

Annex 4A Example of a safety inspection record (HGV)

Vehicle Reg Mark:	Odometer Reading:
Make and Model Type:	
Date of Inspection:	ISO Wk No.:
Operator:	

Notes 'IM Ref' (col 2) – for more details on each item listed, look under this reference number in the DVSA Inspection Manual	'Serviceable' (col 4) – enter the appropriate code:			
	✓ x	= Satisfactory = Safety Item Defect	R N/A	= Repair Required = Not Applicable
	M	= Monitor (possible maintenance required before next SI)		

Part 1 – Inspection

A: Inside vehicle					
Check No	IM Ref	Item inspected	Serviceable	Defect Found	Rectified By
1	18	Seats			
2	3	Seat Belts and Supplementary Restraint Systems			
3	22	Mirrors and Indirect Vision Devices			
4	23	Glass and View of the Road			
5	25	Windscreen Washers and Wipers			
6	26	Speedometer / Tachograph			
7	27	Horn			
8	28	Driving Controls			
9	30	Steering Control			
10	37	Service Brake Pedal			
11	38	Service Brake Operation			
12	34	Pressure / Vacuum Warning and Build Up			
13	36	Hand Lever Operating Mechanical Park Brakes and Electronic Park Brake Control			
14	39	Hand Operated Brake Control Valves			
15	17	Cab Floors and Steps			

B: Ground level and under vehicle (motor vehicles and trailers, see items marked * for trailers)					
16	16	Cab Doors			
17	1	Registration Plates			
18	15	Cab Security			
19*	19	Security of Body, Containers and Crane Support Legs			
20*	20	Condition of Body			
21	5	Exhaust Emissions			
22*	6	Road Wheels and Hubs			
23*	7	Size and Type of Tyres			
24*	8	Condition of Tyres			
25*	9	Sideguards, Rear Under-Run Devices and Bumper Bars			
26*	10	Spare Wheel and Carrier			
27*	41	Condition of Chassis			
28	11	Vehicle to Trailer Coupling			
29*	12	Trailer Parking and Emergency Brake and Air Line Connections			
30*	13	Trailer Landing Legs			
31*	14	Spray Suppression, Wings and Wheel Arches			
32	33	Speed Limiter			
33	42	Electrical Wiring and Equipment			
34*	43	Engine and Transmission Mountings			
35	44	Oil Leaks			
36*	45	Fuel Tanks and System			
37*	46	Exhaust Systems			
38	54	Steering			
39*	48	Suspension			
40*	53	Axles, Stub Axles and Wheel Bearings			
41	57	Transmission			
42	58	Additional Braking Devices			
43*	59	Brake Systems and Components			
44*	62	Markers and Reflectors			
45*	63	Lamps			
46	66	Direction Indicators and Hazard Warning Lamps			
47	67	Aim of Headlamps			
48	74	Other dangerous defects			

IM8 Condition of Tyres (enter N/A if not applicable)				
Ck 49	Axle 1	Axle 2	Axle 3	Axle 4
o/s out	mm	mm	mm	mm
	psi	psi	psi	psi
o/s in		mm	mm	mm
		psi	psi	psi
n/s in		mm	mm	mm
		psi	psi	psi
n/s out	mm	mm	mm	mm
	psi	psi	psi	psi

C: Brake Performance				D: Road Test				
Laden / Unladen (roller brake / decelerometer test)				Brake temperature assessment				
Check No	IM Ref	Item inspected	Efficiency	Side	Axle 1	Axle 2	Axle 3	Axle 4
50*	71	Service Brake Performance	%	O/S	°C	°C	°C	°C
51*	72	Secondary Brake Performance	%	N/S	°C	°C	°C	°C
52*	73	Parking Brake Performance	%					
Date of Braking Assessment:		Inspector Comments:						

Part 2 – Comments on faults found

Check No	Fault No	Fault details							
Faults numbered here are Drivers Defect Report items.									
<p>Signature of Inspector:</p> <p>Name of inspector:</p>									

Part 3 – Action taken on faults found

Check No	Fault No	Action taken on fault	Rectified By

Part 4 – Declaration

“I consider that the above defects have been rectified satisfactorily and this vehicle is now in a safe and roadworthy condition.”

Name

Position

Signature

Date

Note: it is always the responsibility of the operator that the vehicle is in a roadworthy condition before being used on the road.