HGV Vehicle Defect Report

Record the exact defect, location, time, safety significance and action taken without vague wording.

Vehicle details

■	Date	
■	Time	
■	Driver	
■	Vehicle registration	
■	Trailer number	
■	Odometer	
■	Location	

Defect details

■	Component or system	
■	Exact defect observed	
■	How defect was identified	
■	Warning lights or symptoms	
■	Photograph reference	

Immediate action

■	Operator informed	
■	Vehicle stopped or withheld	
■	Recovery arranged	
■	Temporary control authorised by competent person	
■	Prohibition or enforcement details	

Repair and closure

■	Repairer	
■	Work completed	
■	Date and time completed	
■	Inspection or test after repair	
■	Released by	
■	Driver informed	

Driver / person completing: _____ Signature: _____ Date/time: _____

Official reference: https://www.gov.uk/government/publications/guide-to-maintaining-roadworthiness

Important: Completion of this document does not prove that a competent or effective check was carried out. Safety-critical defects must be reported and the vehicle withheld from use where required.