



Nabz Logistics & Compliance

Comprehensive O-Licence Compliance Checklist

1. Operator Licence Documentation

- Valid O-Licence displayed and conditions understood
- Undertakings read and followed (maintenance, drivers, records)
- Up-to-date licence discs fitted correctly
- Operating centre approval confirmed and adequate
- Digital record-keeping or organised paper filing structure maintained

2. Vehicle Maintenance Systems

- 12-month maintenance planner in use (PMIs, MOTs, inspections)
- PMIs completed within correct intervals
- Safety inspections signed and stored
- Brake tests completed quarterly
- MOT booked and completed before expiry
- Tacho calibrations scheduled and completed
- Defect reporting workflow active and monitored
- Repairs documented with dates
- Maintenance provider competent and authorised

3. Daily Walkaround Checks

- Drivers complete checks daily before leaving site
- Defects reported immediately
- Nil-defect process followed
- Checklist covers tyres, brakes, lights, mirrors, leaks, load security, bodywork, number plates, horns, warnings

4. Driver & Tachograph Compliance

- Driver licence checks completed every 6 months
- Right-to-work held and stored
- Driver cards downloaded every 28 days
- Vehicle units downloaded every 90 days
- Infringements monitored with corrective action
- EU or GB Domestic rules followed
- Working Time Directive monitored
- Driver policies issued and acknowledged

5. Record Keeping

- Maintenance records kept for 15 months minimum
- Tachograph reports stored and accessible
- Defect reports linked with repair evidence
- Policies and procedures documented
- Accident/incident logs maintained

6. Vehicle Condition & Compliance

- Tyres legal with correct tread
- Brakes safe with current test evidence
- Lights and indicators functional
- Load secure
- No structural defects or leaks
- Plates visible and correct

7. DVSA & Traffic Commissioner Preparedness

- Records ready for inspection
- Internal audit completed yearly
- Advisories resolved
- Procedures documented
- Clear responsibility chain (Operator–TM–Driver)

8. Site & Operational Compliance

- Operating centre authorised and safe
- Parking space adequate

- Noise and access compliant
- Drivers briefed on site rules
- Safe loading operations

9. Emergency & Incident Procedures

- Breakdown process documented
- Accident reporting steps
- Emergency contacts available
- Lost/stolen tacho card procedures

10. Transport Manager Oversight

- Monthly compliance reports
- Operator communication documented
- Corrective actions followed up
- TM hours appropriate for fleet size
- Active and continuous TM involvement