



Where the organisation does not have in place a company Driving Licence process, that clearly states that the Licence has been checked including **operative name, date of review, frequency of review** and **where copy held** as a minimum, then this form must be used.

Name:			
Occupation Title:			
Depot:			
Last Review Date:		This Review Date:	

Statement to confirm Driving Licence has been checked:

Frequency Driving Licence is Checked (e.g. Monthly, quarterly etc.):

State Where Driving Licence Copy is Held:

Name of Qualified Supervisor:			
Qualified Supervisor Signature:		QS No.:	
Date (DD/MM/YYYY):			

Name of Authoring Officer:			
Authorising Officer Signature:		AO No.:	
Date (DD/MM/YYYY):			