HGV Vehicle Check and Defect Report

LOGISTICS UK

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.

SAMPLE

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.

SAMPLE

SAMPLE

T: 0371 711 1111*

www.shop.logistics.org.uk

*Calls may be recorded for training purposes.

Correct at time of publishing but subject to change.
©Logistics UK. All rights reserved.

22.07.22/MC

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 Driver Medicals
- Driver Recruitment App
- Logistics UK Fleet Management Software
- Logistics UK Fuel Card
- Logistics UK Recovery
- Fuel Price Information Service
- Driver Licence Checking Service
- Penalty Charge Notice Administration Service
- Passenger Services

HGV Vehicle Check and Defect Report – Alternative Fuels (duplicate)

RE-ORDER CODE **7645 • VC40E**

LOGISTICS UK

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 .....

SAMPLE

© Logistics UK. All rights reserved • Tel: 0371 711 1111* • www.shop.logistics.org.uk • 22.07.22/MC Correct at time of publishing but subject to change. *Calls may be recorded for training purposes