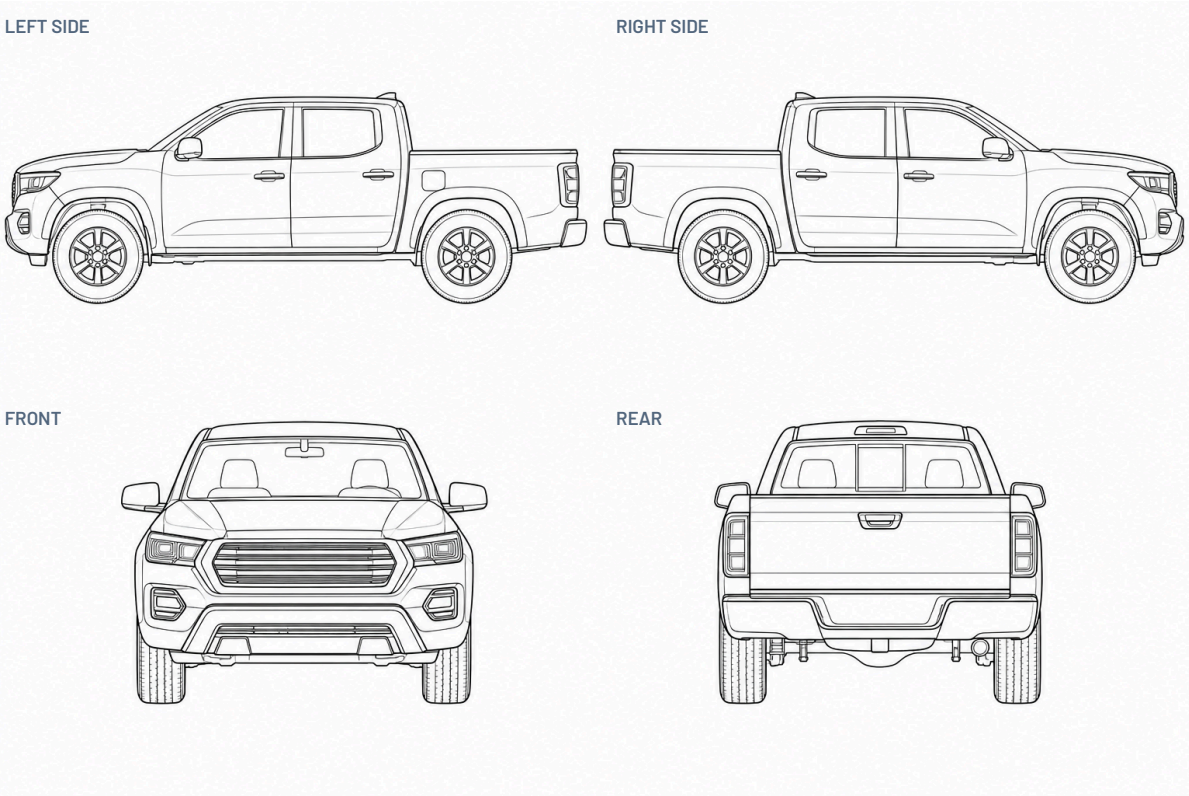
PICKUP DAMAGE RECORD

01 / Mark the vehicle views

Mark and number each damage location on the diagram, on paper or with your PDF app annotation tools. Use the same numbers in the record on page 2. These representative views do not replace checking the actual vehicle.

Unit / registration	Driver / operator	Date

Inspection reference	Make / model	Odometer / hours



PICKUP DAMAGE RECORD

02 / Describe, report and verify

Record observed damage objectively. Identify whether it was already recorded or newly observed. Safety-critical damage must be assessed before use; record the restriction and authorized release separately.

Unit / registration

Inspection reference

Date

Mark # / vehicle side	Damage description / photo reference	Existing / new / unknown	Action / restriction / person notified

Driver / operator acknowledgement

Reported to

Date / time

Assessment / repair reference / outcome

Reviewer / release decision / date

PICKUP DAMAGE RECORD — ADDITIONAL NOTES

Additional site information / continuation

Use this sheet for additional damage details, custom fields or supporting photographs. Link every entry to the vehicle and inspection reference; mark numbers must match the diagram and defect record.

Unit / registration	Inspection reference	Date

Your field label / mark number	Your entry / damage detail / photo reference

Additional notes / assessment / attachments