

# TWO WHEELER BIKE WEEKLY CHECK

## SAFE OPERATING PROCEDURE



|                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                             |                 |
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| <b>Bike Number/Model</b>                                                 |                                                                                                                                                                                                                                                                                                                                                                                                             |                 |
| <b>Date Next Service Due</b>                                             |                                                                                                                                                                                                                                                                                                                                                                                                             |                 |
| <b>Current Odometer</b>                                                  |                                                                                                                                                                                                                                                                                                                                                                                                             |                 |
| <b>Complete the two wheeler check when the engine and tyres are cool</b> |                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Checked?</b> |
| <b>Tyres</b>                                                             | <ul style="list-style-type: none"> <li>• Tyre pressure is correct; tyres and rims are not damaged.</li> <li>• Spokes are in good condition.</li> <li>• Tread is good (not over 50% worn), and axle/wheel nuts are tight.</li> <li>• Suspension and shocks not loose.</li> <li>• Wheel bearings – check for sideways movement.</li> </ul>                                                                    |                 |
| <b>Controls/Brakes</b>                                                   | <ul style="list-style-type: none"> <li>• Check the clutch and throttle work smoothly – no sticking.</li> <li>• Check that the steering moves freely.</li> <li>• Check front and back brakes.</li> </ul>                                                                                                                                                                                                     |                 |
| <b>Lights</b>                                                            | <ul style="list-style-type: none"> <li>• Lights are working, clean &amp; clear.</li> <li>• No warning lights on dash.</li> </ul>                                                                                                                                                                                                                                                                            |                 |
| <b>Fluid Levels</b>                                                      | <ul style="list-style-type: none"> <li>• Check the oil level (2 stroke if that applies) and check for leaks.</li> <li>• Check the fuel level.</li> <li>• Check the brake fluid and coolant for leaks.</li> <li>• Exhaust system clean.</li> </ul>                                                                                                                                                           |                 |
| <b>Chains</b>                                                            | <ul style="list-style-type: none"> <li>• Chain oiled/lubricated as needed.</li> <li>• Inspect chain for correct adjustment and wear.</li> </ul>                                                                                                                                                                                                                                                             |                 |
| <b>Body Panel/Frame</b>                                                  | <ul style="list-style-type: none"> <li>• Panels and frame are secure and damage free.</li> <li>• Bolts are tight and not rusted.</li> <li>• Guards are in place.</li> <li>• Foot pegs are in place and damage free.</li> <li>• Check mirrors are secure and undamaged (if fitted).</li> <li>• Stand is in good condition and operating as it should.</li> <li>• Carriers secure and damage free.</li> </ul> |                 |
| <b>Gauges/Switches/Wiring</b>                                            | <ul style="list-style-type: none"> <li>• All gauges and switches are working (including kill switch).</li> <li>• Horn is working.</li> <li>• Check wiring for damage.</li> </ul>                                                                                                                                                                                                                            |                 |
| <b>Safety gear</b>                                                       | <ul style="list-style-type: none"> <li>• Helmet – strap and clip, no cracks, check expiry date (5 years from purchase).</li> <li>• If additional safety features added, check working and in good condition.</li> </ul>                                                                                                                                                                                     |                 |
| <b>Clean</b>                                                             | <ul style="list-style-type: none"> <li>• Wash regularly but avoid high pressure hoses directly on fittings.</li> </ul>                                                                                                                                                                                                                                                                                      |                 |
| <b>Notes</b>                                                             |                                                                                                                                                                                                                                                                                                                                                                                                             |                 |
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|----------------------------------|----------------|----------------|
| <b>Remedial Actions Required</b> | <b>By whom</b> | <b>By when</b> |
| 1.                               |                |                |
| 2.                               |                |                |
| 3.                               |                |                |
| <b>Inspecting Staff Member</b>   |                | <b>Date</b>    |