



# Guide to maintaining roadworthiness

Commercial goods and  
passenger carrying vehicles

(Revised 2009)

**Disclaimer**

Anything stated in this Guide should not be construed as legal advice. Please consult a solicitor for legal guidance.

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# Foreword

by the Acting VOSA Chief Executive



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

This latest Guide encourages operators to review whether or not they are properly carrying out routine vehicle checks at the right frequency. Other changes include where to obtain information on saving fuel and protecting the environment. The use of computer-based maintenance systems is also covered. A new feature is a drivers' walkaround chart that can be detached from the Guide.

Previous editions of this Guide have proved popular with operators and drivers, and I can fully recommend this latest edition. It provides high-quality and useful advice to help you operate safely.

A handwritten signature in dark ink, appearing to read 'A Peoples', written in a cursive style.

Alastair Peoples  
Acting VOSA Chief Executive

# Foreword

by the Senior Traffic Commissioner



One of the most valuable publications available to assist operators in discharging their obligations as holders of operators' licences is the *Guide to maintaining roadworthiness*. This 2007 revised edition is no exception.

Once again, the Guide provides essential advice concerning operators' responsibilities for ensuring the safety of their vehicles, and it sets out the specific standards for inspections, checks and the monitoring of maintenance arrangements. Operators are left in no doubt about the nature and extent of record-keeping that VOSA and the Traffic Commissioners expect to find when records are called for as part of the enforcement process.

As Senior Traffic Commissioner for Great Britain, I am pleased to endorse this Guide as a major tool in emphasising the importance of road safety for all who are involved in the road haulage and bus and coach industries.

A handwritten signature in dark ink, reading 'Philip Brown', with a long horizontal line extending from the end of the signature.

Philip Brown  
Senior Traffic Commissioner

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# Section 1:

## Introduction

### About this Guide

The Vehicle and Operator Services Agency (VOSA) has produced this Guide to explain the responsibilities and systems involved in maintaining vehicles in a roadworthy condition, regardless of operating conditions, fleet size or vehicle type.

The procedures and systems explained in this Guide are useful for operators, drivers and all those who are responsible for operating, maintaining or providing commercial goods and passenger carrying vehicles.

The general principles apply equally for light goods and passenger vehicles below the operator licensing thresholds and for vehicles that are otherwise exempt.

#### New operators

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

#### Experienced operators

If you are an established or experienced operator, you will be able to use this Guide as a benchmark to assess whether your systems are sufficiently comprehensive or should be reviewed and improved. This guidance applies to you whether you carry out your own maintenance, contract out maintenance or do a combination of both.

#### Best practice

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



#### Key information

There must be a firm management commitment to review and improve maintenance systems where defects are found on vehicles or when the fleet size or the nature of the business is changing.

As a licensed operator, you can also be assured that the maintenance systems described in this Guide will be accepted by the Traffic Commissioners, provided that the resulting condition of your vehicles remains satisfactory.

If this is not the case, however, Traffic Commissioners reserve the right to require more stringent arrangements from you (e.g. shorter periods between inspections), and the competence of the persons who carry out safety checks or safety inspections may be challenged.

#### Doing it your way

We recognise that there are different methods and systems from those that are described within this Guide that can result in vehicles being maintained in a roadworthy condition.

If you are an operator who wishes to adopt a different system, you must still satisfy Traffic Commissioners that the system you use is effective. Traffic Commissioners will only agree to variations that will not reduce the control necessary to ensure satisfactory maintenance.

### What does this Guide contain?

The procedures and systems described in this Guide relate to responsibilities for roadworthiness, the different types of inspections, inspection intervals, data storage, inspection facilities, planner updates and essential reviews.



This Guide includes many references to written records and maintenance planners. Keep in mind that as a general principle computer records are acceptable, provided that they contain the essential information that can be made available for examination by our examiners.

### **Other guidance**

It is also important to note that this Guide is only concerned with systems of maintenance for roadworthiness. If you are looking for the maintenance of vehicles to achieve economy and reliability, we advise you to seek help from vehicle manufacturers, their agents or the relevant trade organisations.

You can find more information on sources of further help and advice in Annex 2 (page 24).

## **Getting it right**

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

This Guide has been produced for the Department for Transport by VOSA, in conjunction with the Freight Transport Association, the Road Haulage Association and the Confederation of Passenger Transport. It has the full support of the Traffic Commissioners. The Department acknowledges their valuable assistance and advice of all involved.

Please note that all references to vehicle(s) throughout this Guide include trailers.

## Key points of a good maintenance system

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

1. A responsible person must undertake a daily walkaround check, preferably immediately before a vehicle is used.
2. First-use inspections are essential for operators who lease, hire or borrow vehicles. These are especially important where vehicles and trailers have been off the road for some time.
3. Drivers must be able to report promptly any defects or symptoms of defects that could adversely affect the safe operation of vehicles. Reports must be recorded and provision should be made to record details of any rectification work done.
4. Drivers' defect reports, used to record any faults, must be kept for at least 15 months.
5. Operators must ensure that regular checks are carried out on items that may affect roadworthiness.
6. Safety inspections must include those items covered by the appropriate Department for Transport annual test.
7. Safety inspections should be pre-planned, preferably using a time-based programme.
8. The system of safety inspections must be regularly monitored, especially in the early stages.
9. Any remedial work carried out as a result of safety inspections must be recorded.
10. The safety inspection record must include:
  - name of owner/operator
  - date of inspection
  - vehicle identity
  - odometer (mileage recorder) reading, if appropriate
  - a list of all the items to be inspected
  - details of any defects
  - name of inspector
  - details of any remedial/rectification or repair work and by whom it was done
  - statement that any defects have been repaired satisfactorily.
11. On some types of vehicles and operations, intermediate safety checks may be necessary.
12. Records of safety inspections must be kept for at least 15 months.
13. Staff carrying out safety inspections must be competent to assess the significance of defects. Assistance must be available to operate the vehicle controls as necessary.
14. There must be an internal system to ensure that unroadworthy vehicles are removed from service.
15. Operators who undertake their own safety inspections must have the correct tools and facilities for the size of the fleet and type of vehicle operated.
16. All operators should have access to a means of measuring brake efficiency and exhaust emissions, and setting headlamp aim.
17. Operators are responsible for the condition of vehicles and trailers that are inspected and/or maintained for them by agents, contractors or hire companies.
18. Operators who have contracted out their safety inspections must draw up a formal written contract with an inspection agency or garage. Such operators should have a means of regularly monitoring the quality of work produced for them.
19. The dates when safety inspections are due must be the subject of forward planning. A maintenance planner or wall chart should be used to identify inspection dates at least six months before they are due. Computer-based systems are equally acceptable.
20. Any system of maintaining roadworthiness of vehicles should be effectively and continually monitored.
21. Any changes by licensed operators to arrangements for safety inspections must be notified to the relevant VOSA office without delay.
22. Drivers must be given clear written instructions about their responsibilities.

## Section 2:

# Responsibilities for roadworthiness

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

As an operator and/or driver of vehicles, it is **your responsibility** to ensure that the vehicles you use are roadworthy. **It is an offence to use an unroadworthy vehicle on the road.** In addition, if you are an operator of heavy goods vehicles (HGVs) and public service vehicles (PSVs), you must meet the requirements of licensing legislation that governs the decisions of Traffic Commissioners.



### Key information

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

For operator licensing purposes the user is **responsible for the vehicle being maintained in a safe and roadworthy condition at all times when in use on the road.**

**The term 'user' of a vehicle applies to the driver and the person paying the driver to act for them.**

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



### Key information

Traffic Commissioners require that all vehicles be maintained in a roadworthy condition when operated under an operator's licence. VOSA's examiners support Traffic Commissioners by providing assessments of the effectiveness of operators' systems in meeting this requirement.

We will therefore focus on the levels of compliance and standards of roadworthiness rather than how operators achieve the high standards expected. This provides operators with considerable freedom to tailor their systems to the needs of their business.

## Roadworthiness inspections

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

The two types of inspection are:

- daily walkaround checks/first-use inspections, and
- regular safety inspections.

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

## Section 3:

# Daily walkaround checks and first-use inspections

This section looks at the first of two essential roadworthiness inspections – the daily walkaround check and first-use inspection. It offers best practice advice on setting up a system for reporting faults and looks at defect reports, while clearly stating your legal position.

A responsible person must undertake a **daily walkaround check** before a vehicle is used. As a driver, you may carry out the check before you first drive the vehicle on the road each day.



### Key information

The person made responsible by the operator must carry out a minimum of one check in 24 hours. The check should consist of a walkaround look over the whole vehicle or combination. On multi-trailer operations a defect check should be made on each trailer being used.

The check should cover the external condition, ensuring in particular that the lights, tyres, wheel fixings, bodywork, trailer coupling, load and ancillary equipment are serviceable.

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

## A system of reporting and recording faults



### Key information

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

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

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

Furthermore, if a vehicle has been off the road for a period longer than between planned maintenance inspections, it should be given a full safety inspection (see Section 4), prior to being brought back into use.



## Drivers' defect reports

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



### Key information

Drivers must be able to report any defects or symptoms of defects that could prevent the safe operation of the vehicles. In addition to daily checks you must monitor the roadworthiness of your vehicle when being driven and be alert to any indication that the vehicle is developing a fault (e.g. warning lights, exhaust emitting too much smoke, vibrations) or other symptoms.

When a vehicle is on site work, you should walk around the vehicle to identify any serious defects. If any defects are found, you **must not use the vehicle** on the road until it is repaired.

### Providing a written report

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

The details recorded should include:

- vehicle registration or identification mark;
- date;
- details of the defects or symptoms; and
- the reporter's name.

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

### Appropriate action



### Key information

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

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

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

Examples of a daily check and defect report form are shown in Annexes 3A and 3B (pages 26 and 27). Also see the pull-out diagrams at the end of this Guide showing the core safety inspection items.

## Drivers' responsibilities



### Key information

Drivers must be made aware of their legal responsibilities regarding vehicle condition and the procedures for reporting defects. This can be achieved by writing a letter to each driver, describing defect reporting systems as well as any other duties they are expected to perform.

The driver should sign this letter to show in writing that they have received the letter and understand what is required. Drivers share the responsibility for the vehicle's roadworthiness with the operator. Drivers **may be prosecuted** for the existence of defects found on the vehicles they drive **if they are considered partly or wholly responsible** for the existence of them. **Failure to take these responsibilities seriously could result in the loss of the driver's licence to drive.**

### Minor repairs by drivers

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



## Section 4:

# Regular safety inspections

This section describes why regular safety inspections are essential to an effective roadworthiness maintenance system.

Regular safety inspections are essential to an effective roadworthiness maintenance system. Although a part of the overall vehicle maintenance plan, the inspections should ideally be undertaken as a separate, albeit often sequential, operation to routine servicing and repair. This provides the maintenance programme with the flexibility to intensify or otherwise change the frequency of inspections. It also allows the introduction of ad hoc inspections, should they be required, without affecting frequency of servicing and other routine work (e.g. when the operating conditions call for more regular checks or when first-use inspections are required).

In addition, freestanding inspection reports can be produced which provide the operator with the means of determining not only the roadworthiness of individual vehicles in service but also the **overall effectiveness** of their vehicle maintenance system, thus enabling the instigation of any changes that might be necessary.

### Being cost effective

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

New vehicles entering service that have undergone a recorded pre-delivery inspection will not require a safety inspection provided that it is as comprehensive. Used vehicles, not previously operated, should be given a full safety inspection.

## Inspection scope and content

A roadworthiness inspection can be a freestanding inspection of just those items affecting road safety and certain environmental issues. Or it can be part of a more comprehensive inspection that, in addition, takes into account items relating to the vehicle's work performance and economic operation.



### Key information

A roadworthiness safety inspection must include all the items covered by the statutory annual test.

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

In addition, VOSA produces annual test inspection manuals for use at annual tests. These give details of inspection methods and pass/fail criteria. A copy of the annual test inspection manuals can be purchased from our Swansea headquarters (see Annex 8).

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

## Safety inspection intervals



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

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

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

Mileage-based inspection programmes may be more suitable for some operators but will need to be linked to time.

The resulting intervals in time between mileage-based inspections will need to be consistent with the guidance in Annex 4 (page 28).

## Adapting your systems

If you are an operator, you are free to tailor these inspections to suit the nature of your operations and vehicle characteristics. You may even deploy more than one system across a fleet, where vehicles and the nature of the work vary. Systems will be judged primarily on their effectiveness in maintaining roadworthiness.

It follows therefore that in order to maintain an inspection regime that is sufficiently flexible to accommodate these changing criteria it might be more appropriate to adopt an inspection frequency determined by, for instance, the vehicle's mileage.



### Key information

Once established, operators wishing to change safety inspection frequencies, or the basis on which the frequencies are determined, must notify the VOSA Traffic Area Office.

## New operators

If you are a new operator, you will need to know where to start. However, you will not have the benefit of past experience or vehicle maintenance records to call upon.

The chart in Annex 4 (page 28) provides a guide to safety inspection frequencies likely to be appropriate for various operational modes.

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



## Safety inspection report forms



### Key information

A written report **must** be completed for each safety inspection separately for both vehicles and trailers. If the record of the safety inspection is to be stored electronically then the checklist used for the inspection need not be retained. This does not rule out the use of an electronic device (e.g. PDA) in place of a checklist.

Each report must show at least the following:

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

Examples of suitable safety inspection report forms are given in Annexes 5A and 5B (pages 29–34).

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

### Intermediate safety checks

With some types of vehicle and operation it may be necessary to check some components more

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

For instance, the *Code of practice for the selection and care of tyres and wheels for commercial vehicles* (developed jointly by the Department for Transport, the British Standards Institute and industry and trade associations) recommend that following road wheel removal and refitting, the wheel nut torque should be checked – after the vehicle has been standing for 30 minutes or after having travelled for between 40 km and 80 km (25 to 50 miles).

### Ad hoc safety inspection intervals

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



### Key information

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

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

### Electronic capture and storage of safety inspection data

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

Safety inspection records can be stored electronically, using a computer. The system must be tamper-proof and capable of producing hard-copy information for use at public inquiries held by Traffic Commissioners. Computer records must contain the same information (set out on page 16) with the exception of:

- a full list of the items inspected (these can be indicated on the paper report used for the inspection);
- an indication of the condition of each item inspected (it is sufficient to provide details of defective items only).

Internet-based systems are becoming more common. These provide significant opportunities for improving the ease with which operators can plan and monitor the maintenance of their vehicles, thus leading to higher standards and improved compliance.

## Safety inspectors



### Key information

A person undertaking safety inspections **must** be technically competent and operationally aware of the safety standards that apply to the vehicles they examine.

They should have been trained in the techniques of vehicle examination, diagnosis and reporting, and possess a sound working knowledge of the relevant inspection manuals produced by VOSA.

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

## Use of assistants

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

## Authority to remove a vehicle from service



### Key information

If you are the operator, you must ensure that someone within your organisation, at all times, has the authority to decide whether a vehicle is fit for service and to take it off the road if it is not.

That person must be available to decide whether a vehicle can be allowed back into service after repairs. This responsibility may be delegated, in writing (i.e. in the form of a standard agreement), provided that it is made clear what their responsibilities are.

## Vehicle cleanliness

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

## Duties of staff

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

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

Emphasis should be placed on the importance of maintaining an effective safety inspection programme and the role they play in promoting and sustaining its integrity.

One method might be to write to each relevant employee in duplicate, thus permitting a returned signed copy to be retained by the company.

## Section 5:

# Safety inspection and repair facilities

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



### Key information

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

## Own safety inspection facilities



If you decide to provide your own safety inspection facilities, **you must ensure that they are adequate for the job.** Facilities should ideally include:

- undercover accommodation for the largest vehicle in the fleet. This is required to ensure that safety checks can be conducted satisfactorily in all weathers (depending on fleet size the building may need room for more than one vehicle at a time);
- tools and equipment appropriate to the size and nature of the fleet;

- an adequate under-vehicle inspection facility. Ramps, pits or hoists may not be needed if the vehicles have enough ground clearance for a proper inspection to be made on hard standing;
- adequate lighting;
- access to brake test equipment (e.g. a roller brake tester, decelerometer);
- access to headlamp test equipment;
- access to engine exhaust emission test equipment;
- access to steam or pressure under-vehicle washing facilities; and
- a safe working environment.

### Other requirements

A diesel engine smoke meter (or a gas analyser, if petrol) should be used to ensure that the level of exhaust smoke is within the legal requirements. Information on the levels of permitted exhaust smoke is contained in VOSA's annual test inspection manuals.

Operators should also have access to a brake tester for the purpose of checking braking efficiency. While a decelerometer may be adequate for some vehicles, **the use of a roller brake tester is strongly advised.**

Roadworthiness inspections can, of course, be included in an operator's overall maintenance plan. Headlight alignment and roller brake test and emission test facilities **are available at HGV testing stations** for use by vehicle operators for a modest charge.

A roller brake test is an important indicator of braking efficiency, although not a substitute for regular and proper maintenance.

## Contracted-out arrangements

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



### Key information

Care must be taken to ensure that the facilities used by the agent are adequate and that the staff are competent. The list of facilities (on page 18) can be used to check a contractor. You should also ascertain that the agent/contractor is in possession of an inspection manual and has suitable inspection sheets.

## Drawing up a contract



### Key information

It is essential to have a written contract that sets out precise details of vehicles covered and frequency and type of check, along with a repair policy. Such a contract must be provided to support an application for an operator's licence. If a contract is cancelled, or the terms of an existing contract are changed, a copy of the new agreement must be sent to the VOSA Traffic Area Office without delay. An example of a contract can be found in Annex 6 (page 35).

## Contract limitations

Even when a maintenance contract exists between you (the operator) and an agent, **you remain legally responsible for the condition of the vehicle**, the authorisation of any report work undertaken and the retention of records.

**You need to be satisfied at all times** that the level of maintenance agreed matches the demands placed upon vehicles and that the standards achieved by the contractor **are kept at a sufficiently high level**.

You should therefore **talk regularly** with the contractor to ensure that they are familiar with the operational needs of the vehicles they are required to inspect and repair. This knowledge is important if the contractor is to be called upon to advise on a particular course of action – particularly when your technical know-how is limited.

Even when you get on well with a contractor, you should have a system for regularly monitoring the quality of work done. Obtaining first time pass rate annual test data from the contractor is one way of checking that their performance is satisfactory, but this should be supplemented by other checks. **Any sign of unreliability, incompetence or other shortcomings causing a reduction in the standards achieved should receive prompt attention.** Here again a good working relationship can help, but if problems persist you might well consider a change of contractor.

## Visiting agents

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

## Roadside safety inspections

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

## Planning a safety inspection programme



### Key information

Safety inspections must be planned in advance. Vehicles that are subject to a statutory annual test may have their year's programme planned around the anticipated test date to avoid duplication of work associated with the test, such as cleaning and major servicing.

A simple method of drawing up a programme is to use a year planner or flow chart. **An example can be found in Annex 7 (page 36).** Computer-based systems are equally acceptable, and the numerous electronic vehicle maintenance record management and storage systems available will often incorporate an electronic planning feature.

The information, **which should be kept in the simplest form possible and displayed prominently,** will serve as a reminder of programmed inspections or of any changes that have been necessary.

All vehicles subject to programmed attention should be included. Ideally planners or charts should be used to set safety inspection dates at least six months in advance. Vehicles' annual test dates should be included, **as should servicing and other ancillary equipment testing or calibration dates, e.g. tachograph, lifting equipment, etc.**

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

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



## Section 6:

# Monitoring

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

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

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

The content of completed inspection reports can also be analysed. **Checks should reveal any incomplete records and may also show patterns of faults.**

If many faults are reported regularly this could indicate that:

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

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

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

### Annual test results

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

The frequency or scope of safety inspections may need to be adjusted to ensure that the system maintains the roadworthiness of all vehicles operated.



#### Key information

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

### British standards



#### Key information

British Standard BS EN ISO 9000 is a standard for quality management systems. If you are an operator who has been awarded this standard, you must observe systems of working set out in a quality manual. Such a manual would contain details of the organisation of the business, responsibilities of staff and methods of operation.

Those businesses aiming for BS EN ISO 9000 accreditation would need to consider the training, documentation recording, planning, standards and monitoring aspects of their organisation.

# Annex 1

## Enforcement of the operator licensing scheme

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

in an unsatisfactory report, leading to possible disciplinary action by the relevant Traffic Commissioner. In certain circumstances, e.g. where facilities at the operating centre do not allow adequate inspection, the operator may be asked to bring their vehicles and records into a testing station for inspection.

6 Examiners may at any time:

- enter and inspect a goods or public service vehicle and for that purpose detain the vehicle during such time as is required for inspection;
- enter any premises on which they have reason to believe a goods vehicle or public service vehicle is kept; and
- divert vehicles that are stationary at the roadside to another location for inspection within five miles.

7. Examiners may make visits to operating centres to examine vehicles or to check drivers' records. They also conduct spot checks at the roadside. Examiners' activities may extend beyond a visual inspection. Examiners have a range of equipment that operators may encounter, including mobile roller brake testers, exhaust smoke meters, and equipment to check the accuracy of the tachograph calibration, function and setting of the speed limiter.

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

8. When vehicle examiners encounter a defective vehicle at the roadside, on an operator's premises or at a testing station, they may issue a prohibition notice (form PG9) or a vehicle inspection notice, depending on the severity of the fault(s). A prohibition is a ban on the further use of the vehicle on a highway. Prohibitions may take effect immediately or may be delayed for up to ten days, depending on whether there is an immediate danger to public safety. Exemptions may be issued, e.g. to allow a vehicle to be towed away for repair. A prohibition will not be removed until a vehicle examiner is satisfied that the vehicle is fit for service. As a minimum this will entail an examination of the components and systems affected by the defects. However, at the examiner's discretion it may be extended to include as much of the vehicle as needs to be inspected for the examiner to be satisfied it is roadworthy.



## Annex 2

# Where to get additional help

### Technical support

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

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

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

### Training

The trade associations, individual colleges, training organisations such as GoSkills, and vehicle manufacturers offer courses and seminars covering operator licensing and maintenance systems. Further advice and information regarding training can be obtained from the relevant sector skills councils (i.e. GoSkills for public service vehicles and Skills for Logistics for heavy goods vehicles) and trade associations (see addresses in Annex 8, on pages 37 and 38).

### Saving fuel and protecting the environment

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

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

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

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

**FuelChamp** provides a range of driver development and fuel efficiency advice services aimed at reducing the impact that the road haulage and passenger transport industry has on the environment. The FuelChamp service package includes the DfT-approved SAFED (Safe and Fuel Efficient Driving) programme, which has demonstrated average fuel savings of more than 10%, a corresponding saving in fuel and reduction in carbon and CO<sub>2</sub> emissions, and a reduction in gear changes of 37%. It is expected that SAFED, soon to be accredited, will qualify as a training module under the EU Training Directive requirements to be implemented in 2008 for bus and coach drivers and in 2009 for LGV drivers. See [www.FuelChamp.co.uk](http://www.FuelChamp.co.uk) or phone 0800 783 7434 for more information.

## Faultfinding

At VOSA we offer a brake performance check service and a headlight alignment and exhaust emission check at all our full-time heavy goods vehicle testing stations for operators and repairers of heavy goods and passenger vehicles. Some private sector public service authorised testing stations offer a similar check. Operators can also purchase from us brake data cards, which come with instructions for their use.

## Publications

The following publications are available from VOSA.

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

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

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

## Annex 3A

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

 Driver's name

 Date

 Vehicle no., make and type

 Trailer fleet/serial no.

 Odometer reading

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

REPORT DEFECTS HERE	RECTIFIED
---------------------	-----------

Write <b>NIL</b> here if no defects found	Driver's signature
---	--------------------

Defects rectified by .....

Signature ..... Date .....

## Annex 3B

### Example of a driver's vehicle defect report (passengers)

Driver's name	Date
---------------	------

Vehicle no., make and type
----------------------------

Fleet/serial no.	Odometer reading
------------------	------------------

Daily or shift check (tick or cross)					
Fuel/oil/waste leaks		Wipers		Mirrors	
Battery (if accessible)		Washers		Steering	
Tyres and wheel fixing		Horn		Heating/ventilation	
Brakes		Glass		Body interior	
Doors and exits		Reflectors		Excessive engine exhaust smoke	
Indicators		Body exterior			
Fire extinguisher		First-aid kit			

REPORT DEFECTS HERE	RECTIFIED
---------------------	-----------

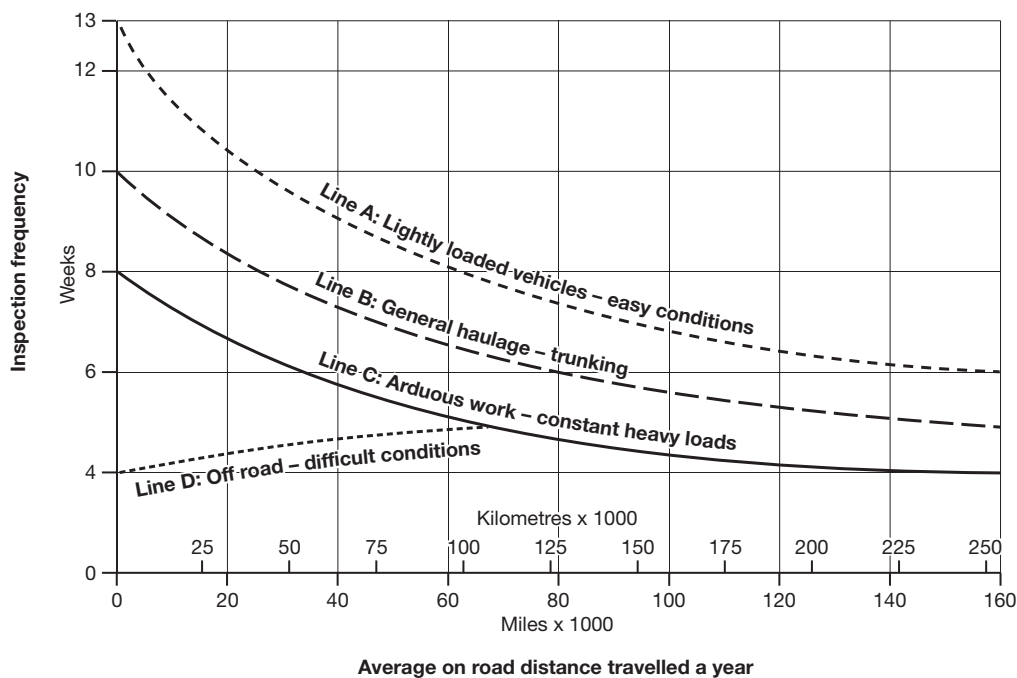
Write NIL here if no defects found	Driver's signature
------------------------------------	--------------------

Defects rectified by .....

Signature ..... Date .....

## Annex 4

# A guide to safety inspection intervals



- Safety inspection intervals for all vehicles should fall between lines A and C or A and D as appropriate.
- The chart is only a guide and it is the responsibility of you, the operator, to increase these frequencies should the operating conditions demand it. Equally, they may be decreased if you are confident that this will still be effective in maintaining roadworthiness.
- The actual inspection interval chosen should be determined by taking into account:
  - the conditions under which a vehicle will be operated;
  - the expected annual mileage;
  - the recommendations of the vehicle manufacturer; and
  - other factors that may increase the risk of vehicles becoming unroadworthy.
- Vehicles that are only used for part of the year, or that have been out of service for some time, should be inspected before they are first used. When they are being used, the subsequent safety inspection intervals should be determined in accordance with this chart – conditions of use and the equivalent annual mileage (e.g. 20,000 miles covered over a six-month period represents an equivalent annual mileage of 40,000).
- Trailers not permanently coupled but in regular use need to be assessed on their conditions of work and anticipated mileage.
- Where there are doubts about what interval to choose, new operators are advised to be cautious and make more, rather than fewer, checks.
- Exceptional or difficult conditions can be encountered by vehicles operating on unmade roads, e.g. in quarry work or on building or land reclamation sites, where conditions result in accelerated component wear and vehicle damage. Vehicles carrying corrosive substances or working on premises where such substances exist may also qualify for inclusion in this category.
- It is likely that an appropriate inspection frequency for public service vehicles would fall between curves A and B, up to a maximum period of ten weeks.

# Annex 5A

## Example of a safety inspection record (HGV)

Vehicle registration	Odometer reading
Make and type	
Date of inspection	Operator

### Notes

**IM ref.** (col 2) – for more details on each item listed, look under this reference number in the VOSA Inspection Manual

**Serviceable** (col 4) – enter the appropriate code:

✓ = Satisfactory    R = Repair required    ✗ = Safety item defect    N/A = Not applicable

### Part 1 – Inspection

#### A: Inside cab (motor vehicles)

Check no.	IM ref.	Item inspected	Serviceable	Defect found	Rectified by
1	18	Driver's seat			
2	3	Seat belts			
3	22	Mirrors			
4	23	Glass and view of the road			
5	25	Windscreen wipers and washers			
6	26	Speedometer/tachograph			
7	27	Horn			
8	28	Driving controls			
9	30	Steering control			
10	37	Service brake pedal			
11	38	Service brake operation			
12	34	Pressure/vacuum warning and build-up			
13	36	Hand levers operating mechanical brakes			
14	39	Hand-operated brake control valves			
15	17	Cab floors and steps			

#### B: Ground level and under vehicle (motor vehicles and trailers, see items marked \* for trailers)

16	16	Cab doors			
17	15	Cab security			
18*	19	Security of body			
19*	20	Condition of body			
20	5	Exhaust emissions			
21*	6	Road wheels and hubs			

Check no.	IM ref.	Item inspected	Serviceable	Defect found	Rectified by
22*	7	Size and type of tyres			
23*	8	Condition of tyres			
24*	9	Sideguards, rear under-run devices and bumper bars			
25*	10	Spare wheel and carrier			
26*	41	Condition of chassis			
27	11	Vehicle to trailer coupling			
28*	12	Trailer parking, emergency brake and air line connections			
29*	13	Trailer landing legs			
30*	14	Spray suppression, wings and wheel arches			
31	33	Speed limiter			
32	42	Electrical wiring and equipment			
33*	43	Engine and transmission mountings			
34	44	Oil leaks			
35*	45	Fuel tanks and system			
36	46	Exhaust systems			
37	54	Steering mechanism			
38*	48	Suspension			
39*	53	Axles, stub axles and wheel bearings			
40	57	Transmission			
41*	59	Brake systems and components			
42*	62	Rear markings and reflectors			
43*	63	Lamps			
44*	66	Direction indicators and hazard warning lamps			
45	67	Aim of headlamps			
46*		Ancillary equipment			
47*	74	Other dangerous defects			

### C: Brake performance (roller brake/decelerometer test)

Check no.	IM ref.	Item inspected	
48*	71	Service brake performance	%
49*	72	Secondary brake performance	%
50*	73	Parking brake performance	%

## Part 2 – Comments on faults found

Check no.	Fault details
Signature of inspector	
Name of inspector	

## Part 3 – Action taken on faults found

Action taken on fault	Rectified by

## Part 4 – Declaration

I consider that the above defects have been rectified satisfactorily

Signature of supervisor .....

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



## Annex 5B

### Example of a safety inspection record (PSV)

Vehicle registration	Odometer reading
Make and type	
Date of inspection	Operator

#### Notes

**IM ref.** (col 2) – for more details on each item listed, look under this reference number in the VOSA Inspection Manual

**Serviceable** (col 4) – enter the appropriate code:

✓ = Satisfactory    R = Repair required    ✗ = Safety item defect    N/A = Not applicable

#### Part 1 – Inspection

##### A: Inside vehicle

Check no.	IM ref.	Item inspected	Serviceable	Defect found	Rectified by
1	18	Driver's seat			
2	3	Seat belts			
3	22	Mirrors			
4	23	Glass and view of the road			
5	24	Accessibility features			
6	25	Windscreen wipers and washers			
7	26	Speedometer/tachograph			
8	27	Horn			
9	28	Driving controls			
10	30	Steering control			
11	37	Service brake pedal			
12	38	Service brake operation			
13	34	Pressure/vacuum warning and build-up			
14	36	Hand levers operating mechanical brakes			
15	39	Hand-operated brake control valves			
16	17	Driver's accommodation			
17	21	Interior of body, passenger entrance, exit steps and platforms			

##### B: Ground level and under vehicle

18	16	Passenger doors, driver's doors and emergency exits			
19	19	Security of body			
20	20	Exterior of body including luggage compartments			
21	5	Exhaust emissions			
22	6	Road wheels and hubs			

Check no.	IM ref.	Item inspected	Serviceable	Defect found	Rectified by
23	7	Size and type of tyres			
24	8	Condition of tyres			
25	9	Bumper bars			
26	10	Spare wheel and carrier			
27	41	Condition of chassis			
28	14	Wings and wheel arches			
29	11	Vehicle to trailer coupling			
30	33	Speed limiter			
31	42	Electrical equipment and wiring			
32	43	Engine and transmission mountings			
33	44	Oil and waste leaks			
34	45	Fuel tanks and system			
35	46	Exhaust and waste systems			
36	54	Steering mechanism			
37	48	Suspension			
38	53	Axles, stub axles and wheel bearings			
39	57	Transmission			
40	58	Additional braking devices			
41	59	Brake systems and components			
42	62	Reflectors and rear markings			
43	63	Lamps			
44	66	Direction indicators and hazard warning lamps			
45	67	Aim of headlamps			
46		Ancillary equipment			
47	74	Other dangerous defects			

### C: Braking performance (roller brake/decelerometer test)

Check no.	IM ref.	Item inspected	
48	71	Service brake performance	%
49	72	Secondary brake performance	%
50	73	Parking brake performance	%

Part 2 – Comments on faults found

Check no.	Fault details
Signature of inspector	
Name of inspector	

Part 3 – Action taken on faults found

Action taken on fault	Rectified by

Part 4 – Declaration

I consider that the above defects have been rectified satisfactorily

Signature of supervisor .....

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

# Annex 6

## Example of a written contract

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

The Agreement is made the  day of  20  between:

<input type="text"/>	(the operator), whose address/registered office is:
<input type="text"/>	
<input type="text"/>	of the one part, and

<input type="text"/>	(the contractor), whose address/registered office is:
<input type="text"/>	
<input type="text"/>	of the other part

1. The contractor agrees that they will, in relation to every vehicle mentioned in the Schedule below, on every occasion when that vehicle is submitted by the operator as mentioned in Article 2 below on or after the date of this Agreement:
    - a. inspect all the items specified in the maintenance record in the form for the time being approved by the Department for Transport which relate to the vehicle;
    - b. if the operator so consents, carry out such renewals and repairs as may be necessary to ensure that the vehicle and every part of it specified in that maintenance record is in good working order and complies with every statutory requirement applying to it; and
    - c. complete that maintenance record to show:
      - (i) which items were in good working order and complied with the relevant statutory requirements when the vehicle was submitted;
      - (ii) which (if any) items were not in good working order or failed to comply with those requirements when the vehicle was submitted but have been replaced or repaired so that those requirements are satisfied; and
      - (iii) which (if any) items were not in good working order or failed to comply with those requirements when the vehicle was submitted and which have not been so replaced or repaired; and
    - d. provide the operator with a copy of every completed maintenance record.
  2. The operator agrees that they will:
    - a. submit to the contractor each vehicle mentioned in the Schedule below in order that the contractor may, as regards that vehicle, comply with the provisions of Article 1 above:
- (i) within  weeks of the Agreement; and thereafter
  - (ii) within  weeks of the date of the last safety inspection;
  - b. pay to the contractor such reasonable charges as the contractor may make pursuant to their obligations under Article 1 above; and
  - c. retain, and make available for inspection by an officer mentioned in Section 42 of the Goods Vehicle (Licensing of Operators) Act 1995 or the Public Passenger Vehicles Act 1981, every maintenance record mentioned in Article 1 above for a period of at least 15 months commencing with the date of its issue.
3. This Agreement may be ended by either party giving to the other  months written notice of their intention to end it.
- Schedule  
(Motor vehicles and trailers which are/which it is intended shall become used in accordance with an operator's licence held/applied for by the operator under the Goods Vehicles (Licensing of Operators) Act 1995 or Part II of the Public Passenger Vehicles Act 1981)
1. Motor vehicles (the Schedule should give registration numbers and brief descriptions of each vehicle)
  2. Trailers (the Schedule should give the trailers' identification number and brief descriptions of each trailer)
- As witness (etc)
- Signature(s) of operator
- Signature(s) of contractor

# Annex 7

## Specimen maintenance planner

Vehicle registration number	Vehicle make and type	JANUARY					FEBRUARY					MARCH					APRIL			
		Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Vehicle registration number	Vehicle make and type	MAY					JUNE					JULY					AUGUST			
		Week	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36

Vehicle registration number	Vehicle make and type	SEPTEMBER				OCTOBER				NOVEMBER				DECEMBER			
		Week 37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52

S = SAFETY INSPECTION

I = INTERMEDIATE INSPECTION

M = MAJOR SERVICE AND INSPECTION

A = ANNUAL TEST PREPARATION

(including major service and inspection)

O = VEHICLE EXCISE DUTY RENEWAL

X = WORK COMPLETED

# Annex 8

## Useful addresses

Many of these organisations carry out training services.

### **VOSA HQ**

Berkeley House  
Croydon Street  
Bristol BS5 0DA

Tel: 0300 123 9000

Email: [enquiries@vosa.gov.uk](mailto:enquiries@vosa.gov.uk)

### **VOSA Operations**

Ellipse  
Padley Road  
Swansea SA1 8AN

Tel: 0300 123 9000

### **VOSA website address**

[www.transportoffice.gov.uk](http://www.transportoffice.gov.uk)

### **Website addresses of bodies responsible for trunk roads:**

Highways Agency (England)  
[www.highways.gov.uk](http://www.highways.gov.uk)

Transport Scotland:  
[www.transportscotland.gov.uk](http://www.transportscotland.gov.uk)

Transport Wales:  
[www.wales.gov.uk](http://www.wales.gov.uk)

### **Confederation of Passenger Transport UK**

Drury House  
34–43 Russell Street  
London WC2B 5HA

Tel: 020 7240 3131  
Fax: 020 7240 6565  
[www.cpt-uk.org](http://www.cpt-uk.org)

### **Freight Transport Association**

Hermes House  
St John's Road  
Tunbridge Wells  
Kent TN4 9UZ

Tel: 01892 552222

Fax: 01892 534989

[www.fta.co.uk](http://www.fta.co.uk)

### **Road Haulage Association**

Roadway House  
35 Monument Hill  
Weybridge  
Surrey KT13 8RN

Tel: 01932 841515

[www.rha.uk.net](http://www.rha.uk.net)

### **GoSkills**

Sector Skills Council for Passenger Transport  
Concorde House  
Trinity Park  
Solihull  
Birmingham B37 7UQ

Tel: 0121 635 5520

Fax: 0121 635 5521

[www.goskills.org](http://www.goskills.org)

### **Skills for Logistics**

14 Warren Yard  
Warren Farm Office Village  
Milton Keynes MK12 5NW

Tel: 01908 313360

Fax: 01908 313006

[www.skillsforlogistics.org](http://www.skillsforlogistics.org)

**Society of Operations Engineers**

22 Greencoat Place  
London SW1P 1PR

Tel: 020 7630 1111  
[www.soe.org.uk](http://www.soe.org.uk)

**Freight Best Practice**

[www.freightbestpractice.org.uk](http://www.freightbestpractice.org.uk)

Hotline tel: 0845 877 0877

**Energy Saving Trust**

21 Dartmouth Street  
London SW1H 9BP

Tel: 020 7222 0101  
[www.est.org.uk](http://www.est.org.uk)

**FuelChamp**

Priory House  
60 Station Road  
Redhill  
Surrey RH1 1PE

Tel: 0800 783 7434  
[www.fuelchamp.co.uk](http://www.fuelchamp.co.uk)

## Offices of the Traffic Commissioners

Enquiries relating to operator licensing must be made to the VOSA enquiry line on 0300 123 9000.

**Eastern**

City House  
126–130 Hills Road  
Cambridge CB2 1NP

Tel: 01223 531050

**North Eastern**

Hillcrest House  
386 Harehills Lane  
Leeds LS9 6NF

Tel: 0113 254 3231

**North Western**

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

Tel: 01942 295021

**South Eastern and Metropolitan**

Ivy House  
3 Ivy Terrace  
Eastbourne BN21 4QT

Tel: 01323 452422

**Western**

2 Rivergate  
Temple Quay  
Bristol BS1 6EH

Tel: 0117 900 8523

**West Midland**

38 George Road  
Edgbaston  
Birmingham B15 1PL

Tel: 0121 609 6820

**Scottish**

The Stamp Office  
Waterloo Place  
Edinburgh EH1 3EG

Tel: 0131 200 4926

**Welsh (Cymru)**

38 George Road  
Edgbaston  
Birmingham B15 1PL

Tel: 0121 609 6820

# GUIDE TO MAINTAINING ROADWORTHINESS – PSV DRIVERS

## MIRRORS AND GLASS

Check that all mirrors that should be there:

- are there;
- are aligned properly; and
- are securely mounted.

Check that your view of the road (especially in the driver's side swept area) isn't obscured by:

- damaged glass;
- discoloured glass; or
- obstructions (stickers, etc.).

Check that the side windows are not damaged or discoloured in a way that obscures your view to a mirror.

## BRAKES

Check that:

- the service brake pedal doesn't have excessive side play or missing, loose or incomplete anti-slip provision; and
- the parking brake works as intended.

## WINDSCREEN WIPERS AND WASHERS

Check that:

- wipers move continually when switched on;
- wiper blades are not so deteriorated that they don't clear the screen effectively when used with washers; and
- washers point at screen and are operational.

## HEATING/VENTILATION

Check that:

- any forced-air ventilation systems are effective;
- any ventilators, windows and roof hatches are secure;
- more than half of the ventilation system is operational (when not a forced-air system); and
- de-mister equipment works effectively.

## HORN

Check that:

- horn control is easily accessible from driver's seat; and
- horn unit works when control is operated.

## EXCESSIVE ENGINE EXHAUST SMOKE

Check that:

- the exhaust doesn't emit excessive amounts of smoke.

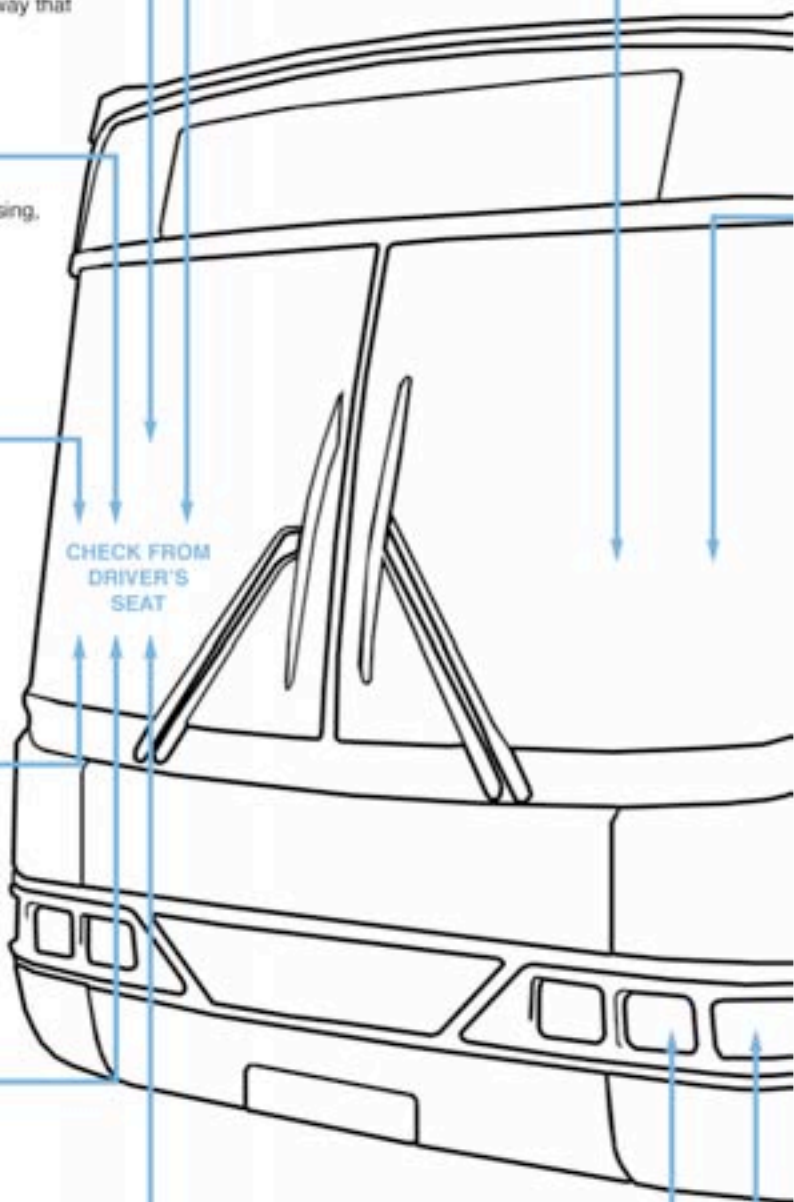
## STEERING

- Check steering for excessive play.
- When checking for leaks underneath vehicle, check the major steering components to ensure that they are present and undamaged.

## FIRST AID KIT

Check that:

- the first aid kit is present;
- the first aid kit is up to date;
- the first aid kit is accessible.



## LIGHTS AND INDICATORS

Check that:

- all lights and indicators work correctly in all their modes of operation (including 'hazard');
- all lenses are present, not dirty and are of the correct colour;
- stop lamps come on when the service brake is applied and out when released;
- marker lights are present and working (where applicable); and
- all dashboard warning lamps work correctly (e.g. the ABS warning lamp, full headlamp warning lamp, parking brake warning lamp, etc.).



# DRIVERS' WALKAROUND CHECK PULL-OUT

## FIRST AID KIT

is present (if applicable);  
is in good condition; and  
is easily accessible.

## FIRE EXTINGUISHER

Check that:

- the fire extinguisher is of the correct type (it must contain water or foam and be marked BS 5423 or EN3 and have a minimum fire rating of at least 8A or 21B);
- the fire extinguisher is easily accessible; and
- the fire extinguisher is in good condition and is not discharged.

## DOORS AND EXITS

Check that:

- doors/emergency exits are fully operational, secure when shut (not jammed shut) and can be opened to their fullest extent; and
- emergency exit markings are present and clearly visible — lights are operational.

## BODY INTERIOR

Check that:

- no exits are obstructed;
- nothing that a passenger may walk on in normal use will collapse or is defective or insecure;
- retractable steps work correctly;
- seats are all secure, undamaged and retract automatically when not in use (if designed to do so);
- parcel racks, grab rails, stanchions, guard rails, padded backrests and barriers are all in place (when known to be originally fitted) and are secure;
- engine interior covers are present and in a condition that doesn't allow fumes to enter the passenger compartment;
- interior lights are all present and working;
- wheelchair lifts/ramps (where installed) are working correctly; and
- ancillary equipment is not in a condition likely to endanger passengers.

## EMERGENCY EXIT HAMMER

Check that:

- the hammer is present and readily accessible.

## BODY EXTERIOR

When checking for leaks under the vehicle, look at the chassis to ensure that there is nothing insecure or heavily worn, corroded or cracked.

Check that:

- body panels, luggage compartment doors and access doors don't have jagged edges or are insecure; and
- luggage compartment doors and access doors are secure when closed.

## REFLECTORS

Check that the reflectors are not:

- obscured;
- missing;
- broken; or
- of the wrong colour.

## FUEL, OIL AND WASTE LEAKS

With engine on, check:

- underneath vehicle for any leaks of fuel or oil;
- that fuel filler cap is properly secured; and
- that there is no waste leaking which would cause danger to other road users.

If leaks are detected that aren't fuel or oil, trace the cause (i.e. power steering fluid, water, waste, etc.).

## TYRE AND WHEEL FIXING

Check as much of each tyre or wheel as you can see.  
There must be:

- minimum tread depth of 1mm;
- sufficient inflation of each tyre;
- no deep cuts in the sidewall;
- no cord visible anywhere on tyre; and
- no missing or insecure wheel-nuts.

## BATTERY (IF EASILY ACCESSIBLE)

Check that:

- battery is held securely in place by the correct means, not by its cables; and
- battery is not leaking and caps are fitted.

# GUIDE TO MAINTAINING ROADWORTHINESS – HGV DRIVER

## BRAKE LINES

Check that:

- couplings are free from debris and located properly;
- there are no leaks from the lines themselves; and
- there is no bulging, kinking, corrosion, stretching, chafing or general damage/wear to any brake lines.

If the engine is left running until pressure has built up after the initial brake test, it will be easier to hear leaks as the rest of the walkaround test is carried out.

## SECURITY OF LOAD

Check that:

- any load is secured adequately; and
- any container has an effective secondary locking device fitted.

## MARKERS

Check that marker boards are:

- present if the type of vehicle requires them;
- not obscured by dirt or other objects;
- securely fastened;
- of the correct type; and
- clearly visible.

## REFLECTORS

Check that the reflectors are not:

- obscured;
- missing;
- broken; or
- of the wrong colour.

## TYRES AND WHEEL FIXING

Check as much of each tyre/wheel as you can see. There must be:

- minimum tread depth of 1mm;
- sufficient inflation of each tyre;
- no deep cuts in the sidewall;
- no cord visible anywhere on tyre; and
- no missing or insecure wheel-nuts.

## SPRAY SUPPRESSION

Check that spray suppression flaps are:

- fitted (where required);
- stiff and secure;
- undamaged; and
- not clogged with mud or debris.

## SECURITY OF BODY/WINGS

Check that:

- all fastening devices are present, complete, secure and in working order;
- cab doors and trailer doors are secure when closed;
- no body panels on tractor unit or trailer are loose and in danger of falling off; and
- no landing legs, where fitted, are likely to fall from the vehicle.

## ELECTRICAL CONNECTIONS

Check that:

- all visible wiring is insulated and is not in a position where it's likely to get chafed; and
- all electrical switches operate their components correctly.

## MIRRORS AND GLASS

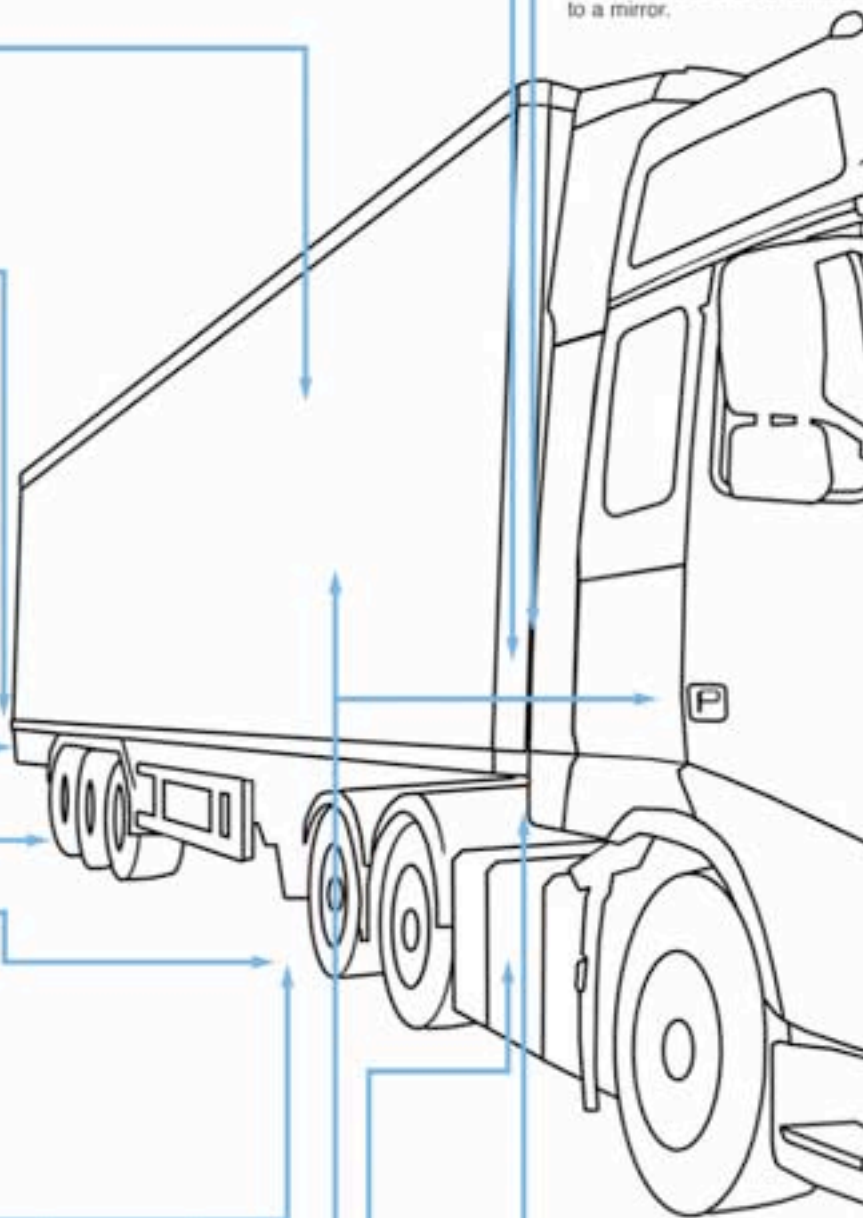
Check that all mirrors that should

- are aligned properly and are

Check that your view of the road (the driver's side swept area) is not

- damaged/discoloured glass;
- obstructions (stickers, etc.)

Check that the side windows are not obscured or discoloured in a way that obstructs the view to a mirror.



## BATTERY SECURITY/CONDITION

Check that:

- battery is held securely in place by the correct means, not by its cables; and
- battery is not leaking.

The battery must be replaced if it is leaking.



# DRIVERS' WALKAROUND CHECK PULL-OUT

## GLASS

There should be there:  
secure.

and (especially in  
n't obscured by:  
or

are not damaged  
obscures the view

## HORN

Check that:

- horn control is easily accessible from driver's seat; and
- horn unit works when control is operated.

## STEERING

- Check steering for excessive play.
- When checking for leaks underneath vehicle, check the major steering components to ensure that they are present and undamaged.

## BRAKES

Check that:

- the service brake operates both the tractor and trailer (where applicable) brakes; and
- the parking brake for the tractor is operational.

These checks can be done by listening for the air releasing from the tractor and the trailer or by asking a colleague to watch the trailer brakes operating as you press the pedal.

Check that:

- the service brake pedal doesn't have excessive side play or missing, loose or incomplete anti-slip provision; and
- the trailer parking brake works by operating it as you do the walkaround check.

## EXCESSIVE ENGINE EXHAUST SMOKE

Check that:

- the exhaust doesn't emit excessive amounts of smoke.

## WINDSCREEN WIPERS AND WASHERS

Check that:

- wipers move continually when switched on;
- wiper blades are not so deteriorated that they don't clear the screen effectively when used with washers; and
- washers point at screen and are operational.

## LIGHTS AND INDICATORS

Check that:

- all lights and indicators work correctly;
- all lenses are present, clean and are of the correct colour;
- stop lamps come on when the service brake is applied and go out when released;
- marker lights are present and work (where applicable); and
- all dashboard warning lamps work correctly (e.g. the ABS warning lamp, full headlamp warning lamp, parking brake warning lamp, etc.).

## COUPLING SECURITY

Check that:  
the trailer (if applicable) is located  
correctly in the fifth wheel; and  
the security bar is in the correct position  
for its use.

## FUEL/OIL LEAKS

With engine on, check:

- underneath vehicle for any leaks of fuel/oil; and
- that fuel filler cap is properly located.

If leaks are detected that aren't fuel or oil, trace the cause (i.e. power steering fluid, water, etc.).

