

Defect and Damage Report Pad

VC40R-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

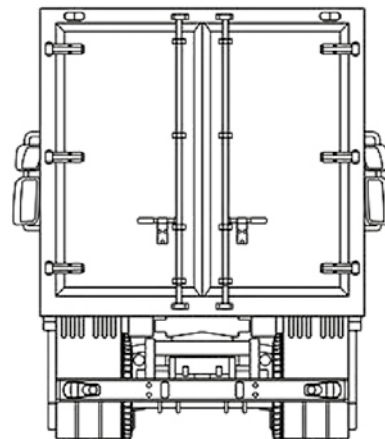
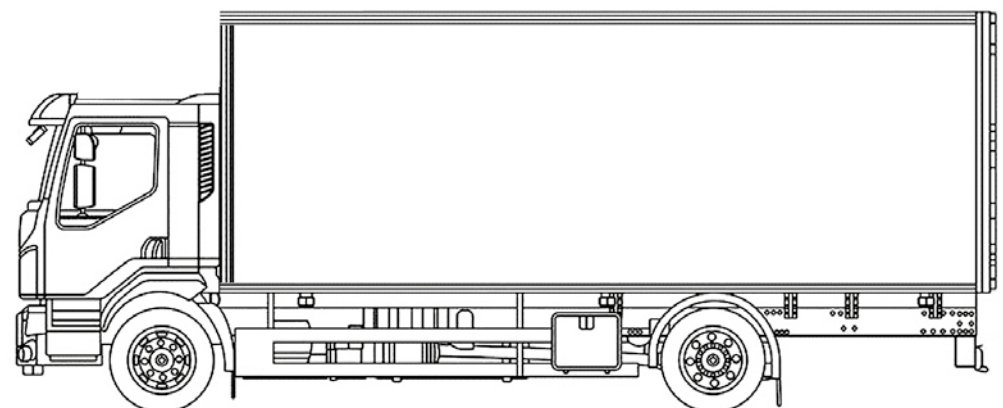
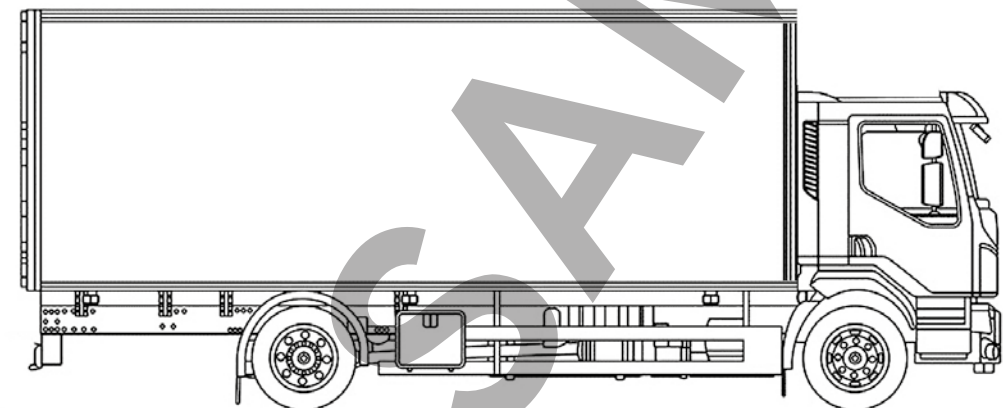
DEFECT ASSESSMENT AND RECTIFICATION ACTION TAKEN

Defects and recertification action completed by Signature

Position Date

Circle areas which you consider to be reportable damage

Images courtesy of Volvo



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