

Section 1 Operator's Licence

- 1.1 Correct Legal Entity
- 1.2 Financial Standing
- 1.3 Notifiable Changes
- 1.4 Appropriate Licence
- 1.5 Conditions or Undertakings on the Licence
- 1.6 Operating Centres
- 1.7 Authorised Vehicles & Trailers
- 1.8 Vehicles Specified
- 1.9 O Licence Vehicle Identity Discs

Section 2 Transport Manager and Driver supervisor

- 2.1 Current Knowledge and Competence

Section 3 – Vehicle Standards

- 3.1 Maintenance Facilities and Technical Staff
- 3.2 Maintenance Contracts
- 3.3 Forward Planning
- 3.4 Inspection Frequency
- 3.5 First Use Inspections
- 3.6 Not used.
- 3.7 Vehicle off Road Policy
- 3.8 Safety Inspection Documentation
- 3.9 Brake performance
- 3.10 Annual Test Results
- 3.11 Tachograph & Speed Limiter Equipment
- 3.12 Decarbonisation and Environmental
- 3.13 Wheel and Tyre Management
- 3.14 Driver Walk around Checks.

3.15 Driver Defect Reporting

3.16 Vehicle Recalls

3.17 Prohibitions and Safety Critical Defects Investigation

Section 4 Drivers' Hours

4.1 Domestic Drivers Hours

4.2 Winter Gritting operations

4.3 Exemption to EU hours rules

4.4 Return of Records

4.5 Keeping of Records

4.6 Scheduling of work

4.7 Speed Limit Compliance

4.8 Inappropriate Speed

Section 5 Operational Management

5.1 Insurance

5.2 Vehicle Excise Duty

5.3 Vehicle Weight and Height Compliance

5.4 Load Securing and Equipment

5.5 Specialist Equipment or Loads

5.6 Management of Non-O Licence Vehicles and Equipment

5.7 Agency Drivers

5.8 Sub-Contractor Hauliers

5.9 International Operators and Cabotage

Section 6 Driver Management

6.1 Driver Recruitment

6.2 Driving licence and Driver Qualification Card (DQC) Monitoring

6.3 Driver Pay and Incentives

Section 7 Training and Driver Behaviour

7.1 Driver CPC Training

7.2 Other Relevant Driver Training and Engagement

7.3 Driver Behaviour

7.4 Other Operational Staff Training

Section 8 Driver Related Policies

8.1 Drink, Drugs and Driver Health Policy

8.2 Mobile Device Policy

Section 9 ADR

9.1 Training Certificate

9.2 Equipment

9.3 Vehicles

9.4 Load Security and Integrity

9.5 Documentation