



Vehicle inspection (Pre-start checklist)

Introduction



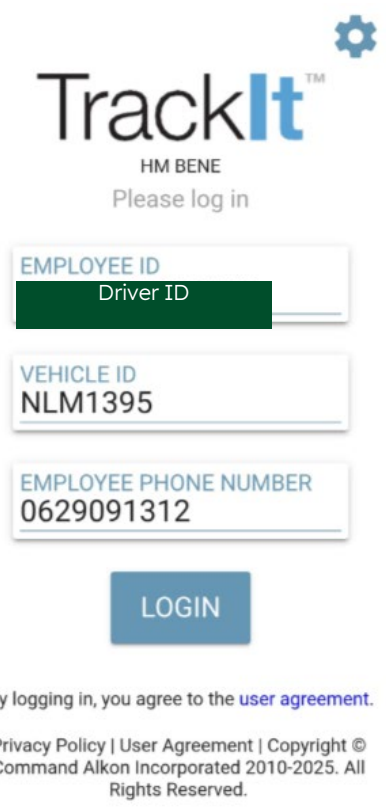


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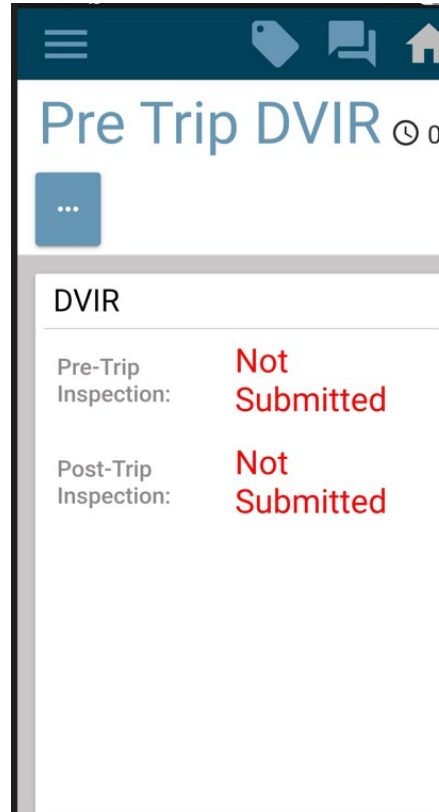


1. Starting the checklist



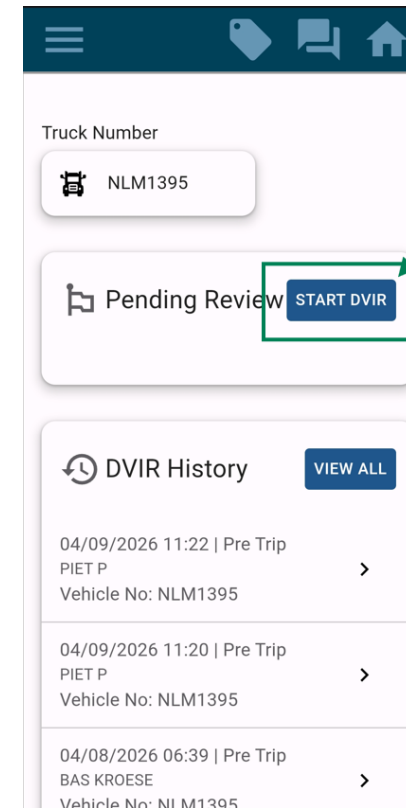
The login screen for TrackIt features the company logo and name at the top. Below it, the user's name 'HM BENE' is displayed, followed by the instruction 'Please log in'. There are three input fields: 'EMPLOYEE ID' with 'Driver ID' entered, 'VEHICLE ID' with 'NLM1395' entered, and 'EMPLOYEE PHONE NUMBER' with '0629091312' entered. A blue 'LOGIN' button is positioned below the fields. At the bottom, there is a disclaimer: 'By logging in, you agree to the user agreement.' and copyright information for Command Alkon.

1. Enter your login details
2. Press “**login**”



The 'Pre Trip DVIR' screen shows the status of inspections. The title is 'Pre Trip DVIR' with a clock icon and '0'. Below the title is a menu icon. The main content area is titled 'DVIR' and contains two rows of information: 'Pre-Trip Inspection: Not Submitted' and 'Post-Trip Inspection: Not Submitted'. The words 'Not Submitted' are in red.

3. The PRE TRIP DVIR screen now opens automatically.
4. Press “**Pre-trip Inspeccion**”



This screen displays the 'Truck Number' as 'NLM1395'. Below it, there is a 'Pending Review' section with a 'START DVIR' button highlighted by a green box and a green arrow. At the bottom, there is a 'DVIR History' section with a 'VIEW ALL' button. The history list includes three entries: '04/09/2026 11:22 | Pre Trip PIET P', '04/09/2026 11:20 | Pre Trip PIET P', and '04/08/2026 06:39 | Pre Trip BAS KROESE'. Each entry has a right-pointing arrow.

5. Press “**Start DVIR**” to start the checklist.



1. Starting the checklist

Inspection

Truck Details

Pre Trip

Odo... KM Engin...

Checklist 0/9

Valid inspection and insurance (BE only) + Add Photos/Notes

✓ OK Needs Repair Not Applicable

Acoustic reverse signal and reversing camera + Add Photos/Notes

✓ OK Needs Repair Not Applicable

1. First fill in the vehicle mandatory fields

- Pre-trip
- Odometer reading
- Engine hours – Fill in the engine hours.

In the Netherlands always enter **0** as standard

2. For question 1, **Always** select “OK” if you are working in the Netherlands (where you are not required to carry these documents).

Inspection

Truck Details

Pre Trip

Odomet... 141000 KM Engine ... 0

Checklist 2/9

Valid inspection and insurance (BE only) + Add Photos/Notes

✓ OK Needs Repair Not Applicable

Acoustic reverse signal and reversing camera + Add Photos/Notes

✓ OK Needs Repair Not Applicable

3. For questions 2 to 9, you can select one of the first two options, namely ‘OK’ or ‘Needs repair’:

- Select ‘OK’ if there is no defect.

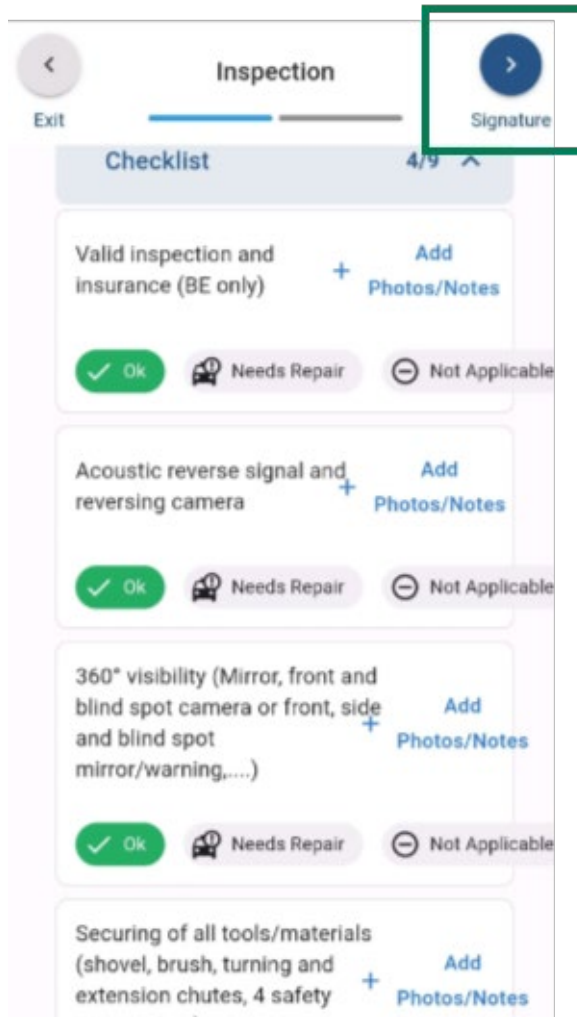
- Select ‘Needs repair’ if there is a defect and a repair is required.

See Situation 2 (page 4) for an explanation of what to do next.

- **Do not select ‘Not applicable’.**

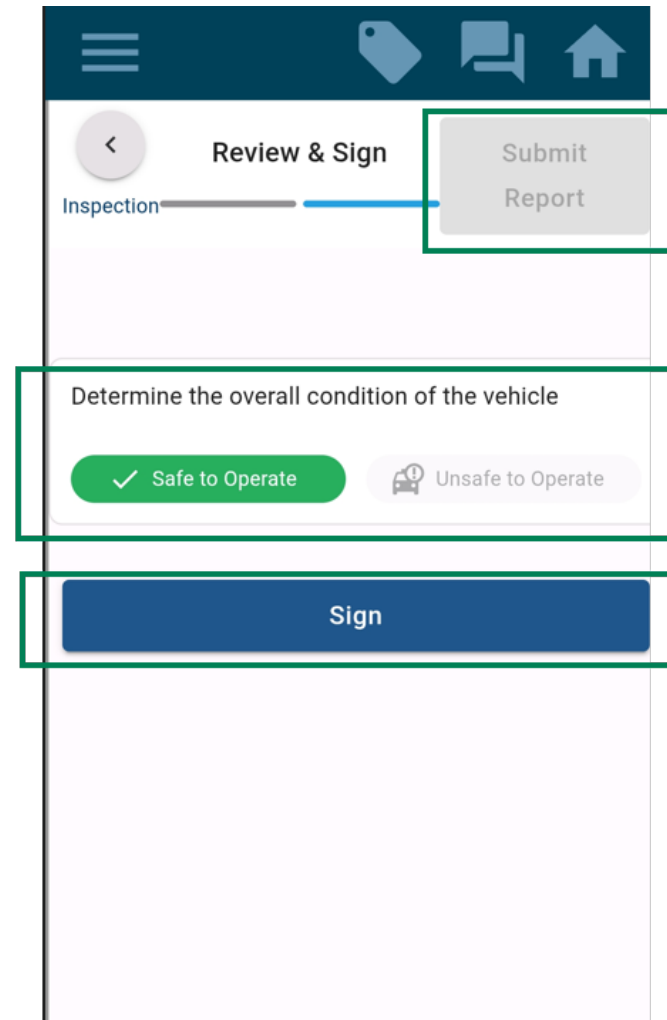


2. Situation 1 – Completing the checklist (no defect) and confirming



If the entire checklist has been completed and you have answered all questions 1 to 9 with 'OK', you can continue at the top by pressing **'Signature'**.

If you have answered one or more questions with **'Needs repair'**, then continue to Situation 2.



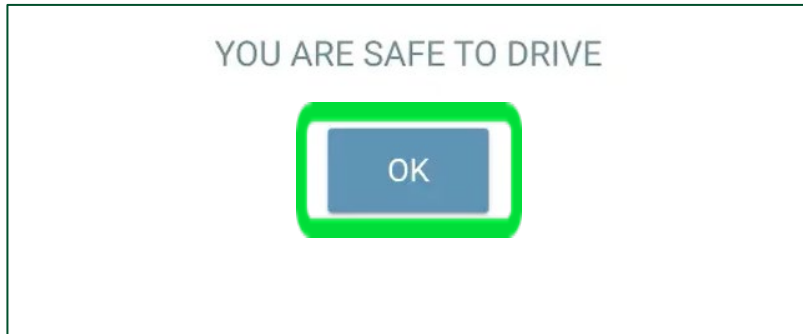
When all checks have been completed and your vehicle is **'safe'**, select **'safe to operate'**.

Sign your signature with your finger by first pressing **'Sign'**.

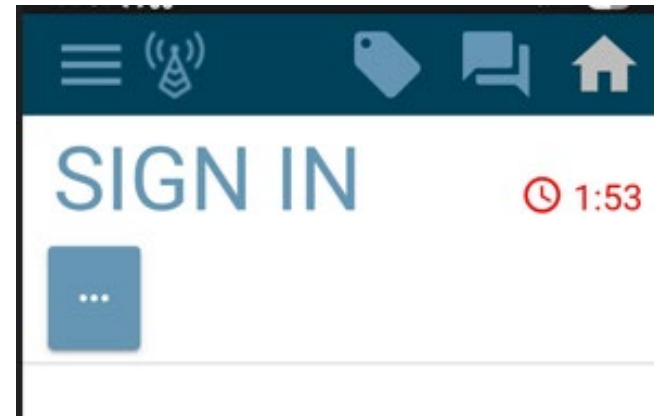
Confirm the checklist by selecting **'Submit report'**.



3. Situation 1 – Finalising the checklist and submitting the final report



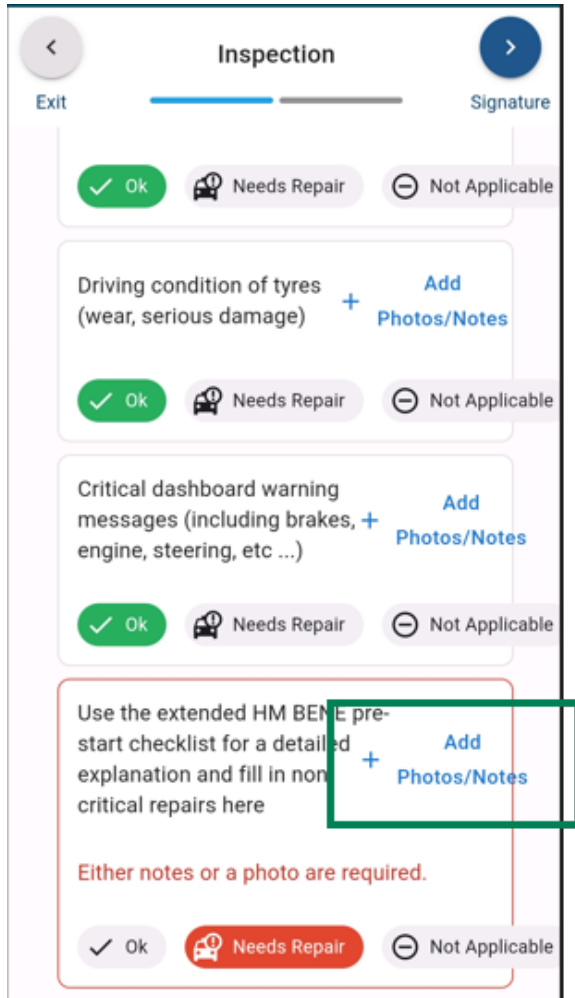
A message will appear indicating that it is safe to drive; confirm this by selecting '**OK**'.



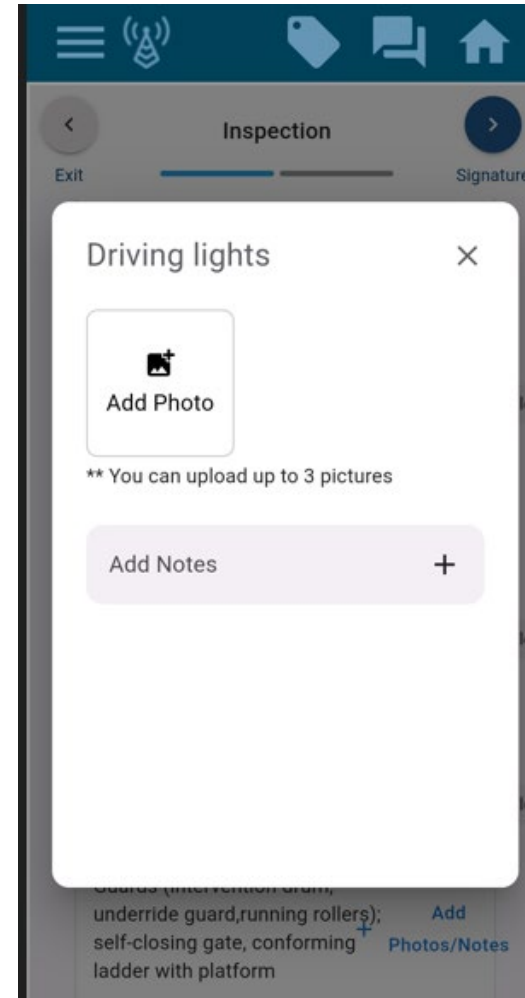
You will then be taken to the standard login page. You are now logged in and the first instruction will appear automatically.



4. Situation 2 – Completing the checklist (with defect)



1. If there is a defect, select '**Needs repair**'. It is mandatory to add photos or notes in this case. This allows Fleet to resolve the issue more quickly and effectively.
2. Click '**Add photos/notes**'.

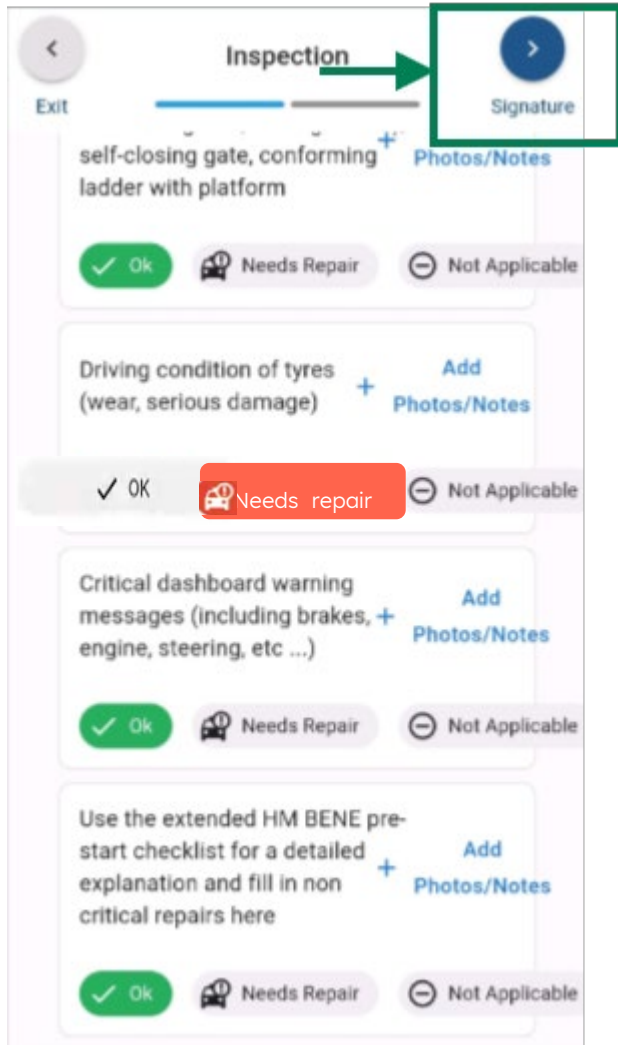


3. Click '**Add photo**'. A photo can be taken with the tablet (the camera will open automatically).
 4. Click '**Add notes**'.
- Photos and notes are saved automatically and forwarded to Fleet.



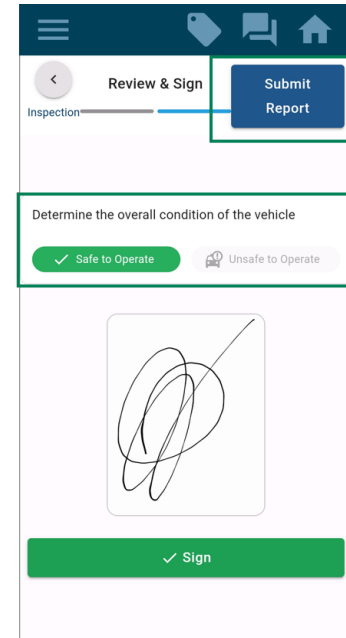
5. Situation 2 – Completing the checklist (with defect)

Fullname



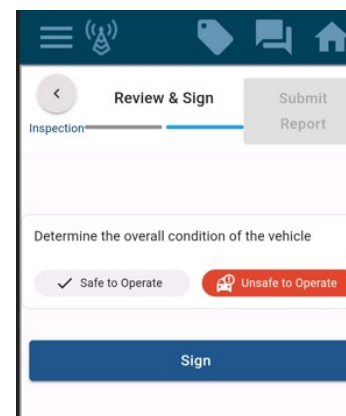
The screenshot shows a mobile application interface for an inspection checklist. At the top, there is a progress bar with 'Inspection' and a 'Signature' button highlighted with a green box and an arrow. Below the progress bar, there are four checklist items, each with a 'Photos/Notes' link and three status options: 'Ok', 'Needs Repair', and 'Not Applicable'. The first item is 'self-closing gate, conforming ladder with platform' with 'Ok' selected. The second item is 'Driving condition of tyres (wear, serious damage)' with 'Needs repair' selected. The third item is 'Critical dashboard warning messages (including brakes, engine, steering, etc ...)' with 'Ok' selected. The fourth item is 'Use the extended HM BENE pre-start checklist for a detailed explanation and fill in non critical repairs here' with 'Ok' selected.

If the entire checklist has been completed, you can continue at the top by pressing **'Signature'**.



The screenshot shows the 'Review & Sign' screen. At the top, there is a progress bar with 'Inspection' and 'Review & Sign' sections. A 'Submit Report' button is highlighted with a green box. Below the progress bar, there is a section titled 'Determine the overall condition of the vehicle' with two options: 'Safe to Operate' (selected) and 'Unsafe to Operate'. Below this, there is a signature field with a scribbled signature and a 'Sign' button.

When all checks have been completed and your vehicle is unsafe to use, select **'unsafe to operate'**. If the defect is not unsafe and the vehicle can still be used, then select **'safe to operate'**.



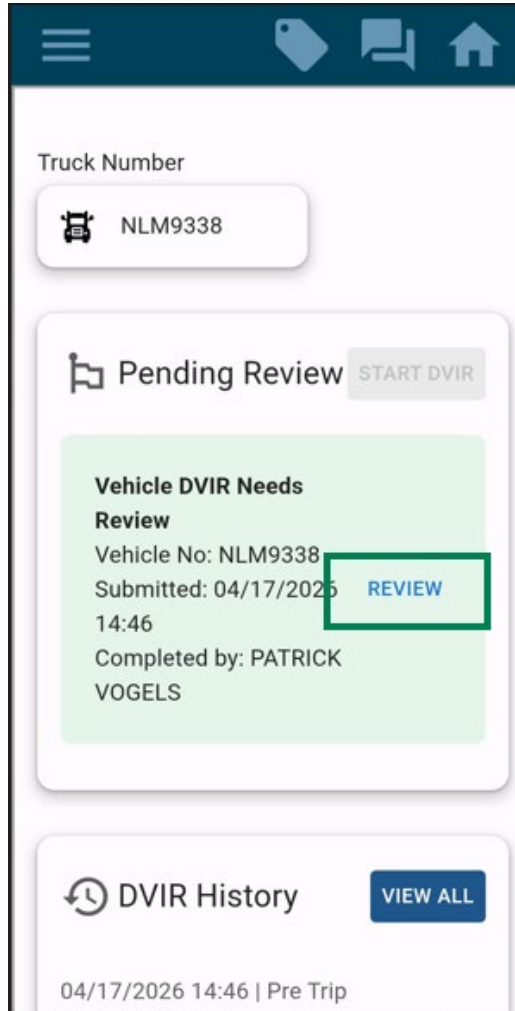
The screenshot shows the 'Review & Sign' screen. At the top, there is a progress bar with 'Inspection' and 'Review & Sign' sections. A 'Sign' button is highlighted with a blue box. Below the progress bar, there is a section titled 'Determine the overall condition of the vehicle' with two options: 'Safe to Operate' and 'Unsafe to Operate' (selected). Below this, there is a signature field with a scribbled signature and a 'Sign' button.

Sign your signature with your finger by first pressing **'Sign'**.

Confirm the checklist with **'Submit report'**.

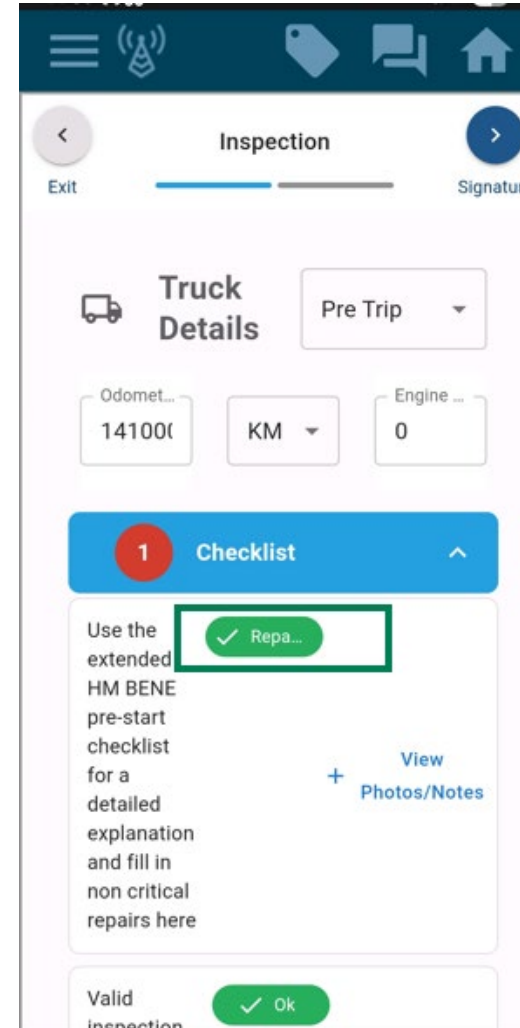


6. Situation 2 – Assessing the repair and confirming



At the next login after fixing or scheduling the repair of a defect, you will be asked to confirm the repair.

You can do this by clicking **“review”**

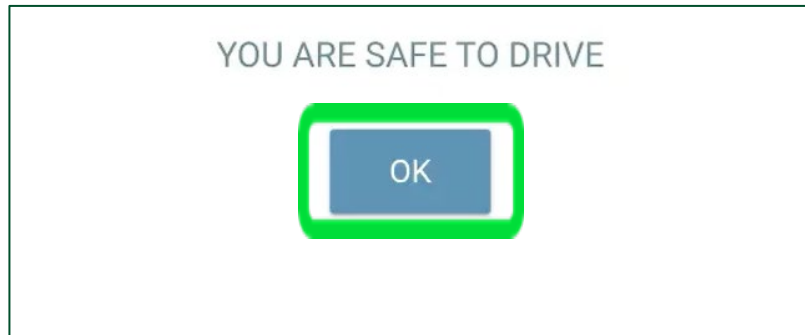


The repaired defect will appear at the top of the list, and you can review the photo's or notes.

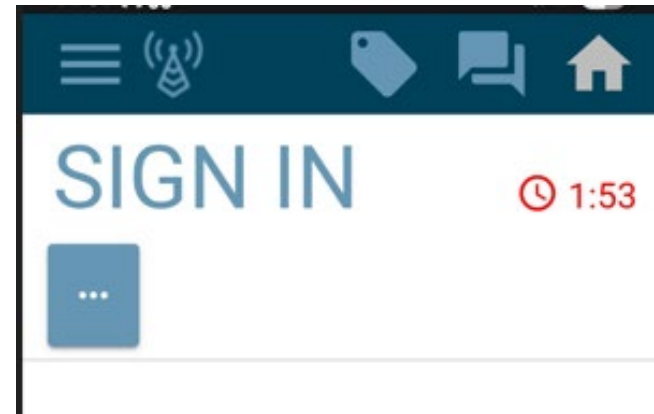
By adding your signature, the repair is confirmed.



7. Situation 2 – Finalising the checklist and submitting the final report



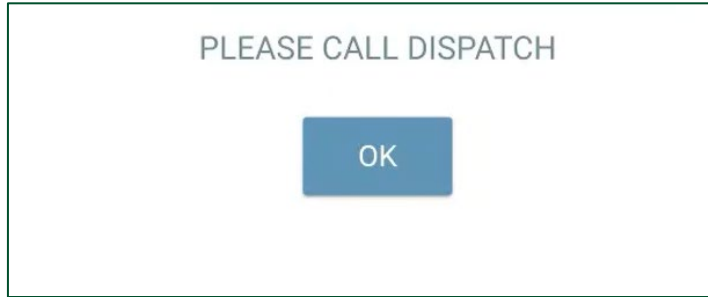
A message indicating that you are safe to drive will appear; confirm this by selecting 'OK'.



You will be taken to the standard login page. You are now logged in, and the first instruction will automatically appear.



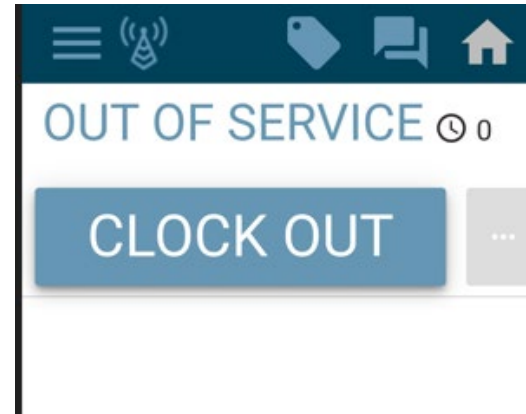
8. Situation 2 – In the final question, label the car as unsafe



Because the vehicle is considered “**not safe**,” you will be asked to contact Fleet. After confirming by selecting “**OK**,” please call the Fleet department at:

06-22453774

Fleet will inform you of the next steps. You cannot proceed until you have spoken with Fleet. Thank you.



After speaking with Fleet, click “**Clock out.**”



9. Situation 2 – Reporting a non-critical defect

The screenshot displays a mobile application interface for reporting defects. At the top, there is a navigation bar with a menu icon, a tag icon, a speech bubble icon, and a home icon. Below this, the title "Inspection" is centered. On the left, there is a back arrow and the word "Exit". On the right, there is a "Signature" button, which is highlighted with a green box. The main content area contains three inspection items, each with a description, an "Add" button, and a "Photos/Notes" button. The first item is "override guard,running rollers); self-closing gate, conforming ladder with platform" with a green "Ok" button selected. The second item is "Driving condition of tyres (wear, serious damage)" with a green "Ok" button selected. The third item is "Critical dashboard warning messages (including brakes, engine, steering, etc ...)" with a green "Ok" button selected. The final item is "Use the extended HM BENE pre-start checklist for a detailed explanation and fill in non critical repairs here" with a red "Health reparatie nodig" button selected. A green arrow points to this red button. At the bottom of the screen, there is a "Not Applicable" button for each item.

You can report a non-critical defect in the final question.

In this question, the defect is recorded, but you can still log in on the handheld.





Thank you!

**Any questions? Please contact the
Plant Operator or Mentor Driver.**