Ryela Software Solutions

# Daily Walkaround Check Sheet

Ireland · HGVs, vans and trailers · assettrac.ie

FREE SAMPLE
Print on A4 · One per vehicle per day

Complete this check before the first journey, and again if another driver takes the vehicle over. Tick OK or Defect for each item that applies. Adapt the sheet to your own vehicles.

| DRIVER NAME | DATE | VEHICLE REGISTRATION | TRAILER REGISTRATION |
|---|---|---|---|
| | | | |

| ODOMETER / MILEAGE | VEHICLE TYPE (TICK ALL THAT APPLY) |
|---|---|
| | ☐ HGV / truck ☐ Van / LGV ☐ Trailer |

| CHECK ITEM | | OK | DEFECT |
|---|---|---|---|
| **IN-CAB CHECKS** | | | |
| Mirrors, windows and driver visibility | | ☐ | ☐ |
| Driving controls, seat and driver safety belt | | ☐ | ☐ |
| Washer, wipers, demister and horn | | ☐ | ☐ |
| Instruments, gauges and warning lights (ABS/EBS) | | ☐ | ☐ |
| Tachograph and speed limiter plaque (if fitted) | HGV | ☐ | ☐ |
| Air leaks and pressure (if fitted) | HGV | ☐ | ☐ |
| Cab clear, no loose items | VAN | ☐ | ☐ |
| High-visibility jacket accessible in cab | VAN | ☐ | ☐ |
| **DOCUMENTS AND BEFORE LEAVING** | | | |
| Tax, insurance, CRW / PSV discs present and valid | | ☐ | ☐ |
| Number plates clearly visible | | ☐ | ☐ |
| Steering operating correctly | | ☐ | ☐ |
| Brakes operating correctly | | ☐ | ☐ |
| Load secured and weight distributed correctly | | ☐ | ☐ |
| Warning lights off after their check sequence | | ☐ | ☐ |

| CHECK ITEM | | OK | DEFECT |
|---|---|---|---|
| **EXTERNAL CHECKS** | | | |
| Vehicle sitting square, not leaning to one side | | ☐ | ☐ |
| Wheels secure; tyres undamaged, inflated, legal tread | | ☐ | ☐ |
| All lights, reflectors and markings clean and working | | ☐ | ☐ |
| Exhaust secure, no excess noise or smoke | | ☐ | ☐ |
| Body, doors, curtains, wings, guards or tail lift | | ☐ | ☐ |
| Steps, access and handholds in good condition | | ☐ | ☐ |
| Engine oil, water, washer and fuel; no leaks | | ☐ | ☐ |
| Fuel cap secure and not leaking | | ☐ | ☐ |
| **HGV AND TRAILER (IF APPLICABLE)** | | | |
| Air and electrical suzies / connectors (inc. ABS/EBS) | HGV | ☐ | ☐ |
| Fifth wheel locked, or drawbar coupling secure | HGV | ☐ | ☐ |
| Landing legs and handle in the correct position | HGV | ☐ | ☐ |
| Trailer park brake operating correctly | HGV | ☐ | ☐ |
| Air suspension correctly set (if fitted) | HGV | ☐ | ☐ |
| Marker plates visible (if fitted) | HGV | ☐ | ☐ |

**Defect details** Describe the defect, when it was found, and its effect. Do not drive if the defect makes the vehicle dangerous.

| DRIVER SIGNATURE | PRINT NAME | TIME OF CHECK |
|---|---|---|
| | | |

| REPORTED TO | ACTION TAKEN / DATE CLOSED | SIGNED (OWNER OR FITTER) |
|---|---|---|
| | | |

This is a sample daily walkaround check sheet from Ryela, based on typical Irish daily check items, including items listed in Schedule 1 of S.I. No. 348 of 2013. The RSA recommends that operators prepare their own checklists to match the type and use of their vehicles. A daily check does not replace periodic safety inspections or the annual CVRT. www.assettrac.ie

Skip the paper — do it on your phone with the Ryela Driver Checklist app · assettrac.ie