



Roadworthiness guide summary checklist

A self-audit of your maintenance arrangements. Read alongside the current Guide to Maintaining Roadworthiness — this summarises, it does not replace it.

OPERATOR	LICENCE NUMBER	REVIEWED BY
DATE OF REVIEW	NEXT REVIEW DUE	DEPOT OR SCOPE

MAINTENANCE ARRANGEMENTS

	IN PLACE	GAP
Maintenance arrangements are written down	☐	☐
Responsibilities are assigned to named people	☐	☐
Contracted maintenance is agreed in writing	☐	☐
Facilities and equipment are adequate for the fleet	☐	☐
Inspection intervals are set and justified	☐	☐

DRIVER REPORTING AND THE DEFECT LOOP

	IN PLACE	GAP
Drivers are briefed on what to check and how to report	☐	☐
Daily checks are recorded, including nil returns	☐	☐
Defects are reported in writing	☐	☐
Defects are actioned and closed out	☐	☐
Vehicles are withdrawn where a defect requires it	☐	☐

RECORDS

	IN PLACE	GAP
Inspection records are complete and legible	☐	☐
Records are retained for the required period	☐	☐
Records can be produced on request	☐	☐
Records are cross-checked against the schedule	☐	☐

MONITORING AND REVIEW

	IN PLACE	GAP
Somebody reviews whether the system is working	☐	☐
Review findings are recorded	☐	☐
Actions arising are tracked to completion	☐	☐
Trends and repeat defects are identified	☐	☐

GAPS IDENTIFIED AND ACTION AGREED

SIGN-OFF

REVIEWED BY	SIGNATURE	DATE
ACTIONS OWNER	TARGET DATE	NEXT REVIEW