

O-licence undertakings checklist

Each undertaking, and the evidence that it is being kept. Check the wording against your own licence — undertakings vary by licence type.

OPERATOR	LICENCE NUMBER	LICENCE TYPE
REVIEWED BY	DATE	NEXT REVIEW

UNDERTAKINGS AND EVIDENCE

Write the record that evidences each one, and where it is held. An undertaking with no evidence beside it is the one to fix first.

Vehicles and trailers kept fit and serviceable	
Drivers report defects in writing	
Defect records kept and made available	
Vehicles inspected at the stated intervals	
Drivers' hours and tachograph rules observed	
Tachograph records kept and made available	
Vehicles are not overloaded	
Vehicles operate only from authorised operating centres	
Vehicle numbers stay within the authority held	
Changes affecting the licence are notified	

SELF-AUDIT

	EVIDENCED	GAP
Every undertaking above has a named record	☐	☐
Every record has a named owner	☐	☐
Records are current, not historical	☐	☐
Gaps have an action and a date against them	☐	☐

ACTIONS ARISING

SIGN-OFF

REVIEWED BY	ROLE	SIGNATURE
DATE	TRANSPORT MANAGER	DATE