DVSA Audit Preparation Pack

1. Documentation Required

- PMI inspection sheets (minimum 15 months)

- Brake test reports

- MOT certificates

- Tachograph reports & downloads

- Driver licence checks

- Defect reports with repair evidence

- Maintenance planner

- Policies and procedures

2. Site Preparation

- Operating centre tidy and safe

- Parking area organised

- Access clear for DVSA vehicle

- Maintenance files ready immediately

3. Driver Compliance Evidence

- Tachograph infringements and corrective action

- Working Time Directive monitoring

- Daily walkaround checks filed

- Driver training records

4. Transport Manager Oversight

- Monthly compliance reports

- Communication records

- Audit logs

- TM hours appropriate for fleet size

5. What DVSA Commonly Checks

• Late PMIs

• Missing brake tests

• Poor defect management

• Incomplete records

• Drivers not trained on tacho rules