|  |
| --- |
| **VTS Monthly Check Site Sheet DATE** |

SATISFACTORY

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

SATISFACTORY

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

SATISFACTORY

|  |  |  |  |
| --- | --- | --- | --- |
| Test bay & Equipment | yes | no | Comments |
| 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 |  |  |  |
| Turning plates |  |  |  |

SATISFACTIORY

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |  |  |  |
| Decelorometer |  |  |  |

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 ………………………