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SAFETY DATA SHEET

Trimethylamine Section 1. Identification GHS product identifier Chemical name tri-Methylamine Other means of identification : Methylamine, N.N-dimethyl-; Methanamine, N,N-dimethyl-; TMA; UN 1083; UN 1297; N,N-Dimethylmethanamine Product use : Synthetic/Analytical chemistry. : Methylamine, N,N-dimethyl-; Methanamine, N,N-dimethyl-; TMA; UN 1083; UN 1297; N,N-Dimethylmethanamine Synonym : Airgas USA, LLC and its affiliates 259 North Radnor-Chester Road Supplier's details Suite 100 Radnor, PA 19087-5283 1-610-687-5253 Emergency telephone number (with hours of operation) : 1-866-734-3438 Section 2. Hazards identification This material is considered hazardous by the OSHA Hazard Communication Standard (29 CFR 1910.1200). OSHA/HCS status (29 CFR 1910.1200).

FLAMMABLE GASES - Category 1
GASES UNDER PRESSURE - Liquefied gas
ACUTE TOXICITY (inhalation) - Category 3
SKIN CORROSION/IRRITATION - Category 1
SERIOUS EYE DAMAGE/ EYE IRRITATION - Category 1 Classification of the substance or mixture GHS label elements Hazard pictograms Signal word : Extremely flammable gas. May form explosive mixtures with air. Hazard statements Contains gas under pressure; may explode if heated. May cause frostbite. Toxic if inhaled. Causes serious eye damage. Causes severe skin burns and eye damage. Precautionary statements : Read and follow all Safety Data Sheets (SDS'S) before use. Read label before use. Keep out of reach of children. If medical advice is needed, have product container or label at hand. Close valve after each use and when empty. Use equipment rated for cylinder pressure. Do not open valve until connected to equipment prepared for use. Use a back flow preventative device in the piping. Use only equipment of compatible materials of construction. Always keep container in upright position. Approach suspected leak area with caution. : 5/20/2015. Date of previous issue : 5/20/2015.

Conditions for Safe Storage: Store in a cool, well-ventilated area, away from incompatible materials Do not store above 120°F or in direct sunlight. U.F.C (NFPA 30B) Level 3 Aerosol. Store away from oxidizers.

8 – Exposure Controls/Personal Protection						
Chemical Occupational Exposure Limits						
Aliphatic Hydrocarbon	1200 mg/m3 TWA (manufacturer recommended)					
Petroleum Base Oil	5 mg/m3 TWA, 10 mg/m3 STEL ACGIH TLV 5 mg/m3 TWA OSHA PEL					
LVP Aliphatic Hydrocarbon	1200 mg/m3 TWA (manufacturer recommended)					
Carbon Dioxide	5000 ppm TWA (OSHA/ACGIH), 30,000 ppm STEL (ACGIH)					
Non-Hazardous Ingredients	None Established					

The Following Controls are Recommended for Normal Consumer Use of this Product

Appropriate Engineering Controls: Use in a well-ventilated area. Personal Protection:

Eye Protection: Avoid eye contact. Always spray away from your face.

Skin Protection: Avoid prolonged skin contact. Chemical resistant gloves recommended for operations where skin contact is likely.

Respiratory Protection: None needed for normal use with adequate ventilation.

For Bulk Processing or Workplace Use the Following Controls are Recommended Appropriate Engineering Controls: Use adequate general and local exhaust ventilation to maintain

exposure levels below that occupational exposure limits.

Personal Protection:

Eye Protection: Safety goggles recommended where eye contact is possible.

Skin Protection: Wear chemical resistant gloves.

Respiratory Protection: None required if ventilation is adequate. If the occupational exposure limits are exceeded, wear a NIOSH approved respirator. Respirator selection and use should be based on contaminant type, form and concentration. Follow OSHA 1910.134, ANSI Z88.2 and good Industrial Hygiene practice.

Work/Hygiene Practices: Wash with soap and water after handling.

9 - Physical and Chemical Properties

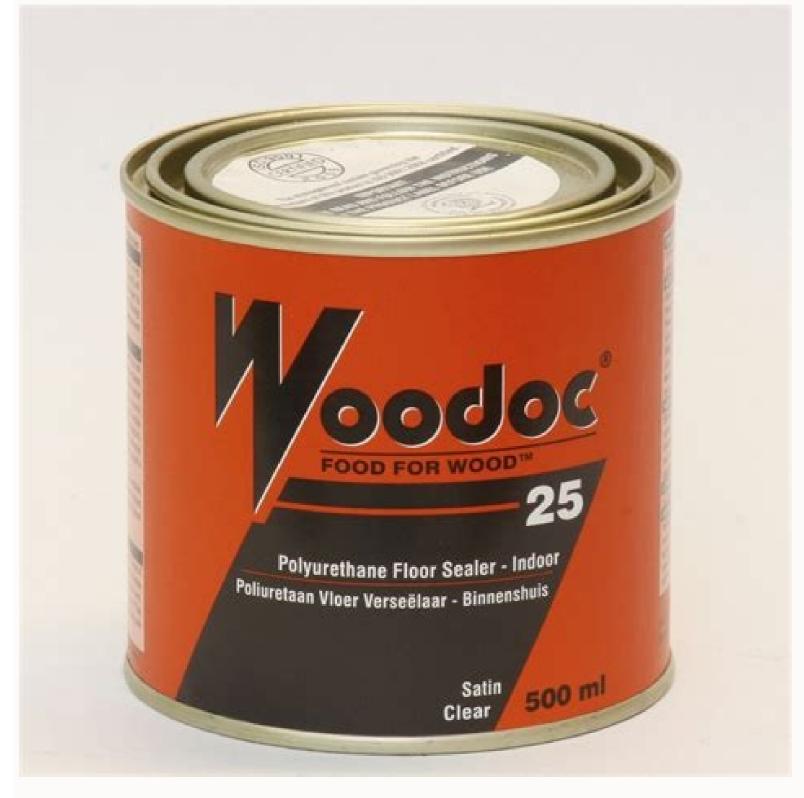
Appearance:	Light amber liquid	Flammable Limits: (Solvent Portion)	LEL: 0.6% UEL: 8%		
Odor:	Mild petroleum odor	Vapor Pressure:	95-115 PSI @ 70°F		
Odor Threshold:	Not established	Vapor Density:	Greater than 1 (air=1)		
pH:	Not Applicable Relative Density:		0.8 - 0.82 @ 60°F		
Melting/Freezing Point	Not established	Solubilities:	Insoluble in water		
Boiling Point/Range:	361 - 369°F (183 - 187°C)	Partition Coefficient; n- octanol/water;	Not established		
Flash Point:	122°F (49°C) Tag Closed Cup (concentrate)	Autoignition Temperature:	Not established		
Evaporation Rate:	Not established	Decomposition Temperature:	Not established		
Flammability (solid, gas)	Flammable Aerosol	Viscosity:	2.79-2.96 cSt @ 100°F		
VOC:	412 grams/liter (49.5%)	Pour Point:	-63°C (-81.4°F) ASTM D-97		

10 - Stability and Reactivity

Reactivity: Not reactive under normal conditions Chemical Stability: Stable

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		Compliance	plate #	Date of Issue	Notes				
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The Autoglym Interior Shampoo 500ML is a multipurpose cleaner for your car interiors. Use on seats, plastics, steering wheels, gear sticks, carpets, mats, headlining and doors. This intensive cleaner removes built-up, dirt and grime, leaving a fresh, clean fragrance. Note: If the interiors are made of leather surfaces, use Leather Cleaner instead. Features & Benefits: Simple spray on, agitate and wipe off cleaner Safe on all interior surfaces Usage Directions: Clean with Autoglym Interior Shampoo Polish glass and mirrors with Autoglym Car Glass Polish Protect interior surfaces with Autoglym Vinyl & Rubber Care Additional Notes: The Loctite Threadlocker is a medium strength adhesive designed to prevent all threaded fittings and fasteners from vibrating loose. It is an anaerobic thread-locking material that is provided as a wax-like, semi-solid, conveniently packaged in a self-feeding stick applicator. As with liquid anaerobic products, this material develops its cured properties in the absence of air when confined between close-fitting metal surfaces. The LOCTITE 248 is a blue adhesive in a non-drip, easy-to-apply stick form. It is suitable for all metal threaded assemblies. It is a general-purpose thread-locker with a medium bond strength. This product is available in a convenient stick format. It secures and seals bolts, nuts and studs to prevent loosening due to vibration. The product works on all metals, including passive substrates such as stainless steel, aluminium, and plated surfaces. It is proven to be tolerant of minor contamination due to industrial oils like engine oils, corrosion prevention oils and cutting fluids. The Loctite 248 is particularly well suited for applications where a liquid product may be too fluid to stay on a part or be difficult to apply. It stores easily and allows for direct contact to a threaded part during application to ensure even coverage. Features & Benefits: Easy-to-apply on hard-to-reach areas For threads up to M50 No migration Permits disassembly with hand tools Categories Machinery Wearing Parts Wheels & Tyres Attachments Forklift Brackets Loader & Handler Brack MACHINERY! About La Ficha de Datos de Seguridad ampliada, es la herramienta básica para transferir información a los requerimientos de REACH, incorpora en un anexo los escenarios de exposición basados en los Informes de Seguridad Química (ISQ), realizados cuando sea necesario (substancias clasificadas como peligrosas, PBT, vPvB). Las eSDS deben hacerse tanto para substancias como mezclas peligrosas. This document details the standards of the scheme, the assessment and evidence required during an audit to attain scheme status. It is a public document and allows both the operator and the auditor to identify the areas where standards are met and where shortcomings need to be addressed. Each of the applicable standards must be attained in order to meet the overall criteria and the operator should be able to demonstrate full and effective control in all cases. It is not possible to be entirely prescriptive in all cases, as each operator must be considered individually. It is up to the operator to demonstrate the systems they have in place satisfy the required standards. Before completing an audit, reference must be made to section 3 of the earned recognition audit sampling criteria. measurement and considerations. Areas of measurement system and span of control should be considered in relation to sampling size where different management systems are used sampling must cover all of these DVSA earned recognition may wish to direct the audit or stipulate measures audit and verification checks should only be carried out at operating centres that have an administrative or management function the auditor check should include a minimum of one month's operating centre and where required any verification checks at other operating centres must be rotated at the periodic audit maintenance records should conform with the current DVSA guide to maintaining roadworthiness the sample must be representative of the fleet including all types of weintenance providers (for example manufacturers, independents and in-house) sampling from each operator licence if an operator carries out dangerous goods activities (ADR), then at least one ADR centre will be part of the audit Total fleet size (in possession) Vehicle/trailer records 1 to 5 All All 6 to 100 2 checks per operator licence (minimum 5 checks in total) 2 checks per operator licence (minimum 5 checks in total) 101+ 5 checks in total) 6 checks in total) 7 checks in total) 7 checks in total) 7 checks in total) 8 checks in total) 9 checks in total) 8 checks i centres Examples Number of operator licences Fleet size Number of operation centres Vehicles 5000 trailers to be sampled Drivers to 3 2 5 1 1. Operator licences 1.1 Correct legal entity Requirements Legal entities include limited companies, charities, voluntary groups, partnerships, public authorities, or sole traders. The operator must hold the licence under the correct legal entity and the operator must notify the traffic commissioner of any changes to the legal entity within 28 days. The operator must hold at least one valid operator licence issued by the Traffic Commissioners for Great Britain. The operator must have processes in place to ensure that they have the correct licence issued by the Traffic Commissioners for Great Britain. The operator must have processes in place to ensure that they have the correct licence is not place to ensure that they have the correct licence is not place to ensure that they have the correct licence is not place to ensure that they have the correct licence is not place to ensure that they have the correct licence is not place to ensure that they have the correct licence is not place to ensure that they have the correct licence is not place to ensure that they have the correct licence is not place to ensure that they have the correct licence is not place to ensure that they have the correct licence is not place to ensure that they have the correct licence is not place to ensure that they have the correct licence is not place to ensure that they have the correct licence is not place to ensure that they have the correct licence is not place to ensure that they have the correct licence is not place to ensure that they have the correct licence is not place to ensure that they have the correct licence is not place to ensure that they have the correct licence is not place to ensure the correct licence is not place the correc date. The operator must document processes, clearly communicate responsibilities and clearly demonstrate effective management of the operator licence service a Companies House check is still required for sole traders to ensure a limited company has not been incorporated and the operator has failed to inform the traffic commissioner - check HMRC self-employment registration or last tax return the correspondence address is directly connected to the operator has failed to inform the traffic commissioners: legal entities Assessment criteria Subsection Assessment criteria Evidence requirement 1.1.1 The operator and trading name are as defined on Companies House records. Check Companies House and registered address. Note details of any trading names used. 1.1.2 Are the operator licences current and held in the name of the correct legal entity in accordance with records held on Companies House? Operator licence must be available to be viewed. Check details from vehicle operator licence start date and review date. Note any 'Trading as' names as mentioned in 1.1.1. 1.1.3 Is the correspondence address as stated on the operator licence? Does the correspondence address on both Companies House and the operator licence (on the vehicle operator licence address. 1.1.4 List the named directors. Are there any discrepancies regarding the directors listed on Companies House against the operator's licence (on the vehicle operator licence service)? Check directors' names on Companies House match the operator licence service). Note the named directors directors in the vehicle operator licence service). Note the named directors directors in the vehicle operator licence service). registration documents, evidence Unique Tax Reference number (UTR). Note start date of sole trader status. A check of Companies House is required to be undertaken by operator's name, to ensure a limited company has not been incorporated without an application for a new licence. Check details against operator licence (on the vehicle operator licence service). 1.1.6 In the case of limited partnerships and limited liability partnerships, an agreement or other document. Date of when the agreement started. In Scottish law the contract does not have to be written. This can be agreed verbally - confirmation of its existence will be required to be received from all parties involved. 1.1.7 A process is in place to ensure all the above are monitored and updated accordingly. Give details of the process used to ensure compliance is met. Who is the person responsible to ensure the process is adhered to? Frequency of monitoring. Back to the list of sub-sections in this section 1.2 Appropriate licence Requirements The operator must be able to effectively demonstrate the specifics of the operator must be able to effectively demonstrate the specifics of the operator must be able to effectively demonstrate the specifics of the operator must be able to effectively demonstrate the specifics of the operator must be able to effectively demonstrate the specifics of the operator must be able to effectively demonstrate the specifics of the operator must be able to effectively demonstrate the specific of the operator must be able to effectively demonstrate the specific of the operator must be able to effectively demonstrate the specific of the operator must be able to effectively demonstrate the specific of the operator must be able to effectively demonstrate the specific of the operator must be able to effectively demonstrate the specific of the operator must be able to effectively demonstrate the specific of the operator must be able to effectively demonstrate the specific of the operator must be able to effectively demonstrate the specific of the operator must be able to effectively demonstrate the specific of the operator must be able to effectively demonstrate the operator must be able to effectively demonstrate the operator must be able to effectively demonstrate the operator must be able to effective the operator must be able to eff for the transport operations undertaken. An operator that holds a standard national licence cannot send their vehicles abroad. They can contract international legs of a journey to another operator. For standard national licence operations: own account movements of goods is permitted, although evidence of 'own account' would be required vehicles over 2500kg used on international journeys for the purpose of hire and reward must be specified on an operator: evidence to confirm only 'own account' goods are transported, and no carriage of goods is undertaken for 'hire and reward purposes'. Own account movements of goods are permitted internationally, although evidence of 'own account' would be required. The operator must confirm the purpose of the business - industry sector and goods carried. Delivery and collection notes must document 'own goods', demonstrating by description that own goods are transported. No vehicles travel abroad, other than those carrying 'own goods'. 1.2.2 Standard national and international licence holders must be established in Great Britain with premises in which core business documents are kept. These will include as a minimum accounting and personnel management documents and data on driving time and rest. A PO Box or third party address is not acceptable. Describe the nature of the business documents. Give details of address and type of documentation held there. 1.2.3 Standard national operators: evidence that the carriage of goods is undertaken within Great Britain only. The licence holder must also ensure a documented process is in place for a formal arrangement for access to at least one vehicle registered or in circulation in Great Britain. Own account movements of goods are permitted internationally, although evidence of 'own account' would be required. Describe the nature of the business - industry sector and goods carried. Manifests. Delivery notes, customer details, invoices, contracts. Check tachograph data to ensure no vehicle if no fleet is owned. Vehicles may be either owned or held under a hire-purchase, hire or leasing arrangement or other type of formal arrangement or other type of formal arrangement. 1.2.4 Standard international journeys? Who is responsible for ensuring the correct amount of Community Licences are held? What is the process to ensure the correct documentation is held on the vehicle for international travel? Are journeys outside of the European Union (EU) undertaken? How are permissions to travel arranged? Are vehicles over 2500kg used for the purpose of hire and reward on international journeys? If so, is the process used for HGVs? 1.2.5 Evidence to ensure licence requirements are maintained and effectively managed and controlled. Give details of the process used to ensure licence are met. How is the process effectively managed? For example, internal audits or spot checks. Note details and date of last check. Is the process documented? Who is the person responsible for these checks? When was it last reviewed? Check tachograph data and invoices to ensure the correct licences are held. Back to the list of sub-sections in this section 1.3 Operating centres Requirements The operating centre is where authorised vehicles are normally kept when not in use. When applying for an operators licence, the applicant gives the address of the proposed centres and information about the numbers of trailers and vehicles that will be kept there. Operators must have processes to ensure that all operating centres are authorised for use The operator must identify the centres both listed on the licence and any previously used in the past 2 years as part of the transport operation, even if they are permanently closed. Assessment criteria Evidence requirement 1.3.1 Operators must have a process to ensure that all operating centres are listed and authorised for use. Cross check site list against those specified on the licence or on the vehicle operation is allowed. 1.3.2 Does the operation centre provide sufficient off-road parking for all vehicles and trailers utilised? Ensure the site has adequate parking facilities for both vehicles and trailers. Is access and egress from the site carried out in a forward gear? If not, give reasons as to why. Adequate space to allow movement around, on, and off site in a safe manner including the loading and unloading of vehicles. For third-party operating centres that are shared by several operators, the assessment should include checking that the operator has adequate parking arrangement in place with the owner of the premises or land. Back to the list of sub-sections in this section 1.4 Conditions or undertakings on the licence Requirements Any conditions or undertakings on the licence must be fully apparent and understood by all relevant personnel within the organisation. The operator must be fully apparent and understanding and knowledge of any such restrictions by those required to act upon and maintain them. The transport manager or responsible person must be able to demonstrate where the conditions or any undertakings are being complied with and where appropriate, support this with documentary evidence. obtain any conditions and undertakings for each operator licence must be available for inspection by the auditor access to the vehicle operator licence service should be available to the auditor Assessment criteria Subsection Assessment criteria Evidence requirement 1.4.1 All conditions and undertakings, including environmental conditions and undertakings, including environmental conditions and undertakings from the vehicle operator licence are complied with for all operating centres. List the conditions and undertakings from the vehicle operator licence are complied with for all operating centres. the evidence given to support compliance of the conditions and undertakings are met. Detail any environmental conditions from operator licence. For example, restriction on days, no engine idling, washing of vehicles prohibited. How is compliance with the conditions and undertakings monitored? 1.4.2 Is the operator required to have a waste carrier licence? Give details of type of waste licence held. When was the licence held. When was the licence smust be renewed? Higher tier waste carrier licences must be renewed? Who is responsible to ensure compliance? Back to the list of sub-sections in this section 1.5 Notifiable changes Requirements The operator must have processes in place to ensure that any notifiable changes in circumstances to their transport operation are reported to the traffic communicated, with effective management control clearly demonstrated. Assessment criteria Subsection Assessment criteria Evidence requirement 1.5.1 A policy must be in place, which includes details such as identification of notifiable changes to the traffic commissioners are implemented. Note the name of policy, policy number and date of review. Who is the person responsible for ensuring compliance with the policy? Give details of the policy and the extent of what it covers, for example, reporting of driver and director convictions, transport manager, changes to entity, directors, financial standing. How is effective control of the policy and process monitored? 1.5.2 The auditor will request documented evidence of the process which demonstrates that the traffic commissioner has been notified within 28 days of any notifiable changes in circumstances. The process in place should be in accordance with section 3 of the goods vehicle operator licensing quide (GV74). Evidence of process in operation - detail changes made including date and by whom. Give detail of correspondence between operator and traffic commissioner. Have vehicles and trailers been specified and removed from the vehicle operator licence service? Check dates against current fleet list. Check to ensure changes have been carried out within 28 days - if not, detail why. Back to the list of sub-sections in this section Requirements The operator and the transport manager or responsible person must clearly understand the maximum number of vehicles used does not exceed the number authorised. By a process of administration, the operator must be able to demonstrate a robust process for identifying vehicles and trailers and trailer lists against authorisation for each operating centre should be able to demonstrate management of vehicles specified on the licence using the vehicle operator licence service Assessment criteria Subsection Assessment criteria Evidence of a fleet list documenting all vehicles and trailers authorised at each operating centre. Check fleet list is up to date. Note how assets are identified. Are they listed by fleet number (VIN)? Who is responsible for updating the list? When was this last done? 1.6.2 Operators must have a process in place to ensure the number of vehicles and trailers used does not exceed the number authorised at each site. Who is responsible to ensure the number of vehicles and trailers authorised is not exceeded? How is this monitored? 1.6.3 Is there sufficient margin on the operator licence to account for the hiring or adding of new vehicles or trailers should the need arise? Who is responsible for monitoring? Detail current volume of vehicles and trailers in possession and the margin available. Back to the list of sub-sections in this section 1.7 Vehicles and trailers on a licence must be demonstrated, along with an effective process for dealing with changes requiring to be applied to the licence at any time. The operator must add vehicles to the licence as soon as they enter service. This includes vehicles on short term hire. The operator must have a process to make sure all vehicles are added to the licence and that they get licence discs for vehicles. The operator should explain the administrative procedures for: dealing with the display of discs making sure discs continue to be displayed a process to deal with withdrawing and returning the licence disc when a vehicle is removed from the licence procedure to ensure the return of discs when no longer required Assessment criteria Subsection Assessment criteria Evidence requirement 1.7.1 Ensure there is a documented process showing all vehicles on the vehicle operator licence service. Who is responsible for ensuring this is done within the timescale? Cross-check hire vehicle dates with the vehicle operator licence service to ensure compliance with DVSA earned recognition scheme guidance, ensuring vehicles are specified on licence prior to use. 1.7.2 Evidence the process used to maintain effective control of the vehicles and trailers specified on the licence. Demonstrate the process in place ensuring effective management control - awareness of where vehicles and trailers are at a given time. How is this monitored (telematics, scheduling system)? 1.7.3 Documented process to effective management of identity discs how are they logged, stored, checked and returned. Who is the person responsible for ensuring compliance with the above? Cross-check the fleet list with corresponding disc numbers against the vehicle operator licence service. Give an example of the process used to ensure discs are required. Back to the list of sub-sections in this section 2. Transport manager or responsible person in the case of a restricted licence must be able to demonstrate a clear understanding of all aspects of the operation. The transport manager must also produce evidence of qualifications. The responsible person must clearly demonstrate an ability to carry out their duties. evidence of continual professional development, which may include details of relevant training, membership of professional organisations or trade bodies the auditor should record the examining body and certificate number for Certificate of Professional Competence (CPC) holders on the audit report traffic commissioners: transport managers are as stated on the licence. Checks against vehicle operator licence service and operator licence. Contracts in place. Note details. 2.1.2 Documented evidence of the Certificate of Professional Competence (CPC) from the transport manager. Is the qualification relevant to the type of operator licence held? Note the issuing body and certificate number for all transport managers. If a 5 year period has lapsed since the accreditation was awarded has refresher training been undertaken? Give details of what type and date completed in 2.1.3. If the operator has a restricted licence, the responsible person must have completed an Operator Lacence Awareness Training course. development undertaken within the organisation. Process in place to ensure continuing professional development (CPD) is undertaken. Ensure courses are relevant to qualification held, such as Operator Licence Awareness Training courses are relevant to qualification held, such as Operator Licence Awareness Training courses. course in last 5 years? Evidence of seminars and conferences attended to count towards CPD, 2.1.4 Responsible person - evidence of ability and skill to fulfil their duties. What experience within sector or transferable skills, 2.1.5 How are legislation and industry updates received and how is this information communicated throughout the business? Note details of any accreditations such as Chartered Institute of Logistics and Transport (CILT), Road Haulage Association (RHA), Institute of Management, Institute of Road Transport Engineers (IRTE), Institute of Transport Engineers (IRTE), Institute of Transport Engineers (IRTE), updates to the Highway Code or anything similar? Give evidence of last communication relayed to staff and evidence that this has been read and understood. Back to the list of sub-sections in this section 2.2 Continuous control and effective management of the transport manager or responsible person (restricted licence) should have full and effective day to day control of all aspects of the transport manager or responsible person should have full and effective day to day control of all aspects of the transport manager or responsible person (restricted licence) should have full and effective day to day control of all aspects of the transport manager or responsible person should have full and effective day to day control of all aspects of the transport manager or responsible person (restricted licence) should have full and effective day to day control of all aspects of the transport manager or responsible person should have full and effective day to day control of all aspects of the transport manager or responsible person (restricted licence) should have full and effective day to day control of all aspects of the transport manager or responsible person (restricted licence) should have full and effective day to day control of all aspects of the transport manager or responsible person (restricted licence) should have full and effective day to day control of all aspects of the transport manager or responsible person (restricted licence) should have full and effective day to day control of all aspects of the transport manager or responsible person (restricted licence) should have full and effective day to day control of all aspects of the transport manager or responsible person (restricted licence) should have full and effective day to position within the business and have the responsibility to decide the use of the vehicles, trailers and relevant staff to ensure a legal operation, check for effective communication methods and appropriate data storage throughout the organisation the ratio of transport managers to staff and transport managers to vehicles and trailers should be effective for method of operation Assessment criteria Subsection Assessment criteria Evidence requirement 2.2.1 Organisational chart showing chain of responsibility including clear reporting lines from directors, operator licence holder to transport manager. Organisation Chart. Note date last reviewed. Detail the reporting lines between the

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directors, transport manager and licence holder - give job titles and names. How is information reported - meetings, emails, memos? Evidence detail of correspondence (minutes of last meeting including date). How often are meetings held? 2.2.2 Evidence detail of correspondence (minutes of last meeting including date).
ensuring sufficient hours are available to carry out the transport manager duties. Detail any additional duties (outside of transport manager role) they undertake. Transport manager role split into specific sectors for each one? Give examples. Give details of the
contract held - full-time or part time. Evidence the job description. Does the transport manager carry out other duties such as director or accountant? If so, how many hours does this role consume? Where is the transport manager carry out other duties such as director or accountant? If so, how many hours does this role consume? Where is the transport manager carry out other duties such as director or accountant? If so, how many hours does this role consume? Where is the transport manager carry out other duties such as director or accountant? If so, how many hours does this role consume? Where is the transport manager carry out other duties such as director or accountant? If so, how many hours does this role consume? Where is the transport manager carry out other duties such as director or accountant? If so, how many hours does this role consume? Where is the transport manager carry out other duties such as director or accountant? If so, how many hours does this role consume? Where is the transport manager carry out other duties such as director or accountant? If so, how many hours does this role consume? Where is the transport manager carry out other duties such as director or accountant? If so, how many hours does this role carry out other duties are duties as director or accountant?
transport manager - evidence of a contract for services. Evidence and detail the contract for services. The contract for services provided. Hours and days of work. Job description. Note details. 2.2.4 External transport manager - evidence of the
number of hours per week dedicated to the operation - include also details of any additional transport manager duties undertaken for other operators. Discuss transport manager duties undertaken for other operators. Discuss transport manager duties undertaken for other operators.
Consider the rule that a transport manager cannot act as transport manager for more than 4 operator licences controlling a maximum of 50 vehicles. 2.2.5 The level of involvement for both internal and external transport managers is sufficient to maintain effective manager cannot act as transport manager for more than 4 operator licence. The
transport manager can exercise continuous and effective management of the operation on a day-to-day management control achieved effectively? Where the operation is split over various sites and licences how is control maintained? Correspondence - minutes of meetings, memos, emails confirming level of involvement. 2.2.6
Where tasks are delegated, that full control is still maintained. What additional support does the transport managed? Give details of internal audits and checks being carried out on work which is delegated to ensure it is being completed and quality checked. Back to the list of sub
sections in this section 3. Vehicle standards 3.1 Maintenance facilities and technical staff (in-house maintenance Assessment criteria
Subsection Assessment criteria Evidence requirement 3.1.1 Maintenance provision aligned with that specified on the licence service. Does the operator use maintenance providers or in-house maintenance? 3.1.2 Does the operator hold an
Institute of Road Transport Engineers (IRTE) or equivalent accreditation in relation to their maintenance facilities and the training of their technical staff? Check accreditation is in order then mark sections 3.1.3,
3.1.4 and 3.1.5 as standard met and write in comments "IRTE accreditation held". Then continue with 3.1.6. 3.1.3 The operators who undertake their own safety inspections must have the right tools, facilities, and staff for the size of the
fleet and type of vehicles operated. Ensure the facilities and tools available comply with section 5.1 Safety inspection facilities of the workshop equipment. Who is the responsible person in charge of the workshop and equipment? How are
recalibration dates and servicing details monitored? Is there a process for reporting faulty or non-calibrated equipment? Are internal audits carried out within the workshop? Check calibration certificates for all equipment and note details including calibration date. Invoices for servicing of equipment. 3.1.5 Policy to cover the minimum standard of
competence required to be held by maintenance staff, continuing professional development and documented details of quality assurance checks carried out. Policy name, number, review date. Who is the person responsible for the policy and ensuring compliance is met? How many technical staff are employed? Note details of certificates, qualifications
and time served within the transport industry of all technical staff - note issuing body and reference number. How are quality assurance checks carried out? Give details of the findings and development. How are training, refresher
courses and specialist equipment training planned and undertaken? How are the latest changes to the guide to maintaining roadworthiness and industry updates relayed to staff? Check training matrix for accreditation to governing bodies such as Road Transport Engineers (RTE). Give details of courses and dates last attended. The training matrix
should cover a span of 5 years to show what courses have been previously attended and what is planned. Back to the list of sub-sections in this section 3.2 Maintenance contracts Requirements The operator must show they have an effective schedule of full and regular audits to establish and maintain quality standards and a robust administrative
process if they use an independent maintenance provider. Operators should adopt a risk-based approach for regularly monitoring the performance of their maintenance contractors, including an annual review with them and a quality assurance audit no more than 3 years from starting the contract or from the date of the last audit. An independent
audit supplied by the maintenance provider can be accepted as evidence of a quality assurance audit provided it was completed by an appropriate organisation. The maintenance provider must be as specified on the licence. processes in place to deal with audit and assessment outcomes explanation from the transport manager of procedural action
where necessary analysis of periodic maintenance inspections identifying issues check for updates to vehicle operator licence service for maintenance provision check for technician and workshop accreditation or equivalent check for evidence of regular
monitoring, contractor reviews and auditing Assessment criteria Subsection Assessment criteria Evidence requirement 3.2.1 Maintenance provisions align with details on vehicle operator licence service. Who are the current
maintenance providers? 3.2.2 Are the relevant maintenance contracts in place? When was the contracts are in place of last annual review and quality assurance checks carried out on maintenance
contractors. Give details of the outcome of the latest annual review and quality assurance audits carried out on external maintenance providers by the operator's own staff? If yes, note details of who is responsible for ensuring the quality of the standard is met. If no, are audits carried out on behalf of the operator or by the
maintenance provider via an independent body? Explanation of the procedural action taken where necessary from the transport manager. Process in place for the auditing of maintenance providers. Evidence of risk-based approach to monitoring of standards. Details of last annual review - note date and outcome. Evidence of the last quality assurance providers.
audit - no longer than 3 years from the start date of the contract or from the date of the last audit - give details of outcome and date it was carried out. This can include an audit carried out by an independent body where relevant. Back to the list of sub-sections in this section 3.3 Forward planning Requirements A robust and effective forward planning
process must be in place, using either a manual or an electronic process defined by the operator. The transport manager or responsible person must be able to demonstrate a full understanding of the need for forward planning. Where this is administered by other staff, the transport manager or
responsible person must be able to show full management and control of the responsibilities delegated to others. The operator should have processes to ensure that vehicle, trailer or component recalls are actioned. an explanation and demonstration from the transport management and control of the procedures for administering the process
instances from records of periodic maintenance beyond the stated intervals system sampling must cover all licences on the application, which should include different contacts if applicable and evidence of a clearly managed and transparent process Assessment criteria Subsection Assessment criteria Evidence
requirement 3.3.1 Documented evidence to demonstrate the existence of an effective forward planning system, planned a minimum of 6 months in advance. Who is responsible for the forward planning and updating? How is it monitored for compliance? Note instances of when a vehicle has gone beyond its stated interval - what is the process used to
ensure the vehicle is now compliant? Is the planner electronically stored or manual? 3.3.2 Evidence of the scope of planning including annual testing, preventative maintenance inspections, tachograph, and speed limiter calibration. All vehicles subject to programmed maintenance should be included. Planning systems should set safety inspection
dates at least 6 months in advance. Vehicles test dates should be included, as should servicing and other ancillary equipment or calibration dates, such as tachographs or lifting equipment. Back to the list of sub-sections in this section 3.4 Inspection frequency Requirements The transport manager or responsible person must be able to clearly state
the established frequency of periodic maintenance for the fleet and demonstrate a robust adherence to this. Where a system or administrative process is delegated to others, the transport manager or responsible person must show full management and control. system sampling must cover all licences on the application, which should include different
contacts if applicable and evidenced in the audit report check maintenance agreements identify any additional maintenance resources cross-check on vehicles stated vehicle off road (VOR) against drivers' hours records documentary evidence of safety inspection when a vehicle off road is brought back into service Assessment criteria
Subsection Assessment criteria Evidence requirement 3.4.1 Evidence that the safety inspection frequency on the vehicles and trailers? Who is responsible for ensuring this is adhered to? Check operator licence details on vehicle operator licence service for specified frequency. Is there
a mixed frequency planner in use? If so, give details. Check maintenance contracts to confirm they are in line with conditions of the licence. Sample check of vehicles and trailers to ensure compliance of timescales is being adhered to. Give evidence of vehicles and trailers to ensure compliance of timescales is being adhered to.
found write "refer to records sampled workbook". 3.4.2 Processes for proactively managing agreed inspection frequency? Process is in place and
working - check if the operator is carrying out safety inspections later than scheduled (known as slippage). If there is evidence of slippage, make note of registrations and request explanation. 3.4.3 Process in place to deal with late and missed safety inspections. Who is responsible for monitoring this process? What is the process to ensure the missed
safety inspection is brought back in line? 3.4.4 Clearly documented evidence supporting any justified reason where the inspections and relevant notification to the traffic commissioner, such as clear safety inspections and relevant notification to the traffic commissioner, such as clear safety inspections and relevant notification to the traffic commissioner, such as clear safety inspections and relevant notification to the traffic commissioner, such as clear safety inspections and relevant notification to the traffic commissioner, such as clear safety inspections and relevant notification to the traffic commissioner, such as clear safety inspections and relevant notification to the traffic commissioner, such as clear safety inspections and relevant notification to the traffic commissioner, such as clear safety inspections and relevant notification to the traffic commissioner, such as clear safety inspection is a such as clear safety inspection in the traffic commissioner in the traffic commissi
preventative maintenance inspections, no advisories, defects, less mileage covered than anticipated, new fleet. Back to the list of sub-sections in this section 3.5 First use inspections requirements The operator must demonstrate a robust process for dealing with vehicles or trailers in terms of first use including hire vehicles, third party trailers and
those being brought back into use. pre-hire inspections from British Vehicle Rental and Leasing Association (BVRLA) approved suppliers is acceptable evidence comprehensive pre-delivery inspections, equivalent to a normal periodic safety inspection, from authorised dealer network for new, used or hire vehicles is acceptable evidence safety
inspection prior to first use system for obtaining the last safety inspection for vehicles and third party trailers and declaration of roadworthiness Assessment criteria Evidence requirement 3.5.1 Policy in place advising of first use inspection procedures. Policy name, number, review date. Policy and process used when
new vehicles are brought into the fleet, for vehicles that are hired, leased or borrowed and vehicles returning from vehicle off road status. Who is responsible for overseeing this is complied with? Give details. 3.5.2 Evidence that an appropriate first use inspection has been carried out prior to the vehicle being brought into service or back into service
Evidence first use inspection of vehicles returning from vehicle for checking this is in order? Explain the process used to ensure inspections are carried out prior to first use. Pre-hire inspections from BVLRA-approved suppliers
are acceptable evidence. Pre-delivery inspections for new, used and hire vehicles are acceptable. Note details of what is on file - registration number (number plate), date of inspection and start date of hire period. Back to the list of sub-sections in this section 3.6 Third-party trailers Requirements The operator must demonstrate a robust process for
dealing with the use of hired or third-party trailers in terms of first use inspections, maintenance provisions, and making sure there is available space to add a vehicle to their operator licence. Assessment criteria Subsection Assessment criteria Evidence requirement 3.6.1 Policy in place regarding the use of third-party trailers, detailing maintenance
first use inspections, parking arrangements, sufficient margin. Policy name, number, review date. Who is responsible for dealing with and ensuring compliance with the policy? Give detail of what is covered in the policy? Give details of last safety
inspection and current MOT status. Does the operator use third-party trailers? How is the roadworthiness of third-party trailers established? Who is the person responsible for overseeing this is complied with? View process used and give details of how it works. How is the latest copy of the trailer's inspection sheet obtained and stored? Give details of
the latest copy. 3.6.3 Working agreements or contract in place? If so, with who? Give detail of the content - who is responsible for maintenance standards are met. Are agreements in place? If so, with who? Give detail of the content - who is responsible for maintenance standards are met.
sections in this section 3.7 Vehicle off road (VOR) Requirements When a vehicle is declared off the road (VOR) this must be in place to ensure vehicles with vehicle off road status are not used. This is particularly important when the vehicle is unsafe. The
operator can suspend the safety inspection schedule if they declare a vehicle off the road and the period it is off the road extends over the next planned safety inspection. This is commonly used for seasonal-use vehicles or vehicles 
should only be brought back into service after a safety inspection confirms that it is roadworthy. The date of this inspection can be used to reschedule regular inspections. ensure a vehicle off road system, such as vehicle off road after
the date of inspection to hide a late or missed inspection safety inspection safety inspection are completed as necessary for vehicle off road (VOR) policy, name of policy, name of policy,
review date, policy number. Who is responsible for ensuring compliance with the policy? Give detail of what the policy covers including the process used to ensure a vehicle which is not roadworthy is taken out of service and returned to service correctly. What actions are taken to ensure the vehicle is not
used? How is this done? For example, keys in locked cabinet, vehicle off road sign in window, allocated parking for vehicle staken off the road. Procedure for putting vehicle back into service once rectified. Ensure first use inspection has been completed. Check tachograph/telematics data to ensure vehicle back into service once rectified. Ensure first use inspection has been completed.
findings. 3.7.3 Vehicle off road (VOR) identification in conjunction with the scheduling and planning department. How is the scheduling department made aware of the vehicle being out of service and returning to service. What process is in place to ensure the scheduling and planning team are aware that the vehicle cannot be utilised whilst VOR?
Back to the list of sub-sections in this section 3.8 Safety inspection documentation. The transport manager or responsible person must demonstrate the ability to access any documentation, and, in each case, all forms should meet or exceed the
standards in the guide to maintaining roadworthiness. Assessment criteria Subsection Assessment criteria Evidence requirement 3.8.1 Complete sets of records for vehicles and trailers - in conjunction with the sampling of records workbook. Are vehicles and trailers - in conjunction with the sampling of records for vehicles and trailers - in conjunction with the sampling of records workbook. Are vehicles and trailers - in conjunction with the sampling of records workbook.
for repair work rectification and driver defect reports? If records are not complete, discuss why. For example, was it a new vehicle or hire vehicle? 15 months' worth of records sampled workbook". 3.8.2 Do the inspection sheets fully comply with
the guide to maintaining roadworthiness? Sample inspection sheet is relevant to the vehicle being inspected in line with the guide to maintaining roadworthiness, including all the necessary
signatures? Safety inspection sheets are fully complete in accordance with the guide to maintaining roadworthiness. For example, signatures, date, kilometres, calibration date, tyre pressures and tread depth. If records are incomplete give details. Is there a copy of the guide to maintaining roadworthiness available - can be electronic or hard copy.
Make sure it's the latest version. Is this referred to in their policies? 3.8.4 Fully completed safety inspection records are available, and have been reviewed and quality assurance-checked by the operator prior to the safety inspection
paperwork being returned and quality checked? 3.8.5 Process in place for the use of VTG10 form and when it is required to be used. Who is responsible for its completion and submission. What is the process for the completion of a VTG10 (to include cherished transfers)?
Evidence occasions when VTG10 has been completed. 3.8.6 All safety inspection records are maintained for a minimum period of 15 months. As per the record sampled workbook, give details of any discrepancies in volume of records held - if no discrepancies advise "all correct as per sampling workbook". Note any missing documents and the
reason. Where electronic systems are used to capture and store inspection data this is done in line with the guide to maintaining roadworthiness. Back to the list of sub-sections in this section 3.9 Braking performance assessment Requirements A robust system to plan and monitor braking system performance in line with the guide to maintaining roadworthiness.
roadworthiness. Assessment criteria Subsection Assessment criteria Evidence requirement 3.9.1 Policy for braking performance assessment. Give details of the policy, such as name, review date content, frequency type, laden or unladen. 3 meaningful (laden) assessment criteria Evidence requirement 3.9.1 Policy for braking performance assessment.
to assess brake performance. 3.9.2 Evidence the process used to monitor brake test results. Who is the person responsible to check both inspection sheets and brake test results? Are internal audit checks carried out on the assessment, and how frequently? If brake assessments are carried out externally, what is stipulated in the contract?
Evidence that after a failed brake assessment, or work carried out on the braking system that a satisfactory brake assessment is achieved. Give examples. Back to the list of sub-sections in this section 3.10 Annual test inspections Requirements The operator must show a process of monitoring annual test results to identify trends and take appropriate
action where necessary. An initial pass rate of 95% should be demonstrated over the previous 2 years. The operator must also provide all test history for all vehicles and trailers operated by them over the same period. documentation to support action where issues or trends appear evidence of any pre-test inspections and the test results actions by the
transport manager or responsible person to address third party issues where applicable evidence of access to operator compliance risk score (OCRS) and DVSA information regarding test history review preparer performance if applicable evidence of access to operator compliance risk score (OCRS) and DVSA information regarding test history review preparer performance if applicable evidence of access to operator compliance risk score (OCRS) and DVSA information regarding test history and KPIs for the previous 13 reporting periods using
vehicle operator licence service Assessment criteria Subsection Assessment criteria Evidence requirement 3.10.1 Documented process in place to monitor trends and trailers maintained both internal
and external. How frequently are checks carried out? What action is taken when issues arise? 3.10.2 Ensure all vehicles and trailers are operated with a valid MOT of the correct class. Check during sampling and detail evidence. 3.10.3 If the fleet has more than 20 vehicles, there must be a test history that maintains an initial pass rate of 95% or above
for the previous 2 years. Who is responsible for monitoring test history and initial pass rates? How is this done - do they have access to OCRS and the vehicle operator licence service? Frequency of checks? Figures for previous 24 months. What action is taken if the initial pass rate figure is below 95%? Please note that PRS counts as a failure. 3.10.4 If
the fleet has 20 or less vehicles, the 95% key performance indicator (KPI) does not apply. Instead, there must be no more than one initial fail in a rolling 12 months. Who is responsible for monitoring test history and initial fail in a rolling 12 months.
for the previous 24 months - are they within national average figures? What action is taken if there is more than 1 initial failure during a rolling 12-month period? A Pass after Rectification at Station (PRS) counts as a failure. 3.10.5 Ensure all vehicles and
trailers utilised are included in KPI reporting. Operators should be reporting on all vehicles and trailers. Back to the list of sub-sections in this section 3.11 Tachograph and speed limiter equipment Requirements Where vehicles are used in scope, the operator must demonstrate a clear and robust system for dealing with all repairs and calibration to
tachograph equipment, including a comprehensive forward planning process for calibration. Where appropriate, the operator must be able to demonstrate a process to monitor speed limiter effectiveness and identification of faults and appropriate action taken. maintenance or other contracts with calibration centres invoices for repair and calibration
work driver defect reporting with subsequent repair, replacement, or recalibration of tachograph equipment evidence records relating to speed limiter issues where appropriate Assessment criteria Subsection Assessment criteria Evidence records relating to speed limiter issues where appropriate Assessment criteria Subsection Assessment criteria Subsection Assessment criteria Evidence records relating to speed limiter issues where appropriate Assessment criteria Subsection Assessment criteria S
person who oversees this? What action is taken if calibration and maintenance is carried out correctly? Forward planner covering both 2 and 6-year calibrations analogue, and 2-yearly digital. 3.11.2 Records are held for calibration and
mandatory checks. Check vehicle files for evidence of calibration certificates and maintenance records. 3.11.3 Evidence of tachograph repairs in line with legislation (7 days). Rectification reports. Invoices. Evidence of approved calibration centre.
compliance with the policy? What is the content of the policy? Such as low emission, clean air zones, noise pollution, carbon footprint, suitable types of vehicles, anti-idling, alternative fuels, minimising the impact on the environment and future sustainability. 3.12.2 What procedures are in place to ensure that only compliant vehicles are used in areason, noise pollution, carbon footprint, suitable types of vehicles, anti-idling, alternative fuels, minimising the impact on the environment and future sustainability.
where clean air zones or other environmental restrictions are imposed by government or local authorities? Who is responsible for ensuring compliance with clean air policies and ensuring only appropriate spec of vehicles enter clean air zones. What is their understanding of Low emissions zones? What percentage of the fleet are below Euro V/VI
emissions standards? Who is responsible for charges such as ULEZ or equivalent? What procedures are undertaken to emissions such as clean air, sustainable operations and anti-idling policy? What procedures are undertaken to emissions such as clean air, sustainable operations and anti-idling policy? What procedures are undertaken to emissions such as clean air, sustainable operations and anti-idling policy? What procedures are undertaken to emissions such as clean air, sustainable operations and anti-idling policy? What procedures are undertaken to emissions such as clean air, sustainable operations and anti-idling policy? What procedures are undertaken to emissions such as clean air, sustainable operations and anti-idling policy? What procedures are undertaken to emissions such as clean air, sustainable operations and anti-idling policy? What procedures are undertaken to emissions such as clean air, sustainable operations and anti-idling policy? What procedures are undertaken to emissions are undertaken to emissions and anti-idling policy? What procedures are undertaken to emissions are undertaken to emission to emission to emission to emission to emission to 
this? Evidence details such as dates of last training and toolbox talks. 3.12.3 Robust maintenance and monitoring systems must be in place to ensure emissions checks are being carried out. Evidence that maintenance is being carried on things such as filters,
arrangements in place to ensure the vehicle tyres are legal, safe and effectively managed and ensure correct wheel security is maintained. The system needs to include effective daily monitoring of wheel security and ensure correct wheel fitment maintained. The system needs to include effective daily monitoring of wheel security and ensure correct wheel fitment maintained.
requirement 3.13.1 Wheel and tyre management policy. Policy name, number and review date. Who is the responsible person for compliance with the policy? Detail the content of tyres and training of staff? What is the process used for the
repair and replacement of worn or damaged tyres? Ensure tyre management contract is in place detail content. 3.13.2 Procedure in place to ensure that drivers and mechanics are trained to recognise and report tyre issues. How is the condition of tyres monitored? Is tyre and wheel maintenance such as fitting, checking and re-torquing carried out in-
house or by a third party? Check training records for evidence of toolbox talks related to wheel and tyre management. Is training given at induction? Are audits and spot checks carried out on driver defect reports and inspection sheets to ensure tyre defects are being recognised? 3.13.3 Evidence the fitting of appropriate tyres, correct pressures are
maintained, and tyre age is monitored. Check safety inspection sheets to ensure relevant details are being recorded and monitored. Are audits and spot checks carried out to ensure compliance? Detail how this is done and by who. Evidence of latest guidance about tyres and re-torquing has been distributed to all mechanics and drivers. When was this
dated? 3.13.4 Evidence process used to ensure tyres are properly stored and disposed of correctly. How and where are new or part-used tyres stored? Is a waste carriers licence held? If so, note details of number and date expires. If not, how are old tyres disposed of? 3.13.5 Evidence that the wheel torquing procedures are documented and followed in
line with the policy. What is the procedure for the fitting of a new tyre? At what interval is re-torquing carried out? How are these details logged? By who? Who oversees this? Evidence of a new tyre or replacement of tyre being fitted. Detail time interval for it being re-torqued. Back to the list of sub-sections in this section 3.14 Driver walkaround checks
Requirements There must be a process in place to demonstrate that walkaround checks are carried out effectively, together with a documented audit process that checks compliance with the requirements. This must include hired or loaned vehicles and third-party trailers. Instructions and training in writing to support this process should also exist.
 Assessment criteria Subsection Assessment criteria Evidence requirement 3.14.1 Policy for driver walkaround check (can be combined with the policy?Detail the content of the policy including the process for conducting a
driver walkaround check. Is additional safety equipment covered? 3.14.2 Ensure the walkaround check is specific to that type of vehicle being utilised and in line with the guide to maintaining roadworthiness. If multiple types of vehicle being utilised and in line with the guide to maintaining roadworthiness. If multiple types of vehicles are used ensure the walkaround check is specific to that type of vehicles are used ensure the walkaround check is specific to that type of vehicles are used ensured the types of vehicles are used ensured the walkaround check is specific to the vehicle being utilised and in line with the guide to maintaining roadworthiness.
members of staff responsible for carrying out driver walkaround checks and defect reporting. What training is given regarding walkaround checks and defect reporting. What training was given a six of relevant toolbox talks, CPC courses, memos, or policies. Are walk around checks and defect reporting walkaround checks? Note details, including date last training was given. 3.14.4 How is
the process monitored to ensure the effectiveness of the walkaround check? How is compliance with and effectiveness of walkaround checks are found ineffective, for example, driver detectable defects found at a safety
inspection with no reporting, what action is taken? Evidence and note details of last audit, gate check or spot check carried out on walk around checks. Back to the list of sub-sections in this section 3.15 Driver defect reporting Requirements A robust and effective defect reporting process must be in place which includes a nil defect process. The
transport manager or responsible person must be able to show effective and corrective procedures in place to administer to the required standard. evidence of reportable defects against walk around check document sampling must cover all licences on
the application Assessment criteria Subsection Assessment criteria Evidence requirement 3.15.1 Driver defect reporting a defect. 3.15.2 Evidence of both NIL defects
and defect reporting process. How are reported defects recorded? What is the process for reporting defects? View systems and processes for both electronic and paper-based checks. How long are NIL defect reports kept? Check system used to record defect reporting to ensure NIL defect reports are captured and kept until next quality assurance
check. 3.15.3 Evidence the effectiveness of the driver defects found at safety inspection? 3.15.4 When defects are detected is the maintenance and repair work carried out in an acceptable time frame, and was
appropriate action taken in line with the policy? Give details of a reported defect, including the process, timescale and action taken to rectify the issue. Back to the list of sub-sections in this section 3.16 Vehicle recalls Requirements On receiving notification of a safety recall for vehicles from a manufacturer, it is important that operators act promptly
to ensure the rectification work is undertaken. This will remove the risk that the vehicle may become unroadworthy due to the potential defect identified by the manufacturer. check if a vehicle, part or accessory has been recalled Assessment criteria Subsection Assessment criteria Evidence requirement 3.16.1 A robust system in place to ensure
notification of vehicle safety recalls are received and rectified as soon as possible. How are notifications of Safety-Related Recalls (SRR) received? Who is responsible for checking, dealing with and ensuring the recall is actioned? Evidence of an SRR in a vehicle file. System is in place regarding timescales, action taken and what evidence of rectification
to be kept on file. 3.16.2 A record and evidence of the rectification is kept on the vehicle maintenance file. Evidence of documentation relating to an SRR is in a vehicle file from notification to rectification. Back to the list of sub-sections in this section 3.17 Prohibitions and safety critical defects Requirements The operator must demonstrate processes
to identify in a timely manner and effectively deal with prohibitions encountered or safety critical defects. The investigation must establish causes or trends and provide documented evidence to substantiate their actions. check records of operator compliance risk score (OCRS) encounter history including recurrence of defects for the previous 2 years
effective driver defect reporting process evidence of effective rectification work from reported defects on the safety critical defects on the safety inspection records training or other methods delivered to drivers to make sure defects are rectified early access to latest guidance, such as categorisation of vehicle defects Assessment criteria
Subsection Assessment criteria Evidence requirement 3.17.1 Prohibitions and safety critical defects policy. Name of the policy? Detail the content and process involved. How are they monitored and investigated? 3.17.2 Evidence the monitoring, rectification and investigation of the policy?
prohibitions received, and safety critical defects (SCD) detected over previous 24 months. Give details of investigation carried out, outcome and lessons learnt. Evidence of reporting correspondence forwarded to the Traffic Commissioners for Great Britain and DVSA. Back
process to ensure supply of enough print rolls, charts and logbooks. evidence of investigation of vehicles driver with no card in tachograph analysis system conduct checks to ensure drivers are not using more than one digital driver card Assessment criteria Subsection
Assessment criteria Evidence requirement 4.1.1 Policy surrounding both driver cards and company cards, issue numbers and expiry dates, dealing with lost and defective cards which have been lost, stolen, malfunctioned, or damaged? Who do they get
reported to?What action is taken when advice is given?Does the policy cover what process to take if digital card is lost, damaged, malfunctioned, or stolen?How is the policy circulated to staff? 4.1.2 Documented evidence of a forward planner or tracking process for key elements such as expiry dates. Evidence a register of all card holders within the
operation. How are authorised company cards monitored? For example, expiry date and lost cards are investigated and replaced? Is a forward planner for monitoring company cards in place? Are drivers cards monitored for
trends such as frequent loss of card, multiple card use or using a card that is not the latest issue? Evidence a register and forward planner is in place for drivers regarding tachograph cards, manual entries, when to produce a printout. Evidence the training in place for drivers' digital cards - for
example a driver's handbook - note details and date of last reviewToolbox talks, memos, and guidance bulletins in relation to digital cards. Check training matrix. 4.1.4 Process in place for the supply of sufficient print rolls, logbooks or charts? Back to the list of sub
sections in this section 4.2 Scheduling and route planning Requirements Staff responsible for scheduling the transport operation must be suitably qualified or experienced and have an appropriate level of knowledge and skill to manage the operation, whilst also taking full account of drivers' hours and working time directive requirements. The
operator must demonstrate a robust and effective process in place to prevent infringements and actively deal with problems arising from scheduling issues. Routing of vehicles must be done in such a way to take into consideration clean air zones, weight, height and time restrictions and any additional local authority restrictions that are in place. The
prevention of bridge strikes must be taken into consideration when routing vehicles. Assessment criteria Subsection Assessment criteria Evidence requirement 4.2.1 Scheduling policy. Policy and process. Does it cover timed deliveries, time
restriction zones drivers' hours and WTD.Does it contain the reporting procedure for scheduling issues? Is scheduling delays, how are issues such as road works and drivers? When anticipating delays, how are issues such as road works and drivers? When anticipating delays, how are issues such as road works and drivers? When anticipating delays, how are issues such as road works and drivers? When anticipating delays, how are issues such as road works and drivers? When anticipating delays, how are issues such as road works and drivers? When anticipating delays, how are issues such as road works and drivers? When anticipating delays, how are issues such as road works and drivers? When anticipating delays, how are issues such as road works and drivers? When anticipating delays, how are issues such as road works and drivers?
of bridge strikes. Policy name, number and review date. Who is the person responsible for compliance with policy? Give details as to the content of the policy insist on the policy.
the use of commercial vehicle sat navs, and not allow the use of non-HGV specific sat navs? If drivers are using own sat nav systems, are they being regularly updated? How is this monitored? This could be in the form of a declaration. Does it contain the reporting procedure for routing issues? How are low bridges on
routes accounted for? How are issues such as road works and diversions dealt with in anticipation of diversions? Are the routes planned by things like timed deliveries, postcode, size, weight of load, or vehicle type? Who is responsible for the routing? How are routes planned? Is technology such as geofenced route planning used? What training is given
on the policy? 4.2.3 Evidence of a reporting procedure to deal with scheduling or routing conflicts. Details of the reporting procedure used if a schedule or routing operations. Are internal audits conducted on telematics systems to
ensure drivers are keeping to designated routes? Are there many reported issues in relation to routes or scheduling? The procedure in place is effective. Does it cause minimum infringements to drivers such as extending hours, driving time or working time or working time directive infringements? Is there evidence of staff training and knowledge of the
scheduling/routing process? Evidence investigations into bridge strikes or near misses are conducted and reported as required. 4.2.5 How is information is past to the driver. Are journey conflicts such as roadworks, closures, diversions
major delays checked in advance? How does the driver cards and vehicle units Requirements The operator must have a process in place where driver card data is downloaded and submitted
for analysis at least every 14 days. The operator must have a process in place where data from vehicle units is downloaded and submitted for analysis at least every 42 days. The operator must have a process in place where data from vehicle unit downloading outside the stated frequency will be accepted obtain driver download summary reports obtain vehicle unit downloading outside the stated frequency will be accepted obtain driver download summary reports obtain vehicle unit downloading outside the stated frequency will be accepted obtain driver download summary reports obtain vehicle unit downloading outside the stated frequency will be accepted obtain driver download summary reports obtain vehicle unit downloading outside the stated frequency will be accepted obtain driver download summary reports obtain vehicle unit download summary reports of the state of the
summary reports Assessment criteria Subsection Assessment criteria Evidence requirement 4.3.1 Policy for dealing with frequency of downloading vehicle and driver cards. Policy name, number and review date. Who is the person responsible for compliance with policy? Discuss the process taken if a vehicle or driver download is outside of the
frequency. How they are brought back in line? For example, drivers on holiday, sick, vehicle is off the road or away for inspection. Who is responsible to ensure compliance is met? Evidence the process is effective. Give details. 4.3.2 Evidence of driver cards being downloaded on at least a 14-day frequency. How frequently are driver cards
downloaded?How is this undertaken? For example, by remote downloaded?Give evidence of the summary of downloaded?Give evidence of the summary of downloaded?Oive evidence of the summary of downloaded on at least a 42-
day frequency. How frequently are vehicle units downloads? For example, by remote download or manual downloads reports from digital data software to check for frequency. Give examples and note if any are outside of required frequency. Back to the list of sub-sections in this
section 4.4 Return of records Requirements The operator must demonstrate by evidence a robust and effective process for the return of records that ensures compliance and action when records are not returned within the
timescale evidence of procedures for non-employed drivers, including agency drivers Assessment criteria Evidence requirement 4.4.1 Returning of records policy - to include that of third-party drivers such as agency staff. How is the return of charts, logbooks, printouts monitored? Who ensures they are returned within
the 42-day period specified? What action is taken if the above are not returned within the specified timescale? How is retrieval dealt with for third party drivers such as agency drivers. Give details of findings -
especially noncompliance. 4.4.2 Evidence of an effective process. Check drivers' hours systems. Check for print outs attached to infringement reports. Logbook register. Back to the list of sub-sections in this section 4.5 Working time directive system for
monitoring compliance with working time directive (WTD) must be in place. This must align effectively with the process of compliance with driver's hours. Full account of driver scheduling, and other duties must be incorporated into the process. Great Britain (GB) domestic drivers' hours rules apply to most passenger-carrying vehicles and goods
vehicles that do not have to follow the EU or AETR rules The operator must demonstrate a process that deals effectively with the monitoring of other non-EU/AETR regulated drivers' duty time and hours. driver fatigue is a major cause of road crashes, at work drivers are particularly at risk from tiredness, because they typically spend longer hours at
the wheel, with 4 in 10 tiredness-related crashes involving a commercial vehicle anyone who employers need to assess which drivers and journeys are at risk and set schedules that do not require drivers to exceed recommended
working limits and driver hours some types of vehicles are exempt from EU regulations, and therefore would be regulated under GB domestic rules in the UK training for staff and drivers to ensure compliance evidence of compliance with key performance indicator (KPI) levels Assessment criteria Subsection Assessment criteria Evidence requirement
4.5.1 How are working time directive (WTD) records captured, and monitored, confirm duration records are kept. Evidence of any collective or workforce agreements and appropriate opt outs. What is the reference period used?
What workforce agreements, opt-outs, collective agreements are in place? Note details including date of agreements are in place? Note details including date of agreements and corrective action which has been taken. Check for infringements relating to WTD. Cross-
check drivers' timesheets with WTD records to ensure all hours are being accounted for. Confirm current average WTD hours. Infringements, how are these actioned? Is a particular route day too long? What training is given? Note
evidence such as toolbox talks or driver debriefs. What corrective action is taken to ensure hours are brought back in line? For example, driver is reaching or exceeding the 60 hour maximum in a single week or average of 48 hours per week. 4.5.4 Are absence days accounted for correctly within the same system used to calculate averages. Holidays,
sickness, training. Give examples. 4.5.5 If an exemption or derogation from the EU drivers' hours regulations is being used and monitored? Give details. 4.5.7 Ensure a process is eight from the EU drivers' hours regulations is being used details. Request details of the derogation or exemption which is being used give details.
in place to monitor drivers' duty time and driving hours, who are not governed by EU or AETR drivers' hours regulations. Drivers whose duties fall out of scope of EU and AETR drivers, who are not governed by EU or AETR drivers' hours regulations. Drivers of non-
operator licence vehicles, duty time and driving hours. Staff who undertake a mixed role. For example, office work or drivers of vehicles. Drivers of vehicles. Drivers of vehicles undertaking emergency maintenance repair work or drivers of vehicles. Drivers of vehicles undertaking emergency maintenance repair work or drivers of vehicles. Drivers of vehicles undertaking emergency maintenance repair work or drivers of vehicles. Drivers of vehicles undertaking emergency maintenance repair work or drivers of vehicles. Drivers of vehicles undertaking emergency maintenance repair work or drivers of vehicles. Drivers of vehicles undertaking emergency maintenance repair work or drivers of vehicles. Drivers of vehicles undertaking emergency maintenance repair work or drivers of vehicles.
regulations Requirements Clear understanding of the rules and regulations when driving under EU and AETR regulations must be displayed. A process must be in place to ensure compliance and monitoring of the regulations when driving under EU and AETR regulations. Assessment criteria Subsection Assessment criteria Evidence requirement 4.6.1 Are journeys undertaken on EU and AETR
drivers' hours regulations? If so, how are these hours monitored? What is the process for monitoring compliance with these regulations? What is the procedure used to gather, analyse and store the relevant data? 4.6.2 What is the procedure used to gather, analyse and store the relevant data? 4.6.2 What is the process for monitoring compliance with these regulations? What is the procedure used to gather, analyse and store the relevant data? 4.6.2 What is the procedure used to gather, analyse and store the relevant data? 4.6.2 What is the procedure used to gather, analyse and store the relevant data? 4.6.2 What is the procedure used to gather, analyse and store the relevant data? 4.6.2 What is the procedure used to gather, analyse and store the relevant data? 4.6.2 What is the procedure used to gather, analyse and store the relevant data? 4.6.2 What is the procedure used to gather 
Discuss the procedure used when unforeseen events occur such as a road traffic accident (RTA) or major delays. How are the details of these recorded? Give details. What processes are in place to ensure if a driver has exceeded hours due to an unforeseen issue that the correct steps are then taken regarding compensating for reduced rests and
breaks? Back to the list of sub-sections in this section 4.7 Tachograph analysis Requirements The operator must demonstrate that all analogue and digital tachograph records are submitted for analysis within 7 days from the driver card or vehicle unit download and a robust system of analysis is undertaken to identify infringements. where third-party
analysis takes place, evidence of administrative arrangements for reporting for digital analysis cross reference amendment analysis reports refer to DVSA earned recognition published key performance indicators (KPIs) for minimum compliance level evidence of compliance with KPI
levels appropriate contingencies in place to deal with infringement reporting outside the stated frequency will be accepted Demonstrate use of operator performance report to manage most serious infringements (MSIs) and repeat offenders, including any remedial action: evidence of trigger points monitored and actioned effective disciplinary process
being followed training provided to eliminate reoccurrence including drivers, planners and transport management of all unaccounted driving including validation process, including transport management of all unaccounted driving including validation procedures
identify appropriate action taken if driving is in scope for EU and AETR drivers' hours rules management process should be able to validate any periods of driving without a card robust process to manage and limit legitimate driving without a card robust process to manage and limit legitimate driving without a card robust process to manage and limit legitimate driving without a card robust process to management process should be able to validate any periods of driving without a card robust process to management process to manage and limit legitimate driving without a card robust process to manage and limit legitimate driving without a card robust process to manage and limit legitimate driving without a card robust process to manage and limit legitimate driving without a card robust process and limit legitimate driving without a card robust process and limit legitimate driving without a card robust process and limit legitimate driving without a card robust process and limit legitimate driving without a card robust process and limit legitimate driving without a card robust process and limit legitimate driving without a card robust process and limit legitimate driving without a card robust process and limit legitimate driving without a card robust process and limit legitimate driving without a card robust process and limit legitimate driving without a card robust process and limit legitimate driving without a card robust process and limit legitimate driving without a card robust process and limit legitimate driving without a card robust process and limit legitimate driving without a card robust process and limit legitimate driving without a card robust process and limit legitimate driving without a card robust process and limit legitimate driving without a card robust process and limit legitimate driving without a card robust process and limit legitimate driving without a card robust process and limit legitimate driving without a card robust process and limit legitimate driving without a card robust process and lim
procedure. How is tachograph analysis undertaken? In house or externally via a third party. How frequently is analysis of data completed? Is it done within the DVSA earned recognition parameters of 7 days from download date? How is this
monitored and by who? 4.7.2 What is the process used for recording mixed duties, both domestic and EU or AETR regulations are utilised? What checks are carried out to ensure compliance is met and by who? 4.7.3 Policy for third
party analysis of data. Policy name, number and review date. What does it cover? A brief description of content. Who does the analysis? How is this monitored? Does the analysis and findings. 4.7.4 Contractual evidence or agreement between operator
and third party provider. Is there a contract in place with the third party provider? When was contract last reviewed and by who? Are review meetings held? If so, what was the date of last one and outcome? 4.7.5 Internal analysis system in place, which covers all drivers including agency or adhoc. Who is responsible for analysing
the data? Is quality assurance of the analysis undertaken? Give details of the analysis software used. How frequently are infringement reports against tachograph data ensure all signed off and driver debriefed. Ensure both driver and vehicle unit data is cross-
 checked. 4.7.6 Operator can demonstrate effective management of driver repeat offenders. How are repeat offenders dealt with? What training is given to repeat offenders? Is data monitored for trends? For example the 6-hour rule. What is the disciplinary procedure in relation to repeat offending
data for repeat offenders. 4.7.7 Operator can identify MSIs and demonstrate effective action taken. Check KPI dashboard against tachograph data to ensure all MSI's are being accounted for Detail the investigation or action taken against tachograph data to ensure all MSI's are being accounted for Detail the investigation or action taken.
management of driving without a card and unaccounted mileage. How is driving without a card monitors the above? Missing mileage report cross-check with KPI dashboard to confirm a true reflection. Give details. Note explanations such as maintenance, test
drive, or shunting. Cross check with vehicle inspection records to confirm where necessary. Confirm details of investigations undertaken into any unaccounted mileage and action taken. Evidence any disciplinary action taken against driving with no card in use when in scope of EU or AETR regulations. 4.7.9 How are records and data stored and
collated for drivers who carry out mixed duties covered by EU/AETR and GB domestic drivers' hours? How are these hours collated to ensure compliance is accurate? Who is responsible for overseeing this process? Evidence the process and give details. 4.7.10 Documented quality assurance checks undertaken by the transport manager on the
tachograph analysis (internal or external) system. How frequently are the KPI figures and tachograph infringements and data audited? How, and who undertakes this task? Evidence of internal audits that have taken place. Results, actions taken and data audited? How, and who undertakes this task? Evidence of internal audits that have taken place. Results, actions taken and data audited? How, and who undertakes this task? Evidence of internal audits that have taken place.
Requirements The operator must demonstrate a process that deals effectively with all reported infringements providing documentary evidence to show each has been robustly investigated and appropriate action taken to prevent a recurrence. refer to DVSA earned recognition published key performance indicators (KPIs) for minimum compliance
levels evidence of compliance with KPI levels evidence of recurrence of infringements cross-check actions by the operator in relation to each prohibition or infringement evidence of appropriate remedial action that effectively addresses issues any training or information content provided to staff by the operator Assessment criteria Subsection
Assessment criteria Evidence requirement 4.8.1 Tachograph infringements? Who is the process for dealing with infringement reports raised? Who is responsible for debriefing drivers? 4.8.2 Infringements are identified by the transport department and drivers are
debriefed within 28 days of the infringement. How frequently are infringement note details of any outside of time scale. Ensure the infringement to the driver is relevant to the infringement. What training is given in relation to the infringements to both
the drivers and person debriefing, scheduling personnel and transport managers? 4.8.3 Evidence of drivers being debriefed on infringements signed dated and corrective action taken. Evidence the process, its effectiveness, and how is it undertaken. Give example of a driver who has incurred an infringement and how it was dealt with. Is there an
escalation process in place for worse offenders? Ensure all infringements are signed, dated and annotated where required, giving details of explanation. Evidence corrective action taken. For example, re-training, toolbox talks, or additional CPC training, toolbox talks, or additional CPC training.
infringements monitored for trends, drivers, or patterns? Give details. What actions are taken with regards to reoccurring infringements? For example, a potential scheduling issue or routing problem. Evidence the process and its effectiveness. Evidence action taken for
reoccurring prohibitions and infringements. Summary of offences report. Note any reoccurring offenders or infringements Evidence of speed limit compliance Requirements Evidence of speed limit compliance Requirements. Summary of offences report. Note any reoccurring offenders or infringements. Summary of offences report.
procedures for dealing with speeding as a result of telematics and tachograph analysis evidence documented evidence of action taken when speeding offences committed where action is taken it must be dealt with in accordance with the company's disciplinary procedures evidence of recurrence following remedial action Assessment criteria
Subsection Assessment criteria Evidence requirement 4.9.1 Process for monitoring speed limit compliance. How is speed compliance monitored? How often is this checked? Can be checked? Each of the procedure
when notified of drivers speeding offences - incurred both on and off duty. What are the processes and procedures in place to deal with speeding infringements have been dealt
with appropriately. Give evidence of notification to the traffic commissioners. Detail disciplinary action taken. Back to the list of sub-sections in this section 4.10 Keeping of records are required to be kept, for a minimum of 12 months for EU and AETR regulations and 24 months for working time directive (WTD). The operator
must have a robust and effective process in place, which is administered appropriately and provides for easy and accurate access to all records. ready access to all records demonstrated by operator access to all records demonstrated by operator access to all records.
Evidence of process in place to store and access records as required. What is the process used to ensure data is held for the correctly retained while taking the General Data Protection Regulation (GDPR) into consideration? Evidence the process is in place and effective. Check
correct amount of data is held in relation to WTD and tachograph data. 4.10.2 Records kept and maintained for required minimum periods. What period are the records stored? Who has access to them? Are the stored records easily accessible? Back to the list of sub-sections in this section 5. Operation management
5.1 Reporting and monitoring of key performance indicators (KPIs) - electronic Requirements To report the KPIs electronically Assessment criteria Subsection Assessment criteria Evidence requirement 5.1.1 What
percentage or number of the fleet is reported electronically? Give detail of number or percentage of vehicles that are reported on? 5.1.2 What percentage or number of drivers are reported electronically? Give detail of number or percentage of drivers which are
reported via an electronic process. Are all KPIs being reported on? Evidence the process for ensuring the KPIs are monitoring of KPIs? How frequently is this carried out? What action is taken if an issue was highlighted with KPI figures? Evidence the
system cross-check data against recent KPI returns. 5.1.4 What is the process for ensuring the KPIs are monitored and correctly reported? Who is responsible for collating this information, monitoring, and ensuring its accuracy? How frequently is this carried out? What is the process for ensuring the KPIs are monitored and correctly reported? Who is responsible for collating this information, monitoring, and ensuring the KPIs are monitored and correctly reported?
cross-check data against recent KPI returns. Back to the list of sub-sections in this section 5.2 Reporting and monitoring of key performance indicators (KPIs) - manually Requirements To report required DVSA earned recognition key performance indicators (KPIs) - manually Requirements To report required DVSA earned recognition key performance indicators (KPIs) - manually Requirements To report required DVSA earned recognition key performance indicators (KPIs) - manually Requirements To report required DVSA earned recognition key performance indicators (KPIs) - manually Requirements To report required DVSA earned recognition key performance indicators (KPIs) - manually Requirements To report required DVSA earned recognition key performance indicators (KPIs) - manually Requirements To report required DVSA earned recognition key performance indicators (KPIs) - manually Requirements To report required DVSA earned recognition key performance indicators (KPIs) - manually Requirements To report required DVSA earned recognition key performance indicators (KPIs) - manually Requirements To report required DVSA earned recognition key performance indicators (KPIs) - manually Requirements To report required DVSA earned recognition key performance indicators (KPIs) - manually Requirements To report required DVSA earned recognition key performance indicators (KPIs) - manually Requirements (KPIs) - manually Requirements
Assessment criteria Subsection Assessment criteria Evidence requirement 5.2.1 What percentage or volume of the fleet is reported manually? Give details. Who is responsible for collating this information and
ensuring its accuracy? 5.2.2 What percentage or volume of drivers are reported manually? This could be due to being on GB domestic hours. Give details. Who is responsible for collating this
information and ensuring its accuracy? 5.2.3 What is the process for ensuring the KPIs are monitored and correctly reported? Who is responsible for collating this information, monitoring and ensuring its accuracy? How frequently is this carried out? What action is taken if
an issue was highlighted with KPI figures? Evidence the system cross check data against recent KPI returns. Back to the list of sub-sections in this section 5.3 Key performance indicators (KPIs) at periodic audit Requirements Ensure regular reporting of the required KPI figures. Investigations and action taken for missing mileage and adjustments of
data. ensure the monitoring and reporting of KPIs is carried out and any slippage in performance is investigate and rectified Assessment criteria Subsection Assessment criteria Evidence requirement 5.3.1 Evidence of the monitoring of adjustments made to raw data, to account for driver cards being left in vehicle overnight and incorrect manual
entries. Who is the person responsible for authorising the adjustment of the data to account for driver cards being left in vehicles during rest periods or incorrect mode switch/manual entries? How is the adjustment recorded? Evidence the listing of all adjustments made, date reason and who authorised the adjustment. 5.3.2 Periodic - D8 KPI -
Evidence of the monitoring and accounting for unaccounted mileage for the previous 13 periods. Who is the person responsible for unaccounted mileage investigations? How are the investigations? Evidence of the
monitoring of most serious infringements (MSIs). Who is the person responsible for monitoring of MSIs? How are the investigations carried out and outcome recorded? Evidence the process, give details of how many MSIs have been reported in the last 13 periods, investigations and actions taken. 5.3.4 Periodic - M5 KPI - Evidence of monitoring
vehicle and trailer MOT pass rate for the previous 13 periods. Who is the person responsible for the monitoring of vehicle and trailer MOT pass rate for previous 13 periods. What investigations are carried out in relation to MOT failures? Evidence this detail and the outcome and lessons learnt. 5.3.5 Evidence the
operator is effectively monitoring the key performance indicators (KPIs) and action taken to investigate and rectify triggers. Awareness and understanding of KPI dashboard for both driver's hours and maintenance for the previous 13
periods. Evidence the system cross-check data against recent KPI returns. Back to the list of sub-sections in this section 5.4 Notification of incidents and procedures for public and customer feedback Requirements Evidence the
process used to ensure a customer and public feedback process is in place, ensuring investigations are understanding of the
requirement to inform DVSA of reportable incidents using the form to report an incident if you're a DVSA earned recognition operator. Knowledge of what are reportable incidents using the form to report an incident if you're a DVSA earned recognition operator. Who is responsible for reportable incidents using the form to report an incident if you're a DVSA earned recognition operator. Who is responsible for reportable incidents using the form to report an incident if you're a DVSA earned recognition operator.
been completed at this stage due to it being an initial audit. Therefore, ensure a thorough understanding of the process is known. 5.4.2 Incident and near miss reporting policy. Policy name, number and review date. Who is the person responses and
investigations to be completed. 5.4.3 A comprehensive record is kept of all incidents, accidents and near misses. These are investigated (including no fault) to ensure lessons are learnt and any trends are picked up with a view to reduce the numbers year on year. How is the information recorded and the outcome detailed? Give examples of incidents, accidents are picked up with a view to reduce the numbers year on year.
outcome and lessons learnt. What processes are in place to reduce the amount of incidents to ensure road safety? Ensure positive feedback is also detailed. 5.4.4 Customer and public feedback policy. Policy name, number and review date. Who is the person responsible for compliance with the policy? Give detail of the content of the policy timescales for
responses and investigations to be completed. 5.4.5 Customer and public feedback matrix to include investigation outcome. How is the information recorded and the outcome detailed? Detail lessons learned and additional training required. Detail of last logged entry and outcome. Ensure positive feedback is also detailed. Back to the list of sub-sections
in this section 5.5 Insurance Requirements All relevant insurance is a legal requirement Assessment criteria Evidence requirement 5.5.1 The operator must
have processes in place which are clearly documented to ensure they have as a minimum valid third-party insurance in place for their motor vehicles in scope of this scheme, public and employer liability insurance monitored? Insurance
is valid and incorrect name of entity. Detail insurance schedules note policy numbers, expiry dates, name of insurance schedules note policy numbers, expiry dates, name of insurance schedules note policy numbers, expiry dates, name of insurance schedules note policy numbers.
bonds, goods in transit, professional indemnity. Back to the list of sub-sections in this section 5.6 Vehicle excise duty Requirements The operator must have a robust process in place to deal with the timely renewal of road fund licence for all vehicles in the fleet and in all cases at the correct revenue rate. The operator should have a forward planning
process in place to administrate this, which may be incorporated into other aspects of the business. documentation for administrative staff vehicle tax rates (V149 and V149/1) Assessment criteria Subsection Assessment criteria Evidence
requirement 5.6.1 A robust process used for renewing vehicle excise duty, ensuring correct revenue rates are being applied and duty is paid on all vehicles used to renew vehicle excise duty? Is revenue paid for in alignment with vehicle tax
rates (V149/1)? Check details of fleet against form to ensure correct duty is being paid evidence vehicles checked. 5.6.2 Be able to demonstrate a correct procedure for dealing with regards to claiming back outstanding vehicle excise
duty? Who is responsible for actioning the above? When a vehicle excise duty added? What is the process for this? Check a vehicle excise duty added? What is the process for this? Check a vehicle excise duty added? What is the process for this? Check a vehicle excise duty added? What is the process for this? Check a vehicle excise duty added? What is the process for this? Check a vehicle excise duty added? What is the process for this? Check a vehicle excise duty added? What is the process for this? Check a vehicle excise duty added? What is the process for this? Check a vehicle excise duty added? What is the process for this? Check a vehicle excise duty added? What is the process for this? Check a vehicle excise duty added? What is the process for this? Check a vehicle excise duty added? What is the process for this? Check a vehicle excise duty added? What is the process for this? Check a vehicle excise duty added? What is the process for this? Check a vehicle excise duty added? What is the process for this? Check a vehicle excise duty added? What is the process for this? Check a vehicle excise duty added? What is the process for this? Check a vehicle excise duty added? What is the process for this? Check a vehicle excise duty added? What is the process for this? Check a vehicle excise duty added? What is the process for this? Check a vehicle excise duty added? What is the process for this? Check a vehicle excise duty added? What is the process for this? Check a vehicle excise duty added? What is the process for this? Check a vehicle excise duty added? What is the process for this? Check a vehicle excise duty added? What is the process for this? Check a vehicle excise duty added? What is the process for this? Check a vehicle excise duty added? What is the process for this? Check a vehicle excise duty added? What is the process for this? Check a vehicle excise duty added? What is the process for this? Check a vehicle excise duty added? What is the process for this? Check a vehicle excise duty added? What is the 
Back to the list of sub-sections in this section 5.7 Vehicle weight and height compliance Requirements The operator will have clear processes in place to ensure no vehicle is used on a public highway when any weight limit is exceeded. The operator should hold data of known vehicle and axle weights and have documented training processes in place
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for all staff affected. The operator will have a process to ensure every driver is aware of the height of their vehicle, every vehicle is routed by the operator to avoid low bridges and have procedure is in place for drivers to
check that the correct maximum height is displayed in their cabs. Assessment criteria Subsection Assessment criteria Evidence requirement 5.7.1 Policy in place to monitor weight of the vehicle, load, axle weights, fuel calculated and
monitored? Evidence the policy has been read and understood by all staff. 5.7.2 Process to ensure vehicles of the correct type, height and weight are used in conjunction with the goods to be carried. Details of the process used to monitor weight are used in conjunction with the goods to be carried. Details of the process used to monitor weight are used in conjunction with the goods to be carried.
ensuring only the correct vehicles are used?What is the process for reporting issues relating to weight? 5.7.3 How is the weight of laden vehicles? How are weights monitored and recorded? Who is responsible for the loading of vehicles? How are weights monitored and recorded? Who is responsible for the loading of vehicles? How are weights monitored and recorded? Who is responsible for the loading of vehicles? How are weights monitored and recorded? Who is responsible for the loading of vehicles?
carried out during the day how does the driver ensure the correct weight has been allocated and the load is distributed in accordance with gross vehicle weight (GVW) and axle weights? 5.7.4 Evidence of staff training regarding vehicle weight (GVW) and load distribution. Training matrix for relevant CPC courses, toolbox talks and driver inductions. Does the
training include understanding of GVW and axle weights? Are there any telematics systems used such as onboard weight scales? Does the training cover distribution of part loads? Give details of types of training carried out and when last conducted. 5.7.5 Policy in place to monitor height compliance including the avoidance of bridge strikes. Who is
responsible for checking of the height of the load in relation to the route taken? Do vehicles have in height markers are they checked as part of the driver walkaround check? Are vehicles fitted with any additional height warning sensors? Is there access to measuring equipment? How is the height of the load calculated? Does the policy include
avoidance of low bridges? Evidence the policy has been read and understood by all staff. 5.7.6 Documented evidence of staff training regarding vehicle height awareness to include additional training specifically in relation to bridge strikes. Training matrix for relevant CPC courses, toolbox talks and driver inductions. Is there a policy in the driver's
handbook? Note details. Does the training include details on bridge strike awareness? Back to the list of sub-sections in this section 5.8 Load security and equipment Requirements Effective load security and equipment Requirements Effective load security and equipment Requirements.
undamaged. There must be processes in place to ensure drivers and loaders are properly trained and given the right equipment to maintain safe loads. Staff should use appropriate equipment in the correct manner, in line with user instructions and health and safety requirements. Assessment criteria Subsection Assessment criteria Evidence
requirement 5.8.1 Policy in place for loading, unloading and the security of the load carried. Policy? Give an overview of the process used to ensure the safe loading or unloading of vehicle, strapping, securing of load and load securing equipment.
Evidence the staff have been trained on the content of the policy. 5.8.2 Evidence of staff training in vehicle loading and security of loads? Has training been given on the types of restraints used specific for load carried? Is the training given in house/external
for loading equipment such as electric pallet trucks, use of tail lifts, MOFFETTS and forklift trucks? Are staff trained in how to ensure restraints are fit for purpose? Check training matrix for evidence of training. 5.8.3 Ensure suitable and serviced equipment is available where required for assisting in the security of the load and equipment carried.
What type of load restraints are used? How are they monitored? What training is given on appropriate equipment used for load type, size, or weight? Is manual handling training given? If so, when was last time, and how frequently? 5.8.4 Operating instructions for equipment used in the loading or unloading of vehicles. Are operating instructions for
equipment given to operators and loaders? Is regular training given to operators? If so, what and how often? Are additional qualifications taken in the use of the equipment? 5.8.5 Consignor load plans in use? If so evidence details. If not, how is the load plan decided and by who? Who is responsible for
producing the plan? Back to the list of sub-sections in this section 5.9 Specialist equipment or unusual loads are concerned, the operator must demonstrate there are additional processes in place to effectively manage the type of operation and specialism involved, including training, certification and specialism involved, including training tra
management of health and safety. Assessment criteria Subsection Assessment criteria Evidence requirement 5.9.1 Does the operation have any requirement to be used in the transport of goods? Give details of any special type vehicles, trailers, or equipment used in connection with the operation. For example, Special Types
General Order (STGO). Mobile cranes, engineering plant, or recovery vehicles - refer to section 44 of the Road Traffic Act 1988. Policy in place to ensure compliance with the use of and management of specialist equipment, vehicles, or trailers. Policy in place to ensure compliance with the use of and management of specialist equipment, vehicles, or trailers. Policy in place to ensure compliance with the use of and management of specialist equipment, vehicles, or trailers.
name, number and review dateWho is the person responsible for compliance with the policy? Give an overview of policy details - such as safe management of equipment, responsibilities and maintenance provisions. 5.9.3 Does the operation specialise in the delivery of abnormal indivisible loads (AIL)? Give details of categories and types of loads
carried. 5.9.4 Evidence the process used to ensure the movement of AIL is undertaken correctly. What process and procedures are in place to ensure the correct documentation has been applied for STGO (Section 44 Permits), process to alert police or highways? Give details. Who is the responsible person? How is the process managed to ensure
compliance? Are internal audits conducted on the process if so when was last one what was result? 5.9.5 Evidence the process in place to ensure general maintenance and plating of specialist equipment, trailers and vehicles is undertaken. Vehicles and trailers operating under STGO and special order do not have to be tested or plated, if solely used
for transport of AIL (AIL cannot legally be carried on a C&U/AW vehicle). Standard width vehicles and trailers used for AIL movements are normally 'dual-plated', which means that they are subject to a yearly test and plating because they can be used for AIL movements are normally 'dual-plated', which means that they are subject to a yearly test and plating because they can be used for AIL movements are normally 'dual-plated', which means that they are subject to a yearly test and plating because they can be used for AIL movements are normally 'dual-plated', which means that they are subject to a yearly test and plating because they can be used for AIL movements are normally 'dual-plated', which means that they are subject to a yearly test and plating because they can be used for AIL movements are normally 'dual-plated', which means that they are subject to a yearly test and plating because they can be used for AIL movements are normally 'dual-plated', which means that they are subject to a yearly test and plating because they can be used for AIL movements are normally 'dual-plated', which means that they are subject to a yearly test and plating because they can be used for AIL movements are normally 'dual-plated', which means that they are subject to a yearly test and plating because they are normally 'dual-plated', which means they are not all the plating because the plating bec
plating and testing regulations. Evidence of maintenance, plating and testing carried outLifting Operations and Lifting Equipment Regulations (LOLER) certificates. 5.9.6 Training, certification, and awareness by staff for specialist operations (LOLER) certification, and awareness by staff for specialist operations and Lifting Equipment Regulations.
frequency of training. Check training matrix for evidence of training. Back to the list of sub-sections in this section 5.10 Management of non-operator, transport manager or responsible person must demonstrate processes and procedures in place to manage commercial vehicles, light goods
vehicles, and equipment not covered under the operator licence to a legal standard. evidence of franchised contracts, which includes appropriate fleet management requirements to the same standards of the operator's own fleet evidence of appropriate fleet management requirements for the operator's own fleet evidence of franchised contracts, which includes appropriate fleet management requirements for the operator's own fleet evidence of appropriate fleet management requirements for the operator's own fleet evidence of appropriate fleet management requirements for the operator's own fleet evidence of franchised contracts, which includes appropriate fleet management requirements for the operator's own fleet evidence of appropriate fleet management requirements for the operator's own fleet evidence of franchised contracts, which includes appropriate fleet management requirements for the operator's own fleet evidence of franchised contracts, which includes appropriate fleet management requirements for the operator's own fleet evidence of franchised contracts.
specification on the operator licence Assessment criteria Subsection Assessment criteria Evidence requirement 5.10.1 Policy for the management of non-operator licence vehicles, drivers, and equipment. Policy name, number and review date. Who is the person responsible for compliance with the policy? Content should include maintenance and
management of non-operator licenced vehicles, equipment, and driver management. 5.10.2 Are vehicles owned, lease or franchised? Are contracts in place regarding franchised or leased vehicles? Evidence of appropriately managed processes for vehicle leasing. What stipulations are put in place to ensure road safety. Who is responsible for the
maintenance of the vehicles? 5.10.3 Evidence of maintenance processes as robust as those for operator compliance. What is the process in place to ensure vehicle maintenance forward planner. At what
frequency are the vehicles maintained? 5.10.4 Robust and effective driver defect reporting and road safety procedures are in place. Evidence driver walkaround checks or gate checks carried out to ensure compliance and
effectiveness of checks? Note details of last one, including result. Back to the list of sub-sections in this section 5.11 Agency drivers Requirements The operator and transport manager or responsible person must be shown
and robust contractual arrangements between the operator and agency evidence of approved supplier agreements and spot hire arrangements working time directive compliance may be evidenced by a written driver or agency declaration of compliance
where appropriate evidence of compliance with Recruitment and Employment Confederation (REC) or similar should be considered by the auditor Assessment criteria Evidence of preferred supplier list and service level agreements held with all driver agencies used. Is a preferred supplier
list in place? Are contracts and service level agreement relating to driver checks carried out, returning of records, disciplinary action taken by the agencies compliant in relation to the standards set by REC or working towards these
standards? 5.11.2 Evidence of driver assessment and induction training undertaken prior to engagement. Are drivers inductions undertaken with a Highway Code and drivers? Is a driver assessment undertaken with a Highway Code and drivers? Is a driver assessment undertaken with a Highway Code and drivers? Is a driver assessment undertaken with a Highway Code and drivers? Is a driver assessment undertaken with a Highway Code and drivers? Is a driver assessment undertaken with a Highway Code and drivers? Is a driver assessment undertaken with a Highway Code and drivers? Is a driver assessment undertaken with a Highway Code and drivers? Is a driver assessment undertaken with a Highway Code and drivers? Is a driver assessment undertaken with a Highway Code and drivers? Is a driver assessment undertaken with a Highway Code and drivers? Is a driver assessment undertaken with a Highway Code and drivers? Is a driver assessment undertaken with a Highway Code and drivers? Is a driver assessment undertaken with a Highway Code and drivers? Is a driver assessment undertaken with a Highway Code and drivers? Is a driver assessment undertaken with a Highway Code and drivers? Is a driver assessment undertaken with a Highway Code and drivers? Is a driver assessment undertaken with a Highway Code and drivers? Is a driver assessment undertaken with a Highway Code and drivers? Is a driver assessment undertaken with a Highway Code and drivers? Is a driver assessment undertaken with a Highway Code and drivers? Is a driver assessment undertaken with a Highway Code and drivers?
Operator - evidence driving licence, Driver CPC and compliance with drivers' hours. Checks are carried out and by who? Evidence driver card is downloaded and checked to ensure driver is legal to carry out the days duties prior to start of driving activities. How frequently are checks are carried out and by who? Evidence drivers prior to start of driving activities.
Evidence the driver card is downloaded at the end of the working time directive and drivers' hours compliance. How are agency drivers working time directive and drivers' hours monitored? How often? Who is responsible for overseeing this? Evidence a driver
declaration form that confirms driver is 'fit to drive', has taken all legal rest and break requirements and detailing compliance with working time directive. 5.11.5 Auditing process on the recruitment agencies, recruiting process, application form, health questionnaire,
frequency of licence checks and working time directive records. Are regular meetings held with the recruitment agency to discuss issues? Give details and outcome of last meeting. 5.11.6 Evidence of the processes used to deal with non-compliant drivers
Records of issues, investigations and action taken. Back to the list of sub-sections in this section Requirements There must be evidence of a management process that prohibits activities that could be given to sub-contractors which cannot be conducted legally. processes in place to safeguard against contractual work being carried out illegally
reporting arrangements between either party evidence of any corrective action following issues or compliance achievable where contractual agreements are not available, evidence of safeguards in place to ensure work can be carried out
legally Where possible operators should use third-party sub-contractors who are members of the DVSA earned recognition scheme. If not, operators must ensure sub-contractors follow the principles of the scheme. Assessment criteria Evidence requirement 5.12.1 Evidence of an approved (sub) contractor list. Is there are
preferred (sub) contractor list? What are the standard requirements to be added to the preferred supplier list. 5.12.2 Evidence of the operator's business rules and working arrangements or contracts for using haulage sub-contractors. Who is responsible for auditing or checking compliance with contractor list? What are the standard requirements to be added to the preferred supplier list? Who is responsible for auditing or checking compliance with contractors? Evidence approved contractor list.
the responsible person for ensuring contractors and sub-contractors are suitable for carrying out the work required? Are service level agreements and drivers' qualifications. How frequently are these records checked? Are there any clauses in the contract to
declare regulatory action from traffic commissioners? 5.12.3 How do operators ensure that contractors are aware of their shared responsibility in relation to compliance with Work Related Road Safety standardsWhat are the consequences of
non-compliance? 5.12.4 Process in place to check that contractor made aware of their obligations? What is the process for ensuring these obligations are met? Who conducts the checks and how frequently? Give details. 5.12.5 Evidence of a process to
ensure Disclosure and Barring Service checks (DBS) are carried out prior to commencement of duty, where required. Who is responsible for carrying out the checks? How is this information reported and data stored? Back to the list of sub-sections in this section 5.13 Hiring vehicles Requirements Where vehicles are hired arrangements must be in
place to monitor their use and maintenance requirements in line with that of the operator. Checks must be carried out on the vehicles prior to them being put into service to ensure all maintenance requirements have been met. vehicles must be carried out on the vehicles must be carried out of the vehicles must be carried out of the vehicles must be carr
 authorised on their licence the operator must display their own discs in these hired vehicles procedures must be in place to ensure hired vehicles are maintained to the same standards and frequency of the operator licence before being used
Assessment criteria Subsection Assessment criteria Evidence requirement 5.13.1 Documented process in place to ensure the vehicle is correctly maintained prior to being put into service. How are these checks carried out and by who? Give details of evidence seen. 5.13.2 Procedure in place to ensure the vehicle whilst
hired is maintained to the same standard and frequency of the operators own fleet. What is the procedure used by the operator for their own fleet? Ensure the vehicle has been added to the maintained to the maintained to the required standard and frequency used by the operator for their own fleet.
Full records including hiring agreements effectively managed. Documentation in relation to hire agreements. Give details. Clear instructions and cabotage Requirements International operators who conduct
haulage work inside a single other member state (known as cabotage) must have processes to ensure that operations meet the cabotage regulations. Processes must be documented, responsibilities clearly communicated, and performance reviewed at least annually. Assessment criteria Subsection Assessment criteria Evidence requirement 5.14.1
Policy for management of the UK licence for the community, to ensure the operator meets the cabotage regulations. Policy name, number and review date. Does the policy identify and give instructions to those responsible for ensuring the standard is met, together with evidence of the process? Give overview of content. 5.14.2 Copies of regular review
reports for the previous 12 months. Copies of regular review reports for the previous 12 months. 5.14.3 What is the previous 12 months. Engineering the documentation required for the international journey is correct and
present? Vehicle and trailer documents, driver documents, are gistration documents, and journey registration documents if required. Evidence the UK licence for the use of vehicles exceeding 2500kg maximum authorised mass (MAM)
used on international journeys for hire and reward? Who is the person responsible to ensure the management of the process used to ensure the management of the process used to ensure the light goods vehicles are specified on licence. Ensure the management of the process used to ensure the management of the process used to ensure the light goods vehicles are specified on licence. Ensure the management of the process used to ensure the management of the process used to ensure the management of the process.
conducted in the correct way. 5.14.5 Process in place to ensure the required international journeys are registered on the EU Portal (2 February 2022) - both HGV and light goods. Who is the person responsible for the registered on the EU Portal (2 February 2022) - both HGV and light goods. Who is the person responsible for the registered on the EU Portal (2 February 2022) - both HGV and light goods. Who is the person responsible for the registered on the EU Portal (2 February 2022) - both HGV and light goods. Who is the person responsible for the registered on the EU Portal (2 February 2022) - both HGV and light goods. Who is the person responsible for the registered on the EU Portal (2 February 2022) - both HGV and light goods. Who is the person responsible for the registered on the EU Portal (2 February 2022) - both HGV and light goods. Who is the person responsible for the registered on the EU Portal (2 February 2022) - both HGV and light goods. Who is the person responsible for the registered on the EU Portal (2 February 2022) - both HGV and light goods. Who is the person responsible for the registered on the EU Portal (2 February 2022) - both HGV and light goods. Who is the person responsible for the registered on the EU Portal (2 February 2022) - both HGV and light goods. Who is the person responsible for the registered on the EU Portal (2 February 2022) - both HGV and light goods.
in this section 6. Security requirements 6.1 Security requirements 6.1 Security requirements Coperators should have a knowledge of the current risks and threats from terrorist groups and individuals. Measures should be in place to minimise the risk of vehicles being used as weapons and to ensure premises, staff and members of the public are kept safe.
Operators should occasionally access the Security Service (MI5) website to familiarise themselves with current threat levels including a basic understanding of both national and international terrorism threats. As a minimum reference should be made to Countering vehicle as a weapon: best practice guidance for goods vehicle operators and drivers
Where required the advice should be added to existing policy and procedure documentation. staff who have specific roles should be clearly identified detailing what their responsibilities are the operator may not wish to share sensitive information with the auditor is satisfied with the general details and the operator is aware of the
requirements of ADR chapter 1.10 it should be accepted the assessment requirement is met there must be a whistleblowing policy to allow members of staff to report any suspicious behaviour to the management security requirements for moving dangerous goods by road and rail Assessment criteria Subsection Assessment criteria Evidence
requirement 6.1.1 Vehicles - a comprehensive procedure and policy to counter-terrorism including vehicle security, suspicious objects attached to vehicles and hijacking threats. Policy is in place - note name of policy last review date, give brief
details of policy. Ensure knowledge of current threat levels, and how in which this could affect them. For example, their vehicles being stolen or hijacked to be used as a weapon. Are they aware of the current threat from terrorists level as noted on the MI5 website? Check training matrix for when this policy and training was last delivered to staff. Is
there evidence that the staff have read and understood the latest communication? 6.1.2 Premises - awareness of unusual, unattended, or suspicious objects found or concealed within the workplace. Relevant training on reporting procedures from section 3 - site security. Access to restricted sections of the premises should be controlled and any accessment training on reporting procedures from section 3 - site security.
codes or keys should be protected. Policy is in place. Note name of policy, last review date and give brief details of policy. Check training matrix for when this policy and training was last delivered to staff. Is there evidence that the staff have read and understood the latest communication? 6.1.3 People - unusual or suspicious behaviour by either staff
or visitors within the workplace. Relevant training on reporting procedures from section 2 - people, security culture and behaviours. What security checks are conducted on internal staff during the recruitment process? Give details. Is the policy in place? Note name of policy, number, last review date. Check training matrix for when this policy and
training was last delivered to staff and in what format. 6.1.4 Risk - review of risks and management of incidents this will include evacuation but note there may be highly sensitive information contained that the operator may not wish to
share with you. If this is the situation make sure you are satisfied with the general details. If so, it should be accepted that the requirement is met. Risk assessment, number and review date. Policy and training wastrix for when this policy and training wastrix for when the policy and training wastrix f
last delivered to staff. 6.1.5 Reporting procedures - clearly defined reporting procedures both internally and reporting procedures within the organisation and to external authorities? Evidence details. 6.1.6 Journeys - evidence of a
reporting procedure to deal with unexpected delays or diversions during a scheduled journey. What are the reporting procedures within the organisation? Evidence details. 6.1.7 Dangerous goods activities (ADR) - where high consequence dangerous goods are involved, ensure the operators are complying with ADR chapter 1.10, for example by
following security requirements for moving dangerous goods by road and rail. ADR - where high consequence dangerous goods are involved, ensure the operators are being adhered to. Back to the list of sub-sections in this section 7. Driver management 7.1 Driver
recruitment Requirements The operator will demonstrate an effective management process for the appropriate recruitment of drivers, which considers all aspects required to ensure compliance with regulations, road traffic law and the obligations set out within the operator licence. appropriate compliance checks regarding previous employment
history and qualifications evidence of employee right to work checks tested processes to establish driver knowledge of legal requirements, for example drivers' handbook or similar which includes company rules, policies, and procedures Assessment criteria Subsection Assessment
criteria Evidence requirement 7.1.1 Policy - recruitment process and induction to include driver assessment carried out within the business. Policy name, number, review date. Who is responsible for the recruitment of staff? Who checks documentation such as right to work, qualifications and employment history? Are application forms completed? Are
interviews held? Are driver assessments undertaken or written assessments on knowledge of the Highway Code and drivers' hours? 7.1.2 Evidence of an interview process. Detail outcome possibilities of interview process in place - give detail. There is no
requirement to disclose the employee's name. 7.1.3 Evidence of driving and knowledge assessment, results, and any action taken for improvements required. Are there
any other times a driving assessment will be undertaken outside of the recruitment process? For example after an accident or a yearly review. Give details. 7.1.4 Details of company rules, and how they are notified to all drivers has
read and understood content. 7.1.5 Evidence of a process to ensure Disclosure and Barring Service checks (DBS) are carried out and copies kept, where required. Process is in place to carry out DBS checks. Ensure they are stored correctly and for the correct amount of time and renewed when required. Note details. Back to the list of sub-sections in
this section 7.2 Driving licence and driver Certificate of Professional Competence (CPC) monitoring Requirements The operator must demonstrate processes in place to effectively monitor driving licence and driver CPC authorisation, classes, disqualification, penalty points, expiry, and licence conditions for all drivers within the business. additional
monitoring of drivers with 6 or more points on their licence appropriate contingencies in place to deal with checks outside the stated 3-month frequency will be accepted consider drivers under 21 Assessment criteria Evidence requirement 7.2.1 Process in place to monitor driving licences, digital driver cards and
details of Driver CPC courses completed by employees and new starters, including expiry dates, categories held, and restriction codes. Give details of the process. Who is responsible for checking driving licences, digital cards and Driver CPC? How frequently are the checks carried out? How are the checks carried out? How are the results logged
licence)? Traffic light system? Evidence the risk-based approach system used. Give details. 7.2.3 Compliance with licence conditions such as corrective eye wear. Procedure in place. Drivers who have code 101 on licence - how is it ensured they are wearing corrective eye wear. Procedure in place. Drivers who have code 101 on licence - how is it ensured they are wearing corrective eye wear.
contractual obligation for specific Driver CPC courses to have been undertaken, drivers are required to carry proof of specific completed Driver CPC courses. Make sure drivers are required to carry proof of specific completed Driver CPC courses
available? Explain how they work. Ensure that the incentive scheme does not encourage breaking of the rules. For example, pay by load, weight or distance travelled. Evidence details. 7.3.2 Other procedures in place that enhance good driving practices monitored and encourage breaking of the rules. For example, pay by load, weight or distance travelled. Evidence details. 7.3.2 Other procedures in place that enhance good driving practices.
Subsection Assessment criteria Evidence requirement 7.4.1 Driver behaviour and standards policy. Policy name, number, review date. Are drivers' professional responsibilities, fuel efficient driving, harsh braking, distractions,
consideration of others, vulnerable road users. Are driver appraisals understood. 7.4.2 Are the national standards? National driving standards for driving incorporated or considered when policies are devised for driver behaviour and standards? National driving standards for driving incorporated or considered when policies are devised for driver appraisals understood. 7.4.2 Are the national standards for driving incorporated or considered when policies are devised for driver appraisals understood. 7.4.2 Are the national driving standards for driving incorporated or considered when policies are devised for driver appraisals understood. 7.4.2 Are the national driving standards for driving incorporated or considered when policies are devised for driver appraisals understood. 7.4.2 Are the national driving standards for driving s
policy. Give overview. 7.4.4 Training and notifications to staff that prevent or prohibit the breaking of rules? Is telematic data analysed to ensure safe driving habits and reduce the breaking of rules? Is telematic data analysed to ensure safe driving habits? 7.4.5 However to drivers relating to their driving habits? 7.4.5 However to driver to encourage safe driving? Are reports given to driver to encourage safe driving? Are reports given to driver to encourage safe driving? Are reports given to driver to encourage safe driving habits?
 is driver performance monitored, and what action is taken to improve poor performance? Including accidents and incidents, near misses. What action or investigations take place if concerns are raised regarding the above or other concerns regarding performance? How is this dealt with? Back to the list of sub-sections in this section 8. Training 8.1
and frequency of training. Staff must take training courses that include information about vulnerable road users, work-related road safety, rural and urban driving, fuel efficiency and emissions. Assessment criteria Evidence requirement 8.1.1 Policy in place to effectively promote CPC training and continuing
professional development (CPD) for both drivers and training train
 and LPT2?Frequency of training. How is the type of training and courses decided? Is this tailored to individual staff members' needs? Is additional training in their own time or during their working hours? 8.1.2 Training matrix covering all staff
members with forward planning to ensure continuous training and toolbox talks. Ensure that at least 1 day's worth of training and toolbox talks. Ensure that at least 1 day's worth of training and toolbox talks. Ensure that at least 1 day's worth of training and toolbox talks. Ensure that at least 1 day's worth of training and toolbox talks. Ensure that at least 1 day's worth of training and toolbox talks. Ensure that at least 1 day's worth of training and toolbox talks. Ensure that at least 1 day's worth of training and toolbox talks. Ensure that at least 1 day's worth of training and toolbox talks. Ensure that at least 1 day's worth of training and toolbox talks. Ensure that at least 1 day is planned for next 12 months. Ensure that at least 1 day's worth of training and toolbox talks.
are entered on to the matrix including routers, schedulers and vehicle maintenance. Evidence that all training is recorded, read and understood by the staff member. How many hours of CPC training has been undertaken in this period? Give details and names of the CPC courses which have been undertaken and are planned. Back to the list of sub
sections in this section 8.2 Other relevant driver training and engagement Requirements Any other training to drivers must be demonstrated and shown to be relevant to the business. Additional industry relevant informal group discussions
on a particular issue (known as toolbox talks) specialist training requirements within the organisation consistency of training standards across all drivers evidence requirement 8.2.1 Additional training undertaken by drivers other than Driver CPC. Evidence that
specialist equipment such as MOFFETT forklifts or pump trucks. How frequently is refresher training monitored? Give details of the additional training monitored? Give details of the additional training which has been delivered including name of training monitored? Give details of the additional training monitor
recorded by register or other means confirming the driver has read or attended and understood the content. Back to the list of sub-sections in this section 8.3 Other operational staff training requirements that are relevant to staff employed
in the transport operation, along with well-documented actions and monitoring, identify other operational staff training needs evidence of records for ensuring training needs for staff other than drivers are met? What is the
process for delivering training to operational staff such as schedulers, loaders, route planners and office clerks? How are training needs identified? 8.3.2 Evidence of relevant training requirements monitored? How are operational staff training requirements monitored? How are operational staff training requirements monitored?
staff informed of changes to legislation? Give latest example. Are there career development opportunities within the organisation? Does the operator offer apprentice schemes? Training matrix in place detailing qualifications, training given, planned training, including refresher courses. Note details of first aid training, fire marshals and health and
 safety training. What training is given to staff undertaking tachograph analysis and debriefing of drivers? Detail job-specific and sector-specific and sector-specific training is given to staff undertaking tachograph analysis and debriefing of drivers? Detail job-specific and sector-specific and sector-specific training is given to staff undertaking tachograph analysis and debriefing of drivers? Detail job-specific and sector-specific and se
Additional policies 9.1 Road traffic legislation and the Highway Code is to promote safety on the road, whilst also supporting a healthy, sustainable, and efficient transport system. The operator
must have in place a clear and published policy which ensures driving standards and road traffic legislation and speeding offences. Policy name, number, review date. Overview of content. Are the details in the driver
updates from the Highway Code? Give details of latest communication given to staff regarding changes to the Highway Code. Is there evidence the staff have read and understood the latest communication? Back to the Highway Code. Is there evidence the staff have read and understood the latest communication? Back to the Highway Code. Is there evidence the staff have read and understood the latest communication? Back to the list of sub-sections in this section Requirements.
requirements of road safety and driving at work to minimise the risk of collisions and accidents road safety Assessment criteria Evidence requirement 9.2.1 Policy in respect of work-related road safety. Policy name, number, review date. Overview of content - should include
standards set out for drivers, vehicles, vulnerable road users, planning of journeys, as an example. Where required for any contractual agreements such as side underruns, Class V and VI
mirrors, cameras, side scan cameras and audible alerts. Evidence that the policy has been distributed to all relevant staff, signed for, read and understood. Back to the list of sub-sections in this section Requirements A policy must be in place addressing the issues surrounding parking vehicles away from base, in the interest of security of the driver,
vehicles and their loads, as this is when they are most vulnerable. When parking vehicles away from base, take care not to park illegally or cause a nuisance or obstruction. Assessment criteria Evidence requirement 9.3.1 Policy to ensure the safe and considerate parking of vehicles away from base. Policy
name, number, review date. Does the policy cover things such as obstructing, parking in a way as to not cause disturbance or nuisance to other road users or the general public? Does the policy cover things such as obstructing, parking in a way as to not cause disturbance or nuisance to other road users or the general public? Does the policy cover things such as obstructing, parking in a way as to not cause disturbance or nuisance to other road users or the general public? Does the policy cover things such as obstructing, parking in a way as to not cause disturbance or nuisance to other road users or the general public? Does the policy cover things such as obstructing, parking in a way as to not cause disturbance or nuisance to other road users or the general public? Does the policy cover things such as obstructing, parking in a way as to not cause disturbance or nuisance to other road users or nuisance to other r
obstructions? Give an overview of the content of the policy. Who is the person responsible for ensuring compliance with the policy and have signed to confirm they have both read and understood its content? Back to the list of sub-sections in
requirements for eyesight checks. Assessment criteria Subsection Assessment criteria Evidence requirement 9.4.1 Policy regarding use of alcohol and drugs (both prescription and recreational), general health and mental health, night-time workers, reporting of illnesses, disabilities. Policy name, number, review date. Overview of policy - what does it
cover? Is there a section relating to night workers, reportable illnesses, prescribed medication, random drug and alcohol testing, the use of drugs (prescription or recreational)? What is the reporting procedure for staff who have issues with any of the above, or concerns for others? 9.4.2 Clear statement of actions to be taken should non-compliance
with the above policy occur? Evidence the statement - give an overview of the procedure. Evidence a driver health questionnaire or declaration - give an overview of content. Does it contain a section relating to night workers? How are change
to drivers' health and existing medical conditions reported (to include the taking of prescribed drugs)? Are driver health and eyesight checks. How frequently are driver eyesight checks carried out? Give detail of the last one. 9.4.4 Evidence of
random checks and the use of monitoring devices (at the operator's discretion). Are operational staff trained to spot the signs of drug or alcohol checks carried out? How frequently? Give details of any training they have received. Are random drug and alcohol checks carried out? How frequently? Are they done by internal staff or external? What system is in use?
How are the results monitored and stored? Back to the list of sub-sections in this section 9.5 Mobile phone and the use of devices, such as mobile communications devices, PDAs and laptops where their use is controlled by legislation. There
should also be a demonstrated mechanism for dealing with breaches or neglect. Assessment criteria Evidence requirement 9.5.1 A clear and published policy in place. Policy name, number, review date. What is the content of the policy? Does it cover mobile phones, use of sat navs, PDAs, tablets, laptops and any
 additional items? What are the consequences of not adhering to the policy - informing the traffic commissioner of mobile phone breaches, disciplinary action? 9.5.2 Evidence of staff having been notified and trained on the policy. How is compliance with the policy monitored? Check the training matrix. Is there evidence of when and which staff were last
fit additional safety equipment such as: audible alerts cameras side scan cameras under run protection turning or reversing alerts a policy must be in place regarding the use of additionally fitted safety equipment Assessment criteria
Subsection Assessment criteria Evidence requirement 9.6.1 Policy for additional safety features fitted to vehicles and use of the equipment. Policy name, number, review date. Who is responsible for ensuring compliance with the policy? Is additional safety features fitted to vehicles and use of the equipment. Policy name, number, review date. Who is responsible for ensuring compliance with the policy? Is additional safety features fitted to vehicles and use of the equipment.
 Instructions and training on the use of additional safety equipment. Are training and instructions given to staff regarding the use of the equipment? For example cameras, audible alarms, side scans. Note details of training given. Back to the list of sub-sections in this section 9.7 Health and safety and staff fatigue policy Requirements A health and
 safety policy sets out a general approach to health and safety. It explains how the operator, as an employer, will manage health and safety in their business. It should clearly say who does what, when and how. The policy should include monitoring and reporting incidents that must be reported under the Reporting of Injuries, Diseases and Dangerous
Occurrences Regulations (RIDDOR). The health and safety policy must be in writing if the operator does not need to have the policy in writing they have fewer than 5 employees, although it must still be relayed to staff. Fatigue refers to the issues that arise from excessive working time or poorly designed shift
safety?How often are health and safety meetings held?How is health and safety monitored?How are RIDDOR reportable incidents managed?What is the content of the policy?If the operator employs 5 or more members of staff, the health and safety monitored?How are RIDDOR reportable incidents managed?What is the content of the policy?If the operator employs 5 or more members of staff, the health and safety monitored?How are RIDDOR reportable incidents managed?What is the content of the policy?If the operator employs 5 or more members of staff, the health and safety monitored?How are RIDDOR reportable incidents managed?What is the content of the policy?If the operator employs 5 or more members of staff, the health and safety monitored?How are RIDDOR reportable incidents managed?What is the content of the policy?If the operator employs 5 or more members of staff, the health and safety monitored?How are RIDDOR reportable incidents managed?What is the content of the policy?If the operator employs 5 or more members of staff, the health and safety monitored?How are RIDDOR reportable incidents managed?What is the content of the policy?If the operator employs 5 or more members of staff, the health and safety monitored?How are RIDDOR reportable incidents managed?What is the content of the policy?If the operator employs 5 or more members of staff, the health and safety monitored?How are RIDDOR reportable incidents managed?What is the content of the policy?If the operator employs 5 or more members of staff, the health and safety monitored?How are RIDDOR reportable incidents managed?What is the content of the policy?If the operator employs 5 or more members of staff, the health and safety monitored?How are RIDDOR reportable incidents managed?What is the content of the policy?If the operator employs 5 or more members of staff, the health and safety monitored?How are RIDDOR reportable incidents managed?What is the content of the policy?
date. Who is the person responsible for compliance with the policy? Overview of content. Evidence the policy has been relayed to all staff and there is conformation they have read and understood the content. Back to the list of sub-sections in this section 9.8 Working at height and the prevention of falls from vehicles Requirements By law, employers
must take suitable and effective measures to prevent anyone from: falling a distance that is likely to hurt them being hit by a falling object HSE - preventing falls from vehicles Assessment criteria Evidence requirement 9.8.1 A policy must be in place in relation to working from height and the prevention of falls from
vehicles. Name of policy, number, review date. Who is the person responsible for compliance with the policy? Overview of content. Evidence the policy has been relayed to all staff and there is conformation they have read and understood the content. Evidence the policy has been relayed to all staff and there is conformation they have read and understood the content. Evidence the policy has been relayed to all staff and there is conformation they have read and understood the content.
policy is a means of employees reporting suspected illegal acts or failures to act within the constraints of the law. it is important that there is clarity across the organisation of how to handle issues relating to whistleblowing a whistleblowing a whistleblowing a whistleblowing a critical role in ensuring a consistent, effective, and compliant approach to whistleblowing a whistleblowing a whistleblowing a critical role in ensuring a consistent, effective, and compliant approach to whistleblowing a critical role in ensuring a consistent, effective, and compliant approach to whistleblowing a critical role in ensuring a consistent, effective, and compliant approach to whistleblowing a critical role in ensuring a consistent, effective, and compliant approach to whistleblowing a critical role in ensuring a consistent of the law.
whistleblowing matters are those that are about unlawful conduct, financial malpractice or dangers to personal health or safety or the environment HSE - whistleblowing and whistleblowers Assessment criteria Subsection Assessment criteria Evidence requirement 9.9.1 Policy in connection with making a disclosure in the public interest are those that are about unlawful conduct, financial malpractice or dangers to personal health or safety or the environment HSE - whistleblowers Assessment criteria Evidence requirement 9.9.1 Policy in connection with making a disclosure in the public interest are those that are about unlawful conduct, financial malpractice or dangers to personal health or safety or the environment HSE - whistleblowers Assessment criteria Evidence requirement 9.9.1 Policy in connection with making a disclosure in the public interest are those than the public interest and the public interest are those than the public interest are the public i
(whistleblowing). Policy name, number, review date. Does the policy outline its aims, scope of the policy, who can raise a concern, what should be raised, how to raise concerns, protection of the whistleblower? Back to the list of sub-sections in this section 10. ADR - carriage of dangerous goods 10.1 Dangerous goods safety advisor Requirements
requirement 10.1.1 Evidence of a dangerous goods safety advisor (DGSA) appointed either internally or externally where required. Evidence a DGSA is appointed where required evidence of the duties undertaken by the DGSA in relation to size
of the business. Does the DGSA undertake any other role in the business? If so, how many hours are dedicated to the DGSA position? Contract for hours and days allocated. Job roles and responsibilities. Note details. 10.1.3 Evidence of DGSA annual report set out as per the guidance on the
name, number, review date. Who is the person responsible for ensuring compliance with the policy? Does the content include classification of goods, quantities, documentation, personal protective equipment (PPE), equipment, loading, unloading and handling, packaging rules, staff training, process to follow in the event of an incident or spillage? Not
and expiry dates. Staff register detailing qualification held, training received - to also include loaders and schedulers. Details of accreditation, expiry dates, classes held. Not all carriage of ADR requires and ADR certificate - in some instances (below threshold) the training requires is ADR awareness training. Evidence of such training should be logged
and copies of training kept on file - note details. 10.2.3 Register in place to detail drivers' ADR accreditations and ensure checks are carried out to ensure the driver has the correct class of ADR for the goods in carriage? Evidence the
relayed to staff? For example bulletins, memos. Give details. 10.2.4 Other than ADR accreditation training is given? For example, toolbox talks, ADR awareness training including format and dates. 10.2.5 Forward-planned training matrix specific to ADR. Is
a training matrix in place forward-planned? Detail up and coming courses and dates booked. What additional training is given? For example refresher courses, toolbox talks, e-learning. Give details of above and examples. 10.2.6 How are updates
ensure all vehicles involved in the carriage of dangerous goods meet the required standard and where required forward planning procedures are in place to account for testing and certification. Assessment criteria Evidence requirement 10.3.1 Process in place for testing and certification. Assessment criteria Evidence requirement 10.3.1 Process in place for testing and certification.
 approval certificates. Who is responsible for ensuring vehicle approval certificates are in place where required? For example tank testing, cleaning, pressure testing. How is this monitored and recorded? Evidence vehicle approval
 which is not suitable evidence of issues arising from misuse maintenance and repair sheets invoices for equipment Assessment criteria Evidence all safety equipment including PPE is logged and up-to-date maintenance records are held. Ensure understanding of what type of equipment is
needed to be carried on the vehicle in relation to the class and quantity of goods carried. For example, fire extinguishers, torch, goggles, buckets, broom, spillage mats, chocks. Note details of how this is monitored. Are servicing dates for fire
extinguishers noted? How is additional equipment allocated? 10.4.2 Process in place to ensure all PPE and safety equipment is available and in good working order as part of the driver walkaround check. What is the process in place to deal with 'out of service dates' of equipment such as fire extinguishers, first aid kits, eye wash, as specified in ADR?
Whose responsibility is it to monitor this? Evidence of service date is reached. 10.4.3 Operating instructions for equipment, and training on how it is to be used. A record of the training given must be evidenced. What training is given regarding the use of
 equipment such as PPE, first aid, spill mats, fire extinguishers and chocks. Training matrix detail additional training given in relation to above. Evidence operating instructions. How frequently is this undertaken? Note details. Back to the list of sub-sections in this section 10.5 Documentation, placarding and marking of vehicles Requirement
Documented procedures must be in place to manage the correct production of and retention of all relevant documentation where necessary. This must include records management and processes to identify products and classes of substances. HSE - consignment procedures Assessment criteria Subsection Assessment criteria Evidence requirement
10.5.1 Evidence the process used to ensure the correct documentation is carried out. Who is responsible for this process? Ensure all the correct documentation is issued and retained correctly for example, road consignment (CMR) notes, instructions in writing, written emergency instructions - note details. How long are the
documents retained for, how and where? 10.5.2 Instructions in writing. Should consist of 4 pages minimum. Provided in native language of driver. Detail actions to take in case of emergency. Additional guidance on hazards by class. Equipment to be carried. Evidence an example, give details. 10.5.3 Consignment notes and other required documentation
with sufficient detail. Ensure operators understanding of what documentation is required to be carried on a journey? For example, drivers' original training certificate. Transport documents contain information such as UN Numbers, classes of substance carried, packaging group,
description, name and address of consignor and consignee. CMR or Dangerous Goods Note (DGN) details information of journey. Documents must be retained for a period of 3 months. How is this achieved? Note details and evidence of documents being stored. 10.5.4 Process to ensure the vehicles are clearly marked in conjunction with the type of load
being transported. Who is responsible for ensuring the vehicles are displaying the correct placards, plates and emergency action codes for the load being transported. Give details of the process in place, which
enhances that required for load security in general but also deals with ADR specifically. This should include relevant training covering any additional considerations pertinent to the type of goods carried. Assessment criteria Subsection Assessment criteria Evidence requirement 10.6.1 Evidence of a monitoring process to prevent breaches. How is the
loading of vehicles monitored to ensure no breaches or non-compliance of the process occur? Are internal audits and spot checks carried out on loading and load security? Evidence the monitoring system used, who the responsible person is, and details of any breaches found. How are checks recorded? what action is taken? 10.6.2 Documented
evidence that packing rules are being followed. Who is responsible for ensuring the vehicle specifications are correct for the type of substance being carried and the way in which it is packaged? How is this monitored? Are any additional processes to general load security requirements in place in relation to the carriage of ADR goods? How are mixed
loads monitored in relation to different classes of goods that can be carried together? How are quantities of goods monitored, such as drums, bottles or environmental waste bins? 10.6.3 Evidence of staff training
in vehicle loading, unloading and load security. In addition to general load security training given? Give details of this. Is training given in relation to loading and discharge of tanks? Training matrix, toolbox talks, refresher
courses, memos. Back to the list of sub-sections in this section
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