

ON/OFF HIRE REPORT

Make: _____ Model: _____ Serial No: _____ HMR: _____

Customer: _____ Site: _____

KENNARDS

HIRE

Make your job EASY!

• Operator Instruction Manual	Yes []	No []			
• Log Book	Yes []	No []			
• Log Book Bag	Yes []	No []			
• RTA registration due	Yes []	No []			
• Seat belt latches correctly & in good condition	Yes []	No []			
• SWL sticker visible & in good condition on head of boom	Yes []	No []			
• Machine load chart clean & visible	Yes []	No []			
• Cab needs cleaning	Yes []	No []			
• Machine needs cleaning	Yes []	No []			
• Seat in good condition	Yes []	No []			
• Dash board instruments all working	Yes []	No []			
• Instruments and levers labeled	Yes []	No []			
• Levers and controls in sound condition	Yes []	No []			
• Pedals in good condition	Yes []	No []			
• ROPS/FOPS still good condition	Yes []	No []			
• Windows/Washers/Wipers working	Yes []	No []			
• LH mirror in good condition	Yes []	No []			
• RH mirror in good condition	Yes []	No []			
• Turn lights working	Yes []	No []			
• Horn working	Yes []	No []			
• Head lights working	Yes []	No []			
• Work lights working	Yes []	No []			
• Brake lights working	Yes []	No []			
• Amber flashing beacon working	Yes []	No []			
• Reverse alarm working	Yes []	No []			
• Panel work damage	Yes []	No []			
> Damage due to hire	Yes []	No []			
• Hand rails & steps in good condition	Yes []	No []			
• Service brake working	Yes []	No []			
• Park brake working	Yes []	No []			
• Tyres in good conditions	Yes []	No []			
• Correct pressure (record) _____psi	Yes []	No []			
> Damage due to hire	Yes []	No []			
• Wheels in good condition	Yes []	No []			
> Damage due to hire	Yes []	No []			
• Hydraulic oil leaks	Yes []	No []			
• Forks & carriage in good condition	Yes []	No []			
> Damage due to hire	Yes []	No []			
• Safety overload device functioning	Yes []	No []			
• All safety sticker kit is clean & in visible condition	Yes []	No []			
• Steering test OK	Yes []	No []			
• Attachment locking pins in good condition	Yes []	No []			
> Damaged due to hire	Yes []	No []			
• Next Service due	Yes []	No []			
> What service required	100 []	250 []	500 []	750 []	1000 []