by _____

DECK AND FLOOR

- [ ] Deck boards or floor sound, with no rot, rust-through or soft spots _____
- [ ] Floor clear of debris that could hide damage or shift a load _____
- [ ] Load-securing points — rings, rails or hooks — intact and firmly fixed _____
- [ ] Mesh or drop sides close and latch properly _____

RAMP AND TAILGATE

- [ ] Ramp or tailgate hinges free and not seized _____
- [ ] Ramp springs or gas struts holding it under control, not dropping _____
- [ ] Locking pins and catches engage fully on both sides _____
- [ ] Ramp surface not slippery — grip strips or tread intact _____

COUPLING AND RUNNING GEAR

- [ ] Coupling head clean, greased and closing fully onto the ball _____
- [ ] Safety chain or breakaway cable fitted and not stretched _____

Free to print, copy and use — including at work. Not for resale.

- [ ] Jockey wheel winds freely and locks up clear of the ground
- [ ] Handbrake, where fitted, holds and releases fully

LIGHTS AND ELECTRICS

- [ ] Plug and socket clean and making a full connection
- [ ] Indicators, brake lights, tail lights and number plate light all work
- [ ] Cable run clear of the coupling and not chafing anywhere

TYRES AND WHEELS

- [ ] Tyre pressures checked cold, both sides
- [ ] Tread and sidewalls checked for cuts, bulges and cracking with age
- [ ] Wheel nuts checked for tightness, re-torqued after new wheels bed in

Signed

Print name

Date

Notes and anything specific to yours

Free to print, copy and use — including at work. Not for resale.

TM-03

Upkeep Papers

Boat Trailer Inspection Checklist

Inspect the things that only go wrong on a trailer that gets driven into the water — wet bearings, corrosion from the inside, and a winch strap nobody has unrolled in years.

An inspection for a trailer that gets driven into the water. Immersion, and salt water above all, does things to a trailer that no road trailer ever has to survive.

HEAT, WATER AND SALT

A hot hub dunked in cold water draws water in past the seal as it cools, and salt left inside a box section works from the inside out where nobody looks. Let the hubs cool before launching, and rinse the whole frame with fresh water afterwards — including the inside, through the drain holes.

Trailer make & model _____ ID / registration _____ Date _____

Boat & weight _____ Usual water _____ Checked by _____

BEARINGS, HUBS AND IMMERSION

- [ ] Bearing protectors seated, turning and holding grease _____
- [ ] Hubs cool to the hand before the trailer goes in the water _____
- [ ] Grease inspected — milky means water has got past a seal _____
- [ ] Play checked at the top and bottom of each wheel _____
- [ ] Seals, dust caps and hub nut retention sound _____

CORROSION

- [ ] Whole frame rinsed with fresh water after every salt launch _____
- [ ] Drain holes clear so box sections empty instead of holding brine _____
- [ ] Galvanising or paint intact; no bubbling or flaking at the welds _____
- [ ] Spring hangers, U-bolts, shackles and axle checked for section loss _____
- [ ] Brakes, where fitted, flushed and freed off after immersion _____

Free to print, copy and use — including at work. Not for resale.

ROLLERS, BUNKS AND SUPPORTS

- [ ] Rollers turn freely and have no flat spots
- [ ] Bunk carpet sound, with no exposed staples or bolt heads
- [ ] Keel rollers aligned and carrying weight where the hull is strong
- [ ] Boat sitting square, hard against the bow stop

WINCH AND SECURING

- [ ] Winch strap or wire run out full length and inspected end to end
- [ ] Winch hook, safety catch, ratchet and brake pawl all working
- [ ] Separate bow safety chain fitted as well as the winch strap
- [ ] Transom or stern straps tight, and re-checked after a few miles
- [ ] Outboard supported, and mast, fuel and loose gear secured

LIGHTING BOARD AND ELECTRICS

- [ ] Lighting board removed or unplugged before the trailer enters the water
- [ ] Board mounted high, clear of the water, and secure
- [ ] All lamps, plug, socket and cable checked with someone watching

Signed _____ Print name _____ Date _____

Notes and anything specific to yours

Free to print, copy and use — including at work. Not for resale.

TM-02

Upkeep Papers

Horsebox and Livestock Trailer Check

Check the floor properly before every trip, and run the same pre-travel routine each time so the animal side is not left to memory.

A pre-travel check for a horsebox or livestock trailer, starting with the floor — which is what actually fails on these — and ending with the walk-around before you pull away.

ANIMAL TRANSPORT RULES ARE LOCAL

Rules on transporting animals differ by country, and often by whether the journey is connected with a business: journey times, vehicle and trailer standards, and any authorisation or certificate of competence are all set locally. Check what applies to your journey before you load.

Trailer / horsebox _____ Registration or ID _____ Date _____

Towing vehicle _____ Journey _____ Checked by _____

FLOOR — CHECK THIS ONE PROPERLY

- [ ] Mats lifted and the whole floor seen dry, in daylight _____
- [ ] Floor probed for soft spots, especially at the back and along the sides _____
- [ ] Underside inspected from below for rot, corrosion and failed sealant _____
- [ ] Cross-members, bearers and floor fixings sound _____
- [ ] Rubber matting flat, with no lifting edges or exposed fixings _____

RAMP AND DOORS

- [ ] Ramp boards, hinges, springs and any lifting aid _____
- [ ] Ramp catches and jump flaps engage positively on both sides _____
- [ ] Groom's door opens from inside as well as out _____
- [ ] Rear doors, breeching gates and their hinges and pins _____

Free to print, copy and use — including at work. Not for resale.

PARTITIONS AND THE INSIDE

- [ ] Partitions, breast bars and breeching bars secure and quick to release
- [ ] Tie rings and their fixings sound — a tie ring should hold, or break safely
- [ ] No sharp edges, protruding bolts, splinters or torn lining anywhere
- [ ] Interior lights work and are protected
- [ ] Bedding down as you intend to travel, and the surface not slippery

VENTILATION, WATER AND THE JOURNEY

- [ ] Vents and roof lights open, and set for the weather on the day
- [ ] Airflow not blowing directly onto a travelling animal
- [ ] Water containers filled, secured and reachable at a stop
- [ ] Hay nets tied high enough that they cannot be trodden on when empty
- [ ] Journey time, rest stops and a breakdown plan agreed before loading

BEFORE YOU PULL AWAY

- [ ] Coupling seated and locked; breakaway cable or safety chain connected
- [ ] Jockey wheel raised and clamped; handbrake released
- [ ] Tyre pressures, condition and age, including the spare
- [ ] Wheel nuts tight; hubs not running hot after a short run
- [ ] All lights and indicators checked with someone watching

Signed _____ Print name _____ Date _____

Free to print, copy and use — including at work. Not for resale.

TM-04

Upkeep Papers

Towing Weights and Limits Record

Get your own towing figures out of four different documents and onto one sheet, with a line for every time the outfit is actually weighed.

A fill-in-once record of the weights and limits that apply to your own vehicle, trailer and licence, so the numbers are written down instead of half-remembered on a weighbridge.

EVERY FIGURE HERE IS YOURS, NOT OURS

Nothing on this sheet sets a limit. Towing limits come from your vehicle manufacturer and the plates on the vehicle and trailer; what you are entitled to tow comes from your licence, and licence categories differ by country and by when you passed your test. Copy every figure from your own registration document, the plates themselves, and the licensing authority where you live — and check it again if any of those change.

TOWING VEHICLE

Make & model _____ Registration _____ Year _____

Kerbweight / mass in service _____ Gross vehicle weight _____ Source of figures _____

Max braked trailer _____ Max unbraked _____ Max train weight _____ Max noseweight _____

TRAILER

Make & model _____ Chassis / ID no. _____ Year _____

Plated MAM _____ Unladen weight _____ Axles _____ Braked? _____ Coupling rating _____

Max axle load _____ Tyre size & load index _____ Noseweight limit _____

LICENCE AND ENTITLEMENT

check this against your own authority, and date it

Driver _____ Licence categories held _____ Date test passed _____

Entitlement confirmed on _____ Checked against — authority or document _____

Free to print, copy and use — including at work. Not for resale.

WEIGHED, LOADED AND CHECKED

Date	Weighed where	Vehicle kg	Trailer kg	Train kg	Nose kg	Within limits	Notes

Free to print, copy and use — including at work. Not for resale.

TM-05

Upkeep Papers

Caravan Habitation Check Record

Record damp readings at the same points year after year, so a wet corner shows up as a trend long before it shows up as a repair bill.

A record of a habitation check on a caravan or motorhome — damp readings taken at the same points every time, then gas, water, ventilation, electrics, appliances and the seals that keep it dry.

GAS AND WARRANTY CHECKS ARE SOMEBODY'S JOB, NOT THIS SHEET'S

Gas work is regulated in most countries and usually has to be done by a qualified person, and many warranties depend on an annual habitation check by an approved workshop. Check what applies where you are. This sheet records what was found; it is not a substitute for a check that has to be carried out by somebody qualified.

Caravan / motorhome _____ Registration / CRiS / VIN _____ Year _____

Date of check _____ Checked by _____ Next check due _____

DAMP READINGS

same points every year — the trend matters more than one number

Location	Reading	Date	Reading	Date	Reading	Date	Trend and action
corners, lockers, under windows	check 1		check 2		check 3		

Free to print, copy and use — including at work. Not for resale.

GAS

- [ ] Bottles secure, in date where they are dated, and turned off in transit
- [ ] Regulator, hoses and clips inspected and within their own replacement date
- [ ] Locker vents and drop-out holes clear and unobstructed
- [ ] Appliances lit and burning cleanly, with no lifting or yellow flame
- [ ] Carbon monoxide alarm present, in date and tested

WATER AND DRAINAGE

- [ ] Fresh tank drained, sanitised and refilled; pump and filter working
- [ ] Waste tank, drain valves and traps flushed and free
- [ ] No weeping at pipe joints, pump, taps or the water heater
- [ ] Shower tray, sink and toilet seals sound

VENTILATION

- [ ] Fixed low and high level vents clear — never blocked, whatever the weather
- [ ] Roof lights and their seals open, close and lock
- [ ] Extractor fans and hob vent working

ELECTRICS

- [ ] Hook-up lead, plug and RCD inspected and the RCD test button used
- [ ] Consumer unit, sockets and 12V circuits working with nothing warm
- [ ] Leisure battery tested under load and its terminals clean
- [ ] Solar panel and charge controller output seen and recorded

APPLIANCES

- [ ] Fridge on all the power modes it offers, and its vents clear
- [ ] Space heating and water heating run up to temperature

Free to print, copy and use — including at work. Not for resale.

- [ ] Smoke alarm tested and its own expiry date checked
- [ ] Fire extinguisher and blanket present, in date and reachable

BODYWORK AND SEALS

- [ ] Every external seam, seal and joint checked for cracking and shrinkage
- [ ] Windows, doors, lockers and their seals closing and sealing
- [ ] Roof, aerial, solar and vent seals sound
- [ ] Underside, wheel arches and floor edges checked for corrosion and damage

Signed _____ Print name _____ Date _____

Notes and anything specific to yours

Free to print, copy and use — including at work. Not for resale.

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TM-06

Upkeep Papers

Outboard Motor Service Log

Service an outboard by hours rather than by dates, and keep the impeller and anode record that decides whether the motor has a long life or a short one.

Hours, servicing and salt-water flushing for an outboard motor. The impeller and the anodes are the two cheap parts whose neglect turns into an expensive one.

Motor make & model

Serial number

Year

Boat

Shaft length

Two or four stroke

Fuel

SPECIFICATIONS

from your own manual — look them up once

Engine oil grade & qty

Gear oil grade & qty

Oil filter part no.

Water pump / impeller kit

Spark plugs & gap

Fuel filter part no.

Anode part numbers

Propeller & pitch

Prop nut torque

SERVICE LOG

Date	Hours	Eng oil	Gear oil	Impeller	Plugs	Anodes	Fuel filt	Work and notes

Free to print, copy and use — including at work. Not for resale.

Outboard Motor Service Log

Date	Hours	Eng oil	Gear oil	Impeller	Plugs	Anodes	Fuel filt	Work and notes

AFTER EVERY USE IN SALT WATER

- [ ] Flushed with fresh water long enough for the block to run cool
- [ ] Cowling off, engine wiped down and inhibitor sprayed
- [ ] Anodes looked at — they are meant to waste, but not to vanish
- [ ] Fuel connector, clamps and controls rinsed and dried
- [ ] Propeller checked for line, weed and a bent blade
- [ ] Motor tilted down to drain, then stored as the manual says

Notes and anything specific to yours

Free to print, copy and use — including at work. Not for resale.

TM-18

Upkeep Papers

Boat Engine Hours and Service Record

Turn the hour meter into a service schedule you can actually read.

The engine hour meter read at the end of every run, and the servicing that falls due against those hours — so the next oil change is a number on the page, not a feeling about last summer.

YOUR MANUFACTURER'S SCHEDULE, IN YOUR HAND

The hours at which each job falls due come from your engine manufacturer's schedule, and they differ between engines, fuels and how hard the boat is used. Copy your own schedule into the first block and use it every time. An outboard belongs on the Outboard Motor Service Log; this sheet is for an inboard or sterndrive with an hour meter.

Vessel _____ Engine make & model _____ Serial no. _____

Fuel _____ Hours at start of sheet _____ Meter reads in _____ Oil grade & quantity _____

SERVICE SCHEDULE

your manufacturer's interval, and the hours it is next due

Job	Every (hrs)	Or every	Last done at	Next due at	Part / filter no.
oil & filter, fuel filters, impeller, belts...	from your schedule	months / season	hrs	hrs	

Notes — parts bought, faults found, who did the work

Free to print, copy and use — including at work. Not for resale.

HOURS LOG

one line per run, or per day out

Date	Hours at start	Hours at end	Run	Load	Fuel added	Anything noticed
			hrs	idle / cruise / hard	litres	smoke, temperature, noise, drips, alarms

Free to print, copy and use — including at work. Not for resale.

TM-08

Upkeep Papers

Marine Battery and Electrical Log

Track battery voltages as a series rather than a single reading, so a bank that is dying is obvious well before it strands you.

A record of the battery bank, its charge readings, the anodes and the electrical system on a boat, where almost every flat battery turns out to be a corroded terminal.

Vessel _____ Make & model _____ Year _____

Charger / controller _____ Shore power fitted? _____ Solar fitted? _____

BATTERY BANK

fill in once, then update when a battery is changed

No.	Bank	Chemistry	Capacity	Fitted	Replace by	Where
	start / domestic	flooded, AGM, gel, lithium	Ah			

ANODES

shaft, rudder, trim tabs, engine, hull

Date	Location	Wear	Replaced	Notes

Free to print, copy and use — including at work. Not for resale.

SHORE POWER, SOLAR AND WIRING

- [ ] Shore lead, plug and socket — no heat damage, no corrosion, no cracked insulation
- [ ] RCD or breaker tested with its own test button, not just looked at
- [ ] Galvanic isolator or isolating transformer checked where one is fitted
- [ ] Battery isolator switches operating, labelled and reachable in a hurry
- [ ] Terminals clean, tight and protected — this is where the fault usually is
- [ ] Fuses and breakers correctly rated for their cable, and labelled
- [ ] Cable runs supported, and nothing chafing where it passes through a bulkhead
- [ ] Nothing live sitting in the bilge, and bilge pump wiring above bilge water
- [ ] Charge controller settings matched to the battery chemistry actually fitted
- [ ] Solar output measured in sun and written in the log below

CHARGE AND CONDITION READINGS

Date	Bank	Resting V	Under load	Charging V	Charged by	Notes

Free to print, copy and use — including at work. Not for resale.

TM-07

Upkeep Papers

Boat Safety Equipment Check

Keep an inventory of the safety gear aboard with the date each item expires, so the out-of-date ones are found at the dock rather than at sea.

An inventory and expiry record for the safety gear on a boat — lifejackets, flares, extinguishers, pumps, radio and beacons — so you find out what is out of date at the dock, not at sea.

CARRIAGE REQUIREMENTS DIFFER BY COUNTRY AND BY WATER

What you must carry, how it has to be serviced, and how out-of-date pyrotechnics may be disposed of are set by the country you are in, the water you use and the size and type of your boat, and they change. This is not a carriage list: it is a place to write down what you actually carry and when each item runs out. Check the requirements that apply to you before you go.

Vessel _____ Type & length _____ Where used _____

Checked by _____ Date of check _____ Next check due _____

LIFEJACKETS AND BUOYANCY AIDS

No.	Type & size	For whom	Bought	Serviced	Next due	Cylinder	OK
	lifejacket or buoyancy aid					cartridge date	

Free to print, copy and use — including at work. Not for resale.

FLARES AND SIGNALS

Type	Quantity	Expiry	Stowed where	Replaced	Disposal arranged

FIRE EXTINGUISHERS AND BLANKETS

No.	Type	Location	Made	Serviced	Replace by	OK

EVERYTHING ELSE ABOARD

tick, and write the date on anything that expires

- [ ] Bilge pump — electric, run and seen to move water
- [ ] Bilge pump — manual, and its handle where you can reach it
- [ ] Float switch tested by lifting it, not by the panel switch
- [ ] VHF radio tested, and DSC registration current
- [ ] EPIRB or PLB — registration and battery date
- [ ] Liferaft service date, and its painter made fast
- [ ] Lifebuoy, danbuoy and throw line
- [ ] First aid kit — contents checked, not just the box
- [ ] Engine kill cord and a spare
- [ ] Torch, spare batteries and a waterproof light
- [ ] Anchor, chain and warp, ready to run
- [ ] Navigation lights and a radar reflector

Free to print, copy and use — including at work. Not for resale.

TM-20

Upkeep Papers

Liferaft and Safety Gear Service Record

Keep the certificates and service dates for everything sent away for testing.

The items on a boat that are sent away, tested or recertified — liferaft, hydrostatic release, lifejacket cylinders, beacons, extinguishers — each with its own service history, in one place for when the surveyor or the insurer asks.

SERVICE INTERVALS ARE THE MAKER'S AND THE STATION'S, NOT OURS

How often each item has to be serviced, who may do it and whether it must be done at all depends on the maker, the type of boat and the rules where you sail — the interval is a blank here, for the figure from your service station or manufacturer. The Boat Safety Equipment Check is the inventory of what is aboard; this is the servicing file for the items that leave the boat.

Vessel _____ Service station used _____ Phone / email _____

LIFERAFT

from the plate on the canister or valise

Make & model _____ Serial no. _____ Persons _____ Pack type _____ Date of manufacture _____

Stowed where _____ Hydrostatic release — make & fitted _____ HRU replace by _____ Painter secured to _____

LIFERAFT SERVICE HISTORY

Date sent	Station	Work & findings	Certificate no.	Next due	Cost	Back aboard

Notes — what the station found, what was condemned, what to budget for

Free to print, copy and use — including at work. Not for resale.

OTHER SERVICED ITEMS

cylinders, beacons, extinguishers, harness tethers — one line per service

Date	Item & serial	Serviced / tested by	Result	Certificate	Next due	Cost
	cylinder, EPIRB, PLB…	station, maker, you	pass / condemned	no. or none		

Free to print, copy and use — including at work. Not for resale.

TM-16

Upkeep Papers

Antifoul and Hull Treatment Log

Know exactly what is on the hull before you buy the next tin.

What went on the hull, when, and how it was prepared — every antifoul coat, primer, epoxy and polish, with the tin details written down so the same product can be found again next year.

THE TIN, THE YARD AND THE LOCAL RULES DECIDE

Which products you may use, how many coats they need and how the old paint and washings must be caught and disposed of are set by the maker's data sheet, the yard and the rules where you are — none of that is printed here. This sheet stops you standing in the chandlery trying to remember what you used last time.

Vessel

Hull material

Usual water

Current antifoul — product & type

Colour

Compatible over

HULL TREATMENT HISTORY

one line per coat or job, oldest at the top

Date	Job	Product & colour	Batch no.	Coats	Prep done	Litres used	By
	antifoul, primer...		from the tin		scrape, sand, wash, key		

FOULING AND CONDITION AT HAUL-OUT

weed, slime, barnacles: none, light or heavy — what came off tells you if it worked

Date hauled	Months in	Weed	Slime	Barnacles	Worst area	Paint left	Osmosis / blisters
					waterline, keel, rudder...	worn through?	seen where

Free to print, copy and use — including at work. Not for resale.

TM-09

Upkeep Papers

Winter Lay-Up and Launch Checklist

Put the autumn lay-up jobs and the spring launch checks on the same page, so what you did in October is in front of you in April.

The same jobs in both directions — what to do when the boat comes out in autumn, and what to check before it goes back in the water in spring. One sheet per season, signed at both ends.

YARD AND LOCAL RULES ON ANTIFOULING

Where you may work on a boat ashore, what antifouling you may apply, and how the washings and old paint have to be collected and disposed of are set locally and by the yard. Ask before you start scraping.

Vessel _____ Season / year _____ Stored where _____

Laid up on _____ By _____ Launched on _____ By _____

LAYING UP — AUTUMN

- [ ] Engine flushed, oil and filter changed while warm
- [ ] Coolant and raw water side protected against frost
- [ ] Fuel tanks left full and treated against condensation
- [ ] Gear oil drained and checked for water
- [ ] Batteries off, charged, and on a maintainer
- [ ] Seacocks closed, freed off and greased
- [ ] Bilge dry, and the bilge pump left able to work
- [ ] Water system drained down completely
- [ ] Hull washed off before the growth dries hard
- [ ] Sails, ropes and canvas dried before they are bagged
- [ ] Electronics, flares and papers taken home
- [ ] Cover fitted so it sheds water and cannot flog

BEFORE LAUNCH — SPRING

- [ ] Anodes replaced, and the old wear noted
- [ ] Antifouling applied and the yard's rules followed
- [ ] Skin fittings, hoses and clips checked from inside
- [ ] Seacocks opened, then watched for weeping
- [ ] Impeller replaced or inspected before first start
- [ ] Belts, hoses, oil and coolant levels checked
- [ ] Batteries refitted, terminals cleaned and greased
- [ ] Water system refilled, sanitised and run through
- [ ] Steering, throttle and gear controls full travel
- [ ] Safety gear back aboard and in date
- [ ] Bilge pump and float switch tested with water
- [ ] Engine run and cooling water seen before leaving the berth

Laid up — signed _____ Launched — signed _____ Date _____

Free to print, copy and use — including at work. Not for resale.

TM-17

Upkeep Papers

Boat Berth and Mooring Record

Keep the berth paperwork and the mooring gear history on one sheet.

Where the boat is kept, what the berth costs and when it renews, and a dated record of the lines, chain, swivel and fenders that are holding it there.

YOUR HARBOUR'S TERMS, NOT OURS

Berth fees, what the harbour requires of a mooring and how often the ground tackle has to be lifted and inspected come from the marina, the harbour authority or the mooring contractor — write their figures in the blanks. The sheet holds what you agreed and what you checked, not what it ought to be.

Vessel _____ Length overall _____ Beam _____ Draught _____ Insurance renews _____

BERTH OR MOORING

from the agreement — copy it once, update when it changes

Marina / harbour / mooring owner _____ Berth or mooring no. _____ Type _____ Winter storage — where _____

Contact & phone _____ Agreement runs from _____ To _____ Notice to give _____

Fee & what it covers _____ Paid how often _____ Last paid — date & invoice no. _____ Next payment due _____

Access code / key no. _____ Harbour rules on the mooring — anodes, chain size, lifting, who may work on it _____

MOORING GEAR CHECKS

lines, chain, shackles, swivel, buoy, fenders, cleats

Date	What was checked	Chafe / wear	Replaced	Inspected by	Next check
	lines, chain, riser, swivel...	where	what, with what	diver, contractor, you	your interval

Free to print, copy and use — including at work. Not for resale.

TM-19

Upkeep Papers

Crew List and Passage Plan Sheet

Leave a shore contact with everything they need if the boat is overdue.

Who is aboard, where the boat is going and when to worry — filled in before you leave and handed to someone staying ashore.

LEAVE A COPY ASHORE

What you must file, with whom and for which waters is set where you are and where you are going; this is the working plan and crew list, not an approved form. The underway record — position, course, weather as it happens — is the Sailing Passage Log and stays on the boat. This sheet stays on land.

Vessel

Type & colour

Call sign / MMSI

Sail no. / reg.

Skipper

Skipper's phone

Shore contact & phone

Liferaft aboard?

CREW LIST

everyone aboard, including children and guests — role: skipper, mate, crew, guest

Name	Age	Role	Experience	Next of kin & phone	Medical / dietary	Swims?

PASSAGE PLAN

written before you go, with the alternatives already chosen

From

To

Depart — date & time

ETA

Route & waypoints

Distance

Est. hours

Ports of refuge along the way

Tidal gates / constraints

Forecast obtained — source & time

Wind / sea expected

Fuel & water aboard

Overdue — if not heard from by

Shore contact should call

Arrived — confirmed at

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04

SECTION 04

Buying and selling

WHAT GOES HERE

Viewings, inspections, test drives, paperwork checks and the handover.

IN THIS SECTION 14 sheets, 25 pages

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Right-hand figure: the binder page the sheet starts on.

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VB-02

Upkeep Papers

Vehicle Viewing Comparison Sheet

Compare the cars you have seen on what you wrote at the kerb rather than on what you can still remember a week later.

Three vehicles side by side on one page — asking price, mileage, year, test left, faults seen and what each one drove like — so the choice is made on notes rather than on the last one you saw.

WRITE IT AT THE KERB

Fill a column in while you are still standing at the vehicle, not that evening. The middle car always sounds better than it was by the time you get home, and the first one is usually the one you forget.

Your name _____ Dates viewed _____ Budget you have set _____ Preferred in the end _____

THE THREE AT A GLANCE

one row per vehicle

Vehicle	Seller and where	Price asked	Odometer	Year	Test left	Advertised as
make, model, trim					expiry date	

WHAT EACH ONE WAS ACTUALLY LIKE

Vehicle	Faults seen	How it drove	Paperwork seen

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VB-01

Upkeep Papers

Used Car Pre-Purchase Inspection Sheet

Carry out the same inspection on every car you view, so a decision made in somebody's driveway is based on what you saw rather than what you remember.

One sheet per car, filled in on the driveway while you are standing in front of it. Print one per viewing and lay them side by side afterwards, when nobody is watching you decide.

WHAT THIS SHEET IS, AND IS NOT

This is a buyer's own walk-round, not a professional inspection. It exists because people forget checks when a stranger is standing beside them — anything expensive is still worth paying an independent inspector to look at before money changes hands.

Make and model

Registration

Year

Date viewed

VIN / chassis number

Engine and gearbox

Colour

Advert reference

PRICE, MILEAGE AND HISTORY

the numbers to settle before you look at the car

Asking price

Mileage on the clock

Mileage at the last stamp

Former keepers

Seller — name and town

Private or trade

Phone

Do the mileages agree?

DOCUMENTS SEEN

tick only what you have actually held in your hand

- [ ] Registration document — seller's name and address
- [ ] Service book stamps, dates and mileages in order
- [ ] Invoices for the work the advert claims
- [ ] Roadworthiness certificate, and when it expires
- [ ] Both keys, locking nut key and handbook
- [ ] Finance, write-off and identity checks done

COLD START

ask for the engine to be stone cold when you arrive

- [ ] Bonnet cold to the hand before the key is turned
- [ ] Smoke on start-up — colour, and whether it clears
- [ ] Noises from cold: rattle, tap, whine, chain
- [ ] Idle steady, or hunting and dropping

Warning lights with the ignition on, before starting

Still lit once it has started

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PANELS, GAPS AND PAINT

walk round in one direction and write what you see

- [ ] Bonnet — gaps and paint _____
- [ ] Wings and headlamps _____
- [ ] Doors, gaps and sills _____
- [ ] Roof, pillars and screen _____
- [ ] Rear quarters and arches _____
- [ ] Boot floor and bumpers _____

TYRES AND WHEELS

front and rear, plus the spare — the date code is on the sidewall

Wheel	Make and model	Size	Tread depth	Date code	Condition and damage

Engine oil — colour and level _____

Coolant _____

Brake fluid _____

Gearbox and other _____

Test drive — clutch, gears, brakes, steering, temperature, noises

_____

_____

FAULTS FOUND, AND WHAT THEY COST TO PUT RIGHT

Fault	How bad	Who quoted	Cost to fix	Off the price?

Decision _____

Offer made _____

Outcome _____

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VB-06

Upkeep Papers

Test Drive Checklist

Come back from a test drive with notes on what you heard and where, instead of a general feeling that it seemed fine.

Things to try and things to listen for on a test drive — cold start, steering, brakes, gears, noises and electrics — written as observations you record, not as marks a vehicle passes.

OBSERVATIONS, NOT MARKS

Nothing here is a pass or fail. Write what you noticed and where you noticed it; a noise at low speed on full lock and a noise under braking are different problems, and only you were there. Anything that worries you is a question for a mechanic, not for this sheet.

Vehicle	Date of drive	Route and conditions

BEFORE YOU MOVE

- [ ] Note whether the engine is already warm when you arrive
- [ ] Watch the warning lights come on and go out at ignition
- [ ] Start it from cold if you can, and listen to the first few seconds
- [ ] Look behind the vehicle at start-up for smoke or steam
- [ ] Check the mirrors, seat and steering column all adjust
- [ ] Check the seat belts pull out and retract cleanly

STEERING AND SUSPENSION

- [ ] Note any play or vibration through the wheel at low speed
- [ ] Listen on full lock in both directions
- [ ] Note whether it pulls to one side on a flat, straight stretch
- [ ] Listen over a rough surface and over a speed bump
- [ ] Note how it settles after a dip rather than bouncing on
- [ ] Note whether the wheel self-centres coming out of a bend

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BRAKES

- [ ] Try a gentle stop, then a firmer one where it is safe
- [ ] Note any pulling, judder through the pedal or grinding
- [ ] Note how far the pedal travels and whether it feels consistent
- [ ] Try the parking brake on a slope

GEARBOX AND DRIVE

- [ ] Take it through every gear, up and down
- [ ] Note any crunch, whine or hesitation changing gear
- [ ] On an automatic, note how it shifts under light and heavy throttle
- [ ] Note any vibration that changes with road speed
- [ ] Note any clutch slip when accelerating in a high gear

NOISES AND SMELLS

- [ ] Drive part of the route with the radio and fan off
- [ ] Note where each noise comes from and what you were doing
- [ ] Note any smell of burning, fuel, coolant or damp
- [ ] Open a window and listen alongside a wall or hedge

ELECTRICS AND CABIN

- [ ] Try every window, mirror, lock and light
- [ ] Try the heater and the air conditioning on both settings
- [ ] Try the wipers, washers, horn and screen heaters
- [ ] Check the infotainment, reversing camera and sensors work
- [ ] Check the warning lights again once the drive is finished

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VB-07

Upkeep Papers

Vehicle History and Paperwork Check Record

Keep a dated account of which documents you actually saw and what each one said, rather than a memory of being shown a folder.

A record of which documents you were actually shown and what each one said — registration, service book, invoices, keys and the checks you ran yourself.

WHAT YOU SAW, NOT A GUARANTEE

This sheet records what you saw, nothing more. It makes no claim that a vehicle is clear of finance, accurately described or legally transferable — which checks exist and what they prove differs from place to place, so check the rules where you are and use the official sources for your country.

Vehicle _____ Registration / plate _____ VIN / chassis _____

Seller name _____ Date checked _____ Checked by _____

DOCUMENTS SEEN

one row per document put in front of you

Document	Seen?	Original or copy	Name and address on it	What it said
registration, test certificate, invoices...				

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SERVICE HISTORY

Date on record	Odometer shown	Who did the work	What was done	Stamp or invoice

CHECKS YOU RAN

record the reference, not a conclusion

Check	Where it was run	Date	Reference number	What it returned

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VB-08

Upkeep Papers

Motorcycle Pre-Purchase Inspection Sheet

Walk round a used bike in an order that catches crash damage, chain and sprocket wear and weeping fork seals before the money moves.

A bike-specific walk-round before you buy — frame and numbers, chain and sprockets, forks, tyres, chassis, electrics and paperwork — with room for what each fault might cost.

THE HANDBOOK SETS THE FIGURES

No wear limits, tread depths, chain slack figures or service intervals are printed here, because they are set per model by the manufacturer's own handbook and workshop manual. Write down what you find, then check it against the figures for that bike.

Make and model _____ Registration / plate _____ Year _____

Frame / VIN number _____ Engine number _____ Odometer _____ Asking price _____

FRAME, NUMBERS AND CRASH DAMAGE

- [ ] Frame and engine numbers legible
- [ ] Numbers matched against the paperwork
- [ ] Frame checked for cracks or ripples
- [ ] Welds checked for fresh paint
- [ ] Headstock checked for play, wheel raised
- [ ] Bar ends, levers and footpegs checked

CHAIN, SPROCKETS AND FINAL DRIVE

- [ ] Chain checked along its whole length
- [ ] Tight and loose spots noted
- [ ] Chain checked for rust and kinked links
- [ ] Sprocket teeth checked for hooking
- [ ] Adjusters checked for even marks
- [ ] Shaft or belt drive checked for leaks

SUSPENSION AND STEERING

- [ ] Stanchions checked for pitting and rust
- [ ] Fork seals checked for weeping oil
- [ ] Rear shock checked for leaks
- [ ] Rear shock checked for sag under you
- [ ] Steering turned lock to lock
- [ ] Swingarm and linkages checked for play

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WHEELS, TYRES AND BRAKES

- [ ] Tread depth noted on both tyres
- [ ] Wear pattern and tyre make noted
- [ ] Sidewalls checked for cracking
- [ ] Wheels checked for buckles and dents
- [ ] Wheel bearings checked for play
- [ ] Discs and pads checked front and rear

ENGINE, FLUIDS AND EXHAUST

- [ ] Started from cold where possible
- [ ] First few seconds listened to
- [ ] Oil level and condition checked
- [ ] Coolant level and colour checked
- [ ] Cases and hoses checked for weeping
- [ ] Exhaust checked for blowing joints

ELECTRICS AND PAPERWORK

- [ ] All lights and indicators tried
- [ ] Horn and switchgear tried
- [ ] Warning lights watched at ignition
- [ ] Wiring checked for added connectors
- [ ] Battery terminals and mounting checked
- [ ] Registration, records and keys seen

FAULTS FOUND AND WHAT THEY MIGHT COST

your own quotes, not ours

Fault found	Part or labour	Who quoted	Estimated cost

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VB-09

Upkeep Papers

Caravan and Motorhome Pre-Purchase Check

Look at the habitation side of a caravan or motorhome in the same order every time, and leave with the damp readings written down rather than a feeling that it seemed dry.

The habitation side of a caravan or motorhome viewing — damp, seals, gas, water, electrics and the chassis — with a table for your own damp meter readings, corner by corner.

YOUR METER, YOUR FIGURES

No damp percentages, tyre age limits or service intervals are printed here. What counts as a wet wall depends on your meter, the wall construction and who is reading it, so write the number your meter gave and compare it with the maker's guidance or a habitation engineer's opinion. A motorhome's engine and cab are a car: use the Used Car Pre-Purchase Inspection Sheet for that half.

Make, model and layout _____ Year _____ Berths _____ Asking price _____

Chassis / VIN number _____ Registration / plate _____ Seller and where seen _____

DAMP READINGS

your meter, one row per point tested

Where tested	Reading	Feel / look	Seller's explanation	Concern?
front corners, rear corners, under windows, shower...				

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OUTSIDE — BODY AND SEALS

- [ ] Panels sighted along for ripples or bulging
- [ ] Roof joints and awning rail sealant checked
- [ ] Every window and rooflight seal pressed
- [ ] Panels tapped low down and at the corners
- [ ] Locker and door seals and alignment checked
- [ ] Underside checked for hanging insulation

CHASSIS AND RUNNING GEAR

- [ ] Hitch head, breakaway cable and handbrake tried
- [ ] Jockey wheel and corner steadies wound
- [ ] Tyre date codes read; sidewalls checked
- [ ] Chassis checked for rust or fresh underseal
- [ ] Road lights and indicators all tried
- [ ] Chassis number matched to the paperwork

INSIDE — DAMP AND STRUCTURE

- [ ] Every corner and window surround metered
- [ ] Locker floors and wardrobe floor metered
- [ ] Floor walked for soft spots and creaks
- [ ] Walls and ceiling checked for staining
- [ ] Smell noted on first opening the door
- [ ] Behind the shower and under seats checked
- [ ] Previous damp reports read, with readings
- [ ] Habitation service records read

GAS, WATER AND HEATING

- [ ] Gas locker drop-out vent and regulator seen
- [ ] Hob, oven, grill and fridge lit on gas
- [ ] Pump run and every tap tried
- [ ] Underside watched for drips while running
- [ ] Toilet cassette and seals checked
- [ ] Heater and water heater run on each fuel

ELECTRICS, SAFETY AND EXTRAS

- [ ] Mains hook-up connected and sockets tested
- [ ] Leisure battery date and terminals checked
- [ ] Fridge tried on each supply
- [ ] Solar, inverter or mover demonstrated
- [ ] CO and smoke alarms present and tested
- [ ] Fire extinguisher present and in date
- [ ] Handbook and appliance manuals present
- [ ] A key for every lock, and the spares

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VB-10

Upkeep Papers

Classic and Project Car Buying Checklist

Compare a car in boxes with one that runs on the same footing, by writing down what is there, what is not, and what each gap will cost you to close.

Viewing a classic, a restoration or an unfinished project — what is original, what is missing, what has been done and what still needs doing — as a list you can price up at home.

THE CLUB KNOWS THE MODEL; YOU KNOW YOUR BUDGET

This sheet does not say what a given model is worth, which parts are correct or how much rust is too much. Those come from the owners' club, the marque specialist and your own budget. It records what you saw so that a car in pieces can be compared honestly with one that runs.

Make, model and year _____ Chassis / VIN _____ Engine no. _____

Described as _____ Runs and drives? _____ Asking price _____ Seller _____

IDENTITY AND HISTORY

- [ ] Chassis, body and engine numbers found, read and compared with the paperwork
- [ ] Numbers compared with what the club or specialist says is right for the year
- [ ] Ownership chain and any gap in the history noted
- [ ] Photographs of the restoration seen, and the dates on them
- [ ] Receipts for parts and work seen, and who did the work
- [ ] Registration document read for the colour, engine size and body type recorded

STRUCTURE AND CORROSION

- [ ] Sills, floors, chassis rails and jacking points probed, not just looked at
- [ ] Inner wings, boot floor, spare wheel well and bulkhead checked
- [ ] Door bottoms, wheel arches and valances checked for filler with a magnet
- [ ] Previous repairs looked at for plating over rust rather than cutting it out
- [ ] Fresh underseal or paint in odd places noted as a question, not an answer
- [ ] Panel gaps, door shuts and boot and bonnet fit checked for a twisted shell

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MECHANICAL

- [ ] Engine started from cold if it runs; smoke, noises and leaks noted
- [ ] Gearbox, clutch and back axle tried or turned over by hand
- [ ] Brakes, steering and suspension checked for seizure and play
- [ ] Fuel tank, lines and carburettor or injection checked for condition
- [ ] Electrics: wiring condition, loom repairs, earths and the charging system

COMPLETENESS

- [ ] Boxes of parts opened and roughly inventoried, not taken on trust
- [ ] Trim, brightwork, glass, badges and lights checked for presence and condition
- [ ] Hard-to-find items for this model identified and looked for specifically
- [ ] Non-original parts noted, with whether originals are obtainable

WHAT IS MISSING OR STILL TO DO

one row per item — price it at home

Item or job	Present?	Condition	Where to source	Your estimate

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VB-13

Upkeep Papers

Van and Commercial Pre-Purchase Inspection

Inspect a working vehicle for the wear a working life leaves, in the places a car checklist never looks, and leave with the plated weights written down.

A working vehicle looked at as one — load area, doors, racking, bulkhead, tow gear and plated weights alongside the mechanical walk-round — with a faults-and-costs table at the end.

READ THE PLATE, NOT THIS SHEET

A van has usually earned its living, and the wear is in different places from a car: the floor, the door runners, the clutch and the rear suspension. No load limits, tyre ratings or mileage expectations are printed here — read the plated figures off the vehicle and check them against what you need to carry, and check the rules where you are for anything to do with weights and licences.

Make, model and body	Year	Odometer	Asking price

VIN / chassis	Registration / plate	Plated weights (from plate)	Previous use

LOAD AREA AND BODY

- [ ] Floor lifted or probed at the edges for rot, rust or a soft patch under lining
- [ ] Ply lining, racking and shelving checked for how it is fixed, and what is behind it
- [ ] Tie-down points, load rails and any tail-lift or crane tried
- [ ] Rear and side doors run on their tracks, latched and locked, seals checked
- [ ] Roof, roof rack and any roof-mounted gear checked for leaks and fixings
- [ ] Bulkhead present, secure and undamaged; signwriting removal marks noted
- [ ] Body: dents, rubbed corners, previous accident repair and door alignment

WEIGHTS, TOWING AND EQUIPMENT

- [ ] Plate found and every weight written down in the box above
- [ ] Tow bar, electrics and any trailer socket tried; wear on the ball noted
- [ ] Tachograph, telematics box, speed limiter or camera fitted: noted and status
- [ ] Beacons, reversing sensors, alarm and any extras demonstrated
- [ ] Overall height and length noted against where it will be parked or garaged

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RUNNING GEAR AND MECHANICALS

- [ ] Cold start, smoke and noises noted; engine bay looked at for leaks
- [ ] Clutch bite point, gear change and any drivetrain vibration on the drive
- [ ] Rear springs and dampers checked for sag, cracks and uneven ride height
- [ ] Tyres: wear pattern, sidewall marks and matching across each axle
- [ ] Brakes and steering tried loaded if possible, and the handbrake on a slope
- [ ] Underside: chassis, cross-members, exhaust and fuel tank for corrosion

CAB AND PAPERWORK

- [ ] Seats, seat belts, mirrors, heater and every switch tried
- [ ] Warning lights watched at ignition; any that stay on noted
- [ ] Service history, test certificate and plating certificate seen
- [ ] Keys, locking wheel nut, spare, jack and any fitted equipment listed

FAULTS FOUND AND WHAT THEY MIGHT COST

your estimate, or a quote

Fault	Where	Serious?	Who quoted / source	Your estimate

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VB-11

Upkeep Papers

Import and Registration Document Checklist

Keep track of a stack of paperwork moving between customs, test stations and the registration office, so a missing original is found before the appointment rather than at it.

Every document an imported vehicle needs on its way to a registration in your name — gathered, checked and tracked through each office, so nothing is missing on the day it is due.

THE OFFICIAL LIST, TRACKED HERE

Which documents are needed, which tests apply and which offices are involved are set by the country you are importing into, and change. Nothing here says what those are. Get the list from the official source where you are, write each item in below, and use this sheet to keep track of where every paper is.

Vehicle _____ VIN / chassis number _____ Country of origin _____

Importing into _____ Arrived on _____ Agent or shipper _____ Your reference _____

DOCUMENTS

one row per item on the official list where you are

Document	Needed for	Have it?	Original / copy	Issued by	Where it is
title, export cert., invoice, bill of lading...	customs, test, registration, i...				

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Import and Registration Document Checklist

STEPS AND OFFICES

each stage, who handles it and the reference they gave

Stage	Office or body	Submitted	Reference no.	Outcome / next step
customs, tax, test, approval, plates...		date		

Notes — who you spoke to, what they asked for, and when

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VB-05

Upkeep Papers

Part Exchange and Valuation Comparison

Tell the highest offer and the best offer apart by writing down what each one actually includes, not just the number quoted.

Offers for the same vehicle from several buyers, written down side by side with what each one actually includes, so the highest number and the best deal can be told apart.

THE NUMBER IS NOT THE WHOLE OFFER

Offers are rarely like for like. One may be a firm price, another subject to an inspection; one may collect, another may want the vehicle driven to them; a part-exchange figure only means something next to the price of the car you are buying. Record the conditions, not just the number.

Vehicle offered _____

Registration / plate _____

Odometer at time of offers _____

OFFERS RECEIVED

Date	Who made it	Type	Offer	Firm or subject to	Valid until	Collection
	dealer, buyer, trade site...	part-ex, outright, auction		inspection, paperwork...		who moves it

WHAT EACH OFFER INCLUDES

the conditions that change what it is worth

Who made it	Admin or fees	Settles finance?	Paid when	Notes on the offer

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VB-12

Upkeep Papers

Trade-In Appraisal Sheet

Give every part-exchange the same walk-round and leave a record on file that shows how the offer was arrived at, whoever did the appraisal.

A dealer's walk-round of a customer's part-exchange — panel by panel, then tyres, mechanicals and paperwork — ending in the reconditioning estimate and the figure offered.

YOUR VALUATION SOURCE, YOUR RATES

No guide prices, condition grades or reconditioning rates are printed here. Write in the figure from whichever valuation source your business uses, your own workshop's cost for each repair, and the offer you made. The sheet is the record that supports the number, for the file and for the customer.

Customer _____ Vehicle _____ Registration / plate _____

VIN _____ Odometer _____ Keys _____ Service book? _____ Appraised by / date _____

BODYWORK

one row per panel; mark stone chips, dents, scratches, mismatch

Panel	Condition	Damage found	Repair needed	Your cost
bonnet, wings, doors, roof, tailgate, ...				

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TYRES, GLASS AND INTERIOR

Item	Found	Action	Your cost
tyres front / rear, spare, windscreen, seat...			

MECHANICAL, WARNING LIGHTS AND PAPERWORK

- [ ] Started and warning lights watched
- [ ] Driven, or reason it was not
- [ ] Fluid levels and leaks looked at
- [ ] Service history checked and gaps noted
- [ ] Test certificate and expiry seen
- [ ] Finance outstanding? (customer asked)
- [ ] Locking wheel nut and spare present
- [ ] Accessories and extras listed

APPRAISAL SUMMARY

Guide figure	Valuation source	Total reconditioning	Offer made	Valid until

Notes — what the customer was told, and anything to check before the deal is done

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VB-04

Upkeep Papers

Vehicle Advert Details Worksheet

Answer every question a buyer asks once, on paper, instead of going back out to the car each time the phone rings.

Everything a buyer will ask, gathered in one go before you write the advert — spec, history, extras, faults you are declaring and the photographs you have taken.

GATHER IT ONCE, ANSWER IT ONCE

Fill this in with the vehicle in front of you and the paperwork in your hand. An advert written from memory is where the awkward phone calls come from, and the faults you write down here are the ones you will not have to explain on the driveway.

Make and model _____ Registration / plate _____ Year _____

Trim or variant _____ Odometer reading _____ Fuel or power _____ Gearbox _____

SPECIFICATION AND CONDITION

the answers you will be asked for

Detail	What it is	Where the answer came from
colour, doors, engine size, drive...		log book, service book, rating plate, your own measure...

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HISTORY AND EXTRAS

Item	Have it?	Detail to put in the advert
service history, test, keys, extras, tow bar...	yes / no / partial	

FAULTS YOU ARE DECLARING

write them down before someone finds them

Fault or mark	Where on the vehicle	How you will word it

PHOTOGRAPHS TAKEN

- [ ] Front three-quarter
- [ ] Rear three-quarter
- [ ] Both sides, full length
- [ ] Interior — front seats
- [ ] Interior — rear seats
- [ ] Boot or load space
- [ ] Dashboard with ignition on
- [ ] Odometer reading
- [ ] Engine bay
- [ ] Wheels and tyres
- [ ] Each declared fault, close up
- [ ] Paperwork laid out

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VB-03

Upkeep Papers

Vehicle Sale and Handover Record

Leave both sides holding the same written account of a private sale, including the odometer reading and exactly what changed hands.

A plain record of a private sale between two people: who, which vehicle, when, for how much, what changed hands, and both signatures.

A RECORD, NOT A CONTRACT

A record of what happened, not a contract, and not legal advice. What a seller has to declare and how ownership transfers differ from place to place — check the rules where you are, and use the official transfer process too.

THE VEHICLE

Make and model _____ VIN / chassis number _____ Registration / plate _____

Year _____ Colour _____ Odometer at handover _____ Units _____

SELLER AND BUYER

Seller — full name _____ Address _____ Telephone _____

Buyer — full name _____ Address _____ Telephone _____

THE SALE

Date of handover _____ Time _____ Price agreed _____ How it was paid _____ Place of handover _____

HANDED OVER WITH THE VEHICLE

tick what actually changed hands

- ☐ Keys — how many
- ☐ Registration or title
- ☐ Service book and stamps
- ☐ Invoices and receipts
- ☐ Test certificate
- ☐ Handbook and key fobs
- ☐ Wheel tools and nut key
- ☐ Charging cables
- ☐ Anything else — write it in

Seller signature _____ Print name _____ Date _____

Buyer signature _____ Print name _____ Date _____

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VB-14

Upkeep Papers

Vehicle Collection and Drive-Home Checklist

Turn the excited, slightly rushed hour of collecting a vehicle into a list, so the second key, the locking wheel nut and the cover start time are all dealt with before you drive off.

The day you collect the vehicle you have bought — what to have arranged before you leave home, what to count and check at the handover, and what to do on the first drive and once it is home.

CHECK THE RULES WHERE YOU ARE

What has to be in place before a vehicle is driven — cover, tax, registration, plates — differs from country to country and changes, so check the rules where you are and use the official process. This sheet is the list of what you need to have sorted and what to check, not a statement of what the law requires.

Vehicle	Collecting from	Date

Odometer at handover	Fuel / charge at handover	Keys received	Agreed price paid

BEFORE YOU LEAVE HOME

- [ ] Cover arranged to start from the collection time, with confirmation in hand
- [ ] Whatever registration or road tax step applies where you are is done or ready
- [ ] Payment method agreed with the seller, and a receipt or the sale record ready
- [ ] Breakdown cover checked for whether it covers a vehicle you have just bought
- [ ] Your own ID and the seller's details to hand; a lift or return ticket arranged

AT THE HANDOVER

- [ ] VIN and registration checked against the paperwork one more time
- [ ] Every key counted, including any fob, locking wheel nut key and spare
- [ ] Documents handed over listed on the Vehicle Sale and Handover Record
- [ ] Manuals, service book, charging cable, tools, jack and spare present
- [ ] Odometer and fuel level written in above and photographed
- [ ] Walked round once more for new damage since you viewed it
- [ ] Seller shows you anything unusual: alarm, immobiliser, quirks, a stiff lock

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BEFORE YOU PULL AWAY

- [ ] Seat, mirrors, wipers, lights and demister found and set before moving
- [ ] Warning lights watched at ignition and any that stay on noted
- [ ] Tyre pressures set to the handbook figure, or checked at the first stop
- [ ] Route home planned with a place to stop after a few miles

THE DRIVE HOME AND AFTER

- [ ] Stopped early: bonnet lifted, underneath glanced at for drips, temperature watched
- [ ] Noises, smells, pulling and gear changes noted while they are fresh
- [ ] Fuelled or charged before it becomes a worry; the first receipt kept
- [ ] At home: odometer recorded, photographs taken, paperwork filed
- [ ] Faults noticed on the way listed below and raised with the seller promptly
- [ ] Service, test date and any recall check booked in the diary

FAULTS NOTICED ON THE DAY

raise them with the seller while they are fresh

What you noticed	When / where	Raised on	Seller's answer

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05

SECTION 05

Running costs

WHAT GOES HERE

Fuel, mileage, charging, tolls and parking, and hire or loan.

IN THIS SECTION 5 sheets, 5 pages

GF-01	Fuel and MPG Log	118
GF-02	Vehicle Mileage Log	119
GF-09	EV Charging Cost Log	120
GF-08	Toll and Parking Expense Log	121
GF-10	Vehicle Hire and Loan Record	122

Right-hand figure: the binder page the sheet starts on.

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GF-01

Upkeep Papers

Fuel and MPG Log

See what a vehicle actually costs to run and spot a change in fuel consumption early, which is often the first sign that something mechanical is wrong.

Every fill on one line with the odometer beside it, so distance and consumption can be worked out from the sheet itself. A change in consumption is often the first sign of a mechanical problem.

DECLARE YOUR UNITS, THEN KEEP TO THEM

No units are printed anywhere on this sheet, and no consumption figures either. Write at the top which units the odometer reads in, which you buy fuel in, and how you want consumption expressed — then keep to them, because a column of numbers in mixed units records nothing. Fill to the same point every time and read the odometer at the pump: brim to brim is what makes one line comparable with the next.

Vehicle _____ Registration _____ Odometer reads in _____ Fuel bought in _____ Consumption recorded as _____

FILLS one line per fill, in order, with no gaps

Date	Odometer	Quantity	Price per unit	Total cost	Station	Distance since last	Consumption	Notes
	at the pump	your unit				calculated	calculated	towing, tyres, driver

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GF-02

Upkeep Papers

Vehicle Mileage Log

Keep a contemporaneous mileage record in the vehicle, which is the kind that stands up, rather than one reconstructed at the year end.

Journey by journey — date, purpose, start and end odometer — with business and private kept apart.

NO RATES PRINTED — CHECK YOUR OWN AUTHORITY

No mileage rates are printed on this sheet. Rates are set by tax authorities, differ by country and vehicle, and change from year to year. Whether a journey counts as business, what records you must keep and for how long are also questions for your own tax authority or accountant, not for a printable.

HOW TO USE THIS SHEET

1. Fill it in in the vehicle, at the end of the journey. A log reconstructed at the year end is the one that gets challenged.
2. Record the purpose in enough detail that it means something to somebody else in two years: who you saw, not just 'meeting'.
3. Note the odometer at the start and end of the period as well, so the total can be reconciled.

Vehicle _____ Registration _____ Driver _____ Period from _____ to _____

Odometer at start of period _____ Odometer at end of period _____ Units _____

Date	From	To	Purpose and who was seen	Start odo	End odo	Business	Private	Parking and tolls

Business total this sheet _____ Private total _____ Signed _____

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GF-09

Upkeep Papers

EV Charging Cost Log

Build a real picture of what an electric vehicle costs to run, and show the gap between home and public charging in your own figures.

Every charge for an electric or plug-in vehicle — where it was charged, how much energy went in, what it cost, and the odometer at the time.

YOUR TARIFF, YOUR READINGS

No price per unit and no expected range are printed here. Home and public charging cost different amounts, tariffs change, and what a vehicle returns depends on the load, the weather and the driver — record your own figures and the pattern will show itself over a few months.

Vehicle _____ Battery / model _____ Driver _____ Period _____

CHARGING RECORD

Date	Vehicle	Charger & location	Home / public	kWh added	Cost	Odometer	Notes
		operator, site, bay		from the unit		reading	

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GF-08

Upkeep Papers

Toll and Parking Expense Log

Capture the road costs that never reach the fuel log, so an expense claim can be assembled from a record rather than from a pocketful of tickets.

The costs that never appear on a fuel receipt — tolls, congestion and clean-air charges, parking and ferries — logged per vehicle with the receipt tracked and the job it belongs to.

SEPARATE FROM THE FUEL LOG ON PURPOSE

Keep this alongside the fuel log rather than inside it. Mixing a car park ticket in with litres and odometer readings makes the consumption figures harder to read and the expense claim harder to assemble.

Vehicle / fleet _____ Period covered _____ Kept by _____

EXPENSE RECORD

Date	Vehicle	Driver	Where	What for	Amount	Receipt	Recharged to
			road, crossing, car park	toll, parking…		held? Y/N	job or customer

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GF-10

Upkeep Papers

Vehicle Hire and Loan Record

Settle the awkward conversation before it happens, by recording the odometer, the fuel and the condition with both people present at handover and return.

A vehicle handed to somebody else — hired out, loaned to a colleague or lent to another site — with the odometer and fuel at both ends and a signature on return.

COMPLETE THE ROW AT THE HANDOVER

Fill the row out at handover and finish it in front of whoever brings the vehicle back. A condition note written after the fact, with nobody there to agree it, settles nothing.

Vehicle / fleet _____

Owner or depot _____

Kept by _____

OUT AND BACK

Vehicle	Out to	Out on	Back on	Odo out	Odo in	Fuel / charge	Condition noted	Returned by
	person or company					out / in	damage, marks, kit	signature

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06

SECTION 06

Home workshop

WHAT GOES HERE

Tools, workshop equipment, ladders, loans and consumables.

IN THIS SECTION 5 sheets, 6 pages

WT-01	Tool and Equipment Inventory	124
WT-02	Workshop Equipment Service Log	125
WT-03	Ladder and Access Equipment Check	126
WT-08	Equipment Loan Register	128
WT-12	Consumables and Shop Supplies Inventory	129

Right-hand figure: the binder page the sheet starts on.

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WT-01

Upkeep Papers

Tool and Equipment Inventory

Get every tool you own onto one register with its serial number, so a theft, a fire or a claim starts from a list instead of from memory.

Every tool and machine you own on one register — make, model, serial number, what it cost and where it is kept. This is the sheet you need after a break-in, and the one you will be asked for when you claim.

SERIAL NUMBERS, AND A COPY KEPT OFF SITE

A serial number is the only thing that makes a stolen tool identifiably yours. Photograph each rating plate as you work round the shop, and keep a filled-in copy of this sheet somewhere other than the building it describes.

Owner / business _____ Premises _____ Date compiled _____

Compiled by _____ Sheet no. _____ Copy kept where _____

INVENTORY

one line per item — number them and mark the numbers on the tools

Item	Make & model	Serial no.	Bought	Cost	Kept where	Condition
tool or machine		or asset no.	dd/mm/yy			

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WT-02

Upkeep Papers

Workshop Equipment Service Log

Keep a per-machine service history for fixed workshop equipment, so the consumable part numbers and the last service date live with the machine.

One machine, one sheet. Servicing, running hours, parts fitted and who did the work — for a lathe, a saw bench, a welder, a dust extractor or anything else bolted to the workshop floor.

Machine / equipment

Make & model

Serial no.

Location

Asset no.

Purchased

Supplier

SPECIFICATIONS

look these up once and never search again

Oil / lubricant & quantity

Grease points

Change interval

Belt part no.

Filter part no.

Blade / wheel size

Fuse or breaker

Supply & rating

Guards and interlocks

Handbook kept where

SERVICE AND MAINTENANCE RECORD

Date	Hours	Work carried out	Parts fitted	Cost	By

Free to print, copy and use — including at work. Not for resale.

WT-03

Upkeep Papers

Ladder and Access Equipment Check

Keep a numbered register of every ladder, step and tower on site and a dated grid showing when each one was last looked over.

A register of every ladder, step, tower and access platform on the premises, and a grid to record the periodic look-over of each one.

THE RULES ARE LOCAL — CHECK THEM

Duties around work at height, and the inspection of the equipment used for it, differ by country and often differ again between domestic and commercial use. Check what applies where you are. This sheet records what you examined and what you found; it sets no standard and it is not a certificate.

Premises / site _____

Register kept by _____

Year _____

ACCESS EQUIPMENT REGISTER

one line per item — fill in once, then number it

No.	Type	Make	ID mark	Height	Location	In use from
	ladder / step / tower			or length		

Free to print, copy and use — including at work. Not for resale.

PERIODIC CHECK RECORD

tick each part examined · describe anything found

Date	Item	Stiles	Rungs	Feet	Locks	Ropes	Labels	Defects and action	By

Free to print, copy and use — including at work. Not for resale.

WT-08

Upkeep Papers

Equipment Loan Register

Know who has what and when it was due back, and record the condition an item was in when it came home rather than discovering it at the next job.

Who has what, when it was due back, and what condition it came back in. Kept by the door of the store, it is the difference between a tool that is lent and a tool that is gone.

NUMBER THE ITEM, NOT JUST THE TYPE

Write the item's own ID or asset number, not just its name. Two identical drills are indistinguishable a month later, and 'the drill' is not a record. The column that earns its keep is the last one — condition when it came back.

Business / department _____

Register kept by _____

Sheet no. _____

LOAN REGISTER

one line per loan · rule it off when the item comes back

Date out	Item	ID no.	Borrowed by	Due back	Returned	Condition on return	Signed

Free to print, copy and use — including at work. Not for resale.

WT-12

Upkeep Papers

Consumables and Shop Supplies Inventory

Turn reordering from a guess into a decision, by recording the level you have chosen to hold against what is actually on the shelf.

What the workshop actually holds of the things that run out — abrasives, fixings, welding consumables, oils, gloves — against the level you have decided to keep.

PAR LEVEL FIRST, COUNT SECOND

Set a par level once and the count becomes a decision rather than a guess. The point of the reorder column is that it is filled in while you are standing at the shelf, not from memory at the supplier's counter.

Workshop or store _____ Counted by _____ Date _____

Item	Size or spec	Unit	Par	Counted	Reorder	On order	Supplier	Part number	Location

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M1

M1

MACHINE 1

Vehicle or machine

NAME, AS ON THE MACHINE INDEX

Make and model

Registration or serial number

Bought or first used

Handbook kept

KEPT BEHIND THIS DIVIDER

Code	Sheet	Started

Write the same name on the machine index (binder page 5). Behind this divider: the machine's service log, its pre-use check if it has one, and its repair records.

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M2

MACHINE 2

Vehicle or machine

NAME, AS ON THE MACHINE INDEX

Make and model

Registration or serial number

Bought or first used

Handbook kept

KEPT BEHIND THIS DIVIDER

Code	Sheet	Started

Write the same name on the machine index (binder page 5). Behind this divider: the machine's service log, its pre-use check if it has one, and its repair records.

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M3

MACHINE 3

Vehicle or machine

M3

NAME, AS ON THE MACHINE INDEX

Make and model

Registration or serial number

Bought or first used

Handbook kept

KEPT BEHIND THIS DIVIDER

Code	Sheet	Started

Write the same name on the machine index (binder page 5). Behind this divider: the machine's service log, its pre-use check if it has one, and its repair records.

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M4

MACHINE 4

Vehicle or machine

NAME, AS ON THE MACHINE INDEX

Make and model

Registration or serial number

Bought or first used

Handbook kept

KEPT BEHIND THIS DIVIDER

Code	Sheet	Started

Write the same name on the machine index (binder page 5). Behind this divider: the machine's service log, its pre-use check if it has one, and its repair records.

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M5

MACHINE 5

Vehicle or machine

NAME, AS ON THE MACHINE INDEX

Make and model

Registration or serial number

Bought or first used

Handbook kept

M5

KEPT BEHIND THIS DIVIDER

Code	Sheet	Started

Write the same name on the machine index (binder page 5). Behind this divider: the machine's service log, its pre-use check if it has one, and its repair records.

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M6

MACHINE 6

Vehicle or machine

NAME, AS ON THE MACHINE INDEX

Make and model

Registration or serial number

Bought or first used

Handbook kept

KEPT BEHIND THIS DIVIDER

Code	Sheet	Started

Write the same name on the machine index (binder page 5). Behind this divider: the machine's service log, its pre-use check if it has one, and its repair records.

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M7

MACHINE 7

Vehicle or machine

NAME, AS ON THE MACHINE INDEX

Make and model

Registration or serial number

Bought or first used

Handbook kept

KEPT BEHIND THIS DIVIDER

Code	Sheet	Started

Write the same name on the machine index (binder page 5). Behind this divider: the machine's service log, its pre-use check if it has one, and its repair records.

M7

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M8

MACHINE 8

Vehicle or machine

NAME, AS ON THE MACHINE INDEX

Make and model

Registration or serial number

Bought or first used

Handbook kept

KEPT BEHIND THIS DIVIDER

Code	Sheet	Started

Write the same name on the machine index (binder page 5). Behind this divider: the machine's service log, its pre-use check if it has one, and its repair records.

M8

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M9

MACHINE 9

Vehicle or machine

NAME, AS ON THE MACHINE INDEX

Make and model

Registration or serial number

Bought or first used

Handbook kept

KEPT BEHIND THIS DIVIDER

Code	Sheet	Started

Write the same name on the machine index (binder page 5). Behind this divider: the machine's service log, its pre-use check if it has one, and its repair records.

M9

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M10

MACHINE 10

Vehicle or machine

NAME, AS ON THE MACHINE INDEX

Make and model

Registration or serial number

Bought or first used

Handbook kept

KEPT BEHIND THIS DIVIDER

Code	Sheet	Started

Write the same name on the machine index (binder page 5). Behind this divider: the machine's service log, its pre-use check if it has one, and its repair records.

M10

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Spine labels for 2-ring or 4-ring binders

Measure the spine pocket of your binder, cut out the widest strip that fits and trim it to length. Text reads top to bottom; turn the strip end over end if your shelf reads the other way.

Vehicle and Machine Logbook
Upkeep Papers · A4
Vehicles / machines
65 mm

Vehicle and Machine Logbook
Upkeep Papers · A4
Vehicles / machines
50 mm

Vehicle and Machine Logbook
Upkeep Papers · A4
Vehicles / machines
35 mm

Vehicle and Machine Logbook
Vehicles / machines
25 mm

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Front label and small labels

Cut on the dashed lines. The front label is for a binder without a clear front pocket (with a pocket, slide the cover page in instead). The small labels are for a second binder, a box file or a shelf.

Upkeep Papers

A4 EDITION

Vehicle and Machine Logbook Binder

Service records for everything with an engine, assembled into one binder with a divider per machine.

Name

Vehicles and machines

Started

Vehicle and Machine Logbook
Upkeep Papers

Contents / volume

Vehicle and Machine Logbook
Upkeep Papers

Contents / volume

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Glovebox specification cards

One card per vehicle. Copy the figures from the vehicle's handbook, its labels and your own paperwork; the card holds them, it does not supply them. Cut on the dashed lines.

VEHICLE CARD · VEHICLE 1

keep in the glovebox

Make and model	Registration
Year	VIN / chassis number
Engine and fuel	Oil grade and quantity
Coolant type	Wheel nut torque
Tyre size, front	Tyre size, rear
Tyre pressures, front	Tyre pressures, rear
Locking wheel nut key kept	Spare wheel or repair kit
Insurer and policy number	Breakdown cover and phone
Next service due	Next roadworthiness test due

Upkeep Papers · Vehicle and Machine Logbook

148 x 105 mm (A6)

VEHICLE CARD · VEHICLE 2

keep in the glovebox

Make and model	Registration
Year	VIN / chassis number
Engine and fuel	Oil grade and quantity
Coolant type	Wheel nut torque
Tyre size, front	Tyre size, rear
Tyre pressures, front	Tyre pressures, rear
Locking wheel nut key kept	Spare wheel or repair kit
Insurer and policy number	Breakdown cover and phone
Next service due	Next roadworthiness test due

Upkeep Papers · Vehicle and Machine Logbook

148 x 105 mm (A6)

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