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Keeping your Goods Vehicles Roadworthy



1: Introduction

About this guide

The Department of Infrastructure (DOI) has produced this Guide to explain the responsibilities and systems involved in maintaining vehicles in a roadworthy condition, regardless of operating conditions, fleet size or vehicle type.

The procedures and systems explained in this Guide are useful for operators, drivers and all those who are responsible for operating, maintaining or providing commercial goods vehicles and trailers. The general principles apply equally for light goods vehicles below the Operator Licensing and Registration thresholds and for vehicles that are otherwise exempt.

Best Practice

It is not enough to rely on a maintenance system alone, because this cannot ensure that vehicles and trailers are roadworthy.

To ensure best practice, you will need to combine the following:

- good quality maintenance practices and skills;
- with supervision; and
- effective management of the system.

You will find practical advice on how to devise, install and monitor a system for ensuring roadworthiness. If you follow the advice given in this Guide you can make sure you are complying with the law and that your compliance can be monitored and controlled.

Maintaining Compliance

We recognise that there are different methods and systems from those that are described within this booklet that can result in vehicles being maintained in a roadworthy condition. If you are an operator who wishes to adopt a different system you must still satisfy the RTAL that the system you use is effective.

The Committee will only agree to variations that will not reduce the control necessary to ensure satisfactory maintenance. The ultimate test will be whether or not a vehicle is roadworthy.

Key Info

There must be a firm management commitment to review and improve maintenance systems where defects are found on vehicles or when the fleet size or the nature of the business is changing. As an Operator Licence Holder or Registered Operator you can also be assured that the maintenance systems described in this Guide will be accepted by the RTAL, provided that the resulting condition of your vehicles remain satisfactory.

If this is not the case, however, the RTAL reserve the right to require more stringent arrangements from you (e.g. shorter periods between inspections), and the competence of the persons who carry out safety checks may be challenged.

What does this Guide contain?

The procedures and systems described in this guide relate to responsibilities for roadworthiness, the different types of inspections, inspection intervals, inspection facilities, best practice guides and management of the systems. This guide includes many references to Driver Daily Check Forms, Written defect and rectification reports and Regular Safety Inspections.

Where this guide mentions an “Operator” this means either the holder of an Operator Licence or a Registered Goods Vehicle Operator.

Keep in mind that as a general principle, computer records are acceptable, provided that they contain the essential information that can be made available in printed form for examination upon request.

Other guidance

It is also important to note that this Guide is only concerned with systems of maintenance for roadworthiness. If you are looking for the maintenance of vehicles to achieve economy and reliability, we advise you to seek help from vehicle manufacturers and their agents.

Getting it right

The DOI recognises that operators of heavy goods vehicles will not get everything right all the time. However, we do want you to be vigilant and responsible.

There are a wide range of criminal penalties and regulatory sanctions for both Operators and Drivers when non-compliance is found. The consequences of non-compliance for the general public can be catastrophic as a poorly maintained vehicle may cause serious injury or a fatality.

The RTLC have the power to prevent an Operator from operating a Goods Vehicle for either a short period of time or indefinitely if the actions of the operator, their drivers or mechanics place the public at risk.

Key points of a good maintenance system

Use these important key points as a guide to help you plan and set up a compliant and effective maintenance system for your vehicles.

1. A trained driver, or responsible person, must undertake a Daily Walkaround Check before a vehicle is used.
2. First use inspections are essential for operators who lease, hire or borrow vehicles. These are especially important where vehicles and trailers have been off the road for some time.
3. Drivers must report promptly any defects or symptoms of defects that could adversely affect the safe operation of vehicles. Written defect and rectification reports must be completed and kept on the vehicle's file.
4. Written defect and rectification reports, used to record any faults and rectification work, must be kept for at least 15 months.
5. Operators must ensure that Regular Safety Inspections are carried out.
6. Regular Safety Inspections must include those items covered in the Manx Inspection Manual
7. Regular Safety Inspections should be pre-planned, at least 4 times a year (i.e. 12 weeks apart).
8. A Regular Safety Inspection should be carried out immediately before presentation for Annual Test.
9. The system of Regular Safety Inspections must be regularly monitored, especially in the early stages.
10. Any repairs or rectification work carried out as a result of Regular Safety Inspections must be recorded using the Written defect and rectification Report.
11. The Regular Safety Inspection record must include all of the items shown on the form at page 15 and 16 and refer to the relevant chapter of the Manx Inspection Manual. Forms are free to download on the RTLC website.
12. On some types of vehicles and operations intermediate safety checks may be necessary.
13. Records of Regular Safety Inspections must be kept for at least 15 months for all vehicles, including vehicle(s) that have been removed from the Operator's Licence or Registration.
14. Staff carrying out Regular Safety Inspections must be competent to assess the significance of defects. Assistance must be available to support the Regular Safety Inspection process.
15. There must be an internal system to ensure that unroadworthy vehicles are removed from service, with someone responsible to take vehicles off the road.
16. Operators who undertake their own Regular Safety Inspections must have the correct tools and facilities for the size of the fleet and type of vehicle operated.
17. All operators should have access to a means of measuring brake efficiency and setting headlamp aim.
18. Operators are responsible for the condition of vehicles and trailers that are inspected and/or

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maintained for them by agents, customers (in the case of imported trailers) contractors or hire companies.

19. Operators who have contracted out their Regular Safety Inspections must draw up a formal written contract with an inspection agency or garage and this must be retained on file. Such operators should view inspection records immediately upon the return of the vehicle and have a means of regularly monitoring the quality of work carried out on their behalf.
20. The dates when Regular Safety Inspections are due must be the subject of forward planning. A maintenance scheduling system or wall chart should be used to identify inspection dates at least six months before they are due. Computer based systems are equally acceptable provided hard copies can be produced upon renewal of the vehicle disc.
21. Any system of maintaining roadworthiness of vehicles should be effectively and continually monitored.
22. Any changes by licensed or registered Operators to arrangements for Regular Safety Inspections must be notified to the RTLC without delay.
24. Drivers must be adequately trained and given clear written instructions about their responsibilities.

2: Responsibilities for roadworthiness

This section gives best practice advice on the responsibilities that an operator or driver will have to undertake to ensure the roadworthiness of their vehicle. It covers what you are legally required to do, according to the law.

As a user of vehicles, it is your responsibility to ensure that the vehicles you use are roadworthy. It is an offence to use an unroadworthy vehicle on the road. The term 'user' of a vehicle applies to the driver and the person paying the driver to work for them.

Key Info

Operators must comply with the declaration they give to the RTLC that they will ensure that their vehicles are operated in a fit and serviceable condition. If operators intend making any change to their maintenance arrangements, they must notify the RTLC.

Hire Loan or Lease Vehicles

The vehicle itself may either belong to the user or be in their possession under any agreement for hire, hire purchase, loan or lease. The user of a towing vehicle is responsible for the roadworthiness of a trailer even if it does not belong to them.

Imported Trailers

If trailers that are temporarily imported into the island are used, then the Operator Licence Holder or Registered Goods Vehicle Operator is responsible for their roadworthiness in terms of condition but also in terms of the technical design of the trailer.

Key Info

RTLC require that all vehicles and trailers are maintained in a fit and serviceable condition when operated under an Operator's licence or a Registration.

Roadworthiness inspections

When it comes to ensuring the roadworthiness of a vehicle there are two types of essential inspections which differ in scope and depth. Each type is used for a different purpose and requires different levels of skill to be carried out effectively.

The two types of inspection are:

- daily walk around checks, and
- first-use inspections/regular safety inspections.

An inspection should not be confused with a service (oil/ filter changes etc). A service contains items requiring routine maintenance, usually determined in scope and frequency by the vehicle's usage and the recommendations of the vehicle's manufacturer

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3: Daily Walkaround Checks

This section looks at the daily walk around check. It offers best practice advice on setting up a system for drivers to carry out a daily visual check of a vehicle or trailer's condition, while clearly stating your legal position.



A responsible person must undertake a daily walk around check before a vehicle is used. It is recommended that a driver carries out this check before they drive the vehicle on the road each day. Where more than one driver will use the vehicle during the days running the driver taking charge of a vehicle should make sure that they carry out their own, walk around checks.

Key Info

The driver is always legally responsible for the condition of the vehicle while in use; therefore, conducting a daily walkaround check is a vital part of a driver's core role.

Operators can delegate the walk round check to a responsible person, who must carry out a minimum of one check in 24 hours.

The check should cover over the whole vehicle or combination. On multi-trailer operations a check should be made on each trailer before being used. The check should cover all items listed in the driver's daily check sheet.

Assistance may be required at some time during the check, for example to see that lights are working. Alternatively, a brake pedal application tool may be used as an effective way of making sure stop lamps are working and that the braking system is free of leaks. In addition, a torch, panel lock key or other equipment may be needed.

It may also be beneficial to include a post use check to identify faults and any maintenance issues that can be rectified whilst the vehicle is not in use (e.g. overnight or at the end of a shift)

A written system of reporting a Walkaround Check

There must be a system of reporting that a daily walk round check has been completed.

Daily defect checks are vital as they are the final check before a vehicle goes onto the road.

There is no excuse for a vehicle being used with an obvious defect such as a damaged tyre, broken mirror, abs lights showing, etc. as they should be obvious to the driver who should not agree to drive a defective vehicle.

The Driver is legally responsible for the condition of the vehicle once it is on the road.

It is important that enough time is allowed for the completion of walk around checks and that staff are trained to carry them out thoroughly. Drivers should be made aware that daily defect reporting is one of the critical elements of any effective vehicle roadworthiness system.

Examples of how to perform a walk around check can be found on YouTube under HGV Drivers Daily

Walkround check.

Daily walkround checks should be recorded on a form like the one below:

Driver's Daily Vehicle/Trailer Check Sheet

Driver's Name	Vehicle Reg.	Trailer ID
Date	Odometer reading	Odometer reading (if available)
Time	Key: <input checked="" type="checkbox"/> Item Serviceable <input checked="" type="checkbox"/> Item Defective N/A Not applicable	
Fuel / oil leaks	Lights	Brake lines*
Battery security (condition)	Reflectors / Markers	Coupling security*
Tyres / wheel and wheel fixing	Indicators / Side repeaters	Electrical connections*
Spray suppression	Wipers	Brakes inc. ABS/EBS
Steering	Washers	Security/Condition of body / wings
Security of load / Vehicle height	Horn	Registration plates
Mirrors / Glass / Visibility	Excessive engine exhaust smoke	Cab interior / Seat belts
Air build-up / Leaks	AdBlue® if required	Warning Lamps/MIL

Defects Identified

No

Yes

If yes then please complete a written defect form.
Do not move the vehicle until the defect has been repaired

Driver's Declaration

Driver Signature

I declare that I have checked all of the items listed above, I have reported any defects using a **Written Defect and Rectification Report**. I also declare that if I become aware of a defect during the working day I will report it immediately.

This form can be downloaded for free from the RTLC website.

Note that this form is only a record that the driver has carried out the daily check. If defects are found then the driver must make a Written Defect and Rectification Report using the form in Chapter 4.

Key Info

Drivers must report any defects or symptoms of defects that could prevent the safe operation of the vehicles. In addition to daily walk around checks drivers must monitor the condition of their vehicle when being driven and be alert to any indication that the vehicle is developing a fault e.g. warning lights, vibrations or other symptoms.

When a vehicle is on site work, you should walk around the vehicle before leaving the site to identify any defects (e.g. Tyre damage, debris between twin wheels etc). If any safety defects are found, **you must not return the vehicle to the road until it is repaired.**

3rd Party Owned Trailers and traction only services.

Many of the trailers that are operated on the Islands roads are imported by ferry. The maintenance for these trailers will be the responsibility of the owner of the trailer. A robust walkround check is essential to make sure that the trailer is in a roadworthy condition before it leaves the Sea Terminal.

Operators who provide this type of service should make sure that the owners of the trailers are

contractually responsible for any repairs required before a trailer leaves the Sea Terminal.

The form below may be used by drivers who pull many different trailers during the working day.

Driver's Daily Trailer Check Sheet

Driver's Name		Trailer ID	
Date		Odometer reading (if available)	
Time		Key: <input checked="" type="checkbox"/> Item Serviceable <input checked="" type="checkbox"/> Item Defective N/A Not applicable	
Fuel / oil leaks	Lights	Electrical connections*	
Battery security (condition)	Reflectors / Markers	Brakes inc. ABS/EBS	
Tyres / wheel and wheel fixing	Indicators / Side repeaters	Security/Condition of body / wings	
Spray suppression	Brake lines*	Registration plates	
Security of load / Vehicle height	Coupling security*	Warning Lamps/MIL	
Air build-up / Leaks			

Defects Identified

No

Yes

If yes then please complete a written defect form. Do not move the trailer until the defect has been repaired

Driver's Declaration I declare that I have checked all of the items listed above, I have reported any defects using a Written Defect and Rectification Report . I also declare that if I become aware of a defect during the working day I will report it immediately.	Driver Signature
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This form may be downloaded and reproduced from the RTLC website.

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4: Written Defect Reporting and Rectification

This section looks at the system of written defect reporting. It offers best practice advice on how to keep your promise to report defects and the symptoms of defects in writing. This applies to defects identified by a driver during their working day and those identified by your mechanic following a Regular Safety Inspection.

Defects on vehicles can range from a blown bulb to a major gearbox or engine failure. Some defects can easily be identified and others will require the facilities of a workshop and the eyes of a competent mechanic.

Whatever the defect is it will influence the safe operation of the vehicle. A blown nearside indicator repeater could have fatal consequences for a cyclist, a broken mirror or damaged bumper is an indication that the vehicle has hit something. Written defect and rectification reports can help a competent operator to trace faults, assign responsibility for vehicle damage and ensure that parts for known recurring defects are kept in stock for easy and timely repair.

It is correct for people to assume that if the rectification of a defect has not been documented, the defect is still present and causing a risk to road safety.

A Written Defect and Rectification Report

Written Defect and Rectification Report

Name	Vehicle Reg.	Trailer ID
Date	Odometer Reading	Odometer Reading (# available)
Time		
Details of Defect		
Details of Repair Work Completed		
If the Defect identified would not be a Reason for Failure as assessed using the Manx Inspection Manual then the vehicle or trailer may be used but a date for a repair must be planned and entered on the form.		Date of Planned Rectification
Road Safety Declaration I declare that I have repaired the defect(s) reported above. I confirm that the details of this repair have been notified to the Operator of the Vehicle		Signature

The above form may be downloaded and printed off from the RTLC website.

Any defects found during the daily walk around check, while the vehicle and or trailer(s) are in use or on their return to base, must be the subject of a written report by the driver or some other person responsible for recording defects.

When to use a Written Defect and Rectification Report.

Written defect and rectification reports are likely to be completed in the following situations:

1. When a driver has found a visual defect during a walk round check
2. When your mechanic has identified a defect during a regular safety inspection.
3. When a defect has occurred whilst the vehicle is away from its operating centre.
4. When tyres are damaged in service.
5. When wheel nuts require re-torquing

The form is an important part of the vehicle's maintenance records. It is the evidence that a repair has been carried out and that the vehicle or trailer is safe to be used. It must also be used to help plan for a repair when a vehicle is safe and roadworthy but a repair will be required before the next inspection.

It will help the management of the business to identify recurring defects which may be the symptom of the defect rather than the cause of the problem. All defects, no matter how minor, should generate a written report to show they have been repaired before the vehicle is used on the road.

Key Info

All written defect and rectification reports must be given to a responsible person with sufficient authority to ensure that any appropriate action is taken. This might include taking the vehicle out of service. Any report listing defects is part of the vehicle's maintenance record and must be kept for at least 15 months, together with details of the rectification work and repairer.

If you are a Registered Goods Vehicle Operator with a single vehicle which is only driven by you; then you will probably not have anyone to report defects to. In this case, defects and the remedial action may be written down in a diary and held for at least 15 months although using the above form is still regarded as best practice.

What standard should I use to assess a written defect?

The best guide to the standards expected of a Goods Vehicle can be found in the Manx Inspection Manual (MIM).

MIM establishes the minimum standards for a roadworthy vehicle. These are not the highest standards that could be achieved but they are at a level where the vehicle is considered safe on the date of the Annual Test.

If a vehicle or trailer defect would be a Reason for Failure at the annual test then it is not safe to be used on the road. A repair must be made before the declaration can be signed off and the vehicle allowed to return to service.

If the defect on the vehicle would **Pass** the annual test then the vehicle may be safe to use. An example may be a small crack in a driving mirror which does not obscure the view to the rear in that mirror. The vehicle could be used safely but small cracks can become larger and a plan to rectify the defect must be put into place. A note should be put on the defect report that the defect should be rectified at the earliest opportunity. This decision should be made by somebody within the business that is competent to assess the defect. The report can be signed off as rectified once a repair has been carried out.

Key Info

There is a risk that an enforcement officer's opinion, at the roadside, of whether a defect would be a **Reason for Failure** at annual test may be different to yours. You must assess whether you wish to send the vehicle onto the road in that condition or whether to repair it before it is used. If a prohibition is issued this will be notified to RTALC and this may affect your Operator Licence or Registration.

Drivers' Responsibilities

Drivers must be made aware of their legal responsibilities regarding vehicle and trailer condition and the procedures for written reporting of defects. Registration Holders and Operators must ensure that all drivers are adequately trained and providing written guidance in a driver handbook can assist an operator to achieve this.

The driver should be asked to sign a document to show that they have received written documents describing the daily check training and confirming that they understand their responsibilities.

Drivers share the responsibility for the vehicle's roadworthiness with the Operator. They may be prosecuted, as well as the Operator, for roadworthiness defects found on the vehicles they drive if they are considered partly or wholly responsible.

Written Defect reporting for drivers who carry out minor repairs.

If you are an Operator who expects drivers to replace bulbs and carry out other very minor repairs then you should bear in mind that drivers would need appropriate training including the completion of the Written Defect and Rectification Report.

A blown bulb may be the symptom of another defect like damaged wiring or a faulty alternator. If a written record of these very minor repairs is not kept it is much harder to find the cause of the problem.

Written Defect Reporting for 3rd Party owned trailers

Operators who provide a traction only service for unaccompanied trailers brought to the Isle of Man by ferry are responsible for their roadworthiness and condition once they are taken on to the Island's roads.

Ensuring third party trailer roadworthiness can be problematic for the traction only service operator as the trailer owner would be responsible for the routine maintenance of the trailer including the Regular Safety Inspections. Under these circumstances traction operators are reliant on trailer owner to correctly carry out their own Regular Safety Inspections within their stated frequency and complete any necessary repairs.

Where defects are identified by a driver using the system in chapter 3 above, a Written Defect and Rectification Report must be completed. If many 3rd party trailers are used then a file of Written defect and rectification reports must also be kept demonstrating that defects are being identified and rectified before the trailer is used.

Key Info

The traction operator is responsible for ensuring a thorough walk around check of the tractor/ trailer combination is carried out to establish it is safe prior to use. If defects are identified during the walk around check these should be rectified prior to use.

Key Info

The driver/operator bears the full responsibility for the safe operation and roadworthiness of the tractor/trailer combination at the time it is being driven.

Although the operator does not own the trailer they are ultimately responsible for using the combination in an unroadworthy condition and any prohibition would be noted on the Operator's Record.

5: Regular Safety Inspections and First Use Inspections

This section describes why regular safety inspections and the first use inspection are essential to an effective maintenance system.

Regular Safety Inspection Scope and Content

A safety inspection is a check of all safety related items (the same items as on an Annual Test) on a vehicle to allow an operator to assess whether the vehicle or trailer will remain in a roadworthy condition until the next Regular Safety Inspection.

The Regular Safety Inspection should cover all the items listed in the Manx Inspection Manual.

The Safety Inspector must ask the question of each item checked:

“Will this item continue to be safe and roadworthy until the next Regular Safety Inspection?”

If the answer to the above question is “No!” then the Inspector must complete a Written Defect and Rectification Report, assess if a repair is required immediately or if the item will require repair at some time before the next Regular Safety Inspection. Repairs that are not to be carried out immediately must be planned and the date of planned rectification put on the Report.

The vehicle or trailer cannot be used on the road until the Safety Inspector signs the Declaration of Roadworthiness on the Regular Safety Inspection form. The Safety Inspector must be satisfied that :-

- all the items checked will remain at least above the minimum standards set out in the Manx Inspection Manual and
- that a plan is in place for the rectification of any items that may fall below that standard before the next Regular Safety Inspection is due,

before the Road Safety Declaration can be signed.

Planned Rectifications must be completed by the date shown on the Written Defect and Rectification Report. Operators should be alert to the possibility that the potential defect identified may deteriorate quicker than anticipated. Operators should therefore bring any rectification forward if a repair is required to keep the vehicle or trailer in a roadworthy condition.

A Vehicle Regular Safety Inspection Form

Vehicle Regular Safety Inspection Form

Operator Licence/ Registration Holder Name	Vehicle Reg.
Date	Odometer reading

Key OK Defect Not Applicable N/A

Outside the Vehicle

MIM	Check Item	Check	MIM	Check Item	Check	MIM	Check Item	Check
1	Registration Plate/ Plating Certificate		3	Lamps		5	Condition of Tyres	
2	Markers and Reflectors		4	Direction Indicators and Hazard Warning Lamps		6	Size and Type of Tyres	

In the Cab

MIM	Check Item	Check	MIM	Check Item	Check	MIM	Check Item	Check
7	Seat Belts and Supplementary Restraint Systems		12	Driving Controls		17	Windscreen Washers and Wipers	
8	Mirrors and Indirect Vision Devices		13	Pressure/Vacuum Warning and Build Up		18	Seats	
9	Glass and View of the Road		14	Hand Lever operating Mechanical Brakes		19	Steering Control	
10	Speedometer		15	Hand Operated Brake Control Valves		20	Cab Doors	
11	Horn		16	Service Brake Operation		21	Cab Floors and Steps	

Underneath the Vehicle

MIM	Check Item	Check	MIM	Check Item	Check	MIM	Check Item	Check
22	Cab Security		29	Condition of Body		36	Additional Braking Systems	
23	Electrical Wiring and Equipment		30	Fuel Tanks and Systems		37	Brake System and Components	
24	Road Wheels and Hubs		31	Steering Mechanism		38	Transmission	
25	Sideguards, Rear Underrun Devices and Bumper Bars		32	Exhaust Systems		39	Engine and Transmission Mountings	
26	Sparewheel and Carrier		33	Oil Leaks		40	Condition of Chassis	
27	Spray Suppression, Wings and Wheel Arches		34	Suspension				
28	Security of Body, Containers and Crane Support Legs		35	Axles Stub Axles and Wheel Bearings				

MIM	Check Item	Check	MIM	Check Item	Check
41	Aim of Headlamps		45	Exhaust Emissions	
42	Service Brake Performance (%)		46	Vehicle to Trailer Coupling	
43	Secondary Brake Performance (%)		47	Trailer parking and emergency brake and Airline Connections	
44	Parking Brake Performance (%)		49	Other Dangerous Defects	

Faults Numbered here are should have been found during a Driver Walk Round

Comments

Comments

Declaration Signature
I declare that **this vehicle is not safe for use on the road** until the defects identified have been repaired. I have completed a Written Defect and Rectification form for each defect and handed these to the Operator

Road Safety Declaration Signature
I declare that I am satisfied that the vehicle is **roadworthy and safe to use**. I declare that any Written Defect & Rectification forms that show planned rectification have been handed to the Operator

Tyre tread depths/ pressures

Axle	Nearside		Offside	
	Outer	Inner	Inner	Outer
1	/	/	/	/
2	/	/	/	/
3	/	/	/	/
4	/	/	/	/

This form may be downloaded from the RTLC website.

A Trailer Regular Safety Inspection Form

Trailer Regular Safety Inspection Form

Operator Licence/ Registration Holder Name	Trailer ID
Date of Inspection	Odometer reading (if available)

 OK

 Defect

 Not Applicable N/A

Ground Level

MIM	Check Item	Check	MIM	Check Item	Check	MIM	Check Item	Check
1	Registration Plate/ Department Plate		4	Direction Indicators and Hazard Warning Lamps		14	Hand Lever operating Mechanical Brakes	
2	Markers and Reflectors		5	Condition of Tyres		15	Hand Operated Brake Control Valves	
3	Lamps		6	Size and Type of Tyres				

Underneath the Trailer

MIM	Check Item	Check	MIM	Check Item	Check	MIM	Check Item	Check
23	Electrical Wiring and Equipment		28	Security of Body, Containers and Crane Support Legs		34	Suspension	
24	Road Wheels and Hubs		29	Condition of Body		35	Axles Stub Axles and Wheel Bearings	
25	Sideguards, Rear Underrun Devices and Bumper Bars		30	Fuel Tanks and Systems		36	Additional Braking Systems	
26	Sparewheel and Carrier		31	Steering Mechanism		37	Brake System and Components	
27	Spray Suppression, Wings and Wheel Arches		33	Oil Leaks		40	Condition of Chassis	

Tyre tread depths/ pressures

MIM	Check Item	Check	MIM	Check Item	Check
42	Service Brake Performance (%)		47	Trailer parking and emergency brake and Airline Connections	
43	Secondary Brake Performance (%)		48	Trailer Landing Legs	
44	Parking Brake Performance (%)		49	Other Dangerous Defects	

Axle	Nearside		Offside	
	Outer	Inner	Inner	Outer
1	/	/	/	/
2	/	/	/	/
3	/	/	/	/
4	/	/	/	/

Faults Numbered here are should have been found during a Driver Walk Round Check	
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Comments

Declaration I declare that this trailer is not safe for use on the road until the defects identified have been repaired. I have completed Written Defect and Rectification sheets for each defect and handed these to the Operator of the Trailer	Signature
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Road Safety Declaration I declare that I am satisfied that the trailer is roadworthy and safe to use . I declare that any Written Defect & Rectification forms that show planned rectification have been handed to the Operator	Signature
--	-----------

This form may be downloaded from the RTLC website.

Being cost effective

Although primarily undertaken in the interest of safe vehicle operations Regular Safety Inspections, together with prompt remedial action, are also cost effective. The early indication of wear, damage or maladjustment may prevent sudden failure of components resulting in unscheduled downtime or prevent wear becoming so advanced that premature replacement becomes necessary.

First Use Inspection: Vehicles brought into use

When a vehicle or trailer is first brought into use with an operator it should have undergone a first use inspection, which is essentially the first Regular Safety Inspection.

New vehicles entering service that have undergone a recorded pre-delivery inspection (PDI) that is as comprehensive as a Regular Safety Inspection will not require a further inspection. The PDI Inspection report must be kept with the vehicle's maintenance file and produced when requested.

Used vehicles, not previously operated, should always be given a full Regular Safety Inspection.

First Use Inspection: Vehicles being returned to use

If a vehicle has been off the road for a period longer than the planned maintenance inspections (check your Operators Licence or Registration for the Inspection Interval), it should be given a full Regular Safety Inspection prior to being brought back into use.

A note should be placed on the vehicle maintenance file to show the vehicle has been off the road.

Hire, loan or lease vehicles

If you are the user of the vehicle, it is your responsibility to ensure that any hired, leased or borrowed vehicle or trailer is in a roadworthy condition and has all the necessary certification when used on the road. Therefore, it is essential that you do a daily walkaround check (as described in Chapter 3) before any such vehicle or trailer is used. It is your responsibility to be able to provide maintenance records covering the period of use.

Hired vehicles or trailers should be inspected by a member of staff from the rental company prior to being made available for each rental. This pre-rental inspection should include all major mechanical parts, exterior and interior condition and electronic equipment, fluids, tyre condition and pressures. The operator should keep a copy of this checklist as proof that the rental company has carried out a pre-rental inspection.

This inspection along with a walkaround check by the operator will help ensure that the vehicle being used is roadworthy. If the operator has any doubt that the rental company has carried out a comprehensive pre-rental inspection of the vehicle/trailer then a First Use Inspection should be carried out.

If you are borrowing a vehicle from another Operator Licence Holder or Registered Operator then you should ask for the last Regular Safety Inspection. You must review this document, before the vehicle or trailer is used by your business, to satisfy yourself that there are not any safety related defects that might occur whilst you are responsible for and using the vehicle.

3rd Party Owned Trailers

A robust walkround check should be carried out before taking the vehicle onto the Island's roads (see section 3).

If the trailer is the one that is regularly assigned to come to the Isle of Man then it is therefore strongly recommended that you obtain, from the trailer owner or customer, the Regular Safety Inspections for the trailer/s concerned. However, this may not be possible if there is not a regular trailer being used.

Key Info

A Regular Safety Inspection must include all the relevant items covered by the Manx Inspection Manual.

Standards to be applied

The Department produces the Manx Inspection Manual which sets the minimum standards required for a vehicle to pass the Annual Test. A safety inspection must look at each item listed on the Safety Inspection forms (Pages 17-18) to determine whether the vehicle or trailer will meet the standards over the following 12 weeks. The MIM Numbers listed on the Regular Safety Inspection forms relate to the sections of the Manx Inspection Manual.

For example, if your mechanic is checking cab security the relevant section of the MIM is No 22. All of the relevant standards for cab security can be found there.

Reference should be made to manufacturer's recommended tolerances to ensure that each item covered by the safety inspection is inspected properly and limits of wear and tolerance are adhered to.

Any item that is a **Reason for Failure** listed in the MIM will require immediate attention. If the mechanic identifies a defect then they should complete a Written Defect and Rectification Report so that a repair can be made after the Regular Safety Inspection is complete.

Items that the mechanic considers would only just **Pass** at annual test may not make the vehicle unsafe but those items may develop into a **Reason for Failure** so rectification must be planned before the vehicle or trailer are returned to the Operator. Planned dates for rectification must be entered on the Written Defect and Rectification Report.

An example might be for a tyre that has 2mm of tread. The vehicle may be safe for return to service but a tyre replacement should be planned before the next Regular Safety Inspection.

Key Info

Repairs to Defects should not be carried out during a safety inspection. A safety inspection should not take much longer than an annual test at the test station. Its purpose is to identify defects and possible defects. Once the defects have been identified the repairs can be carried out afterwards.

Key Info

An experienced safety inspector should be able to make an assessment as to the remaining life of a component and be able to advise an operator on an appropriate date to plan for a replacement.

Planned Dates should be noted on the Written Defect and Rectification Report.

Key Info

It must be emphasised that the standards for the annual test are the minimum acceptable standards and should be used only for guidance for the safety inspection.

The Inspector will need to consider the frequency of inspections, age of vehicle, expected mileage and type of work undertaken to assess whether a component would remain in a serviceable condition before the next inspection is due

Safety Inspection Intervals

Operational needs must not override safety considerations. The minimum requirement for carrying out a Safety Inspection on the Isle of Man is every 12 weeks.

Operators of Goods Vehicles may choose to inspect their vehicles more frequently or the RTLC may require shorter inspection periods.

If you are operating older vehicles and trailers then more regular inspection (i.e. every 8 or 10 weeks) will help you to ensure that you can meet your promise to the RTLC that vehicles are kept in a fit and serviceable condition.

Key Info

Your safety inspection forms are a valuable resource to help you decide whether the minimum 12 week inspection is sufficient for your vehicle or trailer.

If many **Reasons for Failure** defect categories are being identified on a Regular Safety Inspection Form then an Operator would be advised to increase the Safety Inspection frequency to 10 or 8 weeks as the vehicle is clearly falling below the minimum standards over the longer period.

Safety Inspectors

A regular Safety inspection should be carried out by a person who is technically competent and operationally aware of the safety standards that apply to the vehicles they examine.

The key skills for a Safety Inspector are:

- techniques of vehicle examination,
- diagnosis,
- reporting, and
- to possess a sound working knowledge of the Manx Inspection Manual.

With modern vehicle systems and working practices it is strongly recommended that Safety Inspectors obtain relevant technical qualifications and achieve an automotive technical accreditation or meet a recognised quality standard for the vehicles they inspect.

Time served experience will be an asset to a Safety Inspector but it is important that the Inspector must be able to identify problems and potential problems rather than to possess all of the skills required to complete the repair.

Key Info

A Safety Inspector should not be expected to carry out repair or servicing work during the course of the Regular Safety Inspection.

Repairs to defects should only be made after a Written Defect and Rectification Report has been completed.

Use of Assistants

There may be times during the course of a Regular Safety Inspection when the inspector will require the assistance of someone to operate certain vehicle controls. The operator must ensure that this assistance is available when required. The vehicle's driver can often provide such assistance.

Authority to take a vehicle off the road or return it to service.

If you are the Operator you must ensure that someone within your organisation, at all times, has the authority to decide whether a vehicle is fit for service.

If a Written Defect and Rectification Report has been completed that person must be available to decide whether a vehicle can be allowed back into service.

The responsibility for preventing an unroadworthy vehicle or trailer from being used rests with the Operator. This responsibility can be passed to another member of staff but the Operator must be certain that person has the skill, knowledge and authority within the business to stop a defective vehicle from going onto the road.

Key Info

The holder of the Registration or, in the case of an Operator Licence Holder, the Transport Manager, retains legal responsibility for vehicle roadworthiness regardless of whether his or her activities are delegated.

Vehicle Cleanliness

Vehicles should be cleaned regularly on top, inside and underneath. This will make it easier to spot defects at scheduled safety inspections and during the daily walkround checks.

Duties of Staff

It is important that all staff with an involvement either directly (e.g. drivers and workshop staff) or indirectly (e.g. transport management) are made fully aware of the legal and moral responsibilities of an Operator of goods vehicles.

They should also be made aware of the subsequent importance of ensuring the effective operation of the vehicle maintenance programme.

Drivers, workshop staff and those otherwise responsible for the condition of vehicles should be individually informed in writing of their specific duties and responsibilities – particularly regarding safe vehicle operation.

Emphasis should be placed on the importance of maintaining an effective regular safety inspection programme and the role they play in promoting and sustaining its integrity. One method might be to write to each relevant employee in duplicate, thus permitting a returned signed copy to be retained by the Operator.

6: Safety Inspection and Repair Facilities

This section covers the facilities needed to undertake safety inspections and the arrangements needed if you do not undertake your own inspections. The same guidance applies to the repair of any defects found during safety checks.

Making arrangements to complete Regular Safety Inspections.

Operators may choose either to provide their own maintenance facilities or to use the facilities of a 3rd party maintenance contractor.

If an Operator uses in house or outsourced maintenance facilities the responsibility for maintenance remains with the Operator. Care should be taken to ensure that the facilities for inspecting vehicles and trailers meet the standards below.

Safety inspection facilities

Facilities should include:

- undercover accommodation for the largest vehicle in the fleet. This is required to ensure that safety inspections can be conducted satisfactorily in all weathers (depending on fleet size the building may need room for more than one vehicle at a time);
- tools and equipment appropriate to the size and nature of the fleet;
- an adequate under-vehicle inspection facility;
- adequate lighting;
- access to brake test equipment (e.g. a roller brake tester, decelerometer); *
- access to headlamp test equipment; *
- access to steam or pressure under-vehicle washing facilities; and *
- a safe working environment.

*You may have an agreement with a third party to use their facilities if you don't have access to these items of test equipment.

If an operator fails to maintain vehicles in a safe and roadworthy condition with the facilities provided the RTLC may take regulatory action.

Contracted Out Arrangements

If you decide to use a contractor you are still responsible for the condition of vehicles that are inspected and/or maintained for you by your agents or contractors.

Key Info

Care must be taken to ensure that the facilities used by the contractor are adequate and that the staff are competent.

You should also ascertain that the contractor is in possession of a Manx Inspection Manual and has suitable inspection sheets. These may be downloaded from the VTC website <https://www.gov.im/media/1362031/mim-final-web-quality-pdf-21-07-2018.pdf>

Drawing up a Contract

It is essential to have a written contract that sets out the precise obligations of the Contractor that you chose to carry out Regular Safety Inspections. The contract should stipulate that the Safety Inspector must possess the requisite skills and knowledge to perform a Regular Safety Inspection and that the information is reported back to the Operator so that they can make the necessary decisions regarding repair or replacement of parts.

An Operator is not obliged to use the same Contractor for repairs and Regular Safety Inspections. However, all written defect and rectification reports completed by the Safety Inspector must be signed off by a responsible person before returning the vehicle/trailer to use.

Such a contract must be kept on the maintenance file and produced on request. You must also make sure the maintenance provider details are up to date at the RTLC. If a contract is cancelled, or the terms of an existing contract are changed, a copy of the new agreement must be sent to the RTLC without delay.

A model contract is provided at Annex 2.

Contract limitations

Even when a maintenance contract exists between you (the Operator) and a Contractor, you remain legally responsible for the condition of the vehicle, the authorisation of any repair work undertaken and the retention of records.

You need to be satisfied at all times that the level of maintenance agreed matches the demands placed upon vehicles and that the standards achieved by the Contractor are kept at a sufficiently high level. You should therefore talk regularly with the Contractor to ensure that they are familiar with the operational needs of the vehicles they are required to inspect and repair. This knowledge is important if the Contractor is to be called upon to advise on a course of action – particularly when your technical know-how is limited.

Even when you get on well with a Contractor, you should have a system for regularly monitoring the quality of work done.

Obtaining first time pass rate annual test data from the Contractor is one way of checking that their performance is satisfactory, but this should be supplemented by other checks. Any sign of unreliability, incompetence or other shortcomings causing a reduction in the standards achieved should receive prompt attention. A good working relationship between Operator and maintenance contractor can help, but if problems persist you may well consider a change of Contractor.

Visiting Agents

As an Operator, you may employ a visiting agent to undertake safety inspections, repairs and routine maintenance. However, you should ensure that the agent is qualified to work on the type of vehicles you operate and that adequate facilities and tools are provided. As is the case for contracted-out maintenance, you are responsible for vehicle condition and upkeep of records.

Roadside Safety Inspections

Only emergency repairs may be done at the roadside. Routine maintenance, including safety inspections and repairs, may not be carried out on the public highway.

Planning a Safety Inspection programme

The Dates for Regular Safety Inspections should be planned at least 6 months ahead. This will help an Operator to avoid regular Safety Inspections occurring when the vehicle is busy. For example, if December is a very busy month you might plan to have Regular Safety Inspections in October and January to avoid having to take the vehicle off the road for an inspection in December.

Key Info

Planning Safety inspections in advance will help you to carry out these important inspections at the convenience of your business

7: Best Practice for Improving Vehicle and Trailer Safety

Wheels and Tyres

The Code of Practice for the selection and care of tyres and wheels for commercial vehicles (developed jointly by the UK Department for Transport, the British Standards Institute and Industry and Trade associations) recommend that following road wheel removal and refitting, the wheel nut torque should be checked – after the vehicle has been standing for 30 minutes or after having travelled for between 40 km and 80 km (25 to 50 miles). All re-torque checks must be recorded and retained on file.

Tyre Management System

A robust tyre management system is essential for any professional vehicle Operator and should ensure that:

- tyres in service are appropriate to the vehicle and operating conditions;
- tyre age is monitored;
- tyre pressures are maintained and monitored;
- vehicle tyres are regularly and closely examined for damage and wear with mechanisms in place to address any identified issues;
- processes exist to distribute best practice in tyre management throughout the fleet;
- staff dealing with tyre management are properly trained and empowered to act with sufficient authority;
- any technician dealing with tyre inspections or repairs is properly trained and qualified;
- any on-site tyres are properly stored;
- drivers are properly trained and equipped to recognise and report tyre issues.

Braking Performance Testing

Every Regular Safety Inspection must assess the braking performance of the vehicle or trailer.

A calibrated roller brake tester (RBT) must be used at each Regular Safety Inspection to measure individual brake performance and overall braking efficiencies for the vehicle or trailer.

Where possible, it is also best practice to test the vehicle or trailer in a laden condition to achieve the most meaningful results.

A printout of the brake efficiency test from either the RBT, should be attached to the Regular Safety Inspection record. If the brake test equipment cannot produce a printout, efficiency results must be recorded by the inspector on the Regular Safety Inspection report.



To help operators arrange a brake performance assessment with Regular Safety Inspections it is acceptable for a satisfactory brake performance assessment to be carried out within the same week of

the Regular Safety Inspection.

Brake efficiency testing must be carried out by a calibrated Roller Brake Tester

Roller Brake testing should be carried out at every Regular Safety Inspection in addition to the annual test

If deficiencies in brake performance have been identified either during the use of the vehicle or trailer or at a Regular Safety Inspection, appropriate remedial action must be taken to address the issue. Where braking system rectification is not obvious a further brake efficiency test must be carried out to confirm the brakes are performing satisfactorily before the vehicle or trailer can be considered as roadworthy. The results of this brake test must be kept with the Written Defect and Rectification Report as evidence of repair.

Key Info

Where operators experience problems with braking performance either at annual test, roadworthiness inspections or through operational performance and fail to meet the standards outlined above, the RTLC may take regulatory action.

Furthermore, if an Operator demonstrates an adverse compliance history whilst meeting the requirements outlined above it will be necessary to introduce further measures

Emissions and Air Quality

Vehicles which emit visible levels of smoke which obscures vision will not meet the current standards for vehicle emissions on the Isle of Man. The reasons for the smoke should be investigated and resolved before the vehicle is returned to service.

Vehicles fitted with emission control systems (ECS) need to be maintained in-line with manufacturers recommendations, drivers and Operators are required to monitor the ECS warning lamps and ensure the diesel exhaust fluid level (AdBlue®) is maintained correctly.

Any emission control system faults need to be rectified as soon as possible and repaired in-line with manufacturer's standards.

As vehicle engine efficiency standards across the world become increasingly stringent vehicle manufacturers have fitted more complex emission control systems to reduce emissions of Carbon Monoxide, Nitrogen Oxide and particulate matter. Operators who have invested in newer vehicles on the island that can meet the Euro 5 and Euro 6 emissions standards also qualify for substantial reductions in the cost of the annual vehicle licence.

The emissions systems usually work by a combination of technologies including complex engine management systems, catalytic converters, exhaust gas recirculation and diesel particulate filters and the correct operation of these systems can reduce the harmful pollutants coming from the vehicle's exhaust.

Unfortunately, with the introduction of ECS systems there has also been an increase in the production of illegal systems to defeat the operation of the ECS. Illegal modifications can mean that the vehicles are more polluting than the older vehicles without ECS.

A malfunctioning ECS system may be apparent from the Engine Management warning lamp or other

malfunction indicator lamps showing on the dashboard. If the ECS system is malfunctioning at the Regular Safety Inspection, then this should be recorded as a defect and arrangements made to have the problem rectified. A vehicle presented for annual test without a fully working ECS will Fail.

Other practices such as electronic cheat devices and removal of Diesel Particulate filters will also attract a Fail at annual test. The use of such devices will also be reported to RTLC who will consider taking disciplinary action against the Registration or O Licence.

Key Info.

It should be noted, that failure to maintain, modify or to remove an emission control system will result in a failure at Annual Test and referral to RTLC.

As part of promoting good practice and improving safety standards the Society of Operations Engineers (SOE) has produced a series of Technical Guides. Most are free to download and include the best practice for wheel security and safe working practices.

The SOE technical guides can be found using this link:

<http://www.soe.org.uk/resources/technical-guides/>

8: Monitoring

This section examines why the importance of continuous reviewing and monitoring of the quality of Safety Inspections is essential for all systems for maintaining a vehicle's roadworthiness.

Continuous reviewing and monitoring of the quality of the systems in place is essential to ensure that they are sufficiently comprehensive to do the job.

The systems described in this guide can assist an Operator to run a safer and more efficient fleet of vehicles. This will contribute to making your transport operation more profitable and at less risk to other road users.

Monitoring each aspect of the maintenance system will increase its profile within your business. When drivers and other staff recognise that the systems are regularly checked they will take more care to ensure that they are complied with.

The systems will also help provide the information to help you discipline drivers and mechanics if they fail to comply. With good systems and procedures, discipline can be achieved without falling foul of employment laws.

Monitoring completed Regular Safety Inspection Sheets

The content of completed Regular Safety Inspection Reports can also be analysed. Checks may reveal –

- incomplete forms (dates, registration numbers, mileages, etc missing)
- forms where irrelevant items have been ticked
- brake tests not carried out
- safety declarations either not completed or incorrect.

Comparing tyre wear and brake performance with previous Regular Safety Inspections may help you to understand how these components wear over time.

Looking back over 1 or 2 years Regular Safety Inspection reports may show patterns of faults. Which might help you to stock spare parts more effectively which could reduce vehicle downtime after a defective part has been found.

If many faults are reported regularly this could indicate that:

- there are not enough safety inspections;
- daily walk around inspections are not being completed correctly; or
- defects are not being corrected promptly or effectively.

If no defects or few defects are reported regularly, Safety Inspection intervals may be too short or the quality of the inspection may not be good enough.

Effective monitoring will enable you, the operator, to adjust the intervals between Safety Inspections to suit the operation of vehicles. In this respect there is considerable flexibility provided within the framework of this guide.

Monitoring of driver's daily checks

The daily walk around check is a vital part of any maintenance system and so requires continuous monitoring to ensure the checks are being performed correctly.

Drivers need to know that their Defect reports are taken seriously and that repairs will be made to all reported defects before they are asked to take the vehicle onto the road.

Operators should be looking for the reports that have simply been ticked without the items actually being checked. Look for walkaround check items that have been ticked when the item is not on the vehicle (e.g. driver checked 5th Wheel coupling on a rigid vehicle)

A way of monitoring the quality of the daily check is to have a visiting agent or competent in-house member of staff, to re-examine the vehicle as it leaves or enters the operating centre. The inspection result can be checked against the driver's defect reports to ensure the drivers' check is of sufficient quality.

Another approach could be to use the Regular Safety Inspection. The person carrying out the safety inspection should note which defects found should have been detected during the driver's daily walkaround check. A review of the driver defect reports could be performed and appropriate action should be taken to establish why the defects were not detected during the walk around check.

Key Info

Continuous monitoring is essential to ensure effective management control of the maintenance system.

Monitoring Annual Test Results

Attention should also be paid to Annual Test results, the issue of prohibitions and advice given at test.

When one of your vehicles fails the Annual Test it shows that at the time the test was taken the vehicle failed to achieve the minimum standards to be safe to use on the road.

If too many annual tests are failed then it is likely to cause the RTLC concern that your maintenance systems are failing.

If faults to your vehicle cannot be repaired on the spot, you need to take it away and have the faults rectified.

9: Case Study: A good maintenance file

The following case study follows a year in the life of a vehicle operated by a fictitious Island Operator **MR Haulage Ltd**.

V Operator is a Director of the company.

F Driver is the employed Driver.

MR Haulage Ltd has a maintenance contract with **J & B Trucks**. J & B Trucks is a vehicle repair business run by **J Mechanic** and **B Mechanic**.

MR Haulage Operates 2 Vehicles and the case study will follow the maintenance history of one 18 tonne Vehicle **AMN 123**

The scenario starts on 1st March 2017 and AMN 123 has just returned from VTC having successfully passed its Annual Test. MR Haulage Ltd is using the minimum 12 week Safety Inspection Interval.

The Sample Vehicle File for AMN 123 can be found in the annex to this section. The Annex is an example of the documents that the RTLC will expect to see.

18th April 2017

F Driver notices on a walk round check that the nearside side lamp is not working. F Driver replaces the bulb, completes the written defect form and carries on with the day's work.

19th April 2017

F driver notes that the indicator lamp in the same cluster has broken the following day. A form is completed and the bulb is replaced

22nd April 2017

F Driver sees that the side light has gone again. He points this out to his boss. **V Operator** notices a pattern is forming here and he instructed **F Driver** to take the truck to **J & B Trucks**. J Mechanic checks the truck and she notices that the wires to the light cluster have broken free and the insulation on the wires has become damaged. This may be causing the bulbs to fail and a repair is made.

Key Point:

Noticing a pattern of failures may help an operator to find the cause of the problem rather than just curing the symptom.

3rd June 2017

The vehicle has its 1st Safety Inspection at **J & B Trucks**. It is carried out by **J Mechanic**.

J notes that the mirror is loose and the brake pedal rubber is missing. She feels that these may be longstanding defects that the driver ought to have identified on a daily check.

J also spots that the front tyres are getting low and that they may not remain legal over the next 12 weeks. However, they are safe at the moment. J completes a written defect form advising that the front tyre should be replaced in 4 weeks.

J signs off the written defect form confirming the vehicle is safe and returns it with the Written Defect Form to **V Operator**.

V Operator notes the planned date for replacing the tyres and books the vehicle into the tyre fitters on the 22nd June.

J Mechanic also carries out a separate lubrication service in accordance with manufacturer's guidelines. This is completed after the Regular Safety Inspection is complete.

Key Info

Regular Safety Inspections can help to identify poor Driver Daily Checks. This is often identified where a mechanic is picking up defects that should have been obvious to a Driver. An Operator can use this information to give the Driver a reminder about how to carry out the checks.

Key Info

The tyres on the front axle of AMN 123 were legal at the Safety Inspection. J Mechanic was able to advise on when they ought to become illegal. V Operator used this information to plan for their replacement at a time convenient to the Company. This avoided wasting the last bit of legal tyre tread and the replacement could be planned for a time when the vehicle was not needed for deliveries.

22nd June 2017

AMN 123 taken to tyre fitters who replaced the tyres. Each tyre removed was checked and found to have 1.5 mm of tread left. V Operator also wrote out a Written Defect form to remind the driver to re-torque the wheels the next day.

23rd June 2017

F Driver retorqued the front axle wheels and signed off the Defect Form before starting the day's work.

Key Info:

Taking a note of the tyre tread depth when a tyre is removed from service can provide useful information about the lifespan of a tyre

1st September 2017

It has been 12 weeks since the last inspection. **J Mechanic** carries out a new Regular Safety inspection. J notes that an ABS Malfunction Indicator Lamp (MIL) is showing on the dashboard. J finds the fault code and determines that the near side ABS Sensor on Axle 1 has a fault. J notes that the nearside inner tyre has low pressure. Upon closer inspection there is a screw in the tyre which is causing a slow puncture. A marker lamp bulb has blown.

J Mechanic does not have a replacement ABS sensor on the shelf so she cannot complete the repairs until the part arrives on the 6th September. J tells **V Operator** that the vehicle must be Off the Road until the 6th September 2017.

V Operator remembers that this is a regular fault on all of his trucks and he orders a spare set of ABS sensors to keep on the shelf so that he does not have to wait for parts in the future.

6th September.

The part arrives and J Mechanic signs off the defect reports and the vehicle is returned to service.

Key Info

Regular Safety Inspection Reports can provide a knowledge of the history of vehicle faults. This can help an operator to keep spare parts that may be difficult to find on the Island at short notice.

1st December 2017.

J & B Trucks is very busy and **J Mechanic** asks her brother **B Mechanic** to carry out the Safety Inspection. **V Operator** is pleased when the vehicle is returned with a clean bill of health and the vehicle is put back into service.

Key Info:

Operators must read and compare the Safety Inspection reports carefully before returning the vehicle to service. Operators should be prepared to question the report if they think it may be incorrect.

4th December 2017

F Driver is driving when he notices that the truck is pulling to the right when he is braking. He is concerned and he stops and telephones **V Operator**. The vehicle is recovered to J & B Trucks. **J Mechanic** notices that the hub seal had failed coating the brake shoes with grease on the nearside rear wheel.

J Mechanic looks at the Safety inspection sheet. **B Mechanic** has just ticked all of the boxes and sent the vehicle back. J spotted that he had ticked that the vehicle to trailer coupling was OK and that he had checked the Pressure Vacuum Warning Build-up. This cannot be correct for a vehicle with Full Air Brakes that is not fitted with a tow hitch.

Key Info

Regular Safety Inspection sheets often have items that will not be applicable to a particular vehicle. If your mechanic is ticking every box then it should make an Operator suspicious about the quality of the check.

B mechanic had missed the tell-tale signs of this problem and he did not put the vehicle on the Roller Brake Tester and he had just ticked those boxes as well. B had not checked the vehicle thoroughly.

J Mechanic realises that although **B Mechanic** is brilliant at engine repairs and gearbox rebuilds he lacks the skills to do a proper Regular Safety Inspection. V Operator complained about the service and J & B Trucks did not invoice for the inspection or subsequent repairs to AMN123.

Key Info

Operators can delegate the Regular Safety Check to an outside Contractor. However, the Operator or Registration Holder can be called to account for failures in maintenance compliance. Operators must hold their mechanics to account and not be afraid to challenge failures and if necessary to change their mechanic after serious failures in service.

26th February 2018

The vehicle is sent to J & B Trucks for a pre Annual Test Inspection. **J Mechanic** carries out the inspection. She notes that the Department Plate is missing and an air tank strap has broken. The tyres on the offside of axle 2 are all legal but **J Mechanic** has them replaced because they are too close for comfort. She advises the outer tyre on the nearside axle 2 should be replaced by 12th March 2018.

1st March 2018

F Driver takes AMN 123 to VTC where it passes the Annual Test.

Key Info

Operators must strive to pass the annual test first time. A pre Annual Test Regular Safety Inspection will ensure that defects are repaired before the vehicle is presented to test. Information about Annual Test Failures will be passed to the RTLC who may consider regulatory action against the Operator or Registration Holder.

Written Defect and Rectification Report

Name F Driver	Vehicle Reg. AMN123	Trailer ID
Date 18/04/2017	Odometer Reading 119645	Odometer Reading (if available)
Time		
Details of Defect N/S/R Sidelight bulb gone		
Details of Repair Work Completed Replaced Bulb		
If the Defect identified would not be a Reason for Failure as assessed using the Manx Inspection Manual then the vehicle or trailer may be used but a date for a repair must be planned and entered on the form.		Date of Planned Rectification
Road Safety Declaration I declare that I have repaired the defect(s) reported above. I confirm that the details of this repair have been notified to the Operator of the Vehicle.		Signature F Driver

Keeping your Goods Vehicles Roadworthy



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Written Defect & Rectification Report

Name F Driver	Vehicle Reg. AMN 123	Trailer ID
Date 19th April 2017	Odometer reading 119874	Odometer reading (if available)
Time 07:45		
Details of Defect N/S/R Indicator light out		
Details of Repair Work Completed Replaced Bulb		
<small>If the Defect identified would not be a Reason for Failure as assessed using the Manx Inspection Manual then the vehicle or trailer may be used but a date for a repair must be planned and entered on the form.</small>		<small>Date of Planned Rectification</small>
Road Safety Declaration I declare that I have repaired the defect(s) reported above. I confirm that the details of this repair have been notified to the Operator of the Vehicle.		Signature F Driver

Keeping your Goods Vehicles Roadworthy



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Written Defect & Rectification Report

Name <i>F Driver</i>	Vehicle Reg. <i>AMN 123</i>	Trailer ID
Date <i>22/04/2017</i>	Odometer reading <i>120037</i>	Odometer reading (if available)
Time <i>07:30</i>		

Details of Defect

N/S/R Side light bulb gone

Details of Repair Work Completed

Investigate problem with nearside light cluster. Found insulation between wires in wiring loom had failed. Replaced damaged wires and reattached loom to chassis. Replaced bulb in side light

If the Defect identified would not be a Reason for Failure as assessed using the Manx Inspection Manual then the vehicle or trailer may be used but a date for a repair must be planned and entered on the form.

Date of Planned Rectification

Road Safety Declaration

I declare that I have repaired the defect(s) reported above. I confirm that the details of this repair have been notified to the Operator of the Vehicle.

Signature

J Mechanic

Keeping your Goods Vehicles Roadworthy



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Vehicle Safety Inspection Form

Operator Licence / Registration Holder Name <i>MR Haulage Ltd</i>		Vehicle Reg. <i>AMN 123</i>	
Date <i>3rd June 2017</i>		Odometer reading <i>122319</i>	
Key	OK <input checked="" type="checkbox"/>	Defect	<input checked="" type="checkbox"/>
		Not Applicable	<input type="checkbox"/> N/A

Outside the Vehicle

MM	Check Item	Check	MM	Check Item	Check	MM	Check Item	Check
1	Registration Plate/ Plating Certificate	<input checked="" type="checkbox"/>	3	Lamps	<input checked="" type="checkbox"/>	5	Condition of Tyres	<input checked="" type="checkbox"/>
2	Markers and Reflectors	<input checked="" type="checkbox"/>	4	Direction Indicators and Hazard Warning Lamps	<input checked="" type="checkbox"/>	6	Size and Type of Tyres	<input checked="" type="checkbox"/>

In the Cab

MM	Check Item	Check	MM	Check Item	Check	MM	Check Item	Check
7	Seat Belts and Supplementary Restraint Systems	<input checked="" type="checkbox"/>	12	Driving Controls	<input checked="" type="checkbox"/>	17	Windscreen Washers and Wipers	<input checked="" type="checkbox"/>
8	Mirrors and Indirect Vision Devices	<input checked="" type="checkbox"/>	13	Pressure/ Vacuum Warning and Build Up	<input checked="" type="checkbox"/>	18	Seats	<input checked="" type="checkbox"/>
9	Glass and View of the Road	<input checked="" type="checkbox"/>	14	Hand Lever operating Mechanical Brakes	<input checked="" type="checkbox"/>	19	Steering Control	<input checked="" type="checkbox"/>
10	Speedometer	<input checked="" type="checkbox"/>	15	Hand Operated Brake Control Valves	<input checked="" type="checkbox"/>	20	Cab Doors	<input checked="" type="checkbox"/>
11	Horn	<input checked="" type="checkbox"/>	16	Service Brake Operation	<input checked="" type="checkbox"/>	21	Cab Floors and Steps	<input checked="" type="checkbox"/>

Underneath the Vehicle

MM	Check Item	Check	MM	Check Item	Check	MM	Check Item	Check
22	Cab Security	<input checked="" type="checkbox"/>	29	Condition of Body	<input checked="" type="checkbox"/>	36	Additional Braking Systems	<input checked="" type="checkbox"/>
23	Electrical Wiring and Equipment	<input checked="" type="checkbox"/>	30	Fuel Tanks and Systems	<input checked="" type="checkbox"/>	37	Brake System and Components	<input checked="" type="checkbox"/>
24	Road Wheels and Hubs	<input checked="" type="checkbox"/>	31	Steering Mechanism	<input checked="" type="checkbox"/>	38	Transmission	<input checked="" type="checkbox"/>
25	Sideguards, Rear Underrun Devices and Bumper Bars	<input checked="" type="checkbox"/>	32	Exhaust Systems	<input checked="" type="checkbox"/>	39	Engine and Transmission Mountings	<input checked="" type="checkbox"/>
26	Spare wheel and Carrier	<input checked="" type="checkbox"/>	33	Oil Leaks	<input checked="" type="checkbox"/>	40	Condition of Chassis	<input checked="" type="checkbox"/>
27	Spray Suppression, Wings and Wheel Arches	<input checked="" type="checkbox"/>	34	Suspension	<input checked="" type="checkbox"/>			
28	Security of Body, Containers and Crane Support Legs	<input checked="" type="checkbox"/>	35	Axles Stub Axles and Wheel Bearings	<input checked="" type="checkbox"/>			

MM	Check Item	Check	MM	Check Item	Check
41	Aim of Headlamps	<input checked="" type="checkbox"/>	45	Exhaust Emissions	<input checked="" type="checkbox"/>
42	Service Brake Performance (%)	<i>53%</i>	46	Vehicle to Trailer Coupling	<input checked="" type="checkbox"/>
43	Secondary Brake Performance (%)	<i>27%</i>	49	Other Dangerous Defects	<input checked="" type="checkbox"/>
44	Parking Brake Performance (%)	<i>20%</i>			

Tyre tread depths/ pressures

Axle	Nearside		Offside	
	Outer	Inner	Inner	Outer
1	<i>3/110</i>	<i>1</i>	<i>1</i>	<i>3/110</i>
2	<i>7/110</i>	<i>8/110</i>	<i>7/110</i>	<i>7/110</i>
3	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>
4	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>

Faults Numbered here are should have been found during a Driver Walk Round Check *MIM8 & MIM12*

Comments
Near Side Mirror loose and vibrating at Idle and Pedal Rubber missing were obvious defects

Declaration I declare that <u>this vehicle is not safe for use on the road</u> until the defects identified have been repaired. I have completed a Written Defect and Rectification form for each defect and handed these to the Operator of the Vehicle.	Signature
Road Safety Declaration I declare that I am satisfied that the vehicle is <u>roadworthy and safe to use</u> . I declare that any Written Defect & Rectification forms that show planned rectification have been handed to the Operator.	Signature <i>J Mechanic</i>

Keeping your Goods Vehicles Roadworthy



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Written Defect & Rectification Report

Name <i>J Mechanic</i>	Vehicle Reg. <i>AMN 123</i>	Trailer ID
Date <i>3rd June 2017</i>	Odometer reading <i>122319</i>	Odometer reading (if available)
Time <i>11:53</i>		

Details of Defect

Brake Pedal Rubber Missing
N/S Mirror Loose. Vibrating when engine is idling
Advise Both Front Tyres are low Advise early replacement in 2-3 weeks

Details of Repair Work Completed

Brake Pedal Rubber replaced
Nearside Mirror Bracket adjusted

If the Defect identified would not be a Reason for Failure as assessed using the Manx Inspection Manual then the vehicle or trailer may be used but a date for a repair must be planned and entered on the form.

Date of Planned Rectification
24th June 2017

Road Safety Declaration

I declare that I have repaired the defect(s) reported above. I confirm that the details of this repair have been notified to the Operator of the Vehicle.

Signature

J Mechanic

Keeping your Goods Vehicles Roadworthy



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Written Defect & Rectification Report

Name <i>V Operator</i>	Vehicle Reg. <i>AMN 123</i>	Trailer ID
Date <i>22nd June 2017</i>	Odometer reading <i>123184</i>	Odometer reading (if available)
Time <i>11:53</i>		

Details of Defect
Front Tyres Planned Replacement
Details of Repair Work Completed
2 Front tyres replaced

If the Defect identified would not be a Reason for Failure as assessed using the Manx Inspection Manual then the vehicle or trailer may be used but a date for a repair must be planned and entered on the form. Date of Planned Rectification

Road Safety Declaration

I declare that I have repaired the defect(s) reported above. I confirm that the details of this repair have been notified to the Operator of the Vehicle.

Signature
T Fitter

Keeping your Goods Vehicles Roadworthy



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Written Defect & Rectification Report

Name V Operator	Vehicle Reg. AMN 123	Trailer ID
Date 23rd June 2017	Odometer reading 123210	Odometer reading (if available)
Time		

Details of Defect
Please re-torque the wheelnuts on the front wheels before starting your shift

Details of Repair Work Completed
Wheel nuts re-torqued.

If the Defect identified would not be a Reason for Failure as assessed using the Manx Inspection Manual then the vehicle or trailer may be used but a date for a repair must be planned and entered on the form. Date of Planned Rectification

Road Safety Declaration
I declare that I have repaired the defect(s) reported above. I confirm that the details of this repair have been notified to the Operator of the Vehicle.

Signature
F Driver

Keeping your Goods Vehicles Roadworthy



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Vehicle Safety Inspection Form

Operator Licence / Registration Holder Name <i>MR Haulage Ltd</i>		Vehicle Reg. <i>AMN 123</i>	
Date <i>1st September 2017</i>		Odometer reading <i>126179</i>	
Key	OK <input checked="" type="checkbox"/>	Defect <input checked="" type="checkbox"/>	Not Applicable <input type="checkbox"/> N/A

Outside the Vehicle

MM	Check Item	Check	MM	Check Item	Check	MM	Check Item	Check
1	Registration Plate/ Plating Certificate	<input checked="" type="checkbox"/>	3	Lamps	<input checked="" type="checkbox"/>	5	Condition of Tyres	<input checked="" type="checkbox"/>
2	Markers and Reflectors	<input checked="" type="checkbox"/>	4	Direction Indicators and Hazard Warning Lamps	<input checked="" type="checkbox"/>	6	Size and Type of Tyres	<input checked="" type="checkbox"/>

In the Cab

MM	Check Item	Check	MM	Check Item	Check	MM	Check Item	Check
7	Seat Belts and Supplementary Restraint Systems	<input checked="" type="checkbox"/>	12	Driving Controls	<input checked="" type="checkbox"/>	17	Windscreen Washers and Wipers	<input checked="" type="checkbox"/>
8	Mirrors and Indirect Vision Devices	<input checked="" type="checkbox"/>	13	Pressure/ Vacuum Warning and Build Up	<i>N/A</i>	18	Seats	<input checked="" type="checkbox"/>
9	Glass and View of the Road	<input checked="" type="checkbox"/>	14	Hand Lever operating Mechanical Brakes	<i>N/A</i>	19	Steering Control	<input checked="" type="checkbox"/>
10	Speedometer	<input checked="" type="checkbox"/>	15	Hand Operated Brake Control Valves	<input checked="" type="checkbox"/>	20	Cab Doors	<input checked="" type="checkbox"/>
11	Horn	<input checked="" type="checkbox"/>	16	Service Brake Operation	<input checked="" type="checkbox"/>	21	Cab Floors and Steps	<input checked="" type="checkbox"/>

Underneath the Vehicle

MM	Check Item	Check	MM	Check Item	Check	MM	Check Item	Check
22	Cab Security	<input checked="" type="checkbox"/>	29	Condition of Body	<input checked="" type="checkbox"/>	36	Additional Braking Systems	<input checked="" type="checkbox"/>
23	Electrical Wiring and Equipment	<input checked="" type="checkbox"/>	30	Fuel Tanks and Systems	<input checked="" type="checkbox"/>	37	Brake System and Components	<input checked="" type="checkbox"/>
24	Road Wheels and Hubs	<input checked="" type="checkbox"/>	31	Steering Mechanism	<input checked="" type="checkbox"/>	38	Transmission	<input checked="" type="checkbox"/>
25	Sidguards, Rear Underrun Devices and Bumper Bars	<input checked="" type="checkbox"/>	32	Exhaust Systems	<input checked="" type="checkbox"/>	39	Engine and Transmission Mountings	<input checked="" type="checkbox"/>
26	Spare wheel and Carrier	<i>N/A</i>	33	Oil Leaks	<input checked="" type="checkbox"/>	40	Condition of Chassis	<input checked="" type="checkbox"/>
27	Spray Suppression, Wings and Wheel Arches	<input checked="" type="checkbox"/>	34	Suspension	<input checked="" type="checkbox"/>			
28	Security of Body, Containers and Crane Support Legs	<input checked="" type="checkbox"/>	35	Axles Stub Axles and Wheel Bearings	<input checked="" type="checkbox"/>			

Tyre tread depths/ pressures

Axle	Nearside		Offside	
	Outer	Inner	Inner	Outer
1	<i>8/170</i>	<i>/</i>	<i>/</i>	<i>9/170</i>
2	<i>5/170</i>	<i>5/80</i>	<i>6/170</i>	<i>5/170</i>
3	<i>/</i>	<i>/</i>	<i>/</i>	<i>/</i>
4	<i>/</i>	<i>/</i>	<i>/</i>	<i>/</i>

MM	Check Item	Check	MM	Check Item	Check
41	Aim of Headlamps	<input checked="" type="checkbox"/>	45	Vehicle to Trailer Coupling	<i>N/A</i>
42	Service Brake Performance (%)	<i>54%</i>	46	Trailer parking and emergency brake and Airline Connections	<i>N/A</i>
43	Secondary Brake Performance (%)	<i>26%</i>	49	Other Dangerous Defects	<input checked="" type="checkbox"/>
44	Parking Brake Performance (%)	<i>20%</i>			

Faults Numbered here are should have been found during a Driver Walk Round Check	<i>M/M3</i>
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Comments

Declaration I declare that <u>this vehicle is not safe for use on the road</u> until the defects identified have been repaired. I have completed a Written Defect and Rectification form for each defect and handed these to the Operator of the Vehicle	Signature <i>J Mechanic</i>
---	--------------------------------

Road Safety Declaration I am satisfied that the vehicle is <u>roadworthy and safe to use</u> . I declare that any Written Defect and Rectification Reports that show planned rectification have been handed to the Operator.	Signature
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Keeping your Goods Vehicles Roadworthy



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Written Defect & Rectification Report

Name <i>J Mechanic</i>	Vehicle Reg. <i>AMN 123</i>	Trailer ID
Date <i>1st September 2017</i>	Odometer reading <i>126179</i>	Odometer reading (if available)
Time <i>11:53</i>		

Details of Defect <i>Near Side Inner tyre pressure Low.</i> <i>Offside Marker Lamp Out</i> <i>ABS Lamp on in Cab</i>
Details of Repair Work Completed <i>Tyre had slow puncture. Tyre repaired and re fitted</i> <i>Replace Offside Marker Lamp</i> <i>ABS N/S Axle 1 Sensor Fault Part Ordered should be on the Island 6th September.</i>
If the Defect identified would not be a Reason for Failure as assessed using the Manx Inspection Manual then the vehicle or trailer may be used but a date for a repair must be planned and entered on the form. Date of Planned Rectification <i>6th September 2017</i>

Road Safety Declaration I declare that I have repaired the defect(s) reported above. I confirm that the details of this repair have been notified to the Operator of the Vehicle.	Signature
---	------------------

Keeping your Goods Vehicles Roadworthy

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Written Defect & Rectification Report

Name <i>J Mechanic</i>	Vehicle Reg. <i>AMN 123</i>	Trailer ID
Date <i>6th September 2017</i>	Odometer reading <i>126179</i>	Odometer reading (if available)
Time <i>07:00</i>		

Details of Defect
ABS Lamp on in Cab, Near Side Axle 1 sensor

Details of Repair Work Completed
Sensor replaced and MIL lamp and fault codes cleared

If the Defect identified would not be a Reason for Failure as assessed using the Manx Inspection Manual then the vehicle or trailer may be used but a date for a repair must be planned and entered on the form.

Date of Planned Rectification

Road Safety Declaration
I declare that I have repaired the defect(s) reported above. I confirm that the details of this repair have been notified to the Operator of the Vehicle.

Signature
J Mechanic

Keeping your Goods Vehicles Roadworthy

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Vehicle Safety Inspection Form

Operator Licence / Registration Holder Name <i>MR Haulage Ltd</i>	Vehicle Reg. <i>AMV 123</i>
Date <i>1st December 2017</i>	Odometer reading <i>130419</i>

Key OK Defect Not Applicable N/A

Outside the Vehicle

MM	Check Item	Check	MM	Check Item	Check	MM	Check Item	Check
1	Registration Plate/ Plating Certificate	<input checked="" type="checkbox"/>	3	Lamps	<input checked="" type="checkbox"/>	5	Condition of Tyres	<input checked="" type="checkbox"/>
2	Markers and Reflectors	<input checked="" type="checkbox"/>	4	Direction Indicators and Hazard Warning Lamps	<input checked="" type="checkbox"/>	6	Size and Type of Tyres	<input checked="" type="checkbox"/>

In the Cab

MM	Check Item	Check	MM	Check Item	Check	MM	Check Item	Check
7	Seat Belts and Supplementary Restraint Systems	<input checked="" type="checkbox"/>	12	Driving Controls	<input checked="" type="checkbox"/>	17	Windscreen Washers and Wipers	<input checked="" type="checkbox"/>
8	Mirrors and Indirect Vision Devices	<input checked="" type="checkbox"/>	13	Pressure/ Vacuum Warning and Build Up	<input checked="" type="checkbox"/>	18	Seats	<input checked="" type="checkbox"/>
9	Glass and View of the Road	<input checked="" type="checkbox"/>	14	Hand Lever operating Mechanical Brakes	<input checked="" type="checkbox"/>	19	Steering Control	<input checked="" type="checkbox"/>
10	Speedometer	<input checked="" type="checkbox"/>	15	Hand Operated Brake Control Valves	<input checked="" type="checkbox"/>	20	Cab Doors	<input checked="" type="checkbox"/>
11	Horn	<input checked="" type="checkbox"/>	16	Service Brake Operation	<input checked="" type="checkbox"/>	21	Cab Floors and Steps	<input checked="" type="checkbox"/>

Underneath the Vehicle

MM	Check Item	Check	MM	Check Item	Check	MM	Check Item	Check
22	Cab Security	<input checked="" type="checkbox"/>	29	Condition of Body	<input checked="" type="checkbox"/>	36	Additional Braking Systems	<input checked="" type="checkbox"/>
23	Electrical Wiring and Equipment	<input checked="" type="checkbox"/>	30	Fuel Tanks and Systems	<input checked="" type="checkbox"/>	37	Brake System and Components	<input checked="" type="checkbox"/>
24	Road Wheels and Hubs	<input checked="" type="checkbox"/>	31	Steering Mechanism	<input checked="" type="checkbox"/>	38	Transmission	<input checked="" type="checkbox"/>
25	Sideguards, Rear Underrun Devices and Bumper Bars	<input checked="" type="checkbox"/>	32	Exhaust Systems	<input checked="" type="checkbox"/>	39	Engine and Transmission Mountings	<input checked="" type="checkbox"/>
26	Spare wheel and Carrier	<input checked="" type="checkbox"/>	33	Oil Leaks	<input checked="" type="checkbox"/>	40	Condition of Chassis	<input checked="" type="checkbox"/>
27	Spray Suppression, Wings and Wheel Arches	<input checked="" type="checkbox"/>	34	Suspension	<input checked="" type="checkbox"/>			
28	Security of Body, Containers and Crane Support Legs	<input checked="" type="checkbox"/>	35	Axles Stub Axles and Wheel Bearings	<input checked="" type="checkbox"/>			

MM	Check Item	Check	MM	Check Item	Check
41	Aim of Headlamps	<input checked="" type="checkbox"/>	45	Exhaust Emissions	<input checked="" type="checkbox"/>
42	Service Brake Performance (%)	<input checked="" type="checkbox"/>	46	Vehicle to Trailer Coupling	<input checked="" type="checkbox"/>
43	Secondary Brake Performance (%)	<input checked="" type="checkbox"/>	49	Other Dangerous Defects	<input checked="" type="checkbox"/>
44	Parking Brake Performance (%)	<input checked="" type="checkbox"/>			

Tyre tread depths/ pressures

Axle	Nearside		Offside	
	Outer	Inner	Inner	Outer
1	<i>6/170</i>	<i>/</i>	<i>/</i>	<i>7/170</i>
2	<i>3/170</i>	<i>9/170</i>	<i>3/170</i>	<i>4/170</i>
3	<i>/</i>	<i>/</i>	<i>/</i>	<i>/</i>
4	<i>/</i>	<i>/</i>	<i>/</i>	<i>/</i>

Faults Numbered here are should have been found during a Driver Walk Round Check

Comments

Declaration Signature
I declare that **this vehicle is not safe for use on the road** until the defects identified have been repaired. I have completed a Written Defect and Rectification form for each defect and handed these to the Operator of the Vehicle

Road Safety Declaration Signature
I declare that I am satisfied that the vehicle is **roadworthy and safe to use**. I declare that any Written Defect & Rectification forms that show planned rectification have been handed to the Operator *B. Mechanic*

Keeping your Goods Vehicles Roadworthy

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Written Defect & Rectification Report

Name F Driver	Vehicle Reg. AMN 123	Trailer ID
Date 4 th December 2017	Odometer reading 130642	Odometer reading (if available)
Time 11:34		

Details of Defect

Brakes Pulling to the right.

Details of Repair Work Completed

Vehicle recovered to J Mechanic's Yard. Hub seal on N/S axle 2 failed Brake material contaminated new Hub seal fitted and brake shoes replaced.

If the Defect identified would not be a Reason for Failure as assessed using the Manx Inspection Manual then the vehicle or trailer may be used but a date for a repair must be planned and entered on the form. Date of Planned Rectification

Road Safety Declaration

I declare that I have repaired the defect(s) reported above. I confirm that the details of this repair have been notified to the Operator of the Vehicle.

Signature

J Mechanic

Keeping your Goods Vehicles Roadworthy



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Written Defect & Rectification Report

Name <i>V Operator</i>	Vehicle Reg. <i>AMN 123</i>	Trailer ID
Date <i>4th December 2017</i>	Odometer reading <i>130659</i>	Odometer reading (if available)
Time <i>07:00</i>		

Details of Defect
Please retorque wheel nuts on rear axle at the start of your shift

Details of Repair Work Completed
Wheel nuts re-torqued

If the Defect identified would not be a Reason for Failure as assessed using the Manx Inspection Manual then the vehicle or trailer may be used but a date for a repair must be planned and entered on the form. Date of Planned Rectification

Road Safety Declaration
I declare that I have repaired the defect(s) reported above. I confirm that the details of this repair have been notified to the Operator of the Vehicle.

Signature
F Driver

Keeping your Goods Vehicles Roadworthy



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Vehicle Safety Inspection Form

Operator Licence/ Registration Holder Name <i>MR Haulage Ltd</i>	Vehicle Reg. <i>AMN 123</i>
Date <i>26th February 2018</i>	Odometer reading <i>138866</i>

Key OK Defect Not Applicable N/A

Outside the Vehicle

MM	Check Item	Check	MM	Check Item	Check	MM	Check Item	Check
1	Registration Plate/ Plating Certificate	<i>X</i>	3	Lamps	<input checked="" type="checkbox"/>	5	Condition of Tyres	<input checked="" type="checkbox"/>
2	Markers and Reflectors	<input checked="" type="checkbox"/>	4	Direction Indicators and Hazard Warning Lamps	<input checked="" type="checkbox"/>	6	Size and Type of Tyres	<input checked="" type="checkbox"/>

In the Cab

MM	Check Item	Check	MM	Check Item	Check	MM	Check Item	Check
7	Seat Belts and Supplementary Restraint Systems	<input checked="" type="checkbox"/>	12	Driving Controls	<input checked="" type="checkbox"/>	18	Windscreen Washers and Wipers	<input checked="" type="checkbox"/>
8	Mirrors and Indirect Vision Devices	<input checked="" type="checkbox"/>	13	Pressure/ Vacuum Warning and Build Up	<i>N/A</i>	19	Seats	<input checked="" type="checkbox"/>
9	Glass and View of the Road	<input checked="" type="checkbox"/>	14	Hand Lever operating Mechanical Brakes	<i>N/A</i>	20	Steering Control	<input checked="" type="checkbox"/>
10	Speedometer	<input checked="" type="checkbox"/>	15	Hand Operated Brake Control Valves	<input checked="" type="checkbox"/>	21	Cab Doors	<input checked="" type="checkbox"/>
11	Horn	<input checked="" type="checkbox"/>	16	Service Brake Operation	<input checked="" type="checkbox"/>	22	Cab Floors and Steps	<input checked="" type="checkbox"/>

Underneath the Vehicle

MM	Check Item	Check	MM	Check Item	Check	MM	Check Item	Check
22	Cab Security	<input checked="" type="checkbox"/>	29	Condition of Body	<input checked="" type="checkbox"/>	36	Additional Braking Systems	<input checked="" type="checkbox"/>
23	Electrical Wiring and Equipment	<input checked="" type="checkbox"/>	30	Fuel Tanks and Systems	<input checked="" type="checkbox"/>	37	Brake System and Components	<i>X</i>
24	Road Wheels and Hubs	<input checked="" type="checkbox"/>	31	Steering Mechanism	<input checked="" type="checkbox"/>	38	Transmission	<input checked="" type="checkbox"/>
25	Sideguards, Rear Underrun Devices and Bumper Bars	<input checked="" type="checkbox"/>	32	Exhaust Systems	<input checked="" type="checkbox"/>	39	Engine and Transmission Mountings	<input checked="" type="checkbox"/>
26	Spare wheel and Carrier	<input checked="" type="checkbox"/>	33	Oil Leaks	<input checked="" type="checkbox"/>	40	Condition of Chassis	<input checked="" type="checkbox"/>
27	Spray Suppression, Wings and Wheel Arches	<input checked="" type="checkbox"/>	34	Suspension	<input checked="" type="checkbox"/>			
28	Security of Body, Containers and Crane Support Legs	<input checked="" type="checkbox"/>	35	Axles Stub Axles and Wheel Bearings	<input checked="" type="checkbox"/>			

Tyre tread depths/ pressures

Axle	Nearside		Offside	
	Outer	Inner	Inner	Outer
1	<i>0/110</i>	<i>/</i>	<i>/</i>	<i>5/110</i>
2	<i>3/110</i>	<i>0/110</i>	<i>1/110</i>	<i>2/110</i>
3	<i>/</i>	<i>/</i>	<i>/</i>	<i>/</i>
4	<i>/</i>	<i>/</i>	<i>/</i>	<i>/</i>

MM	Check Item	Check	MM	Check Item	Check
41	Aim of Headlamps	<input checked="" type="checkbox"/>	46	Exhaust Emissions	<input checked="" type="checkbox"/>
43	Service Brake Performance (%)	<i>54%</i>	47	Vehicle to Trailer Coupling	<i>N/A</i>
44	Secondary Brake Performance (%)	<i>27%</i>	49	Other Dangerous Defects	<input checked="" type="checkbox"/>
45	Parking Brake Performance (%)	<i>76%</i>			

Faults Numbered here are should have been found during a Driver Walk Round Check

Comments

Declaration Signature
I declare that **this vehicle is not safe for use on the road** until the defects identified have been repaired. I have completed a Written Defect and Rectification form for each defect and handed these to the Operator of the Vehicle

Road Safety Declaration Signature
I declare that I am satisfied that the vehicle is **roadworthy and safe to use**. I declare that any Written Defect & Rectification forms that show planned rectification have been handed to the Operator *J Mechanic*

Keeping your Goods Vehicles Roadworthy



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Written Defect & Rectification Report

Name <i>J Mechanic</i>	Vehicle Reg. <i>AMN 123</i>	Trailer ID
Date <i>26th February 2018</i>	Odometer reading <i>138866</i>	Odometer reading (if available)
Time <i>10:30</i>		

Details of Defect

*Air Tank Strap Failed, 1 of 2
Department Plate Missing
N/S Outer, O/S Inner and Outer Tyres Low.*

Details of Repair Work Completed

*Air Tank Strap replaced
Plate had fallen out of holder. Plate re affixed in Cab Holder
Offside Inner and Outer Tyres Replaced.
Nearside Outer planned replacement in 3 weeks time*

If the Defect identified would not be a Reason for Failure as assessed using the Manx Inspection Manual then the vehicle or trailer may be used but a date for a repair must be planned and entered on the form.

Date of Planned Rectification

12th March 2018

Road Safety Declaration

I declare that I have repaired the defect(s) reported above. I confirm that the details of this repair have been notified to the Operator of the Vehicle.

Signature

J Mechanic

Keeping your Goods Vehicles Roadworthy



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A Sample Maintenance Contract

The model contract overleaf is an example of the sort of terms that an Operator should expect to use when agreeing terms with a Maintenance Contractor.

This model contract can be printed and used to supplement the usual terms of business that you use with your maintenance contractor.

A Copy of the Model Contract overleaf may be downloaded from the [RTLCL website](#).

Keeping your Goods Vehicles Roadworthy

Agreement for the Regular Safety Inspection of Vehicles & Trailers

This agreement is made on.....

Between

Operator	Maintenance Contractor
(the Operator)	(the Contractor)

1. The Contractor agrees that,

It is, or will employ, a Safety Inspector that possesses the skills in vehicle examination, diagnosis and reporting and that the Safety Inspector has a sound working knowledge of the Manx Inspection Manual.

In relation to every vehicle and trailer operated by the Operator, on every occasion when that vehicle is submitted by the operator as mentioned in Article 2 below on or after the date of this Agreement

- a. inspect and assess against the standards in the Manx Inspection Manual all the items specified in the Regular Safety Inspection form which relate to the vehicle and/or trailer;
- b. if the operator so consents, carry out such renewals and repairs as may be necessary to ensure that the vehicle and/or trailer and every relevant part of it specified in that Regular Safety Inspection form is in good working order and complies with and will remain above the standards set out in the Manx Inspection Manual until the next Regular Safety Inspection; and
- c. (a) complete that Regular Safety Inspection form to show
 - (i) which items were in good working order and complied with the Manx Inspection Manual when the vehicle was submitted;
 - (ii) which (if any) items were not in good working order or failed to comply with the Manx Inspection Manual when the vehicle was submitted
- (b) complete a Written Defect and Rectification Report to show
 - (i) which (if any) items were not in good working order or failed to comply with the Manx Inspection Manual when the vehicle was submitted
 - (ii) but that have been replaced or repaired so that they comply with the Manx Inspection Manual; and
 - (iii) which (if any) items were not in good working order or failed to comply with the Manx Inspection Manual when the vehicle was submitted and which have not been so replaced or repaired and to advise on a Planned Rectification Date.
 - (iv) which (if any) items met the requirements of the Manx Inspection manual at the time the vehicle and /or trailer was submitted, but in the opinion of the Safety Inspector will not continue to meet those requirement at all times until the next Regular Safety Inspection.
 - (v) a date when rectification of Items under clause (iv) should be completed to ensure that they can meet the requirements of the Manx Inspection Manual until the next Regular Safety Inspection
- d. only sign the Road Safety Declaration when the Safety Inspector is satisfied that it is true.
- e. provide the operator with a copy of every fully completed Regular Safety Inspection form and Written Defect and Rectification Report before the vehicle/trailer is returned to the Operator.

2. The Operator agrees that they will

- a. submit to the Contractor each vehicle/trailer in order that the Contractor may, as regards that vehicle/trailer, comply with the provisions of Article 1
- b. confirm in a timely manner the additional repair work that they require the Contractor to complete to allow the vehicle and/or trailer to meet the requirements of the Manx Inspection Manual.
- c. pay to the contractor such reasonable charges as the contractor may make pursuant to his / its obligations under Article 1 above; and

3. This Agreement may be ended by either party giving the other months written notice of their intention to end it.

As witness

For and/or on behalf of the Operator	For and/or on behalf of the Contractor
Date	Date
Print Name	Print Name