



Vehicle inspection (Pre-start checklist)

User guide

Pre-start checklist | RMC BENE | User guide 2.0 | P. Vogels
08.04.2026

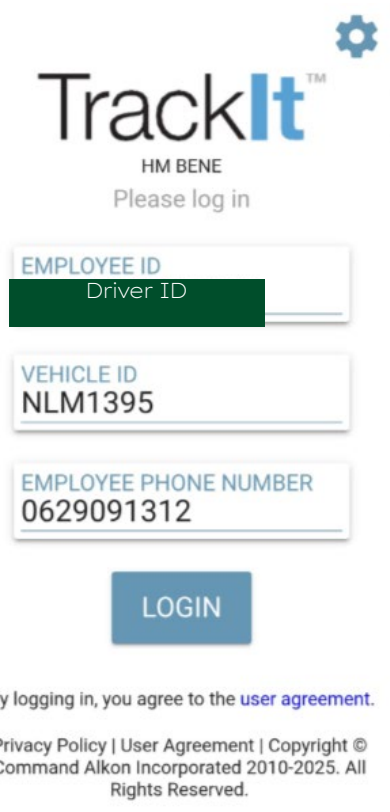


Table of Contents

1. Starting the checklist.
2. Situation 1 – Completing the checklist (no defect) and confirming.
3. Situation 1 – Finalising the checklist and final sign-in.
4. Situation 2 – Completing the checklist (with defect).
5. Situation 2 – Confirming the checklist.
6. Situation 3 – Marking the vehicle as unsafe in the final question.
7. Situation 3 – Assessing the repair and confirming.
8. Situation 3 – Finalising the checklist and final sign-in.
9. Situation 4 – Reporting a non-critical defect.



1. Starting the checklist.



The login screen for TrackIt features the company logo at the top, followed by the user's name and a login prompt. Below this are three input fields: 'EMPLOYEE ID' with a sub-label 'Driver ID', 'VEHICLE ID' containing 'NLM1395', and 'EMPLOYEE PHONE NUMBER' containing '0629091312'. A blue 'LOGIN' button is positioned below the fields. At the bottom, there is a disclaimer about the user agreement and copyright information.

TrackIt™
HM BENE
Please log in

EMPLOYEE ID
Driver ID

VEHICLE ID
NLM1395

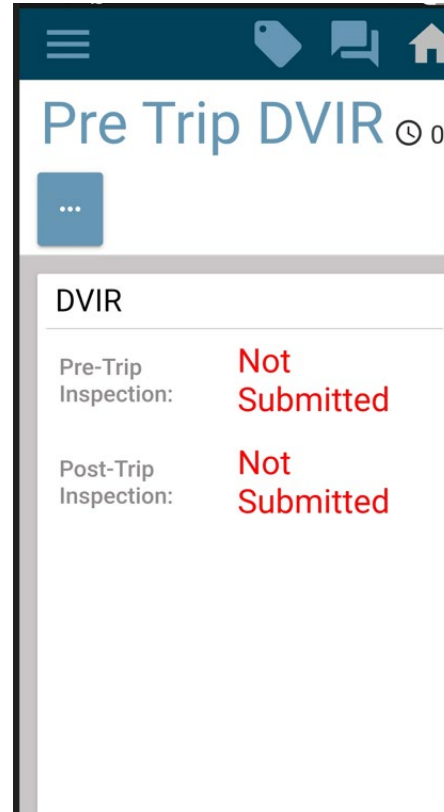
EMPLOYEE PHONE NUMBER
0629091312

LOGIN

By logging in, you agree to the [user agreement](#).

Privacy Policy | User Agreement | Copyright ©
Command Alkon Incorporated 2010-2025. All
Rights Reserved.

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



The 'Pre Trip DVIR' screen displays the title and a clock icon. Below the title is a menu icon. The main section, titled 'DVIR', shows two inspection types: 'Pre-Trip Inspection' and 'Post-Trip Inspection', both with a status of 'Not Submitted' in red text.

Pre Trip DVIR ⌚ 0

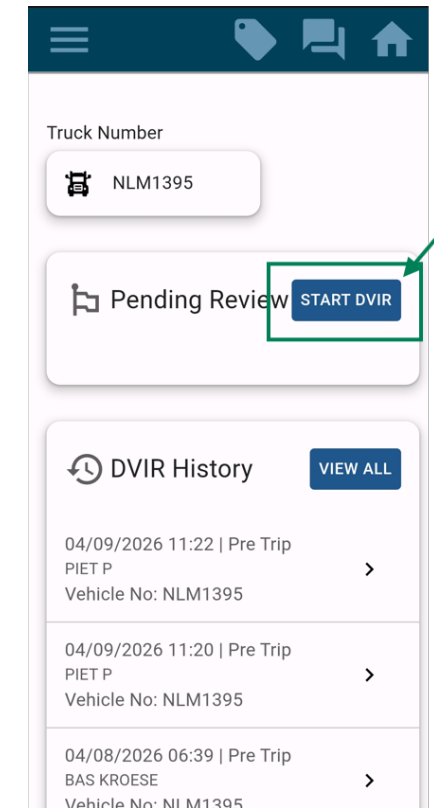
...

DVIR

Pre-Trip Inspection: Not Submitted

Post-Trip Inspection: Not Submitted

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



This screen shows the 'Truck Number' field with 'NLM1395' entered. Below it is a 'Pending Review' section with a 'START DVIR' button highlighted by a green box and an arrow. At the bottom is a 'DVIR History' section with a 'VIEW ALL' button and a list of past inspections.

Truck Number

NLM1395

Pending Review START DVIR

DVIR History VIEW ALL

04/09/2026 11:22 | Pre Trip
PIET P >
Vehicle No: NLM1395

04/09/2026 11:20 | Pre Trip
PIET P >
Vehicle No: NLM1395

04/08/2026 06:39 | Pre Trip
BAS KROESE >
Vehicle No: NLM1395

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



1. Starting the checklist.

Inspection

Exit Signature

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. Check that a copy of a valid technical inspection certificate and a valid insurance certificate is present in the vehicle. If one or both documents are **not present**, contact your **Plant Operator**. In that case, you may not use the vehicle. Press **“OK”** if both are present.

Inspection

Exit Signature

Truck Details Pre Trip

Odomet... 14100 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”**.
IMPORTANT

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



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

Inspection

Exit

Signature

Checklist 4/9

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

360° visibility (Mirror, front and blind spot camera or front, side and blind spot mirror/warning,...) + Add Photos/Notes

✓ Ok Needs Repair Not Applicable

Securing of all tools/materials (shovel, brush, turning and extension chutes, 4 safety + Add Photos/Notes

1. 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”**.
2. If you have answered one or more questions with **“Needs repair”**, then continue to Situation 2.

Review & Sign

Submit Report

Inspection

Determine the overall condition of the vehicle

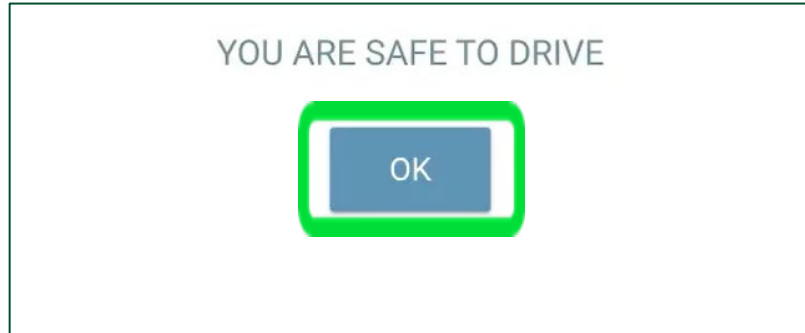
✓ Safe to Operate Unsafe to Operate

Sign

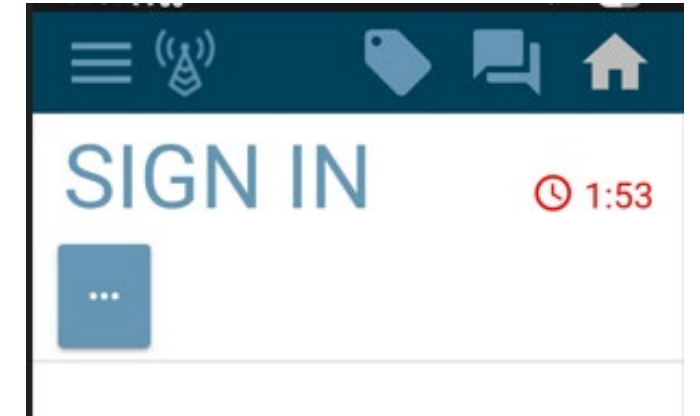
1. When all checks have been completed and your vehicle is **safe**, select **“safe to operate”**.
2. Sign with your finger by first pressing **“Sign”**.
3. Confirm the checklist by selecting **“Submit report”**.



3. Situation 1 – Finalising the checklist and final sign-in.



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).

The screenshot shows the 'Inspection' screen of an app. At the top, there are 'Exit' and 'Signature' buttons. Below them are three status buttons: 'Ok' (green), 'Needs Repair' (red with a warning icon), and 'Not Applicable' (grey). The checklist items are:

- Driving condition of tyres (wear, serious damage) + Add Photos/Notes
- Critical dashboard warning messages (including brakes, engine, steering, etc ...) + Add Photos/Notes
- Use the extended HM BENE pre-start checklist for a detailed explanation and fill in non-critical repairs here + Add Photos/Notes

The last item is highlighted with a red box, and its 'Add Photos/Notes' button is also highlighted with a green box. Below the list, a red message states: 'Either notes or a photo are required.' At the bottom, the status buttons are repeated, with 'Needs Repair' being the active selection for the highlighted item.

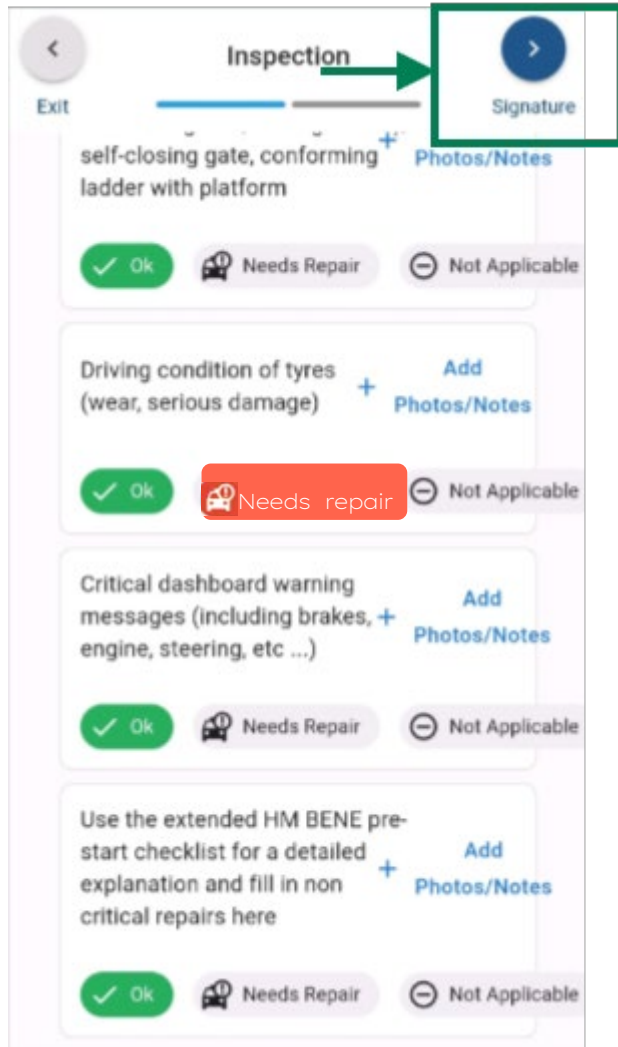
1. If there is a defect, select '**Needs repair**'. It is mandatory to add photos or notes in this case. This allows Fleet to resolve the issue more quickly and effectively.
2. Click '**Add photos/notes**'.

The screenshot shows a dialog box titled 'Driving lights' with a close button (X) in the top right corner. Inside the dialog, there is a button labeled 'Add Photo' with a camera icon. Below it, a note says: '** You can upload up to 3 pictures'. At the bottom of the dialog is a button labeled 'Add Notes' with a plus sign (+).

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.

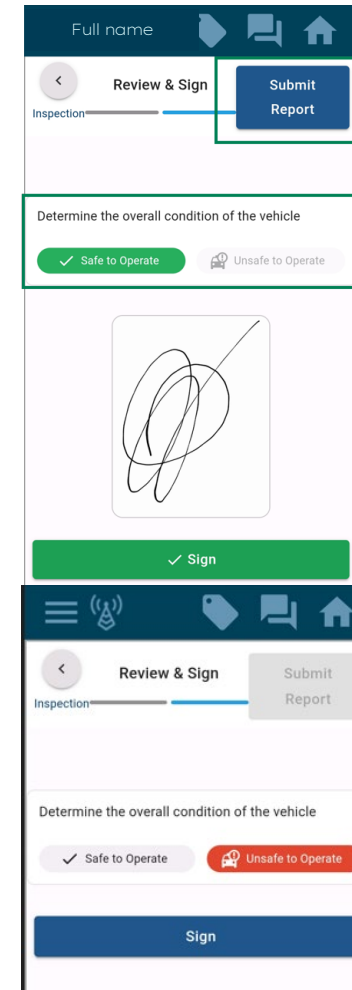


5. Situation 2 – Confirming the checklist.



The screenshot shows the 'Inspection' screen of the app. At the top, there is a progress bar with 'Inspection' and 'Signature' stages. The 'Signature' stage is highlighted with a green box and a green arrow. Below the progress bar, there are four checklist items, each with a status button (Ok, Needs Repair, Not Applicable) and a 'Photos/Notes' link. 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 top screenshot shows the 'Review & Sign' screen. At the top, there is a 'Full name' field and a 'Submit Report' button highlighted with a green box. Below this, there is a section 'Determine the overall condition of the vehicle' with two options: 'Safe to Operate' (selected) and 'Unsafe to Operate'. Below this is a signature area with a green 'Sign' button. The bottom screenshot shows the same screen but with the 'Unsafe to Operate' option selected and the 'Sign' button highlighted with a green box.

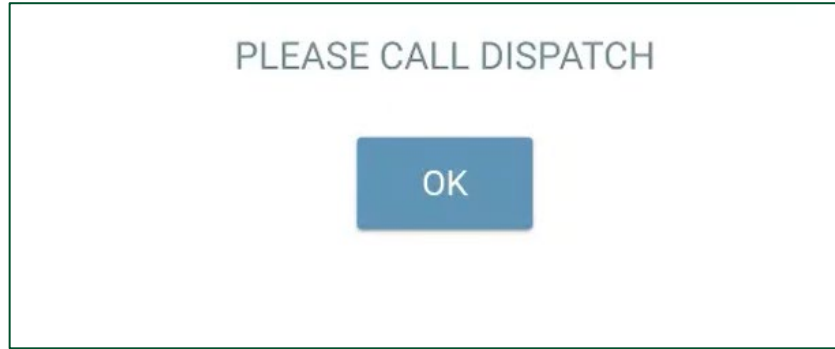
When all checks have been completed and your vehicle is unsafe to use, select **“unsafe to operate”**. If the defect is not unsafe and the vehicle can still be used, then select **“safe to operate”**.

Sign with your finger by first pressing **“Sign”**.

Confirm the checklist with **“Submit report”**.



6. Situation 3 – Marking the vehicle as unsafe in the final question.



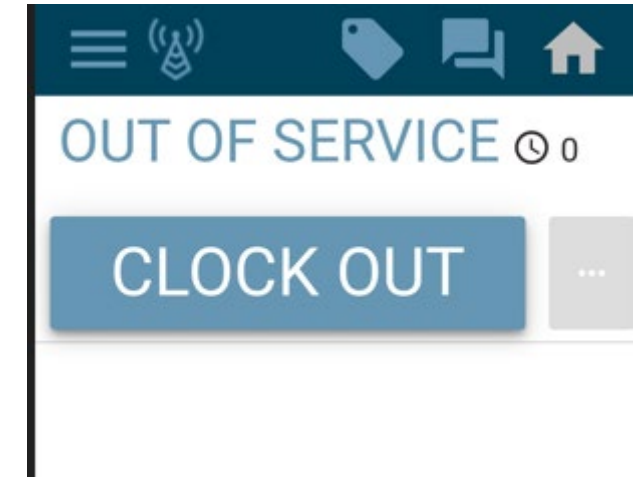
Because the vehicle is considered **“not safe,”** you will be asked to contact Fleet (NL) or your Plant Operator (BE).

After confirming by selecting **“OK,”** please call:

NL: Fleet department : **06-22453774**

BE: Contact your Plant Operator

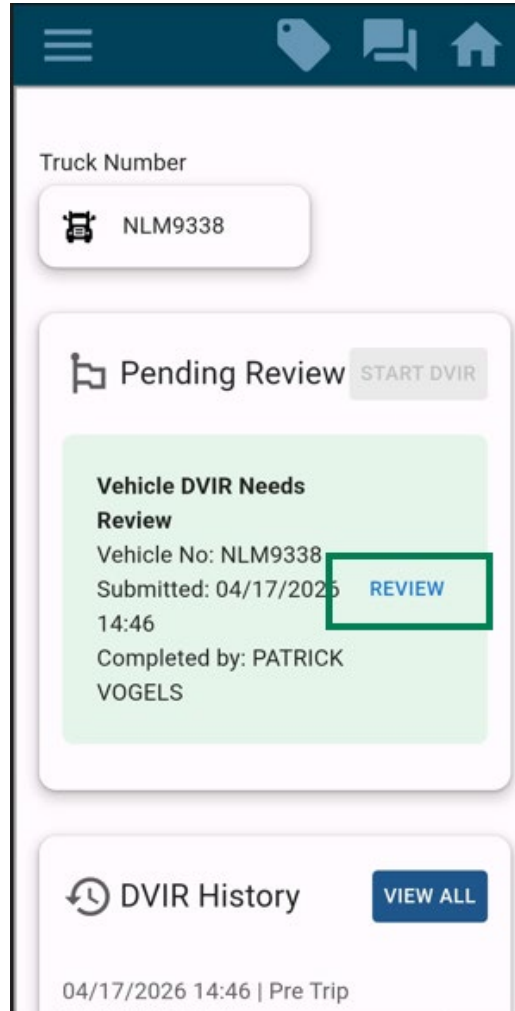
Fleet/Plant Operator will inform you of the next steps. You cannot proceed until you have spoken with Fleet/Plant Operator. Thank you.



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



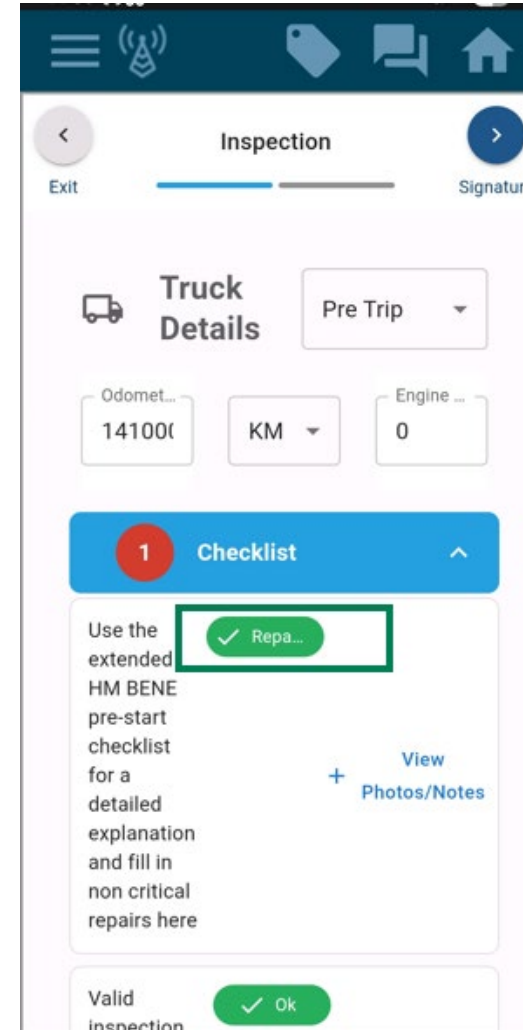
7. Situation 3 – Assessing the repair and confirming.



The screenshot shows the 'Pending Review' section of the app. At the top, there is a 'Truck Number' field with the value 'NLM9338'. Below this, there is a 'Pending Review' card. The card contains the text 'Vehicle DVIR Needs Review', 'Vehicle No: NLM9338', 'Submitted: 04/17/2026 14:46', and 'Completed by: PATRICK VOGELS'. A green box highlights the 'REVIEW' button. At the bottom of the card, there is a 'VIEW ALL' button.

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”**.



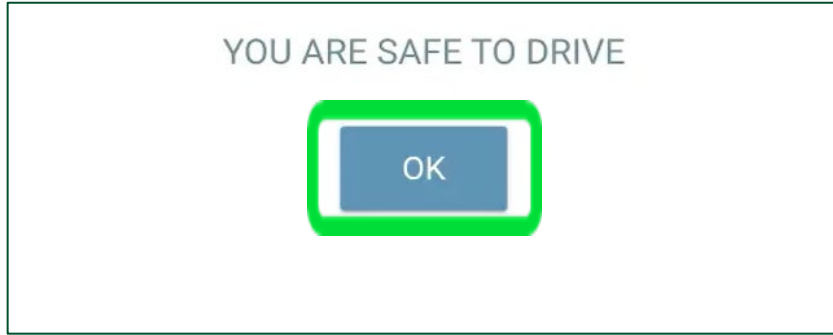
The screenshot shows the 'Inspection' section of the app. At the top, there is a 'Truck Details' card with a 'Pre Trip' dropdown. Below this, there are fields for 'Odomet...' (14100), 'KM' (dropdown), and 'Engine ...' (0). A blue bar with a red circle containing the number '1' and the text 'Checklist' is visible. Below this, there is a green box with a checkmark and the text 'Repa...'. At the bottom, there is a 'Valid inspection' section with a green 'Ok' button.

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

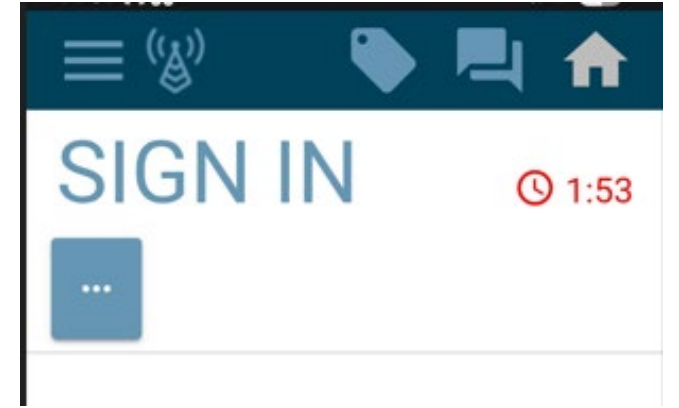
By adding your signature, the repair is confirmed. After this step, you must complete the checklist again (Situation 1) in order to log in.



8. Situation 3 – Finalising the checklist and final sign-in.



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



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

9. Situation 4 – Reporting a non-critical defect.

The screenshot shows the 'Inspection' screen of the RMC BENE app. It features a checklist with four items, each with an 'Add Photos/Notes' link and three status buttons: 'Ok' (green), 'Needs Repair' (grey with a wrench icon), and 'Not Applicable' (grey with a minus icon). The first three items are marked 'Ok'. The fourth item, 'Use the extended HM BENE pre-start checklist for a detailed explanation and fill in non critical repairs here', is highlighted with a green box. A green arrow points from the text 'In this question, the defect is recorded, but you can still log in on the handheld.' to the 'Needs Repair' button of the fourth item. The 'Signature' button at the top right is also highlighted with a green box.

Inspection

Exit

underride guard,running rollers); self-closing gate, conforming ladder with platform

✓ Ok Needs Repair Not Applicable

Driving condition of tyres (wear, serious damage)

✓ Ok Needs Repair Not Applicable

Critical dashboard warning messages (including brakes, engine, steering, etc ...)

✓ Ok Needs Repair Not Applicable

Use the extended HM BENE pre-start checklist for a detailed explanation and fill in non critical repairs here

✓ Ok Needs Repair Not Applicable

Signature

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.**

Pre-start checklist | RMC BENE | User guide