



Lloyd Morgan Group
Transport Compliance Solutions

Operator Licence & Engineering Systems Review

Operator: Linburg Coaches
Depot: *Sheffield*
Operator Licence Number (s): PB1015893
Address: Unit 7, 35 Catley Road, Sheffield, S9 5JF
Contact Name: Sarah Noble
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Email: sarah.noble@linburg.co.uk
Review Completed By: Dan Murphy
Date of Review: 23/02/2026
Operator Type: Passenger Carrying
Visit Type: Depot Was Aware of Todays Planned Visit
Fleet Size: **Vehicles:** 30
Trailers: N/A

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Introduction to Lloyd Morgan Group

Lloyd Morgan Group is a specialist Transport group tailored to meet the requirements of the vehicle operating sector and associated supply organisations. Whether you're a large PCV/HGV operator or small to medium business in operation or supplying to the transport sector you can be sure of an Independent tailored solution that is cost effective to meet your needs. Offering a Nationwide and International service to companies.

Our activities range from:

- Drivers CPC Training
- Independent Vehicle Inspections
- Independent Operator Licence & Engineering System Audit & Procedure Implementation
- Driver Licence Checks
- Tacho-graph / Driver Licence Analysis
- IRTEC Accreditations
- Accredited Training, Including Vehicle Inspection, Driver Pre Use.
- Interim Engineering Management
- Transport Manager CPC Initial Training & Refresher courses



Approved auditor



APPROVED
CENTRE



Approved Centre

Auditor note:

All information recorded must be factual. Evidence must be seen and meet the questions requirements to ensure the “Satisfactory” endorsement on the Audit Report. If no written evidence is provided then the verbal comments will be clearly stated in the comments box – but we will be unable to confirm this is factually correct so this will always result in the item being “Unsatisfactory” in the audit results! "Area for Improvement" are to be made where the system is in place and being adhered to but there is a few minor errors of a none significant nature that will have no impact upon the O Licence. N/A is for where the question asked has no relation to this operator or operation.

Individual Question Score Criteria

Satisfactory		6	Points	Good System / Procedure in place & Working Satisfactory in Sample Reviewed
Area for Improvement		3	Points	System / Procedure in Place, But not fully working / or there are small gaps in the system in Sample Viewed
Unsatisfactory		0	Points	No system / Written Procedure in Place or, if in place not working or being adhered too In Sample Viewed
N/A		6	Points	

The audit is based upon the sample evidence and information accessed by & provided to the Auditor on that day.
Please reference the limitations of this report on the Summary Page.

No	Question	Sample Viewed Criteria	Comment / Sample Evidence	Recommendation	Score
1. Operators Licence					

No	Question	Sample Viewed Criteria	Comment / Sample Evidence	Recommendation	Score
1.01	Are all details of Type of Licence, Operators name, address, CPC holder, Operating centre, authorised / specified vehicles (where applicable) correct and a copy of the licence held on site?	Satisfactory	All details are correct and all information was seen as evidence		6
1.02	Do the details on the VOL system match where the operator is operating and parking their vehicles	Satisfactory	Yes they do and evidence was seen		6
1.03	Does the authorised operating centre have adequate parking arrangements with safe access / egress	Satisfactory	Yes, adequate parking is onsite with no issues		6
1.04	Does the Operators Licence have any conditions / undertakings listed. If So, List them.	Satisfactory	Undertaking is an audit every 2 years		6
1.05	Where Operator Licence Conditions or Undertakings are listed does the operator comply with them	Satisfactory	Yes, they do as with this audit		6
1.06	Are the current Designated Transport Managers correctly specified on the licence / VOL.	Satisfactory	Yes, John Haddaway is the TM		6

No	Question	Sample Viewed Criteria	Comment / Sample Evidence	Recommendation	Score
1.07	How are the specified Transport Manager CPC certificates held for record on site. (a physical copy must be witnessed)	Satisfactory	Yes, certificates are held onsite		6
1.08	Is the CPC holder a member of the full time staff on this site? (please list there name in the comments box), if not how do they ensure their repure and the operation is being managed sufficiently	Satisfactory	Yes, John is a full time member		6
1.09	Have the CPC holders undertaken any TM CPC refresher training in the past 5 years?	Satisfactory	Yes, it was online, in 2021 and is being booked to be updated at some point this year		6

No	Question	Sample Viewed Criteria	Comment / Sample Evidence	Recommendation	Score
1.10	Does the o licence vehicles list accurately record the vehicles currently in use (HGV - check fleet list). Or for PCV the number of vehicles in use.	Satisfactory	Yes, all lists are accurate		6
1.11	Does the operator own or lease the operating centre.(if Leased) do they have written permission from the owner to use it as an operating centre	Satisfactory	It is a rented site, and they do have permission from the landlord		6
1.12	How does the operator inform the traffic commissioner of any changes to the business that might affect the licence (Inc Change of Circumstances)	Satisfactory	All done through the VOL system		6
1.13	How are full copies of all applications & submissions to the Traffic Commissioner with regard to issues of the o licence, kept on file for reference (copies must be seen)	Satisfactory	All copies are kept online and evidence was seen to support		6
1.14	How does the operator control maintenance provisions that are not in house. Has the operator produced a maintenance agreement that they have submitted to the Traffic Commissioner in support of their licence application (N/A if carried out in house).	Satisfactory	All maintenance is done in house		6

No	Question	Sample Viewed Criteria	Comment / Sample Evidence	Recommendation	Score
1.15	Are the operations carried out in accordance to the hours specified on the o licence	Satisfactory	Yes, all hours are in accordance with O'Licence		6
1.16	Is the Operator registered to use the VOL (Vehicle Operator Licence System). Who is appointed to update the companies information	Satisfactory	Either John Haddaway or Sarah Noble can update the information		6
1.17	Is the Operator aware of which convictions are required to be notified to the Traffic Commissioners Office	Satisfactory	Yes, they are aware of the things to be notified		6

No	Question	Sample Viewed Criteria	Comment / Sample Evidence		Recommendation	Score
1.18	Is valid UK Licence for the community on file & are certified copies available to issue to vehicles on internationals journey's	Satisfactory	All licences for international work is all valid			6
1. Operator Licence Section Summary						
A good section with no issues at all.						
2. Vehicle Inspection						
2.01	How are vehicles due for inspection planned, documented & how do staff gain access to this. This must include hire or loan vehicles.	Satisfactory	Trutack is used so all well documented and engineers have access to the site			6
2.02	What Inspection Frequency Is the Operator on (as recorded on their O Licence / VOL)	Satisfactory	6 weeks	ISO WEEK		6
	How does the Operator ensure that their vehicle					

No	Question	Sample Viewed Criteria	Comment / Sample Evidence	Recommendation	Score
2.03	inspection plan is being adhered to in line with their agreed O Licence frequency? Record any issues identified from the inspection periods sheet.	Satisfactory	<i>All comes through on the digital system Trutack</i>		6
2.04	Does the operator use a paper based or software based system	Satisfactory	A software system is used called Trutack		6
2.05	How are vehicle inspection sheets correctly completed? Including an adequate description of the defect (inclusive of % or measurement of wear where required) & Correct categorisation of prohibitions & serviceable defects	Satisfactory	All done on an iPad, cannot be just be signed off as everything needs to be uploaded		6
2.06	Are Smoke & headlight checks completed every inspection ? If so, how?	Satisfactory	Both of these are done every inspection		6
2.07	Are suitable brake tests completed on every inspection, if so how? And are the minimum of 3 laden per annum where required (HGV)	Satisfactory	Suitable brake test are done every inspection		6
2.08	Where Smoke, Light or brake tests aren't completed on the PMI, how are the missing item recorded on the VI sheet and are they completed at a later date within that PMI schedule	Satisfactory	These are definitely done every inspection		6

No	Question	Sample Viewed Criteria	Comment / Sample Evidence	Recommendation	Score
2.09	Does the Operator have suitable facilities to adequately inspect their vehicles	Satisfactory	Yes, a full size pit which can fit 2 vehicles at a time		6
2.10	How does the operator ensure wheel nut security is adequately checked during the vehicle inspection process	Satisfactory	Wheel nut torque is used and logged and evidence was seen to support this		6
2.11	How are all prohibitable defects actioned prior to the vehicle being allowed into service.	Satisfactory	With Trutack it has to be cleared before it shows it can be put back into service if not it will flag if a driver tries to do a walk around check		6
2.12	How does the operator ensure that serviceable defects (non prohibition) that haven't been actioned aren't lost.	Satisfactory	Everything is kept on Trutack so will always flag if not done		6
2.13	Are driver detectable defects identified on the PMI sheets?	Satisfactory	Yes. again all done through Trutack with pictures to support any defects		6
2.14	How does the operator quality check their PMI's and how are these recorded. (this includes internal or External Vehicle inspections)	Satisfactory	Quality check sheets are done and evidence was seen		6

No	Question	Sample Viewed Criteria	Comment / Sample Evidence	Recommendation	Score
2.15	If external vehicle inspections are carried out for your PMI schedule – How does the Operator ensure the PMI paperwork is viewed / relevant work completed / signed off safe for use prior to using the vehicle.	Satisfactory	No external vehicle inspections done		6
2.16	How does the operator ensure that in the event they should require to use hire or loan vehicles they are roadworthy from receipt and how are they included into their PMI schedule.	Satisfactory	No hire or loan vehicles are used		6
2.17	How does the operator ensure their PMI sheets are current in accordance to the DVSA guidelines, this includes reviewing the current paperwork being used?	Satisfactory	All done through the Trutack system which keeps it up to date		6
2.18	How does the operator ensure that PM Inspections are completed by competent Inspectors. Including how are external companies checked to ensure competency	Satisfactory	All inspectors are IRTEC qualified		6
2.19	How are vehicles that have missed inspection handled. Is there a written procedure and is it being adhered to - was a reason card placed with the live file for audit purposes & is the vehicle removed from service / use	Satisfactory	No vehicle goes on the road until a inspection is done and is monitored through Trutack		6
2.20	Does the Operator have an up to date DVSA Inspection & Categorisation of Defects Manual available for reference.	Satisfactory	All publications are all up to date and was seen		6

No	Question	Sample Viewed Criteria	Comment / Sample Evidence	Recommendation	Score
2.21	How does the operator archive maintenance files & for what duration are they archived.(minimum of 15 months (preferably 3 years). This includes defective Pre use check sheets.	Satisfactory	All kept online is and is kept beyond the 3 years		6
2.22	How are vehicle records updated to show regular lubrication of is undertaken.	Satisfactory	All done on Trutack		6
<i>The vehicle records listed on the inspection periods table will be the sample records used for this audits questions unless otherwise stated</i>					
2. Vehicle Inspection: Section Summary					
A good section with no issues at all.					

No	Question	Sample Viewed Criteria	Comment / Sample Evidence	Recommendation	Score
3. Annual Tests (MOT) & DVSA Encounters					
3.01	How are copies of MOT / RPC / COIF or Other relevant certification stored to ensure easy retrieval and planning to prevent unknown expiry.	Satisfactory	All stored online so can be easily retrieved		6
3.02	How are current vehicles identified / planned for Annual Test.	Satisfactory	All done through the Trutack system		6
3.03	How are vehicles prepared for Annual Test and what timescale is allowed for preparation.	Satisfactory	1 week for prep with a full inspection and thoroughly cleaned and does have a couple of brake tests in that week to be on the safe side		6
3.04	How are pre Annual Test Steam Cleans Planned, Completed & Recorded.	Satisfactory	Steam cleans run with the annual tests in line with the Trutack system		6
3.05	Has the operator had any DVSA encounters in the last 15 months. If so, record the details.	Satisfactory	No encounters in 15 months		6

No	Question	Sample Viewed Criteria	Comment / Sample Evidence	Recommendation	Score
3.06	How are annual Test Results, DVSA encounters & General Statistics on planned work being achieved recorded and reported to the management team.	Satisfactory	Again all planned through Trutack		6
3. Annual Test (MOT): Section Summary					
<i>A good section with no issues at all.</i>					
4. Vehicle Servicing/Maintenance					
4.01	How are vehicles services planned and adhered to.	Satisfactory	All done through Trutack system		6
4.02	How has the Operator ensured the Service sheet has met the requirements of the manufacturer.	Satisfactory	Trutack deals with this through the system		6
4.03	How are modifications and urgent safety recalls undertaken and documented? (Where Applicable)	Satisfactory	No safety or modifications have been done for a while		6

No	Question	Sample Viewed Criteria	Comment / Sample Evidence	Recommendation	Score
4.04	How is the overall vehicle filing systems presented?	Satisfactory	Vehicle filing system is done online		6
4. Vehicle Servicing/Maintenance Summary					
<i>A good section with no issues at all.</i>					
5. Drivers Reports/Daily Walk round Checks					
5.01	How does the operator ensure its Driver pre use walk round sheets are compliant to the current DVSA requirements and guidelines. Including the new issue of the GTMR.	Satisfactory	All done through the Trutack system		6
5.02	Are the pre-use check sheets / books suitable for the type of vehicles being operated	Satisfactory	Yes they are because of Trutack		6
5.03	Are formal written records of how are drivers are to conduct & how their formally made aware of their responsibilities for Pre use vehicle checking available	Satisfactory	Yes, records are kept of the conduct and responsibilities		6

No	Question	Sample Viewed Criteria	Comment / Sample Evidence	Recommendation	Score
5.04	Does the operator use a paper based or software based driver pre use check system and is it working suitably for the operation	Satisfactory	Trutack system is used		6
5.05	Are the Driver pre use checks completed correctly by the drivers?	Satisfactory	Yes, all completed correctly because of the Trutack system		6
5.06	How are Defects that are identified on pre use walk rounds actioned / assessed by an engineer to ensure the vehicle is roadworthy.	Satisfactory	If anything is found goes through the system to a engineer all will check it himself for road worthiness		6
5.07	How does the operator file the Driver Pre use check sheets that have been defect free and for what duration. (minimum duration 3 months for nil defect records)	Satisfactory	All kept on the Trutack system for longer than the required time		6
5.08	How are non Prohibition defects from driver pre use checks actioned are they cleared at source or transferred. For defects not actioned or cleared at source are they transferred to the live file? (non prohibition only - a clear audit trail to show defects are not lost must be present)	Satisfactory	Any defects found are done at the time it was found		6

No	Question	Sample Viewed Criteria	Comment / Sample Evidence	Recommendation	Score
5.09	Does the Defect report mileage tally with other vehicle mileage evidence?	Satisfactory	Trutack will not allow this to happen		6
5.10	How are regular quality checks carried and what frequency of checks are carried out on drivers after their walk round checks and how is this documented?	Satisfactory	Quality checks are done at random times but evidence was seen to support this		6
5.11	Where defects are found after the quality check but not found by the driver, how are they retrained and what action does the driver undergo, if any?	Satisfactory	Very few instances of this happening but if it does the driver is taken through training again		6
5.12	How are driver pre use records issued and received back & how is reconciliation carried out to establish missing records daily	Satisfactory	All done through Trutack so nothing is missed		6
5.13	Where a driver's Pre Use check Record has been lost after reconciliation of the issued driver defect reports, what action is taken and recorded to ensure that vehicle is roadworthy for the next driver. is the vehicle safety checked and documented?	Satisfactory	Nothing is loosed because of Trutack		6
5. Drivers Reports/Daily Walk round Checks Section Summary					

No	Question	Sample Viewed Criteria	Comment / Sample Evidence	Recommendation	Score
A good section with no issues at all.					
6. Vehicle off Road Procedure					
6.01	How are vehicles documented as being unfit for service? Is the procedure written and communicated formally?	Satisfactory	All done through Trutack for documentation and this procedure is also written down and explained		6
6.02	Where parts have been removed off VOR vehicles how is this monitored to ensure unfit vehicles do not get used in service	Satisfactory	Not allowed to remove parts		6
6.03	How are drivers formally (signed for or in writing) made aware that vehicles are not fit for service e.g. via VOR boards in cab or red steering wheel covers, to avoid them taking a defective vehicle into service	Satisfactory	All signs in vehicles and also through Trutack		6

No	Question	Sample Viewed Criteria	Comment / Sample Evidence	Recommendation	Score
6. Vehicle off Road Procedure Section Summary					
<i>A good section with no issues at all.</i>					
7. Plant & Maintenance Equipment					
7.01	How is all plant and maintenance equipment for the operation formally kept a track of.	Satisfactory	All done Trutack system		6
7.02	How is all plant and maintenance equipment monitored & calibrated / Tested ensuring conformity to manufacturer's guidelines and ensuring nothing misses its test / calibration? (Inc. LOLER / Tail lifts / Rolling rd.'s etc.)	Satisfactory	All done through Trutack and Insurance company tell the company when someone is coming to do servicing and inspections		6
7. Plant & Maintenance Equipment Section Summary					
<i>A good section with no issues at all.</i>					

No	Question	Sample Viewed Criteria	Comment / Sample Evidence	Recommendation	Score
8. Vehicle Cleaning					
8.01	Auditor is to Visually check a sample of vehicles. How is the overall standard of fleet presentation internally and externally of a good standard	Satisfactory	A visual check of OY75 ZWK and LIG 6291 and everything was in a very good order		6
8.02	How are vehicles kept clean & are records of this maintained (internally & externally where applicable).	Satisfactory	All vehicles are kept very clean and tidy but was noted that records should be kept, toilet drop records are kept		6
8.03	At what frequency is vehicle cleaning quality checked	Satisfactory	This is checked regularly		6
8. Vehicle Cleaning Section Summary					
A good section with no issues at all.					
9. Wheels & Tyres Checks					
9.01	How are wheel removals and wheel refitment including retorque process handled. Is there a wheel nut torque procedure and is it formally communicated to the relevant work force (is it based upon industry guidelines for re-torque etc.)	Satisfactory	Wheel removals and retorquing has its own policy and is formally communicated to all staff and is inline industry guidelines		6

No	Question	Sample Viewed Criteria	Comment / Sample Evidence	Recommendation	Score
9.02	How are wheel torque checks adequately recorded including the persons name who completed the check.	Satisfactory	All adequately recorded and evidence was seen to support this		6
9.03	How is the torque wrench used in the fitment of a wheel, identified on the appropriate record to establish traceability.	Satisfactory	All torque wrenches are identified for traceability		6

No	Question	Sample Viewed Criteria	Comment / Sample Evidence	Recommendation	Score
9.04	What settlement method is used - half an hour wait or road tested and what formal process documents the completion and documentation of this?	Satisfactory	Both systems are for use depending on the work it is going to be doing and all procedures are adhered to		6
9.05	Where a wheel has been removed does the operator run a 24 hour wheel re torque.	Satisfactory	Yes it does		6
9.06	How does the operator manage their wheel nut security to the drivers completing a pre use check (example - wheel nut indicators or similar devices used)- visual check of the fleet	Satisfactory	Through Trutack drivers have to take pictures of the wheels on a walk around check		6
9.07	How are external tyre contractors formally made aware of the procedures for reporting of removed tyres undertaken by them, so the vehicle can be entered into the retorquing procedure	Satisfactory	Yes, they are made aware of the policy and procedure and evidence was seen		6
9.08	How are regular tyre checks carried out & formally recorded (weekly / Monthly?) and by who (internal /external)	Satisfactory	A tyre engineer is used for a outside company		6

No	Question	Sample Viewed Criteria	Comment / Sample Evidence	Recommendation	Score
9.09	Where identified on the tyre check - How are tyres identified for change actually changed / Addressed & describe how this is this process is auditable?	Satisfactory	A outside tyre company is used for this and is all recorded		6
9.10	How does the Operator ensure tyres over 10 years old are managed in accordance with the Guide to Maintaining Roadworthiness section 5.2	Satisfactory	No tyres onsite are over 10 years old		6
9.11	How does the operator ensure that they have a robust wheel rim dressing procedure in place and being adhered to. (both for internal & external fitters) (no painting mating surfaces , ensuring the mating surfaces are free from rust / corrosion etc.)	Satisfactory	A written procedure is in place with evidence seen		6
9.12	Physically review - newly built wheels to ensure they are fit for purpose and free from rim damage / deterioration inc. elongated / damaged holes, painted surface, corrosion, splits / cracks. Report sample reviewed and findings	Satisfactory	A sample of wheels was seen to support this question and everything was in place		6

No	Question	Sample Viewed Criteria	Comment / Sample Evidence	Recommendation	Score
9.13	Physically review some used tyres that have been removed from vehicles – are they all legal (1mm and over) note any that are not such as below 1mm or worn to cords	Satisfactory	All tyres run to 3mm so no areas of concern		6
9. Wheels & Tyres Checks Section Summary					
A good section with no issues at all.					
10. Training Records (Engineers & Support Staff)					
10.01	How are engineers training records maintained and are they updated to show all relevant training.	Satisfactory	Records are kept at the registered office of the company, all engineers are IRTEC trained		6
10.02	How is the training confirmed by the employee (example - signature on record / certificate of attendance on file?)	Satisfactory	Yes, all records are signed off		6

No	Question	Sample Viewed Criteria	Comment / Sample Evidence	Recommendation	Score
10.03	How are Engineering and support staff training needs identified and is this suitable	Satisfactory	Yes, it is all identified and suitable		6
10. Training Record Section Summary					
A good section with no issues at all.					
11. Tachographs & Hours					
11.01	How are the Vehicle Tacho-graph machine calibrations planned and carried out in accordance to the DVSA guidelines and how is this documented.	Satisfactory	All done through TruTack so nothing is missed		6
11.02	Does the operator operate under Domestic or EU Rules or both.		EU rules are operated under		6
11.03	How does the operator monitor drivers hours & WTD for drivers. (Audit Sample)	Satisfactory	Trutack does this and also coach manager so 2 system are used		6

No	Question	Sample Viewed Criteria	Comment / Sample Evidence	Recommendation	Score
11.04	Where infringements are identified how does the operator deal with each specific driver and how is this recorded – where continuous infringements occur how are drivers disciplined? (review hour Analytics or records of Discipline where possible)	Satisfactory	Someone is employed to monitor tacho infringements and if continuous infringements occur driver is disciplined and retraining is given if needed		6
11.05	How does the operator ensure the staff undertaking drivers hours / tacho analysis monitoring are competent to undertake this duty	Satisfactory	The person who monitors is a TM		6
11.06	How does the operator control Tacho Chart issues and a timely returns of completed charts for analysis (Inc. Agency Drivers). Where Analogue charts are still used.	N/A	No charts used		6
11.07	How does the operator manage there regime / schedule in place for downloading the digital tachograph cards and vehicles & what is the timescale for downloading	Satisfactory	Everyday it is downloaded, and this vehicles as well		6
11.08	How does the Operator manage "missing mileage" identified from vehicle tachograph downloads and instances of vehicles being driven without a "valid driver card"	Satisfactory	Again this all monitored by the same person who does the tacho checking		6

No	Question	Sample Viewed Criteria	Comment / Sample Evidence	Recommendation	Score
11.09	How are charts in a manner to prevent them from damage and aid easy retrieval for auditing purposes. (If analogue charts are still used)	N/A	No charts used		6
11.10	How are digital tachograph print outs stored in a manner to prevent damage and easy retrieval for auditing purposes	Satisfactory	It is all done on separate where filled correctly		6
11.11	What Training Have drivers received & is this recorded for the use of the tachograph equipment in the vehicles.	Satisfactory	Type training is given and shown how to use the tachograph and is all recorded		6
11.12	Working Time Directive – How are staff working hours monitored to ensure compliance with the regulations	Satisfactory	Through Trutack and Coach Manager		6
11.13	Are all WTD records maintained for at least 2 years?	Satisfactory	Kept for a lot longer than 2 years		6
11.14	Are all Working Time Directive agreements in place - opt outs signed if required (non EU hours), Reference period extensions, if applicable, and night work opt outs, if applicable	Satisfactory	Yes all in place and held on file on the computer system. Evidence was seen to support this		6

No	Question	Sample Viewed Criteria	Comment / Sample Evidence	Recommendation	Score
11.15	Are night time workers issued with an annual health questionnaire as part of WTD?	Satisfactory	No night time workers on this site		6
11.16	Does the operator manage a full set of records for all their driver activities , for the current day and the previous 28 (Manual Entries)	Satisfactory	All done through coach manager and a back up system is used via a spreadsheet as a quick check		6
11.17	How does the operator ensure that Digital Tachograph rolls are issued to vehicles and spares are kept in the vehicle and is this a written formal procedure	Satisfactory	In walk around checks one of the questions is "Is there enough tacho rolls" this is also checked by the engineers		6

No	Question	Sample Viewed Criteria	Comment / Sample Evidence	Recommendation	Score
11. Tachographs & Hours Section Summary					
<i>A good section with no issues at all.</i>					
12. Driver Licence & DCPC					
12.01	How are all staff (Inc. engineers) Driver licences checked and formally recorded for endorsements etc., (is there also a procedure for staff to inform management of endorsements as they occur. This should usually be 3 monthly or more regular for higher risk drivers (those who hold points).	Satisfactory	A driving licence check is done through Trutack so nothing is missed		6
12.02	How are people who's licences have not been checked at the desired intervals or have been identified with infringements past the company acceptable levels or banned, controlled and removed from driving duties.	Satisfactory	Drivers cannot drive until licence is checked		6
12.03	How are checks carried out on compliance with driving licence conditions such as corrective eye wear managed	Satisfactory	Random checks are conducted but it is not recorded, operator was advised to record this		6

No	Question	Sample Viewed Criteria	Comment / Sample Evidence	Recommendation	Score
12.04	Are eye sight checks carried out on all drivers to ensure Operator is aware of any requirements for drivers to get a formal eye sight check carried out	Satisfactory	They do carry out random checks and if anything is found drivers are told to get checked		6
12.05	What arrangements & progress have been made for Driver Periodic CPC to be planned & undertaken. (view certificates where progress has been made)	Satisfactory	Trutack tells the operator when it is due and all DCPC is done in house		6
12.06	How are new driving licence holders checked to ensure that they hold the relevant Initial CPC modules to drive and undertake periodic CPC (Audit Sample)	Satisfactory	When being interviewed a manual check is conducted to make sure they have all relevant DCPC		6

12. Driver Licence & DCPC Section Summary

A good section with just the recording of eye checks needs to be happen

No	Question	Sample Viewed Criteria	Comment / Sample Evidence		Recommendation	Score
13. Security Requirements						
13.01	Does the Operator have a counter terrorism procedure that includes vehicle security, suspicious behaviour on the road, site security & countering vehicles used as weapons (HGV Only: this also includes compliance with ADR Regs 1.10 for those who carry dangerous goods)	Satisfactory	Yes a policy is in place, and new employees are given a handbook with it all in there			6
13.02	How is this procedure formally communicated to all staff	Satisfactory	Via handbook and they have to sign to say they have received			6
13.03	What training have staff received to help identify and report suspicious behaviour	Satisfactory	All through the handbook and also briefed up on induction			6
13. Security Requirements Section Summary						
A very good section with no areas of concern						
14. Other						
14.01	How Does the operator obtain and Monitor their OCRS (operator compliance risk score) & What basis is the OCRS score monitored	Satisfactory	John Haddaway monitors this every 2 weeks			6
14.02	OCRS Colour's	Satisfactory	Traffic	Amber		6
			Roadworthiness	Amber		
			Combined	Amber		

No	Question	Sample Viewed Criteria	Comment / Sample Evidence	Recommendation	Score
14.03	How are Prohibitions analysed and improvement actions communicated to the TC and to staff members	Satisfactory	It is all analysed and investigated if it is needed		6
14.04	Is there a written procedure for reporting accidents to the Traffic Commissioners Office. List any Examples of form 112 being completed and sent.	Satisfactory	A procedure is in place to inform the TC if anything happens		6
14.05	How does the operator ensure their vehicles are taxed and vehicles without tax are not used.	Satisfactory	Through Trutack so nothing is missed		6
14.06	How are risk assessments and procedures formally communicated specifically for vehicles being driven and for maintenance duties. Ensure records are seen as evidence	Satisfactory	Yes procedures are in place and are formally communicated if this needs to happen		6
14.07	How are new defective parts Managed with the supplier.	Satisfactory	Are all returned to the supplier if needs to be and record is kept evidence was seen		6

No	Question	Sample Viewed Criteria	Comment / Sample Evidence	Recommendation	Score
14.08	How is the property managed with regards to cleanliness. (Externally, Workshops, Office) (Visual check)	Satisfactory	All areas cleaned and tidy at the time of the audit		6

No	Question	Sample Viewed Criteria	Comment / Sample Evidence	Recommendation	Score
14.09	What Is the process or procedure in place to manage road traffic accidents – is it adequate and formally written / communicated to the relevant Authority.	Satisfactory	It is all formally written in the handbook on what has to be done when involved in an accident		6
14.10	Does the Operator Have valid 3rd Party Insurance & is their Employer Liability Insurance Certificate Displayed in a Prominent Position	Satisfactory	All under one policy and the policy number is Y162156FLT0125A 30/12/2026		6
14.11	Does the Operator have a drug and alcohol policy in place that all staff are aware of	Satisfactory	Yes they do and all staff sign it to say they have read it		6

No	Question	Sample Viewed Criteria	Comment / Sample Evidence	Recommendation	Score
14.12	Evidence of drug and alcohol checks being carried out	Satisfactory	Checks are carried and all done randomly and evidence was seen to support this		6
14.13	How does the Operator effectively monitor the vehicle usage of Ad Blue (where the operator has applicable vehicles)	Satisfactory	All on the merriale system to monitor the usage		6
14.14	HGV Only - Does the Operator have suitable load security procedures and training in place to prevent overloading of vehicles & insufficient load security	N/A	N/A		6

No	Question	Sample Viewed Criteria	Comment / Sample Evidence	Recommendation	Score
14.15	Does the Operator have a vulnerable road users policy	Satisfactory	Yes they do and is included in the handbook as well		6
14.16	Avoiding Bridge Strikes - how does the operator ensure that all drivers & route planners are aware of the height of their vehicles to prevent bridge strikes. (Procedures/ Training/ None car Sat navs etc)	Satisfactory	All vehicles use sat nav specific for large vehicles also other jobs come in like rail replacement then this can be checked on the system called bus and coach system to check for low bridges		6
14.17	How does the operator manage agency staff effectively - with regards to policies, procedures and hours	Satisfactory	No agency is used		6

No	Question	Sample Viewed Criteria	Comment / Sample Evidence	Recommendation	Score
14.18	PSV Only - Are drivers and relevant staff appropriately trained in disability awareness and assistance	Satisfactory	Yes all trained and all covered in the handbook		6
14.19	PSV Only - Are vehicles that are used on Local or scheduled services PSVAR Complaint	Satisfactory	Yes vehicles are all PSVAR compliant		6

No	Question	Sample Viewed Criteria	Comment / Sample Evidence	Recommendation	Score
14. Other Section Summary					
A good section with no major concerns					
Overall Review Summary					
Overall this was a very good audit with no major concerns, no recording of eye sight checks but as this is legal requirment this is only a slight concern.					

INSPECTION FREQUENCY

Sample of vehicle files reviewed for this audit - going back 6 months where record history allows. Samples are based on a minimum of 10% of the fleet or a minimum of 5 vehicles which ever is greater. Where 4 vehicles or less are the full fleet size then all vehicles will be sampled. Unless otherwise requested by the client. Record any issues by highlighting the Cell in issue as Red and note the concern in Question 2.02 of Audit Questions

Inspection Dates (Most recent to 6 months prior - Left to right)

Vehicle Reg / Id No:	LRG 665	Date	26/01/2026	23/12/2025	24/11/2025	20/10/2025	24/09/2025	25/08/2025
		Day Elapsed		34	29	35	26	30
Vehicle Reg / Id No:	LRG442	Date	26/01/2026	29/12/2025	01/12/2025	05/11/2025	31/09/2025	04/09/2025
		Day Elapsed		28	28	26	#VALUE!	#VALUE!
Vehicle Reg / Id No:	LRG 7694	Date	02/02/2026	05/01/2026	08/12/2025	10/11/2025	13/10/2025	15/09/2025
		Day Elapsed		28	28	28	28	28
Vehicle Reg / Id No:	LRG 993	Date	26/01/2026	05/01/2026	15/12/2025	17/11/2025	20/10/2025	22/09/2025
		Day Elapsed		21	21	28	28	28
Vehicle Reg / Id No:	LRG 7610	Date	11/02/2026	12/01/2026	15/12/2025	17/11/2025	18/10/2025	16/09/2025
		Day Elapsed		30	28	28	30	32
Vehicle Reg / Id No:		Date						
		Day Elapsed		0	0	0	0	0
Vehicle Reg / Id No:		Date						
		Day Elapsed		0	0	0	0	0
Vehicle Reg / Id No:		Date						
		Day Elapsed		0	0	0	0	0
Vehicle Reg / Id No:		Date						
		Day Elapsed		0	0	0	0	0
Vehicle Reg / Id No:		Date						
		Day Elapsed		0	0	0	0	0
Vehicle Reg / Id No:		Date						
		Day Elapsed		0	0	0	0	0
Vehicle Reg / Id No:		Date						
		Day Elapsed		0	0	0	0	0
Vehicle Reg / Id No:		Date						
		Day Elapsed		0	0	0	0	0
Vehicle Reg / Id No:		Date						
		Day Elapsed		0	0	0	0	0

Where the ISO Week or Number of days for the inspection period as listed on the O licence has been breached clearly highlight the number of days cell "Red"

Review Finding Discussed, Confirmed & Closed Out With:

Name: Sarah Noble

Position: Director

Ensure that all AFI or Unsatisfactories are fully detailed & explanations are recorded in comments and recommendations

Limitations of the report.

The report and findings were based on a snapshot review of the process, procedures, functions and evidence viewed at the time of the Audit on the day it was conducted.

Judgments were made based on these findings at the time of the audit and the evidence presented / made available to the auditor.

Where evidence is prepared and presented to our auditors we accept no responsibility for the accuracy of this information.

We always recommend that you allow our auditor free access to all the information being audited to allow them to make a professional unbiased opinion.

Samples are reviewed to establish the snap shot.

This is not a full paperwork audit and errors and omissions may be present in your files that were not evident in the samples our auditor viewed.

This audit is to highlight the areas of strength and weaknesses of your engineering operation system & key "O" licence areas within your transport company.

The keys used, are only relevant to the questions / sections they are tagged to, and are to be used in conjunction with the summaries and conclusions presented within this report.

It is the client for whom this report was completed for, to ensure they are fully compliant with the regulations and laws within their Business Operation.

This Audit has been completed under the agreeance of the Lloyd Morgan Group T&C which are freely available upon request, company website and a link from each email subject.

We recommend that a paperwork file audit is also undertaken periodically to establish the way these systems are being used in the day to day operation which along with this audit will give you a 360 degree view of the system you operate.



Lloyd Morgan Group
Transport Compliance Solutions

Operator Licence & Engineering System Review Overview

Sheffield

Please ensure that you read all the summaries, comments & recommendations from each section to establish the full conclusion.
This section is a visual aid to help you priorities the sections of concern where there are omissions from your engineering system.
Legal and best practice marking is based upon sample viewed at the time of the audit only.

System Area:	Legal Compliance Achieved %	Best Practice Compliance Achieved %	Section Questions Completed
1. Operators Licence	100%	100%	100%
2. Vehicle Inspection	100%	100%	100%
3. Annual Tests (MOT) & DVSA Encounters	100%	100%	100%
4. Vehicle Servicing/Maintenance	100%	100%	100%
5. Drivers Reports/Daily Walk round Checks	100%	100%	100%
6. Vehicle off Road Procedure	100%	100%	100%
7. Plant & Maintenance Equipment	100%	100%	100%
8. Vehicle Cleaning	100%	100%	100%
9. Wheels & Tyres Checks	100%	100%	100%
10. Training Records (Engineers & Support Staff)	100%	100%	100%
11. Tachographs & Hours	100%	100%	100%
12. Driver Licence & DCPC	100%	100%	100%
13. Security Requirements	100%	100%	100%
14. Other	100%	100%	100%

