

COMPANY VEHICLE

Vehicle inspection

REASON

- ☐ Periodic inspection
- ☐ Handed to a new driver
- ☐ Returned by a driver
- ☐ Hire or lease return
- ☐ After an incident

Documents and dates

Each date checked against its certificate or record, not from memory. An MOT can be done up to a month, minus a day, before it runs out and keep the same renewal date.

GOV.UK DRIVING A VAN, GETTING AN MOT

ITEM	IN DATE	ACTION	EXPIRY OR DUE DATE	NOTES
MOT Every year once three years old	☐	☐		
Road tax	☐	☐		
Insurance Covers business use and this driver	☐	☐		
Service By date or mileage, whichever first	☐	☐		
V5C logbook Held, details correct	☐	☐		
Hire or lease agreement Where it applies	☐	☐		

Safety equipment

What the firm has decided each vehicle carries, present and in date.

ITEM	OK	ACTION	EXPIRY OR SERVICE DATE	NOTES
First aid kit Present, sealed, contents in date	☐	☐		
Fire extinguisher Secured, gauge in range, service date	☐	☐		
Warning triangle and hi-vis	☐	☐		
Spill kit Where fuel or chemicals are carried	☐	☐		
Torch and breakdown details	☐	☐		

First aid: HSE says the employer's first aid assessment decides whether people who travel long distances or are always on the move carry a personal first aid kit. **Fire extinguisher:** good practice in any van. A van carrying dangerous goods under the small load exemption, such as gas cylinders, must carry one 2 kg dry powder extinguisher or equivalent (HSE, ADR 8.1.4.2).

VEHICLE	DOCUMENT Vehicle inspection	REVISION	DATE	PAGE 1 of 3
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CONDITION

Inside, outside and the load area

The office inspection looks deeper than the daily walkaround: the vehicle, what it carries and how it has been kept. Tick OK, or Action and note what is needed.

OUTSIDE	OK	ACTION	NOTES
Bodywork and paint Damage marked on the diagram	☐	☐	
Glass, mirrors and cameras	☐	☐	
Lights, indicators and reflectors	☐	☐	
Tyres At least 1.6 mm tread, no cuts, pressures	☐	☐	
Spare wheel or repair kit	☐	☐	
Wipers and washers	☐	☐	
Number plates	☐	☐	
Tow bar and electrics Where fitted	☐	☐	
INSIDE	OK	ACTION	NOTES
Seats and seat belts	☐	☐	
Dashboard warning lights	☐	☐	
Cab clean, nothing loose in the footwell	☐	☐	
Load area, floor and bulkhead	☐	☐	
Racking and load restraints	☐	☐	
Roof bars and ladder clamps Where fitted	☐	☐	
Fluids and leaks Oil, coolant, brake fluid, AdBlue	☐	☐	
Daily check sheets Done, defects reported and closed	☐	☐	

TREAD DEPTH: HIGHWAY CODE ANNEX 6. THE DAILY WALKAROUND ITEMS: GOV.UK, CARRY OUT VAN DAILY WALKAROUND CHECKS

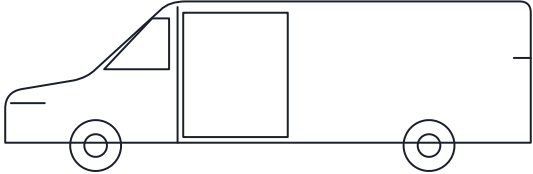
DAMAGE AND FINDINGS

Damage diagram, actions and sign-off

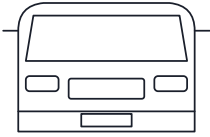
Mark damage on the van below so the next inspection can tell what is new. Each action has an owner and a date.



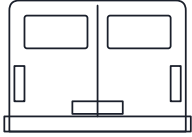
LEFT SIDE



RIGHT SIDE



FRONT



REAR



ROOF

Mark each item and circle it: D dent, S scratch, C crack or chip, R rust, M missing. Photograph each one, and note anything new in the findings.

Actions

Each item marked Action, with who will deal with it and by when.

ACTION	OWNER	DUE	DONE	CHECKED BY

Comments

INSPECTED BY

SIGNATURE

DATE

NEXT INSPECTION DUE

DRIVER

SIGNATURE

DATE

VEHICLE SAFE TO USE