

## Defect and Damage Report Pad

### VC40A-E

#### External checks

##### Brakes

- Press the footbrake and check for leaks.
- Trailer air brake operation can be checked by listening for a hiss from both the tractor and trailer when the pedal is released.

##### 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.

##### Audible and visual warning devices

- Check condition, security and operation of any additional devices such as turning left and cyclist warnings.

##### 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 turning left, reversing etc.) are clean and secure.
- Additional in-cab warning devices fitted should be checked for operation, eg body step deployed, tipper over height warning or lorry loader stabiliser leg 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 and reflective markings

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

##### Wheels and fixings

- Check wheels, wheel nuts and fixings for metal filings, 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.

##### Wings and spray suppression

- Check wings and spray flaps are complete, secure and in good condition.
- Ensure they are not clogged with mud or debris.

##### Bodywork

- Check all bodywork, sideguards, rear under-run and any aerodynamic aids fitted for condition and security.
- 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, chains, container locks etc.) in good working order.
- Know the height and width of your vehicle load, measure if unsure.
- Check any loading/unloading equipment (eg lorry loader or tipper) 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

- Check the exhaust is secure and does not emit excessive amounts of smoke or noise.
- Check Adblue tank level.

##### Trailer landing legs

- Check legs for condition, security and operation.
- Ensure no component is likely to fall from the vehicle.

##### 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.

##### Trailer air/electrical connections

- Check all electrical and air connections for presence and condition.
- Ensure couplings and plugs/sockets are correctly secured.
- Check hoses/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

### Cab 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.

### Tachograph/speedometer and speed limiter

- Check 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 has correct registration number.
- No smoking sign is present.
- Height marker is present 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.
- Build up air pressure during cab check to allow effective leak test when around the vehicle.

### 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).

### 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.

Vehicle registration/trailer fleet no ..... Odometer reading ..... km/miles

Company ..... Date .....

Depot ..... Driver's name .....

## DRIVER VEHICLE CHECK – Items to be checked by driver before and during driving

✓ = Serviceable

✗ = Defect

N/A = Not Applicable

- ☐ Cab doors – condition, security, operation
- ☐ Seats – condition, security, operation
- ☐ Seatbelts – condition, security, operation
- ☐ Tachograph/speedometer and speed limiter – condition, operation, printer rolls
- ☐ Legal and advisory notices – O Licence, no smoking, height marker
- ☐ Foot and hand brake – pressure/vacuum build up, pedal travel, operation, leaks
- ☐ 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
- ☐ Brakes – leaks, operation
- ☐ All lamps – condition, security, operation
- ☐ Audible and visual warning devices – 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 and reflective markings – condition, security
- ☐ Wheels and fixings – condition, security
- ☐ Tyres – inflation, condition, wear
- ☐ Wings and spray suppression – condition, security

- ☐ Bodywork – condition, security
- ☐ Load – security, height, width
- ☐ Ancillary equipment and loading aids – condition, security, operation
- ☐ Exhaust system – condition, security, emissions, adblue level
- ☐ Trailer landing legs – condition, security, operation
- ☐ Trailer coupling – condition, security, operation
- ☐ Trailer air/electrical connections – condition, security, leaks
- ☐ 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 .....

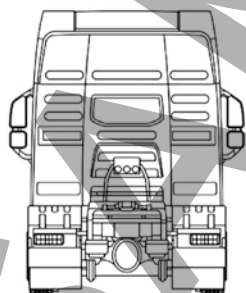
## DEFECT ASSESSMENT AND RECTIFICATION ACTION TAKEN

Defects and recertification action completed by ..... Signature .....

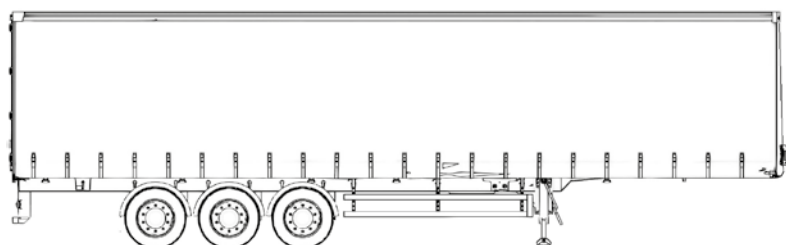
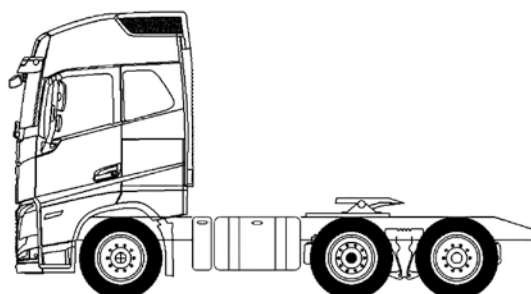
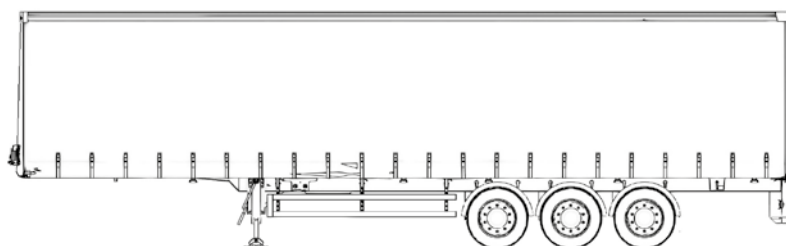
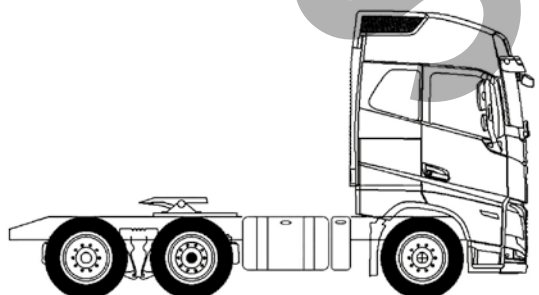
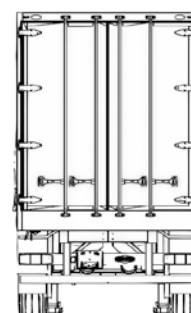
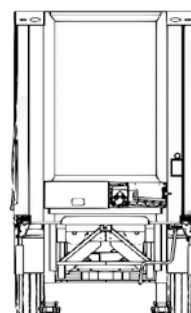
Position ..... Date .....

## Circle areas which you consider to be reportable damage

Cab/Unit



Trailer



**SAMPLE**

## Logistics UK Services

- Logistics UK Membership
- Vehicle Inspection Service (VIS)
- Training
- Logistics UK Shop
- Tachograph Services
- Vision
- Consulting & Standards
- Supply Chain Consultancy
- Van Services
- Subscription Services
- Events
- Customs Declaration Software
- Logistics UK Affinity Services
- Penalty Charge Notice Administration Service
- Passenger Services