TRUCK	HIRE & SALES	

DAILY HGV WALK AROUND CHECKLIST

info@mhf.uk.com 01386 792354 Vehicle registration: **Driver name: Driver signature:** Mileage: Week Commencing: Mon Tue Wed Thu Fri Sat Sun __/__/___ **INTERNAL CHECKS** (see notes overleaf) \checkmark or \Rightarrow should be recorded for every item each day. If \Rightarrow add details below. Mirrors and glass Windscreen wipers and washers Front view Warning lamps Steering Horn Brakes and air build-up Height marker Seatbelts EXTERNAL CHECKS (see notes overleaf) ✓ or ★ should be recorded for every item each day. If ★ add details below. Lights and indicators Fuel/oil leaks Battery security and condition Diesel exhaust fluid (AdBlue) Excessive engine exhaust smoke Security of body/wings Spray suppression Tyres and wheel fixing Brake line **Electrical connections** Coupling security Security of load

FAULT REPORTING/ACTION TAKEN

Number plate Reflectors and lights

Markers

continue overleaf if necessary...

INTERNAL CHECKS	NOTES	
Mirrors and glass	Check glass for any cracks or stickers; ensure mirrors are pointing in the right direction	
Windscreen wipers and washers	Check windscreen wipers are working correctly and there is enough washer fluid	
Front view	Ensure there is full visibility through the cab front window	
Warning lamps	Make sure the vehicle warning light is working correctly	
Steering	Ensure the steering wheel moves and the steering works correctly	
Horn	Test to make sure that the horn works correctly	
Brakes and air build-up	Check the brakes work and test the air build-up	
Height marker	Ensure the vehicle has the correct height marker	
Seatbelts	Check all seatbelts are working correctly	
EXTERNAL CHECKS	NOTES	
Lights and indicators	Ensure all vehicle lights and indicators are working correctly	
Fuel/oil leaks	Make sure that there are no fuel or oil leaks	
Battery security and condition	Check the vehicle battery is secure and in good condition	
Diesel exhaust fluid (AdBlue)	If the vehicle runs on Diesel, ensure that you have sufficient exhaust fluid such as AdBlue	
Excessive engine exhaust smoke	Check that there isn't excessive smoke being emitted from the engine	
Security of body/wings	Make sure that the vehicle's body is securely fitted with no parts staring to fall off, including wing mirrors	
Spray suppression	Ensure the spray suppressions are securely fitted and meet legislation	
Tyres and wheel fixing	Ensure all tyres and wheels are correctly fitted. All nuts and bolts should be tight. Tyre treads and pressure should meet legislation	
Brake line	Check the brake lines are in good working order	
Electrical connections	Check all electrical connections are fully working. Test each one individually	
Coupling security	Check your vehicle is securely coupled (attached) to your cargo load	
Security of load	Ensure your load is secure and it's weight is evenly distributed throughout the HGV	
Number plate	Check the number plate is secure and visible	
Reflectors and lights	Check all reflectors are securely attached and visible	
Markers	Check all required vehicle markers are securely attached and visible	

FAULT REPORTING/ACTION TAKEN continued...