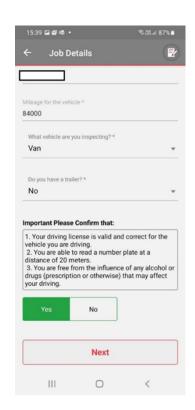
## Telecoms Vehicle Checking App



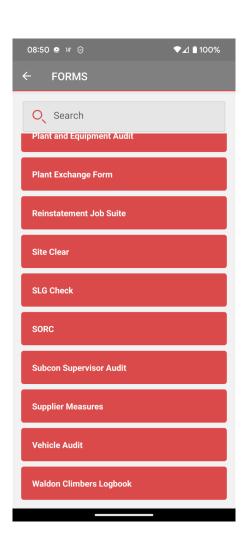


Log into the TOA by scanning your QR code on your ID badge and then enter your pin number that was set up when you install the TOA.

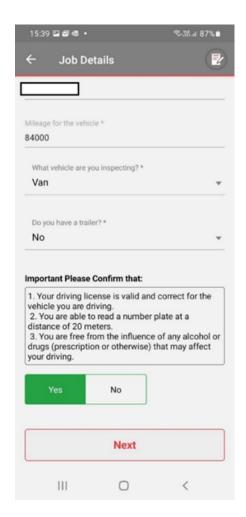




Select 'Forms' and then select 'Operative' to go into the vehicle checks section



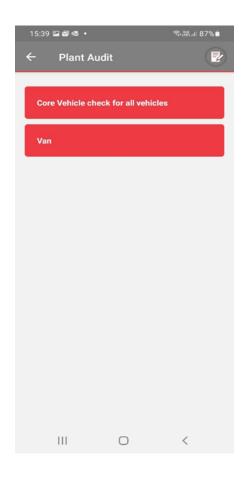
Scroll to the bottom of the Forms page a d select 'Vehicle Audit'



You will need to enter your vehicle registration and mileage.

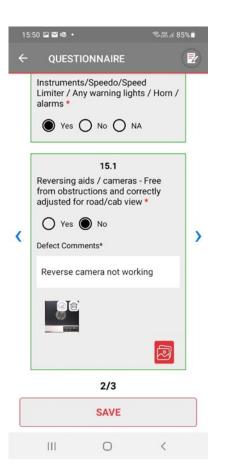
You will also need to select the type of vehicle you are checking, in this case a van, and select yes or no for a trailer

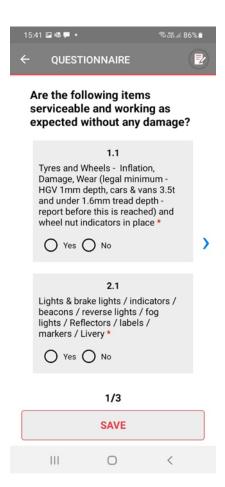
At the bottom there are 3 compliance questions for you to confirm, you can then press 'Next'



You will now have a series of questions about the vehicle you have selected.

You will have to fill in both for the core checks and then specific questions for your vehicle.

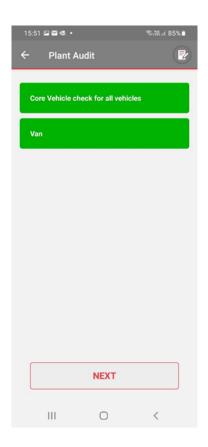




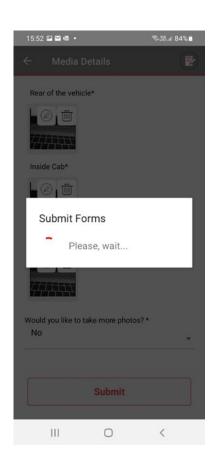
It is asking you to confirm that all items are serviceable and working as expected.

If you find a defect, damage or other fault, select "No" and then describe what the issue is,.

You will also need to take a photo and then click save.



Complete all checks in both sections and press "Next"





You will then be asked to take photos of your vehicle and you will be given the option of taking more photos such as other damage if it is your first time using the vehicle after someone else.

\*\* This is your proof of any existing damage or defects

When you are done click "Next" to submit your forms and check is complete.

If anyone else wished to use your vehicle, ensure they complete a check. This will be your proof that they have taken the vehicle to drive. If a notice of prosecution is received this will show that someone else was using the vehicle.

Completing these checks ensures that the vehicle is in a safe and suitable condition to be used on a public road.