DAILY VEHICLE INSPECTION CHECKLIST

A practical walkaround and vehicle condition record for businesses operating vans and company vehicles.

Vehicle registration		**Date**	
Make / model		**Time**	
Driver name		**Odometer reading**	

How to use: Complete the checks before the vehicle is used. Mark each item OK, Defect or N/A. If a defect could affect safety or roadworthiness, do not use the vehicle until it has been assessed and made safe. Record all defects and report them through your company procedure.

1. Tyres, Wheels & Wheel Fixings

Check	OK	Defect	N/A
Tyres appear correctly inflated, with no cuts, bulges, exposed cords or other visible damage.	■	■	■
Tread appears adequate and there is no obvious uneven or excessive wear.	■	■	■
Wheels show no visible damage and wheel fixings appear present and secure.	■	■	■

2. Lights, Indicators & Reflectors

Check	OK	Defect	N/A
Headlights, sidelights, brake lights, indicators and hazard lights work.	■	■	■
Rear lights, number-plate lights and reflectors are present, clean and undamaged.	■	■	■

3. Brakes, Steering & Warning Lights

Check	OK	Defect	N/A
Brake pedal feels normal and the parking brake operates as expected.	■	■	■
Steering feels normal, with no unusual noises, looseness or pulling.	■	■	■
Dashboard warning lights illuminate and extinguish as expected; no unexplained warning remains.	■	■	■

4. Windscreen, Windows, Mirrors & Wipers

Check	OK	Defect	N/A
Windscreen and windows are clean enough for a clear view, with no damage obstructing vision.	■	■	■
Mirrors and camera systems are present, clean, secure and provide a clear view.	■	■	■
Wipers and washers operate correctly; washer fluid is sufficient.	■	■	■

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Continue the inspection and complete the defect and authorisation record below.

5. Bodywork, Doors, Locks & Number Plates

Check	OK	Defect	N/A
Bodywork has no damage likely to affect safe operation or injure others.	■	■	■
Doors, tailgate, bonnet, steps and access points close and secure correctly.	■	■	■
Number plates are present, legible and secure.	■	■	■

6. Fluids, Leaks & Under-Vehicle Checks

Check	OK	Defect	N/A
No obvious fuel, oil, coolant, brake-fluid or other fluid leaks are visible.	■	■	■
Oil, coolant, brake fluid and other driver-checkable levels are within the manufacturer's guidance.	■	■	■
No unusual smoke, smells or noises are noticed.	■	■	■

7. Exhaust & Emissions Equipment

Check	OK	Defect	N/A
Exhaust system appears secure, with no obvious damage or excessive noise.	■	■	■
No emissions-system warning is displayed; AdBlue level is sufficient where applicable.	■	■	■

8. Load, Cab & Specialist Equipment

Check	OK	Defect	N/A
Load is within the vehicle's payload limits and is properly distributed and secured.	■	■	■
Bulkheads, restraints, ramps, tail lifts, steps and other fitted equipment appear secure and serviceable.	■	■	■
Cab is clear of loose items that could interfere with driving or become hazardous.	■	■	■
Required safety equipment is present and accessible, where applicable to the vehicle and operation.	■	■	■

DEFECTS IDENTIFIED & ACTION TAKEN

Defect / location	Reported to / time	Action / repair reference

Vehicle status	■ Safe to use ■ Not safe to use – vehicle taken out of service
Driver signature	
Supervisor / manager review (if required)	

Important: This is a general business checklist, not a substitute for the vehicle manufacturer's instructions, a competent inspection, scheduled maintenance or any legal duties that apply to your operation. Checks should be adapted for the vehicle type and use. Businesses operating vehicles under an operator's licence must also follow the applicable DVSA maintenance and defect-reporting requirements. A daily check does not replace planned inspections.

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