

# Vehicle defect report form

One defect, from the report to the return to service. The sheet is not finished until the last line is signed.

|                      |                |               |
|----------------------|----------------|---------------|
| VEHICLE REGISTRATION | TRAILER NUMBER | DEPOT         |
| REPORTED BY          | DATE REPORTED  | TIME REPORTED |

## DEFECT AS REPORTED

*In the words of the person reporting it.*

## REPORTED TO

|                        |                                   |
|------------------------|-----------------------------------|
| NAME                   | ROLE                              |
| DATE AND TIME RECEIVED | VEHICLE WITHDRAWN FROM USE? (Y/N) |

## ACTION TAKEN

*What was done, and by whom.*

## WORK AND PARTS

|                     |                        |
|---------------------|------------------------|
| WORK CARRIED OUT BY | WORKSHOP OR CONTRACTOR |
| PARTS FITTED        | DATE COMPLETED         |

## RETURN TO SERVICE

*The vehicle is not back in service until this is signed.*

|                            |                          |
|----------------------------|--------------------------|
| VEHICLE FIT FOR USE? (Y/N) | SIGNED                   |
| ROLE                       | DATE RETURNED TO SERVICE |

## SIGN-OFF

|                 |            |                |
|-----------------|------------|----------------|
| RECORD FILED BY | DATE FILED | FILE REFERENCE |
|-----------------|------------|----------------|