



Bicycle Inspection Checklist

Bicycle Make:		Model:			
Date Inspected:		Person Inspecting:			
Component	What to look for	N/A	<input checked="" type="checkbox"/>	Remarks	
Frame	Frame joints and tubes appear true and welds undamaged.				
Forks	Appear true and undamaged. Function correctly. Correct pressure.				
Rear suspension	Securely mounted. Functions correctly. Correct pressure.				
Front tyre	Good tread. No splits, cracks, or holes. Properly inflated. Valve straight.				
Front rim	Appears true and undamaged. No broken/missing spokes.				
Front hub	No lateral movement. Turns smoothly. Wheel securely fixed.				
Front brake/pads	Functions effectively. Pads in good condition.				
Brake levers	Secure. Correctly positioned.				
Brake hoses	Free from splits / cracks. No leakage. Secure. Routed correctly.				
Headset/steering	Turns freely. Correctly adjusted.				
Handlebars/stem	Secure. Not distorted. Bar end plugs fitted. Correct length.				
Saddle and Post	Secure. Inline. Correct height. Dropper post operates smoothly.				
BB & crank arms	No lateral movement. Turns smoothly. Secure.				
Pedals	Complete. Turn freely. Secure.				
Chain	Correctly adjusted. Lubricated.				
Rear tyre	Good tread. No splits, cracks, or holes. Properly inflated. Valve straight.				
Rear rim	Appears true and undamaged. No broken/missing spokes.				
Rear hub	No lateral movement. Turns smoothly. Wheel securely fixed.				
Rear brake/pads	Functions effectively. Pads in good condition.				
Cassette	Appears undamaged.				
Gears	Properly adjusted. Function correctly through range. Lubricated.				
Cables	Correctly adjusted. Ends capped.				
Notes					

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Review due:15/10/2023

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Risk and Compliance Manager

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Bicycle Serviceable?	Yes/No
If No, above, Bicycle should be removed from fleet and faulty tag must be applied. Tag applied?	Yes/No
Owner advised?	Yes/No/NA
Referred to Bicycle repair shop for repair?	Yes/No
Date referred?	
Date Bicycle returned from Bicycle repair shop	
Repair comments:	
Bicycle Inspection checklist filed on date?	

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