

# Walk around check report



Driver: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vehicle type: \_\_\_\_\_ Odometer reading: \_\_\_\_\_

VRM: \_\_\_\_\_ Trailer number: \_\_\_\_\_

Vehicle travelling height: \_\_\_\_\_

| Walk around check list             |  | No defect identified ✓       |  | Defect identified ✗            |  |
|------------------------------------|--|------------------------------|--|--------------------------------|--|
| Vehicle exterior                   |  | Signage and markings         |  | Inside the cab                 |  |
| Body condition                     |  | Registration plate           |  | In-cab height indicator        |  |
|                                    |  |                              |  | Windows and mirrors            |  |
| Fuel and oil leaks                 |  | O Licence disc and permits   |  | Windscreen wipers              |  |
| Fluid levels                       |  | Reflectors                   |  | Windscreen washers             |  |
| Mirror condition and security      |  | Conspicuity markers          |  | Seat adjustment and seatbelt   |  |
| Battery security and condition     |  | Blindspot warning signage    |  | Lights, indicators and hazards |  |
| Lights, indicators and hazards     |  | FORS signage                 |  | Horn                           |  |
|                                    |  |                              |  | Dash warning lights            |  |
| Windscreen and glass               |  | Trailer items                |  | Tachograph operation           |  |
| Wheels and wheelnut indicator      |  | Coupling security            |  | Heating and ventilation        |  |
| Tyres – condition, tread, pressure |  | Electrical connections       |  | Camera/sensor system           |  |
| Mudguards and spray suppression    |  | Brake lines                  |  | Audible turn left alarm        |  |
| Vehicle security and locks         |  | Registration plate           |  | Pre-drive checks               |  |
| Fuel and AdBlue                    |  | Parking brake                |  | Exhaust smoke                  |  |
| Sideguards                         |  | Landing legs or jockey wheel |  | Steering control               |  |
| Lashing points                     |  | Crank handle stowed          |  | Brake efficiency               |  |
| Headboard condition                |  |                              |  | Speedo operation               |  |
| Load security                      |  |                              |  |                                |  |

| Details of defects identified | Action taken |
|-------------------------------|--------------|
|                               |              |

Name: \_\_\_\_\_ Authorised by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Walk around checks

Drivers must complete walk around checks before and after journeys.

You must also be alert to any potential defects while driving, such as dashboard warning lights, vibrations and exhaust smoke.

Walk around checks should consist of an examination of all the components of the vehicle, which might affect safety or roadworthiness.

It is important that you allow enough time for their walk around checks every time they are carried out. Enforcement bodies will check for evidence of 'other work' recorded on the tachograph for walk around checks.

You might need assistance during the walk around check, such as to ensure that lights and indicators are working. During the hours of darkness, a torch will also be needed.

## Defect reporting

You must record the results of walk around checks. This report will be kept for 15 months as part of the vehicle's record file.

The walk around check report records defects that may affect the roadworthiness of the vehicle and documents how they were repaired before the vehicle was used.

If defects are found, the vehicle must not be used on the road until all defects are repaired.

If no defects are found you should use this report to record 'nil' defects. This confirms that a proper walk around check has been carried out.

You must give the defect report to a person with authority to ensure that appropriate action is taken. This might include taking the vehicle out of service until defects are repaired.

