



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.

<b>Name:</b>			
<b>Occupation Title:</b>			
<b>Depot:</b>			
<b>Last Review Date:</b>		<b>This Review Date:</b>	

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:

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

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