

Pre-delivery Inspection

A pre-delivery inspection (PDI) checklist for vehicles, plant and equipment: identity and hours, recall check, condition and function checks with photos, accessories, keys and manuals, and the customer's handover sign-off.

1. Item

Project

Client

Site *

Site address

Inspection date *

Time

Inspected by *

What is being delivered * (choose one)

- ☐ Car or van
- ☐ Plant or machinery
- ☐ Trailer
- ☐ Caravan or motorhome
- ☐ Equipment

Make and model *

Serial number, VIN or registration

Scan the serial plate

Scanned in the SiteSurvey app. On paper, write the numbers: serial number, vin, model number.

Hours or mileage

Has an open recall check been done? (if applicable)

- ☐ Yes ☐ No

If applicable: Check for outstanding safety recalls on GOV.UK before delivery.

2. Checks

Bodywork, paint and trim (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Glass and mirrors (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Tyres and wheels (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Lowest tread depth measured (mm) (if applicable)

Optional. By tread depth gauge, across the central three-quarters of the tread of the most worn tyre.

Against 1.6 mm (if applicable; worked out automatically in the app)

If applicable: Below 1.6 mm. Regulation 27 of the Road Vehicles (Construction and Use) Regulations 1986 sets 1.6 mm across the central three-quarters of the tread for cars, goods vehicles up to 3,500 kg and light trailers. Replace the tyre before the vehicle goes on the road.

Lights and indicators (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Fluid levels and leaks (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Battery and charging (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Controls and instruments (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Safety devices, guards and interlocks (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Warning labels and decals (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Function test (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Photos of any defects (photos: attach, or note the file names)

Largest defect length (mm)

Optional. Such as a dent, scratch or crack. Use a tape, or measure from a photo with a known size in the same plane: a standard UK number plate is 520 mm wide.

Checks OK (worked out automatically in the app)

Defects (worked out automatically in the app)

Not applicable (worked out automatically in the app)

If applicable: PUWER regulation 6: where the safety of work equipment depends on how it is installed, the employer using it must have it inspected after installation and before it is first put into service, and the result recorded.

3. Handover

Supplied with the item (tick all that apply)

- ☐ Keys
- ☐ Manuals
- ☐ Service book
- ☐ Certificates or test reports
- ☐ Accessories ordered

Was the customer shown how to use it?

☐ Yes ☐ No

Photos at delivery (photos: attach, or note the file names)

Handover location (GPS)

Optional. Mark where the item was handed over or set down, such as the customer's yard or a site compound.

Result (choose one)

☐ Ready to deliver ☐ Delivered with agreed defects to fix ☐ Not ready

If applicable: A check is marked as a defect but the result is Ready to deliver. Record the agreed defects, or mark it Not ready.

What must be done before it can be delivered? (if applicable)

Defects agreed and when they will be fixed (if applicable)

Customer name

Customer signature

Completed by *

Signature