

Isle of Man Government

Road Transport Licensing Committee

**Guide to Maintaining  
Roadworthiness**

**Taxis and Private Hire Cars**

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## **Preface**

This Guide has been produced for people responsible for operating, maintaining or providing public passenger carrying taxis and private hire cars. It describes a system for maintaining vehicles in a roadworthy condition regardless of operating conditions, fleet size or vehicle type. It is particularly applicable to new operator licence holders as it includes the procedures necessary to satisfy the requirements of the Road Transport Licensing Committee (RTLCL).

New operators will find advice on how to devise, install and monitor a system for making sure their vehicles are roadworthy. Established operators, whether they carry out their own maintenance, contract out maintenance or do a combination of both, will be able to use the Guide as a standard to assess whether their systems are comprehensive enough or should be reviewed and improved.

A maintenance system alone cannot make sure that vehicles are roadworthy. Good quality maintenance practices and skills, together with supervision and good management of the system are also necessary. The final test of the effectiveness of any system and the quality of maintenance work carried out is whether a vehicle is roadworthy. There must be a firm management commitment to reviewing and improving maintenance systems where defects are found on vehicles or when fleet size or the nature of business is changing.

Licensed and registered operators can be confident that maintenance systems which are in line with the Guide will be accepted by the RTLCL as long as the resulting condition of an operator's vehicles remains satisfactory. The RTLCL has a statutory responsibility to make sure vehicles are safe. If a vehicle is not satisfactory, the RTLCL can insist on an improvement in arrangements from operators, for example shorter periods between inspections. They may also challenge the competence of the people who carry out safety checks or safety inspections.

There are different methods and systems from those described in this Guide which can also result in vehicles being maintained in a roadworthy condition. Operators who wish to adopt a different system will still have to satisfy the RTLCL that this system will be effective. The RTLCL will only agree to variations which will not reduce control levels below those set out in this document.

This Guide includes references to written records and maintenance planners. However, computer records are acceptable provided they contain the same information which can be made available for examination on request.

Please note that this Guide is mainly concerned with regular safety inspections. Servicing of vehicles to achieve economy and reliability is a separate matter and the use of a service booklet which follows the vehicle manufacturer's planned programme is recommended.

The role of enforcement agencies is set out in Annex 1 (page 18).

## Summary of a Recommended Maintenance System

		<b>Relevant Sections</b>
1	A daily walkround check must be undertaken by a responsible person before a vehicle is used	1.3
2	First-use inspections are essential for operators who lease, hire or borrow vehicles from other people. Inspections where vehicles have been off the road for some time are essential	1.3
3	Drivers must be able to report promptly any defects or symptoms of defects that could adversely affect the safe operation of vehicles. Reports must be made in writing and provision should be made to record details of any rectification work done	1.3.1
4	Drivers' defect reports which record any faults must be kept for at least 15 months	1.3.1
5	Operators must ensure that checks are made regularly of items which affect roadworthiness	1.3.5
6	Safety inspections must include those items covered by the appropriate Great Britain Inspection Manual <sup>1</sup>	1.3.6
7	Safety inspections should be pre-planned preferably using a time based programme	1.3.7
8	Any remedial work carried out arising from safety inspections must be the subject of a written record	1.3.8
9	<p>The safety inspection report must include:</p> <ul style="list-style-type: none"> <li>• name of owner/operator;</li> <li>• date of inspection;</li> <li>• vehicle identity;</li> <li>• odometer (mileage recorder) reading (if appropriate);</li> <li>• a list of all items to be inspected;</li> <li>• details of any defects;</li> <li>• name of inspector;</li> <li>• details of any remedial/rectification or repair work and by whom it was done; and</li> <li>• statement that any defects have been repaired satisfactorily</li> </ul>	1.3.8

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<sup>1</sup> Available for public inspection at Tynwald Library, Legislative Buildings, Bucks Road, Douglas.

May also be purchased from VOSA (Vehicle and Operator Services Agency)

10	On some types of vehicle and operations, intermediate safety checks may be necessary	1.3.9
11	Records of safety inspections must be kept for at least 15 months	1.3.9
12	Staff carrying out safety inspections must be competent to assess the significance of defects. Assistance must be available to operate the vehicle controls as necessary.	1.4
13	There must be a system to ensure that unroadworthy vehicles are removed from service	1.3.11
14	Operators who undertake their own safety inspections must have adequate facilities and tools available. They must be appropriate to the size of fleet and type of vehicle operated.	2.2
15	Operators should have access to a means of measuring brake efficiency and setting head lamp aim and measuring exhaust emissions.	2.2
16	An operator is responsible for the condition of vehicles which are inspected and/or maintained for him by agents, contractors or hire companies	2.4
17	The dates when safety inspections are due must be the subject of forward planning.	3
18	A maintenance planner or wall chart should be used to identify dates at least 6 months before safety inspections are due.	3
19	Any change by licensed or registered operators to arrangements for safety inspections must be notified to the RTLC without delay	1.3.9
20	Drivers must be given clear written instructions about their responsibilities	1.4

## **1. Maintaining Roadworthiness**

### **1.1. Responsibilities**

It is the responsibility of operators and drivers of vehicles to make sure that the vehicles they use are roadworthy as it is an offence to use an unroadworthy vehicle on the road. Operators of taxis and private hire cars (public passenger vehicles) must also meet the requirements of licensing legislation which govern the decisions of the RTLC. In particular operators must comply with the declaration they give to the RTLC that they will ensure that their vehicles are operated in a sound mechanical condition.

The registered or licensed operator is the 'user' and must be the registered keeper of the vehicle (unless he has hired-in or leased the vehicle temporarily). He is responsible for it being maintained in a safe and roadworthy condition at all times when in use on the road. The 'user' (i.e. operator) of the vehicle is defined as either the driver (in the case of an owner-driver) or the person (or organisation) who employs the driver, or whose agent the driver is.

### **1.2. Road Worthiness Inspections**

This section of the Guide describes the two types of inspection necessary to make sure a vehicle is roadworthy. The two types of inspection are different and require different levels of skill for them to be carried out effectively. The two types of inspection are:

- Daily walkround checks/first use inspections; and
- Regular safety inspections

A safety inspection should not be confused with a service. A service contains direct instructions on routine maintenance tasks which are usually decided by what the vehicle is used for and how often it is used. However, whilst the service is being done it would be an opportunity for a roadworthiness check to be carried out at the same time.

### **1.3. Daily Walkround Checks and First Use Inspections**

A daily walkround check, normally carried out by the driver, should consist of a look over the whole vehicle. The check should cover the external condition, making sure that the lights, tyres, bodywork, and interior are serviceable. Assistance may be required at some time during the inspection, for example to see that lights are working. In addition a torch, tyre pressure gauge or other equipment may be needed.

For fleet vehicles there must be a system for reporting and recording faults that may affect the roadworthiness of a vehicle. The system must record that faults have been repaired before the vehicle is used again. Daily defect checks are vital and the results of such checks must be recorded. It is important that enough time is allowed for the completion of these checks and that staff are encouraged and trained to carry them out thoroughly. Drivers should be made aware that daily defect reporting is an essential part of the vehicle roadworthiness system.

It is the responsibility of the user or registered keeper to make sure that any hired, leased or borrowed vehicles are in a roadworthy condition when used on the road. Therefore it is essential that drivers who use such vehicles do a daily walk round check before using them. If a vehicle has been off the road for a period longer than the time normally set between planned maintenance inspections (which is described later in the Guide) it should be given a full safety inspection (as described later in the Guide), before being used again.

### **1.3.1. Drivers' Defect Report**

Drivers are responsible for the condition of their vehicles when in use on the road and must be able to report any defects or symptoms of defects that could prevent the safe operation of vehicles. As well as daily checks, drivers must monitor the roadworthiness of their vehicles when driving and be alert to any indication that the vehicle is developing a fault, for example warning lights, exhaust emitting too much smoke, vibrations or other symptoms. Any defects found during the daily check, whilst the vehicle is in use, or on its return to base, must be recorded in writing by the driver or some other person responsible for recording defects. The details recorded should include:

- vehicle registration or identification mark;
- date;
- Mileage;
- details of the defects or symptoms; and
- the name of the person reporting the fault.

It is common practice to use a form which also includes a list of the items checked each day. It is advisable that where practicable the system should incorporate "Nil" reporting when each driver makes out a report sheet whether or not there is a defect.

All drivers' defect reports must be given to a responsible person with the authority to make sure 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, together with details of the remedial action taken. These records must be retained for at least 15 months. "Nil" defect reports, if they are produced, should be kept for as long as they are useful. Normally this is until the next one is received or until the next scheduled safety inspection is undertaken. "Nil" defect reports are not required under the conditions of operator licensing. However, they are a useful way of checking that the driver is carrying out the necessary checks.

Drivers who are operators in their own right (i.e. owner-drivers) do not have anyone to whom they report defects. In these cases, defects can simply be recorded in a note-book, together with remedial action taken.

An example of a daily check and defect report form is shown at Annex 2 (Page 21) and lists the core safety inspection items.

### **1.3.2. Drivers' Responsibilities**

Drivers of fleet vehicles must be made aware of their legal responsibilities regarding vehicle condition and the procedures for reporting defects. A letter should be sent to each driver describing defect reporting systems and any other duties he/she is expected to perform. The driver should sign a copy of the letter to record that he has received and understands the contents of the letter.

### **1.3.3. Minor Repairs by Drivers**

Operators should bear in mind that drivers who are expected to repair minor defects in service, for example light bulb replacement, might need basic training.

#### **1.3.4. Service Records**

Service records must be kept for the life of the vehicle whilst it is in the operator's possession. They can only be disposed of when a vehicle is no longer being used as a taxi or private hire car.

#### **1.3.5. Regular Safety Inspections**

Regular safety inspections are an essential part of a roadworthiness maintenance system. Although it is part of the overall maintenance plan, safety inspections should also be done separately and more frequently than routine servicing and repairs. The maintenance programme should be flexible to allow more frequent or more detailed inspections to be done without changing the overall plan, for example, when the use of a vehicle changes calling for more regular checks or when first inspections are required. Ad-hoc inspections should also be done as needed.

Inspection reports should also be used to provide the operator with a way of monitoring the roadworthiness of individual vehicles in service and to decide if the vehicle maintenance system needs changing.

Although roadworthiness inspections are done mainly in the interest of vehicle safety, there are other benefits. The early signs of wear, damage or maladjustment, if dealt with immediately, may prevent sudden failure of a component and avoid unscheduled downtime or prevent wear becoming so advanced that premature replacement becomes necessary.

#### **1.3.6. Inspection Scope and Content**

A roadworthiness inspection can simply be an inspection of those items affecting road safety and certain environmental issues, or it can include items relating to the vehicle's work performance and economic operation. In any event it must include all the items covered by the relevant Inspection Manual.

To make sure that each item covered by the safety inspection is inspected properly and limits of wear and tolerance adhered to, reference should be made to the manufacturers' recommended tolerances. The Inspection Manuals have statutory approval and are useful as a guide when safety inspections are carried out. However, higher standards may be needed during user safety inspections to allow for deterioration in service before the next inspection.

#### **1.3.7. Safety Inspection Intervals**

Operational needs must not override safety considerations. Safety inspections should be programmed to follow a timetable whenever possible.

The frequency for inspections will depend on the level of use of a vehicle and the impact this has on its mechanical reliability. To decide this, the following need to be considered:

- The type of vehicle, the nature of its load and the equipment and fittings it carries or supports;
- The type and range of operations on which it is likely to be used;
- The type of terrain and the nature of the environment in which it is used or likely to be used; and
- The distance and speeds at which it travels and the journey times.



A timetable can usually be put together using the criteria above. However, some vehicles may frequently be re-assigned alternative tasks or routes making a timetable inspection programme impracticable. A mileage based inspection programme may be more suitable for operations where the vehicle mileage is the same throughout the year.

When a safety inspection has been established any proposed changes must be notified to the RTLC.

### **1.3.8. Safety Inspection Report Forms**

A separate written report must be completed for each safety inspection. Each report must show the following:

- name of owner/operator;
- date of inspection;
- vehicle identity;
- odometer (mileage recorder) reading (if appropriate);
- a list of all items to be inspected;
- an indication of condition of each item inspected;
- details of any defects found;
- name and address of inspector;
- details of any remedial/rectification or repair work and by whom it was done; and
- a statement that any defects have been repaired satisfactorily.

Example of a suitable safety inspection report form is given at Annex 3 (page 22).

The report must contain details of any work to be carried forward. For example, where further checks may be needed on certain items that are likely to deteriorate during use and make the vehicle unroadworthy before the next scheduled inspection or routine service.

### **1.3.9. Ad hoc Safety Inspection Intervals**

Safety inspections may be needed at times outside the scheduled programme. For example, where a vehicle is used for harder work or covers greater distances than usual.

Safety inspection and repair work records, whether undertaken by operators or contracted out, must be kept for at least 15 months as part of a vehicle's maintenance history.

Operators must make sure that the records are complete and available, or can be made available on request for inspection at the operating centre. If you hire, lease or borrow a vehicle you are responsible for its roadworthiness and to have available, if required, copies of any inspections you have carried out whilst the vehicle is in your possession.

### **1.3.10. Safety Inspectors**

Safety Inspectors must be competent and operationally aware of the safety standards which apply to the vehicles they examine. It is recommended that they should be trained in the techniques of vehicle examination, diagnosis and

reporting and have a sound working knowledge of the relevant Inspection Manuals.

It is the responsibility of the operator to make sure the contractor is competent to carry out examinations. The RTLC will not accept contractor incompetence as a reason for poor inspection standards and may demand the operator to change the contractor if poor standards are presented. It is not necessary for a safety inspector to have the skills to carry out repair or servicing work during the course of the examination.

#### **1.3.11. Authority to Remove Vehicle from Service**

The operator must make sure that at all times someone within the operator's organisation has the authority to decide whether a vehicle is fit for service and to take it off the road if it is not. That person must be available to decide whether a vehicle can be allowed back into service after repairs. This responsibility may be delegated, in writing (i.e. a standing agreement) provided it is made clear what the responsibilities are.

#### **1.3.12. 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.

### **1.4.Operators who Employ Staff**

Drivers, workshop staff and those otherwise responsible for condition of the vehicles should be informed individually and in writing of their specific duties and responsibilities with particular reference to safe vehicle operation. Emphasis should be placed on the importance of maintaining a thorough safety inspection programme and how important they are to the integrity of the safety inspection programme. It is recommended that each person should be written to in duplicate and a signed copy returned to and retained by the organisation.

## **2. Safety Inspection and Repair Facilities**

This section of the Guide covers the facilities needed to undertake safety inspections and the arrangements needed if inspections are not undertaken by the operator. The same guidance applies to the repair of any defects found during safety checks.

### **2.1. Options**

It is for an operator himself to decide whether to undertake his own safety inspection and maintenance work in-house or to contract all or part of the work to someone else.

### **2.2. Own Safety Inspection Facilities**

An operator providing his own safety inspection facilities must make sure that they are adequate for the job. Facilities should include:

- undercover accommodation for the largest vehicle in the fleet. This is required to make sure that safety checks 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 - ramps, pits or hoists may not be needed if the vehicles have enough ground clearance for a proper inspection to be made on hard standing;
- adequate lighting;
- access to steam or pressure under-vehicle washing facilities; and
- a safe working environment.

Operators should also have access to a brake tester for the purpose of checking braking efficiency. Whilst a decelerometer may be adequate for some vehicles the use of a roller brake tester is strongly advised. Roadworthiness inspections can be included in an operator's overall maintenance plan. Headlight alignment, roller brake test and emission test facilities are available at the Vehicle Test Centre for use by vehicle operators for a modest charge. A roller brake test is an important indicator of braking efficiency, although not a substitute for regular and proper maintenance.

### **2.3. Contracted-Out Arrangements**

An operator is still responsible for the condition of vehicles inspected and/or maintained for him by agents or contractors. Care must therefore be taken to make sure that the facilities used by the agent are adequate and that the staff are competent. The list of facilities in section 2.2 above can be used to check a contractor. An operator should make sure that the agent/contractor is in possession of an Inspection Manual and has suitable inspection sheets.

### **2.4. Contract Limitations**

Even when a maintenance contract exists between the operator and an agent, the operator remains legally responsible for the condition of the vehicle, the authorisation of any repair work undertaken and the keeping of records. The operator must always be satisfied 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. The operator should therefore talk regularly with the contractor to make sure that he is familiar with the operational needs of the vehicles he is required to inspect and repair. This knowledge is important if the contractor is asked to advise on a particular course of action, and the operator's technical knowledge is limited.

Even when an operator gets on well with a contractor, the operator must have a system for regularly monitoring the quality of work done by the contractor. Any sign of unreliability, incompetence or other shortcomings causing a reduction in the standards achieved should receive prompt attention. Here again a good working relationship can help but if problems persist the operator might well consider a change of contractor.

### **2.5. Visiting Agents/Alternative to a Garage**

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

### **2.6. Roadside Safety Inspections, Routine Maintenance and Repairs**

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

### **3. Planning a Safety Inspection Programme**

Safety inspections must be planned in advance. Vehicles which are subject to a statutory annual test may have their year's programme planned around the anticipated test date to avoid duplication of work associated with the test, i.e. cleaning and major servicing.

A simple method of drawing up a programme is to use a year planner or flow chart. An example is at Annex 4 on page 23. Computer based systems are equally acceptable. The information, which should be kept in the simplest form possible and displayed prominently, will serve as a reminder of programmed inspections or of any changes which have been necessary. All vehicles subject to programmed attention should be included. Ideally planners or charts should be used to set safety inspection dates at least 6 months in advance. Vehicle annual test dates should be included.

The planner should be updated regularly by indicating the progress of the programme and to record any extra work carried out. Vehicles which have been taken off the operator licence or other vehicles temporarily off-road should have their period of non-use identified and a note should be made when vehicles have been disposed of.

The planner or chart may be used to record other items in the vehicle maintenance programme for example servicing, unscheduled work or refurbishing. A clear system of coding should be developed so that each activity can be clearly identified.

## **ANNEX 1**

### **Enforcement**

Operators of public passenger vehicles require a PPV operator licence issued by the RTLC under the Road Transport Act 2001. When considering an application for an operator licence or registration, the RTLC must consider whether there will be satisfactory facilities or arrangements for keeping authorised vehicles in a fit and serviceable condition. They will seek assurances that the applicant will conduct regular safety checks and inspections on the vehicles at specified intervals and keep records of those checks and inspections and their results. These details are "undertakings" made for the purposes of obtaining a licence. If maintenance is to be contracted out, a copy of the contract will be required to support the application. Any changes made later must be notified to the RTLC without delay.

At any time after a licence has been granted or an operator has been registered the RTLC may direct that it be revoked, suspended or that its scope be reduced on several grounds including:

- a) that the holder of the licence or registration gave for the purpose of procuring a licence an "undertaking" which has not been fulfilled;
- b) convictions relating to the maintenance of vehicles in a fit and serviceable condition; and
- c) issue of a prohibition on the use of a vehicle (see page 20).

Authorised vehicle examiners from the Vehicle Testing Centre provide the RTLC with a technical assessment of an operator's maintenance arrangements. This assessment is normally made:

- a) shortly after the grant of an operator licence or registration;
- b) at least every 3 years after the grant of a licence or registration;
- c) when advice might be needed because of a request by the operator for a variation to the licence or registration or because evidence of maintenance problems has come to light; following the issue of prohibition notices, poor annual test results or similar evidence or following complaints about smoky vehicles where no satisfactory response has been received from the operator; and
- d) when the RTLC require records to be reviewed following reports of inconsistency or inaccuracy of record keeping.

In the course of a maintenance assessment an authorised vehicle examiner may wish to examine vehicles from the operator's fleet, examine records of vehicle safety inspections kept by the operator and inspect maintenance facilities. The extent to which records are inspected will depend on vehicle condition and the operator's history. Failure to keep records of safety inspections is itself a disciplinary matter. The vehicle examiner may discuss with the operator appropriate safety inspection procedures and will report to the RTLC whether he considers that the maintenance arrangements are satisfactory; any deficiency may result in an unsatisfactory report leading to possible disciplinary action by the RTLC. In certain circumstances for example where facilities at the operating centre do not allow adequate inspection, the operator may be asked, instead, to bring his vehicles and records into a testing station for inspection.

An authorised vehicle examiner may at any time:

- a) enter and inspect any public passenger vehicle and for that purpose detain the vehicle during such time as is required for the inspection;

- b) enter any premises on which he has reason to believe a public passenger vehicle is kept; and
- c) when stationary at the roadside, divert such vehicles to the Vehicle Testing Centre or to another suitable-location for inspection.

Examiners may make visits to operating centres to inspect vehicles or to check driver's records. They also conduct spot checks at the roadside. Their work may extend beyond a visual inspection using a range of equipment that operators may encounter.

**NOTE:**

If a person obstructs an authorised vehicle examiner acting in the course of his duty, he is guilty of an offence. (Drivers of vehicles who drive away whilst roadside checks are being conducted on a taxi rank, will have their registration number reported to the RTLC who will follow this up.)

When an authorised vehicle examiner encounters a defective vehicle either at the roadside, in an operator's premises or at the testing station he may issue a prohibition notice or a defect notice depending on the severity of the fault(s). A prohibition is a ban on the further use of the vehicle on a highway. Prohibitions may take effect immediately or may be delayed for up to ten days, depending on whether there is an immediate danger to public safety. Exemptions may be issued, for example to allow a vehicle to be towed away for repair. A prohibition will not be removed until an authorised vehicle examiner is satisfied that the vehicle is fit for service. As a minimum this will entail an examination of the components and systems affected by the defects. However, at the examiner's discretion it may be extended beyond and include as much of the vehicle as needs to be inspected for the examiner to be satisfied it is roadworthy.

## ANNEX 2

### Drivers Daily Check List

Date:	Driver's Name:	Driver's signature:
Reg No:	Speedo Reading:	
✓ = OK, X = Faulty		
Fuel/Oil Leaks	Steering	Horn
Oil and Water Levels	Brakes	Seat Belts
Tyres and Wheels	Wipers	Radio/communications
Mirrors	Washers	All notices in place
Cleanliness Interior	Lights	Licence plate displayed
Cleanliness Exterior	Reflectors	Tick here for nil defects
Record Defects here:		
Defects Rectified by:	Print Name:	Date:



## ANNEX 3

### Road Transport Licensing Committee Safety Inspection Record

Vehicle Registration:	Speedometer Reading:
Vehicle Make and Model:	
Date of Inspection:	Owner or Company Name:

✓ = Satisfactory      R = Attention Required      X = Immediate Action Required

Check No	Item Inspected	Serviceable	Check No	Item Inspected	Serviceable
1	Driver's Seat		25	Condition of Tyres/Wear	
2	Passenger Seats		26	Spare Wheel Type	
3	Seat Belts		27	Spare Wheel Security	
4	Mirrors		28	Jack and Wheel brace	
5	Glass and Windscreen		29	Condition of Chassis	
6	Washers and Wipers		30	Wings/Mudguards/Flaps	
7	Speedometer		31	Condition of Wiring	
8	Horn		32	Battery Security	
9	Driving Controls		33	Engine Mountings	
10	Steering Control		34	Oil Leaks	
11	Brake Pedal Cover		35	Fuel Tank and Cap	
12	Brake Operation		36	Fuel Leaks	
13	Brake Servo		37	Exhaust System	
14	Dashboard Warning Lamps		38	Steering Joints	
15	Hand Brake Control		39	Suspension	
16	Condition of Flooring		40	Wheel Bearings	
17	Condition of Steps		41	Transmission	
18	Driver's Door Operation		42	Brake Linings/Brake Pads	
19	Interior Partitions		43	Wheel Cylinders	
20	Interior Cleanliness		44	Brake Pipes and Hoses	
21	Condition of Bodywork		45	Lamps and Reflectors	
22	Exhaust Emissions		46	Headlamp Aim	
23	Road Wheels		47	Legal Notices	
24	Size and type of Tyres		48	Fire Extinguisher	
Action Required		Action Taken			Initial

**ANNEX 4**

**Specimen Maintenance Planner/Flow Chart**

Vehicle Registration Number	Vehicle Make and Type	Week number	January					February				March				April			
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
<b>F951 TOG</b>	ROVER			X					S				O	A					
<b>H123 ABC</b>	FORD		S					X	M				S						
<b>G678 GHI</b>	MERC			S								S				M			S
<b>H890 JKL</b>	RENAULT			M								S							O S
<b>FLT 123</b>	VAUXHALL		A							S							S		
<b>G345 DEF</b>	VOLVO		S		X				I		S		I		A		I		S

- S = Safety Inspection
- I = Intermediate Inspection
- M = Major Service and Inspection
- A = Annual Test Preparation (Includes Major Service and Inspection)
- O = Road Fund Licence Renewal
- X = Work Completed