

PSV Vehicle Check and Defect Report

LOGISTICS UK

Checks outside the vehicle

All lamps

- Lamps must include indicators, hazard warning, side, head, stop, reverse and fog lamps.
- Depending on the vehicle they can also include outline markers, side markers and daytime running lamps.
- Check they are clean, secure, in good condition and work.

Audible warning devices

- Check condition and operation of any additional devices such as reverse and low speed warnings.
- Check operation of any external driver communication devices.

Fluid levels and leaks

- Check engine oil, powertrain coolant, and fuel/pressure levels.
- Check for any fluid leaks such as oil, fuel or waste by observing the ground.
- Check for any gas leaks by observing system components for frosting, listening and smelling.
- Ensure the fuel system tank/s, filler/s, pipework and gauges are secure and in good condition.

Number plates

- Ensure plates showing the correct number are displayed to the front and rear.

- They must be secure, legible and illuminated (rear).

Advanced driver awareness system (ADAS) and other sensors/switches

- Ensure any ADAS sensors (for emergency braking, lane departure etc) or proximity sensors (for parking, reversing etc) are clean and secure.
- Additional warning devices fitted should be checked for operation, eg wheelchair ramp/access step deployed or centre doors open.

Electrical wiring, battery and charge socket

- Check any wiring is in good condition and secure, exercise caution around high voltage wiring (usually orange).
- If accessible, check the battery and any protective covers are present, secure and in good condition.
- For electric/hybrid vehicles, ensure the charge socket and protective covers are in good condition and check battery charge level.

Reflectors and reflective markings

- All vehicles must have rear reflectors.
- Depending on the vehicle they may also have side reflectors and/or rear marker boards.

- Check they are clean, secure and in good condition.

Wheels and fixings

- Check wheels, wheel nuts and fixings for metal fillings, cracks, rust lines or shiny areas indicating movement.
- Check any spare wheel or wheel nut indicators for condition and security.

Tyres

- Check condition; no cuts, bulges or exposed cords.
- Check tread wear; minimum 1mm.
- Ensure they are correctly inflated; tyre should be firm on rim without a large bulge at the bottom.

Body exterior

- Check all bodywork for condition, slight damage is acceptable providing the component is secure and there are no sharp edges.
- Ensure luggage compartment doors and access panels are secure when closed.
- Confirm any luggage area is clean, dry and loose items secured.

Exhaust system

- Where possible check the exhaust is secure.

- Ensure excessive amounts of smoke or noise are not emitted.
- Check Adblue tank level.

Trailer coupling

- Check coupling for condition and security.
- Ensure the trailer is located correctly to the coupling, the coupling is secured closed and the secondary locking device engaged.
- Check any warning devices fitted indicate correct coupling.
- Ensure the trailer 'breakaway cable' is in serviceable condition and correctly fitted.

Trailer electrical connections

- Check all electrical connections for presence and condition.
- Ensure plugs/sockets are correctly secured.
- Check wiring not likely to get kinked or chafed.

Additional information

- Use this section to record any defects which do not fit into other sections, or an irregularity or circumstance you feel noteworthy from your walk round check.
- For example, accident damage or to report an electric window not working.

Checks from the driver's seat

Driver's seat and seatbelt

- Check seat for condition, that it adjusts fore/aft and locks in position.
- Check seatbelt anchorages for security, webbing for damage.
- Ensure the locking mechanism secures and releases.

Speedometer/tachograph and speed limiter

- Check speedometer/tachograph operation and clock time.
- Ensure printer rolls available.
- Speed limiter set speed should be displayed in cab, operation can only be checked when on the road.

Legal and advisory notices

- Check Operators Licence disc and no smoking signs present.
- Know the height and width of your vehicle, measure if unsure.
- The vehicle height marker must be displayed and set correctly (overall height >3m).

Foot and hand brake

- Check the brake pedal condition and security.
- Press the footbrake hard and hold, check for leaks, then release:
 - Air brake pedals will reach the floor and you should hear a hiss on release.
 - Hydraulic brake pedals should not reach the floor and only a faint sucking sound may be heard on release.
- Check the pressure (air brakes) or vacuum (hydraulic brakes) builds up and the warning devices (gauge and/or warning lamp) operate.
- Ensure hydraulic brakes have correct fluid level.
- Check the hand brake operates and secures in both on and off positions.

Dashboard warnings/malfunction indicator lamps (MIL)

- Switch on the ignition and observe dashboard warnings and MILs.

- Systems include brakes (ABS/EBS), engine emissions, suspension, airbag (SRS), stability control (ESC) and headlamp main beam.
- All MILs and warnings should extinguish once the vehicle is driven when the systems are operating correctly.

Driving controls

- Check accelerator/clutch control pedals and gear selector for condition, security and smooth operation.
- Ensure special functions such as suspension lowering and wheelchair boarding devices operate.

Steering wheel and column

- Check steering wheel and column for condition and security.
- With the ignition on (or engine running) check power steering is operating and smooth.

Horn

- Check horn operation.

Wipers/washers

- Operate the windscreen wipers and washers.
- Wipers should clear the screen effectively when used with correctly adjusted washers.
- Check fluid level and, during winter, additive to ensure washers do not freeze.

View of road and to the sides

- Ensure you have direct vision from the driver's seat out cab front and side windows.
- Your view of the road must not be obstructed (sat navs, stickers etc.) or obscured (dirty or damaged glass).
- Check the demister operates and air can flow onto the windscreen.

Mirrors/indirect vision devices

- Check all internal/external mirrors and/or indirect vision devices are present, visible and function.
- Ensure they are in good clean condition, aligned properly and secure.

Checks inside the vehicle

Passenger/crew seats and seatbelts

- Check seats (and wheelchair spaces) for condition, security and cleanliness.
- Folding seats must stow correctly.
- Check seatbelt anchorages for security and webbing for damage.
- Ensure the seatbelt locking mechanism secures and releases.

Body interior

- Check internal door condition and security.
- Fire extinguisher should be in good condition, charged and easily accessible.
- First aid kit should be in good condition and easily accessible.
- Check interior is complete, clean, free from sharp edges and all handholds secure.
- Ensure flooring, walkways and steps are unobstructed, in good condition and contrasting coloured edges visible.
- Check windows are damage free and secure.

- Confirm lighting is operating and effective.
- Operate heating/ventilation system and opening windows/vents.
- Confirm driver communication bell pushes and stopping/information signs operate.
- Ensure any features such as toilets, drinks machines or crew compartments are safe to use.

Doors and emergency exits

- Check condition and correct operation.
- Ensure any 'open' warning device operates and doors/exits secure closed.
- Check emergency exit markings and break glass devices (eg hammers) are present and ready.

Accessibility features

- Check presence, condition, security and operation of any wheelchair boarding device (eg ramp, lift) fitted.
- Ensure any priority seat/space markings are legible.

PSV Vehicle Check and Defect Report (single) – Alternative Fuels

LOGISTICS UK

RE-ORDER CODE 7647 • PSV40

Vehicle registration/trailer fleet no Odometer readingkm/miles Date

Company Depot Driver's name

DRIVER VEHICLE CHECK – Items to be checked by driver before and during driving ✓ = Serviceable ✗ = Defect N/A = Not Applicable

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Driver's seat and seatbelt – condition, security, operation | <input type="checkbox"/> Wipers/washers – condition, operation, fluid level | <input checked="" type="checkbox"/> All lamps – condition, security, operation | <input checked="" type="checkbox"/> Wheels and fixings – condition, security |
| <input type="checkbox"/> Speedometer/tachograph and speed limiter – condition, operation, printer rolls | <input type="checkbox"/> View of road and to the sides – direct vision, obstructions, condition of glass | <input checked="" type="checkbox"/> Audible warning devices – operation | <input type="checkbox"/> Tyres – inflation, condition, wear |
| <input type="checkbox"/> Legal and advisory notices – O Licence, no smoking, height marker | <input type="checkbox"/> Mirrors/indirect vision devices – condition, security, operation | <input checked="" type="checkbox"/> Fluid levels and leaks – engine oil, powertrain coolant, fuel system, waste system, leaks | <input type="checkbox"/> Body exterior – condition, security |
| <input type="checkbox"/> Foot and hand brake – pressure/vacuum build up, pedal travel, operation, leaks | <input type="checkbox"/> Passenger/crew seats and seatbelts – condition, security, operation | <input type="checkbox"/> Number plates – condition, security, illumination | <input type="checkbox"/> Exhaust system – condition, security, emissions, adblue level |
| <input type="checkbox"/> Dashboard warnings/malfunction indicator lamps (MIL) – operation | <input checked="" type="checkbox"/> Body interior – presence, condition, security, access, safe operation | <input checked="" type="checkbox"/> ADAS and other sensors/switches – condition, security, operation | <input type="checkbox"/> Trailer coupling – condition, security, operation |
| <input type="checkbox"/> Driving controls – condition, security, operation | <input checked="" type="checkbox"/> Doors and emergency exits – presence, condition, security, operation | <input type="checkbox"/> Electrical wiring, battery and charge socket – condition, security, charge level | <input type="checkbox"/> Trailer electrical connections – condition, security |
| <input type="checkbox"/> Steering wheel and column – condition, security, operation | <input type="checkbox"/> Accessibility features – presence, condition, security, operation | <input type="checkbox"/> Reflectors and reflective markings – condition, security | <input type="checkbox"/> Additional information – accident damage, irregularity/circumstances |
| <input type="checkbox"/> Horn – operation | | | |

DEFECT REPORT – Details of any faults/accident/damage or irregularities noted should be entered below, if none enter 'Nil'

Defects reported to Signature of driver

DEFECT ASSESSMENT AND RECTIFICATION ACTION TAKEN

Completed by Signature..... Position Date

SAMPLE

T: 0371 711 1111*

www.shop.logistics.org.uk

*Calls may be recorded for training purposes.
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24.02.23/MC

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