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VEHICLE MAINTENANCE & INSPECTION LOG

- **Document Code:** ADM-021
- **Version:** 1.0
- **Date:** 01/01/2025

Purpose: Documents **routine maintenance, servicing, and inspection of company vehicles**, ensuring optimal performance.

Vehicle ID	Date of Inspection	Current Mileage (km)	Maintenance Performed	Next Scheduled Maintenance	Mechanic/ Vendor Name	Remarks
VH-101	10/04/2025	12,750	Oil Change, Tire Rotation	10/07/2025	ABC Auto Services	✅ No Issues
VH-105	12/04/2025	8,550	Brake Pad Replacement	12/07/2025	XYZ Car Repairs	⚠ Minor Alignment Issue

Usage Instructions:

- ✅ Vehicles **must be inspected monthly** and maintenance recorded.
- ✅ **Major repairs must be approved by Admin before execution**.
- ✅ The **Admin Team must ensure vehicle servicing is done on time**.