

Company vehicle – Walkaround check

This is a free example of a Workplace Risk Assessment Template. For further information, guidance or for help if you find a problem and don't know what to do about it, please email us for a free site assessment.

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This checklist is to be completed every day prior to using the company vehicle. Operator is to initial when inspected, Supervisor is to review the checklist and sign off at the end of each week.

Vehicle	
Registration Number	
Date (Week Commencing Mon)	

Item to check	OK (tick or cross)	M	T	W	T	F	S	S
LIGHTS Check that: <ul style="list-style-type: none"> • all lights and indicators work correctly • all lenses are present, clean and are the correct colour • stop lamps come on when the service brake is applied and go out when released • marker lights are present and work • all dashboard warning lamps work correctly including: <ul style="list-style-type: none"> ○ ABS ○ airbags (SRS) ○ EPS ○ full beam headlamp warning lamp ○ parking brake warning lamp 								
HORN AND STEERING Check that: <ul style="list-style-type: none"> • horn control is easily accessible from driver's seat • horn works when its control is operated • steering has no excessive play 								
WASHERS AND WIPERS Check that:wipers move continually when switched on and wiper blades are not so deteriorated that they don't clear the windscreen effectively when used with washers <ul style="list-style-type: none"> • washers point at the windscreen and are operational • washer fluid is topped up 								
MIRRORS AND GLASS Check that: <ul style="list-style-type: none"> • all mirrors that should be there are properly aligned and secure • your view of the road in all directions isn't • obscured by damaged or discoloured glass or obstructions such as stickers 								
SEATS AND SEATBELTS Check that: <ul style="list-style-type: none"> • seats are secure • seatbelts operate correctly and are free from cuts and damage 								
BATTERY Check that: <ul style="list-style-type: none"> • battery is held securely in place by the correct means and not cables • battery is not leaking 								

<p>TYRES AND WHEELS Check as much of your tyres and wheels as you can see. There must be:</p> <ul style="list-style-type: none"> • a minimum tread depth of 1.6mm • sufficient inflation of each tyre • no deep cuts in the sidewall • no cord visible anywhere on the tyre • no missing or insecure wheel-nuts • <p>Failing to ensure a tyre is safe and legal can result in receiving 3 penalty points on your licence per tyre.</p>								
<p>FLUIDS, FUEL AND OIL Check that:</p> <ul style="list-style-type: none"> • brake fluid, engine coolant, engine oil, power steering fluid, windscreen washer fluid and water levels are correct • fuel filler cap is securely fitted • there are no brake fluid, power steering fluid and water leaks by looking for puddles on the ground - if leaks are detected trace the cause • With the engine on, check underneath the van for any fuel and oil leaks looking for puddles on the ground 								
<p>EXHAUST Check that:</p> <ul style="list-style-type: none"> • exhaust doesn't emit excessive amounts of smoke 								
<p>TOW BARS AND TAIL LIFTS Check that:</p> <ul style="list-style-type: none"> • tow bar is secure and any trailer is correctly and securely attached with all electrical connections working correctly • tail lift is secure and free from damage, functions correctly and the electrics are working correctly 								
<p>LOAD Check that:</p> <ul style="list-style-type: none"> • any load is adequately secured • van doors have an effective locking device 								
<p>BODYWORK AND DOORS Check that:</p> <ul style="list-style-type: none"> • all doors shut properly and are secure when closed • there are no sharp edges or damage • no body panels are loose or in danger of falling off 								
<p>BRAKES Check that:</p> <ul style="list-style-type: none"> • foot / service brake works correctly and does not have • any excessive travel hand / parking brake works correctly and does not have any excessive travel 								

Weekly Sign off by supervisor:	
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You should check the condition of your van every day and get any problems checked out or repaired as soon as you can

LIGHTS

Check that:

- ▶ all lights and indicators work correctly
- ▶ all lenses are present, clean and are the correct colour
- ▶ stop lamps come on when the service brake is applied and go out when released
- ▶ marker lights are present and work
- ▶ all dashboard warning lamps work correctly including:
 - ▷ ABS
 - ▷ airbags (SRS)
 - ▷ EPS
 - ▷ full beam headlamp warning lamp
 - ▷ parking brake warning lamp

HORN AND STEERING

Check that:

- ▶ horn control is easily accessible from driver's seat
- ▶ horn works when its control is operated
- ▶ steering has no excessive play

WASHERS AND WIPERS

Check that:

- ▶ wipers move continually when switched on
- ▶ wiper blades are not so deteriorated that they don't clear the windscreen effectively when used with washers
- ▶ washers point at the windscreen and are operational
- ▶ washer fluid is topped up

MIRRORS AND GLASS

Check that:

- ▶ all mirrors that should be there are properly aligned and secure
- ▶ your view of the road in all directions isn't obscured by damaged or discoloured glass or obstructions such as stickers

SEATS AND SEATBELTS

Check that:

- ▶ seats are secure
- ▶ seatbelts operate correctly and are free from cuts and damage

BRAKES

Check that:

- ▶ foot / service brake works correctly and does not have any excessive travel
- ▶ hand / parking brake works correctly and does not have any excessive travel

BODYWORK AND DOORS

Check that:

- ▶ all doors shut properly and are secure when closed
- ▶ there are no sharp edges or damage
- ▶ no body panels are loose or in danger of falling off

LOAD

Check that:

- ▶ any load is adequately secured
- ▶ van doors have an effective locking device

TOW BARS AND TAIL LIFTS

Check that:

- ▶ tow bar is secure and any trailer is correctly and securely attached with all electrical connections working correctly
- ▶ tail lift is secure and free from damage, functions correctly and the electrics are working correctly

EXHAUST

Check that:

- ▶ exhaust doesn't emit excessive amounts of smoke

FLUIDS, FUEL AND OIL

Check that:

- ▶ brake fluid, engine coolant, engine oil, power steering fluid, windscreen washer fluid and water levels are correct
- ▶ fuel filler cap is securely fitted
- ▶ there are no brake fluid, power steering fluid and water leaks by looking for puddles on the ground - if leaks are detected trace the cause

With the engine on, check:

- ▶ underneath the van for any fuel and oil leaks looking for puddles on the ground

BATTERY

Check that:

- ▶ battery is held securely in place by the correct means and not cables
- ▶ battery is not leaking

TYRES AND WHEELS

Check as much of your tyres and wheels as you can see. There must be:

- ▶ a minimum tread depth of 1.6mm
- ▶ sufficient inflation of each tyre
- ▶ no deep cuts in the sidewall
- ▶ no cord visible anywhere on the tyre
- ▶ no missing or insecure wheel-nuts

Failing to ensure a tyre is safe and legal can result in receiving 3 penalty points on your licence per tyre.

