



Maintenance investigation visit report (HGV)

SECTION 1

Investigation

Type	OTC request	Visit type	Announced
Reason	Variation	Case No.	0000-0-000

Operator name	ABC Company Ltd		
Trading name	ABC Company Ltd		
O licence No.	OK1234567	Licence type	Standard International
Operating centre postcode	AB1	Centre investigation	Single centre investigation

Name of person interviewed	Joe Bloggs		
Status of person interviewed	Director	email joe.bloggs@email.com	
Transport manager (TM) / responsible person (RP)	John Doe	email john.doe@email.com	
Date of visit	12/08/2020		
Name of examiner	Ken Parker	email ken.parker@dvs.gov.uk	

Question assessments

[Click on a number to go to the question](#)

1 Satisfactory	4 Unsatisfactory	7 Satisfactory	10 Satisfactory
2 Satisfactory	5 Unsatisfactory	8 Mostly satisfactory	11 Satisfactory
3 Satisfactory	6 Satisfactory	9 Satisfactory	12 Satisfactory

TM/RP assessment **TM** **Unsatisfactory**

Visit assessment **Unsatisfactory**

Recommended action* **Report to OTC**

SECTION 2

! For assessment guide click **G** by the relevant question

1. Legal entity

a. Is the legal entity correct? **G** Yes

S

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.

Type	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? **G** No

NP

3. Operating Centre

a. Is the authorised operating centre being used? **G** Yes

S

b. Are the parking arrangements satisfactory? **G** Yes

S

Assessment

Satisfactory

4. Inspection / maintenance records

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

Assessment	Unsatisfactory	Details of shortcomings, operator explanation required
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No forward planner used advice given
No Roller Brake Test carried out
Items reported by PMI agent but not completed at the same repairer
Driver detectable defects found on PMI not recorded on DDR

5. Driver 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? G Yes S
- c. Are defects appropriately assessed and repaired? G Ineffectively managed U

Assessment

Unsatisfactory

Details of shortcomings, operator explanation required

Drivers defect sheets are all blank repairs are being carried out but not recorded

6. Inspection facilities & maintenance arrangements

- a. Are safety inspections carried out by the stated contractor/s and relevant maintenance contract/s in place? G Yes S
- b. Are the maintenance arrangements/facilities satisfactory? G Yes S
- c. Does the annual test history indicate poor management or maintenance standards? G No S

Assessment

Satisfactory

7. Vehicle Emissions

- a. Are maintenance and monitoring systems in place to ensure the correct operation of emissions control systems? G Evidence of effective systems S

Assessment	Satisfactory

8. Wheel & tyre management

- a. Does the operator have effective wheel security systems in place? G Robust systems S
- b. Does the operator have effective tyre management arrangements in place? G Evidence of system, some improvements required MS

Assessment	Mostly satisfactory	Details of advice given to operator

9. Load Security

- a. Does the operator have appropriate load security arrangements in place? G Robust systems S
- b. Are drivers and other relevant staff appropriately trained? G Yes S

Assessment	Satisfactory

10. Prohibition Assessment

a. Do any of the prohibitions issued to the operator during the required sample period demonstrate a weakness or a significant failing in the maintenance system? **G** No prohibitions

S

b. Sample period used? Last 5 years

L5Y

Assessment **Satisfactory**

11. Security Requirements

a. Does the operator have appropriate vehicle and site security procedures in place? **G** Effective procedures in place

S

b. Does the operator have suitable workplace security procedures in place? **G** Effective procedures in place

S

Assessment **Satisfactory**



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

Additional details

Continuation pages used?

SECTION 3

Advice

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

Examiners signature

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. www.gov.uk/dvsa/privacy

ONLY TO BE COMPLETED BY DVSA EXAMINER

SECTION 4 - Comments to RFE response

Does the operator RFE response satisfactorily address the noted shortcomings?

Select

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

Select

This area is intentionally blank