

Bicycle Inspection

A bicycle inspection for pool, hire and fleet bikes: each bike by fleet number with the M check of tyres, wheels, brakes, gears, steering and frame, lights and reflectors, defects with photos, and bikes taken out of use.

1. Check

Project

Client

Site *

Site address

Inspection date *

Time

Checked by *

Check (choose one)

☐ Pre-use check ☐ Scheduled fleet inspection ☐ After a fault report or incident

Cycling UK's M check is a quick way to check any bike is safe to ride: start at the rear tyre and follow the shape of the letter M, taking in the saddle and the brakes. If unsure about a repair, ask a qualified mechanic at a bike shop.

The Provision and Use of Work Equipment Regulations 1998 cover any machinery, appliance, apparatus, tool or installation for use at work. Regulation 5 requires employers to make sure work equipment is maintained in an efficient state, in efficient working order and in good repair.

2. Bikes

Bikes (copy this block for each one)

Fleet number *

Scan the bike tag

Scanned in the SiteSurvey app. On paper, write the numbers: asset number, frame number.

Type (choose one)

- ☐ Pedal bike
☐ Electric bike (EAPC)
☐ Cargo bike
☐ Folding bike
☐ Adapted bike

Location or stand

Tyres inflated, free from cuts, glass, thorns and nails (choose one)

- ☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Wheels spin freely and straight, spokes not loose (choose one)

- ☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Axle nuts or quick releases tight, no side-to-side play in the hubs (choose one)

- ☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Brakes fitted securely and working (right lever front, left lever rear) (choose one)

- ☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Brake and gear cables sound and not obstructing the steering (choose one)

- ☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Gears fitted correctly and shifting smoothly (choose one)

- ☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Steering moves freely with no excessive play (choose one)

- ☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Frame free from rust damage and cracks (choose one)

- ☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Saddle secure and at the right angle, seat post clamp tight (choose one)

- ☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Pedals fitted correctly (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Chain clean and lubricated (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Suspension moves freely (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Lights: white front and red rear (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Reflectors: red rear and amber pedal reflectors (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

If applicable: Highway Code rule 60: at night a cycle must have white front and red rear lights lit, and a red rear reflector (and amber pedal reflectors, if made after 1 October 1985).

Result * (choose one)

☐ Safe to use ☐ Safe to use: minor fault noted ☐ Out of use until repaired

Tagged out of use and removed from the stand? (if applicable)

☐ Yes ☐ No

Photos (photos: attach, or note the file names)

Bikes checked (worked out automatically in the app)

Safe to use (worked out automatically in the app)

Bikes out of use (worked out automatically in the app)

Bikes with a minor fault (worked out automatically in the app)

Squeeze the brake levers and check the adjustments by hand. The video shows the condition of the bike; it is not proof that the brakes work.

Walk Cam: bicycle inspection

Walk Cam video walk-through: available in the SiteSurvey app only.

3. Actions and sign-off

Are further actions needed?

☐ Yes ☐ No

Further actions (copy this block for each one; if applicable)

What needs doing? *

Priority (choose one)

☐ Urgent ☐ High ☐ Medium ☐ Low

Who will do it?

Due date

Status (choose one)

☐ Open ☐ In progress ☐ Completed

Inspector name *

Position or company

Inspector signature

Next inspection due

Set by the fleet maintenance schedule or the manufacturer. PUWER 1998 regulation 6 leaves the interval to the employer, based on use and risk.

Days to next inspection (if applicable; worked out automatically in the app)

If applicable: The next due date is before the date of this record. Check the date entered.

Signing records what was found on the day. It does not make unsafe equipment safe or replace a thorough examination, design check or service by a competent person.