

VAN SAFETY INSPECTION CHECKLIST

Name:

Date:

The status of all items on this checklist should be indicated with a tick if adequate, a cross if inadequate or marked N/A if not applicable. All crossed items must be given a written explanation. Where items require remedial action, note who is to follow up and by when.

| ITEM | STATUS | COMMENTS/ACTION/BY WHO AND WHEN |
|--|--------|------------------------------------|
| <i>Van Checks - Inside</i> | | |
| 1. Brakes – Check that: <ul style="list-style-type: none"> – foot or service brake works correctly and doesn't have any excessive travel – hand or parking brake works correctly and doesn't have any excessive travel | | |
| 2. Horn & Steering – Check that the: <ul style="list-style-type: none"> – horn control is easily accessible from driver's seat – horn works when its control is operated – steering has no excessive play | | |
| 3. Lights – Check that: <ul style="list-style-type: none"> – all lights and indicators work correctly – all lenses are present, clean and are the right colour – stop lamps come on when the service brake is applied and go out when released – marker lights are present and work – all dashboard warning lamps work correctly, including: – automatic braking system (ABS) – airbags - supplemental restraint system (SRS) – electronic positioning system (EPS) – full beam headlamp warning lamp – parking brake warning lamp | | |
| 4. Mirrors and Glass – Check that: | | |

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| <ul style="list-style-type: none"> - all mirrors that should be there are properly aligned and secure - your view of the road in all directions isn't obscured by damaged or discoloured glass, or obstructions, e.g. stickers | | |
| <p>5. Seats and Seatbelts – Check that:</p> <ul style="list-style-type: none"> - seats are secure - seat belts operate correctly and are free from cuts and damage | | |
| <p>6. Washers and Wipers – Check that:</p> <ul style="list-style-type: none"> - wipers move continually when switched on - wiper blades aren't so deteriorated that they don't clear the windscreen effectively when used with washers - washers point at the windscreen and are operational - washer fluid is topped up | | |
| <p>7. Load – Check that:</p> <ul style="list-style-type: none"> - any load is adequately secured - the van doors have an effective locking device | | |
| <p>8. Is the floor clean and clear from hazards? Is the flooring in tact and safe for customers?</p> | | |
| <p>9. Check that the First Aid box is present and stocked</p> | | |
| <p>10. Check that accident forms are present and that there are enough</p> | | |
| <p>11. Check there is no rubbish or cardboard boxes on the floor</p> | | |
| <p>12. Is the fire extinguisher intact and working? (if applicable)</p> | | |
| <i>Van Checks - Outside</i> | | |
| <p>1. Battery – Check that the:</p> <ul style="list-style-type: none"> - battery is held securely in place by the correct means and not cables - battery is not leaking | | |
| <p>2. Fluids, Fuel and Oil – Check that:</p> <ul style="list-style-type: none"> - the brake fluid, engine coolant, engine oil, power steering fluid, wind screen washer fluid and water levels are correct - the fuel filler cap is securely fitted - there are no brake fluid, power steering fluid and water leaks | | |

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| <p>by looking for puddles on the ground - if leaks are detected, trace the cause</p> <ul style="list-style-type: none"> - With the engine on, check underneath the van for any fuel and oil leaks - look for puddles on the ground. | | |
| <p>3. Bodywork and Doors – Check that:</p> <ul style="list-style-type: none"> - all doors shut properly and are secure when closed - there isn't any damage or sharp edges - no body panels are loose or in danger of falling off - check that the steps are safe to use | | |
| <p>4. Exhaust – Check that:</p> <ul style="list-style-type: none"> - the exhaust doesn't emit excessive amounts of smoke | | |
| <p>5. Tyres and Wheels – There must be:</p> <ul style="list-style-type: none"> - a minimum tread depth of 1.6mm - sufficient inflation of each tyre - no deep cuts in the sidewall - no cord visible anywhere on the tyre - no missing or insecure wheel-nuts | | |
| <i>Food Storage</i> | | |
| 1. Check that all food storage areas are under cover and protected from contamination | | |
| 2. Check that areas where food is stored are clean and free of pests | | |
| 3. Check that the van has been thoroughly cleaned before usage with food safe disinfectant | | |
| 4. Check that there is a supply of cloths and sanitiser to clean hands, surfaces and food | | |
| 5. Check that cleaning chemicals are kept away from the food | | |
| 6. Check that the food is secure when driving | | |
| <i>Food Waste</i> | | |
| 1. Ensure that food and recycling waste is disposed of appropriately | | |

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| 2. Check that the bins have lids and are emptied regularly | | |
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