



<b>INTERNAL CHECKS</b>	<b>NOTES</b>
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
<b>EXTERNAL CHECKS</b>	<b>NOTES</b>
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 starting 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...**