

PROCESS - SAFE SYSTEM OF WORK - CHECKING VEHICLES FOR ROADWORTHINESS

Vehicle inspection Sheet	
Driver	
Vehicle	
Destination	
Date	
Mileage starts	
Note. The process must be completed in accordance with the defined safe system of work at all times.	
Key instructions for safe use	
Vehicle checks	
During:	<p>External checks</p> <ul style="list-style-type: none"> • Drivers to check the: <ul style="list-style-type: none"> ○ condition of the vehicle bodywork, windscreen, windows and lights for damage etc. ○ condition of wiper blades ○ cleanliness of the windscreen, windows, mirrors, lights and number plates ○ condition of tyres, tyre pressures and tyre wear ○ availability of the spare wheel and vehicle jack ○ Exhaust / smoke emissions ○ security of any load. <p>Fluids</p> <ul style="list-style-type: none"> • Drivers to check: <ul style="list-style-type: none"> ○ the vehicle engine oil level ○ Fuel to be left half full on return ○ the coolant level in the radiator ○ the windscreen washer level ○ the brake and clutch fluid level ○ the power steering level ○ the condition of the battery ○ for oil or water leaks. <p>Vehicle interior and equipment</p> <ul style="list-style-type: none"> • Drivers to check: <ul style="list-style-type: none"> ○ the condition and function of the seat belts ○ instrument panel / speedometer ○ the interior mirror adjustment ○ that the vehicle has a fully stocked first aid kit ○ that where a fire extinguisher is if it is full and in good order ○ that a vehicle handbook is present. ○ Sat Nav ○ Fuel card ○ ADR kit if needed <p>Functional checks before starting a journey</p> <ul style="list-style-type: none"> • Drivers to check that: <ul style="list-style-type: none"> ○ external mirrors are correctly adjusted ○ all warning lights and reflectors work ○ side lights, head lights, reversing lights and indicator lights work ○ the horn works ○ the washers and wipers work ○ battery secured ○ the brakes, including the handbrake, work ○ the vehicle has enough fuel for the journey.

After:	<ul style="list-style-type: none"> After the above checks have been made the vehicle can be driven.
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Training record			
I confirm that I have checked the vehicle is road worthy			
Name:		Signature:	
Date:		Time:	

Discrepancies noted / reported to			
Name:		Signature:	
Date:		Time:	