

LCV Vehicle Check and Defect Report

LOGISTICS UK

External checks

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, daytime running, work, interior body lamps and beacons.
- Check they are clean, secure, in good condition and work.

Fluid levels and leaks

- Check engine oil, powertrain coolant, and fuel/pressure levels.
- Check for any leaks by observing the ground (fluid), observing system components for frosting (gas), 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 in-cab warning devices fitted should be checked for operation, eg body step deployed, doors not closed or tail lift not stowed.

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

- All vehicles must have rear reflectors.
- Depending on the vehicle they may also have side reflectors.
- Check they are clean, secure and in good condition.

Wheels and fixing

- Check wheels and rims for damage, ensure any wheel trims fitted are secure.
- Check wheel nuts and fixings for metal filings, 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 1.6mm.
- Ensure they are correctly inflated; tyre should be firm on rim without a large bulge at the bottom.

Bodywork

- Check all bodywork and bumpers for condition, slight damage is acceptable providing the component is secure and there are no sharp edges.
- Any external roof racks or load carrying device fitted must be in good condition and secure.
- Ensure the vehicle body secures closed (eg doors or curtains).
- All fastening devices must be present and operate effectively.

Load

- Ensure your load is adequately secured with all fastening devices (eg ratchet straps, cabinet/drawer locks, load restraint bars etc) in good working order.
- Know the height and width of your vehicle/load, measure if unsure.
- Check any loading/unloading equipment (eg tipper or tail lift) is correctly stowed.

Ancillary equipment and loading aids

- Check any equipment (eg pallet trucks, sack trolleys, tail lifts etc) for condition, security and operation.

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.

In cab checks

Doors

- Check condition, ensure they open and secure closed.

Seats

- Check seats for condition and security.
- Ensure the driver's seat adjusts fore and aft and locks in position.

Seatbelts

- Check anchorages for security, webbing for damage.
- Ensure the locking mechanism secures and releases.

Speedometer

- Check speedometer illumination and operation.

Legal and advisory notices

- No smoking sign is present.
- Height markers are legally required when overall height exceeds 3m.
- If applicable, the vehicle height marker must be displayed and set at the correct overall height.

Foot and hand brake

- Check the brake pedal condition and security.
- Press the footbrake hard and hold, then release:
 - The brake pedal should hold firm and not reach the floor.
 - A faint sucking sound may be heard on release.
- Check any warning devices (gauge/warning lamp/buzzer) operates correctly.
- 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.

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

SAMPLE

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

RE-ORDER CODE 7650 • LCV40

LOGISTICS UK

Vehicle registration/trailer fleet no Odometer reading km/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

☐ **Doors** – condition, security, operation

☐ **Seats** – condition, security, operation

☐ **Seatbelts** – condition, security, operation

☐ **Speedometer** – condition, operation

☐ **Legal and advisory notices** – no smoking, height marker

☐ **Foot and hand brake** – pedal travel, condition, security, operation, fluid level

☐ **Dashboard warnings/malfunction indicator lamps (MIL)** – operation

☐ **Driving controls** – condition, security, operation

☐ **Steering wheel and column** – condition, security, operation

☐ **Horn** – operation

☐ **Wipers/washers** – condition, operation, fluid level

☒ **View of road and to the sides** – direct vision, obstructions, condition of glass

☒ **Mirrors/indirect vision devices** – condition, security, operation

☒ **All lamps** – condition, security, operation

☒ **Fluid levels and leaks** – engine oil, powertrain coolant, fuel system, leaks

☒ **Number plates** – condition, security, illumination

☒ **ADAS and other sensors/switches** – condition, security, operation

☐ **Electrical wiring, battery and charge socket** – condition, security, charge level

☒ **Reflectors** – condition, security

☐ **Wheels and fixings** – condition, security

☐ **Tyres** – inflation, condition, wear

☒ **Bodywork** – condition, security

☐ **Load** – security, height, width

☐ **Ancillary equipment and loading aids** – condition, security, operation

☐ **Exhaust system** – condition, security, emissions, adblue level

☐ **Trailer coupling** – condition, security, operation

☐ **Trailer electrical connections** – condition, security

☐ **Additional information** – accident damage, irregularity/circumstances

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