



Driver & Vehicle
Standards
Agency

GUIDE

Guide to maintaining roadworthiness

**Commercial goods and
passenger carrying vehicles**

(Revised 2014)



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Foreword

by DVSA Chief Executive



Welcome to our *Guide to maintaining roadworthiness*.

Whether you run a large fleet or just a single vehicle, this guide is a must read.

Regardless of the sector you operate in - whether you transport goods or people - the safety of your vehicles is vitally important.

Keeping your vehicles in a roadworthy condition is good for business, good for the environment and keeps road users safe.

This guide clearly sets out your responsibilities and is full of helpful advice on maintenance procedures, what checks and monitoring systems to put in place and good record-keeping.

There's useful information on computer-based maintenance systems and a drivers' walk around chart can be detached from the guide.

This new edition of the *Guide to maintaining roadworthiness* has been produced as part of the suite of DVSA publications dedicated to giving useful information to operators, drivers and other staff involved in the use of goods and passenger carrying vehicles.

Previous editions of this guide have proved popular with operators and drivers, and I can fully recommend this latest edition.

A handwritten signature in black ink that reads "Alastair Peoples". The signature is written in a cursive, flowing style.

Alastair Peoples
DVSA Chief Executive

Foreword by Traffic Commissioners Sarah Bell and Kevin Rooney



As the two Traffic Commissioners who work with DVSA on enforcement matters at a national level, we are pleased to welcome this updated guidance for the commercial vehicle industries, with particular emphasis on operator licence holders, their drivers and transport managers.

Running roadworthy vehicles is critical to keeping our roads safe for everyone. It's also a vital component of our regulatory responsibilities as traffic commissioners.

This guide sets out industry good practice for keeping vehicles fit and safe. Nothing in the guide is mandatory, but operating as outlined in this guide will ensure you meet the relevant conditions and undertakings on your licence. These are the commitments you make when first applying for a licence.

We encourage you to review the guide in detail and use it to check your own systems and educate your staff on the importance of keeping vehicles roadworthy.

We would also like to draw your attention to three particular areas:

- ▶ flexibility of inspection date
- ▶ unaccompanied trailers
- ▶ professionalism in inspections

Readers will be pleased to see the guide acknowledges that one size does not fit all operations for inspection frequencies. It formally recognises that inspections can be carried out within the week they are due to fall, or mileage based time scale, but should not go beyond.

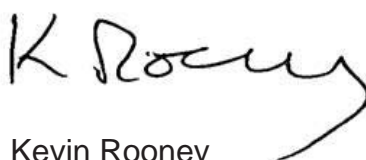
A new section provides advice to operators who pull third party trailers. If you are doing this type of work, it's vital to have proper procedures so that trailers are roadworthy when they are running under your licence.

Finally, the guide promotes the importance of fit-for-purpose inspection facilities – whether you invest in your own or contract out to a third party.

Transport, whether passengers or freight, is a professional industry. We believe this guide reinforces that.



Sarah Bell
Lead Traffic Commissioners - Enforcement



Kevin Rooney

Section 1:

Introduction

About this Guide

The Driver and Vehicle Standards Agency (DVSA) has produced this Guide to explain the responsibilities and systems involved in maintaining vehicles in a roadworthy condition, regardless of operating conditions, fleet size or vehicle type. The procedures and systems explained in this Guide are useful for operators, drivers and all those who are responsible for operating, maintaining or providing commercial goods and passenger carrying vehicles. The general principles apply equally for light goods and passenger vehicles below the operator licensing thresholds and for vehicles that are otherwise exempt.

Best practice

It is not enough to rely on a maintenance system alone, because this cannot ensure that vehicles are roadworthy. To ensure best practice, you will need to combine good quality maintenance practices and skills with supervision and effective management of the system.

New vehicle operators

If you are a new operator, you will find practical advice on how to devise, install and monitor a system for ensuring roadworthiness. If you follow the advice given in this Guide you can make sure you are complying with the law and that your compliance can be monitored and controlled.

Experienced vehicle operators

If you are an established or experienced vehicle operator, you will be able to use this Guide as a benchmark to assess whether your systems are sufficiently comprehensive or should be reviewed and improved in order to do it your way. This guidance applies to you whether you carry out your own maintenance, contract out maintenance or do a combination of both. DVSA do not specifically define a new or experienced vehicle operator because what constitutes an experienced operator could vary depending on the operator. However, we do make suggestions as to what could make an experienced operator:

- ▶ If you have been trading under this license or a previous license for more than 3 years
- ▶ If you have been trading under this license for more than 1 year and you have been visited by a DVSA inspector and been approved as satisfactory
- ▶ If your company has been trading under this license for a length of time such that you can prove that your roadworthiness process is effective and fully established
- ▶ If you can demonstrate, when questioned by DVSA or the Traffic Commissioner, suitable evidence proving your experience. This could be a combination of staff experience and skills, maintenance procedure experience and substantial defect reports/data

Doing it your way

We recognise that there are different methods and systems from those that are described within this Guide that can result in vehicles being maintained in a roadworthy condition. If you are an operator who wishes to adopt a different system, you must still satisfy Traffic Commissioners that the system you use is effective. Traffic Commissioners will only agree to variations that will not reduce the control necessary to ensure satisfactory maintenance. The ultimate test will be whether or not a vehicle is, in fact, roadworthy.



Key Information

There must be a firm management commitment to review and improve maintenance systems where defects are found on vehicles or when the fleet size or the nature of the business is changing. As a licensed operator, you can also be assured that the maintenance systems described in this Guide will be accepted by the Traffic Commissioners, provided that the resulting condition of your vehicles remain satisfactory. If this is not the case, however, Traffic Commissioners reserve the right to require more stringent arrangements from you (e.g. shorter periods between inspections), and the competence of the persons who carry out safety checks may be challenged.

What does this Guide contain?

The procedures and systems described in this Guide relate to responsibilities for roadworthiness, the different types of inspections, inspection intervals, data storage, inspection facilities, planner updates and essential reviews. This Guide includes many references to written records and maintenance planners. Keep in mind that as a general principle computer records are acceptable, provided that they contain the essential information that can be made available for examination by our examiners. For further information relating to computer systems use this guide together with the DVSA Guide to the Use of Maintenance Software and Computer Storage of Maintenance Records.

Other guidance

It is also important to note that this Guide is only concerned with systems of maintenance for roadworthiness. If you are looking for the maintenance of vehicles to achieve economy and reliability, we advise you to seek help from vehicle manufacturers, their agents or the relevant trade organisations. You can find more information on sources of further help and advice in Annex 2 (page 35).

Getting it right

DVSA recognises that operators of heavy goods or passenger carrying vehicles will not get everything right all the time. However, we do want you to be vigilant and responsible. The penalties for and consequences of non-compliance to you the operator and/or driver – and to the general public – can range from the inconvenient to the very serious and, sometimes, to the catastrophic. You and your staff may be fined or prosecuted and your vehicles may be prohibited. At worst, you may cause serious injury or fatal accidents because of badly maintained vehicles.

Key points of a good maintenance system

Use these important key points as a guide to help you plan and set up a compliant and effective maintenance system for your vehicles.

1. A responsible person must undertake a daily walk around check, preferably immediately before a vehicle is used.
2. First-use inspections are essential for operators who lease, hire or borrow vehicles. These are especially important where vehicles and trailers have been off the road for some time.
3. Drivers must be able to report promptly any defects or symptoms of defects that could adversely affect the safe operation of vehicles. Reports must be recorded and provision should be made to record details of any rectification work done.
4. Drivers' defect reports, used to record any faults and rectification work, must be kept for at least 15 months.
5. Operators must ensure that regular safety inspections are carried out.
6. Safety inspections must include those items covered by the appropriate Department for Transport annual test.
7. Safety inspections should be pre-planned, preferably using a time-based programme.
8. The system of safety inspections must be regularly monitored, especially in the early stages.
9. Any remedial work carried out as a result of safety inspections must be recorded.
10. The safety inspection record must include:
 - ▶ name of owner/operator
 - ▶ date of inspection
 - ▶ vehicle identity
 - ▶ odometer (mileage recorder) reading, if appropriate
 - ▶ a list of all the inspection manual items to be inspected
 - ▶ details of any defects
 - ▶ name of inspector
 - ▶ details of any remedial/rectification or repair work and by whom it was done
 - ▶ A signed declaration that any defects have been repaired satisfactorily and the vehicle is now in a safe roadworthy condition
11. On some types of vehicles and operations, intermediate safety checks may be necessary.
12. Records of safety inspections must be kept for at least 15 months for all vehicles, including vehicle that have been removed from the operators licence.
13. Staff carrying out safety inspections must be competent to assess the significance of defects. Assistance must be available to operate the vehicle controls as necessary.

14. There must be an internal system to ensure that unroadworthy vehicles are removed from service, with someone responsible to take vehicles off the road.
15. Operators who undertake their own safety inspections must have the correct tools and facilities for the size of the fleet and type of vehicle operated.
16. All operators should have access to a means of measuring brake efficiency and setting headlamp aim. For vehicles showing signs of visible exhaust smoke a diesel smoke meter should be used to ensure that the level of smoke emission is within the legal requirements.
17. Operators are responsible for the condition of vehicles and trailers that are inspected and/or maintained for them by agents, contractors or hire companies.
18. Operators who have contracted out their safety inspections must draw up a formal written contract with an inspection agency or garage. Such operators should view inspection sheets and have a means of regularly monitoring the quality of work produced for them.
19. The dates when safety inspections are due must be the subject of forward planning. A maintenance planner or wall chart should be used to identify inspection dates at least six months before they are due. Computer based systems are equally acceptable.
20. Any system of maintaining roadworthiness of vehicles should be effectively and continually monitored.
21. Any changes by licensed operators to arrangements for safety inspections must be notified to the Central Licensing Unit without delay.
22. Drivers must be given clear written instructions about their responsibilities.

Section 2:

Responsibilities for roadworthiness

This section gives best practice advice on the responsibilities that an operator or driver will have to undertake to ensure the roadworthiness of their vehicle. It covers what you are legally required to do, according to the law.

As a user of vehicles, it is your responsibility to ensure that the vehicles you use are roadworthy. It is an offence to use an unroadworthy vehicle on the road. The term 'user' of a vehicle applies to the driver and the person paying the driver to act for them.

EU Legislation

If you are an operator of heavy goods vehicles (HGVs) and public service vehicles (PSVs), you must meet the governing legislation that the Traffic Commissioner have outlined in their [Statutory Guidance Document](#). This is now EU legislation and so if you operate within the UK or outside of the UK you should ensure vehicles are roadworthy.



Key Information

Operators must comply with the declaration they give to the relevant Traffic Commissioner that they will ensure that their vehicles are operated in a safe mechanical condition. If operators intend making any change to their maintenance arrangements they must notify the relevant Traffic Commissioner.

Hire, Loan or Lease Vehicles

The vehicle itself may either belong to the user or be in their possession under any agreement for hire, hire purchase, loan or lease. The user of a towing vehicle is responsible for the roadworthiness of a trailer even if it does not belong to them.

Foreign Trailers

If foreign trailers are used then the user is responsible for the roadworthiness in terms of condition but also in terms of the technical design of the trailer.



Key Information

Traffic Commissioners require that all vehicles be maintained in a roadworthy condition when operated under an operator's licence. DVSA's examiners support Traffic Commissioners by providing assessments of the effectiveness of operator's systems in meeting this requirement. We will therefore focus on the levels of compliance and standards of roadworthiness rather than how operators achieve the high standards expected. This provides operators with considerable freedom to tailor their systems to the needs of their business.

Roadworthiness inspections

When it comes to ensuring the roadworthiness of a vehicle, there are two types of essential inspections – which differ in scope and depth. Each type is used for a different purpose and requires different levels of skill to be carried out effectively.

The two types of inspection are:

- ▶ daily walk around checks, and
- ▶ first-use inspections/regular safety inspections.

An inspection should not be confused with a service. A service contains items requiring routine maintenance, usually determined in scope and frequency by the vehicle's usage and the recommendations of the vehicle's manufacturer.



Section 3:

Daily walk around checks

This section looks at the daily walk around check. It offers best practice advice on setting up a system for reporting faults and looks at defect reports, while clearly stating your legal position.



A responsible person must undertake a daily walk around check before a vehicle is used. As a driver, DVSA recommend this check is carried out before you first drive the vehicle on the road each day.

Where more than one driver will use the vehicle during the days running the driver taking charge of a vehicle should make sure it is roadworthy and safe to drive by carrying

out their own walk around check; however, due to health and safety implications, practically this does not happen on all occasions.

An example of a system for managing in-service driver changes is where a walk around check is carried out by a responsible person and the drivers monitor the vehicle during the days running. When there is a change in driver during the day it is sometimes unsafe to carry out a walk around check, for example at a bus stop, this will be considered acceptable where there is a robust driver defect reporting system in place, which details the initial walk around check and any defects or 'Nil' defects reported during the day for the various drivers of that particular vehicle.



Key Information

The person made responsible by the operator must carry out a minimum of one check in 24 hours. The check should consist of a walk around look over the whole vehicle or combination. On multi-trailer operations a walk around check should be made on each trailer being used. The walk around check should cover the external condition, ensuring in particular that the lights, tyres, wheel fixings, bodywork, trailer coupling, load security and ancillary equipment are serviceable.

Assistance may be required at some time during the inspection, for example to see that lights are working. Alternatively, a brake pedal application tool may be used as an effective way of making sure stop lamps are working and that the braking system is free of leaks. In addition, a torch, panel lock key or other equipment may be needed.

A system of reporting and recording faults

There must be a system of reporting and recording faults that may affect the roadworthiness of the vehicle. This must include how they were put right before the vehicle is used. **Daily defect checks are vital, and the results of such checks should be recorded.**

It is important that enough time is allowed for the completion of these walk around checks and that staff are encouraged and trained to carry them out thoroughly. Drivers should be made aware that daily defect reporting is one of the critical elements of any effective vehicle roadworthiness system.

Examples of how to perform a walk around check can be found on YouTube under DVSA HGV or PSV Drivers Daily Walk around check.

Drivers' defect reports

As the driver, **you are responsible** for the condition of your vehicle **when in use on the road**.



Key information

Drivers **must** be able to report any defects or symptoms of defects that could prevent the safe operation of the vehicles. In addition to daily walk around checks you must monitor the roadworthiness of your vehicle when being driven and be alert to any indication that the vehicle is developing a fault e.g. warning lights, vibrations or other symptoms. When a vehicle is on site work, you should walk around the vehicle to identify any defects. If any defects are found, **you must not use the vehicle on the road** until it is repaired.

Providing a written report

Any **defects** found during the daily walk around check, while the vehicle is in use or on its return to base **must be the subject of a written report** by you or some other person responsible for recording defects.

The details recorded should include:

- ▶ vehicle registration or identification mark
- ▶ date
- ▶ details of the defects or symptoms; and
- ▶ the reporter's name
- ▶ and who the defect was reported to

It is also common practice to use a composite form that includes a list of the items checked each day. Where practicable the system should incorporate 'Nil' reporting when each driver makes out a report sheet - or confirms by another means that a daily check has been carried out and no defects found. Electronic records of reported defects are acceptable and must be available for 15 months along with any record of repair.

Appropriate action



Key information

All drivers' defect reports must be given to a responsible person with sufficient authority to ensure that any appropriate action is taken. This might include taking the vehicle out of service. Any report listing defects is part of the vehicle's maintenance record and must be kept for at least 15 months, together with details of the rectification work and repairer.

'Nil' defect reports, if they are produced, should be kept for as long as they are useful. Normally this is until the next one is received or until the next scheduled safety inspection is undertaken. 'Nil' defect reports are not required under the conditions of operator licensing. However, they are a useful means of checking that drivers are carrying out their duties in this respect.

If you are an owner – driver, you will probably not have anyone to report defects to, except to your transport manager (if you have one). In these cases, defects and the remedial action taken can simply be recorded and held for at least 15 months.

Drivers' responsibilities

Drivers must be made aware of their legal responsibilities regarding vehicle condition and the procedures for reporting defects. This can be achieved by writing a letter to each driver, describing defect reporting systems as well as any other duties they are expected to perform. The driver should sign this letter to show that they have received the letter and understand what is required. Drivers share the responsibility for the vehicle's roadworthiness with the operator. Drivers **may be fined or prosecuted** for the existence of defects found on the vehicles they drive **if they are considered partly or wholly responsible** for the existence of them. **Failure to take these responsibilities seriously could result in the loss of the driver's licence to drive.**

Minor repairs by drivers

If you are an operator, you should bear in mind that drivers who are expected to repair minor defects in service, e.g. light bulb replacement, might need basic training.

Traction services and third party trailers

Operators can provide a traction only service to customers who wish to own their own trailers for branding and loading purposes but do not wish to operate vehicles to pull the trailers. It is also common practice for an operator who may own trailers but is also contracted to tow third party trailers not owned or maintained by them.

Unfortunately, ensuring third party trailer roadworthiness can be problematic for the traction service operator as usually for short term use the trailer owner would be responsible for the routine maintenance of the trailer including the safety inspection (SI). Under these circumstances traction operators are reliant on trailer owner to correctly carry out their own safety inspections within their stated frequency and complete any necessary repairs.



Key Information

The traction operator is responsible for ensuring a thorough walk around check of the tractor/trailer combination is carried out to establish it is safe prior to use. If defects are identified during the walk around check these should be rectified prior to use.

Traction operators would be expected to work with the trailer owners to ensure any trailers operated fall within the owners agreed SI frequency and that they are roadworthy. It is best practice for the trailer owner to provide evidence for the operator that first use checks and safety inspections have been undertaken and there are no defects reported for the trailer. There must also be a robust system in place to ensure defects identified during the walk around check or develop during use are recorded and rectified before the tractor/trailer combination is operated in an unroadworthy condition.



Key Information

The driver/operator bears the full responsibility for the safe operation and roadworthiness of the tractor/trailer combination at the time it is being driven.

If a PG9 (roadworthiness prohibition) is issued to the trailer for a defect which would not have been apparent to the driver, either during the walk around check or faults which would not be evident by the performance, handling or warning systems of the vehicle during use, there is a potential issue associated with the trailer owners' maintenance regime.

Although the operator does not own the trailer they are ultimately responsible for using the combination in an unroadworthy condition and the traction **operators compliance risk score will be affected, see Section 6**. It is therefore strongly recommend that hauliers obtain from the trailer owner or customer the safety inspection interval for the trailer/s concerned and a copy of the current relevant inspection reports to ensure the trailer has been correctly inspected within the stated frequency.



Key Information

Operators are responsible for ensuring any prohibitions issued to vehicles/trailers used by the operator are cleared or they have notified the vehicle/trailer owner a prohibition has been issued. Clearance inspection results are normally recorded against the operator who received the prohibition notice, failure to take appropriate action when a prohibition is issued could associate the operator with the offence of using the vehicle/trailer in contravention of a prohibition notice. Operators are also urged to pro-actively follow-up potential issues with the vehicle/trailer owner and third party maintenance provider with the aim to address any shortfall within the maintenance systems.

A best practice guide for third party trailer operators has been produced by IRTE, this details some more useful information of how to operate third party trailers safely and legally.

Section 4:

Regular safety inspections and first use inspection

This section describes why regular safety inspections and the first use inspection are essential to an effective roadworthiness maintenance system.

Inspection scope and content

A safety inspection can be a freestanding inspection of just those items affecting road safety and certain environmental issues. Or it can be part of a more comprehensive inspection that, in addition, takes into account items relating to the vehicle's work, performance and economic operation. Regular safety inspections are essential to an effective roadworthiness maintenance system. Although a part of the overall vehicle maintenance plan, the inspections should ideally be undertaken as a separate, albeit often sequential, operation to routine servicing and repair. This provides the maintenance programme with the flexibility to intensify or otherwise change frequency of inspections. It also allows the introduction of ad hoc inspections, should they be required, without affecting frequency of servicing and other routine work (e.g. when the operating conditions call for more regular checks or when first-use inspections are required). In addition, freestanding inspection reports can be produced which provide the operator with the means of determining not only the roadworthiness of individual vehicles in service but also the overall effectiveness of their vehicle maintenance system, thus enabling the instigation of any changes that may be necessary.

Being cost effective

Although primarily undertaken in the interest of safe vehicle operations, safety inspections, together with prompt remedial action, are also cost effective. The early indication of wear, damage or maladjustment may prevent sudden failure of components resulting in unscheduled downtime or prevent wear becoming so advanced that premature replacement becomes necessary.

First use inspection

Vehicles brought into use

When a vehicle or trailer is first brought into use with an operator it should have undergone a first use inspection, which is essentially the first safety inspection, new vehicles entering service that have undergone a recorded pre-delivery inspection (PDI) that is as comprehensive as a safety inspection will not require a further inspection. Used vehicles, not previously operated should be given a full safety inspection.

Return to use vehicles

If a vehicle has been off the road for a period longer than the planned maintenance inspections, it should be given a full safety inspection, prior to being brought back into use. A note may be placed on the vehicle maintenance file to show the vehicle has been off the road.

Hire, loan or lease vehicles

If you are the user of the vehicle, it is your responsibility to ensure that any hired, leased or borrowed vehicle is in a roadworthy condition and has all the necessary certification when used on the road. Therefore it is **essential** that you do a daily walk around check (as described in Section 3) before any such vehicle is used. It is your responsibility to be able to provide maintenance records covering the period of use.

Hired vehicles should be inspected by a member of staff from the rental company prior to being made available for each rental. This pre-rental inspection should include all major mechanical parts, exterior and interior condition and electronic equipment, fluids, tyre condition and pressure. The operator should keep a copy of this checklist as proof that the rental company has carried out a pre-rental inspection. This inspection along with a walk around check by the operator will help ensure that the vehicle being used is roadworthy. If the operator has any doubt that the rental company has carried out a comprehensive pre-rental inspection of the vehicle/trailer then a First Use Inspection should be carried out.



Key information

A safety inspection must include all the items covered by the statutory annual test. Examples of Safety Inspection forms can be found in Annex 5A(HGV) and 5B(PSV), the safety inspection form can be any format as long as the mandatory items listed in Section 1 of this guide are included on the form.

Reference should be made to manufacturers' recommended tolerances to ensure that each item covered by the safety inspection is inspected properly and limits of wear and tolerance are adhered to.

In addition, DVSA produces annual test inspection manuals. These give details of inspection methods and pass/fail criteria. A copy of the annual test inspection manuals can be downloaded free of charge by visiting the GOV.UK website (see Annex 8).

These manuals are useful as a guide when safety inspections are carried out. However, higher standards will be needed during safety inspections to allow for deterioration in service before the next inspection.

Safety inspection intervals

Operational needs must not override safety considerations. Safety inspections should, where it is practicable be programmed to follow a time – based pattern. The frequency at which inspections are undertaken should be determined by assessing the level of mechanical degradation likely to be incurred over a period as a result of the vehicle's usage. This will depend on such factors as:

- ▶ the age and type of vehicle operated
- ▶ the nature of its load, the equipment and fittings it carries or supports
- ▶ the type and range of operations on which it is likely to be engaged
- ▶ the type of terrain and the nature of the environment in which it operates or is likely to operate
- ▶ the distance and speeds at which it travels and the journey times.

Assessing the above factors for each vehicle will, in the majority of cases, enable a time based programme of inspections to be formulated. Some operations however, are subject to continuous change, or vehicles can frequently be re-assigned alternative tasks or routes, making the adoption of a strictly time based inspection programme impracticable. Mileage-based inspection programmes may be more suitable for some operators but will need to be linked to time.

The resulting intervals in time between mileage-based inspections will need to be consistent with the guidance in Annex 4 (page 39).

Older vehicles and trailers

National statistics show that as vehicles and trailers age the average annual MOT failure rate increases and they are more likely to experience in-service roadworthiness defects than newer vehicles. Therefore, the guidance in Annex 4 has reflected that older vehicles and trailers will need more frequent maintenance and has indicated a minimum safety inspection frequency requirement for vehicles and trailers aged 12 years and older.

New vehicle operators

If you are a new vehicle operator, you will need to know where to start. However, you will not have the benefit of past experience or vehicle maintenance records to call upon. The chart in Annex 4 provides a guide to safety inspection frequencies likely to be appropriate for various operational modes.

The frequencies shown are in weekly increments and take account of the type of work undertaken, the operating conditions, age of vehicle and mileage covered. Whatever the safety inspection interval is, its effectiveness in ensuring that the vehicle is safe for use on the road must be regularly monitored.

Monitoring is especially important in the early stages.

Experienced vehicle operators

If you are an experienced operator, you are free to tailor these inspections to suit the nature of your operations and vehicle characteristics. It is acknowledged that modern vehicle systems now have the ability to indicate maintenance requirements. You may even deploy more than one system across a fleet, where vehicles and the nature of their work vary. Systems will be judged primarily on their effectiveness in maintaining roadworthiness.

It follows therefore that in order to maintain an inspection regime that is sufficiently flexible to accommodate these changing criteria it might be more appropriate to adopt an inspection frequency determined by, for instance, the vehicle's mileage. However, if you modify your inspection schedule, it is sensible to monitor the effect on roadworthiness on a monthly basis. If an unacceptable increase in defects is seen then a change back to the original schedule would be necessary.

See the case study examples overleaf for a better idea of how to adapt your systems.

Leased vehicles

leasing companies may be able to assist operators with determining the frequency of inspections.



Key Information

Which ever safety inspection interval is decided upon, these intervals **must not** be exceeded, To allow some flexibility with planning safety inspections it is recommended that the International Organisation for Standardisation (**ISO**) week numbering system is used, with this system the safety inspection should be completed within the relevant ISO week it falls. ISO defines the week as always starting with Monday through to Sunday. See Annex 7 for an example of a maintenance planner. See annex 4 for further guidance on SI frequency.

Once established, operators wishing to change safety inspection frequencies, or on the basis on which the frequencies are determined, they must notify the Central Licensing Office.

Case studies

Case study 1 – N. E Hall

N. E. Hall are a new haulage company who need to implement a maintenance schedule. They estimate an annual mileage of 100,000 miles and will be carrying out arduous work. Based on DVSA's graph they selected an initial time interval of 4 weeks for their inspections.

Case study 2 – Bob's Construction

Bob's Construction are an experienced operator and have two 7.5 t trucks which operate on the road and also on building sites. They found that 75% of defects identified during the 4 weekly inspections were suspension related due to the terrain.

They decided to modify their maintenance schedule such that the suspension was inspected every 3 weeks and the whole vehicle was inspected every 6 weeks. After trialling this for 6 months they noticed an improvement in the suspension condition but did not see any deterioration in other parts of the vehicle due to the reduced frequency.

Case study 3 – CJS Couriers Plc

CJS Couriers Plc are a courier company that normally operate within the Bristol area but occasionally carry out national or continental deliveries. CJS found that during normal operations this 4 weekly system was too frequent as very few defects were ever found, however when there is an increase in national or continental deliveries they were seeing a spike in defects that period. Generally during a local delivery period they will drive 50 miles a day on each vehicle. A national delivery could result in a daily mileage of 360 miles depending on location and a continental delivery would be significantly more. They decided to switch the policy so that the vehicles are inspected every 2000 miles or 6 weekly, whichever comes first. They also introduced an additional inspection before any continental delivery.

Case study 4 – Pronto Bus Plc

Pronto Bus Plc are a large operator with great experience. They use two different models of bus, the Speedliner and the Retro, because of the age difference of the two models they found they had significantly different levels of reliability. The Speedliner vehicles, which were over 12 years old were very unreliable and so they needed to inspect them every 4 weeks to maintain safety. The Retro, which are newer vehicles, was much more reliable and so the inspection frequency was reduced to 6 weekly. After monitoring this for 12 months they found no change in roadworthiness for the Retro model.

Case study 5 – MacDonald Bus Ltd

MacDonald Bus Ltd are an experienced operator who run 152 buses around the Edinburgh area. They operated a strict 28 day inspection frequency but felt this was excessive because 75% of the fleet were relatively new. They decided to reduce the frequency to 42 days for the 114 buses which are under six years old and keep the remaining older buses as they are. This was seen to have no negative affect on roadworthiness over a 12 month monitoring period. However, they were able to reduce their yearly inspections by 300, thus freeing up buses and staff for other jobs.

Case study 6 – Move4U

Move4U are a removal company with a fleet for vans and trucks of various sizes. They initially used a 4 weekly inspection as recommended by DVSA but felt this was too often. They increased this to 12 weekly, but after a 6 month monitoring period they saw a large rise in defects resulting in more prohibitions from DVSA at the roadside. They then decided to reduce this to 6 weekly as a more realistic frequency.

After 12 months of monitoring, the defect level has matched what it was, at 4 weeks and so Move4U have decided to use this schedule permanently.

Please note: The case studies are based on fictional examples and not related to current operators.

Safety inspection report forms



Key information

A safety inspection report must be completed for each safety inspection for both vehicles and trailers. If the safety inspection report is to be store electronically then the paper version does not need to be retained. This does not rule out the use of electronic devices (e.g. tablets) in place of paper safety inspection reports.

For further information relating to computer systems use this guide together with the DVSA's Guide to the Use of Maintenance Software and Computer Storage of Maintenance Records. Each report must show at least the following:

- ▶ name of owner/operator
- ▶ date of inspection
- ▶ vehicle identity
- ▶ odometer (mileage recorder) reading (if appropriate)
- ▶ a list of all items to be inspected
- ▶ an indication of the condition of each item inspected
- ▶ details of any defects found
- ▶ name of inspector
- ▶ details of any remedial/rectification or repair work and by whom it was done
- ▶ a signed statement that any defects have been repaired satisfactorily and the vehicle is now in a safe and roadworthy condition

Examples of suitable safety inspection report forms are given in Annex 5A and 5B (pages 41–46).

The report may contain details of any work to be carried forward. In particular, further checks may be needed on certain items deemed likely to deteriorate during service and make the vehicle unroadworthy before the next scheduled inspection or routine service.

Intermediate safety checks

With some types of vehicle and operation it may be necessary to check some components more often than at full safety inspections. For example, a vehicle used in urban areas such as a public service vehicle or a local delivery vehicle, or vehicles used in hilly areas may require a weekly brake component and adjustment check together with a steering and suspension inspection. It is sometimes necessary to check components following repair work.

Technical Information

As part of promoting best practice and improving safety standards the Society of Operations Engineers (SOE) has produced a series of Technical Guides. Most are free to download and include the best practice for wheel security and safe working practices.

The SOE technical guides can be found using this link:

<http://www.soe.org.uk/resources/technical-guides/>

The Code of practice for the selection and care of tyres and wheels for commercial vehicles (developed jointly by the Department for Transport, the British Standards Institute and industry and trade associations) recommend that following road wheel removal and refitting, the wheel nut torque should be checked – after the vehicle has been standing for **30 minutes** or after having travelled for between **40 km and 80 km** (25 to 50 miles). Some further guidance for wheel security can be found on the technical leaflet ‘Careless Torque Costs Lives’, this can be found using the following link:

<https://www.gov.uk/government/publications/careless-torque-costs-lives>

Ad hoc safety inspection intervals

Safety inspections may be needed at times outside the scheduled programme. Examples include when the vehicle is used for harder work or covers greater distances than usual (e.g. vehicles used on site).

Electronic capture and storage of safety inspection data



Key information

Safety inspection and repair work records, whether undertaken by operators or contracted out, must be kept for at least 15 months as part of a vehicle’s maintenance history.

Operators must, however, ensure that the electronic records are complete and available, or can be made available on request for inspection at the operating centre. If you hire, lease or borrow a vehicle you are responsible for its roadworthiness and to have available, if required, copies of any inspections that have been carried out while the vehicle is in your possession.

Electronic capture and storage of safety inspection data

Electronic capture and/or storage on computer of details of defects found or work done (e.g. bar coding or scanning), **is acceptable provided that a means of interpreting each code is readily available.**

Safety inspection records can be stored electronically, using a computer. The system must be tamper-proof and capable of producing hardcopy information for use at public inquiries held by Traffic Commissioners. Computer records must contain the same information (set out on page 21) with the exception of:

- ▶ a full list of the items inspected (these can be indicated on the paper report used for the inspection);
- ▶ an indication of the condition of each item inspected (it is sufficient to provide details of defective items only). Internet-based systems are becoming more common. These provide significant opportunities for improving the ease with which operators can plan and monitor the maintenance of their vehicles, thus leading to higher standards and improved compliance. For further information relating to computer systems use this guide together with the DVSA Guide to the Use of Maintenance Software and Computer Storage of Maintenance Records.

Safety Inspectors



Key information

A person undertaking safety inspections **must** be technically competent and operationally aware of the safety standards that apply to the vehicles they examine. They should have been trained in the techniques of vehicle examination, diagnosis and reporting, and possess a sound working knowledge of the relevant inspection manuals produced by DVSA. A Safety Inspector could prove technical competence by solely time served experience; however with modern vehicle systems and working practices it is strongly recommended that inspectors obtain relevant technical qualifications and achieve an automotive technical accreditation or meet a recognised quality standard for the vehicles they inspect.

A safety inspector should not be expected to carry out repair or servicing work during the course of the examination.

Use of assistants

There may be times during the course of an inspection when the inspector will require the assistance of someone to operate certain vehicle controls. The operator must ensure that this assistance is available when required. The vehicle's driver can often provide such assistance.

Authority to remove a vehicle from service

If you are the operator, you must ensure that someone within your organisation, at all times, has the authority to decide whether a vehicle is fit for service and to take it off the road if it is not. That person must be available to decide whether a vehicle can be allowed back into service after repairs. This responsibility may be delegated, in writing (i.e. in the form of a standard agreement), provided that it is made clear what their responsibilities are.



Key information

The Transport Manager retains legal responsibility for vehicle roadworthiness regardless of whether his or her activities are delegated.

Vehicle cleanliness

Vehicles should be cleaned regularly on top, inside and underneath. This will make it easier to spot defects at scheduled safety inspections and during the daily walkaround checks.

Duties of staff

It is important that all staff with an involvement either directly (e.g. drivers and workshop staff) or indirectly (e.g. transport management) are made fully aware of the company's legal and moral responsibilities as an operator of road vehicles. They should also be made aware of the subsequent importance of ensuring the effective operation of the vehicle maintenance programme.

Drivers, workshop staff and those otherwise responsible for the condition of vehicles should be individually informed in writing of their specific duties and responsibilities – particularly regarding safe vehicle operation.

Emphasis should be placed on the importance of maintaining an effective safety inspection programme and the role they play in promoting and sustaining its integrity. **One method might be to write to each relevant employee in duplicate, thus permitting a returned signed copy to be retained by the company.**

Section 5:

Safety inspection and repair facilities

This section covers the facilities needed to undertake safety inspections and the arrangements needed if you do not undertake your own inspections. The same guidance applies to the repair of any defects found during safety checks.



Key information

If you are an operator, you must decide whether to undertake your own safety inspection and maintenance work in-house or to contract all or part of the work to someone else.

Own safety inspection facilities

If you decide to provide your own safety inspection facilities, you must ensure that they are adequate for the job.

Facilities should include:

- ▶ undercover accommodation for the largest vehicle in the fleet. This is required to ensure that safety checks can be conducted satisfactorily in all weathers (depending on fleet size the building may need room for more than one vehicle at a time);
- ▶ tools and equipment appropriate to the size and nature of the fleet;
- ▶ an adequate under-vehicle inspection facility;
- ▶ adequate lighting;
- ▶ access to brake test equipment (e.g. a roller brake tester, decelerometer);
- ▶ access to headlamp test equipment;
- ▶ access to steam or pressure under-vehicle washing facilities; and
- ▶ a safe working environment.

If an operator fails to maintain vehicles in a safe and roadworthy condition with the facilities provided the Traffic Commissioner may take regulatory action.

Brake Testing

In accordance with item 6 on (page 9), every safety inspection must assess the braking performance of the vehicle or trailer. It is strongly advised that a calibrated roller brake tester (RBT) is used at each safety inspection to measure individual brake performance and overall braking efficiencies for the vehicle or trailer. However, it is also acceptable to use an approved and calibrated Decelerometer to test vehicles without trailers to measure overall brake efficiency values. Where possible, it is also best practice to test the vehicle or trailer in a laden condition and to obtain a printout of the brake efficiency test from either the RBT or Decelerometer, which should be attached to the safety inspection record. If the brake test equipment cannot produce a printout, efficiency results must be recorded by the inspector on the safety inspection report.



To help operators arrange brake tests with safety inspections it is acceptable for a satisfactory brake test to be carried out within the same week of the planned safety inspection.

To provide operators with greater flexibility, where it is impracticable to obtain a brake efficiency result on a safety inspection the brake performance must still be assessed by means of a road test carried out under controlled and safe conditions, the safety inspection record must be annotated that the brake performance was assessed by a road test. However, a road test method to assess the brake performance for all planned safety inspections will usually be inadequate. Therefore it is normally expected that the vehicle or trailer should complete at least three successful brake efficiency tests spread throughout year in addition to the annual MOT test.

If deficiencies in brake performance have been identified either during the use of the vehicle or trailer or at the safety inspection a measured brake efficiency test must be carried out. This efficiency test must confirm the brakes are performing satisfactorily before the vehicle or trailer can be considered as roadworthy. The results of this brake test must be kept as evidence of repair with the operator's maintenance documentation and can be included as one of the brake tests required to meet the minimum requirement.



Key information

Where operators experience problems with braking performance either at annual test, roadworthiness inspections or through operational performance and fail to meet the standards outlined above, the Traffic Commissioner may take regulatory action.

Furthermore, if an operator demonstrates an adverse compliance history whilst meeting the requirements outlined above it will be necessary to introduce further measures.

Other requirements

For vehicles showing signs of visible exhaust smoke a diesel smoke meter should be used to ensure that the level of smoke emission is within the legal requirements. Information on the levels of permitted exhaust smoke is contained in DVSA's annual test inspection manuals.

Quality Standards Recognition

It is strongly recommended that providers of vehicle safety inspections and maintenance have achieved recognised Quality Standards for maintenance facilities, working practices and staff competence.

Contracted-out arrangements

If you decide to use a contractor, you are still responsible for the condition of vehicles that are inspected and/or maintained for you by your agents or contractors.



Key information

Care must be taken to ensure that the facilities used by the contractor are adequate and that the staff are competent. The list of facilities (on page 25) can be used to check a contractor. You should also ascertain that the contractor is in possession of an inspection manual and has suitable inspection sheets.

Drawing up a contract

It is essential to have a written contract that sets out precise details of vehicles covered and frequency and type of check, along with a repair policy. Such a contract must be provided to support an application for an operator's licence. If a contract is cancelled, or the terms of an existing contract are changed, a copy of the new agreement must be sent to the Central Licensing Office without delay. An example of a contract can be found in Annex 6 (page 47).

Contract limitations

Even when a maintenance contract exists between you (the operator) and a contractor, **you remain legally responsible** for the condition of the vehicle, the authorisation of any repair work undertaken and the retention of records. You need to be satisfied at all times that the level of maintenance agreed matches the demands placed upon vehicles and that the standards achieved by the contractor are kept at a sufficiently high level. You should therefore talk regularly with the contractor to ensure that they are familiar with the operational needs of the vehicles they are required to inspect and repair. This knowledge is important if the contractor is to be called upon to advise on a particular course of action – particularly when your technical know-how is limited.

Even when you get on well with a contractor, you should have a system for regularly monitoring the quality of work done.

Obtaining first time pass rate annual test data from the contractor is one way of checking that their performance is satisfactory, but this should be supplemented by other checks. Any sign of unreliability, incompetence or other shortcomings causing a reduction in the

standards achieved should receive prompt attention. Here again a good working relationship can help, but if problems persist you may well consider a change of contractor.

Visiting agents

As an operator, you may employ a visiting agent to undertake safety inspections, repairs and routine maintenance. However, you should ensure that the agent is qualified to work on the type of vehicles you operate and that adequate facilities and tools are provided. As is the case for contracted-out maintenance, you are responsible for vehicle condition and upkeep of records.

Roadside safety inspections

Only emergency repairs may be done at the roadside. Routine maintenance, including safety inspections and repairs, may not be carried out on the public highway.

Planning a safety inspection programme



Key information

Safety inspections must be planned in advance. Vehicles that are subject to a statutory annual test may have their year's programme planned around the anticipated test date to avoid duplication of work associated with the test, such as cleaning and major servicing. A simple method of drawing up a programme is to use a year planner or flow chart. An example can be found in Annex 7 (page 49).

Computer based systems are equally acceptable, and electronic vehicle maintenance management and storage systems available often incorporate an electronic planning feature. The information should be kept in the simplest form possible and displayed prominently. This will serve as a reminder of programmed inspections or of any changes that have been necessary. All vehicles subject to programmed attention should be included. Ideally planners or charts should be used to set safety inspection dates at least six months in advance. Vehicles' test dates should be included, as should servicing and other ancillary equipment or calibration dates, e.g. tachograph, lifting equipment, etc.

Any planner should be updated regularly indicating the progress of the programme recording any extra work carried out. Vehicles that have been taken off the operator's licence or other vehicles temporarily off-road should have their period of non-use identified, and a note should be made when vehicles have been disposed of.

The planner or chart may be used to record other items in the vehicle maintenance programme, such as servicing, unscheduled work and refurbishing. Each activity should be clearly identified.

Section 6:

Monitoring

This section examines why the importance of continuous reviewing and monitoring of the quality of safety inspections is essential for all systems for maintaining a vehicle's roadworthiness.

Continuous reviewing and monitoring of the quality of the systems in place is essential to ensure that they are sufficiently comprehensive to do the job.

One method of monitoring is to invite a technically competent third party periodically to re-inspect or undertake a safety inspection irrespective of whether inspections are done in-house or are contracted out.

The content of completed inspection reports can also be analysed. Checks should reveal any incomplete records and may also show patterns of faults. If many faults are reported regularly this could indicate that:

- ▶ there are not enough safety inspections;
- ▶ daily walk around inspections are not being completed correctly; or
- ▶ defects are not being corrected promptly or effectively.

If no defects or few defects are reported regularly, safety inspection intervals may be too short or the quality of the inspection may not be good enough.

Effective monitoring will enable you, the operator, to adjust the intervals between safety inspections to suit the operation of vehicles. In this respect there is considerable flexibility provided within the framework of this guide.

Rental and leasing companies who are members of the British Vehicle Rental and Leasing Association are regularly inspected under the BVRLA's Quality Assurance Programme where the maintenance records, branches and vehicles are inspected by an independent UKAS accredited inspector. This inspection can be used as part of your regular monitoring of the rental and leasing companies who provide vehicles for you.

Monitoring of drivers daily checks

The daily walk around check is a vital part of any maintenance system and so requires continuous monitoring to ensure the checks are being performed correctly. One way of checking the quality of the daily check is to have a visiting agent or competent in-house member of staff, to re-examine the vehicle as it leaves or enters the operating centre. The inspection result can be checked against the drivers defect reports to ensure the drivers check is of sufficient quality.

Another approach could be to use the safety inspection. The person carrying out the safety inspection could note which defects found should have been detected during the drivers daily walkaround check. A review of the driver defect reports could be performed and appropriate action could be taken to establish why the defects were not detected during the walk around check.



Key Information

Monitoring must continue whether or not changes are made to the inspection programme.

Annual test results

Attention should also be paid to annual test results, the issue of prohibitions and inspection notices. Regular monitoring of all available information will enable you to check the effectiveness of your system in keeping your vehicles roadworthy.

What does the annual test for commercial vehicles involve?

Full details of what is tested can be found in the Heavy Goods Vehicle Inspection Manual and the Public Services Inspection Manual. For details of how to download this free of charge see Annex 8.

What happens at the end of the test?

If the vehicle passed the test, you will be given the annual test certificate, which you need to keep safe. If the vehicle failed the test, you will be given a copy of the test card, which lists where the vehicle failed the test. You can also ask for copies of the smoke test report and the brake test report.

What happens if faults are found?

During the test, the inspector may find minor defects, which you can ask to repair. If the inspector thinks that these repairs can be carried out quickly and safely, you may be given permission to do so.

Major defects

Sometimes the test shows up defects that are so serious that the vehicle cannot be moved on the public highway and a prohibition may be issued.

If your vehicle fails the test

If faults to your vehicle cannot be repaired on the spot, you need to take it away and have the faults rectified.

Evidence shows the top five failure items are;

HGV

- ▶ Headlamp aim
- ▶ Lamps
- ▶ Brake Systems and Components
- ▶ Service Brake Performance
- ▶ Secondary Brake Performance

Trailer

- ▶ Service Brake Performance
- ▶ Parking Brake Performance
- ▶ Lamps
- ▶ Braking System Components
- ▶ Suspension

PSV

- ▶ Headlamp Aim
- ▶ Lamps
- ▶ Brake Systems and Components
- ▶ Interior of Body
- ▶ Doors and Emergency Exits

Operator Compliance Risk Score

DVSA uses the Operator Compliance Risk Score (OCRS) system to decide which vehicles should be inspected during roadside checks. OCRS is used to calculate the risk of an operator not following the rules on roadworthiness (the condition of its vehicles) and traffic (e.g. drivers' hours, weighing checks). It's more likely that your vehicles will be inspected if your OCRS is high.

OCRS is a fair system as it treats all operators in the same way. There is an incentive for operators to either maintain standards or make improvements to procedures. Operators who have a high score are more likely to be targeted than those with a low score. However, this does not mean that operators with a low score will never be subject to checks. It does mean, though, that these operators are unlikely to be targeted on the basis of their OCRS score. Therefore operators that achieve and maintain a good standard are likely to be stopped less often. As an operator you get points when a test or inspection finds a defect or infringement of the rules. The more serious the defect or infringement, the more points you attract. Further information and guidance about OCRS, test histories and roadside check reports are available at GOV.UK



Key Information

The lower your OCRS is, the better.

British standards



Key information

British Standard BS EN ISO 9001 is a standard for quality management systems. If you are an operator who has been awarded this standard, you must observe systems of working set out in a quality manual. Such a manual would contain details of the organisation of the business, responsibilities of staff and methods of operation.

Those businesses aiming for BS EN ISO 9001 accreditation would need to consider the training, documentation recording, planning, standards and monitoring aspects of their organisation.

Vehicle Safety Recalls



Key information

If you receive notification of a safety recall for your vehicle(s) from a manufacturer, it is important that you act promptly to ensure the rectification work is undertaken. This will remove the risk that your vehicle may become unroadworthy due to the potential defect identified by the manufacturer.



Annex 1

Enforcement of the operator licensing scheme

1. The Goods Vehicles (Licensing of Operators) Act 1995 requires that any person who uses (i.e. 'operates') a goods vehicle or vehicles with a maximum gross weight over 3,500 kg in the course of a business must have an operator's licence (generally referred to as an 'O' licence). Operators of public service vehicles also require a PSV operator licence issued under the Public Passenger Vehicles Act 1981 (as amended). A separate 'O' licence is required for each Traffic Area in which the user has an operating centre, but one 'O' licence will cover any number of operating centres within the same Traffic Area.
2. When considering an application for an 'O' licence, the Traffic Commissioners must consider, amongst other matters, whether there will be satisfactory facilities or arrangements for keeping authorised vehicles in a fit and serviceable condition. They will seek assurances that the applicant will conduct regular safety checks and inspections of the vehicles at specified intervals and keep records of those checks and inspections and their results. These details are 'undertakings' (formerly known as 'statements of intent') made for the purposes of obtaining a licence. If maintenance is to be contracted out, a copy of the contract will be required to support the application. Any changes made later must be notified to the Central Licensing Office without delay.
3. At any time after a licence has been granted the Traffic Commissioners may direct that it be revoked or suspended, or that its scope be reduced on several grounds, including:
 - ▶ that the holder of the licence gave for the purpose of procuring a licence an 'undertaking' that has not been fulfilled;
 - ▶ convictions relating to the maintenance of vehicles in a fit and serviceable condition; and
 - ▶ the issue of a prohibition on the use of a vehicle (see para 8 below).
4. Examiners (employed by DVSA) provide the Traffic Commissioners with a technical assessment of a licensed operator's maintenance arrangements. This assessment is normally made:
 - ▶ shortly after the grant of a licence;
 - ▶ when advice might be needed because of a request by the operator for a variation to the licence or because evidence of maintenance problems has come to light; following the issue of prohibition notices, poor annual test results or similar evidence following complaints about smoky vehicles where no satisfactory response has been received from the operator; and if the licence is being reviewed for other reasons not related to maintenance.
5. In the course of a maintenance assessment, vehicle examiners may wish to examine vehicles from the operator's fleet, examine records of vehicle safety inspections kept by the operator, and inspect maintenance facilities. The extent to which records are inspected will depend on vehicle condition and the operator's history. Failure to keep records of safety inspections is in itself a regulatory matter. The vehicle examiner may discuss with the operator appropriate safety inspection procedures and will report whether they consider the maintenance arrangements to be satisfactory; any deficiency may result in an unsatisfactory report, leading to possible regulatory action by the relevant Traffic Commissioner. In certain circumstances, e.g. where facilities at the operating centre do not allow adequate inspection, the operator may be asked to bring their vehicles and records into a testing station for inspection.

6. Examiners may at any time:
 - ▶ enter and inspect a goods or public service vehicle and for that purpose detain the vehicle during such time as is required for inspection;
 - ▶ enter any premises on which they have reason to believe a goods vehicle or public service vehicle is kept; and
 - ▶ divert vehicles that are stationary at the roadside to another location for inspection within five miles.
 - ▶ DVSA also employ Enforcement Support Officers who have the power to stop a moving vehicle for the purpose of examining vehicles. These activities may be carried out by an officer in uniform standing by the roadside directing vehicles into a check site or by the use of a marked vehicle displaying a matrix sign giving directions to the driver.
7. Examiners may make visits to operating centres to examine vehicles or to check drivers' records. They also conduct spot checks at the roadside. Examiners' activities may extend beyond a visual inspection. Examiners have a range of equipment that operators may encounter, including mobile roller brake testers, exhaust smoke meters, and equipment to check the function and setting of the speed limiter.
8. When vehicle examiners encounter a defective vehicle at the roadside, on an operator's premises or at a testing station, they may issue a prohibition notice (form PG9) or a vehicle inspection notice, depending on the severity of the fault(s). A prohibition is a ban on the further use of the vehicle on a road. Prohibitions may take effect immediately or may be delayed for up to ten days, depending on whether there is an immediate danger to public safety. Exemptions may be issued, e.g. to allow a vehicle to be towed away for repair. A prohibition will not be removed until a vehicle examiner is satisfied that the vehicle is fit for service. As a minimum this will entail an examination of the components and systems affected by the defects. However, at the examiner's discretion it may be extended to include as much of the vehicle as needs to be inspected for the examiner to be satisfied it is roadworthy.
9. Other sanctions available to DVSA Examiners at the roadside include the issue of a Fixed Penalty Notice in relation to roadworthiness defects. Defects that relate to brakes, steering and tyres may also be endorsable and attract penalty points on the drivers licence. In certain circumstances your vehicle could be immobilised until the defects are rectified. If your vehicle is immobilised you will be required to pay a release fee before you are allowed to use your vehicle.

NOTE: If a person obstructs an authorised examiner acting in the course of their duty, they are guilty of an offence.

Annex 2

Where to get additional help

Technical support

The Traffic Commissioners and DVSA provide advice and assistance to operators to help improve professional standards in the industry. Examiners can advise on safety inspections and can help operators set up acceptable record-keeping systems or maintenance facilities. Together with the Traffic Commissioners, we view this part of our duties as an effective and important means of improving road safety.

The vehicle manufacturer is an important source of advice on the characteristics and technical requirements of the vehicles that the operator is using. Such advice is published in the vehicle handbook and other publications. Further advice can be obtained from the local specialist dealer and/or direct from the manufacturer.

The trade associations such as the Confederation of Passenger Transport, the Freight Transport Association (FTA), the Road Haulage Association (RHA) and the British Vehicle Rental and Leasing Association (BVRLA) are important sources of advice for operators. The FTA provides a national inspection service that can range from a regular programme of safety inspection checks to monitoring those undertaken by an outside garage or by the operator themselves. The RHA provides advice and guidance to those pursuing BS EN ISO 9000 accreditation. The associations can also assist an operator to pursue claims for poor workmanship against an agent. They also represent the road haulage and bus industry when talking to the Department for Transport. Operators will find it beneficial to participate in their work in order to understand better the importance of effective vehicle maintenance.

Training

The trade associations, individual colleges, training organisations such as GoSkills, and vehicle manufacturers offer courses and seminars covering operator licensing and maintenance systems. Further advice and information regarding training can be obtained from the relevant sector skills councils (i.e. GoSkills for public service vehicles and Skills for Logistics for heavy goods vehicles) and trade associations (see addresses in Annex 8, on pages 50 & 51).

Saving fuel and protecting the environment

There are a number of government-recognised organisations that offer help and assistance when considering fuel consumption and protection of the environment.

Freight Best Practice is the name for the Transport Energy Best Practice programme. It is funded by the Welsh Government and managed by AECOM Ltd to promote operational efficiency within freight operations. Freight Best Practice offers free information for the freight industry, covering topics such as saving fuel, developing skills, equipment and systems, operational efficiency and performance management.

Freight Best Practice has produced a guide entitled *Preventative Maintenance for Efficient Road Freight Operations*, which is available to download free of charge from www.freightbestpractice.org.uk

The Energy Saving Trust works to cut greenhouse gases and air pollution from the road transport sector. It promotes cleaner, lower-carbon vehicles and fuels, eco-friendly driving techniques and low-carbon transport alternatives.

SAFED (Safe and Fuel Efficient Driving) is the DfT-approved programme, which has demonstrated average fuel savings of more than 10%, a corresponding saving in fuel and reduction in carbon and CO2 emissions, and a reduction in gear changes of 37%. SAFED can qualify as a training module under the EU Training Directive Driver CPC requirements.

Fault finding

DVSA offer brake performance and other checks at some heavy goods vehicle testing stations for operators and repairers of heavy goods and passenger vehicles. Many ATF's and other private sector sites are now suitably equipped to offer similar checks.

Publications

The following publications are available to download free of charge from www.gov.uk

HGV Inspection Manual – inspection procedures and minimum roadworthiness standards for the statutory testing of heavy goods vehicles

PSV Inspection Manual – inspection procedures and minimum roadworthiness standards for the statutory testing of public service vehicles

Categorisation of Defects – standards (primarily for use by DVSA enforcement staff) on the issue of prohibitions for roadworthiness defects on all classes of vehicles

Enforcement Sanctions Policy - Sanctions and procedures DVSA officers will take for road traffic and construction and use offences.

Annex 3A

Example of a driver's vehicle defect report (goods vehicles)

| | |
|---------------------------|-------------------|
| Driver's name: | Date: |
| Vehicle no.: | |
| Trailer fleet/serial no.: | Odometer reading: |

| Daily or shift check (tick or cross) | | *Items refer to articulated lorry and trailer combinations | |
|--------------------------------------|--------------------------------|--|--|
| Fuel / oil leaks | Lights | Brake lines* | |
| Battery security (condition) | Reflectors | Coupling security* | |
| Tyres and wheel fixing | Indicators / Side repeaters | Electrical connections* | |
| Spray suppression | Wipers | Brakes inc. ABS/EBS | |
| Steering | Washers | Security of body / wings | |
| Security of load | Horn | Markers/ Registration plates | |
| Mirrors | Excessive engine exhaust smoke | Glass | |

| | |
|----------------------|------------|
| REPORT DEFECTS HERE: | RECTIFIED: |
|----------------------|------------|

| | |
|----------------------|--|
| Defects reported to: | |
|----------------------|--|

| | |
|------------------------------------|---------------------|
| Write NIL here if no defects found | Driver's signature: |
|------------------------------------|---------------------|

Defects rectified by:.....

Signature:..... Date:.....

Annex 3B

Example of a driver's vehicle defect report (passenger vehicles)

| | |
|---------------------------|-------------------|
| Driver's name: | Date: |
| Vehicle no.: | |
| Trailer fleet/serial no.: | Odometer reading: |

| Daily or shift check (tick or cross) | | | | | |
|--------------------------------------|--|----------------------------|--|--------------------------------|--|
| Fuel / oil leaks | | Wipers | | Mirrors | |
| Battery (if easily accessible) | | Washers | | Steering | |
| Tyres and wheel fixing | | Horn | | Heating / Ventilation | |
| Brakes (inc. ABS/EBS) | | Glass | | Lights | |
| Doors and exits | | Reflectors | | Body Interior | |
| Indicators / Side repeaters | | Body exterior | | Excessive engine exhaust smoke | |
| Fire extinguisher | | First-aid kit | | Emergency exit hammer | |
| Seats / seat belts | | Accessibility requirements | | Registration plates | |

| | |
|--|--|
| REPORT DEFECTS HERE: | RECTIFIED: |
| | |

| | |
|----------------------|--|
| Defects reported to: | |
|----------------------|--|

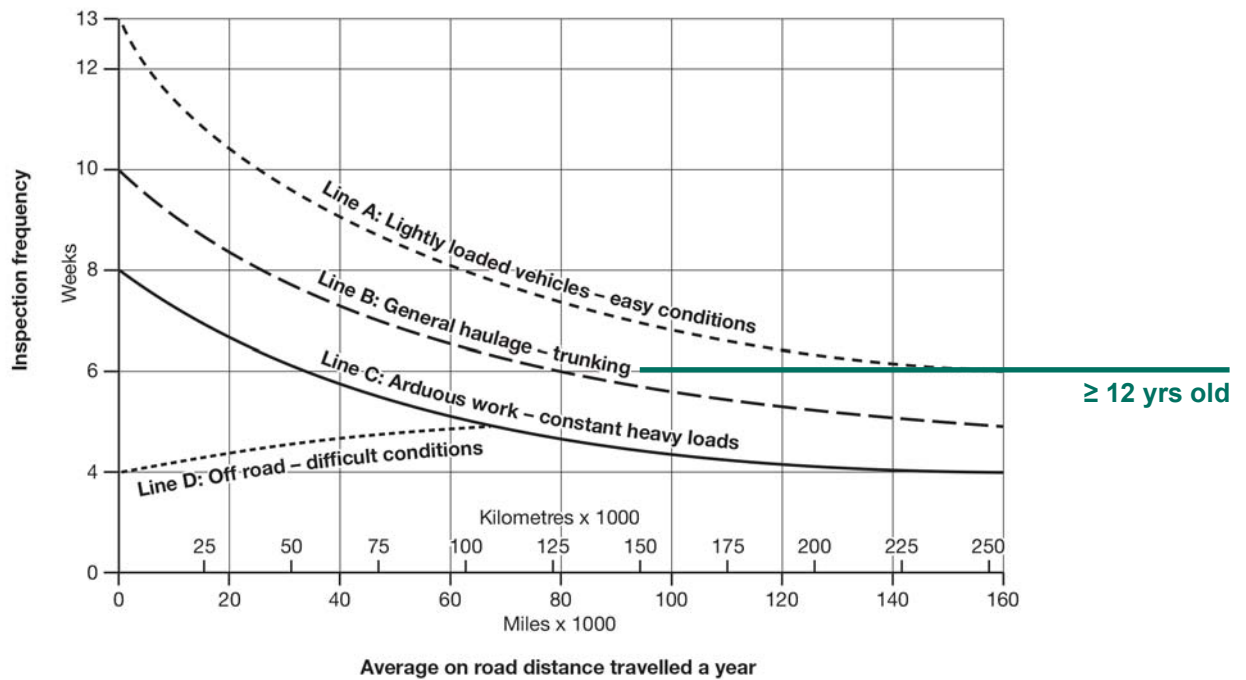
| | |
|------------------------------------|---------------------|
| Write NIL here if no defects found | Driver's signature: |
|------------------------------------|---------------------|

Defects rectified by:.....

Signature:..... Date:.....

Annex 4

A guide to safety inspection intervals



Safety inspection intervals for all vehicles should fall between lines A and C or A and D as appropriate.

If the vehicle or trailer is 12 years or older then the SI interval should be no more than 6 weeks. The chart is only a guide and it is the responsibility of you, the operator, to increase the number of safety inspections should the operating conditions demand it. Equally, the number of safety inspections may be decreased with notification to the Traffic Commissioners.

If you are confident that this will still be effective in maintaining roadworthiness. The actual inspection interval chosen should be determined by taking into account:

- ▶ the age of vehicle/trailer;
- ▶ the conditions under which a vehicle will be operated;
- ▶ the expected annual mileage;
- ▶ the recommendations of the vehicle manufacturer; and
- ▶ other factors that may increase the risk of vehicles becoming unroadworthy.

Vehicles that are only used for part of the year, or that have been out of service for some time, should be inspected before they are first used. When they are being used, the subsequent safety inspection intervals should be determined in accordance with this chart – conditions of use and the equivalent annual mileage (e.g. 20,000 miles covered over a six-month period represents an equivalent annual mileage of 40,000).

Trailers not permanently coupled but in regular use need to be assessed on their conditions of work and anticipated mileage.

Where there are doubts about what interval to choose, new operators are advised to be cautious and make more, rather than fewer, checks.

Vehicles operating in difficult conditions, e.g. in quarry work or on building or land reclamation sites and vehicles carrying corrosive substances, where conditions result in accelerated component wear and vehicle damage. The operator is advised to increase the number of safety inspection checks above the guidance in the graph shown.

Vehicles and trailers aged 12 years and older

National statistics show that as vehicles and trailers age the average annual MOT failure rate increases and they are more likely to experience in-service roadworthiness defects than newer vehicles. Therefore, the guidance for older vehicles and trailers is that they will need more frequent maintenance and recommend a maximum interval of 6 weeks between safety inspections for vehicles and trailers aged 12 years and older.



Key Information

Which ever safety inspection interval is decided upon, the inspection frequency should not be extended without prior notification to the Traffic Commissioner. The following safety inspection should be carried out within the specified weekly or mileage based time scale and not beyond. To allow some flexibility with planning safety inspections it is recommended that the International Organisation for Standardisation (**ISO**) week numbering system is used, with this system the safety inspection should be completed within the relevant ISO week it falls. ISO defines the week as always starting with Monday through to Sunday. See Annex 7 for an example of a maintenance planner..

For example:

A six weekly SI interval has been decided, using the ISO week planner, (for this example) the vehicle came into service and had a first use inspection in week 10 of the ISO calendar the following safety inspections should then be completed within ISO week 16, 22, 28, 34, 40, 46.....etc, etc. If a safety inspection was completed outside the planned schedule, for example because of a breakdown, a new schedule may need to be created. For the example given above it would not be permissible to carry out an early SI in week 20 and then have an eight week interval to week 28, the operator would need to either carry out another SI at week 22 and continue with the original planned schedule or reschedule 6 week intervals from week 20 to 26, 32etc

Annex 5A

Example of a safety inspection record (HGV)

| | |
|---------------------|-------------------|
| Vehicle Reg Mark: | Odometer Reading: |
| Make and Type: | |
| Date of Inspection: | ISO Wk No.: |
| Operator: | |

| | | | | |
|--|--|--|-----|-------------------|
| Notes 'IM Ref' (col 2) – for more details on each item listed, look under this reference number in the VOSA Inspection Manual | 'Serviceable' (col 4) – enter the appropriate code: | | | |
| | ✓ | = Satisfactory | R | = Repair Required |
| | x | = Safety Item Defect | N/A | = Not Applicable |
| | M | = Monitor (possible maintenance required before next SI) | | |

Part 1 – Inspection

| A: Inside vehicle | | | | | |
|-------------------|--------|--|-------------|--------------|--------------|
| Check No | IM Ref | Item Inspected | Serviceable | Defect Found | Rectified By |
| 1 | 18 | Seats | | | |
| 2 | 3 | Seat Belts & Supplementary Restraint Systems | | | |
| 3 | 22 | Mirrors & Indirect Vision Devices | | | |
| 4 | 23 | Glass & View of the Road | | | |
| 5 | 25 | Windscreen Washers & Wipers | | | |
| 6 | 26 | Speedometer / Tachograph | | | |
| 7 | 27 | Horn | | | |
| 8 | 28 | Driving Controls | | | |
| 9 | 30 | Steering Control | | | |
| 10 | 37 | Service Brake Pedal | | | |
| 11 | 38 | Service Brake Operation | | | |
| 12 | 34 | Pressure / Vacuum Warning & Build Up | | | |
| 13 | 36 | Hand Lever Operating Mechanical Brakes | | | |
| 14 | 39 | Hand Operated Brake Control Valves | | | |
| 15 | 17 | Cab Floors & Steps | | | |

| B: Ground level & under vehicle | | | | | |
|---------------------------------|----|---|--|--|--|
| 16 | 16 | Cab Doors | | | |
| 17 | 1 | Registration Plates | | | |
| 18 | 15 | Cab Security | | | |
| 19* | 19 | Security of Body, Containers & Crane Support Legs | | | |
| 20* | 20 | Condition of Body | | | |
| 21 | 5 | Exhaust Emissions | | | |
| 22* | 6 | Road Wheels & Hubs | | | |
| 23* | 7 | Size & Type of Tyres | | | |
| 24* | 8 | Condition of Tyres | | | |

| | | | | | |
|-----|----|---|--|--|--|
| 25* | 9 | Sideguards, Rear Under-Run Devices & Bumper Bars | | | |
| 26* | 10 | Spare Wheel & Carrier | | | |
| 27* | 41 | Condition of Chassis | | | |
| 28 | 11 | Vehicle to Trailer Coupling | | | |
| 29* | 12 | Trailer Parking, Emergency Brake & Air Line Connections | | | |
| 30* | 13 | Trailer Landing Legs | | | |
| 31* | 14 | Spray Suppression, Wings & Wheel Arches | | | |
| 32 | 33 | Speed Limiter | | | |
| 33 | 42 | Electrical Wiring & Equipment | | | |
| 34* | 43 | Engine & Transmission Mountings | | | |
| 35 | 44 | Oil Leaks | | | |
| 36* | 45 | Fuel Tanks & System | | | |
| 37 | 46 | Exhaust Systems | | | |
| 38 | 54 | Steering Mechanism | | | |
| 39* | 48 | Suspension | | | |
| 40* | 53 | Axles, Stub Axles & Wheel Bearings | | | |
| 41 | 57 | Transmission | | | |
| 42 | 58 | Additional Braking Devices | | | |
| 43* | 59 | Brake Systems and Components | | | |
| 44* | 62 | Markers & Reflectors | | | |
| 45* | 63 | Lamps | | | |
| 46 | 66 | Direction Indicators & Hazard Warning Lamps | | | |
| 47 | 67 | Aim of Headlamps | | | |
| 48 | 74 | Other dangerous defects | | | |

| IM8 Condition of Tyres (enter N/A if not applicable) | | | | |
|---|--------|--------|--------|--------|
| Ck 49 | Axle 1 | Axle 2 | Axle 3 | Axle 4 |
| o/s out | mm | mm | mm | mm |
| | psi | psi | psi | psi |
| o/s in | | mm | mm | mm |
| | | psi | psi | psi |
| n/s in | | mm | mm | mm |
| | | psi | psi | psi |
| n/s out | mm | mm | mm | mm |
| | psi | psi | psi | psi |

| C: Brake Performance (Laden / Unladen) (roller brake / decelerometer test) | | | | D: Road Test |
|--|--------|-----------------------------|------------|---------------------|
| Check No | IM Ref | Item inspected | Efficiency | Inspector Comments: |
| 47* | 71 | Service Brake Performance | % | |
| 48* | 72 | Secondary Brake Performance | % | |
| 49* | 73 | Parking Brake Performance | % | |

Part 2 – Comments on faults found

| Check No | Fault No | Fault details | | | | | | | |
|---|----------|---------------|--|--|--|--|--|--|--|
| | | | | | | | | | |
| Fault numbered here are Drivers Defect Report items. | | | | | | | | | |
| Signature of Inspector: Name of inspector: | | | | | | | | | |

Part 3 – Action taken on faults found

| Check No | Fault No | Action taken on fault | Rectified By |
|----------|----------|-----------------------|--------------|
| | | | |

Part 4 – Declaration

“I consider that the above defects have been rectified satisfactorily and this vehicle is now in a safe and roadworthy condition.”

Signature of Supervisor

NOTE: IT IS ALWAYS THE RESPONSIBILITY OF THE OPERATOR THAT THE VEHICLE IS IN A ROADWORTHY CONDITION BEFORE BEING USED ON THE ROAD

Annex 5B

Example of a safety inspection record (PSV)

| | |
|---------------------|-------------------|
| Vehicle Reg Mark: | Odometer Reading: |
| Make and Type: | |
| Date of Inspection: | ISO Wk No.: |
| Operator: | |

| | | | | |
|--|--|--|-----|-------------------|
| Notes 'IM Ref' (col 2) – for more details on each item listed, look under this reference number in the VOSA Inspection Manual | 'Serviceable' (col 4) – enter the appropriate code: | | | |
| | ✓ | = Satisfactory | R | = Repair Required |
| | x | = Safety Item Defect | N/A | = Not Applicable |
| | M | = Monitor (possible maintenance required before next SI) | | |

Part 1 – Inspection

| A: Inside vehicle | | | | | |
|-------------------|--------|--|-------------|--------------|--------------|
| Check No | IM Ref | Item Inspected | Serviceable | Defect Found | Rectified By |
| 1 | 18 | Driver's Seat | | | |
| 2 | 3 | Seat Belts & Supplementary Restraint Systems | | | |
| 3 | 22 | Mirrors & Indirect Vision Devices | | | |
| 4 | 23 | Glass & View of the Road | | | |
| 5 | 24 | Accessibility Features | | | |
| 6 | 25 | Windscreen Washers & Wipers | | | |
| 7 | 26 | Speedometer / Tachograph | | | |
| 8 | 27 | Horn | | | |
| 9 | 28 | Driving Controls | | | |
| 10 | 30 | Steering Control | | | |
| 11 | 37 | Service Brake Pedal | | | |
| 12 | 38 | Service Brake Operation | | | |
| 13 | 34 | Pressure / Vacuum Warning & Build Up | | | |
| 14 | 36 | Hand Lever Operating Mechanical Brakes | | | |
| 15 | 39 | Hand Operated Brake Control Valves | | | |
| 16 | 17 | Driver's Accommodation | | | |
| 17 | 21 | Interior of Body, Passenger Entrance, Exit Steps & Platforms | | | |

| B: Ground level & under vehicle | | | | | |
|---------------------------------|----|---|--|--|--|
| 18 | 16 | Passenger Doors, Driver's Doors & Emergency Exits | | | |
| 19 | 1 | Registration Plates | | | |
| 20 | 19 | Security of Body | | | |
| 21 | 20 | Exterior of Body including Luggage Compartments | | | |
| 22 | 5 | Exhaust Emissions | | | |

| | | | | | |
|----|----|---|--|--|--|
| 23 | 6 | Road Wheels & Hubs | | | |
| 24 | 7 | Size and Type of Tyres | | | |
| 25 | 8 | Condition of Tyres | | | |
| 26 | 9 | Bumper Bars | | | |
| 27 | 10 | Spare Wheel & Carrier | | | |
| 28 | 41 | Condition of Chassis | | | |
| 29 | 14 | Wings & Wheel Arches | | | |
| 30 | 11 | Vehicle to Trailer Coupling | | | |
| 31 | 33 | Speed Limiter | | | |
| 32 | 42 | Electrical Wiring & Equipment | | | |
| 33 | 43 | Engine & Transmission Mountings | | | |
| 34 | 44 | Oil & Waste Leaks | | | |
| 35 | 45 | Fuel Tanks & System | | | |
| 36 | 46 | Exhaust & Waste Systems | | | |
| 37 | 54 | Steering Mechanism | | | |
| 38 | 48 | Suspension | | | |
| 39 | 53 | Axles, Stub Axles & Wheel Bearings | | | |
| 40 | 57 | Transmission | | | |
| 41 | 58 | Additional Braking Devices | | | |
| 42 | 59 | Brake Systems & Components | | | |
| 43 | 62 | Reflectors & Rear Markings | | | |
| 44 | 63 | Lamps | | | |
| 45 | 66 | Direction Indicators & Hazard Warning Lamps | | | |
| 46 | 67 | Aim of Headlamps | | | |
| 47 | | Ancillary equipment | | | |
| 48 | 74 | Other dangerous defects | | | |

| IM8 Condition of Tyres (enter N/A if not applicable) | | | | |
|---|--------|--------|--------|--------|
| Ck 48 | Axle 1 | Axle 2 | Axle 3 | Axle 4 |
| o/s out | mm | mm | mm | mm |
| | psi | psi | psi | psi |
| o/s in | | mm | mm | mm |
| | | psi | psi | psi |
| n/s in | | mm | mm | mm |
| | | psi | psi | psi |
| n/s out | mm | mm | mm | mm |
| | psi | psi | psi | psi |

| C: Brake Performance (Laden / Unladen) (roller brake / decelerometer test) | | | | D: Road Test |
|--|--------|-----------------------------|------------|---------------------|
| Check No | IM Ref | Item inspected | Efficiency | Inspector Comments: |
| 49* | 71 | Service Brake Performance | % | |
| 50* | 72 | Secondary Brake Performance | % | |
| 51* | 73 | Parking Brake Performance | % | |

Part 2 – Comments on faults found

| Check No | Fault No | Fault details | | | | | | | |
|---|----------|---------------|--|--|--|--|--|--|--|
| | | | | | | | | | |
| Fault numbered here are Drivers Defect Report items. | | | | | | | | | |
| Signature of Inspector: Name of inspector: | | | | | | | | | |

Part 3 – Action taken on faults found

| Check No | Fault No | Action taken on fault | Rectified By |
|----------|----------|-----------------------|--------------|
| | | | |

Part 4 – Declaration

“I consider that the above defects have been rectified satisfactorily and this vehicle is now in a safe and roadworthy condition.”

Signature of Supervisor

NOTE: IT IS ALWAYS THE RESPONSIBILITY OF THE OPERATOR THAT THE VEHICLE IS IN A ROADWORTHY CONDITION BEFORE BEING USED ON THE ROAD

Annex 6

Example of a maintenance agreement

Model agreement between the operator and a garage or agent for safety inspections and / or repair of vehicles and trailers subject to operator licensing

The **Agreement** is made on the day of , 20, between:

- a. ('the contractor'), whose address / registered office is:

 of the one part, and
- b. ('the operator'), whose address / registered office is:

 of the one part, and

1. **The contractor agrees** that they will, in relation to every vehicle mentioned in the Schedule below, on every occasion when that vehicle is submitted by the operator as mentioned in Article 2 below on or after the date of this Agreement-
 - a. inspect all the items specified in the maintenance record in the form for the time being approved by the Department for Transport which relate to the vehicle;
 - b. if the operator so consents, carry out such renewals and repairs as may be necessary to ensure that the vehicle and every part of it specified in that maintenance record is in good working order and complies with every statutory requirement applying to it; and
 - c. complete that maintenance record to show:-
 - (i) which items were in good working order and complied with the relevant statutory requirements when the vehicle was submitted;
 - (ii) which (if any) items were not in good working order or failed to comply with those requirements when the vehicle was submitted but have been replaced or repaired so that those requirements are satisfied; and
 - (iii) which (if any) items were not in good working order or failed to comply with those requirements when the vehicle was submitted and which have not been so replaced or repaired.
 - d. provide the operator with a copy of every completed maintenance record.

2. The operator agrees that they will –

a. submit to the contractor each vehicle mentioned in the Schedule below in order that the contractor may, as regards that vehicle, comply with the provisions of Article 1 above:-

(i) within weeks of the Agreement, and, thereafter;

(ii) within weeks of the date of the last safety inspection.

b. pay to the contractor such reasonable charges as the contractor may make pursuant to their obligations under Article 1 above; and

c. retain, and make available for inspection by an officer mentioned in Section 42 of the Goods Vehicle (Licensing of Operators) Act 1995 or Public Passenger Vehicles Act 1981, every maintenance record mentioned in Article 1 above for a period of at least 15 months commencing with the date of its issue.

3. This Agreement may be ended by either party giving to the other months written notice of their intention to end it.

Schedule

(Motor vehicles and trailers which are / which it is intended shall become used in accordance with an operator's licence held / applied for by the operator under the Goods Vehicles (Licensing of Operators) Act 1995 or Part II of the Public Passenger Vehicles Act 1981)

1. Motor Vehicles *(the schedule should give registration numbers & brief descriptions of each vehicle)*

2. Trailers *(the schedule should give the trailers' identification number and brief descriptions of each trailer)*

As Witness *(etc)*

Signature(s), or seal, of operator

Signature(s), or seal, of contractor

.....

.....

Annex 7

Specimen Maintenance Planner

| Vehicle Registration Number | Vehicle Make and Type | Week No: | JANUARY | | | | | FEBRUARY | | | | | MARCH | | | | APRIL | | | |
|-----------------------------|-----------------------|----------|---------|---|---|---|---|----------|---|---|---|----|-------|----|----|----|-------|----|----|----|
| | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |

| Vehicle Registration Number | Vehicle Make and Type | Week No: | MAY | | | | | JUNE | | | | | JULY | | | | AUGUST | | | |
|-----------------------------|-----------------------|----------|-----|----|----|----|----|------|----|----|----|----|------|----|----|----|--------|----|----|----|
| | | | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |

| Vehicle Registration Number | Vehicle Make and Type | Week No: | SEPTEMBER | | | | | OCTOBER | | | | | NOVEMBER | | | | DECEMBER | | | |
|-----------------------------|-----------------------|----------|-----------|----|----|----|----|---------|----|----|----|----|----------|----|----|----|----------|----|----|--|
| | | | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |

- S** = Safety Inspection
- I** = Intermediate Inspection
- M** = Major Service & Inspection
- A** = Annual Test Preparation (Including Major Service & Inspection)
- O** = Vehicle Excise Duty Renewal
- X** = Work Completed

Annex 8

Useful addresses

Many of these organisations carry out training services.

DVSA HQ

Berkeley House
Croydon Street
Bristol BS5 0DA
Tel: 0300 123 9000
Email: enquiries@vosa.gsi.gov.uk

DVSA Operations

Ellipse
Padley Road
Swansea SA1 8AN
Tel: 0300 123 9000
Email: enquiries@vosa.gsi.gov.uk
Website: www.gov.uk

Central Licensing Office

Hillcrest House
386 Harehills Lane
Leeds LS9 6NF
Tel: 0300 123 9000
Email: enquiries@vosa.gsi.gov.uk

Confederation of Passenger Transport UK

Drury House
34–43 Russell Street
London WC2B 5HA
Tel: 020 7240 3131
Fax: 020 7240 6565
Website: www.cpt-uk.org

Freight Transport Association

Hermes House
St John's Road
Tunbridge Wells
Kent TN4 9UZ
Tel: 01892 526171
Fax: 01892 534989
Website: www.fta.co.uk

Road Haulage Association

Roadway House
Bretton Way
Bretton
Peterborough
PE3 8DD
Tel: 01733 261131
Website: www.rha.uk.net

British Vehicle Rental and Leasing Association

Badminton Court
Church Street Amersham
Buckinghamshire
HP7 0DD
Tel: 01494 434 747
Website: www.bvrla.co.uk

GoSkills

Sector Skills Council for Passenger Transport
Concorde House
Trinity Park
Solihull
Birmingham B37 7UQ
Tel: 0121 635 5520
Fax: 0121 635 5521
Website: www.goskills.org

Skills for Logistics

12 Warren Yard
Warren Farm Office Village
Milton Keynes MK12 5NW
Tel: 01908 313360
Fax: 01908 313006
Website: www.skillsforlogistics.org

Society of Operations Engineers

22 Greencoat Place
London SW1P 1PR
Tel: 020 7630 1111
www.soe.org.uk

Energy Saving Trust

21 Dartmouth Street
London SW1H 9BP
Tel: 0845 602 1425
www.energysavingtrust.org.uk

Freight Best Practice

www.freightbestpractice.org.uk

Offices of the Traffic Commissioners

Enquiries relating to operator licensing must be made to the DVSA enquiry line on 0300 123 9000, or emailed to enquiries@vosa.gsi.gov.uk

Eastern

Eastbrook
Shaftesbury Road
Cambridge CB2 8BF

Western

Jubilee House
Croydon Street
Bristol BS5 0GB

North Eastern

Hillcrest House
386 Harehills Lane
Leeds LS9 6NF

West Midlands and Wales

38 George Road
Edgbaston
Birmingham B15 1PL

North Western

Suite 4–6 Stone Cross Place
Stone Cross Lane
Golborne
Warrington WA3 2SH

Scottish

Level 6
The Stamp Office
Waterloo Place
Edinburgh EH1 3EG

South Eastern and Metropolitan

Ivy House
3 Ivy Terrace
Eastbourne BN21 4QT

Website addresses of bodies responsible for trunk roads:

Highways Agency (England): www.highways.gov.uk

Transport Scotland: www.transportscotland.gov.uk

Transport Wales: www.wales.gov.uk

HGV DRIVERS' WALK AROUND CHECK

BRAKE LINES



ELECTRICAL CONNECTIONS



MIRRORS AND GLASS



BRAKES



FRONT VIEW



STEERING



SECURITY OF LOAD



NUMBERPLATE



MARKERS



REFLECTORS



TYRES AND WHEEL FIXING



SPRAY SUPPRESSION



SECURITY OF BODY/WINGS



BATTERY SECURITY/ CONDITION



COUPLING SECURITY



FUEL/OIL LEAKS



HORN



EXCESSIVE ENGINE EXHAUST SMOKE



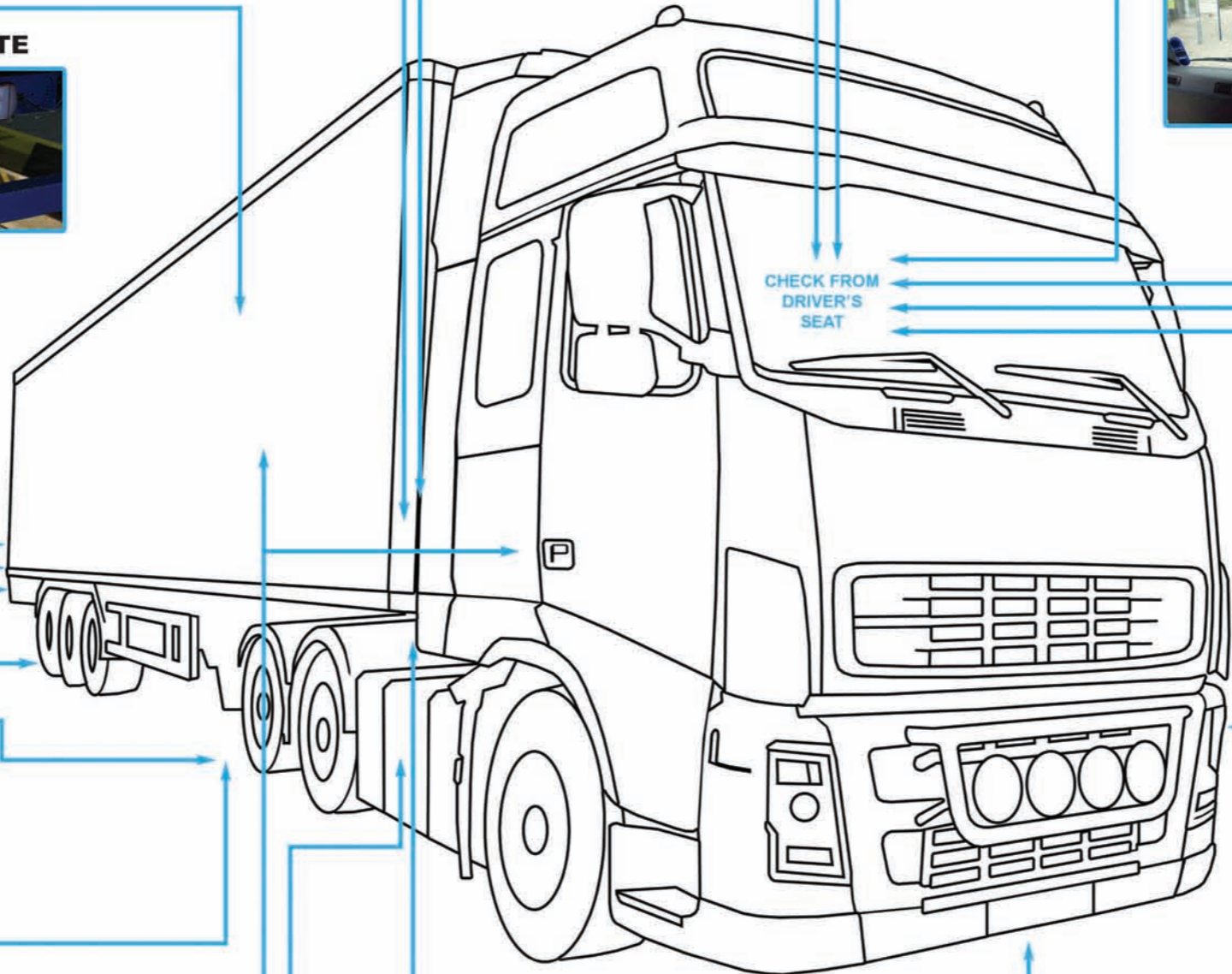
WINDSCREEN WIPERS AND WASHERS



WARNING LAMP



LIGHTS AND INDICATORS



Failure to comply can lead to a prohibition, a fixed penalty and penalty points on your licence

PSV DRIVERS' WALK AROUND CHECK

MIRRORS AND GLASS



STEERING



FIRST AID KIT



FIRE EXTINGUISHER



BODY INTERIOR



BRAKES (BE SURE TO LISTEN FOR AIR BRAKE LEAKS)



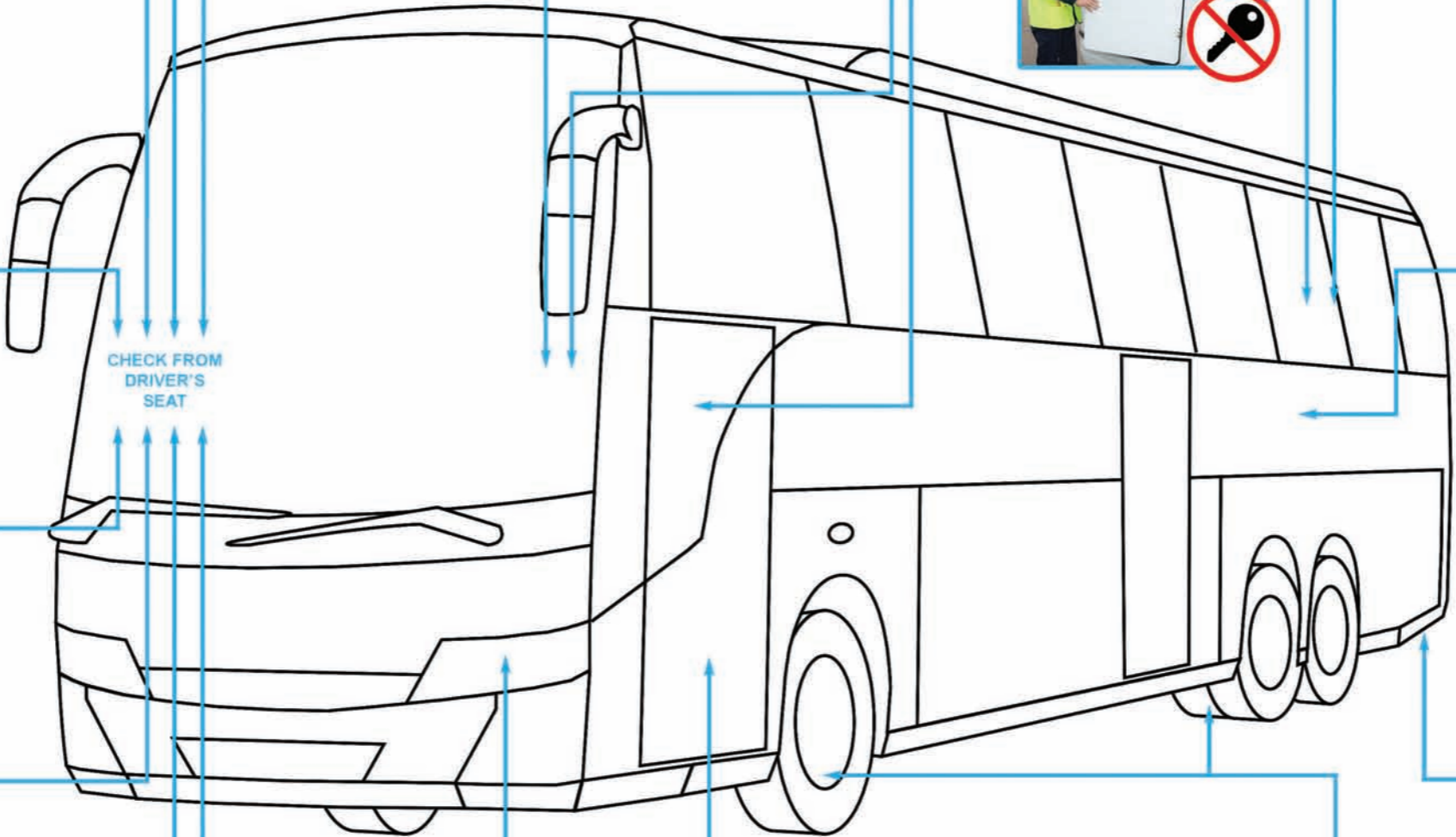
DOORS AND EXITS



EMERGENCY EXIT HAMMER



WINDSCREEN WIPERS AND WASHERS



HEATING/VENTILATION



BODY EXTERIOR



HORN



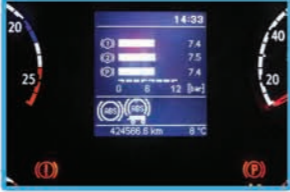
NUMBERPLATE



EXCESSIVE ENGINE EXHAUST SMOKE



WARNING LAMPS



LIGHTS AND INDICATORS



WHEELCHAIR ACCESSIBILITY



FUEL, OIL AND WASTE LEAKS



TYRE AND WHEEL FIXING



 Failure to comply can lead to a prohibition, a fixed penalty and penalty points on your licence

Visit our websites:

for commercial customers and private motorists
www.gov.uk

for corporate information
www.gov.uk/dvsa

Contact us:

E-mail
enquiries@vosa.gov.uk

National Number
0300 123 9000*

Monday to Friday - 7.30am until 6.00pm



FREIGHT TRANSPORT ASSOCIATION



Produced by the Department for Transport in partnership with the transport industry