Vehicle Inspection Report

BLANK TEMPLATE

DATE	TIME	CHECK TYPE	TEMPLATE
		Pre / Post-trip	Vehicle + trailer

VEHICLE / UNIT ID	PLATE	ODOMETER	INSPECTOR / DRIVER

LOCATION

Mark each check: P = pass, D = defect, N/A = not applicable. Describe every defect and how serious it is.

CHECK ITEM	RESULT	SEVERITY	DEFECT DETAILS
EXTERIOR			
Body panels, doors and visible damage	☐ P ☐ D ☐ N/A		
Windshield and windows clear, undamaged	☐ P ☐ D ☐ N/A		
Mirrors and cameras secure and clean	☐ P ☐ D ☐ N/A		
Wipers and washers working	☐ P ☐ D ☐ N/A		
Headlights and high beam	☐ P ☐ D ☐ N/A		
Brake, tail and reverse lights	☐ P ☐ D ☐ N/A		
Turn signals, hazards and reflectors	☐ P ☐ D ☐ N/A		
License / number plates secure and legible	☐ P ☐ D ☐ N/A		
Exhaust: no leaks, smoke or excess noise	☐ P ☐ D ☐ N/A		
WHEELS			
Tire tread, sidewalls and inflation	☐ P ☐ D ☐ N/A		
Wheels, rims and wheel nuts secure	☐ P ☐ D ☐ N/A		
Spare tire and jack	☐ P ☐ D ☐ N/A		
ENGINE BAY			
Engine oil level	☐ P ☐ D ☐ N/A		
Coolant level	☐ P ☐ D ☐ N/A		
Brake and power steering fluid	☐ P ☐ D ☐ N/A		
Washer fluid level	☐ P ☐ D ☐ N/A		
No leaks; belts and hoses intact	☐ P ☐ D ☐ N/A		
Battery secure, not leaking	☐ P ☐ D ☐ N/A		
CABIN			
Dashboard warning lights after start	☐ P ☐ D ☐ N/A		
Service brake pedal feel and travel	☐ P ☐ D ☐ N/A		
Parking brake holds	☐ P ☐ D ☐ N/A		
Steering free play and power assist	☐ P ☐ D ☐ N/A		
Horn	☐ P ☐ D ☐ N/A		
Seats and seat belts	☐ P ☐ D ☐ N/A		
Heater, defroster and demister	☐ P ☐ D ☐ N/A		
EQUIPMENT			
Emergency kit: triangles, extinguisher, first aid	☐ P ☐ D ☐ N/A		
Registration and insurance documents	☐ P ☐ D ☐ N/A		
Previous inspection report reviewed	☐ P ☐ D ☐ N/A		

Record aid only. It does not replace a legally required inspection record; follow your local regulations and employer procedures.

CHECK ITEM	RESULT	SEVERITY	DEFECT DETAILS
TRAILER			
Coupling locked; hitch pin and lock in place	☐ P ☐ D ☐ N/A		
Safety chains or breakaway cable attached	☐ P ☐ D ☐ N/A		
Electrical connection plugged in and secure	☐ P ☐ D ☐ N/A		
Trailer lights, indicators and reflectors	☐ P ☐ D ☐ N/A		
Trailer brakes and brake connections	☐ P ☐ D ☐ N/A		
Trailer tires and wheel nuts	☐ P ☐ D ☐ N/A		
Jockey wheel or landing legs raised, secure	☐ P ☐ D ☐ N/A		
Trailer load secured	☐ P ☐ D ☐ N/A		
Trailer number plate	☐ P ☐ D ☐ N/A		

GENERAL NOTES

SIGN-OFF

DRIVER / INSPECTOR

I have inspected this vehicle and reported the defects above.

Signature Date / time

REPAIR CERTIFICATION (MECHANIC / MANAGER)

☐ Defects corrected
☐ Correction not needed for safe operation

Signature Date

NEXT DRIVER REVIEW

I have reviewed this report and the repair certification above.

Signature Date