The aim of VOSA is:

“To contribute to the improvement of road safety and environmental standards and to the reduction of vehicle crime”

www.vosa.gov.uk
• Testing & Inspection
• Enforcement
• Operator Licensing
• MOT Scheme
MAINTENANCE UNDERTAKINGS

To make proper arrangements so that:-

Motor vehicles and trailers, which includes any vehicle or trailer that is hired, is kept in fit and serviceable condition
Key Points of a Good Maintenance System

1. Vehicle maintenance
2. Drivers

Guide to Maintaining Roadworthiness
Vehicle Safety Inspections

- Planned in advance
- Wall chart or computer system
- Simple and clear
- Monitored
- Under Vehicle Inspection
Inspection Frequencies:

Keep to frequency.

Vehicle off road (VOR)
**Inspection Frequencies:**

- **Weeks:** 1, 2, 3, 4, 5, 6
- **Your Standard**
- **Minimum MOT Standard**
# Examples of Safety Inspection

The following is an example of a safety inspection record:

## Example of a safety inspection record

<table>
<thead>
<tr>
<th>Vehicle registration</th>
<th>Odometer reading</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Make and type

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Date of inspection

<table>
<thead>
<tr>
<th></th>
<th>Operator</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Notes

- N/A = Not applicable
- S = Satisfactory
- R = Repair required
- F = Safety item defect

### Part 1 - Inspection

#### Inside cab (motor vehicles)

<table>
<thead>
<tr>
<th>Column No.</th>
<th>Item Inspected</th>
<th>Serviceable</th>
<th>Defect Found</th>
<th>Rectified by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Driver’s seat</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Steering wheel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Mirrors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Windscreen wipers and washer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Windscreen wipers and washer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Side mirrors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Horn</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Driving position</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Mirrors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Service brake pedal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Service brake system</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Handbrake</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Handbrake</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Cab latches and steps</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Outside ground level and under vehicle (motor vehicles and trailers, see items marked * for trailers)

<table>
<thead>
<tr>
<th>Column No.</th>
<th>Item Inspected</th>
<th>Serviceable</th>
<th>Defect Found</th>
<th>Rectified by</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>Cab door</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Cab security</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Security of body</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Condition of body</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Safety equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This inspection record is an example of a safety inspection performed by the Vehicle & Operator Services Agency (VOSA). It includes various parts of the vehicle to ensure safety compliance. The inspection is part of a quality assurance program aimed at saving lives, making roads safer, reducing crime, and protecting the environment.
## Inspection Records

Retained for 15 months

### Current/Disposed
- Hired/Leased
- Borrowed vehicles

**Check No.** | **IM No.** | **Item Inspected** | **Serviceable** | **Defect Found** | **Rectified by**
--- | --- | --- | --- | --- | ---
1 | 18 | Driver seat | | | |
2 | 3 | Seat Belts | | | |
3 | 22 | Mirrors | | | |
4 | 23 | Glass & View of road | | | |
5 | 25 | Windscreen wipers & washers | | | |
6 | 26 | | | | |
7 | 27 | | | | |
8 | 28 | | | | |
9 | 30 | | | | |
10 | 37 | | | | |
11 | 38 | | | | |
12 | 34 | | | | |
13 | 36 | | | | |
14 | 39 | | | | |
15 | 17 | | | | |
16 | | | | | |
17 | | | | | |
18 | | | | | |
19 | | | | | |
Undertakings:

Make proper arrangements so that:-

Drivers report promptly any defects or symptoms of defects that could prevent the safe operation of vehicles and/or trailers, and that defects are promptly recorded in writing.
Drivers

A Critical part of the maintenance system

They have a Legal responsibility for the vehicle when on the road
GUIDE TO MAINTAINING ROADWORTHINESS – MINIBUS DRIVERS’ WALKAROUND CHECK PULL-OUT

**Mirrors and Glass**
- Check that all mirrors that should be there:
  - are there;
  - are aligned properly; and
  - are securely mounted;
- Check that your view to a mirror and of the road isn’t obscured by:
  - damaged glass;
  - obscured glass; or
  - obstructions (stickers, etc)
- Mirrors and Glass
- Check that:
  - the first aid kit is present and clearly marked;
  - the first aid kit is in a good condition;
  - the first aid kit is easily accessible.
- First Aid Kit
- Check that:
  - the fire extinguisher is the appropriate type and marked BS5432 or EN3;
  - the fire extinguisher is easily accessible;
  - the fire extinguisher is in good working condition;
- Fire Extinguisher
- Body Interior, Seats and Seat Belts
  - Check that:
    - all exits are obstructed;
    - driver and passenger seats are in good condition and securely fastened to anchorages;
    - driver and passenger seats b are in good condition and securely fastened to anchorages;
    - wheelchair lifts/ramps (when installed) are working correctly;
    - interior lights are all present and working.
- Brakes
  - Check that:
    - the service brake pedal does not have excessive side play;
    - the service brake pedal has a secure anti-slip provision;
    - the service brake pedal has sufficient reserve travel when fully depressed;
    - the handbrake lever lights operate on the dashboard, is not impeded in its travel and does not have excessive side play.
    - the parking brake works as intended.
- Windows, Windscreen Washers and Wipers
  - Check that:
    - there is no damage to the windscreen that would obstruct your view of the road;
    - wipers operate correctly and wiper blades are in good condition, clearing the windscreen effectively when used with washers;
    - washers operate effectively;
    - no window allows water to leak into the minibus;
    - the permit disc and valid tax disc are displayed in the windscreen.
- Horn
  - Check that:
    - the horn is easily accessible from the driver’s seat;
    - the horn sound is continuous and uniform;
    - the horn sound is loud enough to be heard by other road users.
- Speedometer and speed limiter
  - Check that:
    - the speedometer can be illuminated;
    - all legal seals and plaques are not tampered with.
- Lights and Indicators
  - Check that:
    - all lights and indicators, including hazard lights, work properly;
    - all lenses are present, clean and of the correct colour;
    - all dashboard warning lights work properly;
    - any steps are illuminated;
    - stop lamps come on when the service break is depressed and goes off when the service break is released.
- Tyres and Wheels
  - Check that:
    - each tyre is in good condition and has a minimum of 1mm tread depth;
    - no cords are visible on any tyre
    - each tyre has sufficient inflation;
    - each wheel is in good condition;
    - each wheel-run is in place and secure;
    - there are no deep cuts in the sidewalls of each tyre.

**Brakes**
- Check that:
  - the steering column and wheel do not have excessive free play;
  - the steering wheel has no jagged edges from a torn cover;
  - there is no damage to the steering column and wheel;
  - the handbrake lever is in good condition; and
  - the handbrake lever operates effectively.
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  - the first aid kit is easily accessible.
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### Defect reports

<table>
<thead>
<tr>
<th>DATE</th>
<th>10 January 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reg. No.</td>
<td>123 ABC</td>
</tr>
<tr>
<td>Mileage</td>
<td>456789 km</td>
</tr>
<tr>
<td>DEFECT(S)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Oil Leak.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nil Defects</td>
</tr>
<tr>
<td>Driver</td>
<td>Joe Blogs</td>
</tr>
</tbody>
</table>

Saving lives, safer roads, cutting crime, protecting the environment
Roadworthiness Standards

Categorisation of defects is available for purchase or downloadable as a “pdf” from the VOSA website.
## Enforcement Defects

### Prohibition Defect

<table>
<thead>
<tr>
<th>Prohibition Defect</th>
<th>2008/09</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver &amp; Passenger doors</td>
<td>20.3%</td>
</tr>
<tr>
<td>Brake Systems and Components</td>
<td>18.49%</td>
</tr>
<tr>
<td>Seat Belts</td>
<td>17.75%</td>
</tr>
<tr>
<td>Interior of Body</td>
<td>15.67%</td>
</tr>
<tr>
<td>Condition of Tyres</td>
<td>10.72%</td>
</tr>
<tr>
<td>Suspension</td>
<td>8.65%</td>
</tr>
<tr>
<td>Oil &amp; Waste Leaks</td>
<td>8.41%</td>
</tr>
<tr>
<td>Exhaust System &amp; PSV Waste Systems</td>
<td>5.63%</td>
</tr>
<tr>
<td>Condition of Body</td>
<td>5.39%</td>
</tr>
<tr>
<td>Fuel Tanks and System</td>
<td>5.36%</td>
</tr>
</tbody>
</table>
Prohibitions
Hand Written
Computer Generated
The action we take must be proportionate to the risk or threat to road safety.
“S” Marking

Defects are an indication of a SIGNIFICANT FAILURE of the maintenance system
PG9s on exempt vehicles count against Licence
Poor workmanship should have been apparent to the repairer. Long standing defect which should have been detected and repaired at the last safety check.
## Failure Items - PSVs

<table>
<thead>
<tr>
<th>Testable Item</th>
<th>2008/09</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headlamp Aim</td>
<td>10.97%</td>
</tr>
<tr>
<td>Lamps</td>
<td>3.41%</td>
</tr>
<tr>
<td>Body Interior</td>
<td>3.26%</td>
</tr>
<tr>
<td>Brake System</td>
<td>3.13%</td>
</tr>
<tr>
<td>Doors &amp; Exits</td>
<td>2.54%</td>
</tr>
<tr>
<td>Service Brake</td>
<td>2.47%</td>
</tr>
<tr>
<td>Seat belts</td>
<td>2.19%</td>
</tr>
<tr>
<td>Suspension</td>
<td>1.48%</td>
</tr>
<tr>
<td>Steering Mechanism</td>
<td>1.32%</td>
</tr>
<tr>
<td>Parking Brake</td>
<td>1.31%</td>
</tr>
</tbody>
</table>
Nature of defects on vehicles presented for Annual Test were such that they should have been detected prior to test.

Tyre / Wheel Change ensure there is a system in place for

Re-Torqueing 30 minutes or 40 to 80Kms
Poor Maintenance?
Safe Operator’s Guide

Guide to Maintaining Roadworthiness

DVDs
Questions?

Thankyou