

VTS Monthly Check Site Sheet**DATE****SATISFACTORY**

	yes	no	comments
Parking bay Available			
Mot signs satisfactory			
Building structure			
Reception Entrance			

SATISFACTORY

	yes	no	comments
Notice Board			
VT9 up to date			
VT9 Displayed			
Diesel poster Displayed			
Mot fees poster displayed VT9A			
Viewing area & signs			
Liability insurance displayed			

SATISFACTORY

	yes	no	Comments
Test bay & Equipment			
Viewing area clean & Tidy			
Mot bay clean & tidy			
Lamp available			
Cat tool			
Tyre depth gauge			
Spare Tyre Gauge			
Levers & bars			
Tow bar socket			
Leak spray			
Shaker plates			

Property of DVSC

Turning plates			
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SATISFACTORY

Emissions print outs retained 3 months			
Special notices acknowledged			

SATISFACTORY

Calibrations	yes	no	comments
EGA meter			
Diesel meter			
Tyre depth gauge			
Headlight aim Tester			
Brake Tester			
Decelerometer			

SATISFACTORY

Contingency documents	yes	no	comments	
VT20				
VT30				
VT17 appeals				
Check sheet				
Training logs				
Quality control checks				
Number of test slots Available				
Test slots bought this month				
Test slots used				

Conducted by

Date

