

DVSA maintenance investigation prep

Assemble the file before the visit, and find your own gaps first. A gap you have already identified is a different conversation.

OPERATOR	LICENCE NUMBER	VISIT DATE
PREPARED BY	PERIOD COVERED	DATE PREPARED

RECORDS TO ASSEMBLE

	HELD	GAP
Safety inspection records for the period	☐	☐
Driver daily check sheets, including nil returns	☐	☐
Defect reports and rectification records	☐	☐
Maintenance planning schedule or planner	☐	☐
Contracted maintenance agreements	☐	☐
Annual test history and any failures	☐	☐
Tachograph records and analysis	☐	☐
Driver licence and qualification records	☐	☐
Current vehicle and trailer list	☐	☐
Previous correspondence with DVSA	☐	☐

CHECKS BEFORE THE VISIT

	DONE	ISSUE
Inspections match the planned schedule	☐	☐
Every defect has a rectification and a date	☐	☐
Inspection intervals can be justified	☐	☐
Records are legible, ordered and complete	☐	☐
Driver check sheets exist for every day in use	☐	☐
Vehicle list matches the licence authority	☐	☐

GAPS IDENTIFIED, AND WHAT IS BEING DONE

SIGN-OFF

PREPARED BY	SIGNATURE	DATE
TRANSPORT MANAGER	SIGNATURE	DATE