

# Van / Vehicle Safety Monthly Checklist



SITK Ltd t/a Safety is the Key

<b>Vehicle Registration</b> (Circle as appropriate):	(1)	(2)	(3)	Other:	Doc Ref:
---	-----	-----	-----	--------	----------

**Work vehicles must be visually inspected prior to each use i.e. a quick walk around the vehicle to ensure that there are no obvious defects or recent damage. You do not need to record this visual check UNLESS you note damage or defects. For further guidance, see your supervisor or manager.**

<b>Date:</b>														
<b>Completed by (PRINT):</b>														
<b>Completed by (Sign):</b>														
<b>Weekly Recorded Checks</b>	<b>Yes</b>	<b>No</b>												
Wheels undamaged. Tyre pressure & tread legal.														
Lights, indicators and horn work correctly.														
Brake, steering and engine oil/fluid levels are correct.														
Washer fluid level correct and wipers work safely.														
First aid kit: contents correct.														
Fire extinguisher: in place and unused.														
General bodywork: good condition and roadworthy.														
Driver understands use of mobiles not permitted whilst driving unless correct hand-free device used.														
Vehicle has correct tax, insurance and MOT.														

**Indicate recommended corrective actions required below:**

<b>Date:</b>	<b>Action required</b>	<b>By whom / by when?</b>

NOTE: This Checklist is designed to be a reminder of some of the actions you may need to during an on-site H&S Induction. Be aware that it is NOT a definitive or official list of actions and no liability can be accepted for errors or omissions.

**Need more help? Why not sign up to one of our three H&S Competent Person Packages from just £99 per month plus VAT.**

Email [info@safetyisthekey.co.uk](mailto:info@safetyisthekey.co.uk) or visit [www.Safetyisthekey.co.uk](http://www.Safetyisthekey.co.uk)