



## Commercial Vehicle Operator Licensing

The Jersey Guide to  
Maintaining Roadworthiness

**DVS**

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# Foreword

by the Inspector of Motor Traffic

At Driver and Vehicle Standards, our vision is for safer drivers, safer vehicles and safer journeys for all. An important way in which we can achieve this is by helping you keep your vehicle safe to drive. Whether you operate a large fleet or just one vehicle, keeping your vehicles in a roadworthy condition is good for business, good for the environment and helps you stay safe on Jersey's roads.

This guide provides you with best practice advice on the responsibilities that an operator or driver has to ensure the roadworthiness of their vehicles. It also covers what you are legally required to do and gives information on where to seek additional help.

To help raise vehicle standards, Driver and Vehicle Standards will seek to make sure the required standards are clear and easy to understand.

As operators, transport managers, drivers or technicians, you know just how quickly vehicle technology continues to progress. Therefore this guide will be regularly updated.

We are pleased to have worked with those who operate and maintain commercial vehicles to produce this *Jersey Guide to Maintaining Roadworthiness*. This ongoing collaborative working ensures that the information is informed, relevant and up-to-date. You will find references to new approaches such as electronic brake performance monitoring which can remove some of the challenges around roller brake testing of trailers.

On periodic safety inspection intervals we strongly encourage you to take a proactive, evidence-based approach to setting inspection frequencies. You know your vehicles and your operations better than anyone. Six weekly is a good starting point for many operators, but this should be regularly reviewed based on the results of inspections and the performance of your vehicles.

**Gordon Forrest**  
**Inspector of Motor Traffic**

# Introduction

## 1.1 About this guide

Driver and Vehicle Standards (DVS) 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 general principles apply equally to light goods and passenger vehicles below the operator licensing thresholds and to vehicles that are otherwise exempt.

### Operators

An operator is any business operating any of the following for a trade, profession or business:

- goods vehicles with a gross vehicle weight (GVW) greater than 3,500kg (but not passenger-carrying vehicles)
- semi-trailers
- draw bar trailers (with an unladen weight greater than 1,020kg)

This guide includes practical advice on how to devise, install and monitor a system for ensuring roadworthiness and, by following it, new operators can ensure they're complying with the law in a way that can be monitored and controlled. Established or experienced vehicle operators can use this guide as a benchmark against which they can assess whether their systems are sufficient or should be reviewed and improved to maintain compliance.

This guidance applies to you whether you carry out your own maintenance, contract out maintenance, or do a combination of both.

### Maintaining compliance

Maintenance systems alone cannot ensure that a vehicle is roadworthy. To ensure best practice, operators need to combine good-quality maintenance practices and skills with supervision and effective management of the system.

There must be a management commitment from licensed operators to review and improve maintenance systems where defects are found on vehicles, or when the fleet size or the nature of the business changes.

If you implement the maintenance systems described in this guide, they will be accepted by the Inspector of Motor Traffic (IOMT), provided that the resulting condition of your vehicles remains satisfactory. If the conditions do not, the IOMT reserves the right to require more stringent arrangements from you, and the competence of the persons who carry out safety checks may be challenged. The ultimate test will be whether a vehicle is roadworthy.

## 1.2 Getting it right

DVS recognises that operators of commercial vehicles will not get everything right all the time, but we want you to be vigilant and responsible. The penalties for, and consequences of, non-compliance to you and/or your driver – and to the general public – can range from the inconvenient to the catastrophic. At worst, badly-maintained vehicles can cause serious injury or fatalities. You and your staff may be prosecuted, and your vehicles may be taken off the road.

The procedures and systems described in this guide relate to responsibilities for roadworthiness and the different types of inspections, inspection intervals, data storage, inspection facilities, planner updates and essential reviews. It references written maintenance records, but an electronic vehicle maintenance system can also provide effective data management. As a general principle, computer records are acceptable provided that they contain the essential information that can be made available for examination. For further information, see section 4.8.

## 1.3 Key points of a good maintenance system

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

1. A driver or responsible person must undertake a daily walk-around 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 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 and rectification work must be kept for at least 15 months.
5. Operators must ensure that periodic safety inspections are carried out at the stated frequency.
6. Periodic safety inspections must include those items covered by the annual roadworthiness inspection.
7. Periodic safety inspections should be pre-planned, preferably using a time-based programme.
8. The system of periodic safety inspections must be regularly monitored, especially in the early stages.
9. Any remedial work carried out as a result of periodic safety inspections must be recorded.
10. The periodic safety inspection record must include:
  - name of owner/operator
  - date of inspection
  - vehicle identity (registration mark/trailer number)
  - make and model

- odometer (mileage recorder) reading, if appropriate
  - a list of all the manual items to be inspected
  - details of any defects
  - name of inspector
  - full details of any repair work and who did it
  - a signed declaration that any defects have been repaired satisfactorily and the vehicle is now in a safe roadworthy condition.
11. On certain types of vehicles and for some operations, intermediate safety checks may be necessary.
  12. Records of periodic safety inspections must be kept for all vehicles, including vehicle/s that have been removed from the operator licence.
  13. Staff carrying out any safety inspections must be competent to assess the significance of defects. Assistance must be available to support the safety inspection process.
  14. There must be an internal system to ensure that unroadworthy vehicles are removed from service, with someone responsible for taking vehicles off the road and any such occurrences must be clearly recorded.
  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 setting headlamp aim. For vehicles showing signs of visible exhaust smoke, a diesel smoke meter should be used to ensure that the level of smoke emission is within the legal requirements.
  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. The dates when periodic safety inspections are due must be the subject of forward-planning.
  19. A maintenance scheduling system, planner or wall chart should be used to identify inspection dates at least six months in advance for manual systems or can be dynamic for electronic systems.
  20. Any system of maintaining roadworthiness of vehicles should be effectively and continually monitored.
  21. Any changes to arrangements for periodic safety inspections must be notified to DVS to be recorded on the operator's licence.
  22. Drivers must be adequately trained and given clear written instructions about their responsibilities.

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# Responsibilities for roadworthiness

*This section gives best practice advice on an operator's or driver's responsibilities to ensure the roadworthiness of their vehicle. It covers what they are legally required to do.*

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

DVS requires that all vehicles be maintained in a fit and serviceable condition when operated under an operator's licence. Our intention is to create a regulatory framework which is sufficiently robust to ensure that standards are adhered to but which allows operators to have the freedom to run their operation as they see fit, while meeting those standards.

DVS will audit paperwork and monitor the roadworthiness of vehicles in order to determine whether an operator is meeting the standards expected, and will only get more involved when an operator fails to maintain the roadworthiness of the fleet or breaks a specific condition of their licence.

## Legislation

**Operators must comply with the declaration they give when applying for a licence that they will ensure that their vehicles are operated in a fit and serviceable condition.**

## Hire, loan or lease vehicles

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.

## Foreign trailers

If a foreign trailer is used then the user is responsible for its roadworthiness in terms of both its condition and its technical design.

## 2.1 Roadworthiness inspections

When ensuring the roadworthiness of a vehicle, there are two types of essential inspections which differ in scope and depth:

- daily walk-around checks (section 3)
- regular periodic safety inspections (section 5)

They have different purposes and require different levels of skill to be carried out effectively.

**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.**



# Daily walk-around checks

*This section gives advice on the best practice for setting up a system for reporting faults and looks at defect reports, and sets out your legal position. Appendix 1 gives a template for walk-around check items.*

A driver or responsible person must undertake a daily walk-around check before a vehicle is used. DVS recommend that drivers carry it out before driving the vehicle on the road for the first time each day.

Where more than one driver uses a vehicle during the day's running, the driver taking charge of a vehicle should make sure it is roadworthy and safe to drive by carrying out their own walk-around check.

**The driver is always legally responsible for the condition of the vehicle while in use. Therefore, conducting a daily walkaround check is a vital part of a driver's core role.**

## In-service driver change example

The check should cover the whole vehicle or combination. On multi-trailer operations, a check should be made on each trailer being used and should cover interior and exterior items that can be safely assessed without necessarily the use of a workshop [see Appendix 1 for walk-around check items].

Assistance may be required during the check, for example, to see that lights are working, although 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.

**It could be beneficial to incorporate a post-use check, to save downtime.**

## 3.1 A system of reporting and recording defects

There must be a system of reporting and recording defects that could affect the vehicle's roadworthiness. The reporting system must include details of how they were rectified before the vehicle was used.

The results of daily defect checks must be recorded as part of the maintenance system. It is important that enough time is allowed for the completion of walk-around checks and that staff are 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.

**Examples of how to perform a walk-around check can be found on YouTube under DVSA HGV driver's daily walk-around checks.**

### Drivers' defect reports

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

**Drivers must report any defects, or symptoms of defects, that could prevent the safe operation of the vehicle. In addition to daily walk-around 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, vibrations or other symptoms. When a vehicle is on site work, you should walk around the vehicle before leaving the site to identify any faults. If any safety 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 walk-around check, while the vehicle is in use, or on its return to base, must be the subject of a written report by the driver 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
- the reporter's name
- who the defect was reported to
- assessment of the defect
- rectification work
- date rectification work was completed.

It is also common practice to use a composite form that includes a list of the items checked each day. Where practicable, the system should incorporate 'nil' reporting (when a driver makes out a report sheet) or confirm by another means that a daily check has been carried out and no defects found. Electronic records of reported

## Appropriate action

All 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 for at least 15 months, together with details of the rectification work and repairer.

A 'nil' defect reporting system demonstrates a check has been conducted and is a positive report that the vehicle is free from defects.

It is good practice to have 'nil' defect reports as they are a useful means of checking that drivers are carrying out their duties and these forms can be used for audit purposes.

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

## 3.2 Drivers' responsibilities

Drivers must be made aware of their legal responsibilities regarding vehicle condition and the procedures for reporting defects, and operators must ensure that all drivers are adequately trained. This may be part of their driver's continual professional development training. A driver's responsibilities should be detailed in writing, describing defect reporting systems as well as any other duties they are expected to perform. It is recommended that drivers sign to confirm they have received their responsibilities in writing and understand what is required. A copy of the document should be kept on file. Drivers share the responsibility for the vehicle's roadworthiness with the operator. They may be fined or prosecuted for roadworthiness offences found on vehicles if they are considered partly or wholly responsible.

### Minor repairs by drivers

If you are an operator, you should bear in mind that drivers expected to repair minor defects in service would need appropriate training.

## 3.3 Traction services and third-party trailers

Operators can provide a traction-only service to customers who wish to own their own trailers for branding and loading purposes but do not wish to operate vehicles to pull them. It's also common for operators who own trailers to also be contracted to tow third-party trailers which are not owned or maintained by them.

Ensuring third-party trailer roadworthiness can be problematic for the traction service operator. Usually for short-term use, the trailer owner would be responsible for the routine maintenance of the trailer, including the periodic safety inspection. Under these circumstances, traction operators are reliant on the trailer owner to carry out their own safety inspections and complete any necessary repairs.

Defects are acceptable and must be available for 15 months, along with any record of repair.

**The traction operator is responsible for ensuring a thorough walk-around check of the tractor/trailer combination is carried out to establish it is safe prior to use. If defects are identified during the walk-around check, these should be rectified prior to use.**

Traction operators would be expected to work with the trailer owners to ensure any trailers operated fall within the owner's agreed PSI frequency and that they are roadworthy. It is best practice for the trailer owner to provide evidence for the operator that first use checks and periodic safety inspections have been undertaken and demonstrate there are no outstanding defects reported for the trailer. There must also be a robust system in place to ensure defects identified during the walk-around check or which develop during use are recorded and rectified before the tractor/trailer combination is operated in an unroadworthy condition.

The driver/operator bears the full responsibility for the safe operation and roadworthiness of the tractor/trailer combination at the time it is being driven.

**If a defect notice is issued to the trailer for a defect which would not have been apparent to the driver - either during the walk-around check or because of faults which would not be evident by the performance, handling or warning systems of the vehicle during use - there is a potential issue associated with the trailer owner's maintenance regime.**

Operators are responsible for ensuring any defect notices issued to vehicles/ trailers used by the operator are cleared or they have notified the vehicle/ trailer owner that a defect notice has been issued. Clearance inspection results are normally recorded against the operator who received the defect notice. Failure to take appropriate action when a defect notice is issued could associate the operator with the offence of using the vehicle/trailer in contravention of a prohibition notice. Operators are also urged to proactively follow up potential issues with the vehicle/trailer owner and third-party maintenance provider with the aim to addressing any shortfall within the maintenance systems.

**Although the operator does not own the trailer, they are ultimately responsible for using the combination in an unroadworthy condition, and the traction operator's licence could be affected. It is, therefore, strongly recommend that hauliers obtain from the trailer owner or customer the periodic safety inspection interval for the trailer/s concerned and a copy of the current inspection reports to ensure the trailer has been correctly inspected within the stated frequency.**

**A good practice guide for third party trailer operators has been produced by IRTE. This details some more useful information on how to operate third party trailers safely and legally. [www.freight-train.co.uk/ftdownloads](http://www.freight-train.co.uk/ftdownloads)**





# Vehicle safety inspections

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

## 4.1 Inspection scope and content

A periodic safety inspection can be a freestanding inspection of just those items affecting road safety and environmental issues, or it can be part of a more comprehensive inspection that also takes into account the vehicle's work, performance and economic operation. Regular periodic 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, providing the maintenance programme with the flexibility to intensify or otherwise change 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).

Freestanding inspection reports can also be produced to 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 may be necessary.

### Being cost effective

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

## 4.2 First use inspection

### Vehicles brought into use

When a vehicle or trailer is first brought into use with an operator it should undergo a first use inspection – essentially the first periodic safety inspection.

### Vehicles being returned to use

If a vehicle has been off the road for a period longer than the planned maintenance inspection, it should be given a full periodic safety inspection prior to being brought back into use. A note must be placed on the vehicle maintenance file to show the vehicle has been off the road.

## Hire, loan or lease vehicles

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 walk-around check (as described in Section 3) before using it.

It is your responsibility to be able to provide maintenance records covering the period of use.

Hired vehicles should be inspected by a member of staff from the rental company before being made available for each rental. This pre-rental inspection should include all major mechanical parts, exterior and interior condition and electronic equipment, fluids, tyre condition and pressure. The operator should keep a copy of this checklist as proof that the rental company has carried out a pre-rental inspection. This inspection, along with a walk-around check by the operator, will help ensure that the vehicle being used is roadworthy. If the operator has any doubt that the rental company has carried out a comprehensive pre-rental inspection of the vehicle/trailer, then a first use inspection should be carried out.

A periodic safety inspection must include all the items covered by the annual roadworthiness inspection. Examples of periodic safety inspection forms can be found in Appendix 2, the safety inspection form can be any format as long as the mandatory items listed in Section 1 of this guide are included on the form.

## Standards to be applied

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

In addition, DVS produces annual roadworthiness inspection manuals, which give details of inspection methods and pass/fail criteria. The annual test inspection manual can be downloaded free of charge from [gov.je/dvsinspections](http://gov.je/dvsinspections).

**It must be emphasised that the standards for the annual test are the minimum legal standards and should be used as guidance for the periodic safety inspection. The inspector will need to consider the frequency of inspection, the age of the vehicle, expected mileage and type of work undertaken to assess whether a component would remain in a serviceable condition before the next inspection is due.**

## 4.3 Periodic Safety inspection intervals

Operational needs must not override safety considerations. Periodic safety inspections should, where 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 age and type of vehicle
- the recommendations of the vehicle manufacturer
- the nature of its load, 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 nature of the environment in which it operates or is likely to operate

### Older vehicles and trailers

Statistics show that, as vehicles and trailers age, the average annual inspection failure rate increases and they are more likely to experience in-service roadworthiness defects. Guidance is therefore that older vehicles and trailers need more frequent maintenance, and that a minimum periodic safety inspection frequency of six weeks is recommended for vehicles and trailers aged 12 years and older. However, depending on usage, i.e. low mileage and light conditions, the frequency may be extended.

### Recommended periodic safety inspection intervals

An inspection frequency would normally range between 4 and 13 weeks:

	Operating Conditions	Frequency
A	Lightly loaded vehicles– easy operating conditions	13-6 weeks
B	General haulage	10-5 weeks
C	Arduous work– constant heavy loads	8-4 weeks
D	Off road– difficult conditions	4 weeks
E	Vehicle 12 years or older	6 weeks

### Leased vehicles

Leasing companies may be able to help operators determine the frequency of inspections.

Whichever safety inspection interval is decided upon, the inspection frequency should not be extended without notifying DVS.

The following safety inspection should be carried out within the specified time scale, and not beyond. To allow some flexibility in planning safety inspections, we recommend using the International Organisation for Standardisation (ISO) week numbering system. With this system the safety inspection should be completed within the ISO week it falls. ISO defines the week as always being from Monday to Sunday. See Appendix 4 for an example of a maintenance planner.

## Example

A six-weekly periodic safety inspection (PSI) interval has been decided using the ISO week planner. The vehicle came into service and had a first use inspection in week 10. The following safety inspections should then be completed within ISO weeks 16, 22, 28, 34, 40, 46 and so on. If a safety inspection was completed outside the planned schedule (for example because of a breakdown) a new schedule may need to be created. In this example, it would not be permissible to carry out an early PSI in week 20 and then have an eight-week interval to week 28. The operator would need to either carry out another PSI at week 22 – and continue with the originally planned schedule – or reschedule 6-week intervals from week 20 to 26, 32 to 38 and so on.

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 brought back into service and the subsequent PSI intervals should be determined using the table on page 19 and conditions of use.

## 4.4 Periodic Safety Inspection (PSI) report forms

A PSI report must be completed for each periodic safety inspection for both vehicles and trailers. If the PSI report is to be stored electronically, then the paper version does not need to be retained. This does not rule out the use of electronic devices (e.g. tablets) in place of paper periodic safety inspection reports.

Each report must show at least the following:

- name of owner/operator
- date of inspection
- vehicle identity (registration/trailer number)
- make and model
- 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 who carried out the work
- a signed statement that any defects have been repaired satisfactorily and the vehicle is now in a safe and roadworthy condition.

A sample PSI report form can be found in Appendix 2.

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.

## 4.5 Intermediate safety checks

Some types of vehicle and operation may need some components checked more often than at full PSIs, and it is also sometimes necessary to check components following repair work.

## 4.6 Ad hoc safety inspection intervals

Safety inspections may be needed at times outside the scheduled programme (e.g. vehicles used for harder work or covering greater distances than usual).

## 4.7 Annual roadworthiness inspections (ARIs)

ARIs are undertaken by DVS at its test station at La Collette to demonstrate that all vehicles and trailers which are covered by the licence scheme are maintained in a safe and roadworthy condition.

All vehicles must be inspected before being added to a licence and annually thereafter to the standards laid out in the *DVS Goods Vehicle Inspection Manual*.

Providing the vehicle has met the required commercial vehicle inspection manual standard, it will be issued with a certificate of compliance which will remain valid for 12 months.

If a vehicle does not meet the standards, it will be subject to remedial action and have to be re-presented for inspection before a certificate can be issued.

## 4.8 Electronic capture and storage of safety inspection data

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 ensure that the electronic 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 must have available, if required, copies of any inspections that have been carried out while the vehicle is in your possession.

The right digital solution can add benefits to any maintenance system by providing ease of access to all relevant data in one place, including:

- safety inspections
- unplanned maintenance

- inspection reports
- driver defect reporting system
- fleet management

Linking to related data – such as technical information – means that it can be obtained quickly, as well as giving you the ability to create maintenance schedules which are both planned and dynamic.

## What the maintenance system needs to do

It's ultimately the roadworthiness of the vehicles that will demonstrate that a system is well designed and meets the required standards. Operators, as well as drivers, are responsible for the condition of their vehicles. Operators need to satisfy themselves that any systems/devices used do not undermine the running of a safe and efficient fleet.

## Keeping old data

Where vehicles or trailers change ownership, the records relating to them – even in digital format – must still be available to the original operator in accordance with this guide.

## Managing the system

Regular administration and backup of electronic data should be undertaken. It is ultimately the responsibility of the operator to ensure the safekeeping of such data, along with an effective management process.

Easy access to the data – for management and enforcement purposes – must also be available. Data security and integrity must exist with any system used – this may include some form of clear audit trail.

DVS do not approve any software systems or hardware devices. It is ultimately the operator's responsibility to make sure that the maintenance system used meets the requirements of their operator licence.

## Electronic capture during the daily walk-around check

A handheld device, such as a smartphone or tablet, can be given to a driver, or allocated to the vehicle, and used during the daily walk-around and the results stored digitally. The system must provide:

- a suitable method of digital signature
- secure data input and storage
- confirmation that the vehicle is in a roadworthy condition at the start of the journey.

Forms can also be completed by hand and then scanned and saved digitally. Images must be easily accessible by date and vehicle.

It should always be possible to produce a minimum of the current day's record at the roadside. Systems must include effective date and time stamping to make sure

data is reliable, including nil defect reporting where it is included.

Nothing in this guide prevents the operator from using systems with additional functions.

## Recording in-service defects

The same systems can record defects which happen whilst a vehicle is in use. This can be an extension of the same process, with the driver able to add a record for that day including information about the action taken. Such systems should reflect the requirements above.

In all cases, there must be confirmation that the vehicle is safe to use.

## Planning periodic safety inspections

Periodic safety inspections must ideally be planned six months in advance. Vehicles that are subject to an annual roadworthiness inspection can plan their year's programme – such as cleaning and major servicing – to avoid duplication of work associated with the inspection.

A simple method of drawing up a programme is to use a year-round planner or flowchart. Digital systems are equally fine, and electronic record management and storage systems will often include a planning feature.

Please use the guidance set out in this guide when using a digital system. Such systems must:

- be capable of providing records in real time to the operator
- include an audit process that shows date and time stamping

## Regular periodic safety inspections

You can collect and store PSI information using an electronic device. The records must show a clear audit trail from inspection to sign-off after repair (if one is needed). It is very important that it includes a declaration that the vehicle is fit for service or not.

## Completing periodic safety inspection report forms

A separate record must be completed for each periodic safety inspection of a vehicle or trailer. Where the PSI record is to be stored digitally, the checklist used for the inspection does not need to be kept. You can use an electronic device in place of a checklist.

## Capturing and storing PSI data electronically

All safety inspection records stored digitally must be:

- tamper-proof
- capable of producing hard copy information if required.

Computer records must contain the same information as any comparable manual form.

## 4.9 Periodic safety inspectors

A person undertaking periodic 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 DVS. A safety inspector could prove technical competence by solely time-served experience. However, with modern vehicle systems and working practices, it is strongly recommended that inspectors obtain relevant technical qualifications and achieve an automotive technical accreditation such as IRTEC (Inspection Technician Accreditation) or similar – meeting a recognised quality standard for the vehicles they inspect.

Any remedial maintenance work being carried out at the same time as a PSI, should be undertaken independently of the inspection.

## 4.10 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.

## 4.11 Authority to remove or reinstate a vehicle

If you are the operator, you must ensure that someone within your organisation has the authority to decide whether a vehicle is fit for service at all times.

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 makes clear what the responsibilities being delegated are.

The Transport Manager retains legal responsibility for vehicle roadworthiness, regardless of whether his or her activities are delegated.

## 4.12 Vehicle cleanliness

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

## 4.13 Duties of staff

It is important that all staff involved 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 periodic 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.



ID 3687

LIVE WIRES

# Periodic safety inspection and repair facilities

*This section covers the facilities needed to undertake periodic 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.*

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

**If you decide to provide your own periodic safety inspection facilities, you must ensure that they are adequate for the job, even if the inspection is contracted out.**

**It is recommended that the maintenance facility demonstrates their competence by achieving a recognised accreditation for workshop standards. This can be gained through manufacturers' franchised workshop quality standards or by an independent assessment, like the IRTE National Workshop Accreditation scheme.**

## 5.1 Periodic safety inspection facilities

Inspection facilities should 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
- adequate lighting
- access to brake test equipment (e.g. a roller brake tester, decelerometer)
- access to headlamp test equipment
- access to emissions testing equipment
- access to steam or pressure under-vehicle washing facilities
- a working environment that complies with health and safety and all statutory domestic legislation.

If an operator fails to maintain vehicles in a safe and roadworthy condition with the facilities provided the IOMT may take regulatory action.

## Technical information

As part of promoting good practice and improving safety standards, the Society of Operations Engineers (SOE) has produced a series of technical guides. Most are free to download, and include the best practice for wheel security and safe working practices.

The technical guides can be found at [www.soe.org.uk/resources/technical-guides](http://www.soe.org.uk/resources/technical-guides)

## Wheels and tyres

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) recommends 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 25 to 50 miles. All re-torque checks must be recorded and retained on file.

Some further guidance for wheel security can be found on the technical leaflet *Careless Torque Costs Lives*. This can be found at [www.gov.uk/government/publications/careless-torque-costs-lives](http://www.gov.uk/government/publications/careless-torque-costs-lives)

## 5.2 Tyre management system

Although in Jersey many vehicles do not travel the same speed or distances as vehicles in other jurisdictions, a robust tyre management system is recommended for any professional vehicle operator and should ensure:

- that tyres in service are appropriate to the vehicle and operating conditions
- that tyre age is monitored and that tyres aged more than 10 years old should not be used except on a rear axle as part of a twin wheel arrangement. Where tyres more than 10 years old are used, their age should be recorded and a specific risk assessment, that considers the loading conditions that the vehicle will operate under, should be carried out.
- tyre pressures are maintained and monitored
- that vehicle tyres are regularly and closely examined for damage and wear, with mechanisms in place to address any identified issues
- that processes exist to distribute best practice in tyre management throughout the fleet
- that any technician dealing with tyre inspections or repairs is properly trained and qualified
- that any on-site tyres are properly stored
- that drivers are properly trained and equipped to recognise and report tyre issues.

Further information on tyre management can be found here at [Logistics UK - GUIDE TO TYRE MANAGEMENT ON HEAVY VEHICLES](#)

## 5.3 Braking performance assessment

As with the annual roadworthiness inspection, every periodic safety inspection must assess the braking performance of the vehicle or trailer. It is strongly advised that a calibrated roller brake tester (RBT) is used at each periodic safety inspection to measure individual brake performance and overall braking efficiencies for the vehicle or trailer to the annual test standards. However, it is also acceptable to use an approved and calibrated decelerometer to measure overall brake efficiency values for vehicles without trailers.

In the case of trailers, an electronic braking performance monitoring system (EBPMS) may be used as a means to assess trailer-braking performance and provide a brake performance value while the vehicle is in service.

Brake testing should be undertaken with the vehicle or trailer in a laden condition in order to achieve the most meaningful results; however, due to basic design limitations or restriction caused by the type of cargo normally carried, this is sometimes not possible. Further guidance regarding the use of RBTs can be found at [www.gov.uk/government/publications/the-heavy-vehicle-brake-test-best-practice-guide/the-heavy-vehicle-brake-test-best-practice-guide](http://www.gov.uk/government/publications/the-heavy-vehicle-brake-test-best-practice-guide/the-heavy-vehicle-brake-test-best-practice-guide)

A printout of the brake efficiency test from either the RBT or decelerometer should be attached to the periodic safety inspection record. If the brake test equipment cannot produce a printout, efficiency results must be recorded by the inspector on the safety inspection report.

To help operators arrange a brake performance assessment with periodic safety inspections, it is acceptable for a satisfactory brake performance assessment to be carried out within the same week of the planned safety inspection. Brake efficiency testing can be carried out by either an approved RBT or decelerometer test. Measured braking performance assessment can be carried out by means of EBPMS.

Where it is impractical to obtain a brake efficiency test or a measured performance assessment on a periodic safety inspection, the braking performance must still be checked by means of a road test carried out under controlled and safe conditions.

The use of brake temperature measurement can improve the effectiveness of a road test and is an established method to assess if individual brakes are operational.

Brake disc/drum temperature readings should be compared across an axle after a laden road test or by in-service monitoring, using a brake temperature sensor, which can be a simple handheld device or using a more sophisticated remote monitoring system.

Brake temperature readings would need to be well above ambient temperature with relatively consistent readings taken for each brake across an axle. Brakes which are cold (ambient temperature) or showing an inconsistent reading from the brake on the opposite side on the same axle, should be investigated further.

The periodic safety inspection record must be annotated how the braking performance was assessed. As a result of inadequate checks of braking performance in road tests, it is normally expected that the vehicle or trailer should complete at least three successful brake efficiency tests spread throughout the year in addition to the annual roadworthiness inspection.

If deficiencies in brake performance have been identified either during the use of the vehicle or trailer or at the periodic safety inspection, appropriate remedial action must be taken to address the issue. Where braking system rectification is not obvious, a laden measured brake efficiency test must also be carried out to confirm the brakes are performing satisfactorily before the vehicle or trailer can be considered as roadworthy. The results of this brake test must be kept as evidence of repair with the operator's maintenance documentation and can be included as one of the brake tests required to meet the minimum requirement.

## Electronic braking performance monitoring system (EBPMS)

Braking performance of the vehicle and/or trailers can be monitored and assessed using EBPMS. Braking performance must be monitored and compared against the statutory requirements for the type of vehicle or trailer fitted with EBPMS.

To enable EBPMS to be used as evidence for an operator's preventative maintenance system, ideally, the system would identify the position of a defective brake. It must, however, be capable of at least identifying overall vehicle braking performance value.

DVS does not approve software systems or hardware devices but does acknowledge an industry standard specification for EBPMS (see below) which may be used to supplement an operator's maintenance arrangements. Ultimately, it is the operator's responsibility to ensure their vehicles are operated in a safe condition at all times, and that the maintenance system used is fit for their particular set of circumstances and meets the undertakings of the operator licence.

Manufacturers of EBPMS will need to demonstrate how their system adequately monitors and reports braking performance and that it conforms to the industry standard specification.

## In-service braking performance defects

The system must be capable of alerting the operator to under-performing service brakes.

## Periodic safety inspection brake performance evidence

It is essential that the system provides braking performance evidence where this is to be used for the periodic safety inspection braking performance report. Evidence can either be stored electronically or as a printout, which should be retained in line with the *Jersey Guide to Maintaining Roadworthiness*.

Reports must be in a format that clearly identifies:

- the vehicle or trailer
- assessment date and the monitoring period
- a value for the service braking performance for the assessment period.

The monitoring period shall be the period between the scheduled periodic safety inspection intervals.

Operators who use EBPMS as service braking performance evidence, are expected to include a braking performance report on every PSI record, unless a suitable roller brake test, decelerometer test, or brake temperature measurement was conducted.

If EBPMS provides insufficient data to deliver a service braking performance value an alternative method shall be used to assess service braking performance and records retained.

## Parking brake performance

Where EBPMS is unable to assess parking brake performance, but the service brake performance is reported to be performing satisfactorily by an EBPMS, a visual inspection of the parking brake components and check of system operation would be accepted as the minimum requirement for a parking brake safety inspection. If there is any doubt over the parking brake performance, further tests must be conducted.

## EBPMS industry standard specifications

The industry-standard specifications can be found at [www.gov.uk/government/publications/electronic-braking-performance-monitoring-systems](http://www.gov.uk/government/publications/electronic-braking-performance-monitoring-systems)

**Where operators experience problems with braking performance either at Periodic Safety Inspection, ARI or through operational performance and fail to meet the standards outlined above, the IOMT may take regulatory action.**

**Furthermore, if an operator demonstrates an adverse compliance history whilst meeting the requirements outlined above it will be necessary to introduce further measures.**

## 5.4 Emissions and air quality

For vehicles showing signs of visible exhaust smoke, a diesel smoke meter should be used to ensure that the level of smoke emission is within the legal requirements. Information on the levels of permitted exhaust smoke is contained in DVS's annual roadworthiness inspection manuals.

Vehicles fitted with emission control systems (ECS) need to be maintained in line with manufacturers' recommendations. Drivers and operators are required to monitor the ECS warning lamps, and ensure the diesel exhaust fluid level (AdBlue®) is maintained correctly.

Any emission control system faults need to be rectified as soon as possible and repaired in line with manufacturers' standards.

**It should be noted that a person who fails to maintain an emission control system, or modifies or removes it, could be found guilty of an offence. This would put your operators' licence at risk, and the potential of penalties and fines.**

## 5.5 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.

Care must be taken to ensure that the facilities used by the contractor are adequate and that the staff are competent. You should also ascertain that the contractor is in possession of an inspection manual and has suitable inspection sheets.

## 5.6 Drawing up a contract

It is recommended (but not a requirement of the licence conditions) that an operator has a written contract that sets out precise details of vehicles covered and frequency and type of check, along with a repair policy. If a contract is in place this should be kept on the operator's maintenance file. You must also make sure the maintenance provider details are up to date on your licence

## 5.7 Contract limitations

Even when a maintenance contract exists between you (the operator) and a contractor, you remain legally responsible for the condition of the vehicle, the authorisation of any repair 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 maintained at a sufficient 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.

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. A good working relationship can help, but if problems persist you may well consider a change of contractor.

## 5.8 Visiting agents

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

## 5.9 Roadside periodic safety inspections

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

## 5.10 Planning a periodic safety inspection programme

Periodic safety inspections must be planned in advance. Vehicles that are subject to an annual roadworthiness inspection 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. An electronic scheduling system can be used to effectively plan maintenance activities for the fleet. An example can be found in Appendix 4.

Electronic vehicle maintenance management and storage systems often incorporate a dynamic electronic planning feature which automatically schedules the next inspection. The information should be kept in the simplest form possible and displayed prominently, serving as a reminder of programmed inspections or of any changes that have been necessary.

All vehicles subject to programmed attention should be included. Ideally, planning systems should set periodic safety inspection dates at least six months in advance. Vehicle test dates should be included, as should servicing and other ancillary equipment or calibration dates, e.g. lifting equipment.

Any planning system should be updated regularly, 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 planning system 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.



# Monitoring

*This section examines why the continuous reviewing and monitoring of the quality of periodic safety inspections is essential for all systems in 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 to periodically re-inspect or undertake a periodic 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 periodic safety inspections
- daily walk-around inspections are not being completed correctly
- defects are not being corrected promptly or effectively.

If no defects or few defects are reported regularly, periodic 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 Periodic Safety Inspections to suit the operation of vehicles. In this respect, there is considerable flexibility provided within the framework of this guide.

## 6.1 Monitoring of drivers' daily checks

The daily walk-around check is a vital part of any maintenance system, and so requires continuous monitoring to ensure the checks are being performed correctly. Electronic driver defect reporting systems can be effectively used to manage drivers' walk-around inspections.

A way of monitoring the quality of the daily check is to have a visiting agent or competent in-house member of staff re-examine the vehicle as it leaves or enters the operating centre. The inspection result can be checked against the driver's defect reports to ensure the driver's check is of sufficient quality.

Another approach could be to use the periodic safety inspection. The person carrying out the periodic safety inspection could note which defects found should have been detected during the driver's daily walk-around check. A review of the driver defect reports could be performed and appropriate action taken to establish why the defects were not detected during the walk-around check.

**Continuous monitoring is essential to ensure effective management control of the maintenance system. A risk-based approach should be adopted. Where issues are identified, more frequent checks should be carried out and measures put in place to address any problems found.**

## 6.2 ARI results

Attention should also be paid to ARI results, 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.

What does the commercial vehicle annual test involve?

Full details of what is tested can be found in the *Heavy Goods Vehicle Inspection Manual*.

What happens at the end of the test?

If the vehicle passed the test, you will be given the annual test certificate, which you need to keep safe.

If the vehicle failed the test, you will be given a copy of the test card, which lists where the vehicle failed the test. You can also ask for copies of the smoke test report and the brake test report.

What happens if faults are found?

During the test, the inspector may find minor defects, which you can ask to repair. If the inspector thinks that these repairs can be carried out quickly and safely, you may be given permission to do so (e.g. bulbs).

Dangerous defects

Sometimes the test shows up defects that are so serious that the vehicle cannot be used on the public highway and a defect notice may be issued.

If your vehicle fails the annual test

If defects on your vehicle cannot be repaired at the time of the test, you will need to rectify the defects and resubmit your vehicle for retest.

## 6.3 British standards

**British Standard BS EN ISO 9001 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 9001 accreditation would need to consider the training, documentation recording, planning, standards and monitoring aspects of their organisation.**

## 6.4 Vehicle safety recalls

If you receive notification of a safety recall for your vehicle(s) from a manufacturer, it is important that you act promptly to ensure the rectification work is undertaken. This will remove the risk that your vehicle may become unroadworthy due to the potential defect identified by the manufacturer.

# APPENDICES

**All enquiries for  
the Mechanical  
and Vehicle  
Workshops**



**Offices**

APPENDIX 1

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

Driver's name:	Date:
Vehicle no:	
Trailer fleet/serial no.:	Odometer reading:

Daily or shift check (tick or cross)		*Items refer to vehicle and trailer combinations	
Fuel/oil leaks	Lights	Brake lines*	
Battery security (condition)	Reflectors / markers	Coupling security*	
Tyres / wheel and wheel fixing	Indicators / side repeaters	Electrical connections*	
Spray suppression	Wipers	Brakes inc. ABS/EBS	
Steering	Washers	Security/condition of body / wings	
Security of load / vehicle height	Horn	Registration plates	
Mirrors / Glass / visibility	Excessive engine exhaust smoke	Cab interior / seat belts	
Airbuild-up / leaks	AdBlue® if required	Warning lamps/MIL	

REPORT DEFECTS HERE:	Defect assessment and rectification:
Defects reported to	
Write NIL here if no defects found	Driver's signature

Defects rectified by:.....

Signature:..... Date:.....



APPENDIX 2

# Example of a safety inspection record (HGV)

Vehicle Reg Mark:	Odometer Reading:
Make and Model Type:	
Date of Inspection:	ISO Wk No.:
Operator:	

<b>'Serviceable' (col 3) - enter the appropriate code:</b>			
✓	= Satisfactory	R	= Repair Required
x	= Safety Item Defect	N/A	= Not Applicable
M	Monitor (possible maintenance required before next SI)		

## Part 1 – Inspection

A: Inside vehicle				
Check No	Item inspected	Serviceable	Defect Found	Rectified By
1	Seats			
2	Seat belts and supplementary restraint systems			
3	Mirrors and indirect vision devices			
4	Glass and view of the road			
5	Windscreen washers and wipers			
6	Speedometer / tachograph			
7	Horn			
8	Driving controls			
9	Steering control			
10	Service brake pedal			
11	Service brake operation			
12	Pressure / vacuum warning and build up			
13	Hand lever operating mechanical park brakes and electronic park brake control			
14	Hand operated brake control valves			
15	Cab floors and steps			

**APPENDIX 2 CONTINUED**

<b>B: Ground level and under vehicle</b> (motor vehicles and trailers, see items marked * for trailers)				
16	Cab doors			
17	Registration plates			
18	Cab security			
19*	Security of body, containers and crane support legs			
20*	Condition of body			
21	Exhaust emissions			
22*	Road wheels and hubs			
23*	Size and type of tyres			
24*	Condition of tyres			
25*	Sideguards, rear under-run devices and bumper bars			
26*	Spare wheel and carrier			
27*	Condition of chassis			
28	Vehicle to trailer coupling			
29*	Trailer parking and emergency brake and air line connections			
30*	Trailer landing legs			
31*	Spray suppression, wings and wheel arches			
32	Speed limiter			
33	Electrical wiring and equipment			
34*	Engine and transmission mountings			
35	Oil leaks			
36*	Fuel tanks and system			
37*	Exhaust systems			
38	Steering			
39*	Suspension			
40*	Axles, stub axles and wheel bearings			
41	Transmission			
42	Additional braking devices			
43*	Brake systems and components			
44*	Markers and reflectors			
45*	Lamps			
46	Direction indicators and hazard warning lamps			
47	Aim of headlamps			
48	Other dangerous defects			

APPENDIX 2 CONTINUED

Condition of Tyres (enter N/A if not applicable)				
Check No	Axle 1	Axle 2	Axle 3	Axle 4
49				
o/s out	mm	mm	mm	mm
	psi	psi	psi	psi
o/s in		mm	mm	mm
		psi	psi	psi
n/s in		mm	mm	mm
		psi	psi	psi
n/s out	mm	mm	mm	mm
	psi	psi	psi	psi

C: Brake Performance			D: Road Test				
Laden / Unladen (roller brake / decelerometer test)			Brake temperature assessment				
			Side	Axle 1	Axle 2	Axle 3	Axle 4
Check No	Item inspected	Efficiency					
50*	Service Brake Performance	%	O/S	°C	°C	°C	°C
51*	Secondary Brake Performance	%	N/S	°C	°C	°C	°C
52*	Parking Brake Performance	%					
Date of Braking Assessment:		Inspector Comments:					

## Part 2 – Comments on faults found

Check No	Fault details
<b>Faults numbered here are Drivers Defect Report items.</b>	
Signature of inspector: _____ Name of inspector: _____	

### Part 3 – Action taken on faults found

Check No	Action taken on fault	Rectified By

### Part 4 – Declaration

“I consider that the above defects have been rectified satisfactorily and this vehicle is now in a safe and roadworthy condition.”

Name .....

Position .....

Signature .....

Date .....

**Note:** it is always the responsibility of the operator that the vehicle is in a road-worthy condition before being used on the road.

# Example of a maintenance agreement

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 on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, between:

a. \_\_\_\_\_ ('the contractor'), whose address / registered office is, \_\_\_\_\_ and

b. \_\_\_\_\_ ('the contractor'), whose address / registered office is, \_\_\_\_\_

of the one part, and:

1. The contractor agrees that they will, in relation to every vehicle mentioned in the schedule below, every time 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 for the vehicle in the form currently approved by the Driver and Vehicle Standards
- 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
- 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
  - (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.
- d) provide the operator with a copy of every completed maintenance record.

APPENDIX 3 CONTINUED

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

c) retain, and make available for inspection by an officer 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 month’s 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

- 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), or seal, of operator*

*Signature(s), or seal, of contractor*

.....

.....

There is a requirement to submit a maintenance agreement to the Inspector of Motor Traffic and it is a requirement to have an agreement in place with all providers including vehicles on rental and maintenance (R&M) contracts. Agreements must be retained on file and provided for inspection when required.

APPENDIX 4

# Specimen maintenance planner

Vehicle Registration Number	Vehicle Make and Type	Month	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	Month	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	Month	SEPTEMBER				OCTOBER				NOVEMBER				DECEMBER					
		Week	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54

- S** = Safety Inspection
- I** = Intermediate Inspection
- M** = Major Service & Inspection
- A** = Annual Test Preparation (Including Major Service & Inspection)
- X** = Work Completed

