



Inspection form

Terminal Check

Terminal operator											Vehicle operator					
Terminal location											Vehicle registration					
	Number										Date of expiry	Trailer number (from disc)				
Vehicle SLPS disc	A									-		Type of vehicle	<input type="checkbox"/> Rigid	<input type="checkbox"/> Combination tractor and trailer	<input type="checkbox"/> Stand-alone tractor	<input type="checkbox"/> Stand-alone trailer
Trailer SLPS disc	A									-		Date of check				

Ref	Item	Checked?	Fail (1)	Notify (2)	Remarks	Issue with	
						Veh	Trailer
1. SLPS disc	Present	<input type="checkbox"/> Yes <input type="checkbox"/> No					
	In date	<input type="checkbox"/> Yes <input type="checkbox"/> No					
2. Lights	Operation	<input type="checkbox"/> Yes <input type="checkbox"/> No					
	Lens condition	<input type="checkbox"/> Yes <input type="checkbox"/> No					
3. In-cab master switch	Operation	<input type="checkbox"/> Yes <input type="checkbox"/> No					
	Labelled	<input type="checkbox"/> Yes <input type="checkbox"/> No					
4. External (offside) master switch	Operation	<input type="checkbox"/> Yes <input type="checkbox"/> No					
	Labelled	<input type="checkbox"/> Yes <input type="checkbox"/> No					
5. External (nearside) master switch	Operation	<input type="checkbox"/> Yes <input type="checkbox"/> No					
	Labelled	<input type="checkbox"/> Yes <input type="checkbox"/> No					
6. Rear engine and exhaust cover	Present	<input type="checkbox"/> Yes <input type="checkbox"/> No					
	Condition	<input type="checkbox"/> Yes <input type="checkbox"/> No					
	Labelled	<input type="checkbox"/> Yes <input type="checkbox"/> No					
7. Battery box cover	Present	<input type="checkbox"/> Yes <input type="checkbox"/> No					
	Condition	<input type="checkbox"/> Yes <input type="checkbox"/> No					
8. Wiring looms	Condition	<input type="checkbox"/> Yes <input type="checkbox"/> No					
9. Mudwings	Present	<input type="checkbox"/> Yes <input type="checkbox"/> No					
	Condition	<input type="checkbox"/> Yes <input type="checkbox"/> No					
10. Tank and pipework	Condition	<input type="checkbox"/> Yes <input type="checkbox"/> No					
11. Control cabinet	Condition	<input type="checkbox"/> Yes <input type="checkbox"/> No					
12. Loading adaptors	Caps present	<input type="checkbox"/> Yes <input type="checkbox"/> No					
	Sight glass condition	<input type="checkbox"/> Yes <input type="checkbox"/> No					
	Labelled	<input type="checkbox"/> Yes <input type="checkbox"/> No					
13. Product grade indicators	Present	<input type="checkbox"/> Yes <input type="checkbox"/> No					
14. Vapour recovery/ return	Cap present	<input type="checkbox"/> Yes <input type="checkbox"/> No					
	Sight glass condition	<input type="checkbox"/> Yes <input type="checkbox"/> No					

Checker's Name (print)		Checker's signature
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Information for the Checker

This check should be carried out visually. Where possible, the check is to be carried out with the assistance of the driver. There is no need to get into the cab of a vehicle or touch anything on the vehicle or trailer, other than the external master switch isolators. Use the Checked? column to indicate whether it was possible to check the item or not, with a Y for yes or an N for no. Refer to the SLPS Terminal Check Manual and video for full instructions.

Mark any notifications or failures with an X in the relevant column. Note that fields in the notify column are greyed out for items that must always be failed if an issue is found. Similarly, fields in the failure column are greyed out for items that must always be notified if an issue is found.

Notifications (2) are given for minor issues that, in your opinion (using the manual as guidance), do not currently pose a danger but may deteriorate over time, so should be addressed by the vehicle operator as soon as possible. Use the remarks field to describe your observations, indicate whether the issue was on the vehicle and/or trailer, and provide a second copy of the form to the driver. Vehicles with notifications (but no failures) may be permitted to enter the site, although all sites have the right to refuse entry if a previous notification fault has not been rectified. Where a single loading adaptor cap is missing, advise the driver that they must not load that compartment.

Any failures (1) must result in the vehicle being prohibited from entering the site and the physical safe loading pass disc being removed from the vehicle or trailer, if you can. If the disc is difficult to remove or the driver refuses to hand it to you from the cab of a vehicle, just make a note of this on the form or App. In all cases make sure the SLPS database updated as soon as possible. Use the remarks field to describe your observations, including where on the vehicle or trailer the problem was found, and provide a second copy of the form to the driver. Take a photograph of the problem if you can.

In all cases following the check (including no issues found), the SLPS database should be updated by way of the SLPS Terminal Check App or website.

Information for the driver

You have received this copy form because issues have been identified during a terminal check. It is your and your employer's responsibility to ensure that the vehicle remains safe and roadworthy at all times. You must contact your employer and discuss the issues found to decide your next course of action.

Notifications (2) are given for minor issues that, in the opinion of the checker (in line with the SLPS Terminal Check manual), do not currently pose a danger to the site but may deteriorate over time, so should be rectified by the vehicle operator as soon as possible. All sites reserve the right to refuse entry if a previous notification fault has not been rectified. Note that these items would fail a SLPS inspection, as those inspections result in the issuing of a pass lasting six months. Where a single loading adaptor cap is missing, you must not load that compartment.

Any failures (1) will result in the vehicle being prohibited from entering the site, the physical safe loading pass disc being removed from the vehicle or trailer, and the SLPS database being updated. You must not attempt to load the vehicle or trailer at this or any other terminal until the failure item has been rectified, the vehicle or trailer has passed a SLPS inspection, and a new pass issued.

Important note

This check does not replicate the full SLPS inspection, any type of roadworthiness check or other inspection. It intends to identify particular site-safety risks. It may not have been possible to check all the items on the form overleaf. Any unmarked fields should not be taken to indicate the items would pass a SLPS or any other type of inspection. The safety and roadworthiness of the vehicle and trailer remain the responsibility of the driver and vehicle operator at all times.