

## Work Instruction – Driver Handbook

### Appendix 1 – Pre-Trip Inspection

Driver: \_\_\_\_\_

Vehicle: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Date: \_\_\_\_\_

Odometer Reading: \_\_\_\_\_

#### Vehicle

- ☐ Tyres inspected for damage
- ☐ Tyre pressure visually checked
- ☐ Wheel nuts visually secure
- ☐ All lights operational
- ☐ Registration plates present and legible
- ☐ Direction indicators operational
- ☐ Brake lights operational
- ☐ Mirrors clean and undamaged
- ☐ Windscreen clean and undamaged
- ☐ Windscreen wipers operational
- ☐ Fluid levels sufficient
- ☐ No visible leaks
- ☐ Curtains / bodywork undamaged
- ☐ Doors and locking mechanisms operational
- ☐ Horn operational

### **Safety Equipment**

- ☐ Personal protective equipment (PPE) complete and in good condition
- ☐ High-visibility vest available
- ☐ Fire extinguisher present and inspected
- ☐ First aid kit available
- ☐ Warning triangle available
- ☐ Torch available (where required)
- ☐ Wheel chocks available

### **ADR Equipment (where required)**

- ☐ Current written instructions available
- ☐ ADR training certificate valid
- ☐ Personal Protective Equipment (PPE) complete
- ☐ Eye wash solution available (where required)
- ☐ Dangerous goods markings correct
- ☐ Orange-coloured plates correctly displayed
- ☐ Placards / hazard labels correctly displayed

### **Cargo / Loading Unit**

- ☐ Cargo received in full
- ☐ Cargo undamaged
- ☐ Packaging undamaged
- ☐ Cargo securing checked
- ☐ Axle loads plausible
- ☐ Gross vehicle weight within legal limits
- ☐ Loading area clean
- ☐ Loading area free from product residues, plastic pellets and other contamination (Operation Clean Sweep – OCS)

## **Documents**

- ☐ Driving licence valid
- ☐ Driver card available
- ☐ Valid identification document available
- ☐ Transport documents complete
- ☐ Required permits available
- ☐ Customs documents available (where required)

## **Final Check**

- ☐ Brake test completed
- ☐ No defects identified
- ☐ Identified defects reported
- ☐ Vehicle roadworthy

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Driver: \_\_\_\_\_

Signature: \_\_\_\_\_

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