KOVI

HGV daily walkaround check

VEHICLE REG	DATE	DRIVER	MILEAGE / HOURS

Tick OK or mark a defect. Report every defect to the office before driving.

Cab and controls	OK	DEFECT
Windscreen, wipers and washers	☐	☐
Mirrors and cameras clean and adjusted	☐	☐
Horn, steering and handbrake	☐	☐
Seat belt and seat	☐	☐
No warning lights after start	☐	☐

Lights	OK	DEFECT
Headlights (dipped and main beam)	☐	☐
Indicators and hazards	☐	☐
Brake lights and reverse light	☐	☐
Reflectors, markers and number plate light	☐	☐

Wheels and tyres	OK	DEFECT
Tyres: tread, pressure by sight, cuts or bulges	☐	☐
Wheel nuts present and tight, no rust trails	☐	☐
Mudguards and spray suppression	☐	☐

Body and load	OK	DEFECT
Body, doors and load area secure	☐	☐
Load secure and within weight limit	☐	☐
Number plates clean and legible	☐	☐

Fluids and leaks	OK	DEFECT
Oil, coolant and screen wash levels	☐	☐
Fuel (and AdBlue) caps fitted	☐	☐
No oil, fuel, coolant or air leaks under the vehicle	☐	☐

Trailer and coupling	OK	DEFECT
Coupling secure, air and electrical lines connected	☐	☐
Landing legs fully raised	☐	☐
Trailer lights, tyres and body	☐	☐

General checklist. Adapt to your vehicles and follow your own safety rules and current DVSA / HSE guidance.

Do this on your phone in a minute: free 30 day trial at kovifleet.co.uk (no card)

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Paperwork	OK	DEFECT
Driver licence (and CPC if needed)	☐	☐
Insurance and any permits	☐	☐
Tachograph card and paper (if used)	☐	☐

Defects found (what, where, how bad)

DRIVER SIGNATURE

REPORTED TO

TIME

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