

VEHICLE START-UP AND SHUTDOWN CHECKLIST



COMPANY NAME:

DRIVER NAME:

INSPECTION DATE: / /

SPEEDOMETER READING:

HUBOMETER READING:

REGISTRATION NUMBER:

TRAILER NUMBER:

IF A VEHICLE ISN'T SAFE IT SHOULDN'T BE DRIVEN

Action required:

1.	
2.	
3.	
4.	
5.	

Action required:

1.	/	/
2.	/	/
3.	/	/
4.	/	/
5.	/	/

Comments:

VEHICLE START-UP - PRE-MOVEMENT CHECK

UNDER-BONNET CHECK	YES	NO	FIX	REPORT
Oil level				
Coolant level				
Belts				
Hoses				
Mounts				
Windscreen washer reservoir				

SAFETY-RELATED COMPONENTS	YES	NO	FIX	REPORT
Indicators				
Headlights				
Stop lights				
Tail light				
Brakes (foot)				
Parking brake				
Horn				
Mirrors fitted, secure and clear				
Windscreen clear/clean				
Windscreen wipers				
Windscreen washers				

CONNECTION CHECK	YES	NO	FIX	REPORT
Towing eye				
5th wheel				
Other				

LUBRICATION CHECK	YES	NO	FIX	REPORT
5th wheel pin				
Towing connection				
Other lubrication points				

VEHICLE TOOLS	YES	NO	FIX	REPORT
Available				
Compatible for vehicle				
Suitable for task				

ENGINE START

Start the engine - Allow it to run up to recommended operating temperature while the remainder of the check is carried out

STEERING CHECK	YES	NO	FIX	REPORT
Steering wheel				

TYRE CHECK	YES	NO	FIX	REPORT
Wear				
Tread depth				
Walls				
Inflation correct				

LIFTING EQUIPMENT	YES	NO	FIX	REPORT
Controls				
Hoses				
Hydraulics				
Extension arms/legs				
Pads				

LEGAL VEHICLE SIGNAGE	YES	NO	FIX	REPORT
GSL name on door				

VEHICLE START-UP AND SHUTDOWN CHECKLIST CONT....



IF A VEHICLE ISN'T SAFE IT SHOULDN'T BE DRIVEN

VEHICLE START-UP - PRE-MOVEMENT CHECK CONT...

BODY DAMAGE CHECK	YES	NO	FIX	REPORT
Passenger's side (off road)				
Driver's side (road side)				
Front				
Rear				
FUEL LEVEL	YES	NO	FIX	REPORT
Check fuel levels				

DC/OD etc as required

VEHICLE DOCUMENTATION	YES	NO	FIX	REPORT
Registration (current & valid)				
CoF (current & valid)				
RUC (current & valid)				
Loading certificate				
OPTIONAL ELECTRONIC EQUIPMENT	YES	NO	FIX	REPORT
Check optional electronic equipment				

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TRAILER - PRE-CHECK

LIGHTING CHECK	YES	NO	FIX	REPORT
Sidelights				
Indicators side (if fitted)				
Indicators rear				
Tail lights				
Brake lights				
BODY DAMAGE CHECK	YES	NO	FIX	REPORT
Passenger's side (off road)				
Driver's side (road side)				

TYRE CHECK	YES	NO	FIX	REPORT
Inflated				
Tread				
Size				
Roadworthy				

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VEHICLE SHUTDOWN

BODY DAMAGE CHECK	YES	NO	FIX	REPORT
Passenger's side (off road)				
Driver's side (off road)				
STEERING CHECK	YES	NO	FIX	REPORT
Steering wheel				
REFUEL	YES	NO	FIX	REPORT
Refuel the vehicle				

VEHICLE STANDING	YES	NO	FIX	REPORT
Ensure the park brake is applied				
Empty all air tanks (as required)				
CONNECTION CHECK	YES	NO	FIX	REPORT
Towing eye				
5th wheel				
Other				
SECURITY	YES	NO	FIX	REPORT
Secure the vehicle, trailer and keys				
If a vehicle isn't safe it shouldn't be driven				