

HGV Daily Walkaround Check

An HGV walkaround record covering vehicle and trailer identification, driver checks, defect reporting, restrictions and authorised rectification references.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

This is a daily driver record, not an MOT, periodic safety inspection or automatic declaration of roadworthiness. Use the full current DVSA list and vehicle instructions.

DVSA guidance for Great Britain says to check the HGV before the journey and report defects in writing to the person responsible. Operators need systems to maintain roadworthiness; the driver must consider vehicle-specific equipment too.

2. Vehicle and journey

Registration, fleet ID and trailer ID *

Driver *

Check date/time and location *

Odometer and unit

Current checklist/instructions and vehicle-specific additions *

3. Cab checks

View, mirrors or cameras, glass, wipers and washers checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Warning lamps and gauges checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Steering and horn checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Brakes and air build-up checked safely * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Height marker, seat belts, cab doors and steps checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

4. External checks

Lights, indicators, reflectors and markings checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Leaks, fluid levels, battery and fuel systems checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Body, wings and exhaust condition checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Tyres and wheel security checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Coupling and trailer connections checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Load security and specialised equipment checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

High-voltage or alternative-fuel checks under vehicle instructions

5. Defect report

Defects found * (choose one)

☐ No defects found within check scope ☐ Defects found ☐ Check incomplete

Defects, restrictions and person notified * (if applicable)

Describe the defect or incomplete check, its location and who received the report. Include the time and reference for follow-up.

Rectification and authorised release reference

Defect photos (photos: attach, or note the file names)

6. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.