

Vehicle Inspection

Daily or weekly vehicle checks to confirm roadworthiness and safety. Record defects and ensure follow up before the vehicle is used.

Title: _____

Severity: _____ Site: _____

Date / Time: _____ Completed by: _____

Check Details

1 Date of check *

2 Time of check

3 Location

Address or coordinates

4 Check type

Pre-shift check

Post-shift check

Weekly check

Return from journey

Driver Details

5 Driver name *

6 Licence number

7 Licence expiry date

8 Licence checked

Yes

No

N/A

Vehicle Information

9 Vehicle registration *

10 Vehicle type

Car

Van

Pickup

HGV

Minibus

Forklift

Dumper

Telehandler

Tractor

Other

11 Make and model

12 Fleet number

13 Current mileage or hours *

14 MOT expiry date

15 Tax expiry date

16 Service due date

17 Insurance valid

Yes

No

N/A

Exterior Checks

18 Bodywork free from damage

Yes

No

N/A

19 Windscreen free from cracks and chips

Yes

No

N/A

20 Windows clean and undamaged

Yes

No

N/A

21 Mirrors intact and correctly positioned

Yes

No

N/A

22 Number plates clean and secure

Yes

No

N/A

23 Wheel arches and mudguards secure

Yes

No

N/A

24 No visible leaks underneath vehicle

Yes

No

N/A

25 Load area secure and clean

Yes

No

N/A

26 Tow bar and coupling in good condition if fitted

Yes

No

N/A

27 Comments on exterior

Lights and Electrics

28 Headlights working

Yes

No

N/A

29 Sidelights working

Yes

No

N/A

30 Rear lights working

Yes

No

N/A

31 Brake lights working

Yes

No

N/A

32 Indicators working front and rear

Yes

No

N/A

33 Hazard lights working

Yes

No

N/A

34 Reversing lights working

Yes

No

N/A

35 Fog lights working if fitted

Yes

No

N/A

36 Number plate lights working

Yes

No

N/A

37 Beacon or warning lights working if fitted

Yes

No

N/A

38 Horn working

Yes

No

N/A

39 Comments on lights and electrics

Tyres and Wheels

40 Front nearside tyre condition

Good

Worn

Damaged

Replace

41 Front nearside tyre pressure checked

Yes

No

N/A

42 Front offside tyre condition

Good

Worn

Damaged

Replace

43 Front offside tyre pressure checked

Yes

No

N/A

44 Rear nearside tyre condition

Good

Worn

Damaged

Replace

45 Rear nearside tyre pressure checked

Yes

No

N/A

46 Rear offside tyre condition

Good

Worn

Damaged

Replace

47 Rear offside tyre pressure checked

Yes

No

N/A

48 Spare tyre in good condition

Yes

No

N/A

49 Wheel nuts tight and secure

Yes

No

N/A

50 No cuts bulges or embedded objects

Yes

No

N/A

51 Tread depth above legal minimum

Yes

No

N/A

52 Comments on tyres and wheels

Engine and Fluids

53 Engine oil level correct

Yes No N/A

54 Coolant level correct

Yes No N/A

55 Brake fluid level correct

Yes No N/A

56 Power steering fluid level correct

Yes No N/A

57 Windscreen washer fluid topped up

Yes No N/A

58 AdBlue level correct if applicable

Yes No N/A

59 Fuel level adequate

Yes No N/A

60 No warning lights on dashboard

Yes No N/A

61 Engine starts without issue

Yes No N/A

62 No unusual engine noises

Yes No N/A

63 Comments on engine and fluids

Brakes and Steering

64 Footbrake working correctly

Yes

No

N/A

65 Handbrake working correctly

Yes

No

N/A

66 Steering responsive with no play

Yes

No

N/A

67 No pulling to one side

Yes

No

N/A

68 Brake pedal feel normal

Yes

No

N/A

69 Comments on brakes and steering

Interior Checks

70 Seats secure and adjustable

Yes

No

N/A

71 Seatbelts working and not frayed

Yes

No

N/A

72 Dashboard instruments working

Yes

No

N/A

73 Wipers working and blades in good condition

Yes

No

N/A

74 Washers working

Yes

No

N/A

75 Heater and demister working

Yes

No

N/A

76 Air conditioning working if fitted

Yes

No

N/A

77 Interior clean and tidy

Yes

No

N/A

78 No loose items in cab

Yes

No

N/A

79 Sun visors in place

Yes

No

N/A

80 Comments on interior

Safety Equipment

81 First aid kit present and in date

Yes

No

N/A

82 Fire extinguisher present and in date

Yes

No

N/A

83 Warning triangle present

Yes

No

N/A

84 Hi-vis vest present

Yes

No

N/A

85 Torch present and working

Yes

No

N/A

86 Wheel brace and jack present

Yes

No

N/A

87 Emergency contact information displayed

Yes

No

N/A

88 Vehicle handbook present

Yes

No

N/A

89 Accident report forms present

Yes

No

N/A

90 Comments on safety equipment

Security

91 All doors lock correctly

Yes

No

N/A

92 Ignition and keys working

Yes

No

N/A

93 Alarm working if fitted

Yes

No

N/A

94 Immobiliser working if fitted

Yes

No

N/A

95 Fuel cap secure

Yes

No

N/A

96 Load securing equipment available

Yes

No

N/A

97 Comments on security

Additional Equipment

98 Sat nav working if fitted

Yes

No

N/A

99 Reversing camera working if fitted

Yes

No

N/A

100 Parking sensors working if fitted

Yes

No

N/A

101 Dashcam working if fitted

Yes

No

N/A

102 Hands-free kit working if fitted

Yes

No

N/A

103 Tachograph working and calibrated if required

Yes

No

N/A

104 Speed limiter functioning if fitted

Yes

No

N/A

105 Comments on additional equipment

Load and Capacity

106 Load secured correctly

Yes

No

N/A

107 Load within weight limits

Yes

No

N/A

108 Load not obstructing mirrors or visibility

Yes

No

N/A

109 Tailgate or doors closing properly

Yes

No

N/A

110 Comments on load

Defects Identified

111 Defects found during check

Yes

No

N/A

112 Description of defects

113 Photos of defects

Attach file here

114 Severity of defects

Minor - vehicle can be used

Major - use with caution

Critical - do not use vehicle

115 Defects reported to

116 Date reported

Previous Defects

117 Outstanding defects from previous checks

Yes

No

N/A

118 Details of outstanding defects

119 Previous defects now resolved

Yes

No

N/A

Overall Assessment

120 Vehicle condition *

Roadworthy

Roadworthy with minor defects

Not roadworthy

121 Vehicle safe to use *

Yes

No

N/A

Sign-off

122 Driver signature *

Signature

123 Date *

124 Supervisor name

125 Supervisor signature

Signature

126 Additional comments