

Garage: Period: Year:

1. Period Summary

2. First Use Check Audits

Audits Carried Out:

Training Referrals:

3. Daily Defects

Payroll Present:

Payroll Not Present:

4. Van First Use Check

Days completed:

Days missed:

5. Driver Tachograph Uploads

Non-compliant 14 days:

Non-compliant 28 days:

6. Vehicle Tachograph Uploads

Non-compliant 28 days:

Non-compliant 90 days:

7. RTA Daily and Period Prints

Days completed:

Days missed:

8. RTA Investigations

Investigations:

Breaches:

9. DAS/CAT D/DCPC/Photocard Check

Licences with DVLA:

Licences Revoked:

10. Daily Licence/DCPD Check

Days completed:

Days missed:

11. Drug / Alcohol Check

Alcohol Checks Called:

Carried out:

Failed:

Drug Tests Called:

Carried out:

Failed:

12. Transport Manager Observations

AM completed:

PM completed:

13. Engineering Audit

Number of files checked: