FTA Ireland

# TruckSafe Standard

## Guidelines and preparation checklist

TruckSafe GOLD STANDARD

TruckSafe SILVER STANDARD

TruckSafe BRONZE STANDARD

TruckSafe GREEN STANDARD

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RSA 2022 Leading Lights Award
Business Category

**Terms and conditions**

To retain your current standard (or move to the next level from your current standard) you must complete the Trucksafe Audit on the renewal date or within the renewal month.

Should you exceed 90 days past the renewal date, the next Audit will be completed at Bronze level. If you therefore hold the Silver or Gold Standard, and have passed 90 days of the anniversary of renewal, you will automatically be Audited at Bronze Standard.

# Introduction

This questionnaire and checklist form the initial part of the TruckSafe process, which will be followed by an onsite visit. The questionnaire addresses all four tiers of the TruckSafe scheme (bronze, silver, gold and green). Silver and gold also requires validation of self-declared metrics in the areas of fatigue and roadworthiness, as well as energy consumption if also engaged in the Ecofleet programme. To attain silver, gold or green status, energy consumption must be submitted quarterly to FTAI this should take the form of liters used and total kilometers per vehicle.

The information gathered from this questionnaire and checklist and the evidence you supply remotely form a fundamental part of TruckSafe. This remote element:

- Keeps the cost to a minimum.
- Helps to record or document evidence of your compliance arrangements – if one of your vehicles were to be involved in a serious incident, this evidence could be used in your defence in a legal case.
- Helps you to prepare for the onsite element, so that it causes as little disruption to your operations as possible.
- Provides us with evidence that will make next year's renewal easier.
- Gives you a good idea which level of TruckSafe you are likely to achieve this year and what you would need to do to achieve the next level.
- To retain the gold and silver standards the company must have submitted the fuel used and the kilometers driven per vehicle for every quarter since the previous audit.

**It is really important that you take the time to complete the form in its entirety and send your evidence to us.** We think it may be helpful for you to nominate an individual to manage the gathering and sending of any evidence and that you should allow at least two days for this, as every part must be completed and most of the 97 items should be evidenced remotely. If you return it incomplete, or fail to supply enough evidence, the offer of a remote assessment may be withdrawn.

To complete this questionnaire and checklist form:

- Answer all the questions shown in bronze boxes, as these are required for all tiers. The blue-boxed ticked sections are for silver and gold, the yellow ticked sections are for gold only, green boxes are for the green cert for silver and gold members only.
- Please answer the initial question with yes/no or NA (not applicable).
- If you answer yes please provide a description of how this is achieved. This must be typed into the form, not handwritten. We have included some guidance notes in this section, which you may find useful.
- We then ask you to describe how you could evidence your arrangements. We have provided some examples and in most cases you will only need to choose one of these.
- Wherever possible, you must return the questionnaire and checklist form and your evidence remotely.

## How to supply evidence remotely

A copy of this completed guidelines and preparation checklist along with all the acceptable evidence that you have identified as meeting the system requirements for TruckSafe should be saved to a memory stick and submitted to the FTAI office. Also on the memory stick, please ensure you include content/index details which clearly identify which item number each piece of evidence relates to, eg 1.1, copy of signed induction form.

If you do not provide sufficient, adequate evidence remotely, our auditor may not be able to verify enough of the systems in place for you to meet the TruckSafe standard.

If you do not have access to a memory stick, please contact the FTAI office so we can send one to you.

Our auditors may also look to verify evidence that has been returned with the questionnaire during the site visit. Please remember to remove or obscure commercially or personally sensitive information from any evidence, or obtain the necessary consents from those affected.

## Other options

Should you decide that you would prefer for us to come to your site to help you complete the remote audit and identify the evidence we need, please contact the FTAI office. We can arrange a one-day visit for a charge of €350.

| | |
|---|---|
| Name of operator | |
| Name of person providing information | |
| Date of completion | |
| Telephone number of key person providing information | |
| Number of vehicles over 3.5t | |
| Number of drivers | |
| Number of trailers | |
| Level of standard sought *(bronze, silver, gold and green or not specified)* | |

# Questionnaire and preparation checklist

## 1 Fatigue

If you have an alternative method that supports the standard in place for any of the questions in this section, please provide details for the relevant question in the box provided.

| | | |
|---|---|---|
| 1.1 | Do you provide your drivers with instruction on drivers' hours and working time rules **when they are inducted**?<br>If YES please provide below a written description of how this is achieved and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Collective record of all driver inductions, showing dates, driver names and subject topics covered<br>☐ External or in-house induction training/instruction records. These should be dated, contain details of the drivers and the course topics<br>☐ Record of inductions kept in driver files<br>☐ Copies of signed induction forms by driver, instructor or manager/supervisor<br>☐ Instructional materials such as DVDs, tests, quizzes, memos, handbooks in conjunction with another item of evidence | |
| | | |
| | Have you sent evidence remotely of how you instruct your drivers on drivers' hours and working time rules? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 1.2 | Do you provide your drivers with regular refresher or update instructions on drivers' hours and working time rules?<br>If YES please provide below a written description of your system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Collective record of all driver training, showing dates, driver names and subject topics covered<br>☐ External or in-house training/instruction records. These should be dated, contain details of the drivers and the course topics<br>☐ Record of training kept in driver files<br>☐ Copies of signed training forms by driver, instructor or manager/supervisor<br>☐ Instructional materials such as DVDs, tests, quizzes, memos, handbooks | |
| | | |
| | Have you sent evidence remotely of how you update your drivers on drivers' hours and working time rules? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 1.3 | Do you ensure drivers' work patterns are scheduled to comply with drivers' hours and working time rules?<br>If YES please provide below a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Formal confirmation that automatic routeing and scheduling systems software (or spreadsheets) take into account drivers' hours and working time rules, eg within the marketing material for the product<br>☐ Records of analysis of schedules or work patterns (spreadsheets, planning tools or other documents)<br>☐ Specific training records, record of knowledge and experience or process documents for traffic planners<br>☐ Where standard routes are used, evidence of method of initial scheduling to ensure rules are met | |
| | | |
| | Have you sent evidence remotely of work patterns that comply with drivers' hours rules? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 1.4 | Do you pay drivers based on distance travelled, goods carried or both? (If 'NO' go to 1.5)<br>If so, do you ensure that drivers are not paid in such a way that they would endanger road safety by encouraging them to break the law?<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Details of how any bonus payments or wage supplements for drivers are withdrawn if rules are breached in terms and conditions of employment | |
| | | |
| | Have you sent evidence remotely of how you pay drivers in relation to distance travelled and the amount of goods carried? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 1.5 | Do you require drivers to carry DCPC card, digital driver card and sufficient print roll when driving?<br>If YES please provide below a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Driver handbook inclusion<br>☐ Memo or documented instruction sent to all drivers<br>☐ Driver cards, signs in depot or stickers in vehicles<br>☐ Requirement in job specification or contract of employment | |
| | | |
| | Have you sent evidence remotely of how you ensure drivers have the correct medium for capturing tachograph information? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 1.6 | Do you ensure that your drivers make a full record of every working day?<br>If YES please provide below a written description of how you do this and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Documented evidence of regular comparison of tachograph records (data/charts or analysis reports) against shift rotas or pay records<br>☐ Documented requirement for drivers to enter start and end of duty on analogue tachograph charts, or calendar view of digital data, together with evidence that analysis systems report on gaps<br>☐ Documented random checks based on observation of a driver beginning/ending shifts with comparison to data/charts or analysis reports | |
| | | |
| | Have you sent evidence remotely of how you capture a driver's full working day? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 1.7 | Do you ensure drivers are able to produce sufficient records (eg charts and legally required printouts) when driving an in-scope vehicle?<br>If YES please provide below a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Evidence of driver training/instruction confirming roadside production requirements<br>☐ Driver handbooks, driver cards, posters, stickers reminding drivers of roadside production requirements<br>☐ Documented supervisor/manager checks | |
| | | |
| | Have you sent evidence remotely of your system to ensure sufficient records are carried? | ☐ Yes ☐ No |

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|---|---|---|
| 1.8 | Do you have a system to capture sufficient information for any absences and time worked for another employer when calculating working time?<br>If YES please provide below a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Record of driver's working time calculation which may include pay records | |
| | | |
| | Have you sent evidence remotely of the system you use to calculate working time? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 1.9 | Do you ensure driver cards and vehicle units are downloaded and charts and legally required printouts returned within the minimum legal requirements?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this.*<br>**For digital tachographs it could include ONE of the following**<br>☐ Documented VU and driver card download policies and systems<br>☐ Inclusion of VU and driver card download in existing documented processes, such as regular safety inspections or during driver debriefs<br>☐ Automated analysis system to track or prompt download frequencies<br>☐ Automatic remote download system<br>☐ Documented return process for legally required printouts<br>**For analogue tachographs**<br>☐ Documented tachograph chart issue/return system, such as a policy document or instructions in a driver/manager handbook | |
| | | |
| | Have you sent evidence remotely of the system you use to download driver cards/vehicles? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 1.10 | Do you check records to ensure compliance with drivers' hours, working time and speed limiter rules (at least 12-monthly)?<br>If YES please provide below a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Documented internal analysis reports<br>☐ Third-party analysis contract<br>☐ Third-party analysis reports | |
| | | |
| | Have you sent evidence remotely of the system you use to check drivers' hours, working time and speed limiter rules? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 1.11 | Do you have a system to ensure infringements are monitored, investigated and action taken?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | Tell us how you will evidence this, which could include infringement reports or a central record of infringements together with documented actions (such as training/instruction, disciplinary procedures, change of schedule etc). | |
| | | |
| | Have you sent evidence remotely of your system to ensure infringements are monitored, investigated and action taken? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 1.12 | Do you ensure raw digital data and original tachograph charts are kept for at least 12 months?<br>If YES please provide a written description of this system.<br>*Please describe details of the system you use. Tell us who does what, when and how.*<br>**Note:** The evidence for this will be sought during the site visit. | ☐ Yes ☐ No |
| | | |

| | | |
|---|---|---|
| 1.13 | Do you ensure working time records are kept for at least three years after the reference period?<br>If YES please provide a written description of this system.<br>*Please describe details of the system you use. Tell us who does what, when and how.*<br>**Note:** The evidence for this will be sought during the site visit. | ☐ Yes ☐ No |
| | | |

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|---|---|---|
| 1.14 | Do you have a system to ensure tachographs are inspected and calibrated as legally required?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Diary, calendar, wall planner or spreadsheet<br>☐ Fleet management system<br>☐ Outlook or similar electronic system | |
| | | |
| | Have you sent evidence remotely of the system you use to ensure tachographs are inspected and calibrated? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 1.15 | Do you have a system in place to identify and rectify tachograph equipment faults?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Tachograph included on driver walk around check documentation<br>☐ Documented defect reporting system<br>☐ Evidence of training/instruction to drivers on reporting procedures<br>☐ Tachograph function check included in routine vehicle maintenance system | |
| | | |
| | Have you sent evidence remotely of the system you use to identify and rectify tachograph equipment faults? | ☐ Yes ☐ No |

GOLD STANDARD ONLY

| | | |
|---|---|---|
| 1.16 | Do you have a system in place to quality monitor your fatigue management systems?<br>If YES please provide a written description of this system.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | Evidence **MUST** be in the form of a report on the findings of internal or external auditing. The monitoring must happen at least every six months and must as a minimum cover checking:<br>☐ complete tachograph records are submitted (see Q6 in *Fatigue* section). This must include a missing mileage; analysis driving without card; tachograph fault and motion sensor reports (any gaps must be accounted for by documenting reasons)<br>☐ complete working time records are submitted in a timely manner (see Q8 in *Fatigue* section)<br>☐ actions taken in relation to infringement reports are monitored to ensure they are carried out by managers consistently and in a timely manner (see Q11 in *Fatigue* section)<br>☐ KPIs of fatigue performance are reported and monitored – as a minimum the average number of infringements per driver shift must be used<br>☐ drivers who repeat infringements are monitored and action taken against driver or manager, as appropriate | |
| | | |
| | Have you sent your six-monthly quality monitoring report? | ☐ Yes ☐ No |

GOLD STANDARD ONLY

| | | |
|---|---|---|
| 1.17 | Do you have a system in place to continuously improve your fatigue compliance?<br>**Note:** To meet this requirement you **MUST** have an action plan to continuously improve your fatigue compliance. Your action plan must be timed, monitored, measureable and reviewed annually. | ☐ Yes ☐ No |
| | Have you sent your action plan? | ☐ Yes ☐ No |

## 2 Roadworthiness

If you have an alternative method that supports the standard in place for any of the questions in this section, please provide details for the relevant question in the box provided.

| | | |
|---|---|---|
| 2.1 | Do you have a system in place to ensure drivers carry out walk around checks?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Driver handbook inclusion<br>☐ Memo or documented instruction sent to all drivers<br>☐ Driver cards, signs in depot or stickers in vehicles<br>☐ Requirement in job specification or contract of employment | |
| | | |
| | Have you sent evidence remotely of the system you use to ensure drivers carry out walk around checks? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 2.2 | Does the walk around check cover all items 'listed in Statutory Instrument 348 of the RSA (Commercial Vehicle Roadworthiness) (Vehicle Maintenance and Repair) Regulations 2013 (see Appendix 1)? | ☐ Yes ☐ No |
| | Have you sent remotely an example of your walk around check? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 2.3 | Do you ensure drivers are trained to carry out walk around checks?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ External or in-house training records. These should be dated, contain details of the drivers involved and confirm the content of the course covering driver walk around checks<br>☐ Signed confirmation by driver that they have received and understood instructional/training material (eg DVD, driver handbooks, company instructional manuals, etc)<br>☐ Completed written test papers | |
| | | |
| | Have you sent evidence remotely of the system you use to ensure drivers are trained to carry out walk around checks? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 2.4 | Do you ensure any reported defects are recorded in line with legislation?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Completed defect sheets showing:<br>• detailed description of the defect<br>• the time and date of discovery of the defect<br>• any temporary corrective measures taken by the driver to mitigate the effect of the defect<br>☐ Completed report from handheld electronic portable defect recording devices showing information detailed above<br>☐ Alternative vehicle defect record, such as central office register made from driver verbal report showing information detailed above<br>☐ Vehicle defect records register (spreadsheets, handwritten record etc) showing information detailed above | |
| | | |
| | Have you sent evidence remotely of defect reports? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 2.5 | Do you have a responsible person available at all times (of operation) with sufficient authority to ensure appropriate action is taken following a defect being reported?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following for availability of person.*<br>☐ Shift rotas/patterns covering the transport department<br>☐ On call rota for out of hours coverage (when there is no one at work in the office but vehicles are on the road)<br>*Tell us how you will evidence this, which could include ONE of the following for having sufficient authority to take any action.*<br>☐ Written operating procedures and responsibilities for duties within the transport office<br>☐ Job descriptions showing relevant authority levels for those in above rotas | |
| | | |
| | Have you sent evidence remotely of the system you use to ensure there a responsible person available at all times (of operation) with sufficient authority to ensure appropriate action is taken following a defect being reported? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 2.6 | Do you ensure action is taken following the reporting of defects?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Completed defect sheets showing faults have been checked and rectified<br>☐ Defect sheets signed off by competent person to confirm vehicle was roadworthy<br>☐ Defect register (held on a spreadsheet, handwritten register etc) | |
| | | |
| | Have you sent evidence remotely of the system you use to ensure action is taken following the reporting of defects? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 2.7 | Have you completed an assessment of the appropriate roadworthiness inspection intervals for vehicles taking into account the required factors from relevant statutory requirements and associated guidance (roadworthiness inspection intervals must be no more than 16 weeks)?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Internal communication on assessment of inspection frequencies (emails letters etc)<br>☐ Formal assessment report<br>☐ Company policy on the assessment and conclusions | |
| | | |
| | Have you sent us evidence remotely of your assessment of appropriate maintenance intervals for your vehicles? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 2.8 | Do you ensure regular roadworthiness inspections are carried out according to the stated maintenance cycles?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Electronic access to inspection planner and monitor (fleet management software)<br>☐ Dated maintenance planner and monitor (wall chart, calendar, diary etc)<br>☐ Centralised inspection data (such as planner in spreadsheet format)<br>☐ Vehicle inspection electronic calendar reminders to ensure vehicle is available | |
| | | |
| | Have you sent evidence remotely of the system you use to ensure regular roadworthiness inspections are carried out? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 2.9 | Are records relating to the vehicle kept at the relevant place?<br>Please provide a written description of how and where your maintenance records are kept.<br>Please describe where your records are kept. This must be:<br>☐ in hard copy at the principal place of business or where the vehicle is kept<br>☐ electronically at the principal place of business (if different to where the vehicle is normally kept)<br>**Note:** The evidence will be sought during the site visit. | ☐ Yes ☐ No |
| | | |

| | | |
|---|---|---|
| 2.10 | Are maintenance records kept for a minimum of two years?<br>**Note:** The evidence will be sought during the site visit. | ☐ Yes ☐ No |
| | | |

| | | |
|---|---|---|
| 2.11 | Are roadworthiness inspections carried out by a suitably qualified person?<br>If YES please provide a written description of how this is achieved and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | This covers both in-house or external maintenance providers and evidence can include declarations from employers, centralised registers or (where these are not available) certificates/training records, written agreement with maintenance provider for:<br>☐ external or in-house training on assessing vehicle defects (eg FTA, RSA)<br>☐ specific manufacturer or equipment training<br>☐ mechanical vehicle engineering qualifications<br>☐ on the job experience of at least four years | |
| | | |
| | Have you sent evidence remotely demonstrating how the suitably qualified person is competent? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 2.12 | Do you complete an annual RSA self declaration?<br>**Note:** The evidence will be sought during the site visit. | ☐ Yes ☐ No |
| | | |

**SILVER AND GOLD STANDARD**

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|---|---|---|
| 2.13 | Have you completed an assessment of the appropriate roadworthiness inspection intervals for vehicles taking into account the required factors from relevant statutory requirements and associated guidance (roadworthiness inspection intervals must be no more than 13 weeks)?<br>If YES please provide a written description of this system.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | Evidence **MUST** be in the form of a report on the findings of internal or external auditing. The monitoring must happen at least every six months and must, as a minimum, cover checking:<br>☐ auditing of maintenance provision – this could include independent roadworthiness inspections on a periodic basis or post-inspection; more regular annual tests; comprehensive monitoring of vehicle condition, down-time, tyre usage, etc<br>☐ KPI recording and monitoring – as a minimum annual test pass history, percentage of defects being driver reportable and compliance with safety inspection frequency is used | |
| | | |
| | Have you sent your six-monthly quality monitoring report? | ☐ Yes ☐ No |

**GOLD STANDARD ONLY**

| | | |
|---|---|---|
| 2.14 | Do you quality monitor your systems that verify the roadworthiness of your vehicles?<br>If YES please provide a written description of this system.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | Evidence **MUST** be in the form of a report on the findings of internal or external auditing. The monitoring must happen at least every six months and must, as a minimum, cover checking:<br>☐ auditing of maintenance provision – this could include independent roadworthiness inspections on a periodic basis or post-inspection; more regular annual tests; comprehensive monitoring of vehicle condition, down-time, tyre usage, etc<br>☐ KPI recording and monitoring – as a minimum annual test pass history, percentage of defects being driver reportable and compliance with safety inspection frequency is used | |
| | | |
| | Have you sent your six-monthly quality monitoring report? | ☐ Yes ☐ No |

GOLD STANDARD ONLY

| | | |
|---|---|---|
| 2.15 | Do you ensure all defect reports are retained even when no defects have been found?<br>If YES please provide a written description of this system.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Completed nil defect sheets<br>☐ Completed report from handheld electronic portable nil defect recording devices<br>☐ Alternative vehicle nil defect record, such as central office register made from driver verbal report<br>☐ Any alternative method that supports the standard (please tell us what this is) | |
| | | |
| | Have you sent evidence remotely of nil detect reports? | ☐ Yes ☐ No |

GOLD STANDARD ONLY

| | | |
|---|---|---|
| 2.16 | Do you have a system in place to continuously improve your roadworthiness compliance?<br>**Note:** To meet this requirement you **MUST** have an action plan to continuously improve your roadworthiness compliance. Your action plan must be timed, monitored, measureable and reviewed. | ☐ Yes ☐ No |
| | Have you sent us your action plan? | ☐ Yes ☐ No |

# 3 Driver competence

If you have an alternative method that supports the standard in place for any of the questions in this section, please provide details for the relevant question in the box provided.

| | | |
|---|---|---|
| 3.1 | Do you ensure all drivers hold the correct driving entitlement and Driver CPC before they are employed?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Process documents showing that driving entitlement is checked as part of the recruitment process<br>☐ Central register of driver licensing and DCPC status | |
| | | |
| | Have you sent evidence remotely of the system to ensure all drivers hold the correct driving and Driver CPC entitlement? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 3.2 | Do you ensure driver licence and Driver CPC checks are carried out at least every 12 months?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Central register of driver licensing and DCPC checks | |
| | | |
| | Have you sent evidence remotely of the system you use to ensure driver licence and Driver CPC checks carried out? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 3.3 | Have entitlement checkers been given instructions in carrying out checks?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Instruction material for licence checkers, such as handbooks, DVDs, memos etc<br>☐ Documented training/instruction for licence checkers on how to complete a licence check<br>☐ Other relevant qualification (such as CPC) or experience | |
| | | |
| | Have you sent evidence remotely of how the entitlement checkers are competent? | ☐ Yes ☐ No |

**GOLD STANDARD ONLY**

| | | |
|---|---|---|
| 3.4 | Do you quality monitor your systems that verify driver competence?<br>If YES please provide a written description of this system.<br>*Please describe details of the system you use. Tell us who does what when and how.* | ☐ Yes ☐ No |
| | | |
| | Evidence **MUST** be in the form of a report on the findings of internal or external auditing. The monitoring must happen at least every six months and must, as a minimum, cover checking:<br>☐ the completion of driver licence and Driver CPC checks (see Q1 in *Driver competence* section) and ADR where necessary<br>☐ monitoring driver behaviour by way of an annual driving assessment, surveillance and/or profiling | |
| | | |
| | Have you sent your six-monthly quality monitoring report? | ☐ Yes ☐ No |

GOLD STANDARD ONLY

| | | |
|---|---|---|
| 3.5 | Do you have a system in place to ensure compliance in managing driver competence is continuously improved?<br>If YES please provide a written description of this system.<br>*Please describe details of the system you use. Tell us who does what, when and how.*<br>**Note:** To meet this requirement you **MUST** have an action plan to continuously improve your driver competence compliance. Your action plan must be timed, monitored, measureable and reviewed annually. | ☐ Yes ☐ No |
| | | |
| | Have you sent your action plan? | ☐ Yes ☐ No |

## 4 Road traffic rules

If you have an alternative method that supports the standard in place for any of the questions in this section, please provide details for the relevant question in the box provided.

| | | |
|---|---|---|
| 4.1 | Do you ensure vehicles and, where applicable, trailers are taxed?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Spreadsheet or other planning/monitoring system to track expiry dates<br>☐ Wall chart, calendar, diary or electronic reminder to re-tax vehicles<br>☐ Presence of a valid tax disc is a check item on driver walk around check or inspection report | |
| | | |
| | Have you sent evidence remotely of how vehicles and, where applicable, trailers are taxed? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 4.2 | Do you ensure vehicles are correctly insured?<br>If yes please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Visual check of the original company vehicle insurance certificate<br>☐ Wall chart, calendar, diary or electronic reminder to insure vehicles<br>☐ Communication from insurance provider that adequate vehicle insurance cover is maintained at all times<br>☐ Written confirmation from organisation that they are self-insured<br>☐ Access to Motor Insurance Database or insurer's online facility | |
| | | |
| | Have you sent evidence remotely of vehicle insurance? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 4.3 | Do you ensure vehicles and trailers are tested annually?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Outsourced maintenance provider service contract outlining vehicle test covered in contract<br>☐ Electronic access to inspection planner and monitor (fleet management software)<br>☐ Dated testing planner and monitor (wall chart)<br>☐ Vehicle test electronic calendar reminders<br>☐ Spreadsheet or database of CRW renewals | |
| | | |
| | Have you sent evidence remotely of how vehicles are tested? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 4.4 | Do you identify and log incidents where drivers have failed to comply with road traffic rules?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Spreadsheets, report log of driver's name, date, registration number, time and description of incident (hard copy or electronic)<br>☐ Driver incident log book<br>☐ Records of prosecutions<br>☐ Records of Road Traffic Collisions (RTC)s<br>☐ Records of health and safety incidents<br>☐ Records of fixed penalties<br>☐ Outsourced fleet management provider with data of incidents (eg speeding)<br>☐ Near-miss register<br>☐ Onsite accident report log<br>☐ Records of non-compliances identified by internal means such as:<br>☐ telematics (speeding etc)<br>☐ tacho analysis<br>☐ audits<br>☐ supervisor/colleague complaints | |
| | | |
| | Have you sent evidence remotely of the system you use to identify and log incidents? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 4.5 | Do you have a system whereby documented investigations into road traffic breaches are carried out?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Driver statements<br>☐ Email summaries of investigations<br>☐ Summaries contained in the incident log | |
| | | |
| | Have you sent evidence remotely of the system you use to document investigations into road traffic breaches? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 4.6 | Do you take action to ensure road traffic breaches do not happen again?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Email record of action<br>☐ Records of remedial training in employee file<br>☐ Disciplinary records<br>☐ Driver declaration of the understanding of what is required of them as an employee of the company<br>☐ Summaries contained in the incident log<br>☐ Log of verbal communication back to the initiator<br>☐ Written letter following investigation and what action the company has undertaken | |
| | | |
| | Have you sent evidence remotely of the system you use to ensure road traffic breaches do not happen again? | ☐ Yes ☐ No |

## 5 Safe and legal loads

If you have an alternative method that supports the standard in place for any of the questions in this section, please provide details for the relevant question in the box provided.

| | | |
|---|---|---|
| 5.1 | Are loading and unloading tasks risk assessed? | ☐ Yes ☐ No |
| | Have you sent remotely a copy of these risk assessments? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 5.2 | Do you have safe loading working practices in place, including the provision of safety equipment, where appropriate?<br>If yes please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Copies of training records for loaders and/or drivers<br>☐ Copies of safe working processes<br>☐ Copies of safe working instruction such as loader/driver cards, driver handbook, posters, manuals etc | |
| | | |
| | Have you sent evidence remotely of safe loading working practices in place? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 5.3 | Do you have a system in place to ensure tailboard goods lifts are regularly inspected?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Electronic access to inspection planner and monitor (fleet management software)<br>☐ Dated maintenance planner and monitor (wall chart, calendar, diary etc)<br>☐ Centralised inspection data (such as planner in spreadsheet format)<br>☐ Vehicle inspection electronic calendar reminders to ensure vehicle is available | |
| | | |
| | Have you sent evidence remotely of the system you use to ensure tailboard goods lifts are regularly inspected? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 5.4 | Do you ensure loads are suitably loaded and restrained to ensure they do not pose a danger?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Copies of training records for loaders and/or drivers<br>☐ Copies of load security processes<br>☐ Copies of load security instruction such as loader/driver cards, driver handbook, posters, manuals etc<br>☐ Documented load security audits (carried out internally or externally) | |
| | | |
| | Have you sent evidence remotely of the system you use to ensure loads are suitably restrained? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 5.5 | Do you ensure that vehicles are loaded within their maximum permitted weights?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Copies of training records for loaders and/or drivers<br>☐ Copies of loading process policies<br>☐ Copies of loading instruction such as loader/driver cards, posters, manuals etc<br>☐ Documented load weight audits (carried out internally or externally) | |
| | | |
| | Have you sent evidence remotely of how you ensure that vehicles are loaded within their maximum permitted weights? | ☐ Yes ☐ No |

GOLD STANDARD ONLY

| | | |
|---|---|---|
| 5.6 | Do you quality monitor your systems that ensure load safety?<br>If YES please provide a written description of this system and how this could be evidenced. | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following:.*<br>☐ Actual loads in relation to gross and axle weights<br>☐ Load security arrangements are being adhered to<br>☐ Any alternative method that supports the standard (please tell us what this is) | |
| | | |
| | Have you sent your six monthly quality monitoring report? | ☐ Yes ☐ No |

GOLD STANDARD ONLY

| | | |
|---|---|---|
| 5.7 | Do you have a system in place to continuously improve your load safety?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.*<br>**Note:** To meet this requirement you **MUST** have an action plan to continuously improve your load safety compliance. Your action plan must be timed, monitored, measureable and reviewed annually. | ☐ Yes ☐ No |
| | | |
| | Have you sent your action plan? | ☐ Yes ☐ No |

## 5a Dangerous goods

If you have an alternative method that supports the standard in place for any of the questions in this section, please provide details for the relevant question in the box provided.

| | | |
|---|---|---|
| 5a | Do you carry dangerous goods in scope of the ADR regulations?<br>**If 'NO' please move on to section 6.** | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 5a.1 | Do you have an appointed Dangerous Goods Safety Adviser (DGSA)?<br>If YES, please provide a written description of this system and how this could be evidenced.<br>*Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ A contract for DGSA services with an external provider<br>☐ Job description for an internal DGSA | |
| | Have you sent evidence remotely of your DGSA? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 5a.2 | Have you prepared an annual report about the activities of the undertaking related to the transport of dangerous goods?<br>If YES, please provide a written description of this system and how this could be evidenced.<br>*Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, this should consist of.*<br>☐ a copy of an annual report prepared not later than 3 months after the end of each calendar year | |

| | | |
|---|---|---|
| 5a.3 | Do you ensure dangerous goods road tankers hold valid certification in line with ADR and legislative requirements?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Electronic access to inspection/certification planner and monitor (fleet management software)<br>☐ Dated inspection/certification planner and monitor (wall chart, calendar, diary etc)<br>☐ Centralised inspection/certification data (such as planner in spreadsheet format)<br>☐ Tank inspection/certification electronic calendar reminders to ensure vehicle is available<br>☐ Only where the above is not available, sight of three tanker certificates* (for examples see Appendices 1 and 2)<br>*Unless the member has less than three tanks | |
| | | |
| | Have you sent evidence remotely of how you ensure dangerous goods road tankers hold valid ADR certification? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 5a.4 | Do you ensure all required ADR documents and equipment are carried on the vehicle?<br>If yes please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Driver/supervisor training records<br>☐ Instructional material (handbooks/posters/DVDs etc)<br>☐ Evidence of spot checks<br>☐ Documents/equipment included in driver walk around check | |
| | | |
| | Have you sent evidence remotely of the system you use to ensure all required ADR documents and equipment are carried on the vehicle? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 5a.5 | Do you ensure vehicles are placarded and marked?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Driver/supervisor training records<br>☐ Instructional material (handbooks/posters/DVDs etc)<br>☐ Evidence of spot checks<br>☐ Documents/equipment included in driver walk around check | |
| | | |
| | Have you sent evidence remotely of the system you use to ensure vehicles are placarded and marked? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 5a.6 | Do you ensure those drivers employed to drive dangerous goods vehicles hold a valid ADR licence for tanks or packages (other than in tanks)?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Central register of ADR status (hard copy or electronic) and checks<br>OR<br>☐ Driver files – check up to three for confirmation of ADR status. If there are no copies of certificates held in the file, a signed and dated record of a check is acceptable | |
| | | |
| | Have you sent evidence remotely of your system? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 5a.7 | Are there environmental protection procedures in place in the event of spillages?<br>If YES, please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include one or more of the following.*<br>☐ Central files for procedures in the event of spillages including risk assessments<br>☐ Procedures held in cab along with instructions in writing<br>☐ Procedures written into driver's handbook<br>All the above should be produced in accordance with EPA and/or ADR guidelines | |
| | | |
| | Have you sent evidence remotely of your system? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 5a.8 | Is there a responsible person contactable 24 hours a day in the event of an environmental emergency?<br>If YES, please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which should include the following.*<br>☐ Supply evidence of a roster or equivalent or details including qualifications and expiry date of certificates. | |
| | | |
| | Have you sent evidence remotely of your system? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 5a.9 | Is the allocation of ADR freight to vehicles and drivers managed to ensure that only compatible freight is allocated to loads and to qualified drivers and properly equipped vehicles?<br>If YES, please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include one or more of the following.*<br>☐ A system of allocating ADR qualified drivers to dangerous goods loads<br>☐ A system of allocating only ADR plated trucks to the dangerous goods loads | |
| | | |
| | Have you sent evidence remotely of your system? | ☐ Yes ☐ No |

## 6 Road haulage operator licensing

If you have an alternative method that supports the standard in place for any of the questions in this section, please provide details for the relevant question in the box provided.

| | | |
|---|---|---|
| 6 | Do you transport goods for hire or reward?<br>**If 'NO' go straight to section 8** | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 6.1 | Do you have a road haulage licence, if applicable?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Copy of a vehicle licence disc<br>☐ Copies of documentation from Department of Transport showing grant of licence | |

## 7 Professional competence

**Only answer this section if you transport goods for hire or reward.**

If you have an alternative method that supports the standard in place for any of the questions in this section, please provide details for the relevant question in the box provided.

| | | |
|---|---|---|
| 7.1 | Do you have at least one internal or external transport manager with continuous and effective responsibility for managing transport activities?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Copy of licence for holders of national and international licences showing the named person(s)<br>☐ Job descriptions for internal transport managers<br>☐ Contract of employment for external transport manager | |
| | | |
| | Have you sent evidence remotely of your transport management arrangements? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 7.2 | Are all named transport managers professionally competent?<br>If yes please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, this should consist of:*<br>☐ Copies of TM CPC certificates (in large organisations, a maximum of three certificates will be required) | |
| | Have you sent evidence remotely to support the transport managers' professional competence? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 7.3 | If you have an internal transport manager and do they have a genuine link to the undertaking?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Written declaration from the organisation that they are an employee, director, owner shareholder or administering it<br>☐ Terms and conditions of employment<br>☐ Contract of employment with transport managers | |
| | | |
| | Have you sent evidence remotely of the link? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 7.4 | If you have an external transport manager do you have an appropriate contract in place? | ☐ Yes ☐ No |
| | Have you sent evidence remotely of this contract? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 7.5 | If there is an external transport manager, are they responsible for no more than four undertakings and 50 vehicles?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ An inclusion in the contract that requires the external transport manager to comply with the 4/50 rule<br>☐ A declaration signed by the transport manager to comply with the 4/50 rule | |
| | | |
| | Have you sent us evidence remotely to demonstrate the responsibility limits? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 7.6 | If there is an external transport manager, are they performing their tasks independently of any transport customers?<br>If yes please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ An inclusion in the contract that requires the external transport manager to comply with the independent requirement<br>☐ A declaration signed by the transport manager to comply with the independent requirement | |
| | | |
| | Have you sent evidence remotely to support the transport manager's independence of any transport customers? | ☐ Yes ☐ No |

## 8 Sustainable operations

If you have an alternative method that supports the standard in place for any of the questions in this section, please provide details for the relevant question in the box provided.

| | | |
|---|---|---|
| 8.1 | Do you have an environmental policy which includes details of carbon reduction in place? | ☐ Yes ☐ No |
| | Have you sent evidence remotely of this policy? | ☐ Yes ☐ No |

SILVER AND GOLD STANDARD

| | | |
|---|---|---|
| 8.2 | Do you have a fuel manager or co-ordinator who has been appointed to manage energy?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Job description detailing allocation of time to energy management<br>☐ Contract of employment | |
| | | |
| | Have you sent evidence remotely of the appointment of your fuel manager/co-ordinator? | ☐ Yes ☐ No |

SILVER AND GOLD STANDARD

| | | |
|---|---|---|
| 8.3 | Do you have a system in place to capture odometer readings and report fuel use in L/100km?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Tachograph records<br>☐ Fuel receipt/card data<br>☐ Telematics<br>☐ Other process records, such as tyre monitoring or roadworthiness inspections | |
| | | |
| | Have you sent evidence remotely of the system you use to capture odometer readings and report fuel use in L/100km? | ☐ Yes ☐ No |

SILVER AND GOLD STANDARD

| | | |
|---|---|---|
| 8.4 | Do you have a system to identify which vehicles use the most fuel, and are exceptions investigated to determine contributing factors?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | Tell us how you will evidence this, which could include any kind of documentation (for example reports, spreadsheets, emails etc) that demonstrates and predicts fuel usage in individual vehicles, as well as investigating the factors which affect fuel usage. | |
| | | |
| | Have you sent evidence remotely of the system you use to identify vehicles that use the most fuel and exception investigations? | ☐ Yes ☐ No |

## SILVER AND GOLD STANDARD

| | | |
|---|---|---|
| 8.5 | Do you have a system which allows you to discuss saving energy and fuel with your staff?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Documented plan of discussions with staff<br>☐ Toolbox talks<br>☐ Feedback via newsletters/emails league tables | |
| | | |
| | Have you sent evidence remotely of the system you use to discuss saving energy and fuel with your staff? | ☐ Yes ☐ No |

## GOLD STANDARD ONLY

| | | |
|---|---|---|
| 8.6 | Do you have a system in place to capture activity over energy consumption?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ $CO_2$ emissions from road fuel use<br>☐ Road fuel used (including alternative fuels)<br>☐ Documentation that records energy consumption (such as in a graph) | |
| | | |
| | Have you sent evidence remotely of the system you use to capture activity over energy consumption? | ☐ Yes ☐ No |

GOLD STANDARD ONLY

| | | |
|---|---|---|
| 8.7 | Do you have a system in place to continuously improve your energy consumption?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.*<br>**Note:** To meet this requirement you **MUST** have an action plan to continuously improve your energy consumption compliance. Your action plan must be timed, monitored, measureable and reviewed annually. | ☐ Yes ☐ No |
| | | |
| | Have you sent evidence remotely of the system you use to continuously improve your energy consumption? | ☐ Yes ☐ No |

**If progressing to Green Standard please continue to section below**

| | | |
|---|---|---|
| 8.8 | Are you using or trialling renewable /alternative energy in the Truck fleet?<br>If YES, please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use.* | ☐ Yes ☐ No |
| | | |
| | Tell us how you will evidence this, supply a fleet list with the breakdown of the fuel types used. This can include but is not limited to:<br>☐ Bio diesel<br>☐ CNG/ LNG/ LPG/ ELECTRIC VEHICLES<br>☐ Other alternative fuels or hybrids | |
| | | |
| | Have you sent evidence remotely of your system? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 8.9 | Do you have operational fuel saving measures in place?<br>If YES, please provide a written description of this system and how this could be evidenced.<br>Please describe details of the system you use. | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, have the fleet been fitted with any of the following:*<br>1 Idle shutdown systems<br>2 Aerodynamic improvements; air dams, fairings etc<br>3 Speed limiters fitted<br>4 Semi-automatic/ Tiptronic gearboxes<br>5 Low rolling resistance tyres<br>6 Smaller engine with augmented gearbox/transmission<br>7 Aerodynamics<br>8 Use of fully synthetic oils<br>9 Idle stop systems/ integrated starter generators<br>10 Prebooking/ prepay systems in place<br>11 Solar panels/ regenerative braking systems to power auxiliary equipment<br>12 Speed limiters<br>Note: this is not an exhaustive list | |
| | | |
| | Have you sent evidence remotely of your system? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 8.10 | Do you have a fleet replacement plan in place defining environmental and emissions criteria?<br><br>If YES, please provide a written description of this system and how this could be evidenced.<br>Please describe details of the system you use. | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include one or more of the following.*<br>Have a plan to replace vehicles which lays out the criteria for when end of life is reached, this can include but is not limited to:<br><br>☐ Age, Roadworthiness, Mileage and /or Excessive fuel burn<br><br>The plan must include evidence of an end of life disposal plan which can include:<br><br>☐ authorised dismantlers / scrap merchants<br>☐ re-sale<br>☐ return to fleet hire company<br>☐ Neither of the above lists are exhaustive and other environmentally friendly initiatives are acceptable.<br><br>*Tell us how you will evidence this, a replacement policy which could include one or more of the following.*<br>Have a policy of vehicle replacement in place, including but not limited to the following<br><br>☐ Euro VI engines as a minimum requirement (must supply number in fleet)<br>☐ Alternative fuels (must supply number in fleet)<br>☐ On vehicle fuel saving measures including but not limited to:<br>1 Idle shutdown systems<br>2 Aerodynamic additions; air dams, firings etc<br>3 Speed limiters fitted<br>4 Semi-automatic/ Tiptronic gearboxes<br>5 Solar panels/ regenerative braking systems to power auxiliary equipment<br>6 Low rolling resistance tyres<br>7 Smaller engines with augmented gearbox/transmission | |
| | | |
| | Have you sent evidence remotely of your system? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 8.11 | Do you have a system of environmentally friendly load planning?<br>If YES, please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include one or more of the following.*<br>☐ Appropriate vehicle planning<br>☐ Asset sharing (between depots, other companies, etc.)<br>☐ Deliveries outside peak times<br>☐ Use of drawbar/ combination vehicles (drawbar vehicle for long distance and rigid for city deliveries)<br>☐ Use of double shifting or manning | |
| | | |
| | Have you sent evidence remotely of your system? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 8.12 | Do you have a system or policy in place for continuous upskilling of transport staff within the company?<br>If YES, please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include one or more of the upskilling opportunities available or that staff are encouraged to complete.*<br>*Examples include:*<br>☐ Transport manager SMART manager training<br>☐ Upskilling courses<br>☐ Drivers are eco driver trained i.e. SAFED | |
| | | |
| | Have you sent evidence remotely of your system? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 8.13 | Are your drivers trained in eco driving methods?<br>If YES, please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, this can include:*<br>☐ A central driver register of driver training including eco driving<br>☐ Driver files where a certificate of course attendance should be held<br>☐ At least 50% of all drivers must have completed an Eco driver course<br>Members must have a system in place to record the L/100km of the driver to gather evidence of eco driving progression | |
| | | |
| | Have you sent evidence remotely of your system? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 8.14 | If you use employ agency drivers, do you ensure that they have been trained in Eco driving methods?<br>If YES, please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, this can include:*<br>☐ A central driver register of driver training including eco driver<br>☐ Driver files where a certificate of course attendance should be held<br>Members must have a system in place to record the L/100km of the driver to gather evidence of eco driving progression | |
| | | |
| | Have you sent evidence remotely of your system? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 8.15 | When subcontracting work do you have an SLA in place and does the SLA have a section on environmental awareness?<br>If YES, please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, this can include:*<br>☐ A copy of the SLA<br>☐ A copy of the subcontractor's environmental policy | |
| | | |
| | Have you sent evidence remotely of your system? | ☐ Yes ☐ No |

## 9 Contractor and agency management

If you have an alternative method that supports the standard in place for any of the questions in this section, please provide details for the relevant question in the box provided.

| | | |
|---|---|---|
| 9.1 | Do you have a system in place to ensure that transport sub-contractors meet basic minimum legal obligations?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Contractor Key Performance Indicators or Service Level Agreements<br>☐ Written contractor standards within contract<br>☐ Evidence of road haulage licence/insurance checks<br>☐ Evidence of compliance checks/audits carried out on contractor by the organisation or third parties | |
| | | |
| | Have you sent evidence remotely of the system? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 9.2 | Do you have a system in place to ensure that agencies supply you with drivers that meet basic minimum legal requirements?<br>If yes please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include ONE of the following.*<br>☐ Agency Key Performance Indicators or Service Level Agreements<br>☐ Written agency standards within contract<br>☐ Evidence of compliance checks/audits carried out on contractor/agency by the organisation or third parties | |
| | | |
| | Have you sent evidence remotely of the system you use? | ☐ Yes ☐ No |

## 10 Health and safety

If you have an alternative method that supports the standard in place for any of the questions in this section, please provide details for the relevant question in the box provided.

| | | |
|---|---|---|
| 10.1 | Do you have a documented Safety Statement in place that is made accessible to all permanent and temporary staff, and visitors to the site?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, this should consist of:*<br>☐ A copy of the documented Safety Statement | |
| | | |
| | Have you sent evidence remotely of the documented Safety Statement? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 10.2 | Do you make new employees aware of the Safety Statement when they start work?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, this could include ONE of the following.*<br>☐ Notification included in company induction content<br>☐ Driver handbook inclusion<br>☐ Notification in job specification or contract of employment<br>☐ Individual copy provided to each driver at start of their employment<br>☐ Display on notice boards | |
| | | |
| | Have you sent evidence remotely of the documented Safety Statement? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 10.3 | Have you revised the Safety Statement within at least the last 12 months?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, this should include:*<br>☐ A dated (within the last 12 months) copy of the Safety Statement | |
| | | |
| | Have you sent evidence remotely of the documented Safety Statement? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 10.4 | Have you brought the relevant contents of the Safety Statement to the attention of the employees and others affected at least annually, and whenever it has been revised?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, this could include ONE of the following:*<br>☐ Revised copy included in driver handbook<br>☐ Individual revised copy provided to each driver<br>☐ Revised, dated copy displayed on notice boards | |
| | | |
| | Have you sent evidence remotely of the contents of the Safety Statement being brought to the attention of employees? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 10.5 | Have you undertaken documented risk assessments and, where appropriate, taken mitigating action taken in relation to interaction in and around vehicles?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, this should include copies of risk assessments covering:*<br>☐ The potential for persons to fall off vehicles<br>☐ The potential for unauthorised access<br>☐ Vehicle manoeuvring (forward and reverse) for each vehicle type<br>☐ Towing<br>☐ Uncoupling<br>☐ Parking | |
| | | |
| | Have you sent evidence remotely of copies of relevant risk assessments? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 10.6 | Do you measure health and safety performance?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use. Tell us who does what, when and how.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, this could include ONE of the following.*<br>☐ Dated review documentation demonstrating both active and reactive monitoring<br>☐ Regular KPI reports | |
| | | |
| | Have you sent evidence remotely of copies of health and safety performance measures? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 10.7 | Have all staff completed a COVID-19 return to work questionnaire and induction training?<br>If YES please provide a written description of this system and how this could be evidenced.<br>*Please describe details of the system you use.* | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, this could include:*<br>☐ A central register of returned induction training<br>☐ Certificates of completion of a recognised induction training course<br>☐ Copies of the Return to work Covid-19 questionnaire<br>☐ A register of received return to work questionnaires | |
| | | |
| | Have you sent evidence remotely of your system? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 10.8 | Does the company have a nominated and trained COVID-19 worker representative?<br>If YES, please provide of the name/s of the trained employees. | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include:*<br>☐ A central register of returned COVID-19 worker representative training completed<br>☐ Certificates of completion of a recognised worker representative course | |
| | | |
| | Have you sent evidence remotely of your system? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 10.9 | Does the company have a written COVID-19 response plan?<br>If YES please provide evidence of the plan. | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include:*<br>☐ A copy of the COVID-19 response plan | |
| | | |
| | Have you sent evidence remotely of your system? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 10.10 | Does the company have COVID-19 control measures in place?<br>If YES please provide evidence of the plan. | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include:*<br>☐ Hand washing/sanitisation stations<br>☐ Social distancing<br>☐ Working from home arrangements<br>☐ Issuing of PPE<br>☐ Appropriate communication systems | |
| | | |
| | Have you sent evidence remotely of your system? | ☐ Yes ☐ No |

| | | |
|---|---|---|
| 10.11 | Does the company have a contact logging system?<br>If YES please provide evidence of the plan. | ☐ Yes ☐ No |
| | | |
| | *Tell us how you will evidence this, which could include:*<br>☐ Sign in sheets<br>☐ Clocking systems<br>☐ Visitor logbooks/Covid tracing questionnaire<br>☐ Gathering any other third party service provider/site visitor information | |
| | | |
| | Have you sent evidence remotely of your system? | ☐ Yes ☐ No |

# Appendix 1: Statutory Instrument 348 of the RSA (Commercial Vehicle Roadworthiness) (Vehicle Maintenance and Repair) Regulations 2013

| In-cab items | External vehicle checks | Checks with the engine started, including: |
|---|---|---|
| • Mirrors<br>• Windows<br>• Driving controls<br>• Safety belts<br>• Windscreen washer and wipers<br>• Horn<br>• Tachograph<br>• ABS and EBS warning lights<br>• Instruments/gauges/warning devices<br>• Air leaks and pressure | • CRW, tax and insurance discs<br>• Tyres<br>• Wheel condition and security<br>• All lights and reflectors<br>• Exhaust<br>• Susie connections<br>• Fifth wheel and locking devices<br>• Steps<br>• Coupling<br>• Vehicle body, doors and curtains<br>• Landing legs and handle<br>• Trailer park brake<br>• Air suspension<br>• Number plates and marker plates<br>• Engine oil<br>• Water<br>• Windscreen washer reservoir<br>• Fuel levels and leaks<br>• Load security and weight distribution | • Steering<br>• Brake operation |

# Appendix 2: Particulars to be included on Certificate of Thorough Examination of Tank

- ✓ Name of owner
- ✓ Address of owner
- ✓ Serial number
- ✓ Vehicle registration number or, where the certificate is required in respect of a trailer or semi-trailer, the chassis number
- ✓ Year of manufacture (if known)
- ✓ Name of manufacturer (if known)
- ✓ Water capacity in litres
- ✓ Results of examinations carried out
- ✓ Any repairs or modifications required before being put back into service
- ✓ Other observations
- ✓ Dangerous substances for which the tank is suitable

I/We certify that on (date) I/We:

(a) thoroughly examined the tank described above externally and internally

(b) carried out a leakproofness test*

(i) of the tank, after assembly of equipment, and

(ii) of all items of equipment of the tank

and I/We am/are satisfied that the tank and its equipment are operating satisfactorily.

Signed ..... Date .....

Company.....

Address .....

.....

.....

*The leakproofness test shall be carried out separately on each compartment of a compartmented shell.

# Appendix 3: Sample – Certificate of Approval for vehicles (national transport only) carrying certain dangerous goods

The vehicle certificate of approval (national transport only) shall have the same layout as the model in this schedule. Its dimensions shall be 210mm × 297mm (format A4). Both front and back may be used. The colour shall be white. The certificate for a vacuum-operated waste tank-vehicle shall bear the following remark: 'vacuum-operated waste tank-vehicle'.

CERTIFICATE OF APPROVAL FOR VEHICLES (NATIONAL TRANSPORT ONLY)
CARRYING CERTAIN DANGEROUS GOODS

This certificate testifies that the vehicle specified below fulfils the conditions prescribed in the Carriage of Dangerous Goods by Road Regulations 2004

| 1 Certificate No | 2 Vehicle Manufacturer | 3 Vehicle Identification No: | 4 Registration No: (if any) |
|---|---|---|---|
| | | | |

5 Name and address of carrier, operator or owner:

6 Description of vehicle:[1]

7 Vehicle designation(s) according to Chapter 9.1.1.2 of the ADR:[2]

EX/II EX/III FL OX AT

8 Endurance braking system:[3]

☐ Not applicable

☐ The effectiveness according to Chapter 9.2.3.1 of the ADR is sufficient for a total mass of the transport unit of 7t.[4]

9 Description of fixed tank(s)/battery-vehicle (if any) .....

9.1 Manufacturer of tank .....

9.2 Approval number (if any) of tank/battery-vehicle .....

9.3 Tank manufacturer's serial number/Identification of elements of battery-vehicle .....

9.4 Year of manufacture .....

9.5 Tank code according to Chapters 4.3.3.1 or 4.3.4.1 of the ADR .....

9.6 Special provisions according to Chapter 6.8.4 of the ADR .....

10 Dangerous goods authorised for carriage:

The vehicle fulfils the conditions required for the carriage of dangerous goods assigned to the vehicle designation(s) in no 7.

10.1 In the case of an EX/II or EX/III vehicle[3]

☐ goods of Class 1 including compatibility group J

☐ goods of Class 1 excluding compatibility group J

10.2 In the case of a tank-vehicle/battery-vehicle[3]

☐ only the substances permitted under the tank code and any special provision specified in no 9 may be carried[5], or

☐ only the following substances (Class, UN number, and if necessary packing group and proper shipping name) may be carried

Only substances which are not liable to react dangerously with the materials of the shell, gaskets, equipment and protective linings (if applicable) may be carried.

11 Remarks:

12 Valid until: Stamp of issuing service

Place .....

Date .....

Signature .....

[1]According to the definitions for power-driven vehicles and for trailers of categories N and O as defined in Annex 7 of the Consolidated Resolution on the Constructed of Vehicles (R.E.3) or in Directive 97/27/EC.

[2]Strike out what is not appropriate.

[3]Mark the appropriate.

[4]Enter appropriate value. A value of 44 tonnes will limit the "registration/in-service maximum permissible mass" indicated in the registration document(s).

[5]Substances assigned to the tank code specified in No. 9 or to another tank code permitted under the hierarchy in Chapter 4.3.3.1.2 or 4.3.4.1.2 of the ADR, taking account of the special provision(s), if any.

Back of Certificate

13 Extensions of validity:

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