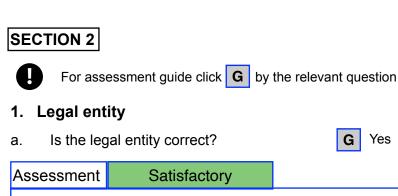


# Maintenance investigation visit report (HGV)

## SECTION 1

Investigation Type Reason	OTC ro	•					Visit t	• .	Announced 0000-0-000	
Operator name										
O licence No. Operating centre	nce No. OK1234567 ating centre		_	Licence type						
Name of person interviewed Status of person	AB1		Bloggs	invest	igai	tion			nvestigation	
interviewed Transport manager ( responsible person ( Date of visit	,	John					·		s@email.com @email.com	
Name of examiner			Parker				email k	en.parke	er@dvsa.gov.uk	
Question assessm		Uns	atisfactor	у	7	Sati	sfactory		a number to go to the question  10 Satisfactory	
2 Satisfactory			atisfactor		8		tly satis		11 Satisfactory	
3 Satisfactory			sfactory			Sati	sfactory		12 Satisfactory	
TM/RP assessment Visit assessment Recommended ac		M	Unsatis Unsatis Report	factory	/					



Assessment	Satisfactory	

### 2. Condition of vehicles examined at this fleet check

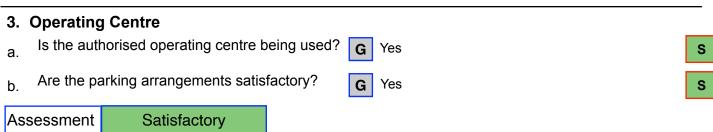
- a. Please complete the table below showing details of vehicles and trailers examined
- The vehicle inspection must be recorded against the most serious action level on the table and whether the prohibition was S marked.

Туре	No checked	S mark	Immediate	Delayed	I/N	Clear
Vehicles	1	0	0	0	0	1
Trailers	1	0	0	0	0	1
Out of scope	0	0	0	0	0	0

b. Were prohibitions issued at this fleet check?

No

No



### 4. Inspection / maintenance records

G Yes Are maintenance records suitable? S a. Are records properly / fully completed? G Not fully completed, minor issues b. MS Records show minor inconsistencies G Are the inspection intervals satisfactory? MS C. No d. Is there a forward planning system in use? G U Is there a robust vehicle off the road е G Yes S (VOR) system in place? Is there an effectively managed safety G Yes f S defect and recall system in place?

Assessment Unsatisfactory Details of shortcomings, operator explanation required

No forward planner used advice given
No Roller Brake Test carried out
Items reported by PMI agent but not complete.

Items reported by PMI agent but not completed at the same repairer Driver detectable defects found on PMI not recorded on DDR

5. D	river defect reporting		
a.	Are effective walkaround checks being carried out?	G Yes	S
b.	Is a suitable system being used for drivers to report defects?	<b>G</b> Yes	S
C.	Are defects appropriately assessed and repaired?	G Ineffectively managed	U
Asse	essment Unsatisfactory	Details of shortcomings, operator explanation require	d
Drive	ers defect sheets are all blank repairs are b	peing carried out but not recorded	
	nspection facilities & maintenance rrangements		
a.	Are safety inspections carried out by the		
	stated contractor/s and relevant maintenance contract/s in place?	<b>G</b> Yes	S
b.	Are the maintenance arrangements/ facilities satisfactory?	G Yes	S
C.	Does the annual test history indicate poor management or maintenance standards?		S
Asse	essment Satisfactory		

<b>7.</b> a.	Vehicle Emissions  Are maintenance and monitoring systems in place to ensure the correct operation of emissions control systems?		
As	ssessment Satisfactory		
8.	Wheel & tyre management  Does the operator have effective wheel		
a.	security systems in place?	G Robust systems	S
b.	Does the operator have effective tyre management arrangements in place?	<b>G</b> Evidence of system, some improvements required	MS
Ass	sessment Mostly satisfactory	Details of advice given to operator	
	Load Socurity		
—— <b>9.</b> a.	Load Security  Does the operator have appropriate loansecurity arrangements in place?	d <b>G</b> Robust systems	S
a.	Does the operator have appropriate loa	d G Robust systems	S
a. b.	Does the operator have appropriate loan security arrangements in place?  Are drivers and other relevant staff	G Robust systems	

<b>10</b> a.	Do any of the prohibitions issued operator during the required samp demonstrate a weakness or a sign failing in the maintenance system	ole period  ificant  G  No prohibitions	Ş
b.	Sample period used? ssessment Satisfactory	Last 5 years	L5
/ 10	odusiación y		
<b>11.</b> a.	Security Requirements  Does the operator have appropriate and site security procedures in place.		s
b.	Does the operator have suitable wo security procedures in place?		s

Assessment

Satisfactory

# 12. Previous public inquiry or RFE assurances

		during this investigation ir h of conditions or underta		G Not applicable		S
As	sessment	Satisfactory				
13.	Transno	rt manager / responsil	nla narsar	n assessment		_
а.	_	sport manager correctly s	_	G Yes		S
b.		transport manager/respor				
D.	person ha developm	ve relevant continual profent?	essional	<b>G</b> No evidence		U
C.		transport manager/respor monstrate effective contro		<b>G</b> Partial control		M
As	sessment	Unsatisfactory	De	tails of shortcomings,	operator explanation require	d
Tra	nsport man	ager is not finding defects	on PMI pa	perwork	operator explanation require	d
Tra	nsport man	•	on PMI pa	perwork	operator explanation require	d
Tra	nsport man	ager is not finding defects	on PMI pa	perwork	operator explanation require	d
Tra	nsport man	ager is not finding defects	on PMI pa	perwork	operator explanation require	d
Tra	nsport man	ager is not finding defects	on PMI pa	perwork	operator explanation require	d
Tra	nsport man	ager is not finding defects	on PMI pa	perwork	operator explanation require	d
Tra	nsport man	ager is not finding defects	on PMI pa	perwork	operator explanation require	d
Tra	nsport man	ager is not finding defects	on PMI pa	perwork	operator explanation require	d
Tra	nsport man	ager is not finding defects	on PMI pa	perwork	operator explanation require	d
Tra	nsport man	ager is not finding defects	on PMI pa	perwork	operator explanation require	d
Tra	nsport man	ager is not finding defects	on PMI pa	perwork	operator explanation require	d
Tra	nsport man	ager is not finding defects	on PMI pa	perwork	operator explanation require	d



Use this section to add any further relevant details, please state the associated question number and letter

Additional details				
Continuation pages use	2d2 No	]		

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**SECTION 3** 

		r	
	v		

Any advice and guidance has been provided to help you improve your level of compliance with standards for roadworthiness and vehicle maintenance to enhance road safety and environment. It is provided for information only

### Request further explanation



You are advised that the shortcoming(s) noted in the section 2 questions require immediate action as you have failed to comply with the conditions of your operators licence. Guidance is available on GOV.uk. Any shortcoming(s) may be reported to The Office of the Traffic Commissioner.



Both the operator and transport manager need to submit a written explanation of the reasons that caused the reported shortcoming(s) and what you are going to do to prevent future problems.

Please reply to ken.parker@dvsa.gov.uk

within 14 days from the date of this notice

### **Examiner declaration**

I confirm that the person/s named in section 1 who can comment on behalf of the licence holder have been sent a copy of this report and I have notified them of their duty to reply to the shortcoming(s) noted in section 2 within 14 days.

(Tick to confirm)





Examiners must electronically sign the signature box before submitting to the operator

→ Ken.Parker

Digitally signed by Ken.Parker Date: 2020.09.03 11:52:31 +01'00'

Use 'submit' to email the completed form to the operator

Submit

or print

**Print** 



### **Data protection**

We collect, use and store your personal data so we can report your vehicle maintenance compliance.

We may share your personal data if we have a lawful reason, for example, as part of a criminal investigation or to prevent fraud. <a href="https://www.gov.uk/dvsa/privacy">www.gov.uk/dvsa/privacy</a>

### ONLY TO BE COMPLETED BY DVSA EXAMINER

### **SECTION 4 - Comments to RFE response**

Does the operator RFE response satisfactorily address the noted shortcomings?

**G** Select

Does the transport manager RFE response satisfactorily address the noted shortcomings?

**G** Select

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